

From: Brett Marchand March 19, 2011 6:44:05 AM  
Subject: Personnel Sub-Committee Minutes 12/08/2010  
To: SimsburyCT\_PersMin  
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## BOARD OF SELECTMEN

Personnel Sub-Committee – Special Meeting  
December 8, 2010  
6:45 PM – Simsbury Town Offices – Main Meeting Room

### 1. Call To Order

A Special Meeting of the Personnel Sub-Committee was called to order at 6:45 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: Robert Hensley, Chairman, Selectmen John Hampton and Lisa Heavner. Also present was Tom Cooke, Director of Administrative Services.

### 2. Consideration of Elimination of “Administrative Services Clerk,” “Part-Time Secretary” and “Assistant Finance Director” Positions and Replacement with “Human Resources/Risk Manager” and “Accounting Manager” Positions

Mr. Hensley noted stated that the only issue before the Committee was to take official action on a change in staffing that was discussed in detail at the prior meeting of the Committee – specifically, the elimination of the three positions – the Administrative Services Clerk position and a Part-Time Secretary position in the First Selectman’s office and an Assistant Finance Director in the Finance Department – and replacement of these positions at an equivalent or reduced overall cost with two positions: a Human Resources/Risk Manager position an Accounting Manager position.

Mr. Hampton made a motion, seconded by Ms. Heavner, that the positions of Administrative Services Clerk, Part-Time Secretary and Assistant Finance Director be eliminated, that the positions of Human Resources/Risk Manager and Accounting Manager positions be created, and that the matter be referred to the Board of Selectmen for its approval. The motion passed unanimously.

### 3. Adjourn

There being no further business before the Committee, Mr. Hampton made a motion, seconded by Ms. Heavner, that the meeting be adjourned. The motion passed unanimously and the meeting adjourned at 6:50 p.m.