



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## **Personnel Sub-Committee**

January 12, 2023

8:00AM

Main Meeting Room, Town Hall, 933 Hopmeadow Street

## **REGULAR MEETING AGENDA**

Call to Order

- 1) Classification Work
  - Public Works Driver/Technician
  - Budget Director
- 2) Proposed Revisions to Personnel Rules and Regulations
- 3) Approval of Minutes
  - December 8, 2022

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, Director of Public Works/Town Engineer

Date: January 12, 2023

Re: Classification Work – Public Works Driver/Technician

## **Background**

An employee in the Truck Driver classification submitted a request for a reclassification review related to additional duties associated with traffic markings and sign maintenance in accordance with MUTCD standards. The employee is represented by the AFSCME Public Works and Parks Employees unit. The Truck Driver is classified at grade “T6” on that pay plan. The position is classified as non-exempt and is regularly scheduled for 40 hours per week.

After completing a reclassification review, it has been determined that a new classification of Truck Driver/Technician should be created to reflect the duties of the incumbent that requested the review.

Through negotiations the Town and Union have reached a tentative agreement to the proposed job description, classification creation, and to establish the pay grade for the position as a T7 on the AFSCME employees pay plan. If the proposal is ultimately approved by the Board of Selectmen, the Town Manager will enter into a Memorandum of Agreement with the union regarding the proposed Truck Driver/Technician job description, proposed paygrade, and management rights regarding the signage work. The Memorandum of Agreement will also address compensation, including retroactivity.

Past practice has included a review by the Personnel Sub-Committee of proposed job descriptions prior to adoption by the full Board of Selectmen.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed 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.”*

### **Financial Impact**

Changing the pay grade from grade T6 to T7 of the AFSCME employees pay plan would add an increase to the hourly range of \$1.21 to \$1.50 per hour.

The current incumbent in the Truck Driver position is at T6 Step 7 following execution of the union contract. Following execution of the agreement they will be at T7 Step 5. This is an annual difference of \$2,367.56 or \$2,548.68 when payroll taxes are factored in. There are salary savings in the Highway budget to cover a retroactive payment associated with the reclassification request.

### **Recommendation**

- Approve the creation of the Truck Driver/Technician position
- Approve the presented job description
- Approve that the position be assigned at T7 of the AFSCME employees pay plan
- Authorize the Town Manager to enter into a memorandum of agreement codifying the terms of the tentative agreement on the matter with the union and the incumbent.

### **Suggested Motion**

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

*Move effective, January 12, 2023 to approve the creation of the Truck Driver/Technician job classification and job description as presented. Further move to establish the position at grade T7 of the AFSCME employees pay plan. Further move to endorse authorization of the Town Manager to enter into a memorandum of agreement codifying the terms of the tentative agreement on the matter with the union and the incumbent.*

*Further move to forward this recommendation to the full Board of Selectmen for review and consideration.*

### **Attachments**

- a) Truck Driver/Technician Job Description

## Town of Simsbury

**TITLE:** Truck Driver/Technician

**GRADE:** T-7

**DEPARTMENT:** Highway - DPW

**DATE:** January XX, 2023

### **POSITION DESCRIPTION:**

Performs work of both a Traffic Control Maintainer and Truck Driver. Work includes, skilled and semi-skilled work fabricating and installing signs for the Town in accordance with local, state and federal guidelines. Drive a truck to plow and sand roads, transport materials to and from construction sites, and perform construction related work.

### **ESSENTIAL JOB FUNCTIONS:**

- Receives written and/or oral instructions from supervisor (DPW Director, Highway Superintendent, Foreman, Crew Leader) who reviews work in progress.
- Uses computer and related hardware or other sign making equipment to fabricate MUTCD compliant traffic signs, decals and other signs required. Applies and removes decals from Town owned vehicles and equipment.
- Properly installs signs and roadway markings in Town in accordance to MUTCD standards and instructions from supervisor.
- Maintains inventory/records of signs, supplies, pavement markings and equipment and initiates requisitions for ordering replacements.
- Maintains computer records and assists with the Sign Inventory in the Department's Asset Management System. Assists with assessing the condition of pavement markings/signs, verifying and documenting locations, and documenting maintenance activities.
- Responsible for the proper layout and painting of crosswalks, stop bars and other pavement markings.
- May receive and report projects through the Town's electronic work order system.
- Operates and performs routine servicing of drills, saws, compressors, post drivers, grinding machines and other equipment such as hydraulic and/or self-contained units.
- Performs functions in accordance with State of Connecticut Call Before You Dig (CBYD) regulations.
- Services trucks and equipment with fuel, lubricants and accessories. Reports malfunctions of trucks and equipment to supervisor.
- Drives dump truck to haul and remove materials and to plow and sand/salt roads.
- Operates equipment to mow roadsides, maintain grounds and to clear storm drain systems.
- Uses jack hammer, chain saws and other mechanical and hand tools in general maintenance work.
- Establishes safe roadside work zones and acts as a traffic flagger.

- Repairs drainage structures, street signs, guardrails, and roadside equipment.
- Follows standard safety procedures and regulations.
- Mixes paint and operates line striping equipment for the painting of traffic markings.
- Reports tasks accomplished to supervisor(s).
- Must be available to respond to 24-hour emergency situations and Special Event traffic control.
- Available for overtime, emergencies and storm related work.
- May perform emergency tree work, barricade placement, or other disaster debris related duties during storms or other emergency conditions.
- Other related duties as assigned by supervisor(s).

**ADDITIONAL JOB FUNCTIONS:**

- Supervises helpers on pavement marking and sign projects.
- Assists mechanic in maintenance and repair of equipment and vehicles.
- Operates loader to load materials on trucks.
- Other related duties as assigned by supervisor(s).

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to acquire a thorough knowledge of MUTCD and related reference materials.
- Ability to read schematics, diagrams and prints and follow instructions, rules and procedures.
- Working knowledge of the methods, materials, regulations and tools used in sign maintenance work.
- Ability to keep detailed records using Microsoft Word/Excel or other computer systems for inventory, materials, and records.
- Ability to perform mathematical computations.
- Ability to safely operate trucks in excess of 47,000 pounds GVW.
- Ability to recognize the need for equipment and vehicle repairs and maintenance.
- Ability to establish and maintain effective working relationship with employees, supervisors, vendors, and the public.
- Ability to communicate effectively orally and in writing.
- Ability to perform all duties in conformance to appropriate safety and security standards.
- Ability to work safely and oversee the safety of employees as well as the public.
- Ability to perform manual tasks under varying weather conditions.
- Ability to work on emergency call-out basis, including during extended winter hours.

**TOOLS AND EQUIPMENT USED:**

- Motorized vehicles and equipment, including, but not limited to: dump truck, pickup truck, utility truck, power and hand tools and equipment for installation and maintenance of signs and traffic markings and general construction.
- Computer software specific to design and plotting of traffic signs: Sign plotter/cutter, personal computer, tablet computer, calculator, phone, and mobile or portable radio.

**PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:**

- Ability to work in settings subject to continuous interruptions and background noises.
- Ability to climb ladders, platform and equipment.
- Ability to work near moving traffic equipment.
- Ability to work in poor weather conditions, including heat, cold, rain and snow.
- Ability to operate equipment requiring hand-eye coordination and mechanical aptitude.
- Ability to access difficult places and negotiate varied terrain.
- Ability to get in and out of motor vehicles.
- Ability to lift and/or carry objects weighing from 25 to 50 pounds.
- Ability to work independently with minimum supervision.
- While performing the duties of this job, the employee is 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, balance, stoop, kneel, crouch, 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.

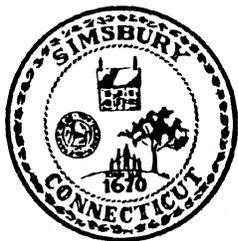
**REQUIRED MINIMUM QUALIFICATIONS:**

- High school diploma or GED equivalent;
- Specialized training and/or knowledge of the requirements of the MUTCD as they relate to signage and street markings.

**MOTOR VEHICLE OPERATOR'S CERTIFICATE:**

- Connecticut Class B CDL with air brakes and tanker endorsements.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.



# 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 Fitzgerald, Management Specialist; Amy Meriwether, Finance Director/Treasurer

Date: January 12, 2023

Re: Proposed Creation of Budget Director Position

## **Background**

As you are aware, the Town entered into a shared services agreement with the Simsbury Board of Education in December of 2020. This agreement includes, in part, financial management services. With a retirement in Central Office, the Board of Education restructured an accountant position into a Budget and Research Manager position. The Superintendent and I are in agreement that this position would be ideally suited as a shared Budget Director position with the Town, reporting to the Finance Director. This new position would be responsible for: developing and administering the Town and Board of Education budgets and monitoring their implementation; conducting research and analysis and preparing recommendations related to existing and proposed programs; grants management; and administering the property, casualty and liability insurance programs for the Town and Board of Education.

The position is proposed to be 40 hours per week, which is consistent with other staff positions in the Finance Department. The position would be classified as exempt and unaffiliated.

Should the Personnel Sub-Committee and Board of Selectmen approve this recommendation, the shared services agreement should be updated to reflect the addition of this position. In addition, we also intend to further update the "Payment" section of the shared services agreement to more accurately reflect the workload of the four shared positions in the Finance Department: Director of Finance; Deputy Director of Finance; Accountant; and proposed Budget Director. This change in accounting would take effect with the FY24 budget.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed 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 prior to adoption by the full Board of Selectmen.

### **Financial Impact**

The current proposed salary range is \$93,500 - \$114,565. The Board of Education budget would initially provide funding in the amount of \$104,150, with the Town budget covering the difference.

### **Recommendation**

Staff is recommending the following:

- Create the proposed classification of Budget Director
- Adopt the proposed job description
- Establish a salary range of \$93,500 - \$114,565 for the position

### **Suggested Motion**

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

*Move effective, January 12, 2022 to endorse the creation of the position classification of Budget Director and the job description as presented. Further move to endorse effective July 1, 2022 a salary range of \$93,500 - \$114,465 for the position.*

*Further move, to forward the Budget Director proposal to the full Board of Selectmen for review and consideration.*

*Further move, to endorse the amendments to the shared services agreement with the Simsbury Board of Education.*

### **Attachments**

- a) Proposed Job Description – Budget Director

## **Town of Simsbury**

**TITLE:** Budget Director

**DATE:** January 4, 2023

**DEPARTMENT:** Finance

**AFFILIATION:** Unaffiliated

**FLSA STATUS:** Exempt

### **POSITION DESCRIPTION:**

Performs a variety of administrative and technical work in the development, administration, and analysis of Town and Board of Education budgets and in monitoring their implementation. Conducts studies and prepares reports and presentations on financial matters, management methods, and administrative and operating systems and procedures. Maintains and manages grant agreements and activity to ensure grant compliance. Has primary responsibility for administering the property, casualty, and liability insurance programs for the Town and Board of Education.

### **ESSENTIAL FUNCTIONS:**

- Responsible for planning, organizing, and directing the annual budget development process for the Town and Board of Education capital and operating budgets under the direction of the Finance Director.
- Develops and maintains systems used for budget development including templates for budget submissions and other forms and processes.
- Assists departments in developing budgets; reviews departmental budget requests for completeness, accuracy and compliance with procedures and guidelines; assists with compiling consolidated budget recommendation.
- Provides information and assistance to the Board of Selectmen and Board of Education in their budget and financial responsibilities; attends budget hearings and workshop sessions.
- Prepares budget presentations for budget meetings, public hearings, and workshops.
- Maintains budget information on the town's website and relevant social media accounts.
- Assists with the preparation of operating and capital budget resolutions in consultation with legal counsel, and assists with the referrals for the capital improvement plan in accordance with CGS Section §8-24.
- Coordinates legal notices for publication and distribution online and in newspaper as required by Town Charter.
- Coordinates and supports the work of budget referendums and special town meetings.
- Monitors annual budgets throughout the fiscal year once they have been adopted; supports the Director of Finance by working with Town and Board of Education departments to evaluate budget status information throughout the year.
- Maintains database of budget history, and develops multi-year forecasts of revenues and expenditures in order to assist in budget preparation and analysis.
- Supports the Director of Finance with budget projections, reporting and analysis, revenue estimates and state budget indications.

- Conducts research and analysis and prepares recommendations related to existing and proposed programs to support and streamline the operational requirements of the Town and Board of Education departments.
- Tracks expenditures, reimbursements, and manages reporting process for certain local, state, regional, federal, and private grants.
- Maintains property, vehicle, and equipment inventory and related depreciation schedules.
- Administers the Town and Board of Education property, casualty and liability insurance programs, including: claims administration; coordination with claimants and insurance carriers; review of property, vehicle, and equipment schedule; selection of insurance coverage and deductible levels; review of contracts and other agreements for proper and adequate insurance protection.
- Collects and analyzes data on risks and losses; makes recommendations for mitigating losses and follows through on implementation.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of the theory, principles and practices of modern municipal budget preparation and administration.
- Knowledge of statistics, accounting principles, and data processing practices related to financial accounting and reporting.
- Ability to analyze and evaluate budgetary problems and procedures and the effectiveness of departmental work programs and operations.
- Knowledge of the principles related to risk management and insurance programs.
- Ability to establish and maintain effective working relationships with department/division heads, Town and Board of Education officials, and administrative personnel.
- Ability to express oneself clearly and logically in oral and written form.

**REQUIRED EQUIPMENT OPERATION:**

- Operates office equipment including a personal computer.

**REQUIRED PHYSICAL EFFORT:**

- Must be able to sit at desk and work continuously for extended periods of time; lifting and carrying materials and equipment weighing up to 25 lbs, and utilize overhead cabinet storage space.

**REQUIRED QUALIFICATIONS (Minimum)**

- Master's Degree in Public or Business Administration and three (3) years of experience relating to budget preparation and analysis, or suitable experience may be substituted for educational attainment if deemed appropriate by the Town Manager.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

**Personnel Sub-Committee  
Regular Meeting**  
Thursday, December 8, 2022  
Main Meeting Room, Town Hall

**MINUTES**

**Members Present:** Wendy Mackstutis, Amber Abbuhl, Sean Askham (via Phone)

**Staff Present:** Maria Capriola, George McGregor, Tom Fitzgerald

The meeting was called to order at 8:05am.

The Agenda order was rearranged due to Mr. Askham having to depart early.

**1) 2023 Meeting Schedule**

Discussion from the group on if a different day or time would be preferred for the 2023 meetings. After discussing possibilities, it was agreed that keeping the same day and start time for 2023 would be preferred.

**2) Approval of Minutes – October 13, 2022**

The minutes of October 13, 2022 were approved as presented by consensus.

**3) Classification Work**

Ms. Capriola and Mr. McGregor went over the proposed revisions to the Assistant Town Planner and Code Compliance Officer job descriptions. Mr. McGregor views these changes as allowing both positions to be flexible to the strengths of the employees in the position. The hierarchical structure of the Planning Department will not change. Mr. McGregor stated the proposed name change from Code Compliance Officer to Community Planner makes the position more generalized and open to a broader pool of candidates to join the department in the future. The Department would not lose the duty of code compliance but rather that duty would be given to the member of staff who has more experience in that area. Ms. Abbuhl, Mr. Askham and Ms. Mackstutis asked Ms. Capriola and Mr. McGregor questions about the proposed changes.

Ms. Abbuhl moved, effective December 8, 2022, to endorse the proposed job description changes to the Assistant Town Planner position. Further move to recommend that the job description be forwarded to the full Board of Selectmen for approval. Mr. Askham seconded, all were in favor, therefore the motion passed.

Ms. Abbuhl moved, effective December 8, 2022, to endorse the proposed job description changes to the Code Compliance Officer position. Further move to endorse the proposed change in title from Code Compliance Officer to Community Planner. Further move to recommend that the Community

Planner job description/title be forwarded to the full Board of Selectmen for approval. Mr. Askham seconded, all were in favor, therefore the motion passed.

*Mr. Askham left the meeting.*

**4) Recruitment for Community for Care Members**

Ms. Capriola gave background information on the current status of the Community for Care and how many current members there are as well as how many vacancies they have. Ms. Capriola informed the group of how previous interviews by the Personnel Sub-Committee were conducted for committees appointed by the Board of Selectmen. There was a group discussion on how or if there is a need to narrow the list of candidates. The group decided it would be better to interview all who applied and discussed potential interview dates and times.

**5) Recruitment for Board of Assessment Appeals Members**

Ms. Capriola gave background on the Board of Assessment Appeals and how that committee functions with alternates appointed by the Board of Selectmen. Ms. Capriola also said that since it is a revaluation year more members can be appointed to handle an expected increase in appeals to be heard. The group discussed potential interview dates and times.

**Adjourn**

Ms. Abbuhl made a motion to adjourn the meeting at 9:04am. Ms. Mackstutis seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,  
Thomas Fitzgerald  
Management Specialist