



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

Regular Meeting

Thursday, October 25, 2018

Board of Education Conference Room, Town Hall, 933 Hopmeadow Street

ADOPTED - MINUTES

Members Present: Chris Kelly, Eric Wellman

Staff Present: Maria Capriola

The meeting was called to order at 7:35am.

1) Code Compliance Officer Job Description Update

Proposed changes to the Code (Enforcement) Compliance Officer job description were reviewed. Selectman Chris Kelly motioned and First Selectman Eric Wellman seconded to "Move effective, October 25, 2018 to endorse the proposed modifications to the job description and job title for the Code Enforcement Officer position. Further move that this recommendation be forwarded to the full Board of Selectmen." Motion passed unanimously.

2) Reclassification of Buildings and Grounds Supervisor

The reclassification review of the Buildings and Grounds Supervisor position was discussed. First Selectman Eric Wellman motioned and Selectman Chris Kelly seconded to "Move, effective October 25, 2018 to endorse the creation of the position classification of Facilities Supervisor and the job description as presented. Further move to endorse an annual salary range for the Facilities Supervisor position of Grade 6 of the CSEA Administrative and Professional employees pay plan of \$80,047-\$95,666, which may be amended from time to time through action of the Board of Selectmen. Further move to recommend that the position be designated as an exempt position." Motion passed unanimously.

3) Change in Work Hours for Public Works Administrative Secretary II

A request to change the work week hours for the Administrative Secretary II – DPW from 35 hours to 40 hours was submitted by the Town Manager and Director of Public Works. First Selectman Eric Wellman motioned and Selectman Chris Kelly seconded to "Move effective, October 25, 2018 to endorse the proposed change in work schedule for the DPW Administrative Secretary II position. Further move that this recommendation be forwarded to the full Board of Selectmen." Motion passed unanimously

4) Social Services Trusts- Trustees Update (Oral Report)

An update was provided regarding the status of finding trustees for the Belden Trusts. Recommendations will be brought by the Town Manager to the November 14th Board of Selectmen meeting.

5) Board of Assessment Appeals Alternate Appointments (Oral Report)

Three applications from unaffiliated voters have been received for the Board of Assessment Appeals alternate positions. The Committee will interview the candidates in November.

6) Unaffiliated Voters Work Group Status Report (Oral Report)

First Selectman Eric Wellman provided an update on the status of the work group and asked for feedback regarding potential process changes. Discussion occurred.

7) Draft Social Media Policy

The draft Social Media Policy was reviewed and discussed.

8) Town Manager Performance Review Process, Instrument

The performance review instrument and timeline were confirmed.

9) 2019 Regular Meeting Schedule

The 2019 Regular Meeting Schedule was approved by consensus.

10) Minutes

The minutes of August 27, 2018, August 29, 2018 and September 27, 2018 were tabled.

The meeting adjourned at approximately 8:45am.

Respectfully Submitted,
Maria E. Capriola
Town Manager
Town of Simsbury