



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Sean M. Kimball - Deputy Director of Administrative Services

## BOARD OF SELECTMEN

### Personnel Sub-Committee – Special Meeting

Friday, July 17, 2015

7:00 A.M. – Simsbury Town Offices – Main Meeting Room

### MINUTES

#### 1. Call to Order

Personnel Sub-Committee Chair Chris Kelly called the meeting to order at 7:00 am. Sub-Committee members Sean Askham and Cheryl Cook were also present, as was Deputy Director of Administrative Services Sean Kimball and Director of Public Works Tom Roy.

#### 2. Pledge of Allegiance

#### 3. Public Audience

No members of the public spoke at Public Audience.

#### 4. Approval of Job Description Updates

##### **(A) Engineering Inspector/WPCF**

Mr. Kimball introduced the proposed job description update indicating that the incumbent is retiring next week after more than 20 years of service to the Town. Mr. Roy explained that the job description changes were designed to modernize the position to current needs and technologies. Additionally, the hours have been increased from 35 to 40 to better align with the schedules of the rest of the WPCF staff.

Based on the information provided by Messrs. Kimball and Roy, **Ms. Cook moved to recommend approval of the job description changes and salary reclassification and Mr. Askham seconded the motion. The motion passed unanimously.**

#### 5. Adjourn

**Mr. Askham made a motion to adjourn the meeting. Ms. Cook seconded the motion and it passed unanimously.**

#### 6. The meeting adjourned at 7:08 am