

From: Susan Mazurski August 10, 2010 4:20:17 PM
Subject: Personnel Sub-Committee Minutes 02/08/2010
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Cc:

PERSONNEL SUBCOMMITTEE
MINUTES

Monday, February 8, 2010
Room 103 – Simsbury Town Hall

Chairman Robert Hensley called a meeting of the Personnel Committee to order at 6:00 pm. Present were Selectmen Hampton and Heavner. Also present was Bonnie Therrien, Interim Director of Administrative Services and Jim Clifton, Superintendent of Water Pollution Control.

Role of the Personnel Committee: Bonnie reviewed the role of the Personnel Committee and what duties the Committee had in the past. The members of the Committee could decide to not take on all of the roles, and delegate some of them back to the First Selectman. Deputy Selectman Hampton said that the last time he was on the Committee, the group did review and make recommendations on the purchase of vehicles, as well as out of State travel. Chairman Hensley asked that Bonnie review past minutes to see what other Committees have done. He also asked for an update from Tom Roy, Director of Planning, on the Fleet Management Policy that Mr. Roy was putting together. Bonnie will check with him and get back to the Committee.

Chairman Hensley asked what the rest of the Committee members would like to do. Selectman Heavner said the Committee should definitely review the Administrative policies and any new policies. Chairman Hensley said that he does not feel qualified to judge whether someone should go to training sessions or not, and that should be left to the First Selectman. He recommended deferring conference/educational events to the First Selectman and the rest can stay with the Committee until more information comes forward.

Job Description – Assistant Superintendent of Water Pollution Control
Authority: Jim Clifton, Superintendent of Water Pollution Control
Authority, gave an overview of his need for an Assistant Superintendent position for the plant. Bonnie explained that if this position were approved, than Mr. Clifton would move into a different union, as it is not a good idea to have a supervisor in the same union as those he/she supervises. There would not be a wage increase to Mr. Clifton if this were

to happen. Bonnie will put together the salary ranges for both positions.

Deputy Selectman Hampton felt that the Board needs to be careful because if the Town has layoffs, then people are not upset we upgraded a position somewhere else. Chairman Hensley feels that if the Plant needs this position, is financial neutral and paid for by the users, than the Board should move forward on this. Deputy Selectman Hampton made a motion to accept this new position of Assistant Superintendent and the recommendation to bring Mr. Clifton into a higher union/non-union group. Selectman Heavner seconded the motion. The motion was unanimous.

Bonus Compensation for Non-Union Town Employees: Bonnie handed out the salary schedule for the non-union employees. She explained that at some point, some of the non-union employees will have reached the maximum of their salary range. Right now, if there is a cost of living, employees would go over their maximum step or receive nothing. She is bringing to the group the concept of a bonus that would not be reflected in their pension, but would at least give the employees some recognition of their work. Deputy Selectman Hampton and the Committee felt that the First Selectman should not be a part of this discussion. Bonnie will find out if the bonus would become a part of the pension and bring this back to the Committee so this can be further discussed.

Deputy Selectman Hampton asked if Bonnie could also bring back a blank evaluation form that the First Selectman uses to evaluate the non-union employees.

Bonnie will also survey the Farmington Valley towns to see if anyone offers this to their employees.

Meeting Dates: A motion was made by Selectman Heavner; seconded by Deputy Selectman Hampton to adjourn the meeting at 6:44 pm. The vote was unanimous.