



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

Regular Meeting

Thursday July 8, 2021

Virtual Meeting Broadcast Live via SCTV

MINUTES – DRAFT

Members Present: Eric Wellman, Wendy Mackstutis, Sean Askham

Staff Present: Melissa Appleby, Tom Fitzgerald, Eric Gomes, Tom Roy

The meeting was called to order at 8:02am.

1) Approval of Minutes

a) June 10, 2021

The minutes of June 10, 2021 were approved as presented by consensus.

2) Classification Work

a) Construction Inspector

Mr. Wellman asked Mr. Roy to provide background on the proposed changes. The changes in the job are description mainly to allow this position to support Town projects and not just WPCA projects as way to protect Town assets with oversight done in-house rather than have to pay for contractor to do the same task. No change was proposed to the paygrade of the position.

Mr. Askham made a motion effective July 8, 2021, to endorse the revised job description and job title for Construction Inspector as presented. He further moved to recommend the proposed changes be forwarded to the full Board of Selectmen for approval. Ms. Mackstutis seconded the motion, all were in favor and the motion passed unanimously.

3) Personnel Rules Updates – Housekeeping Updates to Reflect Board of Selectmen-Town Manager Form of Government

Mr. Wellman and Ms. Appleby gave background on this topic. The Town Attorney has reviewed the Code of Ordinances and Personnel Rules and Regulations and recommended amendments to change the references to First Selectman to Town Manager where appropriate. Ms. Appleby stated that the group is reviewing the proposed changes to the Personnel Rules and Regulations today and that a public hearing for the proposed amendments to the Code of Ordinances is scheduled for the July 12th Board of Selectmen meeting.

Ms. Mackstutis questioned if there was a missed revision in section A160-6.00. After reviewing the section the group determined that section should also be revised to Town Manager instead of First Selectman.

Mr. Askham made a motion effective July 8, 2021, to endorse the proposed changes to the Personnel Rules and Regulations to change the First Selectman references to Town Manager where appropriate with the addendum of what the group discussed for section A160-6.00. Further moved to recommend that the changes be forwarded to the full Board of Selectmen for approval. Ms. Mackstutis seconded the motion, all were in favor and the motion passed unanimously.

4) FY 21/22 and FY 22/23 Non-Union Compensation

Mr. Wellman gave background information on this being an annual process for non-union staff and Ms. Appleby stated that due to settled union contracts and available external data staff was able to present scenarios for both years. Mr. Askham appreciated the work staff did on data gathering but felt that only doing a one year increase is appropriate at the moment.

The group discussed the concept of using a merit based system versus a satisfactory performance review system for future increases, in which the Town Manager would be given a pool of funds to be used as she sees fit.

Mr. Askham made a motion to recommend to the full Board of Selectmen a 2.35% general wage increase for unaffiliated staff retroactive to July 1, 2021 pending a satisfactory yearly performance evaluation, and that the salary ranges for those classifications be adjusted. Further move to have the proposed general wage increase forwarded to the full Board of Selectmen. Ms. Mackstutis seconded the motion, all were in favor and the motion passed unanimously.

5) FY 21/22 Draft Town Manager Goals

The group went through the proposed FY 21/22 Goals prepared by the Town Manager section by section and discussed items they would like to see added and/or edited. Minor edits were made in two places, and an item was added under Special Projects to capture the work of the SPIRIT Council.

(Mr. Askham left the meeting at 8:31)

Ms. Mackstutis made a motion effective July 8, 2021 to recommend the proposed Town Manager Goals to the full Board of Selectmen, with the changes discussed by the Personnel Sub-Committee. Mr. Wellman seconded the motion, all were in favor and the motion passed unanimously.

Ms. Mackstutis made a motion to adjourn the meeting at 8:39am. Mr. Wellman seconded the motion. The motion passed unanimously.

Respectfully Submitted,
Tom Fitzgerald
Management Specialist