



Town of Simsbury

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SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

BOARD OF SELECTMEN

Personnel Sub-Committee Special Meeting

Thursday March 23, 2017

7:00 A.M. – Simsbury Town Offices – B.O.E. Conference Room – Second Floor

Minutes (Completed by Chris Kelly, Chairman)

1. Call to Order

The meeting was called to order at 7:00 AM by Sub-Committee Chair Chris Kelly. Present were Selectmen Sean Askham and Cheryl Cook. Also present were Director of Administrative Services Tom Cooke.

2. Pledge of Allegiance

3. Public Audience

There was no public audience.

4. Review of Minutes

a. September 19, 2016

There were no changes to the minutes of September 19, 2016

b. February 23, 2017

There were no changes to the minutes of February 23, 2017.

5. Finalize Recommendation of First Selectperson Stipend

Chris raised the issue that the Charter Revision Commission had clarified in their final proposal that:

1. It had to be left up to each Board to determine the “stipend” for the First Selectman
2. They still recommended a stipend of approximately 15% or \$22,500 of a \$150,000 Town Manager salary.

As such, was the tentative \$10,000 stipend discussed in the budget process the appropriate amount? Although it is the decision of the next Board of Selectmen as to what the stipend will be, it is useful to have a specific recommendation.

Cheryl Cook pointed out that in listening to the Charter Revision Commission, she felt that the stipend was not one of the more significant issues. In particular, identifying the roles and responsibilities of the town manager was the most important item. As such she felt comfortable with being flexible with the suggestion of the Charter Revision Commission. Also, her interpretation listening to the Commission was that they weren't looking to have the stipend be compensation for the position, or an inducement for people to run for office, but to be more a reimbursement for expenses associated with the role (such as travel to regional events). Put another way, they weren't looking to induce people to run because of the stipend, but more eliminate that some people wouldn't run because of expenses. As such, the \$10,000 felt more appropriate for her. She also felt it was best to start with a conservative level, vs. one that could be too liberal.

Sean Askham pointed out that he too felt it was best to start on the more conservative side. Plus, each Board of Selectmen will be able to alter the amount based upon their wisdom. The current "wisdom of the Board" from his point of view is that there isn't a need for a significant stipend, and that many towns do not pay their First Selectperson anything. As such he in particular did not want to compensate beyond the actual responsibilities and demands of the job, and starting at \$10,000 seemed appropriate to him.

Chis Kelly concurred with all of the points made.

A motion was made by Sean Askham, and seconded by Cheryl Cook to recommend to the Board of Selectmen a proposed stipend of \$10,000. It passed unanimously.

6. Town Manager Recruitment R.F.P.

a. Update on responses

Tom Cooke indicated that the town had received approximately six responses. Individuals had until the 31st to respond.

b. Factors and process for R.F.P. review

Chis Kelly shared a sample grid; similar to what the subcommittee has used in the past that could be used for the review and selection of final consulting companies to be interviewed by the Board of Selectmen.

The group liked the idea of using a similar grid. Some of the areas discussed for the grid were:

- a. Consistency with factors in RFP
- b. Quality of process proposed
- c. Experience hiring Town Managers
- d. Price
- e. Quality of process to gather public input
- f. Ability to recruit for candidates

There was no motion needed for this item. A draft of the grid would be worked on.

c. Timing of recruitment process

Lisa Heavner had pointed out to Chris that the money budgeted for the use of a consultant was in the 2017 – 2018 budget. If the process required payments to be made in the current budget process we should plan accordingly.

Sean Askham pointed out that the payments to the consultants would be in installments and the amount required from this budget year would be minimal.

Tom Cooke felt that the ability to fund some of the expenses out of this year would not be a problem.

7. Town Manager Job Description – Review of Material

A draft of the job description was reviewed. Cheryl Cook suggested language that would clarify the extent to which there is an expectation of the position to fully meet the time demands required by extensive meetings and public events.

Cheryl Cook made a motion to approve the job description as amended for her comments. The motion was seconded by Sean Askham and approved unanimously.

8. Next Meeting

The next meeting will start at 7:00 and focus on reviewing the consulting firm R.F.P.'s.

9. Adjourn

A motion was made by Sean Askham, and seconded by Cheryl Cook to adjourn the meeting at 8:10. The motion passed unanimously.