



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

Thursday, September 27, 2018

7:30AM

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

REGULAR MEETING AGENDA



Call to Order

- 1) Job Description Updates
 - a. Children's Department Reference Librarian
 - b. Assistant Town Planner
- 2) Board of Assessment Appeals Alternate Appointments
- 3) Hearing Officer Appointment
- 4) Social Services Trusts – Trustees Update (Oral Report)
- 5) Draft Professional Travel Policy
- 6) FY 18/19 Non-Union Compensation
- 7) Town Manager Performance Review Process, Instrument
- 8) Minutes
 - a) June 21, 2018
 - b) August 27, 2018
 - c) August 29, 2018

Adjournment



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

To: Personnel Sub-Committee

From: Maria E. Capriola, Town Manager

Cc: Eric Gomes, HR Coordinator; Mike Glidden, Director of Planning and Community Development; Lisa Karim, Library Director

Date: September 27, 2018

Re: Proposed Job Description Updates – Planning Department & Simsbury Public Library

Background

Attached please find proposed changes to the existing job description for the following positions:

- Children's Reference Librarian (PT)
- Assistant Town Planner

The proposed modifications are minor in scope. The proposed changes to the Children's Reference Librarian (PT) job description allow the job to parallel our Adult Services Librarian (PT) position but with a focus on children's services skills. This is a non-union position. The proposed changes to the Assistant Town Planner job description include designating the Assistant Town Planner as the Inland Wetlands Agent, designating the Assistant Town Planner as acting department director in the absence of the Director, and changing the minimum qualifications section. Most of the changes to the Assistant Town Planner description are housekeeping in nature and codify existing duties assigned to the position. The Assistant Town Planner position is represented by a bargaining unit. The Library Director and Director of Planning and Community Development were involved in preparing the revisions. There are no proposed changes in job titles or pay ranges at this time.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed changes to 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 modifications to job descriptions.

Recommendation

I am recommending that the modifications to the job descriptions be approved as presented. If endorsed by the Personnel Sub-Committee, I would plan to submit the proposed changes to the full Board of Selectmen at your October 10th meeting.

Suggested Motion

If the Personnel Sub-Committee is in support of the proposed changes, the following suggested motion is in order:

Move effective, September 27, 2018 to endorse the proposed modifications to the job description for the Assistant Town Planner and the Children’s Reference Librarian (PT) as presented. Further move that this recommendation be forwarded to the full Board of Selectmen.

Attachments

- a) Proposed Job Description – Children’s Reference Librarian (PT)
- b) Proposed Job Description – Assistant Town Planner

Position Definition

Under the general supervision of the Head of Children's Services the Reference Librarian is responsible for providing excellent customer service, assisting with planning and executing programs, creating passive programs; as well as assisting in the promotion of the Library, its programs and services. **The Children's Department Reference Librarian performs circulation and customer service duties as needed.**

Essential Duties

- Greets Library users and offers assistance
- Provides reference and reader's advisory guidance to children, adults, and teens
- Assures the confidentiality of library use and library patron accounts
- Collaborates with all Library departments and staff in order to provide the best possible service for the community
- Performs opening and closing procedures
- Assists with and recommends selection material, both print and non-print, for acquisition and withdrawal
- Troubleshoots Library equipment and technology
- Assists with planning, facilitating, and conducting programs for children and families
- **Creates and implements passive or anytime programs to engage children and families who visit the Children's Room**
- **Creates and assists with displays**
- Participates in the creation and preparation of promotional and informational material, both print and digital
- Assists in the planning, development and maintenance of the Library's online and virtual presence and functionality, including social media
- Engages in community outreach and collaboration to promote interest in the Library as a community resource
- Assists in training and oversight of volunteers in the Children's Department
- Participates in updating Library technology
- Assists with the reservation of museum passes
- Collects and maintains usage data and compiles statistical and narrative reports
- Monitors building and technology use
- Interprets and enforces Library rules and policies
- Performs other duties as assigned

Additional Duties

- Attends professional meetings and participates in the activities of professional library associations
- Keeps informed of current trends and developments in libraries
- Seeks training and professional development opportunities necessary to perform job competencies
- Assists with the application and administration of grants
- Participates in the cataloging, organizing and maintenance of Library material

Required Knowledge, Skills and Abilities

- Positive and enthusiastic approach to customer service, in person, on the phone and virtually

- Knowledge of child development, children's literature and the available materials and services for children, families, caregivers and educators
- Ability to engage in active listening
- Ability to give clear, concise written and oral instructions
- Ability to work and interact effectively with staff, administrators, volunteers and the public, as well as function as part of a cohesive team
- Ability to plan, organize, direct and evaluate the work of others
- Ability to operate and troubleshoot a variety of equipment, both office and library
- Ability to use independent judgment to assess and evaluate information requests
- Thorough and demonstrated knowledge of Library policies, practices and procedures
- Strong technology skills, including proficiency in social media
- Ability to monitor new issues and techniques appropriate to libraries, as well as interpret their meaning for and impact on libraries and library service

Required Physical and Mental Effort and Environmental Conditions

- Ability to lift books and other materials, weighing up to twenty-five (25) pounds, from shelves ranging from 6" to 8' from the floor and return them to their proper place(s)
- Ability to stand and walk for extended periods of time; move throughout the Library; bend, reach and crouch to shelve and retrieve materials; push and pull carts loaded with materials
- Ability to use a PC terminal, laptop or tablet for extended periods of time
- Ability to carry supplies and equipment in excess of twenty-five (25) pounds
- Ability to move throughout the Library and other Town sites
- Ability to read fine print materials
- Ability to work in office and public settings subject to continuous interruptions and background noises
- Ability to be flexible and adapt in a fast paced, complex and changing environment
- Ability to represent the Library in the community and at public gatherings and speak to public groups
- Ability to work evenings and weekends

Required Minimum Qualifications

Master's Degree in Library Science. Proficiency in reference services and with Library automation, personal computers, software applications, tablets, android and smart phones, as well as social media. A genuine respect and consideration for children and the ability to establish a positive rapport with coworkers and the public are essential, as are strong customer service skills. Previous experience desirable.

License or Certificate

Motor Vehicle Operator's License

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Town of Simsbury

TITLE: Assistant Planning Director ([Assistant Town Planner](#)) **GRADE:** A-6

DEPARTMENT: Planning & Land Use Department **DATE:** ~~May 28, 2014~~

POSITION DESCRIPTION:

Under the supervision of the Director of Planning and Community Development:

- Reviews land use applications; coordinates land use review processes, drafts application review reports and assists the Director in the supervision of the office and staff.
- Reviews compliance and assists with enforcement of development activities and approvals established by the Planning, Zoning, Zoning Board of Appeals and the Conservation /Inland Wetlands Commissions, and Historic District Commission.
- Performs complex technical planning work in connection with proposed land use activities under the jurisdiction of the Department as directed by the Director.
- [Serves as Designated Agent for the Inland Wetland Agency](#)
- [Serves as the acting director of the Planning and Development Department in the absence of the Director.](#)

ESSENTIAL JOB FUNCTIONS:

PUBLIC:

- Assists the general public and participates in the development process including site inspections, preparing staff reports, correspondence and directing compliance with the Code Enforcement Officer.
- Communicates and cooperates with property owners, applicants, and other Town staff on compliance issues and communicates staff and Board or Commission concerns to applicants, residents, other Boards and Commissions, and the Director of Planning and Community Development.
- Attends meetings as required and as directed by the Director of Planning and Community Development.
- May, in the absence of the Code Enforcement Officer, issue citations for violations in accordance with local ordinances.

STAFF:

- Performs professional level administrative work in connection with all projects and enforcement activities as assigned by the Director.
- Performs research and compiles and analyzes data in connection with planning, zoning inland wetlands studies, Zoning Board of Appeals, and Historic District Commission.
- Serves in staff capacity to land use boards and commissions as assigned by the Director.
- Monitors violations of Town Zoning, Planning and Inland Wetlands and Watercourses Regulations and performs follow up enforcement activities in conjunction with the Code Enforcement Officer.

- Provides information to residents, developers, and other stakeholders regarding planning and zoning regulations, applications, permitting processes, and development options.

ADDITIONAL JOB FUNCTIONS:

- May perform additional tasks and duties as requested.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

SKILLS:

- Able to manage multiple tasks at the same time.
- Able to properly delegate tasks when and where determined necessary.
- Able to effectively communicate with Supervisor, all staff and the public regarding all land use activities.
- Able to suggest innovative and helpful land use application processing techniques.
- Ability to closely follow instructions and follow through on assigned tasks in a thorough and professional manner.

KNOWLEDGE:

- Knowledge and ability in computer applications for data management, planning analysis, and report preparation including Microsoft Word, Excel, Powerpoint and Access.
- Knowledge and ability to analyze problems and help develop and implement programs and activities to address these problems.
- Considerable knowledge of the principles and practices of comprehensive planning and land use administration.
- Knowledge of and ability to operate Geographic Information Systems (GIS) systems.

ABILITIES:

- Ability to monitor new issues and techniques appropriate to planning and land use matters.
- Ability to communicate both orally and in writing with staff and the public.
- Ability to use computer terminal to access, process and retrieve information contained in file records and computer databases.
- Ability to perform research and prepare technical reports as directed or as necessary.
- Ability to interpret and apply laws and regulations relating to all aspects of land use activities under the jurisdiction of the Department.
- Ability to communicate effectively to establish and maintain effective working relationships with regional officials, town staff, boards and commissions, participants in the development process, and the public.
- Ability to read and interpret maps, plans and studies including traffic and environmental studies.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Ability to sit/stand continuously for prolonged periods of time.

- Ability to perform gross body coordination and perform tasks that require hand-eye coordination.
- Ability to see objects closely as in reading a map.
- Ability to hear normal sounds with some background noise and communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/function for more than 60 minutes at a time.
- Ability to understand and relate to specific ideas and to understand and relate to the theories behind several related concepts.
- Ability to remember multiple tasks/assignments given to self and others over long periods of time.
- Ability to work in office setting subject to continuous interruptions and background noises.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to file letters, correspondence, reports, etc. in cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout Town Hall and other Town buildings and construction sites.
- Ability to participate in numerous, extended night meetings during the year.
- Ability to work independently with minimum supervision.
- Ability to carry and lift documents and office equipment weighing up to 25 pounds.
- Ability to get into and out of an automobile.
- Ability to attend and participate in numerous, extended night meetings during the year.

REQUIRED MINIMUM QUALIFICATIONS:

- **Bachelor's Degree in Urban and Regional Planning or closely related field required, master's degree preferred. Four (4) years of progressively responsible professional experience in a land use office with a bachelor's degree, two (2) years of progressively responsible professional experience in a land use office with a master's degree. Supervisory experience desirable.**
- **Certification as Certified Zoning Enforcement Officer (CZEO) by the Connecticut Association of Zoning Enforcement Officials or must obtain certification within one (1) year of appointment. Once obtained, must be maintained during entirety of employment.**
- **Certification by CTDEEP as Municipal Inland Wetlands Agency Comprehensive Training Program or must obtain certification within one (1) year of appointment. Once obtained, must be maintained during entirety of employment.**
- **Membership in the American Institute of Certified Planners is preferred but not required.**

- **The incumbent in the position is expected to attend evening and weekend meetings and events as needed in support of the work of assigned Town Committees, Commissions, and Boards**

LICENSE OR CERTIFICATE: Motor Vehicle Operator's License.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

To: Personnel Sub-Committee

From: Maria E. Capriola, Town Manager

Cc: David Gardner, Assessor

Date: September 27, 2018

Re: Appointment to Board of Assessment Appeals

Background

A new ordinance, Assessment Appeals Board, took effect April 22, 2016. Chapter 5-2 provides that, "The Board of Selectmen may, upon the request of the Simsbury Board of Assessment Appeals, appoint additional regular members to the Simsbury Board of Assessment Appeals to serve on the Board for any assessment year." Chapter 5-1 further provides that, "The Board of Selectmen may appoint an alternate for each member of the Board of Assessment Appeals. Each alternate member shall be an elector of the Town of Simsbury. When seated, an alternate member shall have all the powers and duties of a member of the Board of Assessment Appeals."

At your November 13, 2017 Board of Selectmen meeting, it was decided that temporary regular appointments and alternate appointments to the Board of Assessment Appeals would be vetted through the Personnel Sub-Committee. It was further discussed that two temporary regular members, with terms expiring September 30, 2018, two alternate members with terms expiring December 2, 2019, and one alternate member with a term expiring December 6, 2021 would be sought. Two temporary members were appointed and their terms expire September 30. One of the two temporary members, Ms. Regina Pynn is interested in continuing to serve as an alternate member. Mr. Heagney, the other temporary member, is not interested in continuing to serve.

At our June meeting, members inquired as to the workload of the Board once a revaluation was completed. Board members usually meet individually with taxpayers, including during the September motor vehicle session. The Board needs a quorum to act on appeals. Having an alternate or two assures that the Board is able to maintain the hearing schedule after it has sent notices to the affected taxpayers on when to appear for their hearing.

It would be helpful to have an alternate (or multiple alternates) for the March 2019 sessions of the Board, and to know who that is by December 31, 2018 so that the Board

can file its 2019 regular meeting schedule in January. If Ms. Pynn is appointed as an alternate member, two alternate vacancies will remain.

Suggested Motion

If the Personnel Sub-Committee supports the recommendation of Ms. Pynn as an alternate member to the Board of Assessment Appeals, the following suggested motion is in order:

Move, to recommend to the Board of Selectmen the appointment of Ms. Regina Pynn (D) as an alternate member to the Board of Assessment Appeals with a term to expire on December 2, 2019.

If the motion is approved by the Personnel Sub-Committee, the Board of Selectmen should review the matter at their regularly scheduled meeting on October 10, 2018.

Attachment

a) Resume of Regina Pynn

Regina K. Pynn

www.linkedin.com/in/rkpyynn

- CORE SKILLS** Program management for complex aerospace applications and additively manufactured components
Supplier management including ensuring compliance to technical requirements, tracking delivery progress
- EDUCATION** **Stevens Institute of Technology, Hoboken, NJ** 09/06-05/11
Master of Engineering in Systems Engineering **Concentration:** Space Systems
Bachelor of Engineering in Mechanical Engineering **Minor:** Law and Public Policy
- AWARDS** UTC Level 2 (2017), Level 1 Awards (2015) for project execution and focus on results
ASME National Leadership Conference- Outstanding Attendee Award (2012)
NJ Space Grant Consortium Academic Fellowship (2011), Space Grant recipient (2009, 2010)
- MAJOR WORK EXPERIENCE** **Hexcel (formerly Oxford Performance Materials)- South Windsor, CT** 06/17-Present
Additive Manufacturing Program Manager
◦ Owns program execution for all deliverables for Hexcel's Additive Manufacturing division
◦ Responsible for on-time-delivery, sales margins, resource planning, and key customer relationships
- United Technology Aerospace Systems (formerly Hamilton Sundstrand)- Windsor Locks, CT** 11/14-5/17
Lead Project Engineer for Electromechanical Actuator (S70 OPV development program)
◦ Managed new product development of EMA system for rotorcraft primary flight control
◦ Responsible for \$15 million budget including manpower forecasting and capital procurement
◦ Led multi-site, multidisciplinary team of 30 from requirements development through flight test program
- Project/Test Engineer for Fuel Metering Unit (PW800 PurePower engine program)** 06/11-11/14
◦ Assisted in schedule, and technical execution of a \$10 million jet engine fuel control development program
◦ Negotiated system requirements scope, change, and expectations with engine manufacturer
◦ Created and executed test plans to meet engine qualification by aviation authorities
◦ Troubleshoot hardware, test rig shortfalls and lead Root Cause Corrective Action (RCCA) investigations
- Co-Op: Orion Environmental Control System, Systems Engineering Group** 04/10-08/10
◦ Derived requirements for Orion's life support equipment from NASA program requirements
◦ Coordinated flow down of subsystem-specific technical requirements for design, manufacturing and testing
◦ Managed system modeling and analysis processes, including memo creation and team communication
◦ Developed and maintained models of subsystems to provide feedback and guidance to design decisions
- National Aeronautics and Space Administration (NASA)- Kennedy Space Center, FL**
Co-Op: Safety and Mission Assurance Directorate 08/09-12/09
◦ Led Center-wide OSHA compliance review, including team formation and direction, of fixed ladders
◦ Assessed risks involved in experimental procedures and made mitigation recommendations

United Technology Aerospace Systems (formerly Hamilton Sundstrand)- Windsor Locks CT

Co-Op: Space Systems, Advanced Technology Group

1/09-

5/09

- Served as lead test engineer for part of the review for NASA flight equivalent hardware (Sabatier)
- Conducted thermal engineering analysis and design for CO2 removal system

CREDENTIALS Engineer in Training (EIT), NASA Safety and Technical Excellence Program certified (STEP lv. 1), UTC ACE certified

OUTREACH Town of Simsbury Clean Energy Task Force: Commissioner (2017)
FRC FIRST Robotics: Co-Lead Mentor, Team 5686 (2015-2017)
Stevens Institute of Technology: Mechanical Engineering Department Advisory Board (2005-2016)
ASME: Hartford Chapter: Chair (2014), Dir. of Communications (2012-2013)
Macy's Thanksgiving Day Parade Volunteer: Balloon Inflation Team, Flight Team (2007-2016)



Town of Simsbury

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Maria E. Capriola - Town Manager

To: Personnel Sub-Committee

From: Maria E. Capriola, Town Manager

Cc: Michael Glidden, Director of Planning and Community Development

Date: September 27, 2018

Re: Hearing Officer Appointment

Background

Hearing officers are appointed by the Board of Selectmen pursuant to Chapter 158-9 and Chapter 123 of the Town Code. The Code states: "The Board of Selectmen shall appoint one or more citation hearing officers to conduct hearings."

Town code permits the Board of Selectmen to appoint one or more individuals to serve as citation hearing officers. On January 22, 2018, the Board of Selectmen appointed Robert Moran Esq. and Donald Kipetz as citation hearing officers. Attorney Moran and Mr. Kipetz's terms expire December 2, 2019.

My understanding is that at times we have had three people appointed as hearing officers. Staff believes it would be advantageous to have a third hearing officer appointed, adding to the depth of our bench and ensuring timely hearings will be held.

Recommendation

I am recommending that Mr. Stephen McDonnell (U) be appointed as a citation hearing officer for the Town of Simsbury with a term expiring December 2, 2019. Mr. McDonnell has expressed a willingness and interest in serving in this capacity.

Suggested Motion

If the Personnel Sub-Committee supports the recommendation of Mr. McDonnell as a hearing officer, the following suggested motion is in order:

Move, to recommend to the Board of Selectmen the appointment of Mr. Stephen McDonnell (U) as a citation hearing officer for the Town of Simsbury with a term expiring on December 2, 2019.

If the motion is approved by the Personnel Sub-Committee, the Board of Selectmen should review the matter at their regularly scheduled meeting on October 10, 2018.

Attachments

- a) Memo from M. Glidden Regarding Appointment Authority of Hearing Officers
- b) Resume, Mr. S. McDonnell



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Inter-Office Memorandum

Date: September 11, 2018

To: Maria Capriola MPA, Town Manager

From: Michael Glidden CFM CZEO, Interim Director of Planning

Re: Hearing Officers; Appointment Authority

The Hearing Officers are appointed by the Board of Selectmen pursuant to Chapter 158-9 and Chapter 123 of the Town Code. The Code states: *"The Board of Selectmen shall appoint one or more citation Hearing Officers to conduct hearings."*

Connecticut General Statutes Chapter 7-152c, permits the legislative body of a community to appoint individuals to serve as citation hearing officer. Citation hearing officers hear appeals from any individual who is issued a citation for violations of town ordinances/regulations under this chapter.

Hearings are held at the written request of individuals who receive citations for violations. The hearing officer is charged with reviewing documents and taking testimony as it relates to the case. Typically, the individual requesting the hearing and the enforcement officer present their cases to the citation hearing officer. The citation hearing officer then reviews all information presented at the hearing. After the hearing, the citation hearing officer will provide the parties with a written decision as it relates to the citations. The citation hearing officer can waive, reduce, or implement the citations which are subject of the appeal.

The citations hearing officers hear appeals in cases where individuals were issued citations for violations of the zoning regulations or blight ordinance. Typically, enforcement staff uses the issuance of citations for extreme situations. On average, enforcement staff has up to two cases which citation hearings are held per calendar year.

Current Hearing Officers

Town code permits the Board of Selectmen to appoint one or more individuals to serve as citation hearing officers. On January 22, 2018, the Board of Selectmen appointed Robert Moran Esq. and Donald Kipetz as citation hearing officers. Attorney Moran and Mr. Kipetz terms expire December 2, 2019.

STEPHEN R. MCDONNELL, P.E.

REPRESENTATIVE PROJECTS Inspection and recommendations for rehabilitation of 60 bridges as part of the ConnDOT Bridge Program including structural and hydraulic evaluations.

Engineer In Charge of design of 2 bridge improvements in Colebrook (Rt. 183) for ConnDOT.

Principal in charge of design of 25 bridges associated with the Federal Local Bridge Program.

Inspection and structure evaluation for rehabilitation of eleven bridges as part of Torrington's long term bridge improvement program. Inspection, testing and evaluation of rehabilitation of the Boston Neck Road Bridge in Suffield.

Principal in charge of survey, structure study, hydraulic evaluation, design and construction management of bridges in Norfolk (2 bridges), Harwinton (4 bridges), Winsted (3), Simsbury (2), Morris (2), Tolland (2), Torrington (2), Willington (2), Somers and Meriden (6) funded through the ConnDOT Grant Programs.

Principal in charge of design of intersection improvements in Bristol, River Road reconstruction in Farmington (STP Grant Program), South Main Street reconstruction in Plymouth (STP) and Waterbury Road in Bristol.

Survey, design and construction management for geometric, drainage and structural improvements associated with widening and realigning Country Club Road in Avon, Connecticut. (ConnDOT Urban Systems).

Preliminary engineering study of traffic, geotechnical, geometric and drainage system evaluation associated with the relocation of Old Farms and Thompson Roads in Avon, Connecticut. (ConnDOT Urban Systems).

Survey and design for drainage, structural and geometric improvements to Warren Avenue (Vernon), West Road (Marlborough), Nooks Hill Road (Cromwell), Burbank Road (Tolland) and Little City Road (Haddam).

Survey, design and construction management of approximately thirty-five miles of secondary roadways, representing over \$45 million in construction, as part of the City of Hartford Major Road Reconstruction Program.

Environmental analyses and hydrological/hydraulic studies of various structures under a program for the U.S. Army Corps of Engineers.

Hydrologic and hydraulic analyses for over twenty bridge replacements or rehabilitations for communities throughout Connecticut.

Computerized mapping of Simsbury including furnishing of the hardware/software (CADD work stations) and training for a town computer system to be ultimately utilized in a geographic information system (GIS). Similar services performed for the Town of Harwinton and the Litchfield Hills Council of Elected Officials (regional digitized mapping)

STEPHEN R. MC DONNELL, P.E.

REPRESENTATIVE
PROJECTS

Hydrological and hydraulic analysis of the Hampton Reservoir dam and spillway in Hampton including recommendations for new spillway sizing. Hydrological and hydraulic analysis of the Crystal Lake, Rugg Brook Reservoir and Highland Lake watersheds, dams and spillways in Winsted including recommendations for spillway replacement and rehabilitations.

Dam design projects performed for the DEEP including Moodus Reservoir, Bashan Lake, Industrial Monument, Lake Winchester, Massacoe Pond, Wood Creek Dam, Roraback Farms and Putnam Park and dams in Harwinton, Hartland and Putnam

Dam design for 5 dams associated with Connecticut Valley Hospital Water Supply system. One dam will be removed as part of the project.

Stormwater permitting and preparation of stormwater pollution prevention plans for over 15 municipal facilities including town garages, treatment plants and transfer stations.

Stormwater monitoring programs for 8 Connecticut municipalities including stormwater pollution prevention plans, sample collection and evaluation.

Environmental evaluations and groundwater monitoring programs for landfill closure plans for 8 Connecticut municipalities and the Connecticut Resources Recovery Authority.

DEEP permitting for numerous groundwater discharge wastewater disposal systems including implementation of groundwater monitoring programs.

Municipal waste transfer station design for Hartland, Morris, Norfolk, Tolland, Hebron, Marlborough, North Branford, Westbrook, Columbia, Southington and others.

Hydrologic, hydraulic and scour analyses for over 60 bridge projects in Salisbury (3), Morris (2 bridges), Harwinton (4), Tolland (2), Torrington (3), Winsted (4), Willington, Haddam (3) and other Connecticut Towns.

Environmental impact evaluation (FONSI) for the Connecticut Department of Public Works and Board of Higher Education for improvements at the UCONN Health Center.

Environmental impact evaluations for over twenty Connecticut communities as part of wastewater management planning studies funded through the DEEP/EPA.

Environmental evaluations and permitting (local, DEEP and Army Corps) for over 40 municipal bridge projects funded through the Federal Highway Administration and ConnDOT.

STEPHEN R. MC DONNELL, P.E.

REPRESENTATIVE
PROJECTS

Wastewater management master planning studies for Cornwall, Coventry, Suffield, Norfolk, Ashford, North Branford, Old Saybrook, Westbrook, Hebron, Tolland, Waterford, Morris, Harwinton, Brookfield, Ledyard and Southwick, MA, including evaluation of on-site disposal, septic system analyses, existing and proposed sewer systems, pumping station and treatment plant evaluations, I/I studies, alternatives evaluation and public presentations.

Design and construction management of over 40 miles of sanitary sewers in Winsted (8 miles), Burlington (4 miles), Cromwell (1 mile), Harwinton (4 miles), Morris (5 miles), Southwick (12 miles) and Simsbury (.5 miles).

Design of a 350 pump, innovative technology, low-pressure sewer system for the Highland Lake area of Winsted and a 175 pump system for Lake Congamond.

Existing sewer system evaluation studies including television inspections and physical surveys for analyses of infiltration and inflow for Norfolk, Berlin, Waterford, Bristol, New Hartford and East Windsor (over 100 miles of sewers).

Community Septic System design for a 6,000 gallon per day system in compliance with DEEP regulations for the Pomfret Community School, a septic system design for a 5,300 gallon per day system for a Town of Ashford Elderly Housing and Senior Center Project and a 40,000 gallon per day treatment and recycling system and leaching field for a shopping mall in Westbrook.

Design of community septic systems for condominium and cluster housing projects up to 15,000 gallons per day in size for private clients in Connecticut.

Design and construction management of DEEP approved sewage disposal systems for East Haddam Schools, Old Lyme High School, Joel Barlow High School, Westbrook High School, Salisbury School and others.

Sewage treatment plant and pump station evaluations for Norfolk, East Windsor and New Hartford. Pump station designs for Winsted (2), Cromwell (3), Southwick (6) and Ashford (2). Evaluation of solids dewatering systems for Stafford.

Design of membrane treatment systems (ZENON) for the Westbrook Factory Stores (40,000 gpd), Salisbury School, Old Lyme Schools, Hearth at Madison assisted living, Joel Barlow High School in Redding, Mallory Plaza in Barkhamsted.

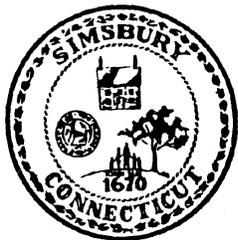
Water supply system design and construction management for Winsted (10 miles to 16" diameter and Holyoke (16" mains).

Environmental evaluations for projects including UCONN Health Center Parking Facility for the Connecticut DPW, sewer projects and roadway/bridge projects.

Regional septage disposal study for the Torrington area including treatment plant evaluations, septage lagoon investigations and transportation analyses.

STEPHEN R. MC DONNELL

REPRESENTATIVE PROJECTS	Townwide water supply system planning for Winsted, Southington, Simsbury, Kensington and Berlin.
	Water supply system pre-design, design and construction management for over 35,000 feet of water main replacement, house services replacements, water main insulation and booster stations in Winsted.
	Design and construction management of a program for water service renewals for Winsted.
	1.5 mg concrete water storage tank design, site design and transmission main design associated with a 6 mgd water treatment plant for Winsted.
	0.5 mg bolted steel water tank for the Salisbury School, a 300 student private school in Salisbury, CT
	Water supply system design and construction management for a community water supply system for Ashford, Connecticut including well field, pump house, storage system and distribution system.
	Water supply system planning, design of wells and transmission mains for Tolland.
	Design and construction management of 6,100 feet of 16 inch water main including 3 jacking operations under rail lines for Holyoke.
	Water tank inspection and preparation of painting specifications for a 1.5 mg tank in Winsted.
	Hydraulic analyses for many water and storm sewer projects for clients throughout Connecticut.
	Wastewater disposal pre-design planning studies for Old Saybrook, Westbrook, Hebron, Tolland, Waterford, Harwinton, Morris, New Hartford, East Windsor, Bristol, Brookfield and Ledyard, including complete evaluation of on-site disposal, septic system analyses, alternatives evaluation, public presentations and plan selection.
	Pre-design, design and construction management of sewer projects in Harwinton, Morris and Simsbury.
	Existing sewer system evaluation studies for illegal connections and analyses of infiltration and inflow problems for Berlin, Waterford, Bristol, New Hartford and East Windsor.
	Hydrogeological investigations and analyses for septage lagoons, community wastewater land treatment systems and individual on-site wastewater disposal systems including pollution renovation and hydraulic analyses in compliance with Connecticut DEP regulations.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

To: Personnel Sub-Committee

From: Maria E. Capriola, Town Manager

Cc: Melissa Appleby, Deputy Town Manager
Eric Gomes, HR Coordinator

Date: September 27, 2018

Re: Proposed Professional Travel Policy

Background

Pursuant to Section 2 of the Town's Personnel Rules and Regulations, administrative and personnel policies are adopted by resolution of the Board of Selectmen and the Town Manager is responsible for execution and implementation.

This proposed (new) Professional Travel Policy establishes guidelines for travel to professional development programs and informs employees of what are and aren't reimbursable expenses.

Once executed, this policy will be made available to Town employees. This policy has been reviewed by the leadership team and our union presidents; they have responded with favorable feedback and no items are of concern.

Recommendation

I am recommending that the proposed Professional Travel Policy be forwarded to the full Board of Selectmen for approval at your October 10th meeting.

Suggested Motion

If the Personnel Sub-Committee is in support of this recommendation, the following suggested motion is in order:

Move effective, September 27, 2018 to forward the proposed Professional Travel Policy to the full Board of Selectmen for the October 10th meeting date with a favorable recommendation by the Personnel Subcommittee.

Attachment

- 1) Draft of the Professional Travel Policy



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY PROFESSIONAL TRAVEL POLICY

Adopted by the Simsbury Board of Selectmen on October XX, 2018

I. Purpose

This Policy shall govern all travel expenses incurred by employees who attend approved off-site professional development programs such as conferences, seminars, workshops, training, and certification programs.

The Town requires that all travel expenditures and related accountings meet the Internal Revenue Service requirements of "ordinary, necessary and reasonable" and should be conservative and consistent with the nature of the business assignment. These policies safeguard the Town and protect the employee from being assessed additional taxable income. Reimbursements for actual and necessary expenses made to staff shall be consistent with the provisions of this policy.

II. Applicability

All town employees are subject to this policy.

III. Effective Date

This policy shall remain in effect until revised or rescinded. The Town reserves the right to amend this policy.

II. Approval Process

- a) **Same Day Travel:** All employees interested in attending a professional development program that requires same day travel must seek authorization from their supervisor. In the supervisor's absence, an employee may seek authorization from a department director or an assistant department director with notification then provided to the supervisor by the department director or assistant department director. No commitments for registration or travel shall be made until the travel has been approved by the supervisor, or the department director or assistant department director in the supervisor's absence. A formal Professional Travel Request Form (attached) does not need to be completed for same day travel, regardless of cost.
- b) **Overnight Travel:** All employees interested in attending a professional development program that requires overnight travel must seek authorization from their supervisor, department director, and the Town Manager or her/his designee, in that order. Employees must use the Professional Travel Request Form. No commitments for

registration, travel, lodging, or other expenses shall be made until the travel authorization has been approved by the Town Manager or her/his designee. When costs are incurred for the travel, the authorization form should be submitted to Finance with the payment voucher. When costs are not incurred for travel, the completed authorization form should be submitted to the department's leave administrator and maintained as part of an employee's leave record.

III. Types of Travel Expenses

Permissible travel costs may include registration fees, transportation (airfare, train fares, public transit fares, parking fees, tolls, taxi fares, rental car fees, mileage), lodging, meals and gratuities, and other reasonable incidentals. Expenses that are characterized as personal in nature are not eligible for reimbursement by the Town.

See Appendix A for a full list of permissible travel costs.

IV. Payment for Travel Expenses and Reimbursement Process

All reimbursement requests will be considered within the context of authorized budgets for travel, conference fees, mileage reimbursement, and professional development. Employees shall obtain itemized original receipts for all travel expenses eligible for reimbursement, exclusive of mileage reimbursement.

- a) **Payment for Travel Expenses:** When possible, eligible travel expenses associated with approved professional development programs should be paid directly to the vendor through the accounts payable process. Since the Town is a tax-exempt entity, payments should not include taxes. If the vendor/business requires proof of the Town's tax-exempt status, tax-exempt certificates may be obtained by contacting the Finance Department.
- b) **Expenses Requiring Reimbursement:** When an employee pays for permissible travel expenses with personal funds, he/she will be eligible for reimbursement pending approval of their department director or the Town Manager or her/his designee, whichever is applicable. Itemized original receipts and the employee reimbursement form must be submitted to the department director or the Town Manager or his/her designee, whichever is applicable, for approval for payment. Once authorized by the department director or Town Manager or her/his designee, the employee reimbursement form must be submitted to the Finance Department within thirty (30) days from the date of the travel. All travel reimbursements, regardless of dollar value, will be processed through accounts payable.

V. Business Leave Payroll Coding

- a) **Full Travel Days:** Employees should code their timesheet for their normal number of scheduled hours during the travel. For example, an employee with a 35-hour work

week is scheduled for two full days of travel from Monday-Tuesday. He/she should record 7 hours of business leave on the timesheet for both Monday and Tuesday. If travel time and the seminar/workshop/training hours exceed an employee's regularly scheduled hours for the day, hourly (non-exempt) employees should record the excess time as time worked while salaried (exempt) employees may opt to record the excess time as time worked. An employee's ordinary commute time to and from work should not be factored in and documented as time worked.

Documentation may be requested by a supervisor, department director, assistant department director, or the Town Manager's Office to verify travel times; examples may include providing documentation from web based sources such as Google Maps or Mapquest to authenticate both the length and duration of the trip.

b) Partial Travel Days: When a seminar/workshop/training session is not a full scheduled work day, employees should document the business leave only for the actual hours of the seminar/workshop/training session (excluding meal breaks) and travel time. For example, an employee with a 35-hour work week is scheduled to attend a training session from 9am-noon on a Monday. Travel time is one hour each way. In this instance, it would be appropriate for the employee to record 5 hours of business leave, with the expectation that the employee would return to work and complete the rest of their scheduled shift (2 hours). An employee's ordinary commute time to or from work should not be factored in and documented as time worked.

Documentation may be requested by a supervisor, department director, assistant department director, or the Town Manager's Office to verify travel times; examples may include providing documentation from web based sources such as Google Maps or Mapquest to authenticate both the length and duration of the trip.

VI. Exceptions

Exceptions to these travel and expense guidelines may only be authorized by the Town Manager or her/his designee when the circumstances warrant. Any such exception to these travel and expense guidelines should be documented.

Appendix A Permissible Travel Costs

Registration Fees: Registration fees associated with attending approved professional development programs are permissible. Registration fees that are inclusive of meals and course materials are acceptable.

Transportation: Permissible transportation expenses include airfare, train fares, public transit fares, parking fees, tolls, taxi fares, rental car fees, and mileage for travel associated with attendance to approved professional development programs. The most economical mode of transit and direct and practical route should be selected. Employees that use their personal vehicle may submit for mileage reimbursement with the Employee Reimbursement Form.

Lodging: For overnight travel, lodging accommodations in reasonable and economically priced rooms is permissible. Employees should inquire about government and/or conference rates at the time of making reservations. Miscellaneous personal expenses associated with lodging such as room service, fees associated with re-stocking in-room refrigerators, and fees associated with access to fitness facilities are not permissible for reimbursement by the Town. Hotels may require evidence of the Town's tax-exempt status; employees should bring a copy of the Town's tax-exempt certificate with them to the hotel, or provide the certificate to the hotel in advance of the stay. The tax-exempt certificate can be obtained by contacting the Finance Department.

Meals: For trips requiring overnight stays, breakfast, lunch and dinner meals, including tips, are permissible. Alcohol purchases or meals for non-Town employees are not permissible for reimbursement by the Town. For same day travel, if meals are not included in the registration fee, meals are not considered a permissible expense.

Incidentals: Incidentals deemed to be reasonable and legitimate to the business travel may be considered permissible by the employee's department director or the Town Manager, whichever is applicable. One such example is a Wi-Fi fee should an employee need to connect remotely into work and a business center is not available at the employee's hotel.

Personal Expenses: Travel expenses deemed to be personal in nature will *not* be reimbursable by the Town. While not an all-inclusive list, examples of personal expenses include: entertainment; athletic events; books/periodicals for personal reading; fitness facility fees; damage to luggage; fines; room service; alcohol; travel costs for non-Town employees.

**TOWN OF SIMSBURY
PROFESSIONAL TRAVEL REQUEST**

Employee Name: _____

Date of Request: _____ **Date of Travel:** _____

Location of Event: _____

Name of Event: _____

Purpose of Travel (Attach Event's Program to this Request):

Estimated Expenses:

Registration Fees	\$ _____	Lodging Fees	\$ _____
Transportation Fees	\$ _____	Meals	\$ _____
Other Fees	\$ _____		

TOTAL ESTIMATED FEES \$ _____

Employee Signature Date

Supervisor Signature Date

Department Director Signature Date

Town Manager Signature Date
(Only required for overnight travel)

Town of Simsbury Employee Reimbursement Form



Employee Name: _____
 Department: _____
 Date: _____

*****Submit with original, itemized receipts only**

Purchase Reimbursements

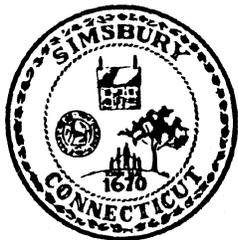
Date	Description of Items Purchased	Account Number	Amount
		Total Reimbursement	-

Mileage Reimbursements

Date	Mileage To/From	Account Number	Miles
		Total Miles	-
		IRS Reimbursement Rate	0.545
		Total Reimbursement	-

Employee Signature: _____

Approval Signature: _____



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

To: Personnel Sub-Committee

From: Maria E. Capriola, Town Manager

Cc: Melissa Appleby, Deputy Town Manager; Eric Gomes, Employee Benefits & Human Resources Coordinator

Date: September 27, 2018

Re: FY 18/19 General Wage Increase for Unaffiliated (Non-Union) Positions

Background

Section 903 of the Town Charter states that "the salaries, wages, or other compensation of all officers and all employees of the Town...shall be determined by the Board of Selectmen." The Town negotiates wage increases for its union employees during the collective bargaining process. My understanding is that recommended changes in compensation and/or benefits for unaffiliated positions have been brought to the Personnel Subcommittee, then to the full Board of Selectmen for consideration.

The attached spreadsheet shows current pay rates of our unaffiliated positions, as well as the classification salary ranges. The two columns to the right of the current wages show two scenarios: a 2% general wage increase and a 2.25% general wage increase. It should be noted that the Outreach Worker position is part-time and paid at an hourly rate, and the Social Worker is a newly created position so the salary range shows no change because of that.

I recommend that a GWI be retroactive to July 1, 2018 for non-union employees not in a probationary period. Since we have four non-union department heads in a probationary period, I would recommend that a GWI for FY 18/19 not be awarded until the employees successfully complete the probationary period, and then be prospective moving forward.

I am not recommending any other changes in compensation or benefits for non-union staff at this time.

Internal Comparison

The proposed 2% or 2.25% general wage increase falls within the range of negotiated increases for our union employees. Our 3 CSEA unions received a 1.75% increase at the beginning of FY18; CSEA took a lower general wage increase in exchange for a higher contribution to their Health Savings Accounts (HSA's) while employees with the HMO plan are paying an additional half percent of the overall cost of the premium. AFSCME received a 2% increase and our Dispatchers union received 4% in order to



Town of Simsbury

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Maria E. Capriola - Town Manager

correct a significant lag behind dispatchers in comparable communities and make their salary range more competitive with the external market for comparable positions.

External Comparison

CCM data from August 2018 indicates that the FY 18/19 state-wide general wage increase average for negotiated contract settlements is 2.24%. The current sample size for that data is 94 settlements.

Director of Public Works Compensation

In addition to the general wage increase, recent benchmarking results indicate that a one-time salary adjustment for our Director of Public Works would be warranted to remain competitive with the market. A summary of those results are attached and an annual salary of \$134,900 is recommended.

Financial Impact

The estimated impact of the general wage increase would be \$22,593, or \$24,319 when payroll taxes¹ are factored in, for a 2% increase and \$25,423, or \$27,366 when payroll taxes are factored in, for a 2.25% increase. During budget preparation we budgeted in contingency for a 2% general wage increase for our unaffiliated employees. Due to staffing transitions, the contingency account can support a general wage increase of up to 2.25%².

If the one-time adjustment in salary (to \$134,900) occurs for the Director of Public Works, that would have an impact of approximately \$3,979-4,299; this number reflects the difference between the GWI increase on the current salary and the proposed new salary. Due to the unanticipated retirement of the Public Works Administrative Assistant, and that we have not yet filled the position with a permanent replacement, we anticipate that there will be sufficient salary savings to make up this difference in pay.

Recommendation

I am recommending that a general wage increase in the range of 2% - 2.25% for the Town's non-union staff be endorsed and for that recommendation to be forwarded to the full Board of Selectmen for consideration at your October 10th meeting.

I am also recommending a one-time adjustment in pay for the Public Works Director, for an annual salary of \$134,900 retroactive to July 1, 2018.

¹ 6.2% for social security, 1.45% for Medicare

² \$26,900 was budgeted. With payroll taxes factored in, with a 2.25% GWI we would be slightly over budget by \$466.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

Suggested Motions

If the Personnel Sub-Committee is in support of recommending a 2% general wage increase, the following suggested motion is in order:

Move effective, September 27, 2018 to recommend a 2% general wage increase for unaffiliated staff in a non-probationary status to the full Board of Selectmen retroactive to July 1, 2018 and that the salary ranges for those classifications be adjusted.

Move effective, September 27, 2018 to recommend a 2% general wage increase for unaffiliated staff in a probationary status upon successful completion of their probationary period to the full Board of Selectmen and that the salary ranges for those classifications be adjusted retroactive to July 1, 2018.

If the Personnel Sub-Committee is in support of recommending a 2.25% general wage increase, the following suggested motion is in order:

Move effective, September 27, 2018 to recommend a 2.25% general wage increase for unaffiliated staff in a non-probationary status to the full Board of Selectmen retroactive to July 1, 2018 and that the salary ranges for those classifications be adjusted.

Move effective, September 27, 2018 to recommend a 2.25% general wage increase for unaffiliated staff in a probationary status upon successful completion of their probationary period to the full Board of Selectmen and that the salary ranges for those classifications be adjusted retroactive to July 1, 2018.

If the Personnel Sub-Committee is in support of recommending a one-time adjustment in pay for the Public Works Director, the following suggested motion is in order:

Move effective, September 27, 2018 to recommend a one-time adjustment in pay for the Public Works Director to the full Board of Selectmen and that the annual salary be established at \$134,900 retroactive to July 1, 2018, which is inclusive of the general wage increase.

Attachments

- 1) Unaffiliated Salary Chart (affected classifications)
- 2) DPW Director Salary Benchmarking Analysis

	Current - FY 17/18			Proposed 2% Increase - FY 18/19			Proposed 2.25% Increase - FY 18/19		
Position	Minimum	Maximum	Current	Minimum	Maximum	After Increase	Minimum	Maximum	After Increase
Director of Culture, Parks and Recreation	70,000	115,000	112,500	71,400	117,300	114,750	71,575	117,588	115,031
Town Engineer	80,000	120,000	113,688	81,600	122,400	115,962	81,800	122,700	116,246
Director of Public Works*	80,000	128,040	128,040	81,600	130,601	130,601	81,800	130,921	130,921
Director of Planning and Community Development	75,000	120,000	112,500	76,500	122,400	114,750	76,688	122,700	115,031
Director of Finance	80,000	134,900	134,900	81,600	137,598	137,598	81,800	137,935	137,935
Library Director	70,000	108,206	108,206	71,400	110,370	110,370	71,575	110,641	110,641
Chief of Police	80,000	134,900	134,900	81,600	137,598	137,598	81,800	137,935	137,935
Deputy Town Manager	95,000	130,000	106,900	96,900	132,600	109,038	97,138	132,925	109,305
Executive Assistant	50,000	70,000	69,676	51,000	71,400	71,070	51,125	71,575	71,244
Employee Benefits & Human Resources Coordinator	55,000	75,000	74,649	56,100	76,500	76,142	56,238	76,688	76,329
Outreach Worker	No Min.	18.66/hr	33,961	No Min.	19.03	34,635	No Min.	19.08	34,725
Social Worker	45,000	70,000	-----	No change			No change		

Town	Job Title	Hours per Week	Annual Salary		P.E. Requirement?	Are you a P.E.?	Minimum Education Level Required	Days per year salary is budgeted for? (260/261/262)	Scope Responsible For (Please check all that apply)							
			Minimum	Maximum					Roads	Grounds/Parks	Fleet Maintenance	Sewer Utility	Water utility	Transfer Station	Engineering	Facilities/Building Maintenance
Simsbury	Director of Public Works	40	\$80,000	\$120,000	No	Yes	Bachelor's		X	X		X	X	X		X
Avon*			\$92,232	\$129,145												
Bloomfield*			\$92,500	\$142,800												
Cheshire	Director of PW and Engineering	35	\$83,907	\$132,138	No	No	Bachelor's	260	X	X	X	X			X	X
Farmington	Director of Public Works/ Town Engineer	35	\$129,022	\$145,656	yes	yes	Bachelor's		X	X	X	X			X	X also planning & zoning and fire marshal
Glastonbury	Town Engineer/Manager of Physical Services	37.5	\$99,001	\$133,614		yes	Bachelor's	260	X		X	X			X	
Mansfield	Director of Public Works	35	\$97,261	\$136,227	Yes	Yes		260	X	X	X	X	X	X	X	X
Newington	Highway Superintendent	35	\$65,010	\$118,367	No	No	Bachelor's		X		X			X		
South Windsor	Director of Public Works	37.5	\$87,440	\$149,000	No, but desirable	Yes	Bachelor's	260	X		X	X			X	X
West Hartford	Director of Public Works	40	\$85,000	\$150,000	No	No	Bachelor's	260	X	X	X			Contract Mgt		
Windsor	Director of Public Works/Town Engineer	40	\$92,058.75	\$133,485.19	Yes	Yes	Bachelor's	varies year by year	X	X	X			X	X	X
Mean		37.22	\$92,343.16	\$137,043.22				260								
Median		37.5	\$92,145.38	\$134,920.50				260								
Simsbury Difference from the Mean			-\$12,343.16	-\$17,043.22												
Simsbury Difference from the Median			-\$12,145.38	-\$14,920.50												

* indicates salary ranges retrieved from ctunicipaldata.org database

	Hourly Rate Min.	Hourly Rate Max	Adjusted 35hr Min.	Adjusted 35hr Max	Adjusted 40hr Min.	Adjusted 40hr Max
Simsbury	\$38.46	\$57.69	\$70,000.00	\$105,000.00		
Cheshire	\$46.10	\$72.60			\$95,893.71	\$151,014.86
Farmington	\$70.89	\$80.03			\$147,453.71	\$166,464.00
Glastonbury	\$50.77	\$68.52	\$92,400.93	\$124,706.40	\$105,601.07	\$142,521.60
Mansfield	\$53.44	\$74.85			\$111,155.20	\$155,688.00
Newington	\$35.72	\$65.04			\$74,297.14	\$135,276.57
South Windsor	\$44.84	\$76.41	\$81,610.67	\$139,066.67	\$93,269.33	\$158,933.33
West Hartford	\$40.87	\$72.12	\$74,375.00	\$131,250.00		
Windsor	\$44.26	\$64.18	\$80,551.41	\$116,799.54		
Mean	\$48.36	\$71.72	\$82,234.50	\$127,955.65	\$104,611.70	\$151,649.73
Median	\$46.10	\$72.12	\$81,610.67	\$127,955.65	\$104,611.70	\$151,649.73

Simsbury's
difference from the
Mean

	-\$9.90	-\$14.03	-\$12,234.50	-\$22,955.65		
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9/27/18

DRAFT Rating Categories and Factors, Revised

Financial Management

- 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.

Organizational Management and Leadership

- 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 a team environment.
- Instills a collaborative approach to providing services and finding solutions to problems.

Professional Development

- 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.

Implementation of Board of Selectmen Policies, Initiatives, and Goals

- 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 actions 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 on established Town Manager goals.

Communication

- Maintains effective and timely communication, 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, and sensitivity.
- Listens to concerns of staff, Selectmen, and the public. Responds appropriately.

Economic Development

- 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 the 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 an attractive place to live, work, and play.
- Supports economic development activities with innovative and forward thinking ideas.



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

**BOARD OF SELECTMEN
Personnel Sub-Committee – Special Meeting
Thursday June 21, 2018
7:30 AM**

B.O.E. Conference Room, Town Hall, 933 Hopmeadow Street

Minutes

(Completed by Member Chris Kelly)

Call to Order

The meeting was called to order at 7:30. Present were First Selectperson Eric Wellman, Selectperson's Chris Kelly, and Sean Askham . Town Manager Maria Capriola, and Employee Benefits and H.R. Coordinator Eric Gomes.

1. Proposed Job Description Updates

1A: Social and Community Services Director

Sean Askham moved approval of the revised description and Chris Kelly seconded. The motion passed unanimously.

1 B Outreach Worker – Community Social Worker Job Description – Classification - Compensation

The group discussed the content and potential salary ranges for a new Community Social Worker position. The salary ranges are outlined below.

- \$55 - \$70 MSW
- \$45 - \$60 BSW level
-

Sean Askham moved to create position classification job description with the above salary ranges. The motion was passed by Chris Kelly and approved unanimously.

Telephone (860) 658-3230
Facsimile (860) 658-9467

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tcooke@simsbury-ct.gov
www.simsbury-ct.gov

8:30 – 7:00 Monday
8:30 - 4:30 Tuesday through
Thursday
8:30 – 1:00 Friday

3. Board of Assessment Appeals Alternate Appointments

Maria wanted to update the Town Committees on if we have a need for an additional alternate for the Board. The group confirmed that it would be fine to do so. She was going to ask David Gardner to confirm if having an additional alternate makes sense.

3. Town Manager Performance Review Process

Chris provided an update on the decisions regarding the Town Manager Performance Review. The items below were all confirmed as the desired approach.

#	Item	Previous Recommendation
1	Goals	Were adopted by the Board of Selectmen
2	Format	Attached at end of document.
3	Schedule	Year #1: <ul style="list-style-type: none">• Mid-Year Full Review November• Full Year Full Review June Year #2: <ul style="list-style-type: none">• Mid-Year Discussion November• Full Year Full Review June Coincide with budgeting and timing of unaffiliated reviews and increases
4	Process	1. Board Members complete survey review and Town Manager Completes self-review 2. B.O.S. Meets and Reviews consolidated review 3. B.O.S. Meets with Town Manager
5	360 Review	<ul style="list-style-type: none">• A 360 review process can be used as part of a development and teambuilding component to the efforts of the leadership team.

All of the above previous decisions were confirmed. The group did discuss the rating system and identified the following:

Rating	Definition
Outstanding	Superior performance in all skill sets of this category
Above Expectations	Stronger than baseline expected performance in this 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.

Town Manager Review Structure

Qualitative Factors

Factor	Rating	Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
Factor 1 <ul style="list-style-type: none"> • Statement • Statement • Statement 	One rating for Factor	
Factor 2 <ul style="list-style-type: none"> • Statement • Statement • Statement 	One rating for Factor	

Goals

Factor	Rating	Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
Goal 1 <ul style="list-style-type: none"> • Statement • Statement • Statement 	One rating for Factor	
Goal 2 <ul style="list-style-type: none"> • Statement • Statement • Statement 	One rating for Factor	

Overall Summary

Overall Rating	Summary Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>

Rating	Definition
Outstanding	Superior performance in all skill sets of this category
Above Expectations	Stronger than baseline expected performance in this 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.

The last item is to identify the list of “attributes” to be used in the review process. Maria provided her list and received the following comments.

- Budgeting - Fine
- Org Mgt and Leadership – Fine
- Professional Development – add an element speaking to a behavior of a consistent pattern of feedback. Add Maria’s direct reports doing a good job. Creating a culture of professional development for all levels of the organization.
- Implementation of Goals
- Communication
- Assist by facilitating decision making (alongside) vs. usurping.
- Economic Development
- Sean add “innovative” and “forward looking”
- Progress on Goals – Eliminate

Maria will make an edit to her list and bring them to the next meeting.

6. Minutes

There were no suggested changes to the minutes of May 31 2018.

7. Adjourn

A motion was made by Sean Askham, seconded by Chris Kelly, and passed by all to adjourn the meeting at 8:22 AM