



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

June 8, 2023

8:00AM

Zoom

REGULAR MEETING AGENDA

Call to Order

- 1) Approval of Minutes
 - May 11, 2023 Regular Meeting
- 2) Community for Care (C4C) Recruitment Update & Discussion
- 3) Economic Development Commission Recruitment Update & Discussion
- 4) Update to FY 23/24 Non-Union Compensation
- 5) Future Meeting Dates & Times
- 6) Adjournment



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee Regular Meeting

Thursday, May 11, 2023

Zoom

MINUTES

Members Present: Wendy Mackstutis, Amber Abbuhl, Sean Askham

Staff Present: Nicholas Boulter, Tom Fitzgerald, Eric Gomes

The meeting was called to order at 8:01am.

1) **Approval of Minutes**

The minutes of the February 9, 2023 regular meeting were approved by consensus.

2) **Community for Care (C4C) Recruitment**

Mr. Fitzgerald gave an overview to the group about there being 5 candidates still interested. The group discussed sending out the written questionnaire used last time prior to scheduling interviews.

3) **Economic Development Commission Recruitment**

Mr. Fitzgerald gave an overview of their being two openings. The group discussed advertising for an opening to the public.

4) **FY 23/24 Non-Union Compensation**

Mr. Fitzgerald gave background to the group of Ms. Capriola giving performance reviews for non-union staff that reported to the Town Manager prior to her departure. In the past a successful completion of a performance review was needed for a GWI for non-union staff. The amounts presented have been budgeted including proposed market adjustments to Police Chief and Library Director. Ms. Mackstutis asked if the proposed chart could be included in the Board of Selectmen packet when this is discussed at the full board meeting. Mr. Askham asked why there was a reduction in the Deputy Town Manager rate. Mr. Askham made a motion to change the Deputy Town Manager to \$119,831, Ms. Abbuhl seconded the motion. Mr. Askham and Ms. Abbuhl voted for while Ms. Mackstutis voted against, the motion passed on a 2 to 1 vote. Ms. Mackstutis asked questions about the Budget Director and HR Coordinator positions, and Mr. Askham asked to send the Chief and Deputy Chief to the Police Commission so they were aware.

Mr. Askham made a motion to recommend to the full Board of Selectmen a 2.4% general wage increase for unaffiliated staff effective July 1, 2023 pending a satisfactory yearly performance evaluation, and that the salary ranges for those classifications be adjusted as presented. Further move to have the proposed general wage increase forwarded to the full Board of Selectmen. Mr. Askham also made a motion to recommend to the full Board of Selectmen a 2.4% general wage increase for unaffiliated staff in a probationary status be applied upon successful completion of their probationary period. Ms. Abbuhl seconded. All were favor.

5) Executive Session:

- a. Pursuant to General Statutes section 1-200(6)(A) To discuss personnel matter & compensation regarding Police Chief
- b. Pursuant to General Statutes section 1-200(6)(E) to discuss labor negotiations and strategy with AFSCME and CSEA

Mr. Askham moved to adjourn to executive session and invite Interim Town Manager Boulter, HR Coordinator Eric Gomes, and Labor Attorney Harrington at 8:23. Ms. Abbuhl seconded the motion. All were in favor.

Adjourn

Mr. Askham made a motion to adjourn from executive session and adjourn the meeting at 9:30am. Ms. Abbuhl seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,
Thomas Fitzgerald
Acting Deputy Town Manager

Community for Care Questions

Responses from: Adam Bourgoin

6/1/2023

1. What is your understanding of the mission for Community for Care?

My understanding is that the mission for Community for Care is to identify, assess, and mitigate where problems arise in the arena of mental health and substance abuse disorder. It seems to be as much about resource identification as it is problem identification and solutions, given the fracture nature of mental health resources within the state.

2. What brought you to apply for a slot on this committee?

My background in emergency nursing has exposed me to significant gaps in the mental health system, and I was frequently disheartened by the lack of empathy (much of it unconscious) given to addicts and others in mental health crisis. I feel that serving with the Community for Care will allow me to help those affected by mental health and substance abuse at the community level. I hope to be able to teach others to be more self-aware regarding their approaches to providing care to those in need.

3. How will your experience and skill set bring value to the committee?

The profession of nursing has provided me with an in depth development of the ability to identify gaps in care, research the best evidence-based approaches, and assist in developing a plan of implementation. I recently successfully defended my doctoral level research in nursing education, and as of 8/13/2023 I will have completed all of my doctoral course work. My strong education in research, and my growing portfolio of research will assist the committee in implementing appropriate, sound interventions within the community. I feel that my professional experience as both a nurse and educator will be an asset to the committee.

4. If you were responsible for creating a program, what topic do you think would be beneficial to the community?

I feel that education around Narcan and rapid identification of overdose would be valuable. I would love to partner with the police department to work on mental health crisis response within the community and providing continuity with the emergency services throughout the state.

5. What experience and knowledge do you have in the areas of mental health and substance use disorder?

I have been a registered nurse for nine years. Throughout nursing, you are exposed to various mental health crises and conditions, as well as significant substance abuse. From 2016-2020 I

worked in the emergency department at St. Francis Hospital, including the last 18 months or so as an assistant nurse manager on night shift. I have the ability to be able to meet people in crisis on their level, which I believe strongly aids in bringing the crisis to a more manageable level. In addition to mental health crises, I encountered addicts multiple times a shift. I have seen success stories when people recover, and I have seen tragic cases where recovery was not possible. I believe that my experience will not only help me on this committee, but it may also help influence policy on mental health and substance use resources within the community.

I thank the Community for Care Committee for their consideration of my responses, and I look forward to any feedback that they may have.

Adam Bourgoin, DNP, MSN, RN





Simsbury, CT
933 Hopmeadow Street

Phone: (860) 658-3200

Volunteer Form

Good Government Starts with You

Date Submitted: May 16, 2023

Name: Matthew D Arthur

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Party Affiliation: R

Current Occupation/Employer: National Sales Director / St. Killian Importing

Narrative: My name is Matt Arthur, I am a graduate of the University of Connecticut Business School (Finance '09) as well as Northeastern Business School (MBA '12) and current resident of Simsbury, CT. For the last 12 years I have worked for a national beer importing company in several roles, currently as the National Sales Director. I believe my previous education and more importantly the relevant practical business experience gained in my current professional role would make me an ideal candidate for the current opening on the Economic Development Commission. I believe I could add value to the future of the economic development of Simsbury for the following reasons:

1. **Fundamental Business Understanding:** Day to day I am directly responsible for a team that generates over 50 million dollars of revenue annually. Revenue, gross profit and expense management are key principles of managing our business effectively. Market analysis is crucial in identifying areas of opportunity in my professional role. This would be pivotal in my involvement on the board, which would help identify business opportunities and cultivate them into value added entities for continued growth in our town.
2. **Analytical Thinking:** In my professional career informed decision making is key to identifying opportunities. Studying data sets and taking into account internal and external factors is something I am very comfortable with. Studying the performance of local business and providing recommended strategies is an area I could thrive in. Further, I am familiar with identifying trends and market research to make fact based, value added business recommendations.
3. **Fostering Collaboration and Relationships:** This is a key component of my business like many others. Our 250 wholesaler partners are key to success in my current role. Business is 'people first' and I believe crucial to economic development. I have the interpersonal skills which will allow me to connect and earn the trust of key stakeholders in the community. This will allow for adoption of recommendations and strategies that can help positively impact the economic landscape of Simsbury.
4. **Marketing Experience:** Having worked with global brands, I have a solid understanding of marketing strategies used to build these brands. I understand how branding, positioning and the fundamentals of marketing including product, place, price, promotion can provide a solid road map to informed decision making and success for a business.
5. **Passion for the Success of Simsbury:** I grew up in Connecticut but lived for over a decade in Boston, MA. When our family decided to move back to CT, Simsbury was the only town we



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Volunteer Form

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considered. The reasons we chose this town were vast, but mostly for the school systems and the sense of community, which are heavily driven by the town's economic health. I would like the opportunity to continue the great work that has been done in this community to ensure that the reasons we chose to move our family here are the same reasons families will choose Simsbury for years to come.

In conclusion, I genuinely believe my well rounded business skill set, coupled with the passion and dedication to economic success of the entire town of Simsbury make me prime candidate for a spot on the board of the Economic Development Commission. I look forward to the opportunity to work with like minded individuals to ensure the continued success of the Town of Simsbury.

My work schedule requires about 50% travel, so my free time can vary on a weekly basis. Typically evenings in the early and end of the week are best. I would love the opportunity to discuss this opportunity in more detail and answer any questions you might have for me.

Thank you for your consideration.

Matt Arthur

██████████
██████████████████

Board(s) / Committee(s): ECONOMIC DEVELOPMENT COMMISSION



Simsbury, CT
933 Hopmeadow Street

Phone: (860) 658-3200

Volunteer Form

Good Government Starts with You

Date Submitted: May 15, 2023

Name: Thomas Brey

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Party Affiliation: U

Current Occupation/Employer: Commercial Insurance Advisor / AssuredPartersNE

Narrative:

Board(s) / Committee(s): ___ECONOMIC DEVELOPMENT COMMISSION



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Phone: (860) 658-3200

Volunteer Form

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Date Submitted: May 16, 2023

Name: Scott H Johnson

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Party Affiliation: R

Current Occupation/Employer: Mortgage Banker, CMG Financial and Executive Director of Honor Connor a Simsbury based 501c3

Narrative: I have a BS degree in Marketing Management and have lived in Simsbury most of my life graduating from SHS in 1981. I have raised 3 children in Simsbury and now am turning 60. I love the town and have volunteered for many years by coaching youth sports and also was on the Simsbury Diversity Education Committee. I have been involved in Real Estate and Business Development projects for 35 years. I have lived in my West Simsbury home for 30 years and prior to that lived on Barry lane. I went to Belden, Central, Henry James and SHS. I have unique perspective of Simsbury as child and now a Grandpa. I have no children at home and have time to serve the town.

Board(s) / Committee(s): ECONOMIC DEVELOPMENT COMMISSION



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Date Submitted: May 15, 2023

Name: Matthew P Natcharian

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Party Affiliation: U

Current Occupation/Employer: Investment Management/GreensLedge Asset Management

Narrative: Owner of Fiddler's Green in Simsbury Center, CFA (Chartered Financial Analyst), BS in Finance from Bentley College '90.

Board(s) / Committee(s): ___ ECONOMIC DEVELOPMENT COMMISSION



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Volunteer Form

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Date Submitted: May 16, 2023

Name: Eugene A Sheehan III

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Party Affiliation: D

Current Occupation/Employer: Self-Employed

Narrative: Semi-Retired since 2019 after a 50-year career in marketing, advertising and public relations. Most recently as founder and managing partner of Sullivan & LeShane Public Relations in Hartford.

Board(s) / Committee(s): BUSINESS DEVELOPMENT COMMITTEE
 ECONOMIC DEVELOPMENT COMMISSION



Simsbury, CT
933 Hopmeadow Street

Phone: (860) 658-3200

Volunteer Form

Good Government Starts with You

Date Submitted: May 16, 2023

Name: Scott B Woessner

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Party Affiliation: R

Current Occupation/Employer: Regional Vice President Siemens Medical Supplies

Narrative: I have a Bachelor Degree in Engineering from The United States Naval Academy. I was trained in nuclear engineering by the Navy. I have my MBA from the University of Hartford. I have worked in various management jobs the past 34 years with the same company I am very good at working with people. I work out of my home and my job gives me a lot of flexibility

Board(s) / Committee(s): BUSINESS DEVELOPMENT COMMITTEE
 ECONOMIC DEVELOPMENT COMMISSION
 PUBLIC BUILDING COMMITTEE
 SIMSBURY SUSTAINABILITY COMMITTEE

Salary Data as of May 2023

| | Parks and Rec Director | | | Planning Director | | | Finance Director | | | Library Director | | | Chief of Police | | |
|--------------------|------------------------|------------------|------------------|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------|------------------|------------------|
| | Minimum | Maximum | Actual | Minimum | Maximum | Actual | Minimum | Maximum | Actual | Minimum | Maximum | Actual | Minimum | Maximum | Actual |
| Simsbury* | \$78,467 | \$128,910 | \$126,108 | \$84,072 | \$134,515 | \$127,938 | \$98,644 | \$166,339 | \$166,339 | \$78,467 | \$121,295 | \$121,295 | \$89,677 | \$151,218 | \$151,218 |
| Avon | \$75,223 | \$105,242 | \$97,616 | \$94,846 | \$132,739 | \$134,380 | \$102,279 | \$143,213 | \$138,380 | \$94,846 | \$132,739 | \$126,229 | \$115,000 | \$157,500 | \$154,500 |
| Bloomfield | \$92,101 | \$142,154 | \$128,675 | \$101,455 | \$156,599 | \$120,000 | \$101,455 | \$156,599 | \$134,531 | \$96,648 | \$149,177 | \$122,912 | \$101,455 | \$156,599 | \$152,436 |
| Canton | | | | | | | | | | | | | | | |
| Cheshire | \$84,452 | \$135,524 | \$102,553 | \$94,762 | \$158,111 | \$131,743 | \$94,762 | \$158,111 | \$140,222 | \$84,452 | \$135,524 | \$112,478 | \$94,762 | \$158,111 | \$143,107 |
| Farmington | \$114,527 | \$128,976 | \$128,976 | \$103,668 | \$133,032 | \$133,033 | \$148,128 | \$166,816 | \$166,816 | | | | \$143,810 | \$161,957 | \$152,615 |
| Glastonbury | \$106,899 | \$144,280 | \$144,280 | \$112,203 | \$151,456 | \$137,501 | \$119,496 | \$161,304 | \$154,986 | \$96,856 | \$130,845 | \$118,508 | \$119,496 | \$161,304 | \$155,528 |
| Granby | \$83,161 | \$101,179 | \$101,179 | \$106,668 | \$129,779 | \$129,779 | \$115,614 | \$140,663 | \$137,231 | \$92,559 | \$112,612 | \$96,261 | \$114,889 | \$139,778 | \$139,778 |
| South Windsor | \$80,000 | \$142,000 | \$115,000 | \$80,000 | \$142,000 | \$127,000 | \$100,000 | \$157,000 | \$150,000 | | | \$120,000 | \$100,000 | \$157,000 | \$150,000 |
| West Hartford | \$100,000 | \$165,000 | | \$100,000 | \$165,000 | | \$100,000 | \$165,000 | | \$100,000 | \$165,000 | | \$100,000 | \$165,000 | \$165,000 |
| Windsor | \$91,716 | \$135,595 | \$116,587 | \$91,716 | \$135,595 | \$128,278 | \$97,747 | \$143,957 | \$123,529 | \$91,716 | \$135,595 | \$105,190 | \$102,634 | \$151,154 | \$147,539 |
| AVERAGE | \$92,009 | \$133,328 | \$116,858 | \$98,369 | \$144,923 | \$130,214 | \$108,831 | \$154,740 | \$143,212 | \$93,868 | \$137,356 | \$114,511 | \$110,227 | \$156,489 | \$151,167 |
| Simsbury - Average | -\$13,542 | -\$4,418 | \$9,250 | -\$14,297 | -\$10,408 | -\$2,276 | -\$10,187 | \$11,599 | \$23,127 | -\$15,401 | -\$16,061 | \$6,784 | -\$20,550 | -\$5,271 | \$51 |
| MEDIAN | \$91,716 | \$135,595 | \$115,794 | \$100,000 | \$142,000 | \$130,761 | \$101,455 | \$157,000 | \$139,301 | \$94,846 | \$135,524 | \$118,508 | \$102,634 | \$157,500 | \$152,436 |
| Simsbury - Median | -\$13,249 | -\$6,685 | \$10,315 | -\$15,928 | -\$7,485 | -\$2,823 | -\$2,811 | \$9,339 | \$27,038 | -\$16,379 | -\$14,229 | \$2,787 | -\$12,957 | -\$6,282 | -\$1,218 |

*Simsbury Finance Director is a shared service between the Town and BOE

| | Deputy Chief of Police | | | Deputy Town Manager | | | HR Coordinator | | | Management Specialist | | | DPW/Town Engineer | | | Public Works Director | | |
|--------------------|------------------------|------------------|------------------|---------------------|------------------|------------------|-----------------|-----------------|-----------------|-----------------------|-----------------|-----------------|-------------------|------------------|------------------|-----------------------|------------|------------|
| | Minimum | Maximum | Actual | Minimum | Maximum | Actual | Minimum | Maximum | Actual | Minimum | Maximum | Actual | Minimum | Maximum | Actual | Minimum | Maximum | Actual |
| Simsbury | \$130,677 | \$137,425 | \$137,425 | \$106,491 | \$145,725 | \$119,831 | \$61,653 | \$84,072 | \$81,757 | \$65,778 | \$87,703 | \$71,259 | \$127,938 | \$161,713 | \$161,713 | | | |
| Avon | | | | \$87,737 | \$122,858 | \$91,851 | | | | | | | | | | \$102,279 | \$143,213 | \$139,622 |
| Bloomfield | \$92,101 | \$142,154 | \$132,578 | \$83,532 | \$128,936 | \$123,438 | \$68,398 | \$85,645 | \$85,795 | | | | | | | \$101,455 | \$156,599 | \$137,625 |
| Canton | | | | | | | | | | | | | | | | | | |
| Cheshire | \$84,452 | \$135,524 | \$121,094 | \$94,762 | \$158,111 | \$139,924 | | | | \$71,068 | \$107,808 | \$71,500 | \$94,762 | \$158,111 | \$130,000 | | | |
| Farmington | \$127,120 | \$143,158 | \$137,599 | \$114,527 | \$128,976 | \$121,537 | | | | \$94,240 | \$106,130 | \$96,125 | \$148,128 | \$166,816 | \$166,816 | | | |
| Glastonbury | \$101,751 | \$137,358 | \$137,358 | | | | \$68,523 | \$85,624 | \$85,624 | | | | \$112,203 | \$151,456 | \$151,456 | | | |
| Granby | \$100,643 | \$122,445 | \$122,445 | | | | | | | \$70,343 | \$77,665 | \$73,185 | | | | \$105,779 | \$128,696 | \$128,696 |
| South Windsor | \$80,000 | \$142,000 | \$135,451 | \$125,000 | \$160,000 | \$160,000 | | | | | | | | | | \$100,000 | \$157,000 | |
| West Hartford | \$112,190 | \$139,100 | | | | | \$83,668 | \$111,878 | | | | | | | | \$100,000 | \$165,000 | |
| Windsor | \$91,716 | \$135,595 | \$130,093 | \$91,716 | \$135,595 | \$111,935 | \$79,547 | \$111,364 | \$82,619 | \$79,547 | \$111,364 | | \$102,634 | \$151,154 | | | | |
| AVERAGE | \$98,747 | \$137,167 | \$130,945 | \$99,546 | \$139,079 | \$124,781 | \$75,034 | \$98,628 | \$84,679 | \$78,800 | \$100,742 | \$80,270 | \$114,432 | \$156,884 | \$149,424 | \$101,903 | \$150,102 | \$135,314 |
| Simsbury - Average | \$31,930 | \$258 | \$6,480 | \$6,945 | \$6,646 | -\$4,950 | -\$13,381 | -\$14,556 | -\$2,922 | -\$13,022 | -\$13,039 | -\$9,011 | \$13,506 | \$4,829 | \$12,289 | -\$101,903 | -\$150,102 | -\$135,314 |
| MEDIAN | \$96,372 | \$138,229 | \$132,578 | \$93,239 | \$132,286 | \$122,488 | \$74,035 | \$98,505 | \$85,624 | \$75,308 | \$106,969 | \$73,185 | \$107,419 | \$154,784 | \$151,456 | \$101,455 | \$156,599 | \$137,625 |
| Simsbury - Median | \$34,305 | -\$804 | \$4,847 | \$13,252 | \$13,440 | -\$2,657 | -\$12,382 | -\$14,433 | -\$3,867 | -\$9,530 | -\$19,266 | -\$1,926 | \$20,520 | \$6,930 | \$10,257 | -\$101,455 | -\$156,599 | -\$137,625 |

| Position | FY 22/23 (2.35%) | | | Proposed FY 23/24 (2.4%) | | |
|---|------------------|---------|---------|--------------------------|---------|----------|
| | Minimum | Maximum | Current | Minimum | Maximum | Proposed |
| Chief of Police | 89,677 | 151,218 | 151,218 | 96,829 | 159,847 | 159,847 |
| Deputy Chief of Police | 130,677 | 137,425 | 137,425 | 133,813 | 140,723 | 140,723 |
| Deputy Town Engineer | 97,233 | 122,820 | 122,820 | 99,566 | 125,768 | 125,768 |
| Deputy Town Manager | 106,491 | 145,725 | 119,831 | 109,047 | 149,222 | 119,831 |
| Budget Director (<i>Shared with BOE</i>) | 93,500 | 114,465 | 114,465 | 95,744 | 117,212 | 117,212 |
| Director of Culture, Parks and Recreation | 78,467 | 128,910 | 126,108 | 95,000 | 135,000 | 129,135 |
| Director of Finance (<i>Shared with BOE</i>) | 98,644 | 166,339 | 166,339 | 125,000 | 170,331 | 170,331 |
| Director of Planning and Community Development | 84,072 | 134,515 | 127,938 | 95,000 | 145,000 | 131,008 |
| Director of Public Works/Town Engineer | 127,938 | 161,713 | 161,713 | 131,008 | 165,594 | 165,594 |
| Employee Benefits & Human Resources Coordinator | 61,653 | 84,072 | 81,757 | 63,132 | 86,090 | 83,719 |
| Library Director | 78,467 | 121,295 | 121,295 | 89,050 | 132,906 | 132,906 |
| Management Specialist | 65,778 | 87,703 | 71,259 | 67,356 | 89,808 | 72,969 |
| Outreach Worker | No Min | 20.90 | 20.47 | No Min | 21.40 | 20.96 |
| Recreation Coordinator | 25.72 | 30.74 | 25.72 | 26.34 | 31.47 | 26.34 |
| Accreditation Specialist | 31.75 | 42.33 | 42.32 | 32.51 | 43.35 | 43.34 |
| Information Technology Support Specialist | 34.74 | 41.52 | 38.32 | 35.57 | 42.52 | 39.24 |
| Property Appriaser | 37.09 | 44.32 | 37.96 | 37.98 | 45.38 | 38.87 |
| Youth and Family Social Worker | 72,059 | 86,119 | 73,752 | 73,788 | 88,186 | 75,522 |
| Librarians (Adult, Childrens - PT) | 28.16 | 30.96 | | 28.84 | 31.70 | |

Notes:

- Finance Director and Budget Director are shared services with the BOE
- The Outreach Worker, Recreation Coordinator, and Librarians are part time and hourly
- As with past practice, non-union employees in a probationary status would be eligible for the GWI upon successful completion of their probator
- Proposed market range adjustments and salary adjustments for the Chief and Library Director
- Proposed market range adjustments to Dir. Parks and Rec, Planning, and Finance Director (town only) classifications
- Effective July 1st the Board of Education will compensate the Town for 30% of the salaries for the Finance Director and Budget Director