



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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

Tuesday, August 22, 2023  
Zoom

### **MINUTES**

**Members Present:** Wendy Mackstutis, Amber Abbuhl

**Staff Present:** Lee Erdmann, Tom Fitzgerald, Eric Gomes

The meeting was called to order at 4:47pm.

#### **1) Approval of Minutes**

The minutes of the June 8, 2023 and June 28, 2023 meetings were approved by consensus.

#### **2) Discussion of Economic Development Commission Recruitment**

Ms. Mackstutis gave background of the Personnel Sub-Committee interviewing candidates back in June. Ms. Mackstutis gave background information of party affiliation and membership slot requirements. Ms. Mackstutis and Ms. Abbuhl discussed advancing Matthew Natcharian and Matt Arthur based on their interviews and their work history.

Ms. Mackstutis made a motion effective August 22, 2023 to approve the appointment of Matthew Natcharian and Matt Arthur to the Economic Development Commission. Further move to forward this recommendation to the full Board of Selectmen for review and consideration. Ms. Abbuhl seconded the motion. All were in favor and the motion passed.

#### **3) Proposed Revisions to Land Use and Building Clerk:**

Mr. Fitzgerald gave background information on why the Town Manager's Office and Director of Planning were looking to upgrade this position. Mr. Fitzgerald informed the group of the budgetary impact and how there will be savings in the salary line item to cover this increase. Town staff answered questions from the Personnel Sub-Committee members.

Ms. Abbuhl made a motion effective, August 22, 2023 to approve the updated job description for the Land Use and Building Clerk as presented. Further move to establish the position at grade T7 of the CSEA SCL employees pay plan. Further move to endorse authorization of the Town Manager to enter into a memorandum of agreement codifying the terms of the tentative agreement on the matter with the union. Further move to forward this recommendation to the full Board of Selectmen for review and consideration. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

#### **4) Proposed Revisions to WPCA Administrative Secretary:**

Mr. Gomes gave background on why the Town was looking to change this position to a part-time position and a lower paygrade by giving full history of the position and how it has evolved since 2014. It was highlighted the amount of savings the Town would see based on this.

Ms. Abbuhl made a motion effective, August 22, 2023 to approve the updated job description for the Administrative Secretary I - WPCA as presented. Further move to establish the position at grade T6 of the CSEA SCL employees pay plan. Further move to endorse authorization of the Town Manager to enter into a memorandum of agreement codifying the terms of the tentative agreement on the matter with the union. Further move to forward this recommendation to the full Board of Selectmen for review and consideration. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

### **Adjourn**

Ms. Mackstutis made a motion to adjourn the meeting at 5:02pm. Ms. Abbuhl seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,  
Thomas Fitzgerald  
Acting Deputy Town Manager