



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

June 13, 2019

7:30AM

Main Meeting Room, Town Hall, 933 Hopmeadow Street

REGULAR MEETING AGENDA

Call to Order

- 1) Step 3 Grievance Hearing, Grievant: John Driscoll – Public Works and Parks Employees Represented by AFSCME
- 2) Executive Session – Personnel – Step 3 Grievance Deliberations, Grievant: John Driscoll, Public Works and Parks Employees Represented by AFSCME
- 3) Step 3 Grievance Decision, Grievant: John Driscoll, Public Works and Parks Employees Represented by AFSCME
- 4) WPCA Job Descriptions
- 5) Town Manager Goals July 1, 2019 – June 30, 2020 & Performance Review Timeline
- 6) Approval of Minutes
 - a) April 16, 2019

Adjournment



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

To: Personnel Sub-Committee

From: Maria E. Capriola, Town Manager

Cc: Eric Gomes, HR Coordinator; Tom Roy, DPW Director; Anthony Piazza, WPCA Superintendent

Date: June 13, 2019

Re: Proposed WPCA Job Descriptions

Background

Attached please find a proposed revised job description for the Operator I position at the WPCA, which was last updated approximately 16 years ago. The classification has not been in use for approximately 5 years. The position is represented by AFSCME and is classified at grade "T5" on the AFSCME employees' pay plan. The position is classified as non-exempt and would be regularly scheduled for 40 hours per week. Filling an Operator I position will provide improved staffing resources for enhanced collection system maintenance and to prepare for staff retirements within the coming years. Currently, one WPCA employee is eligible for retirement and within the next five years, three more employees will be eligible. Reinstating the Operator I position will provide a means to train new operators prior to the retirement of existing ones.

If we move forward with the job description update to the Operator I position, the intent is to not fill a vacant Truck Driver position, currently classified at grade "T6" on the AFSCME employees' pay plan. The Truck Driver work has been reassigned to existing staff. All operator job descriptions require a CDL B license and cross training allows for staff to perform all functions of the Truck Driver position.

Also attached please find a proposed new classification of Mechanics Foreman, with a corresponding job description and recommended pay grade of "T9" on the AFSCME employees' pay plan. The position would be classified as non-exempt and would be regularly scheduled for 40 hours per week. Currently the Assistant Superintendent is supervising the mechanics. The current responsibilities of the Assistant Superintendent detract from the time required to ensure proper scheduling and parts ordering for timely maintenance and repair of all WPCA equipment. The new Mechanics Foreman position will allow for more efficient scheduling of repair and maintenance of WPCA equipment. With one person becoming the lead for this work, it allows the Superintendent and Assistant Superintendent to concentrate on improving process efficiencies in other areas.

If we move forward with creating the Mechanics Foreman classification, the intent is to not fill a vacant Mechanic position, currently classified at grade "T7" on the AFSCME employees' pay plan. Pay grade "T9" of the AFSCME employees' pay plan is recommended for the Mechanics Foreman position; the most comparable existing internal position is our Roads Fleet Maintenance Supervisor, currently classified at pay grade "T9" of the AFSCME employees' pay plan.

The WPCA Superintendent and Public Works Director were involved in preparing the job descriptions. The Union will need to review the proposed revisions to the Operator I job description and the proposed classification and pay grade for the Mechanics Foreman position. If any significant issues are noted I will bring the matter back to the Personnel Sub-Committee prior to submitting the proposal to the Board of Selectmen. If minor issues are noted I will update accordingly and make note of it for an upcoming Board of Selectmen meeting.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed changes to job descriptions to the Board of Selectmen for review and approval. Excerpted Charter language reads:

"...the Town Manager shall cause to have prepared a statement of the duties and responsibilities of each position in the Town service and of the minimum qualifications for appointment to such position. The statement so prepared shall become effective upon the approval by resolution of the Board of Selectmen and may be amended, upon recommendation of the Town Manager, by resolution of the Board."

Past practice has included a review by the Personnel Sub-Committee of proposed job descriptions.

Financial Impact

This overall plan/proposal does not change the overall number of full-time employees assigned to the WPCA. The WPCA budget is managed in a self-sustaining enterprise fund, which is in a strong financial position.

The change in hiring an Operator I, in lieu of a Truck Driver, has an annual savings in the range of \$2,101 - \$2,704¹.

The change in hiring a Mechanics Foreman, in lieu of a Mechanic, has an annual cost in the range of \$4,929 - \$5,803².

The overall annual budgetary impact would be an increase of approximately \$2,828 - \$3,099³, which can be comfortably supported by the WPCA budget.

Recommendation

I am recommending that the modifications to the Operator I job description be endorsed as presented, and that this position replace the vacant truck driver position.

¹ With payroll taxes, \$2,262 - \$2,911

² With payroll taxes, \$5,306 - \$6,247

³ With payroll taxes, \$3,044-\$3,336

I am also recommending that the classification of Mechanics Foreman be created, the job description be endorsed as presented, that the pay grade be established as Grade 9 of the AFSCME employees' pay plan, and that this position replace the vacant mechanic position.

Suggested Motion

If the Personnel Sub-Committee is in support of the proposed changes, the following suggested motions are in order:

Move effective, June 13, 2019 to endorse the proposed modifications to the job description for the Operator I position. Should management reach a mutual understanding with the union on the matter, further move that this recommendation be forwarded to the full Board of Selectmen.

Move effective, June 13, 2019 to endorse the creation of the position classification of Mechanics Foreman and the job description as presented. Further move to endorse a pay grade for the Mechanics Foreman position of Grade 9 of the AFSCME employees pay plan. Should management reach a mutual understanding with the union on the matter, further move that this recommendation be forwarded to the full Board of Selectmen.

Attachments

- a) Proposed Revised Job Description – Operator I
- b) Proposed New Job Description (Classification) – Mechanics Foreman

Town of Simsbury

TITLE: WPCF Plant Operator I **GRADE:** T-5

DEPARTMENT: Water Pollution Control Authority–DPW **DATE:** XXX, 2019

POSITION DEFINITION:

After training and certification, operates, monitors and controls the instrumentation, electric motors, pumps, valves, and process of the sewage treatment; performs minor maintenance and repair work on collection system, treatment plant equipment and vehicles; performs general maintenance work in WPCF buildings and grounds.

SUPERVISION RECEIVED:

Works under the close supervision of the Process Control Operator, Mechanics Foreman, or Assistant Superintendent.

ESSENTIAL JOB FUNCTIONS:

- Receives oral or written instructions from Process Control Operator, Mechanics Foreman, or Assistant Superintendent, to carry out established procedures in the maintenance and repair of the treatment facility, pump stations, and collection system.
- Follows written or oral instructions.
- Accomplishes work using equipment manuals and established procedures.
- Operates pumps and equipment to treat wastewater.
- Follows established procedure in daily inspection and maintenance of plant equipment and related facilities.
- Monitors gauges, meters, equipment control panels, and other monitoring devices.
- Reports malfunctions and/or equipment breakdowns to supervisors.
- Extracts samples and performs standard tests.
- Observes variations in operating conditions and initiates adjustments to achieve operating efficiency.
- Maintains equipment monitoring sheets and operating logs accurately and punctually.
- Performs scheduled preventive maintenance and makes repairs on WPCF and pump station equipment.
- Documents preventive and corrective maintenance performed.
- Operates truck to move sludge, pipe cleaning equipment and also transports materials to pump stations.
- Follows standard safety procedures and regulations.
- Reports tasks accomplished verbally or in writing to supervisor.

ADDITIONAL JOB FUNCTIONS:

- Assists the Process Control Operator, Foreman, or Assistant Superintendent in the performance of tasks necessary to comply with local, State and Federal regulations.
- Performs repair work on vehicles.
- Performs custodial housekeeping duties of equipment and buildings.
- Assists in the removal, replacement, or overhaul of equipment.
- Performs computer data entry and general office duties.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to diagnose equipment problems and perform minor repairs.
- Ability to read and interpret meters, gauges, and accurately record results.
- Ability to read and follow instructions, rules and procedures.
- Ability to acquire a basic knowledge of the operation, maintenance and repairs associated with wastewater treatment.
- Ability to acquire a State of Connecticut Department of Environmental Protection Wastewater Operator, Grade I Certification.
- Sufficient stamina and health to perform strenuous physical labor for extended periods of time.
- Ability to perform basic mathematical computations.
- Ability to interpret plan specifications and a variety of instructions furnished in written, oral, diagrammatic or schedule form.
- Ability to safely operate trucks in excess of 26,000 pounds GVW and other motor vehicles.
- Ability to communicate effectively, both orally and in writing.
- Ability to work safely.
- Ability to work on emergency call-out basis.

PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Ability to work in a setting subject to continuous interruptions and background noises.
- Ability to use a respirator.
- Ability to work in confined or close quarters including between pipes, and in tunnels for extended periods of time.
- Occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions.
- Ability to work in poor weather conditions, including heat, cold, rain, snow.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.
- Sufficient stamina and good health to perform strenuous physical labor.
- Ability to access and reach difficult places and varied terrain for inspection purposes.
- Ability to move throughout buildings and sites.
- Ability to get into and out of motor vehicles.

- Must be able to carry supplies and equipment which may exceed 70 pounds.
- Ability to work independently with minimum supervision.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms.
- Ability to walk; sit; climb; or balance; stoop, kneel, crouch or crawl; and smell.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The employee is exposed to odor.
- The noise level in the work environment is occasionally loud.

REQUIRED MINIMUM QUALIFICATIONS:

High school diploma or GED equivalent and one (1) year of practical experience in water, wastewater, electrical, pumps, or mechanical repair.

DESIRED QUALIFICATIONS:

An associates degree, or equivalent, in biology, chemistry, engineering or a related field.

LICENSE OR CERTIFICATE:

- Certification as a Connecticut Wastewater Operator, Grade I or acquired certification within one year of employment.
- ABC (Association of Boards of Certification) Class 1 Laboratory Technician Certification If certification is not in hand at time of appointment, must be obtained within one year.
- NEWEA (New England Water Environment Association) Class 2 Collection System Operator Certification. If certification is not in hand at time of appointment, must be obtained within one year.
- Advancement to Operator II upon Class 2 Connecticut Wastewater Operator certification.
- Advancement to Operator III upon Class 3 Connecticut Wastewater Operator certification.

MOTOR VEHICLE OPERATOR'S LICENSE:

Connecticut Class B CDL within six months of employment.

Note: The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Town of Simsbury

TITLE: Mechanics Foreman

GRADE: T-9

DEPARTMENT: Water Pollution Control Authority – DPW **DATE:** XXX, 2019

POSITION DESCRIPTION:

Supervises and coordinates the maintenance operation of the facility and pump stations. Leads in the inspection, maintenance and repair of instrumentation, motors, pumps, and other equipment. Works closely with the Superintendent, Assistant Superintendent and Process Control Operator to assure required environmental protection standards are met.

SUPERVISION RECEIVED:

Receives general supervision from the Superintendent or Assistant Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans and organizes work using a computer based maintenance program.
- Coordinates work assignments with the Process Control Operator to assure minimum interruption of treatment process.
- Establishes priorities for work assignments, monitors progress, and logs completed work orders in the computer.
- Monitors progress of assigned tasks and ensures they are performed in accordance with standard practice.
- Coordinates with the Process Control Operator on solving equipment and operational problems.
- Takes action to protect the treatment process and equipment.
- Inspects equipment and pump stations, for efficiency in operation and to avoid breakdowns.
- Assists Superintendent in researching the need for, and installation of, new or replacement equipment.
- Work weekends and responds to emergencies on a call-in basis.
- Follows and enforces standard safety procedures and regulations.
- Assists in training employees
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the operation, maintenance, and repair of wastewater systems and treatment equipment.
- Ability to diagnose equipment problems and perform necessary repairs.
- Ability to use computerized maintenance management software to set up and manage equipment maintenance.

- Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities.
- Working knowledge of the practices, methods, materials and tools used in equipment maintenance.
- Ability to read and interpret meters, gauges, and accurately record results.
- Ability to establish and maintain effective preventative maintenance programs, policies and procedures.
- Ability to give clear, concise written and oral instruction and work effectively with staff, superiors, and the general public.
- Ability to establish and maintain effective working relationships with employees, supervisors, vendors, and the public.
- Ability to train personnel.
- Ability to interpret plans, specifications, and a variety of instructions furnished in written, oral, diagrammatic or schedule form.
- Must be able to work with minimal supervision.
- Must be able to work as a team member.
- Ability to perform basic mathematical computations.
- Ability to safely operate trucks in excess of 26,000 pounds GVW and other motor vehicles.
- Ability to work on an emergency call-out basis.

REQUIRED PHYSICAL AND MENTAL EFFORT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Frequently required to use hands to finger, handle, feel or operate objects, tools or controls.
- Frequently required to reach with hands and arms.
- Occasionally required to climb or balance and safely work from the tanker walkway.
- Occasionally required to climb or balance and safely work from a ladder.
- Occasionally required to stoop, kneel, crouch, or crawl.
- Frequently required to walk, sit, talk, smell or hear.
- Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.
- Require vision abilities including close vision, distance vision, color vision, depth perception, and the ability to adjust focus.
- Require sufficient stamina and health to perform strenuous physical labor in all weather conditions.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

- Frequently performs tasks in outside weather conditions.
- Frequently works near moving mechanical parts and is exposed to vibration.

- Frequently exposed to wet and/or humid conditions.
- Frequently drives a variety of motor vehicles.
- Frequently works in office setting subject to continuous interruptions and background noises.
- Frequently enters data into a computer and generates reports.
- Occasionally works in high, precarious positions.
- Occasionally exposed to fumes, airborne particles, toxic or caustic chemicals.
- Occasionally exposed to risk of electrical shock.
- Occasionally exposed to loud noise levels.
- Occasionally perform maintenance tasks in confined spaces.

TOOLS AND EQUIPMENT USED:

All tools and equipment required for maintenance of mechanical/electrical equipment, facility structures, and vehicles including:

- Sampling and laboratory equipment.
- Power and hand tools and equipment for vehicle and mechanical system work.
- Electrical equipment diagnostic tools including multimeters, megohmmeters, ammeters, and optical thermometers.
- .
- Computer and data management software.
- Mobile or portable radio.
- Safety equipment

REQUIRED MINIMUM QUALIFICATIONS:

High school diploma or equivalent plus some specialized training in mechanics, maintenance management, or a closely related field. Four (4) years of related experience, at least two (2) of them which must be lead operational or plant maintenance supervisory experience.

SPECIAL REQUIREMENTS:

- Class B CDL.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Simsbury Town Manager Performance Review

Update: ~~10/9/2018~~ 6/11/19

Purpose of Document	This document: <ol style="list-style-type: none">1. Outlines the process for conducting the annual review of the Town Manager2. Contains the review document
Structure to Review	The Town Manager will be evaluated in three areas: <ol style="list-style-type: none">1. Performance related to six identified attributes2. Performance in each of four goal categories3. An overall performance rating
Process	The process for the review is: <ol style="list-style-type: none">1. Town Manager goals are established at the start of each fiscal year in June.2. Prior to review the Town Manager completes a self-review.3. Each Selectperson inputs their feedback into an online application (such as Survey Monkey).4. A consolidated document is developed. For each category being reviewed:<ol style="list-style-type: none">a. Dots will be used to show the rankings from each Selectpersonb. All comments will be presentedThe rankings and comments will not be identified by the author5. The Board of Selectpersons will meet to review the document6. The Board of Selectpersons will meet with the Town Manager to review their performance



Schedule	The timeline for the 2018-2019 Full Year Review will be:		
	Step	Date	Action
	1	July 12, 2019	Town Manager submits update on progress towards goals
	2	July 12, 2019	Town Manager completes self-review
	3	July 13 – July 26, 2019	Board Members complete online review
	4	July 27 – August 11, 2019	First Selectperson prepares draft review based on received responses with assistance from Personnel Sub-Committee
	5	August 12, 2019	Board of Selectpersons meet and review consolidated review
	6	September 9, 2019	Board of Selectpersons meets with Town Manager for Mid-Year Review
Schedule 2019 and Beyond	The same schedule will be used in future years. Note: This will be an update to the full review that was conducted in November. Due to the election transition in the fall, a mid-year review will occur in November.		
Process Owner	The First Selectperson is responsible for the management of this process. They will work with the Personnel Subcommittee.		

Simsbury Town Manager Performance Review

Rating	Definition
Outstanding	Superior performance in all skill sets of this category
Above Expectations	Stronger than baseline expected performance in category
Meets Expectations	Employee routinely completes the primary duties and responsibilities of the position and performance meets expectations
Below Expectations	One or more skill sets in this competency needs to be improved.
Needs Improvement/Development	Employee failed to meet/or correct deficiencies and did not improve in areas previously noted in a performance improvement plan.

Attribute Review

#	Attribute Factor	Rating					Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
		Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
1	Financial Management <ul style="list-style-type: none"> Develops annual operating and capital budgets based on the Town's needs and available resources. Prepares annual operating and capital budgets that are responsive to the Board of Selectmen's goals and priorities. Develops annual operating and capital budgets that provide services at a level directed by the Board of Selectmen. Appropriately monitors and manages fiscal activities of the organization. Effectively administers the annual operating and capital budgets. Considers financial impact before decisions are made. 						
2	Organizational Management and Leadership <ul style="list-style-type: none"> Effectively oversees and manages the daily operations of the organization. Makes difficult decisions when required and accepts responsibility for those decisions. Selects, leads, directs and develops staff effectively. Creates a culture that promotes innovation, excellence in public service, and accountability. Sets a professional example by handling town matters ethically, with integrity, fairly, and impartially. Fosters team environment. Instills a collaborative approach to providing services and finding solutions to problems. 						
3	Professional Development <ul style="list-style-type: none"> Values and supports personal and professional development of self and others. Creates a culture of professional development through all levels of the organization. Uses training and job assignments to facilitate learning. Provides constructive performance feedback through coaching and regular performance reviews. Regularly meets with department heads. 						

Simsbury Town Manager Performance Review

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Above Expectations	Stronger than baseline expected performance in category
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#	Attribute Factor	Rating					Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
		Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
4	Implementation of Board of Selectmen Policies, Initiatives, and Goals <ul style="list-style-type: none"> Is accessible and responsive to elected officials. Determines the feasibility of expected outcomes of policy options, initiatives, and goals. Articulates fiscal, administrative, legal, ethical, and other implications of policy options, initiatives, and goals. Develops a plan to implement policies, initiatives, and goals. Monitors and evaluates programs and services to ensure effectiveness, efficiency, quality, and responsiveness. Supports the action of the governing body after a decision has been reached, both inside and outside the organization. Establishes organizational priorities based on Board of Selectmen policies, initiatives, and goals. Makes reasonable progress towards established Town Manager Goals. 						
5	Communications <ul style="list-style-type: none"> Maintains effective and timely communications, both verbal and written, with the Board of Selectmen. Assists by facilitating decision making alongside the policy authority of the Board of Selectmen. Establishes and maintains effective working relationships with community partners and stakeholders. Demonstrates a customer service oriented approach when interacting with residents. Demonstrates an attitude of helpfulness, respect, sensitivity. Listens to concerns of staff, Selectmen, and the public. Responds appropriately. 						
6	Economic Development <ul style="list-style-type: none"> Develops strategies, activities, and procedures that result in attracting and retaining businesses that contribute to the expansion of the grand list in a manner consistent with the community's vision for growth. Maintain town's infrastructure in good condition to support business growth and attract new development. Supports programs and services that enhance the quality of life of residents, making Simsbury and attractive place to live, work, play. Supports economic development activities with innovative and forward thinking ideas. 						

Simsbury Town Manager Performance Review

Rating	Definition
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Above Expectations	Stronger than baseline expected performance in category
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Goal Review

#	Category	Priority	Goal	Rating					Comments
				Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
1	Human Resources and Labor Relations	High	Conduct leadership team recruitments. Successfully onboard and orient new team members. <ul style="list-style-type: none"> Police Chief Finance Director/Treasurer Director of Culture, Parks, Rec 						
		High	Begin negotiations for successor collective bargaining agreement with IBPO (police) (spring 2018). Begin negotiations for successor collective bargaining agreements with AFSCME (parks and public works), dispatchers, and all 3 unions representing CSEA (spring 2019)						
		Medium	Conduct first annual leadership retreat						
		Low	Draft and implement a professional travel policy						
		Low	Revise the inclement weather policy						
2	Economic Development	High	Support the work of the Board of Selectmen economic development work group.						
		High	Assist in the preparation and development of the Economic Development Commission as required by Charter						
		High	Coordinate and assist in preparation of economic development strategic plan or other study/technical assistance (pending availability of funds)						
		Medium	Complete the building permit fee analysis						
		Medium	Conduct visitations and outreach with the business community						
		Medium	Assist special villages with initiatives related to special events, infrastructure improvements, and economic development						

Simsbury Town Manager Performance Review

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Above Expectations	Stronger than baseline expected performance in category
Meets Expectations	Employee routinely completes the primary duties and responsibilities of the position and performance meets expectations
Below Expectations	One or more skill sets in this competency needs to be improved.
Needs Improvement/Development	Employee failed to meet/or correct deficiencies and did not improve in areas previously noted in a performance improvement plan.

Goal Review

#	Category	Priority	Goal	Rating					Comments
				Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
3	Financial Management	High	Prepare and submit FY 18/19 and FY 19/20 operating and capital budgets in accordance with Carter timeline requirements						
		High	Complete analysis of ambulance service delivery costs						
		Medium	Develop a grant application form and process for outside agencies requesting funding from the town.						
		Medium	Assist in developing a capital asset policy						
		Medium	Assist in developing a revised capital and CNR policy						
		Medium	Assist in the development of a Purchasing Ordinance						
		Low	Implement changes to Annual Report. Complete FY 16/17 and 17/18 Annual Reports utilizing new format and content.						
		Low	Update budget document to reflect GFOA recommended best practices for budget document presentation.						
		Low	Assist Board of Selectmen in the development of a policy and procedures for tax sales.						
		Low	Conduct a cost recovery and community use analysis of the Parks and Recreation Department.						
		Low	Conduct an analysis of contractor fees for Parks and Recreations Department.						

Simsbury Town Manager Performance Review

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Above Expectations	Stronger than baseline expected performance in category
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Below Expectations	One or more skill sets in this competency needs to be improved.
Needs Improvement/Development	Employee failed to meet/or correct deficiencies and did not improve in areas previously noted in a performance improvement plan.

Goal Review

#	Category	Priority	Goal	Rating					Comments
				Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
4	Special Projects	High	Complete settlement negotiations with Deepwater Wind and implement monitoring procedures.						
		High	Issue RFQ for parks and open space master plan. Initiate the project.						
		Medium	Issue a RFQ for the public safety radio system feasibility study. Initiate the study.						
		Medium	Issue a RFQ for labor counsel.						
		Medium	Issue a RFQ for employee benefits consultant (if BOE is in support of).						
		Medium	Conduct FOIA training for staff, boards, committees, and commissions. Develop a FOIA form, centralized process for handling requests, and a “nuts and bolts” brochure for committees.						
		Low	Support the work of the Board of Selectmen Water Shortage Ordinance work group.						
		Low	Develop and implement storm water management ordinance. (MS4)						
		Low	Develop and distribute a monthly newsletter promoting town governmental activities, news, and notes.						
		Low	Research options for expanding our senior transportation network.						
Low	Develop and implement a policy for banners along Hopmeadow Street								

Town Manager Performance Review

Rating	Definition
Outstanding	Superior performance in all skill sets of this category
Above Expectations	Stronger than baseline expected performance in category
Meets Expectations	Employee routinely completes the primary duties and responsibilities of the position and performance meets expectations
Below Expectations	One or more skill sets in this competency needs to be improved.
Needs Improvement/Development	Employee failed to meet/or correct deficiencies and did not improve in areas previously noted in a performance improvement plan.

Overall Summary

Rating					Summary Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee Regular Meeting

Tuesday, April 16, 2019

Probate Conference Room, Town Hall, 933 Hopmeadow Street

DRAFT - MINUTES

Members Present: Sean Askham, Chris Kelly, Eric Wellman

Staff Present: Maria Capriola, Eric Gomes, Tom Roy, Anthony Piazza

The meeting was called to order at 7:35am.

1) **Step 3 Grievance Hearing, Grievant: Chris Roy, Public Works and Parks Employees Represented by AFSCME**

Union members and representation present included Henry LaCharite (employee/local representative), Chris Roy (employee/member), and Anthony Bento (Union staff representative).

Mr. Kelly made a motion, seconded by Mr. Askham, that the matter presented was grievable. The motion passed unanimously.

Management provided an overview of the case and its position. The Union then provided an overview of its position, the remedy being sought, and the section of the collective bargaining agreement they believed to have been violated. Discussion occurred.

2) **Executive Session, Personnel, Step 3 Grievance Deliberations, Grievant: Chris Roy, Public Works and Parks Employees Represented by AFSCME**

Mr. Askham made a motion, seconded by Mr. Kelly, to enter into executive session with staff member Eric Gomes attending. Motion passed unanimously. The Sub-Committee entered into executive session with Mr. Gomes at 8:00am.

3) **Step 3 Grievance Decision, Grievant: Chris Roy, Public Works and Parks Employees Represented by AFSCME**

The Sub-Committee re-entered into open session at 8:10a.m. Mr. Kelly made a motion, seconded by Mr. Askham to deny the grievance. Motion passed unanimously. The Sub-Committee will provide a written response to the Union regarding its decision to deny the grievance.

4) **Town Manager Performance Review Process and Timeline**

Sub-Committee members developed a timeline for the Town Manager's next performance review check-in. Based on the Manager's current performance review and employment contract Mr. Askham made a motion, seconded by Mr. Kelly to recommend increasing the

Town Manager's compensation by 2.25% effective April 22, 2019. Motion passed unanimously.

5) **Approval of Minutes**

a. September 27, 2018

b. January 14, 2019

The minutes of September 27, 2018 were tabled. The minutes of February 14, 2019 were approved by consensus.

The meeting adjourned at 8:27am.

Respectfully Submitted,
Maria E. Capriola
Town Manager