



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

## **BOARD OF SELECTMEN**

### **Personnel Sub-Committee – Special Meeting**

**Wednesday November 8, 2017**

**Immediately Following the Special Meeting of the Board of Selectmen at 8:00am  
Simsbury Town Offices – Main Meeting Room**

### **Minutes**

*(Completed by Melissa Appleby)*

#### **1. Call to Order**

The meeting was called to order at 9:00am. Present were Selectpersons Chris Kelly, Cheryl Cook and Sean Askham, Director of Administrative Services Tom Cook, and Deputy Director of Administrative Services Melissa Appleby. Also in attendance was Tom Frank, member of the former Economic Development Commission.

#### **2. Pledge of Allegiance**

#### **3. Public Audience**

Mr. Frank, a two-time member of the former Economic Development Commission, made remarks about the draft job description for the Town Manager position. He advocated for making economic development a priority for the new Town Manager, and urged the Committee to include language in the job description that speaks not only to interacting with existing businesses, but also explicitly calls for the ability to recruit and engage new business.

#### **4. Review of Minutes: August 22, 2017; September 15, 2017; October 19, 2017**

This item was tabled.

#### **5. Town Manager Job Description Edits**

The Committee reviewed the current draft of the job description, and approved minor edits made in response to feedback received during the focus groups conducted in September. Mr. Askham suggested adding new language that speaks to the individual's ability to develop teams and individual employees, in addition to the ability to foster a positive, diverse and inclusive work environment.

The group discussed the suggestions made regarding economic development, and developed specific language to articulate that the Town Manager will work in collaboration with and at the direction of the Board of Selectmen on economic

development activity. The Town Manager will also serve as the liaison to any economic development commission created by charter and to the business community.

## **6. Agreement Structure Discussion**

The group discussed an outline of potential contract terms for the new Town Manager based on samples from other communities. The following topics were discussed:

- Length
- Reappointment
- Severance
- Compensation
- Benefits
- Goals and objectives
- Expenses
- Other
- Bonding and Indemnification
- Residency
- Technology

## **7. Interim Manager Options**

Mr. Cooke described a transition plan concept that would provide a short-term solution to bridging the gap between December 4 and the date of hire for the new Town Manager. This would include using existing personnel to serve in the Acting Town Manager capacity. Mr. Cooke noted that should the interim period extend beyond 60-90 days, it would be necessary to bring in an individual external to the organization who could serve as Acting Town Manager for a longer period of time.

## **8. Planning for Friday**

The group discussed general logistics for the interviews on Friday, November 10. The group also discussed putting together a packet of materials to brief the two new members of the Executive Search Committee on the three candidates in advance of the interviews.

## **9. Discussion and Possible Recommendation Salary Adjustments for Unaffiliated Town Employees**

Mr. Cooke indicated that the First Selectwoman recommends a 2 percent increase for all unaffiliated employees. This is in line with the budget and mirrors two recently negotiated contracts. Committee members indicated their preference that an additional sum be included to provide for small performance-based increases at the discretion of the First Selectwoman.

## **10. Adjourn**

A motion was made by Sean Askham, seconded by Cheryl Cook, and passed by all to adjourn the meeting at 10:45am.