

**AGENDA**  
**Town Council Steering Committee Meeting**  
**March 27, 2023**  
**6:30 PM**  
**Town Hall Annex (See below for ZOOM meeting information)**

1. Call To Order, Roll Call
2. Acceptance Of Minutes, February 27, 2023: (E)

Documents:

[FEBRUARY 27, 2023 STEERING MINUTES WITH ATTACHMENT.PDF](#)

3. Reports:
  - 3.A. Chairperson
  - 3.B. Committee Members:
  - 3.C. Monthly Board And Commission Reports (E)

Documents:

[EXPIRATION REPORT - 2023-03-20T10\\_35\\_41-04\\_00.PDF](#)  
[VACANCY REPORT - 2023-03-20T10\\_34\\_51-04\\_00.PDF](#)  
[BOARD MEMBER REPORT - 2023-03-20T10\\_36\\_00-04\\_00.PDF](#)

4. Appointments:
  - 4.A. Coventry Housing Authority: Borders (E)

Documents:

[STATEMENT OF INTEREST BORDERS.PDF](#)

5. Consideration/Possible Action: Adoption Of Revised Job Descriptions (E)

Documents:

[SUPERVISOR JOB DESCRIPTION LIST OF CHANGES.PDF](#)  
[ACCOUNTANT.PDF](#)  
[ASSESSOR.PDF](#)  
[BUILDING OFFICIAL.PDF](#)  
[COLLECTOR OF REVENUE.PDF](#)  
[DIRECTOR OF PLANNING AND DEVELOPMENT.PDF](#)  
[HUMAN SERVICES ADMINISTRATOR.PDF](#)  
[TOWN CLERK.PDF](#)

6. Discussion Of Implications: Connecticut Fair Employment Practices Act Amendments (E)

Discussion/potential action items:

- o Process to schedule and track training
- o Modifications to Statement of Interest form to serve on Boards and Commissions
- o Modifications to Handbook for Elected and Appointed Officials and Volunteers
- o Staff resources for implementation and reporting
- o Software solutions
- o Ramifications for non-compliance

CHRO online training: [https://forms.office.com/Pages/ResponsePage.aspx?ID=-NYLED2JUUIWJJH\\_ABTZ11HO4UKVVFOTPDTEVU7P7LUMK5JTYY2WLZSWDFOTELXMK9OUJYWRFNOS4U](https://forms.office.com/Pages/ResponsePage.aspx?ID=-NYLED2JUUIWJJH_ABTZ11HO4UKVVFOTPDTEVU7P7LUMK5JTYY2WLZSWDFOTELXMK9OUJYWRFNOS4U)

Documents:

[FAIREMPLOYPRACACTAMEND\\_EPL\\_100722.PDF](#)  
[MEMO RE SEXUAL HARASSMENT PREVENTION TRAINING.PDF](#)

7. Consideration/Possible Action: Personnel Policies & Procedures Language Modification, Tuition Reimbursement (E)

Documents:

[REIMBURSEMENT MEMO.PDF](#)  
[EXISTING LANGUAGE.PDF](#)  
[LANGUAGE 2.0.PDF](#)

8. Adjournment

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Join Zoom Meeting

Topic: Town Council Steering Committee Meeting

Time: Mar 27, 2023 06:30 PM Eastern Time (US and Canada)

<https://us02web.zoom.us/j/83402263995?pwd=ZmNqSnUzYS9sRkpZcnluQUtXSUVOdz09>

Meeting ID: 834 0226 3995

Passcode: 154540

One tap mobile

+13126266799,,83402263995#,,,,\*154540# US (Chicago)

+16469313860,,83402263995#,,,,\*154540# US

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

Meeting ID: 834 0226 3995

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Find your local number: <https://us02web.zoom.us/j/kdwDYYJlg2>

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*(E) Denotes enclosure*