



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 – Special Meeting

Thursday, June 18, 2015

5:00 P.M. – Simsbury Town Offices – Main Meeting Room

AGENDA

1. Call to Order

Personnel Sub-Committee Chair Chris Kelly called the meeting to order at 5:00 pm. Sub-Committee member Sean Askham was also present, as was Director of Administrative Services Tom Cooke. IT Manager Rick Bazzano and Director of Planning Hiram Peck were also present.

2. Pledge of Allegiance

3. Public Audience

Ms. Joan Coe spoke at public audience. She stated that the requests for vacation roll-over should be decided by the Human Resources Director and not by committee. She also stated that the charge to the Charter Revision Commission should ask for a Town Manager and that appointees to the Commission to be vetted to ensure that they support a Town Manager form of government.

4. Review of Minutes

- Special Meeting, June 1, 2015

There were no changes to the minutes of the Special Meeting held on June 1, 2015.

5. Review of and Possible Action on Requests for Vacation Time Carry-Over

The Sub-Committee turned to consideration of the requests from Town Employees Rick Bazzano and Hiram Peck that unused vacation days above and beyond those permitted by the Town's Personnel Rules and Regulations be "rolled over" for use during Fiscal Year 2015-2016. Upon questioning, Mr. Cooke stated that no such request had been made since his arrival in October, 2010 but that he understood that such a request had previously been made to the Board of Selectmen. The Sub-Committee members noted

that there was no provision in the Personnel Rules and Regulations for such a request. They questioned Messrs. Peck and Bazzano about the circumstances leading to their respective requests. Mr. Peck stated that in addition to a significant work load including staffing services to numerous Boards and Commissions, during the time period in question one of his staff had broken his back and was out for an extended period of time making it virtually impossible for Mr. Peck to use his vacation days. Mr. Bazzano similarly stated that an unusually heavy workload in connection with several major capital construction projects, coupled with the fact that there are only two people on the IT staff, meant that he could not use all of his vacation time without overburdening his staff.

Based on the information provided by Messrs. Peck and Bazzano, **Mr. Askham moved to recommend approval of the requests for additional roll-over vacation days as represented in the submissions by the full Board of Selectmen and Mr. Kelly seconded the motion. The motion passed.**

The Sub-Committee stressed that it would recommend adherence to the existing policy on a going-forward basis and that Town Human Resources staff should work with employees to help them take advantage of their vacation days.

6. Review of and Possible Action on Proposed Charge to Charter Revision Commission

The Sub-Committee discussed the possible composition of a Charter Revision Commission noting that there were a variety of possible rationales (based on party registration, the composition of the Board of Selectmen and other possible factors). They agreed that an odd number of members made sense and ultimately agreed to a split of four democrats, four republicans and one independent.

The Sub-Committee reviewed the wording of the draft Charge to the Charter Revision Commission and approved it with one change as proposed by the First Selectman.

The Sub-Committee discussed the importance of having any proposed changes to the Charter on the November, 2016 referendum to maximize voter input as it coincides with the presidential election. Mr. Cooke reviewed the timeline information and noted that in order to have a referendum question ready for November, 2016 the Charter Revision Commission would have to submit its report no later than the end of March, or early April, 2016.

Based on the above discussions, the Sub-Committee took the following actions:

Mr. Askham made a motion to recommend that the Board of Selectmen approve the proposed Charge to the Charter Revision Commission as revised. Mr. Kelly seconded the motion and it passed unanimously.

Mr. Askham made a motion to recommend a timeframe for the Charter Revision Commission that would facilitate consideration of any revision to the Charter on the November, 2016 referendum. Mr. Kelly seconded the motion and it passed unanimously.

Mr. Askham made a motion to recommend that the Board of Selectmen appoint a Charter Revision Commission with the following composition: four (4)

Republicans, four (4) Democrats and one (1) Independent. Mr. Kelly seconded the motion and it passed unanimously.

7. Adjourn

Mr. Askham made a motion to adjourn the meeting. Mr. Kelly seconded the motion and it passed unanimously.

The meeting adjourned at 5:31 pm.