



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN
Personnel Sub-Committee – Special Meeting
Thursday November 30, 2017
7:00 A.M. – Simsbury Town Offices – Room 103

Minutes

Minutes by Subcommittee Chair Chris Kelly

1. Call to Order

The meeting was called to order at 7:00 AM. Present were subcommittee members Chris Kelly, Cheryl Cook, and Sean Askham. Also present were Director of Administrative Services Tom Cooke, and Assistant Director of Administrative Services Melissa Appleby.

2. Pledge of Allegiance

3. Public Audience

There was no public audience.

4. Review of Minutes

The group reviewed the minutes of November 8, 2017 and there were no edits.

There were no other minutes available for review.

5. Town Manager Job Description Edits

The job description for the Town Manager was reviewed. This document had been reviewed and edited several times previously and the only change to the document was the language agreed to as feedback from the Economic Development Committee.

Cheryl Cook moved that the Personnel Subcommittee recommend to the full Board the adoption of the Town Manager job description. Sean Askham seconded the motion and it passed unanimously.

6. Agreement Structure Discussion

6A: Ratify Conditional Offer to Maria Capriola

The conditional offer is an offer subject to final background check, medical review, and agreement on an employment contract. It also facilitated making an offer to Maria prior to the December 4 meeting. The effective period is 11/16/17 – 12/14/17. Key elements of the conditional offer are:

- \$152,500 to be increased to at least \$155,000 at the end of the first year based upon fulfilling a set of performance requirements including development of an Economic Development Strategic Plan.
- \$5,000 stipend for moving expenses
- \$350/month vehicle allowance
- Participation in professional development

Sean Askham moved and Cheryl Cook seconded a recommendation to the Board of Selectmen to ratify the conditional contract for Maria Capriola. The motion passed unanimously

6B: Approve Employment Contract for Maria Capriola

This has been vetted several times by the Executive Recruitment Committee and Personnel Subcommittee. It has been reviewed by the Town Attorney This is the final recommended version.

- 3 year contract
- Effective January 29, 2018
- Participates in unaffiliated employee benefits; including defined pension program
- Laptop and Cell Phone provided
- Termination provision which includes severance guidelines
- With all of the elements included in the description above for the conditional offer.

The group discussed the value of adding an arbitration provision which Tom would talk to Maria about.

Cheryl Cook moved and Sean Askham seconded a motion to recommend to the Board of Selectmen the approval of the employment contract for Maria Capriola. The motion passed unanimously.

7. Interim Manager Structure
 - a. Roles
 - b. Compensation
 - c. Benefits

7A: Deputy Town Manager Job Description

The transition eliminates the Director of Administrative Services Job Description. The Assistant Director of Administrative services position is redefined into a Deputy Town Manager job description.

This description has increased duties from the Assistant Director of Administrative Services job description. Some of these areas are:

- Assisting with policy development
- Economic Development
- Initiative support
- Primary liaison to town Attorney
- Represent Town Manager at meetings as requested.

- Salary range is \$95,000 - \$130,000
- Assistant Director of Administrative Services range was \$65,000 - \$95,000
- The salary range was set based upon a survey/benchmark of Mansfield, Bloomfield, Chesire, Farmington, Plainville and Windsor.
 - Range of \$84,000 - \$128,000 and midpoint of \$107,907

Sean Askham moved and Cheryl Cook seconded a motion to recommend to the Board of Selectmen the Deputy Town Manager job description with a salary range of \$95,000 - \$130,000. The motion passed unanimously.

7B: Appoint Melissa Appleby as Deputy Town Manager with Salary of \$106,900

Melissa is being recommended by the Personnel Subcommittee to transition from Assistant Director of Administrative Services to Deputy Town Manager. She has been demonstrating her capacity in this role. The salary of \$106,900 is a \$10,000 increase or 10.3%.

Cheryl Cook moved and Sean Askham seconded a motion to recommend to the Board of Selectmen that Melissa Appleby be named as Deputy Town Manager at a salary of \$106,900. The motion passed unanimously.

7C: Appoint Sean Kimball as Interim Town Manager

As the Town Manager won't start until 1/29/18 an Interim Town Manager structure needs to be developed. Sean Kimball is an appropriate person to serve in this role as the most senior remaining direct report to the First Selectperson, and as the person coordinating the budget. A \$2,000 per month stipend would equate to Sean receiving the equivalent of a \$151,000 Town Manager's salary during this time period.

Cheryl Cook moved and Sean Askham seconded that the Personnel Subcommittee recommend to the Board of Selectmen the appointment of Sean Kimball as Interim Town Manager effective 12/4/17 to 1/29/18 with additional compensation of a \$2,000 per month stipend. The motion passed unanimously.

7D: Approve the Severance Agreement for Elimination of the Director of Administrative Services position.

The initial staff proposal for managing the Transition of Tom Cooke did not include a severance agreement. Sean Askham commented that this was clearly the elimination of a position and should be treated as such with the standard severance pay including two weeks of pay for each year of service. Subsequently the full package of benefits for Tom Cooke was identified as:

- Pension calculation as of termination date of 12/5/17
- One time severance payment of two weeks of compensation for each year of employment; based on 7.15 years served. \$33,775.
- Payments of COBRA from the date that his temporary position of Director of Finance/Treasurer is terminated (planned on 1/29/18) to June 30, 2018
- Payment of accrued benefits as defined by Town Personnel Rules including accrued but unused vacation time, and refund of OPEB contributions due to ineligibility for retiree health benefits.

Sean Askham moved and Cheryl Cook seconded a motion that the Personnel Subcommittee recommends to the Board of Selectmen the severance agreement for Tom Cook with the provisions outlined. The motion passed unanimously.

7E: Appoint Tom Cooke as Interim Finance Director/Treasurer along with employment agreement for the position.

The appointment of Sean Kimball as Interim Town Manager creates both the desire and need (as he cannot retain his position as Treasure) to provide some additional support both to the overall transition and the finance role.

The Personnel Subcommittee is proposing that Tom Cooke be appointed Interim Finance Director/Treasurer. This will be a part time position (16 hours per week) compensated at \$62.50/hour. This equates to approximately \$8,000 of salary during this time period. The cost of Tom Cooke's insurance contribution will be covered by the town during this time period. The effective period will be 12/5/17 – 1/29/18.

Sean Askham moved and Cheryl Cook seconded that the Personnel Subcommittee recommend to the Board of Selectmen the appointment of Tom Cooke as Interim Finance Director/Treasurer with compensation outlined in his employment agreement. The motion passed unanimously.

8. Planning for Next Meeting

At this point there were no specific items to identify for the next meeting.

9. Adjourn

Sean Askham moved and Cheryl Cook seconded a motion to adjourn at 8:21. The motion passed unanimously.



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Post Town Manager/Interim Town Management Structure – Summary for B.O.S.

November 30, 2017

Purpose	<p>This document outlines a recommendation from the Personnel Subcommittee for the structure and compensation of positions to support:</p> <ol style="list-style-type: none">1) Changes occurring post the start of the Town Manager form of government starting on December 4, 2017.2) The structure and compensation to support the interim period before the newly hired Town Manager starts employment on January 29, 2018. The effective date for this period is December 4, 2017 – January 29, 2018.
Specific Actions Included	<ol style="list-style-type: none">1) Approve the job description for the Town Manager position2) Ratify the Conditional Offer to Maria Capriola3) Approve the employment contract for the Town Manager4) Approve the job description for the Deputy Town Manager5) Appoint Melissa Appleby as Deputy Town Manager including adjusted compensation.6) Approve the appointment of Sean Kimball as Interim Town Manager including adjusted compensation.7) Approve the severance agreement for the elimination of the Director of Administrative Services position.8) Approve the appointment of Tom Cooke as Interim Director of Finance/Treasurer including his employment contract for the role.

Structure and Compensation Recommendation		Listed below are the recommendations and suggested motions.				
#	Action Requested	Explanation	Attachments	Effective Period	Compensation	Motion Needed
1	Approve Town Manager Job Description	This description has been reviewed twice by the Board. The final version contains a few edits that came from the Focus Groups and members of the Economic Development Committee	Proposed job description	Will support Town Manager upon hire	\$140,000 - \$160,-000	Motion to approve the Town Manager Job Description
2	Ratify Conditional Offer to Maria Capriola	The conditional offer is an offer subject to final background check, medical review, and agreement on an employment contract. It also facilitated making an offer to Maria prior to the December 4 meeting.	Conditional Offer	11/16/17 – 12/4/17	<ul style="list-style-type: none"> \$152,500 to be increased to at least \$155,000 at the end of the first year based upon fulfilling a set of performance requirements including development of an Economic Development Strategic Plan. \$5,000 stipend for moving expenses \$350/month vehicle allowance Participation in professional development 	Motion to ratify conditional offer to Maria Capriola
3	Approve Employment Contract for Town Manager	<p>This has been vetted several times by the Executive Recruitment Committee and Personnel Subcommittee. This is the final recommended version.</p> <ul style="list-style-type: none"> 3 year contract Effective January 29, 2018 Participates in unaffiliated employee benefits; including defined pension program Laptop and Cell Phone provided Termination provision which includes severance guidelines 	Proposed Contract	January 29, 2018	<ul style="list-style-type: none"> \$152,500 to be increased to at least \$155,000 at the end of the first year based upon fulfilling a set of performance requirements including development of an Economic Development Strategic Plan. \$5,000 stipend for moving expenses \$350/month vehicle allowance Participation in professional development 	Approve employment contract for Maria Capriola's appointment as Simsbury Town Manager.

#	Action Requested	Explanation	Attachments	Effective Period	Compensation	Motion Needed
4	Approve Job	The transition eliminates the Director of	Proposed job description	12/4/17	<ul style="list-style-type: none"> Salary range is \$95,000 - \$130,000 	Approve job

	Description for Deputy Town Manager	<p>Administrative Services Job Description. The Assistant Director of Administrative services position is redefined into a Deputy Town Manager job description.</p> <p>This description has increased duties from the Assistant Director of Administrative Services job description. Some of these areas are:</p> <ul style="list-style-type: none"> - Assisting with policy Development - Economic Development Initiative support - Primary liaison to town Attorney - Represent Town Manager at meetings as requested. 			<ul style="list-style-type: none"> • Assistant Director of Administrative Services range was \$65,000 - \$95,000 	description for Deputy Town Manager.
5	Appoint Melissa Appleby as Deputy Town Manager with salary recommendation of \$106,900	Melissa is being recommended by the Personnel Subcommittee to transition from Assistant Director of Administrative Services to Deputy Town Manager. She has been demonstrating her capacity in this role.	None	12/4/17	<ul style="list-style-type: none"> • Range is \$95,000 - \$130,000 • Middle of range is \$112,500 • Recommendation is \$106,900 • Currently earns \$95,900 • Salary range was set based upon survey of Mansfield, Bloomfield, Cheshire, Farmington, Plainville and Windsor • Total range was \$84,000 – \$128,000 • High salary is \$128,557 and low was \$101,313 • Average is \$107,907 	Approve appointment of Melissa Appleby to Deputy Town Manager position at a salary of \$106,900
6	Approve appointment of Sean Kimball as Interim Town Manager including compensation.	As the Town Manager won't start until 1/29/18 an Interim Town Manager structure needs to be developed.	None	12/4/17 – 1/29/18	<ul style="list-style-type: none"> • \$2,000 per month stipend • Total of \$4,000 • This stipend represents the gap between Sean's current compensation vs a Town Manager 	Approve appointment of Sean Kimball as Interim Town Manager effective 12/4/17 to 1/29/18 with additional compensation of a \$2,000 per month stipend.

#	Action Requested	Explanation	Attachments	Effective Period	Compensation	Motion Needed
7	Approve the severance agreement for the elimination of the Director of Administrative Services position.	<p>This position is eliminated per the charter revision; de facto by the town charter.</p> <p>The Personnel Subcommittee is recommending a severance package that includes the following:</p> <ul style="list-style-type: none"> • Pension calculation as of termination date of 12/5/17 • One time severance payment of two weeks of compensation for each year of employment; based on 7.15 years served. • Payments of COBRA from the date that his temporary position of Director of Finance/Treasurer is terminated (planned on 1/29/18) to June 30, 2018 • Payment of accrued benefits as defined by Town Personnel Rules including accrued by unused vacation time, and refund of OPEB contributions due to ineligibility for retiree health benefits. 	Proposed Severance Agreement	12/4/17	<ul style="list-style-type: none"> • Severance will be \$35,775 • OPEB and Vacation to be determined 	Approve the severance agreement for the elimination of the Director of Administrative Services Position.
8	Approve the appointment of Tom Cooke as Interim Finance Director/Treasurer along with the employment agreement for the position.	<p>The appointment of Sean Kimball as Interim Town Manager creates both the desire and need (as he cannot retain his position as Treasure) to provide some additional support both to the overall transition and the finance role.</p> <p>The Personnel Subcommittee is proposing that Tom Cooke be appointed Interim Finance Director/Treasurer. This will be a part time position (16 hours per week) compensated at \$62.50/hour.</p> <p>Tom will participate in the Town's health coverage program during this time period.</p>	Proposed Employment Agreement	12/5/17 – 1/29/18	<ul style="list-style-type: none"> • \$8,000 hourly comp • Cost of insurance contribution 	Move the appointment of Tom Cooke as Interim Finance Director/Treasurer with compensation outlined in his employment agreement.

Cost Analysis of Town Manager vs. First Selectman Structure Salary Comparison

Salary Additions in Town Mgr Structure		Salary Reductions	Net Difference For TM Structure
Town Manager	= \$155,000	Dir of Admin Services = \$130,000	
Additional Comp for Deputy Town Manager vs. Assistant Director of Administrative Services	= \$ 10,000	First Selectperson = \$ <u>65,000</u>	
Town Manager Annual Payment	= \$ <u>10,000</u>		
Total	\$175,000	Total \$195,000	

Interim Town Manager Structure Expenses

Expense Type	Expense
Interim Town Manager Pay \$2,000/Month X 2 =	\$4,000
Interim Finance Director/Treasurer Pay 16 hrs/week X 8 Weeks X \$62.50/hour =	\$8,000
Interim Finance Director/Treasurer Insurance	\$3,414
Town Manager Relocation Stipend	\$5,000
Total	\$20,414

Severance Expenses – Director of Administrative Services

Does not include any accrued benefit payments owed to former First Selectman

Severance Pay	\$35,745
Vacation	\$10,649
OPEB Refund	\$ 3,693
COBRA Coverage	\$ 8,537
Total	\$58,624