

**March 4, 2024 Meeting**  
**Easton Town Hall, 7PM**

<b>Members Present:</b> Nicholas D'Addario Maureen Williams Gerry O'Brien	<b>Pending Members Present:</b> Paul Lindoerfer Darin Bershefsky
---	---

In an effort to expound on the “Buckets” approach to the goals of the Task Force we discussed the framework we had gone over at the last Meeting in an effort to bring the Pending Members up to speed.

- Insurance— There may be little we can do here but may need a definitive statement from our Coverage. Perhaps coming up with some Statement of Protection if at all possible.
- Ethics— Perhaps review the Code of Ethics for the Town to be more inclusive and/or more specific. Also look and review at Human Resources Manual as well as Social Media guidelines for employees and volunteers.
- Training— Is their available literature and/or video modules that could be useful in the areas of conflict resolution and engagement with the public. Maybe a mentor program that could help establish behavioral norms for all.
- Guidelines— How can we keep people from being onerous to others by not respecting time and space norms. Restrict Town Hall worker's office hours for visitation? Agreement on importance of the Chair in every Meeting to take the temperature of the room and be aware of any acrimony, be it spoken or unspoken.
- Pledge— Reviewed what the Civility Pledge would look like for employees and volunteers. Also discussed the tone and language of said Pledge.

- Paul Lindoerfer suggested rules regarding procedures that one should follow if they feel offended by the treatment of co-workers or co-volunteers. Also suggested signs in Meeting Rooms as a gentle reminder that civility is expected.
- Darin Bershefsky expressed a need for us to focus on Protection as an important purpose of the Task Force and group concurred and agreed to work to that end.

Respectfully Submitted,  
Gerry O'Brien/Secretary

INSTR # M2024000264  
DATE FILED 04/10/2024 08:41:30 AM  
DEBORAH SZEGEDI TOWN CLERK EASTON CT