

SPECIAL MEETING MINUTES
TOWN OF GROTON
HISTORIC DISTRICT COMMISSION
SEPTEMBER 4, 2012 - 6:00 P.M.
GROTON TOWN HALL ANNEX - COMMUNITY ROOM 2

Members Present: Sarasin, Kimenker (6:23 p.m.)
Alternates Present: Brady, Everett
Absent: Moriarty, Somers
Staff: Quinn, Gilot

Vice Chairman Sarasin called the meeting to order at 6:00 p.m.

I. NEW BUSINESS

1. Refresher Course on Commission Functions, Procedures, Activities and Related Legal Matters

Eileen Duggan, Town Attorney, specializing in labor law, made a presentation to the Board regarding staff and agency interactions and relations.

Ms. Duggan distributed a handout titled "Staff and Agency Member Relations" (attached to these minutes).

II. ADJOURNMENT

Motion to adjourn at 6:45 p.m. made by Sarasin, seconded by Kimenker, so voted unanimously.

Historic District Commission

Prepared by Debra Gilot, Office Assistant III

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Special Meeting

Staff and Agency Member Relations

Goal: Discussion, understanding and consensus regarding (1) basic, common sense aspects of a positive and productive working relationship between staff and agency members, and (2) certain legal considerations in ensuring that the environment in which the Town's employees are required to carry out their duties is appropriate.

Legal Issues Related to Staff-Agency Interactions

Avoiding behaviors or comments that may rise to the level workplace harassment, as that phrase is construed under federal and state statutes, as well as the Town's employee handbook.

Avoiding behaviors or comments that may rise to the level of violence in the workplace, which is broadly defined in the Town's employee handbook.

General Expectations and Understandings that Support Positive Staff-Agency Interactions

Staff and agency members are representatives of the Town with the collective goal of serving the best interest of the Town within the governing statutes and agency regulations.

Staff recognizes that while each member of the agency is a volunteer, those volunteers ultimately are charged with decision-making.

Members of the agency, in turn, recognize that staff are professionals with extensive education, training and experience in land use matters. Members view staff as a positive resource.

Staff and agency members are not required to, and certainly will not always, agree with one another; staff and agency members also may not like one another. Respect and civility in discussions where such substantive disagreements exist, however, are required.

Staff and agency members agree to limit their expressions or statements of disagreement to matters of substance; comments should not be personal in nature.