



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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Personnel Sub-Committee

March 10, 2022

8:00AM

Virtual Format Only

REGULAR MEETING AGENDA

Call to Order

1) Approval of Minutes

- a) January 13, 2022
- b) February 25, 2022

2) Creation of Deputy Town Engineer Classification

3) Public Audience Methods for Various Meeting Formats

Adjournment



Town of Simsbury

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Personnel Sub-Committee

Regular Meeting

Thursday, January 13, 2022

Virtual Meeting Broadcast Live via SCTV

MINUTES – DRAFT

Members Present: Wendy Mackstutis, Sean Askham, Amber Abbuhl

Staff Present: Maria Capriola, Melissa Appleby, Eric Gomes,

Others Present: Selectman Heather Goetz, Attorney Mike Harrington

The meeting was called to order at 8:03am.

1) Approval of Minutes

a) December 9, 2021

This item was tabled

2) Open Session/Executive Session at Election of Union/Employee: Step 4 Grievance Hearing, Grievant: Henry Lacharite – Public Works and Parks Employees Represented by AFSCME

This item was tabled

3) Executive Session: Personnel Action/Pending Claim/Labor Negotiation – Step 4 Grievance Deliberations Regarding Grievant Henry Lacharite, Public Works and Parks Employees Represented by AFSCME

This item was tabled

4) Open Session: Step 4 Grievance Decision, Grievant: Henry Lacharite, Public Works and Parks Employees Represented by AFSCME

This item was tabled

5) Oral Update – Director of Planning and Community Development Recruitment

Ms. Mackstutis said that this item was added to the agenda in order to receive an update on the recruitment for the vacant Director of Planning position. Ms. Capriola said that this vacancy has been posted, and she provided an overview of how the recruitment process is typically structured, specifically for department head positions. She described the interview process, including the panelists that will be invited to participate. She noted that a member of the Board of Selectmen will be included.

Ms. Mackstutis asked for additional detail on how the internal panel will be structured, and the role of the Board of Selectmen in appointing a new Director. Ms. Abbuhl also asked about for additional detail on how the selection is made, and what information will be made available to the Board of

Selectmen regarding the applications. Mr. Askham provided a historical perspective of how department head recruitments have been conducted in the past, under both forms of government.

Ms. Mackstutis said that she will consult with the Board of Selectmen to determine which member will participate in the process.

6) Oral Update – Technology Task Force and Economic Development Commission New Member Recruitments

Ms. Appleby said that the Town Manager's Office is working to schedule two interview nights for the EDC and the Technology Task Force vacancies. She said that there are two vacancies on the EDC, and three vacancies on the Task Force. She noted that both committee chairs will be asked to participate in the interview process along with the Personnel Sub-Committee.

Mr. Askham made a motion to adjourn the meeting at 8:27am. Ms. Abbuhl seconded the motion. The motion passed unanimously.

Respectfully Submitted,
Melissa Appleby
Deputy Town Manager



Town of Simsbury

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Personnel Sub-Committee Special Meeting

Friday, February 25, 2022
Via Zoom video conference

MINUTES

Members Present: Wendy Mackstutis, Amber Abbuhl, Sean Askham

Staff Present: Maria Capriola, Eric Gomes, Tom Fitzgerald, Tom Roy, Nicholas Boulter

Others Present: Heather Goetz, Jenna Caulfield

The meeting was called to order at 8:30am.

1) Revisions to Director of Public Works Classification

Ms. Capriola gave background information about the potential reorganization of the Engineering Department and Department of Public Works due to a staff retirement. Having Engineering report to Public Works is common in surrounding towns as well as other Council-Manager communities around the state. Ms. Capriola described how the Charter wording requires the Board of Selectmen to update job descriptions. The proposed changes presented today were crafted by the Town Manager with input from the Director of Public Works. Mr. Roy gave his background including his education background and work experience prior to working in Simsbury.

Mr. Askham mentioned that Simsbury is lucky to have the continuity on staff to make this transition.

Ms. Mackstutis asked would it be hard to fill the Director of Public Works/Town Engineer position if the Town ever has to recruit a new employee. She asked if anything related to Planning and Zoning would need to be added to the job description. She also asked if “supports Clean Energy” is strong enough wording in the job description. Ms. Mackstutis asked if Mr. Roy anticipates having the capacity to support the added responsibilities in this expanded role. Answers were provided and discussion occurred; no edits were made to the proposed changes.

Ms. Abbuhl asked about the Deputy role.

Mr. Askham moved, effective February 25, 2022, to endorse the revised job title, job description, and pay range for the Director of Public Works position as presented. Further move to recommend these changes be forwarded to the full Board of Selectmen for approval. Ms. Abbuhl seconded, all were in favor.

2) Creation of Deputy Town Engineer Classification – Oral Update

Ms. Capriola gave an update on how a new classification will be needed and it will be called Deputy Town Engineer. At a future meeting Ms. Capriola will present a draft job description for review and consideration.

3) Animal Control Office Job Description Updates

Ms. Capriola gave background information on the very small housekeeping updates to the Animal Control job description.

Mr. Askham moved, effective February 25, 2022, to endorse the proposed job description changes to the Animal Control Officer position. Further move to recommend that the job description be forwarded to the full Board of Selectmen for approval. Ms. Abbuhl seconded, all were in favor.

4) Potential Reappointment of EDC Member

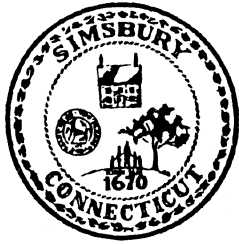
Ms. Capriola gave background information about a potential replacement for a current EDC member. A previous member of the Commission who resigned due to job conflicts has indicated they are interested in serving again. After discussion the group felt that since this person previously interviewed for the EDC within a reasonable timeframe, they wouldn't need to have a second interview.

Ms. Capriola said that they will put this reappointment on a future Board of Selectmen meeting agenda.

Adjourn

The meeting adjourned at 8:53am.

Respectfully Submitted,
Thomas Fitzgerald
Management Specialist



Town of Simsbury

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Maria E. Capriola - Town Manager

To: Personnel Sub-Committee

From: Maria E. Capriola, Town Manager

Cc: Eric Gomes, HR Coordinator; Tom Fitzgerald, Management Specialist; Tom Roy, Director of Public Works/Town Engineer

Date: March 10, 2022

Re: Proposed Creation of Deputy Town Engineer Classification

Background

The Simsbury Engineering Department was recently moved to a division under Public Works with the Director of Public Works now serving as the Town Engineer. To keep the Engineering Division at current staffing levels, and to accommodate the recent structural reorganization, we would like to propose the creation of a Deputy Town Engineer classification. This position would report to the Director of Public Works/Town Engineer while overseeing the day to day operations of the Engineering Division. The position would supervise the Project Engineer and Administrative Secretary in the division. The proposed title of Deputy Town Engineer is consistent with other departments across the organization such as the Deputy Town Manager, Deputy Finance Director and Deputy Chief of Police.

The Town Manager's Office worked to conduct benchmarking for external Deputy/Assistant Town Engineer positions in departments that are led by a Director of Public Works/Town Engineer to find a competitive salary range for the proposed Deputy Town Engineer.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed job descriptions to the Board of Selectmen for review and approval. Excerpted Charter language reads:

"...the Town Manager shall cause to have prepared a statement of the duties and responsibilities of each position in the Town service and of the minimum qualifications for appointment to such position. The statement so prepared shall become effective upon the approval by resolution of the Board of Selectmen and may be amended, upon recommendation of the Town Manager, by resolution of the Board."

Past practice has included a review by the Personnel Sub-Committee of proposed job descriptions prior to adoption by the full Board of Selectmen.

Financial Impact

As reported at your February 28th Board of Selectmen meeting, depending on the starting rate of pay for the selected Deputy Town Engineer candidate, the overall estimated cost of the reorganization is expected to be cost neutral up to and including a cost of \$15,000. Funds are budgeted in contingency for FY 22/23 to accommodate the reorganization. The Deputy Town Engineer will be an exempt, unaffiliated position as many of the day-to-day duties of our former Town Engineer position are being assumed by this new position. The proposed pay scale (annual salary) for the Deputy Town Engineer would be \$95,000 - \$120,000 with a typical 40-hour work week and flexible scheduling.

Recommendation

The Director of Public Works/Town Engineer and I are recommending the proposed classification of Deputy Town Engineer be created, proposed job description be adopted, and that a salary range of \$95,000 to \$120,000 be established for the position.

Suggested Motion

If the Personnel Sub-Committee is in support of the proposed recommendation, the following suggested motions are in order:

Move effective, March 10, 2022 to endorse the creation of the position classification of Deputy Town Engineer and the job description as presented. Further move to endorse a salary range for the Deputy Town Engineer position of \$95,000 - \$120,000.

Further move, to forward the Deputy Town Engineer proposal to the full Board of Selectmen for review and consideration.

Attachments

- a) Proposed Job Description – Deputy Town Engineer
- b) Salary Benchmarking Analysis

Town of Simsbury

TITLE: Deputy Town Engineer **DATE:** ~~May 11, 1998~~ March XX, 2022

DEPARTMENT: Public Works, Engineering Division

AFFILIATION: Unaffiliated

FLSA STATUS: Exempt

POSITION DESCRIPTION:

Responsible for administrative, professional and technical engineering work in planning, ~~and~~ organizing, and ~~supervising-directing~~ the Engineering Division in the execution of professional engineering services. Sample duties include: Supervises assigned staff; manages budgets; prepares applications and manages grant awards; develops plans and specifications for Town maintenance and improvement projects; reviews work performed by consulting engineers; reviews subdivision and site plans; field surveying, administration and inspection of construction; and preparing studies and budget estimates for Town and School capital projects. The Deputy Town Engineer may serve as Acting Director when the Director is absent, as assigned. Reports to ~~First-Selectman~~ Director of Public Works/Town Engineer.

ESSENTIAL FUNCTIONS:

- Supervises and evaluates the Engineering staff in the review of plans, designs, construction specifications, technical reports, proposed ordinances and regulations for conformance to engineering standards and the provision of technical advice and assistance to Town departments, boards and assistance to Town departments, boards and commissions.
- Supervises assigned staff in the Engineering Division. Coordinates staff work procedures, assignments, schedules and workloads; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Develops, coordinates, and implements professional development, and cross-training programs for assigned employees.
- Engages in work related to collective bargaining and labor-management relations such as grievances, and disciplinary processes in accordance with relevant laws, regulations, personnel policies and collective bargaining agreements.
- Directs the technical developments of engineering plans and specifications for capital improvement projects, of subdivision reviews, or reviews of private development affecting public property, and of other division assignments.
- Participates directly in monitoring the design and development of plans and specifications for selected complex projects including water, street, sewer and drainage systems and landfill and recycling systems.
- Coordinates and communicates technical input for Town and school capital projects for the Public Building Committee, consulting engineers and architects, prospective

contractors, government agencies, general public, and town staff and officials relating to capital improvement programs.

- Staffs commission/agency meetings, as related to public works operations, public buildings, and town infrastructure, which may occur during early morning, evening and weekend hours.
- Assists the Director of Public Works/Town Engineer with the Pavement Management Program.
- Develops and recommends facilities' engineering and project policy ~~to the First Selectman.~~
- Responsible for recommending and directing design, evaluation and administration for new capital projects, alterations, additions or extensions of Town infrastructure, including: public facilities, roads, bridges, Open Space and trails.
- Prepares the annual engineering division budget and capital project budget; ~~and presents and defends budget requests before the First Selectman, Board of Selectmen, and Board of Finance.~~
- Manages ~~and controls~~ the expenditure of division fund allocations within the constraints of approved operating and capital budgets. Provides capital project information to the Director of Finance for project bonding.
- Monitors and manages departmental operating revenues and expenditures, and assigned capital project budgets, throughout the fiscal year. Provides purchase order and purchasing card review and approval, as needed, in accordance with financial management policies and procedures.
- Confers with State and federal officials and other municipalities regarding intergovernmental projects, programs and problems regarding public facility design and construction.
- Confers with Town officials and the public to provide information and to resolve problems.
- Utilizes computer technology, through staff or consulting services, in order to provide relevant information for project development and monitoring, as well as long term maintenance; manages CADD systems for civil engineering projects and town wide mapping systems. Participates in the development and implementation of GIS system.
- Prepares specifications for consulting services in engineering and capital program design. Selects consulting engineers and architects for capital and special projects; supervises and administers performance of inspections of capital improvement projects by Town staff and consultants. Supervises and administers the provision of traffic engineering services by Town staff and consultants.
- Supervises and administers the provision of traffic engineering services by Town staff and consultants.
- Manages environmental monitoring for water, storm water, sewer, landfill, health, hazardous waste and recycling programs, as required by State and federal permits.
- Monitors, supervises and enforces construction contract work; provides engineering assistance to construction personnel interpreting plans and specifications; administers contracts prepared internally and by outside Consulting engineers and architects.
- Conducts investigations, analyzes and reports on special problems with assistance of staff.

- Assists in ordinance development. Serves as an authorized enforcement agent of the town as assigned, such as but not limited to stormwater management and water shortage.
- ~~Advise, directs and trains assigned personnel; participates in~~ Coordinates grant application development and administration of grant programs.
- Provides coordination with local utilities for roadway excavations and utility line assignments.
- Responds to emergency calls on a 24-hour basis.
- Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the principles and practices of modern civil engineering, particularly as applicable to municipal public works, planning subdivisions, zoning site plans, special studies and investigations, and construction of general public facilities projects.
- Thorough knowledge of the investigation, design and construction of general public works projects.
- Thorough knowledge in the development and administration of capital improvement projects and related budgets.
- Considerable knowledge of public works operations, and construction of public works projects administration.
- Ability to organize, direct and coordinate the work of technical and professional personnel engaged in various municipal engineering activities.
- Considerable ability to establish and maintain effective working relationships with Board/Commission members, co-workers, developers, vendors, contractors, consultants, other governmental agencies and the general public.
- Ability to effectively communicate both orally and in writing.
- Ability to make concise and effective technical reports and to direct the preparation and maintenance of engineering records.
- Ability to establish and maintain effective working relationship with employees, other Town officials and the public; possess working knowledge of microcomputer civil engineering applications.

REQUIRED EQUIPMENT OPERATION:

- Drive a car, operate office equipment including but not limited to PC and Computer Aided Design Systems.

REQUIRED PHYSICAL EFFORT:

- Able to walk 1-2 miles over terrain under construction.

REQUIRED MINIMUM QUALIFICATIONS:

- Graduation from college with a B.S. degree in Civil Engineering plus ~~6-7~~ 3-5 years of progressively responsible employment in civil engineering including ~~3~~ 2 years of project management and supervisory experience, or equivalent. A master's degree in a relevant field may substitute for some experience.

SPECIAL REQUIREMENTS:

- Must possess a State of Connecticut Professional Engineer's license (If licensed in another state, must be able to obtain reciprocity within 1 year of appointment) and a valid driver's license.

	Assistant Town Engineer Raw Data							
	Title	Annual Salary		Current	PE Status		Masters Degree	
		Min.	Max		Required?	Currently Have	Required?	Currently Have
Simsbury								
Cheshire	Assistant Town Engineer	\$62,927	\$95,459	vacant	preferred	N/A	No	N/A
Cromwell	Town Engineer/Assistant Director of PW	\$89,812	\$126,376	\$126,376	Yes	Yes	No	No
Farmington	Civil Engineer	\$77,177	\$99,037	\$78,913	preferred	No	No	No
Glastonbury	Assistant Town Engineer	\$80,262	\$108,381	\$110,545	preferred	Yes	No	Yes
Mansfield	Assistant Town Engineer	\$77,684	\$98,220	\$98,220	Yes	Yes	No	Yes
Rocky Hill								
South Windsor	Town Engineer/Deputy Director of PW	\$67,816	\$123,000	\$123,085	Yes	Yes	No	
Wethersfield								
Windsor	Assistant Town Engineer	\$86,880	\$121,630	\$107,950	Yes	Yes	No	No
	AVERAGE	\$77,508	\$110,300	\$107,515				
	MEDIAN	\$77,684	\$108,381	\$109,248				
	MINIMUM	\$62,927	\$95,459	\$78,913				
	MAXIMUM	\$89,812	\$126,376	\$126,376				



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Maria E. Capriola - Town Manager

MEMORANDUM

To: Maria Capriola, Town Manager
From: Tom Fitzgerald, Management Specialist
Cc: Melissa Appleby, Deputy Town Manager; Personnel Sub-Committee
Date: March 8, 2022
Subject: Public Audience Methods Used During the Pandemic

You asked me to detail the various methods used for public audience and public comment during the pandemic. Below are the current methods used for the Public Audience section of Board of Selectmen meetings.

In-Person/Hybrid	Fully Remote
<ul style="list-style-type: none">• Speak at the meeting• Written comments emailed to all Board of Selectmen members, not read into the record• Public Hearings Only: written comments read into the record	<ul style="list-style-type: none">• Written comments read into the record (from March 2020 to October 2021)• Speak live through Zoom (starting September 2020)• Written comments emailed to all Board of Selectmen members, not read into the record (October 2021 through present)• Public Hearings Only: written comments read into the record