



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

October 10, 2019

7:30AM

Main Meeting Room, Town Hall, 933 Hopmeadow Street

REGULAR MEETING AGENDA

Call to Order

- 1) Executive Session – Pursuant to CGS §1-200(6)(A), Town Manager’s Performance
- 2) Executive Session – Pursuant to CGS §1-200(6)(B), Pending Claims (MPP-33822, MPP-33825, MPP- 33831)
- 3) Town Manager’s Compensation
- 4) Approval of Minutes
 - a) September 12, 2019
 - b) October 1, 2019

Adjournment





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Personnel Sub-Committee

Regular Meeting

Thursday, September 12, 2019

Main Meeting Room, Town Hall, 933 Hopmeadow Street

DRAFT - MINUTES

Members Present: Sean Askham, Chris Kelly, Eric Wellman

Staff Present: Maria Capriola, Rachel Gravel, Lisa Karim

The meeting was called to order at 7:32am.

1) Library Job Descriptions

Ms. Gravel provided an overview of the proposed job description changes for two positions within borrowing and technical services: Library Technical Assistant and Library Technician. The changes are largely housekeeping to reflect modern library terminology and practices. Mr. Askham made the motion, seconded by Mr. Kelly to approve the job descriptions as presented. Motion passed unanimously. The job descriptions will be submitted to the union for review. Final adoption of the descriptions would be required by the Board of Selectmen.

2) Approval of Minutes

By consensus, the Committee reversed the order of items #2 and #3 on the agenda, and approval of minutes became item #2. By consensus, the minutes of August 5, 2019 and August 9, 2019 were approved as presented.

3) First Selectman's Stipend Evaluation

Only Sub-Committee members Askham and Kelly remained for the discussion on this topic. Through discussion, they believe the stipend should remain as is for the time being and that town expenses not political in nature should be paid for by the town separate from the stipend.

Adjourn

The meeting adjourned at 7:55am.

Respectfully Submitted,
Maria Capriola
Town Manager



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Personnel Sub-Committee Special Meeting

Tuesday, October 1, 2019

Main Meeting Room, Town Hall, 933 Hopmeadow Street

5:30 PM

Minutes completed by Chris Kelly

MINUTES

Members Present: Eric Wellman, Chris Kelly and Sean Askham

Police Commissioners: Mike Long, Jim Fleming

The meeting was called to order at 5:30.

1) Interview and Discuss Candidates for the Police Commission

A screening committee consistent of the three members of the Personnel Subcommittee and two members of the Police Commission interviewed four applicants for the Police Commission. Applicants were asked about their interest in serving on the commission, their background and experience, how they will add value to the success of the commission and their availability for meetings.

Following the interviews, the screening committee discussed the qualifications of the candidates and identified a preferred candidate to recommend to the full Board of Selectmen for consideration on October 16, 2019.

2) Personnel Subcommittee Action

Sean Askham moved to recommend Jennifer Caulfield for appointment. Chris Kelly seconded the motion. Motion passed unanimously by Personnel Subcommittee.

Adjourn

The meeting adjourned at 6:40 PM.