

From: Rick Bazzano July 11, 2012 1:02:25 PM
Subject: Personnel Sub-Committee Minutes 7/9/2012 DRAFT
To: SimsburyCT_PersMin
Cc:

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BOARD OF SELECTMEN
PERSONNEL SUB-COMMITTEE
REGULAR MEETING – JULY 9, 2012

A Regular Meeting of the Board of Selectmen's Personnel Sub-Committee was called to order at 6:00 p.m. in the Main Meeting Room of the Simsbury Town Hall. Present were: Chairman Lisa Heavner and members John Hampton and Moira Wertheimer. Also present were Tom Cooke, Director of Administrative Services, and Chief of Police Peter Ingvertsen.

1. Public Audience

Ms. Heavner offered the opportunity for public audience. There were no speakers.

2. Approval of minutes of meetings on March 14, 2012 and May 30, 2012

Mr. Hampton moved the approval of the draft minutes for March 14, 2012 and Ms. Wertheimer seconded the motion. The motion passed and the minutes were approved without change.

Mr. Hampton moved the approval of the draft minutes for May 30, 2012 and Ms. Wertheimer seconded the motion. The motion passed and the minutes were approved without change.

3. Recommendation of approval of revised salary range for the position of Captain

Chief Ingvertsen stated that the position of Captain has been vacant since Captain Catania left the position to become Chief of Police in Plainville. At that time the Police Department chose not to fill the position immediately, instead moving forward with two Lieutenants in order to provide them with training opportunities. The goal was to provide one to two years of training and then to move forward with hiring a Captain. Chief Ingvertsen noted that the Captain position was not a union position and that the Lieutenant position is covered by the Police union contract. He stated that the position of Captain would be opened to internal

applicants; that resumes would be reviewed and that the Chief and the Police Commission would be involved in the selection process.

Chief Ingvertsen noted that the Captain position was a second-in-command position for the Police Department. He added that the size of the Department would not increase as the Department would return to one Lieutenant position. He noted that the Lieutenant pay range would not be affected.

With this background, the Sub-Committee proceeded to review the proposed salary range for the Captain position. Mr. Cooke stated that the recommendation was based on information provided from the twelve comparator towns in addition to Simsbury's existing salary structures. He noted that the current compensation for Lieutenants was already at the top of the old salary range for Captain. Based on the survey, Mr. Cooke recommended a salary range of \$83,000 to \$115,000. Ms. Heavner noted that \$115,000 would put Simsbury at the top of the ranges for the comparator Towns and asked whether a range of \$83,000 to \$110,000 was consistent with the study and feasible for the Police Department. After some discussion about the potential starting salary for Captain, the Sub-Committee concluded that the \$83,000 to \$110,000 provided an accurate market range with sufficient room for growth. Mr. Hampton moved recommendation to the Board of Selectmen of a salary range for Captain of \$83,000 to \$110,000. Ms. Wertheimer seconded the motion and it passed unanimously.

4. Recommendation of addition of nepotism policy to the Town of Simsbury Personnel Rules and Regulations

Mr. Cooke stated that the Town of Simsbury does not have a nepotism policy and that family relationships create a concern particularly when related individuals are in a direct reporting relationship as well. Mr. Cooke did not recommend a policy that would prohibit all employment of related individuals and stated that there is no reason for the prohibition when employees work in different areas and cannot impact the working conditions, performance evaluations or compensation of relations.

Mr. Cooke added that to the extent a nepotism policy would apply to individuals currently employed by the Town and represented by a union, the policy would have to be bargained. The Town is at liberty, however, to implement a policy for employees who are not union-represented and that the Town could choose not to hire a new employee based on nepotism concerns.

The Personnel Sub-Committee asked for additional information on a potential nepotism policy, including what other towns are doing. It also asked for recommendations concerning the consideration of applicants and goals for future union negotiations.

5. Adjournment

Ms. Wertheimer accordingly moved to adjourn the meeting, Mr. Hampton seconded the motion and, upon the unanimous vote of the committee, the motion passed. The meeting adjourned at 6:27 P.M.

Respectfully submitted,

Thomas F. Cooke
Director of Administrative Services