



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

Regular Meeting

Thursday, June 9, 2022

Main Meeting Room, Town Hall

MINUTES

Members Present: Wendy Mackstutis, Sean Askham

Staff Present: Maria Capriola, Eric Gomes, Tom Fitzgerald, Amy Meriwether, Rick Bazzano, Francine Beland

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

1) Approval of Minutes

Ms. Mackstutis asked to table the minutes due to Ms. Abbuhl not being present at the meeting.

2) Motion to Amend the Agenda

Mr. Askham made a motion to amend the agenda to add "HR Policies" as discussed with Labor Counsel at a previous meeting. Ms. Mackstutis seconded the motion, all were in favor and the motion passed.

3) Classification Work

a. Property Appraiser

Ms. Capriola presented the job description for the new position, which was authorized following the FY23 budget referendum. Ms. Capriola said this position was originally approved in the FY22 budget as a temporary, part-time position but that made it difficult to find a qualified candidate. Ms. Capriola said that the Town Manager's Office, Finance Director and Assessor were involved in drafting this position description.

Mr. Askham made a motion to endorse the creation of the position classification of Property Appraiser and the job description as presented. Further move to endorse effective July 1, 2022 an hourly range of \$37.09 - \$44.32 (salary range of \$67,502 - \$80,670) for the Property Appraiser. Further move, to forward the Property Appraiser proposal to the full Board of Selectmen for review and consideration. Mr. Askham seconded the motion. All were in favor and the motion passed unanimously.

b. IT Director Job Description

Ms. Capriola said that the job description for the Data Processing Manager has not been updated in over 25 years. With the world of technology evolving since then the job description is in need of updates as is the job title. There would be no change to the pay scale, hours of work, or FLSA status.

Mr. Askham made a motion to endorse the proposed changes to the Data Processing Manager job description as presented. Further move to endorse the change in title to Information Technology Director. Further move, to forward the Information Technology Director proposal to the full Board of Selectmen for review and consideration. Ms. Mackstutis seconded the motion. All were in favor and the motion passed unanimously.

c. Youth and Family Social Worker

Ms. Capriola presented the job description for the Youth and Family Social Worker position. This item was authorized in the FY 23 budget. The Town Manager's Office and Director of Community and Social Services created the job description. A salary benchmarking study of external positions and our Community Social Worker position were used for the proposed salary range.

Mr. Askham made a motion to endorse the creation of the position classification of Youth and Family Social Worker and the job description as presented. Further move to endorse effective July 1, 2022 a salary range of \$72,059 - \$86,119 for the Youth and Family Social Worker position. Further move, to forward the Youth and Family Social Worker proposal to the full Board of Selectmen for review and consideration. Ms. Mackstutis seconded the motion. All were in favor and the motion passed unanimously.

4) Town Manager FY 21/22 Performance Review Timeline and Process

Ms. Capriola gave background information on this topic. She said this would be her 6th review by the Board of Selectmen with this proposed review document. This process was created by a previous Personnel Sub-Committee after looking at reviews from comparable Town Manager towns. Ms. Capriola said that it has been a few years since her last 360 review and she plans to include a new one in this performance review process. At the time of inception of the 360 review, it was discussed for it to be conducted once every 2-3 years. Ms. Capriola stated she would use savings in the budget to pay for the services.

In addition to internal stakeholders, participation of external stakeholders that the Town Manager works with directly like the FVHD, Fire District, etc. were discussed.

Ms. Mackstutis lead a walkthrough of the proposed timeline; edits were made to dates.

5) HR Policies

Ms. Mackstutis gave background from the April Personnel Sub-Committee. Ms. Mackstutis talked about updating the Personnel Rules and Regulations document since it was last updated in 2009. Ms. Capriola noted that this was an item she flagged as an organizational project and the Board of Selectmen endorsed for her goals. Ms. Capriola said she will keep this item on her yearly goals. Ms. Capriola indicated that staff can obtain quotes from vendors to perform the work, and that funding could be addressed through year end transfers. Ms. Capriola also said that staff would appreciate getting the document updated.

Adjourn

Mr. Askham made a motion to adjourn the meeting at 8:47am. Ms. Mackstutis seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,
Thomas Fitzgerald
Management Specialist