



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

April 16, 2019

7:30AM

Main Meeting Room, Town Hall, 933 Hopmeadow Street

SPECIAL MEETING AGENDA

Call to Order

- 1) Step 3 Grievance Hearing, Grievant: Chris Roy – Public Works and Parks Employees Represented by AFSCME
- 2) Executive Session – Personnel – Step 3 Grievance Deliberations, Grievant: Chris Roy, Public Works and Parks Employees Represented by AFSCME
- 3) Step 3 Grievance Decision, Grievant: Chris Roy, Public Works and Parks Employees Represented by AFSCME
- 4) Town Manager Performance Review Process and Timeline
- 5) Approval of Minutes
 - a) September 27, 2018
 - b) February 14, 2019

Adjournment

Simsbury Town Manager Performance Review

Update: ~~10/9/2018~~ 4/11/19

Purpose of Document	<p>This document:</p> <ol style="list-style-type: none">1. Outlines the process for conducting the annual review of the Town Manager2. Contains the review document
Structure to Review	<p>The Town Manager will be evaluated in three areas:</p> <ol style="list-style-type: none">1. Performance related to six identified attributes2. Performance in each of four goal categories3. An overall performance rating
Process	<p>The process for the review is:</p> <ol style="list-style-type: none">1. Town Manager goals are established at the start of each fiscal year in June.2. Prior to review the Town Manager completes a self-review.3. Each Selectperson inputs their feedback into an online application (such as Survey Monkey).4. A consolidated document is developed. For each category being reviewed:<ol style="list-style-type: none">a. Dots will be used to show the rankings from each Selectpersonb. All comments will be presentedThe rankings and comments will not be identified by the author5. The Board of Selectpersons will meet to review the document6. The Board of Selectpersons will meet with the Town Manager to review their performance



Schedule 2018-2019	The timeline for the 2018-2019 Full Year Review will be:		
	Step	Date	Action
	1	July 5, 2019	Town Manager submits update on progress towards goals
	2	July 5, 2019	Town Manager completes self-review
	3	July 6 – July 19, 2019	Board Members complete online review
	4	July 20 – August 11, 2019	First Selectperson prepares draft review based on received responses with assistance from Personnel Sub-Committee
	5	August 12, 2019	Board of Selectpersons meet and review consolidated review
	6	September 9, 2019	Board of Selectpersons meets with Town Manager for Mid-Year Review
	6	June 2019	Full Year Review is completed using same process
Schedule 2019 and Beyond	The same schedule will be used in future years but the November review will not be a full review as is being conducted in November of 2018. Note: Mid-Year would be January, but due to election may include some BOS members with one month tenure. November however, is quickly after we would be wrapping up the full year review.		
Process Owner	The First Selectperson is responsible for the management of this process. They will work with the Personnel Subcommittee.		

Simsbury Town Manager Performance Review

Rating	Definition
Outstanding	Superior performance in all skill sets of this category
Above Expectations	Stronger than baseline expected performance in category
Meets Expectations	Employee routinely completes the primary duties and responsibilities of the position and performance meets expectations
Below Expectations	One or more skill sets in this competency needs to be improved.
Needs Improvement/Development	Employee failed to meet/or correct deficiencies and did not improve in areas previously noted in a performance improvement plan.

Attribute Review

#	Attribute Factor	Rating					Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
		Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
1	Financial Management <ul style="list-style-type: none"> Develops annual operating and capital budgets based on the Town's needs and available resources. Prepares annual operating and capital budgets that are responsive to the Board of Selectmen's goals and priorities. Develops annual operating and capital budgets that provide services at a level directed by the Board of Selectmen. Appropriately monitors and manages fiscal activities of the organization. Effectively administers the annual operating and capital budgets. Considers financial impact before decisions are made. 						
2	Organizational Management and Leadership <ul style="list-style-type: none"> Effectively oversees and manages the daily operations of the organization. Makes difficult decisions when required and accepts responsibility for those decisions. Selects, leads, directs and develops staff effectively. Creates a culture that promotes innovation, excellence in public service, and accountability. Sets a professional example by handling town matters ethically, with integrity, fairly, and impartially. Fosters team environment. Instills a collaborative approach to providing services and finding solutions to problems. 						
3	Professional Development <ul style="list-style-type: none"> Values and supports personal and professional development of self and others. Creates a culture of professional development through all levels of the organization. Uses training and job assignments to facilitate learning. Provides constructive performance feedback through coaching and regular performance reviews. Regularly meets with department heads. 						

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4	Implementation of Board of Selectmen Policies, Initiatives, and Goals <ul style="list-style-type: none"> Is accessible and responsive to elected officials. Determines the feasibility of expected outcomes of policy options, initiatives, and goals. Articulates fiscal, administrative, legal, ethical, and other implications of policy options, initiatives, and goals. Develops a plan to implement policies, initiatives, and goals. Monitors and evaluates programs and services to ensure effectiveness, efficiency, quality, and responsiveness. Supports the action of the governing body after a decision has been reached, both inside and outside the organization. Establishes organizational priorities based on Board of Selectmen policies, initiatives, and goals. Makes reasonable progress towards established Town Manager Goals. 						
5	Communications <ul style="list-style-type: none"> Maintains effective and timely communications, both verbal and written, with the Board of Selectmen. Assists by facilitating decision making alongside the policy authority of the Board of Selectmen. Establishes and maintains effective working relationships with community partners and stakeholders. Demonstrates a customer service oriented approach when interacting with residents. Demonstrates an attitude of helpfulness, respect, sensitivity. Listens to concerns of staff, Selectmen, and the public. Responds appropriately. 						
6	Economic Development <ul style="list-style-type: none"> Develops strategies, activities, and procedures that result in attracting and retaining businesses that contribute to the expansion of the grand list in a manner consistent with the community's vision for growth. Maintain town's infrastructure in good condition to support business growth and attract new development. Supports programs and services that enhance the quality of life of residents, making Simsbury and attractive place to live, work, play. Supports economic development activities with innovative and forward thinking ideas. 						

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Goal Review

#	Category	Priority	Goal	Rating					Comments
				Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
1	Human Resources and Labor Relations	High	Conduct leadership team recruitments. Successfully onboard and orient new team members. <ul style="list-style-type: none"> Police Chief Finance Director/Treasurer Director of Culture, Parks, Rec 						
		High	Begin negotiations for successor collective bargaining agreement with IBPO (police) (spring 2018). Begin negotiations for successor collective bargaining agreements with AFSCME (parks and public works), dispatchers, and all 3 unions representing CSEA (spring 2019)						
		Medium	Conduct first annual leadership retreat						
		Low	Draft and implement a professional travel policy						
		Low	Revise the inclement weather policy						
2	Economic Development	High	Support the work of the Board of Selectmen economic development work group.						
		High	Assist in the preparation and development of the Economic Development Commission as required by Charter						
		High	Coordinate and assist in preparation of economic development strategic plan or other study/technical assistance (pending availability of funds)						
		Medium	Complete the building permit fee analysis						
		Medium	Conduct visitations and outreach with the business community						
		Medium	Assist special villages with initiatives related to special events, infrastructure improvements, and economic development						

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3	Financial Management	High	Prepare and submit FY 18/19 and FY 19/20 operating and capital budgets in accordance with Carter timeline requirements						
		High	Complete analysis of ambulance service delivery costs						
		Medium	Develop a grant application form and process for outside agencies requesting funding from the town.						
		Medium	Assist in developing a capital asset policy						
		Medium	Assist in developing a revised capital and CNR policy						
		Medium	Assist in the development of a Purchasing Ordinance						
		Low	Implement changes to Annual Report. Complete FY 16/17 and 17/18 Annual Reports utilizing new format and content.						
		Low	Update budget document to reflect GFOA recommended best practices for budget document presentation.						
		Low	Assist Board of Selectmen in the development of a policy and procedures for tax sales.						
		Low	Conduct a cost recovery and community use analysis of the Parks and Recreation Department.						
		Low	Conduct an analysis of contractor fees for Parks and Recreations Department.						

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4	Special Projects	High	Complete settlement negotiations with Deepwater Wind and implement monitoring procedures.						
		High	Issue RFQ for parks and open space master plan. Initiate the project.						
		Medium	Issue a RFQ for the public safety radio system feasibility study. Initiate the study.						
		Medium	Issue a RFQ for labor counsel.						
		Medium	Issue a RFQ for employee benefits consultant (if BOE is in support of).						
		Medium	Conduct FOIA training for staff, boards, committees, and commissions. Develop a FOIA form, centralized process for handling requests, and a “nuts and bolts” brochure for committees.						
		Low	Support the work of the Board of Selectmen Water Shortage Ordinance work group.						
		Low	Develop and implement storm water management ordinance. (MS4)						
		Low	Develop and distribute a monthly newsletter promoting town governmental activities, news, and notes.						
		Low	Research options for expanding our senior transportation network.						
		Low	Develop and implement a policy for banners along Hopmeadow Street						

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Overall Summary

Rating					Summary Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

Regular Meeting

Thursday, February 14, 2019

Board of Education Conference Room, Town Hall, 933 Hopmeadow Street

DRAFT - MINUTES

Members Present: Sean Askham, Chris Kelly, Eric Wellman (by phone)

Staff Present: Maria Capriola, Melissa Appleby, Tom Tyburski

The meeting was called to order at 7:30am.

1) Parks Division Reorganization and Proposed Crew Leader Job Description

Ms. Capriola reviewed the proposal to convert the existing Maintainer II position to a Crew Leader in order to improve the staffing structure in this division. Discussion ensued regarding the increasing workload for this division, especially with upcoming projects related to the parks and open space master plan, the new park at the Flower Bridge, the potential splash pad project, and other initiatives.

Mr. Askham made a motion effective February 14, 2019 to endorse the proposed modifications to the job description for the Parks Crew Leader position. Further move that this recommendation be forwarded to the full Board of Selectmen. Mr. Wellman seconded the motion and it passed unanimously.

2) Town Manager's Office Reorganization and Proposed Management Specialist/Assistant Position

Ms. Capriola described the proposed reorganization of the Town Manager's Office, noting that the office's needs have changed. Staff is in need of a position that focuses on higher level support, such as budgeting, human resources, and special projects, rather than a traditional executive assistant. The group discussed the continued need for the position to fulfill many traditional office support functions, such as answering phones, greeting customers, and handling constituent issues. Mr. Askham noted that it is important for the individual in this position to understand the needs of the community.

Mr. Askham made a motion effective February 14, 2019 to endorse the creation of the position classification of Management Specialist, which may be under filled as Management Assistant, and the job description as presented. Further move to endorse an annual salary range for the Management Specialist position of \$60,000-\$80,000 or \$50,000-\$70,000 for the Management Assistant position, which may be amended from time to time through resolutions of the Board of Selectmen. Mr. Wellman seconded the motion and it passed unanimously.

3) Town Manager Performance Review Instrument and Process – Check-in

Mr. Kelly presented the consolidated performance review document. The group noted that the Town Manager met the goals for the first year as established in her employment contract. Mr. Wellman made a motion effective February 14, 2019 to recommend that the Town Manager has fulfilled the requirement for an economic development strategic plan, and recommend to the Board of Selectmen that the Town Manager should receive the increase in salary as specified in her employment contract. Mr. Kelly seconded the motion and it passed unanimously.

Mr. Wellman made a motion effective February 14, 2019 to approve the Town Manager's 2018-2019 performance review summary as presented. The summary will be referred to the full Board of Selectmen for approval. Mr. Kelly seconded the motion and it passed unanimously.

4) Approval of Minutes

a) September 27, 2018

b) January 14, 2019

The minutes of September 27, 2018 were tabled. The minutes of January 14, 2019 were approved by consensus.

Mr. Wellman made a motion to adjourn at 8:25am. Mr. Kelly seconded the motion and it passed unanimously.

Respectfully Submitted,
Melissa Appleby
Deputy Town Manager