



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee Special Meeting

Friday, February 25, 2022
Via Zoom video conference

MINUTES

Members Present: Wendy Mackstutis, Amber Abbuhl, Sean Askham

Staff Present: Maria Capriola, Eric Gomes, Tom Fitzgerald, Tom Roy, Nicholas Boulter

Others Present: Heather Goetz, Jenna Caulfield

The meeting was called to order at 8:30am.

1) Revisions to Director of Public Works Classification

Ms. Capriola gave background information about the potential reorganization of the Engineering Department and Department of Public Works due to a staff retirement. Having Engineering report to Public Works is common in surrounding towns as well as other Council-Manager communities around the state. Ms. Capriola described how the Charter wording requires the Board of Selectmen to update job descriptions. The proposed changes presented today were crafted by the Town Manager with input from the Director of Public Works. Mr. Roy gave his background including his education background and work experience prior to working in Simsbury.

Mr. Askham mentioned that Simsbury is lucky to have the continuity on staff to make this transition.

Ms. Mackstutis asked would it be hard to fill the Director of Public Works/Town Engineer position if the Town ever has to recruit a new employee. She asked if anything related to Planning and Zoning would need to be added to the job description. She also asked if “supports Clean Energy” is strong enough wording in the job description. Ms. Mackstutis asked if Mr. Roy anticipates having the capacity to support the added responsibilities in this expanded role. Answers were provided and discussion occurred; no edits were made to the proposed changes.

Ms. Abbuhl asked about the Deputy role.

Mr. Askham moved, effective February 25, 2022, to endorse the revised job title, job description, and pay range for the Director of Public Works position as presented. Further move to recommend these changes be forwarded to the full Board of Selectmen for approval. Ms. Abbuhl seconded, all were in favor.

2) Creation of Deputy Town Engineer Classification – Oral Update

Ms. Capriola gave an update on how a new classification will be needed and it will be called Deputy Town Engineer. At a future meeting Ms. Capriola will present a draft job description for review and consideration.

3) Animal Control Office Job Description Updates

Ms. Capriola gave background information on the very small housekeeping updates to the Animal Control job description.

Mr. Askham moved, effective February 25, 2022, to endorse the proposed job description changes to the Animal Control Officer position. Further move to recommend that the job description be forwarded to the full Board of Selectmen for approval. Ms. Abbuhl seconded, all were in favor.

4) Potential Reappointment of EDC Member

Ms. Capriola gave background information about a potential replacement for a current EDC member. A previous member of the Commission who resigned due to job conflicts has indicated they are interested in serving again. After discussion the group felt that since this person previously interviewed for the EDC within a reasonable timeframe, they wouldn't need to have a second interview.

Ms. Capriola said that they will put this reappointment on a future Board of Selectmen meeting agenda.

Adjourn

The meeting adjourned at 8:53am.

Respectfully Submitted,
Thomas Fitzgerald
Management Specialist