Minutes
Town Council Steering Committee Meeting
October 28, 2019
Town Hall Conference Room B

1. The meeting was called to order at 7:00 PM.
   Present: Jonathan Hand, Matthew O’Brien, Julie Blanchard, Joan Lewis
   Also present: John Elsesser, Town Manager; Amanda Backhaus, Finance Director

2. Acceptance of Minutes:
   Julie Blanchard moved and Jonathan Hand seconded to accept the minutes of the Steering
   Committee meeting on September 23, 2019. The following correction was requested: item 4.B.
   second line, change “Alternative” to “Alternatives.” The motion to accept the minutes as
   corrected carried on unanimous vote.

3. Reports:
   Committee Chair: No report.
   Committee members: Matthew O’Brien apologized for missing the last meeting.

4. Board & Commission/Expanding Term/Vacancy Reports:
   No discussion. Ongoing issues with the reporting format have been reported to the Town Clerk.

5. Reappointments:
   A. Jonathan Hand moved to recommend the reappointment of Kevin Arpin to the
      Cemetery Commission, term to expire 10/17/22. The motion was seconded by Matthew
      O’Brien and carried on unanimous vote.

   B. Jonathan Hand moved to recommend the reappointment of John Marvin to the
      Cemetery Commission, term to expire 10/17/22. The motion was seconded by Julie
      Blanchard and carried on unanimous vote.

   C. Jonathan Hand moved to recommend the reappointment of Anne Vieten to the Cemetery
      Commission, term to expire 10/17/22. The motion was seconded by Matthew O’Brien and
      carried on unanimous vote.

   D. Jonathan Hand moved to recommend the reappointment of Lori Mathieu to the Inland
      Wetlands Agency, term to expire 9/15/2022. The motion was seconded by Julie Blanchard
      and carried on unanimous vote.

   E. Matthew O’Brien moved to recommend the reappointment of Darby Pollansky to the
      Planning and Zoning Commission, term to expire 11/1/2022. The motion was seconded by
      Julie Blanchard. Jonathan Hand noted that this name is very familiar because of some zoning
      violation actions for a period of time. John Elsesser replied that those issues are resolved and she
      is in full compliance with zoning issues now. Jonathan asked if there have been any attendance
      issues. John said he is not aware of any meetings that were canceled due to lack of a quorum.
      Matthew noted that Ms. Pollansky has served for 30 years and helped to write most of the current
      zoning regulations. The motion carried on unanimous vote.

6. Appointments:
   Jonathan Hand moved to add consideration of the appointment of Roberta Wilmot to the
   Senior Housing Alternatives Study Committee to the agenda as item 6.D. The motion was
seconded by Julie Blanchard and carried on unanimous vote.

A. Jonathan Hand moved to recommend the appointment of Patricia Laramee from an alternate to a full member of the Inland Wetlands Agency to fill a vacancy, term to expire 9/15/2022. The motion was seconded by Julie Blanchard and carried on unanimous vote.

B. Jonathan Hand moved to recommend the appointment of Rebeca Norman as an alternate to the Inland Wetlands Agency to fill the Laramee vacancy, term to expire 9/15/22. The motion was seconded by Julie Blanchard. Discussion took place regarding the need to double check whether there is a requirement for minority political party affiliation among the alternate members. John Elsesser said we will check with the Town Attorney. Matthew O’Brien moved to table consideration of this appointment for more information. The motion was seconded by Jonathan Hand and carried on unanimous vote.

C. Jonathan Hand moved to recommend the appointment of Sondra Astor Stave to the Senior Housing Alternatives Study Committee as an at-large member for the life of the committee’s work. The motion was seconded by Julie Blanchard and carried on unanimous vote.

D. Jonathan Hand moved to recommend the appointment of Roberta Wilmot to the Senior Housing Alternatives Study Committee as an at-large member for the life of the committee’s work. The motion was seconded by Matthew O’Brien and carried on unanimous vote.

7. **Proposed Revisions to Personnel Policies and Procedures:**
The Committee reviewed sections 12-15 of the document. A variety of typographical and grammatical corrections were made. Updates to reflect modern practices such as social media and electronic communication were added. Amanda Backhaus noted that pages where the formatting is off for indenting, etc. will be corrected. The section where personnel appeals are required would go to the Council, not the Personnel Appeals Board. Taking that section out will cause the committee to disband. John Elsesser said that our Attorney Ken Plumb believes that section 10-4 of the Town Charter indicates Council action in these matters. Location of use was removed from the performance of duties. The Appendix still needs updating and will have to be done by the next Council. **Jonathan Hand moved to recommend that the Town Council approve Sections 1-15 of the Personnel Policies and Procedures as amended.** The motion was seconded by Julie Blanchard and carried on unanimous vote.

8. **Recommendation by Town Attorney to Repeal Ordinance: Article IV., Sec. 38-91 Through Sec. 38-96, Due to Changes in State Law:**
Jonathan Hand moved to table this item until the next Steering Committee meeting, to write the amending ordinance. The motion was seconded by Matthew O’Brien and carried on unanimous vote.

9. **Charge to Women’s Suffrage Centennial Committee:**
John Elsesser recommended that the Town Clerk do this, and she is enthusiastic about doing so. If the Council wants other people involved it will take some time and we might miss the window for the celebration. The Town Clerk can report back with results. **Jonathan Hand moved to accept the Town Manager’s recommendation to have the Town Clerk’s office coordinate the women’s suffrage activities.** The motion was seconded by Matthew O’Brien and carried on unanimous vote.
10. Establishment of 2020 Census Complete Count Committee:
   A committee comprised of Town staff has been established for this initiative. No further Council action required.

11. Modifications to Ordinances: Inspection/Permit, Open Burning:
    Previously tabled to November 25, 2019 for review by the next Town Council.

12. Adjournment:
    The meeting was adjourned at 9:29 PM on a motion by Jonathan Hand, seconded by Matthew O’Brien and unanimously approved.

Respectfully submitted,

Laura Stone
Town Council Clerk