

From: Susan Mazurski December 8, 2011 8:56:10 AM
Subject: Personnel Sub-Committee Minutes 03/14/2011 APPROVED
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Cc:

BOARD OF SELECTMEN
PERSONNEL SUB-COMMITTEE
REGULAR MEETING – MARCH 14, 2011

A Regular Meeting of the Personnel Sub-Committee was called to order at 6:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: Chairman Robert Hensley and Selectmen John Hampton and Lisa Heavner. Also present was Tom Cooke, Director of Administrative Services.

1. Public Audience.

Mr. Hensley offered the opportunity for public audience. Nobody took the opportunity to speak.

2. Consideration and possible action on revised salary range for the position of Director of Finance-Treasurer.

The Committee reviewed and discussed two (2) memoranda prepared for them by Mr. Cooke concerning the status of a compensation survey for all positions in the Town and a specific recommendation to change the salary range for the position of Director of Finance-Treasurer in connection with a search to hire a replacement for Kevin Kane, who resigned from the position effective March 11, 2011.

Mr. Cooke explained that, working with CCM and with input from others, including Albert Ilg, a list of comparable towns has been assembled for salary and benefit comparison purposes. Twelve (12) towns were chosen based on three factors: (1) similarity in size; (2) economic similarity; and (3) geographical proximity. Using these criteria, the list of towns selected included: Bloomfield, Farmington, Glastonbury, South Windsor, Southington, Avon, Granby, Canton, Newington, Rocky Hill, Wethersfield and West Hartford. Mr. Cooke added that by using the same group for comparative purposes, the Town will avoid any tendency to “cherry-pick” for specific purposes. Mr. Hensley commented that the approach was sound and recommended that the approach be documented for purposes of formalizing it for the compensation plan. Mr. Cooke agreed to formalize the approach.

Mr. Cooke explained that a salary and benefit survey covering all of the positions in the Town has been requested from CCM for the twelve town comparator group. CCM has gathered the data and is in the process of formatting it.

Mr. Cooke also informed the Committee that there were very limited options for affordable private sector salary surveys. He noted that the best option appeared to be Salary.Com, which would cost approximately \$6,000 - \$7,000 per year. Mr. Cooke concluded that he would look into the possibility of gathering data from local employers as an alternative.

The Committee discussed the recommendation that the salary range for the position of Director of Finance-Treasurer be changed from \$76,821 - \$117,842 to \$80,000 - \$135,000. Mr. Cooke reviewed the salary information for the twelve comparator towns and noted that four (4) of these towns are currently paying their Finance Directors more than \$117,842. He also noted that two of the towns had wider salary ranges than the Town of Simsbury - in particular, Newington's salary range for the position (\$76,505 - \$139,432). Mr. Cooke concluded that based on discussions with people in finance in the private sector, comparable private sector positions would pay considerably more. Ms. Heavner commented that other benefits, and in particular retirement benefits, were an important part of overall compensation and should be considered. Mr. Cooke agreed, noting that while specific benefit information was difficult to obtain, benefit information had been requested in connection with the CCM survey.

Ms. Heavner and Mr. Hampton expressed concern that the top of the proposed salary range was too high and would create unrealistic expectations for current Town employees. Mr. Cooke responded that the purpose of the range was to ensure that the Town could attract the best possible applicants for this critical position. He added that the \$135,000 limit would also provide room for salary increases within the range over time, noting that Mr. Kane had been at the top of the old \$117,842 range for several years. After further discussion, Mr. Hampton made a motion to modify the proposed new salary range for the Director of Finance-Treasurer position, changing the range to \$80,000 to \$130,000. The motion passed unanimously. Ms. Heavner made a motion to recommend the new range to the full Board of Selectmen, Mr. Hampton seconded the motion and it passed unanimously.

3. Consideration and possible action on revised job description for the position of Director of Finance-Treasurer.

The Committee reviewed the revised job description for the position of Director of Finance-Treasurer submitted to them by Mr. Cooke. After discussion about the position's supervisory role for the risk management function and a recommendation that the description be modified to make

clear that the Director of Finance-Treasurer is responsible for coverage of evening meetings of the Board of Finance and other Board meetings on an as-needed basis. Mr. Cooke agreed to modify the description to make this clear. Ms. Heavner made a motion to approve the job description with that modification and to recommend the revised job description to the Board of Selectmen for approval. Mr. Hampton seconded the motion and it passed unanimously.

4. Discussion of other matters.

Ms. Heavner asked that the position of First Selectman be included in the salary survey and that Mr. Cooke be prepared to make a recommendation with respect to the First Selectman's salary in connection with the next term. Mr. Cooke agreed to include the information in the salary survey.

5. Rescheduling of September 12, 2011 Personnel Sub-Committee meeting to September 26, 2011.

Mr. Hensley made a motion to change the date of the September 12, 2011 regular meeting to September 26, 2011. Ms. Heavner seconded the motion. The Committee asked Mr. Cooke to make sure that the new date did not conflict with Rosh Hashanah. There being no further discussion the Committee voted unanimously to change the date.

6. Executive Session.

Mr. Hampton made a motion to commence Executive Session for the purpose of discussing the status of 2011 collective bargaining negotiations. Ms. Heavner seconded the motion, which passed unanimously, and the Committee went into executive session with Mr. Cooke present.

7. Adjournment.

The Committee came out of Executive Session. Ms. Heavner made a motion to adjourn, seconded by Mr. Hampton. The motion passed unanimously and the Committee adjourned at 6:45 p.m.

Respectfully submitted,

Thomas F. Cooke
Director of Administrative Services

