



# *Town of Simsbury*

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## **Personnel Sub-Committee**

April 13, 2022

8:00AM

Main Meeting Room, Town Hall, 933 Hopmeadow Street

## **SPECIAL MEETING AGENDA**

Call to Order

- 1) Approval of March 10, 2022 Minutes
- 2) Exit Interview Process
- 3) Overview of Grievance/Arbitration Process

Adjournment

**Following adjournment, the Personnel Sub-Committee and staff will meet to discuss strategy with respect to collective bargaining for the units represented by CSEA.**



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**Personnel Sub-Committee**  
**Regular Meeting**  
Thursday, March 10, 2022  
Via Zoom video conference

**MINUTES**

**Members Present:** Wendy Mackstutis, Amber Abbuhl, Sean Askham

**Staff Present:** Maria Capriola, Melissa Appleby, Eric Gomes, Tom Fitzgerald, Tom Roy

The meeting was called to order at 8:03am.

**1) Approval of Minutes**

The minutes of January 13, 2022 and February 25, 2022 were approved by consensus.

**2) Creation of Deputy Town Engineer Classification**

Mr. Roy gave background information about the Deputy Town Engineer role and where it fits into the newly reorganized Engineering Division under the Public Works umbrella. This would be a role that oversees the day to day supervision of the Project Engineer and Administrative Secretary in the Engineering Division.

Mr. Askham asked about the current job market of engineering positions. Mr. Roy stated that the market is unlike anything he has ever seen for engineering positions, one factor is upcoming expected retirements at the State level.

Ms. Mackstutis asked if this position is included in the proposed budget for the upcoming year. Ms. Capriola said it was.

Mr. Askham asked if it is a non-union role. Ms. Capriola said at the moment it proposed as non-union.

Ms. Mackstutis asked if this position would be eligible for the Defined Benefit (DB) pension plan. Ms. Capriola stated that currently both the DB and Defined Contribution (DC) plans are still offered. To change that would be a policy decision of the Board that would have to be made through changes to the Personnel Rules and Regulations. The group discussed balancing the financial responsibilities of the Town vs. offering benefits that make the Town attractive and competitive in the labor market.

Ms. Mackstutis asked why the proposed range of the position is higher than the average range of the comparable towns. Mr. Roy stated he is expecting surrounding towns to do their own research and update their ranges shortly.

Mr. Askham moved, effective March 10, 2022 to endorse the creation of the position classification of Deputy Town Engineer and the job description as presented. Further move to endorse a salary range for the Deputy Town Engineer position of \$95,000 - \$120,000. Ms. Abbuhl seconded, all were in favor.

### **3) Public Audience Methods for Various Meeting Formats**

Ms. Mackstutis gave background information on why this item was on the agenda. Ms. Capriola spoke about the various methods the Town has used for Public Audience during Board of Selectmen meetings since the start of the pandemic. Ms. Appleby described the technology and staff time that is required to accommodate the different meeting formats, particularly hybrid meetings.

After some discussion, the Personnel Sub-Committee felt offering public audience through Zoom is beneficial to the public. The group acknowledged the staff time and resources required to accommodate this, and expressed an interest in exploring other ways to support the technology required for hybrid meetings. The group agreed to check back in a few months' time to assess how allowing public audience through Zoom is going.

The Personnel Sub-Committee decided to allow public audience at Board of Selectmen meetings through Zoom, in person at meetings, and to accept written comments that will be sent to all Board of Selectmen members but not read into the record.

### **Adjourn**

The meeting adjourned at 8:49am.

Respectfully Submitted,  
Thomas Fitzgerald  
Management Specialist