

MINUTES
ZONING BOARD OF APPEALS
AUGUST 8, 2012 – 7:00 P.M.
TOWN HALL ANNEX – COMMUNITY ROOM 1

I. ROLL CALL

Present: Kravits, Manning, Russotto, Stebbins
Excused: Grady, Mencer
Staff: Cullen, Davis, Murphy, Town Attorney Eileen Duggan

Chairman Stebbins called the meeting to order at 7:00 p.m.

II. ITEMS OF 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.

2. Correspondence - None
3. Minutes – Meeting of May 9, 2012

MOTION: To approve the minutes of May 9, 2012 as presented.

Motion made by Russotto, seconded by Kravits. MOTION PASSED UNANIMOUSLY.

4. New Business
 - a) New Applications - None
5. Report of Staff

Staff discussed staffing changes in the Planning Department, and introduced Matt Davis, who will now be staffing the Zoning Board of Appeals.

Staff informed the Board that the kick-off meeting for the POCD Steering Committee is scheduled for August 16th.

IV. ADJOURNMENT

Motion to adjourn at 8:04 p.m. was made by Kravits, seconded by Russotto, so voted unanimously.

Tom Manning, Secretary
Zoning Board of Appeals

Prepared by Debra Gilot, Office Assistant III

HANDOUT FROM ATTORNEY DUGGAN ATTACHED

August 8, 2012
S. Ellen
ZBA

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.