



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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Personnel Sub-Committee

January 14, 2021

8:00AM

REGULAR MEETING AGENDA

Call to Order

- 1) Approval of December 10, 2020 Minutes
- 2) Step 4 Grievance Hearing, Grievant: Anita Schwager – Represented by CSEA Secretarial, Clerical and Librarian Bargaining Unit
- 3) Executive Session – Personnel – Step 4 Grievance Deliberations, Grievant: Anita Schwager – Represented by CSEA Secretarial, Clerical and Librarian Bargaining Unit AFSCME
- 4) Step 4 Grievance Decision, Grievant: Anita Schwager – Represented by CSEA Secretarial, Clerical and Librarian Bargaining Unit



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Personnel Sub-Committee

Regular Meeting

Thursday, December 10, 2020

Virtual Meeting Broadcast Live via SCTV

MINUTES - DRAFT

Members Present: Eric Wellman, Wendy Mackstutis, Sean Askham

Staff Present: Maria Capriola, Melissa Appleby

The meeting was called to order at 8:02am.

1) Approval of Minutes

a) **October 8, 2020**

b) **October 16, 2020**

The minutes of October 8 and October 16 were approved as presented by consensus.

2) 2021 Regular Meeting Schedule

The 2021 regular meeting schedule was approved as presented by consensus.

3) FY 20/21 Non-Union Compensation and Benefits

Ms. Capriola said that we budgeted 2.25% in the FY21 contingency budget for a general wage increase for unaffiliated staff. She noted that a recommendation typically comes before this committee in the summer months, but this was delayed due to the uncertainty caused by the pandemic. She indicated that we have since reached settlements with two unions, which included a general wage increase of 2.35% as well as changes in our health insurance plan that result in a savings to the Town. She said that average settlements statewide are at 2.25%.

Ms. Capriola is recommending a 2.25% general wage increase, retroactive to July 1. She is also recommending implementation of the changes to our health insurance plan, which includes updates to the co-pays and the implementation of plan management programs. She noted that the Town's revenues and tax collection rate remains stable.

Ms. Mackstutis asked about the retroactivity, and discussion ensued regarding how general wage increases for non-union staff are budgeted for and implemented. Mr. Wellman said that we waited on this item to make sure the pandemic was not having an immediate impact on our revenues. He recognized the hard work of the department heads and other non-union staff. He also noted that pension, healthcare, and capital are our largest cost drivers, not cost of living increases.

Ms. Mackstutis inquired about employees in a probationary status, and discussion ensued regarding the Town's past practice in granting a prospective general wage increase following successful completion of the probationary period. Mr. Askham noted that there is a need to keep all salaries competitive with the market.

Ms. Capriola provided some examples of the plan management changes, such as quantity limits on specialty drugs and pre-authorization for surgeries, noting that we expect to see multi-year savings from these changes.

Mr. Askham made a motion effective December 10, 2020 to recommend to the full Board of Selectmen a 2.25% general wage increase for unaffiliated staff in a non-probationary status, retroactive to July 1, 2020 pending a satisfactory yearly performance evaluation, and that the salary ranges for those classifications be adjusted. Ms. Mackstutis seconded the motion. All were in favor and the motion passed unanimously.

Mr. Askham made a motion effective December 10, 2020 to recommend to the full Board of Selectmen a 2.25% general wage increase for unaffiliated staff in a probationary status upon successful completion of their probationary period and that the salary range for that classification be adjusted. Ms. Mackstutis seconded the motion. Mr. Wellman and Mr. Askham voted in favor, and Ms. Mackstutis was opposed. The motion passed 2-1.

Mr. Askham made a motion effective December 10, 2020 to recommend to the full Board of Selectmen that the health insurance co-pay and plan management changes for unaffiliated staff be adopted as presented and implemented as soon as practicable. Ms. Mackstutis seconded the motion. All were in favor and the motion passed unanimously.

Ms. Mackstutis made motion to move to executive session at 8:10am. The motion was seconded by Mr. Askham. All were in favor and the motion passed unanimously.

4) Executive Session - Pursuant to CGS §1-200(6)(A), Town Manager Continuation of Performance Review and Evaluation and Resulting Compensation and Benefits

Mr. Wellman, Mr. Askham and Ms. Mackstutis met in executive session. Ms. Capriola was present for the second half of the discussion.

5) Executive Session: Pursuant to CGS §1-200(6)(E), discussion of a preliminary draft document, subject to revision, related to a Shared Services Agreement between the Town and the Board of Education

Mr. Wellman, Mr. Askham, Ms. Mackstutis, Ms. Capriola and Ms. Appleby met in executive session.

The Personnel Sub-Committee and staff left executive session at 8:45am.

6) Town Manager Compensation and Benefits

Ms. Mackstutis made a motion to recommend to the full Board of Selectmen a 2.25% general wage increase for the Town Manager, effective February 1, 2020, and to recommend that the health insurance co-pay and plan management changes be for the Town Manager be adopted

as presented and implemented as soon as practicable. Mr. Askham seconded the motion. All were in favor and the motion passed unanimously.

7) Shared Services Agreement Between the Town and the Board of Education

Mr. Wellman noted that this item will be discussed at the full Board of Selectmen meeting on December 14, 2020.

Ms. Mackstutis made motion to adjourn at 8:51am. Mr. Askham seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,
Melissa Appleby
Deputy Town Manager