



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

**Personnel Sub-Committee  
Special Meeting  
Monday, December 18, 2023**

**MINUTES - Amended**

**Members Present:** Wendy Mackstutis, Heather Goetz, Steven Antonio

**Staff Present:** Lee Erdmann, Tom Fitzgerald, Lisa Miceli

The meeting was called to order at 8:03am.

**1) Approval of Minutes**

The minutes of the August 22, 2023 meetings were approved by consensus.

**2) Proposed 2024 Regular Meeting Schedule**

Discussion of the 2024 regular meeting schedule amongst members included start time, and meeting format. After discussion it was agreed that the proposed dates work but starting time should be 9:00 AM.

Ms. Goetz made a motion effective December 18, 2023 to approve the proposed 2024 Regular Meeting Schedule with meetings starting at 9:00 AM. Mr. Antonio seconded the motion. All were in favor and the motion passed.

**3) Proposed Revisions to Librarian Job Description**

Ms. Miceli gave background information on the position and the current status of the position and recruitments for the Part-time unaffiliated position. Members of the Personnel Sub-committee asked questions about the proposed revisions, the work of the position, and current employees in this role to Ms. Miceli, Mr. Fitzgerald and Mr. Erdmann

Ms. Goetz made a motion effective December 18, 2023, to endorse the proposed job description changes to the Adult Services Librarian position. Further move to recommend that the job description be forwarded to the full Board of Selectmen for approval. Mr. Antonio seconded the motion. All were in favor and the motion passed.

**4) Oral Update – Classification and Total Compensation Study**

Mr. Fitzgerald gave background information on the RFP process so far and the firm that the Incoming Town Manager, First Selectman, HR Coordinator, and Acting Deputy Town Manager interviewed and felt was the best fit for the study.

**5) Labor and Pension RFP**

Mr. Fitzgerald gave background on the item in the packet. After discussion and questions from the group Ms. Mackstutis asked for the draft RFP document to be sent to the incoming town manager prior to being released.

**Adjourn**

Mr. Antonio made a motion to adjourn the meeting at 8:52am. Ms. Goetz seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,  
Thomas Fitzgerald  
Acting Deputy Town Manager