Town of Simsbury

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TOWN OF SIMSBURY, CT
TOWN CLERKS OFFICE

BOARD OF SELECTMEN
Personnel Sub-Committee – Special Meeting
Monday, July 14, 2014
6:00 P.M. – Simsbury Town Offices – Board of Education Conference Room

MINUTES

1. Call to Order

The meeting was called to order at 6:00 pm. Personnel Sub-Committee Chair Lisa Heavner and members Cheryl Cook and Sean Askham were present. Board of Selectmen member Mike Paine, Director of Administrative Services Thomas Cooke, Deputy Director of Administrative Services Sean Kimball, Town Engineer Jeff Shea, Town Attorney Bob DeCrecenzo and Lee Erdmann, consultant, were also present.

2. Pledge of Allegiance

All rose and recited the Pledge of Allegiance.

3. Public Audience

Joan Coe, 26 Whitcomb Drive, expressed her opposition to the delegation of personnel functions proposed in the Personnel Study prepared by Lee Erdmann. She stated that the Board of Selectmen should convene the Charter Revision Commission to recommend that the Town of Simsbury adopt a Town Manager system of government.

4. Review and approval of Minutes

- **Regular Meeting, June 23, 2014**

Mr. Askham made a motion to approve the minutes from June 23, 2014. Ms. Cook seconded the motion and it passed unanimously.

- **Special Meeting, June 30, 2014**

Mr. Askham made a motion to approve the minutes with changes from June 30, 2014. Ms. Cook seconded the motion and it passed unanimously.

5. **Review of additional information provided in connection with Personnel Study and possible recommendation**

Lee Erdmann reviewed the key findings of the Personnel Study and recommended salary range adjustments be made to the Director of Administrative Services position ($95,000 - $130,000) and the Deputy Director of Administrative Services position ($65,000 - $100,000). Mr. Erdmann stated that the $5,000 overlap is a recommended practice and important for succession planning. Mr. Erdmann also recommended the creation of a Employee Benefits Coordinator position with a salary range of $55,000 - $75,000. Part of the funding identified for these changes could be found in cutting the salary of the First Selectman to $75,000 beginning with the next term.

Subcommittee members discussed the study's recommendations and whether the Charter changes provide for full or partial delegation of personnel responsibilities. Town Attorney Bob Decrescenzo stated that the subcommittee does not need to take action on the issue of delegation, as the act of delegating responsibility is up to the First Selectman. The subcommittee should take action on the salary ranges, salaries and job descriptions. And ultimately, to make the changes permanent, the position of Director of Administrative Services should be added under the Charter.

6. **Review and possible approval of proposed position descriptions and salary recommendations for:**

- **Director of Administrative Services**

After some discussion, Ms. Heavner proposed the following revisions to the job description for the Director of Administrative Services:

- *Stays apprised of and monitors pending legislation that may affect municipal operations and finances; secures policy direction from the First Selectman to communicate with elected official offices or lobbyists.*
- *Maintains and updates personnel related documents and other human resources content on the Town's website.*

Mr. Askham moved adoption of the revised Director of Administrative Services job description (as amended) with a salary range of $95,000-$130,000. Ms. Cook seconded the motion and it passed unanimously.

- Deputy Director of Administrative Services

Mr. Askham moved adoption of the revised Deputy Director of Administrative Services job description with a salary range of $65,000-$100,000. Ms. Cook seconded the motion and it passed unanimously.

- Employee Benefits Coordinator

Mr. Askham moved adoption of the proposed Employee Benefits Coordinator job description with a salary range of $55,000-$75,000. Ms. Cook seconded the motion and it passed unanimously.

7. Review of and possible action on Part-Time Projects Manager position description

Mr. Shea explained the need for this position to help with the significant amount of development activity occurring in Town and for the institutional knowledge that Rich Sawitzke possesses. Ms. Cook stated she has concerns that this was not discussed as part of the budget process and that part of the rational is to support a Senior Center project that may not even be built. Mr. Askham added that eventually we need to cut the cord and allow Jeff to take over all responsibilities of the Town Engineer.

Mr. Askham moved adoption of the Part-Time Projects Manager job description for Fiscal Year 2015 only. Ms. Cook seconded the motion and it passed unanimously.

8. Adjourn

Ms. Cook made a motion to adjourn at 7:13 P.M. Mr. Askham seconded the motion and it passed unanimously.