



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

BOARD OF SELECTMEN

Personnel Sub-Committee

Room 103 – Simsbury Town Hall – 933 Hopmeadow Street, Simsbury

Regular Meeting – November 23, 2015 – 6:00 p.m.

MINUTES

1. Call to Order

The meeting was called to order at 6:06 p.m. Personnel Sub-Committee Chair Chris Kelly and Sub-Committee members Sean Askham and Cheryl Cook were present. First Selectman Lisa Heavner, Tom Cooke (Director of Administrative Services) and Sean Kimball (Deputy Director of Administrative Services) were also present.

2. Pledge of Allegiance

3. Public Audience

Joan Coe, 26 Whitcomb Drive, spoke on the proposed salary adjustments for unaffiliated employees. She stated that the Charter Revision Commission may recommend a different form of government which might impact the salaries of some management employees. She would prefer that salary adjustments not take place until after the Charter Revision process is complete.

4. Review of Minutes

- a) Special Meeting – October 14, 2015

There were no changes to the minutes of October 14, 2015 as submitted.

5. Action on Proposed Salary and Benefit Adjustments for Unaffiliated Employee

Mr. Kelly introduced the agenda item and explained that the subcommittee is traditionally asked to approve the unaffiliated compensation adjustment framework and the total cost, but that town management is tasked with utilizing the performance review process and Market Reference Range data to determine appropriate individual compensation adjustments. Mr. Kelly reviewed a document included in the package entitled “FY2016 Compensation for Full-Time Unaffiliated Employees” setting forth

recommended salary and compensation adjustments. Discussion of the recommendations ensued.

Mr. Askham moved approval of the salary adjustment framework and Ms. Cook seconded the motion. The motion passed unanimously

Mr. Kelly added that the other part of this submission was for adjustments to the benefits offered to unaffiliated employees. He reviewed the recommendations set forth in the “FY2016 Compensation for Full-Time Unaffiliated Employees” document.

Mr. Askham asked why the deferred compensation plan doesn’t fully vest until 5 years. He stated that in the private sector you are seeing much shorter or even immediate vesting schedules and that he’d like to make the Defined Contribution plan as attractive as possible. Mr. Cooke stated that this is definitely an option and that staff will research the question and report back at the next meeting for a possible adjustment to the plan.

Mr. Askham moved approval of the unaffiliated benefit changes and Ms. Cook seconded the motion. The motion passed unanimously

6. **Adjourn**

Mr. Askham moved to adjourn the meeting and Ms. Cook seconded the motion. The motion passed unanimously and the meeting adjourned at 6:32p.m.