



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## **Personnel Sub-Committee**

December 8, 2022

8:00AM

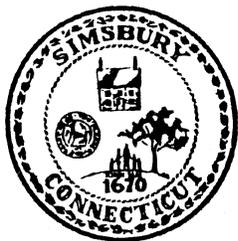
Main Meeting Room, Town Hall, 933 Hopmeadow Street

## **REGULAR MEETING AGENDA**

Call to Order

- 1) Classification Work
  - a) Assistant Town Planner Job Description Update
  - b) Code Compliance Officer Job Description Update
- 2) Recruitment for Community for Care Members
- 3) Recruitment for Board of Assessment Appeals Members
- 4) 2023 Meeting Schedule
- 5) Approval of Minutes
  - a) October 13, 2022

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; George McGregor, Director of Planning and Community Development

Date: December 8, 2022

Re: Proposed Revisions to Assistant Town Planner and Code Compliance Officer Job Descriptions

## **Background – Assistant Town Planner and Code Compliance Officer**

The Planning Department proposes minor revisions to the job descriptions for two positions: 1) Assistant Town Planner and 2) Code Compliance Officer.

The purpose of the amendments, which are budget neutral as they do not propose any changes to step, grade, pay, are to allow more flexibility and functionality in duty assignment based on the experience and qualifications of Department Staff.

The Department is responsible for a wide variety community planning services including but not limited to, land use application permit review, board facilitation, environmental review, economic development support, code enforcement, comprehensive planning, and current planning.

These services are provided to the citizens of Simsbury primarily by a Staff of four, organized in clear hierarchical fashion by education and experience: 1) Planning and Community Development Director; 2) Assistant Town Planner; 3) Code Compliance Officer; 4) Land Use Specialist.

Noteworthy Changes include:

1. Job Title of Code Compliance Officer. The current title is fundamentally self-limiting in the current professional marketplace. It emphasizes a stern, regulatory approach. We propose a new broader title "Community Planner." This title is more encompassing and reflective of a flexible approach to planning in Simsbury. The revised title highlights the department's focus on planning in our community. The Community Planner may still be assigned zoning enforcement and code enforcement under this new job banner. However, the Community Planner may

carry more environmental experience and thus might be equally valuable working with wetlands and floodplain. Building in this flexibility is the key.

2. **Assignment Flexibility between Assistant Town Planner and Community Planner.** With all the duties described above, the Planning Department has to be flexible and nimble while carrying out those responsibilities. Current job descriptions are more rigid than they need to be as the department should work in a collaborative, team-oriented manner. The Assistant Town Planner current job description sets forth for instance primary responsibility for Inland Wetlands and secondary responsibility for permitting and code compliance. There is no obvious functional reason these responsibilities cannot be reversed owing to the education and experience of the planning team members. The Director is responsible for making these determinations and job assignments.

The Department hierarchy would not change. The Assistant Town Planner would continue to serve as the “second-in-command” and be expected to manage more complex land use cases and complicated interactions.

**Assistant Town Planner:**

*Job Description:* Attached please find the proposed revised job description for the Assistant Town Planner. The Director of Planning and Community Development was involved in revising the job description. The proposed changes to the duties and job functions of the position allow for flexibility between members of the department and reflect the Director’s vision for the department going forward.

*Work Schedule:* The position would remain 35 hours per week.

*Pay Grade:* The position would remain on the A6 CSEA A&P pay scale.

*FLSA Status:* This position would remain classified as an exempt position.

**Code Compliance Officer:**

*Job Title:* The proposed changes include a change in title from Code Compliance Officer to Community Planner.

*Job Description:* Attached please find the proposed revised job description for the Code Compliance Officer. The Director of Planning and Community Development was involved in revising the job description. The duties and job functions of the position are changed to shift focus towards focusing on the community of the Town rather than just enforcing compliance with the Town regulations. This does not change the ability of the position to enforce current zoning and other code violations in Town. These proposed changes reflect the Director’s vision for the department going forward.

*Work Schedule:* The position would remain 35 hours per week.

*Pay Grade:* The position would remain on the A5 CSEA A&P pay scale.

*FLSA Status:* This position would remain classified as a non-exempt position.

Staff will request review and a response from the Union as well.

Chapter 9, Section 902 of the Charter requires that the Town Manager 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.”*

### **Financial Impact**

Because these are just job description updates there is no financial impact.

### **Suggested Motion**

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

*Move, effective December 8, 2022, to endorse the proposed job description changes to the Assistant Town Planner position. Further move to recommend that the job description be forwarded to the full Board of Selectmen for approval.*

*Move, effective December 8, 2022, to endorse the proposed job description changes to the Code Compliance Officer position. Further move to endorse the proposed change in title from Code Compliance Officer to Community Planner. Further move to recommend that the Community Planner job description/title be forwarded to the full Board of Selectmen for approval.*

### **Attachments**

- a) Proposed Revised Job Description – Assistant Town Planner
- b) Proposed Revised Job Description – Community Planner

## Town of Simsbury

**TITLE:** Assistant Town Planner

**GRADE:** A-6

**DEPARTMENT:** Planning & Development Department

**DATE:** ~~October 10,~~

2018 November 21, 2022

**FLSA STATUS:** Exempt

### POSITION DESCRIPTION:

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

- Reviews land use applications; coordinates land use review and permit 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/Facilitates Land Use Boards and Commissions including but not limited to: Planning Commission, Zoning Commission, Inland Wetlands Agency/Conservation Commission, Board of Zoning Appeals, Design Review Board, Historic District Commission, Open Space Commission, and Board of Selectmen.
- May Serve as Designated Agent for the Inland Wetland ~~Agency~~Commission, as directed by Director.
- May Serve as duly appointed Designated Code Enforcement and Code Compliance Officer, as directed by the Director.
- 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, building and land use application review, preparing staff reports, and correspondence ~~and directing~~; Directs compliance as, or 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. Supports Boards, Committees, and/or Commissions through agenda preparation and other items.
- May, ~~in the absence~~, as, or on behalf of the duly appointed Code Enforcement Officer, issue citations for violations in accordance with local ordinances, including the Zoning Regulations and Simsbury Blight Regulations.

### 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~~ with [department efforts](#).
- Serves in staff capacity to land use boards and commissions as assigned by the Director. [Prepares staff reports in support of Board, Committee, and Commission work.](#)
- Monitors violations of Town Zoning, Planning and Inland Wetlands and Watercourses Regulations [and local ordinances](#) and performs follow up enforcement activities [as, or](#) in conjunction with, the [duly appointed Code Enforcement Officer](#).
- Provides information to residents, developers, and other stakeholders regarding planning and zoning regulations, applications, permitting processes, and development options.
- Assists with open space acquisition and management and the management of agricultural leases.

### 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:

- [Considerable knowledge of the principles and practices of environmental science as it relates to development administration. Areas of experience should include National Flood Insurance Program, Erosion & Sediment Control Practices, Aquifer Protection, and Inland Wetlands.](#)
- 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) yeartwo (2) years 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 if every task and responsibility.

## Town of Simsbury

**TITLE:** ~~Code Compliance Officer~~ Community Planner

**GRADE:** A-5

**DEPARTMENT:** Planning & Development Department  
~~14, 2018~~ 21, 2022

**DATE:** November

**FLSA STATUS:** Non-Exempt

### POSITION DESCRIPTION:

Under the ~~general~~ supervision and direction of the Director of Planning and Community Development ~~Department, performs complex:~~

- Reviews land use applications; coordinates land use review and permit processes, and drafts application review reports ~~Performs~~ technical planning work in connection with ~~the enforcement of conservation, inland wetlands, planning and zoning regulations, proposed land use activities under the jurisdiction of the Department~~ as well as ~~reviewing compliance with development guidelines established by the~~ directed by the Director.
- Facilitates Land Use Boards and Commissions including but not limited to: Planning Commission, Zoning, and Commission, Inland Wetlands Agency/Conservation commissions. Reviews compliance and performs enforcement with development activities and approvals established by the Planning, Zoning, Zoning Commission, Board of Zoning Appeals and, Design Review Board, Historic District Commission, Open Space Commission, and Board of Selectmen.
- May Serve as Designated Agent for the Conservation /Inland Wetlands Commissions ~~Wetland Commission, as directed by Director.~~
- May Serve as Designated Code Enforcement and monitors and enforces Code Compliance Officer, as directed by the Simsbury Blight Ordinance ~~Director.~~

### ESSENTIAL JOB FUNCTIONS:

- ~~Responsible for enforcing and interpreting zoning, blight, and other land use regulations. Works with and educates violators to gain compliance with ordinances, codes, and regulations.~~
- ~~Issues citations for violations in accordance with local ordinances and attends related meetings and hearings when required.~~
- ~~Monitors environmental compliance issues related to aquifer protection act protection reports.~~
- ~~Serves as Assistant Inland Wetland Enforcement Officer. Attends Commission/Board~~
- Assists the general public and participates in the development process including site inspections, building and land use application review, preparing staff reports, and correspondence; Directs compliance as, or with duly appointed Code Enforcement Officer.
- Communicates 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. ~~Prepares staff memos to various boards and commissions.~~ Supports Boards, Committees, and/or Commissions through agenda preparation and other items. Prepares staff reports in support of Board, Committee, and Commission work.
- May, as, or on behalf of the duly appointed Code Enforcement Officer, issue citations for violations in accordance with local ordinances, including the Zoning Regulations and Simsbury Blight Regulations.
- 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 studies and revisions to zoning, subdivision, and wetlands regulations~~ with Department efforts.
- ~~Assists in developing the review processing system and informational materials for customer service purposes.~~
- ~~Assists the general public in the development process including site inspections, preparing correspondence for compliance, and communicating and cooperating with participants on compliance issues.~~
- Monitors violations of Town Zoning, Planning and Inland Wetlands and Watercourses Regulations, and local ordinances and performs follow up enforcement activities as, or in conjunction with, duly appointed the Code Enforcement Officer.
- Provides information to residents, developers, and other stakeholders regarding planning and zoning regulations, applications, permitting processes, and development options.  
~~Assists with open space acquisition and management and the management of agricultural leases.~~

#### **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.
- Ability to comprehensively and clearly prepare records for enforcement cases.
- Ability to write clear and concise enforcement letters/correspondence.

##### **KNOWLEDGE:**

- Considerable knowledge of the principles and practices of environmental science and development administration, State statutes, National Flood Insurance Program, Erosion and Sediment Control measures, CT Aquifer Protection Program, and the enforcement of zoning, planning and inland wetland regulations.
- Knowledge and ability in computer applications, including Microsoft Office, for data management and report preparation.

**ABILITIES:**

- Ability to perform research and prepare technical reports.
- Ability to interpret and apply laws and regulations relating to the work of Town agencies responsible for land development control.
- Ability to communicate effectively with the public, and an ability to establish and maintain effective working relationships with Town officials, staff, advisory boards, general public and participants in the development process.
- Ability to monitor new issues and techniques appropriate to conservation, land use and enforcement issues.
- Ability to communicate effectively both orally and in writing.
- Ability to operate large copying/mapping machines.
- Ability to operate and read electronic/light monitoring devices.

**REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:**

- Ability to work in office setting subject to continuous interruptions and background noises.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to work in poor weather conditions, including heat, cold, rain or snow.
- Ability to sit at a desk or stand and work continuously for extended periods of time while performing job functions, navigate construction sites and to work in inclement weather.
- 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 to communicate effectively.
- Ability to attend to task/function for more than 60 minutes at a time.
- Ability to understand and relate to specific ideas, general several at a time, 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 access and reach difficult places and varied terrain for inspection purposes.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to carry and lift documents and office equipment weighing up to 25 pounds.
- Ability to move throughout the Town Hall and other Town buildings and sites.
- 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. ~~Three~~ two (2) years of progressively responsible professional experience in a land use office ~~with a bachelor's degree.~~
- Certification as Certified Zoning Enforcement Officer (CZEO) by the Connecticut Association of Zoning Enforcement Officials or must obtain certification within ~~one (1) year~~ two (2) years of appointment.
- Certification by CTDEEP as Municipal Inland Wetlands Agency Comprehensive Training Program or must obtain certification within one (1) year of appointment.
- Certification by CTDEEP as Municipal Aquifer Protection or must obtain certification within one (1) year of appointment.
- 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 if every task and responsibility.

Last Name	First Name	Party Affiliation*	Current Occupation/Employer	Narrative
Battiston	Bergen	L	Office Manager at CT Pet Fence	Pursuing Masters in Psychology, believes its important to have an active committee for both mental health and substance abuse
Bobinski	Heather	R	Senior Program Manager/Amplify Consulting Partners	Full time remote worker, flexible hours 8-10 AM and after 6 pm. Trained as a coach, working on certification, other skills pertain to project management and strong communication skills
Bodenburg	Noel	U	Editor/Peerless Media	I work full time, but just resigned as player agent of Simsbury Little League, so I have time to take on another position. My youngest son is neurodiverse, so I am passionate about mental health in our community.
Bozak	Stephanie	U	Psychologist/ CT DCF	Licensed psychologist
Bratslavsky	Kathryn	D	Advancement Associate/The Ethel Walker School	I am available once per month to meet. I have a degree in Psychology and will be entering a graduate program for marriage and family therapy. I have facilitated yoga grieve circles.
Chaclas	Monica	R	Nurse Practitioner	Nurse Practitioner looking to become more active in the community
Colangelo	Thomas	R	Retired	One (or more) days per month depending on my schedule for other commitments. No educational experience though I am a guardian for a special-needs child
Doyle	Laura	R	Therapist in private practice	I live and work in Simsbury, I can be available for meetings, as I can flex my practice schedule. I have 20+ years working as a school counselor. I have an MSW and I am a Licensed Clinical Social Worker in CT since 1997.
Duran	Robert	D	Professor Emeritus (Ph.D)	Communication professor, with expertise in interpersonal and family communication
Erickson	Anne		Retired	retired licensed special education teacher, active in the community
Guasta	Sarah	U	Consultant/Wilmarth & Associates	Has seen effects of mental health issues personally, and wants to help community understand them
Leggett	Susan	D	Mediator/facilitator, Self; retired Chief of Staff/Office of the President Westfield State University	very interested in the C4C's emphasis on discussing, communicating about and problem solving for issues for mental health and substance use.
Looney	Manu	Not Registered	Behavioral Health/Public Health Consultant	Ph.D. in clinical psychology
Mahieu	Kathleen	U	SVP, Innovation @ Magellan Health	works at behavioral health care company, believes the C4C's mission is extremely important
McLean	Shannon	L	CAN Charlotte Hungerford Hospital	N/A
Parvez	Amelia	D	RN/Hartford Healthcare-IOL	I am available weekly, as I work part time. I have 40 years experience in nursing, with a good part in mental health/substance abuse.
Slater	Kara	D	Licensed Clinical Social Worker	Has clinical experience as a crisis clinician
Wallack	Annie	D	N/A	I have volunteered as a den scout leader and committee chair for a pack, an active SPTC board member, a team manager for a soccer team, a worker at the Historical society, a cochair of the library's book sale, and a volunteer at the Loan Locker in town

\*Party Affiliation Column reflects current information on file with the Town Clerk and Registrar of Voters.

Note: On how/who the vacancies need to be filled with/by (I.e political party)

We need:           1 Democrat  
                          2 Republican  
                          2 D/R/U

The max you can have from one party is 5 with a 7 member board.

## Community for Care Sample Interview Questions

### **Panelists:**

Amber Abbuhl, Board of Selectmen & Personnel Sub-Committee

Sean Askham, Board of Selectmen & Personnel Sub-Committee

Wendy Mackstutis, Board of Selectmen & Personnel Sub-Committee

### **Staff:**

Kristen Formanek, Director of Community and Social Services

1. What is your understanding of the mission for Community for Care?
2. What brought you to apply for a slot on this committee?
3. How will your experience and skill set bring value to the committee?
4. If you were responsible for creating a program, what topic do you think would be beneficial to the community?
5. What experience and knowledge do you have in the areas of mental health and substance use disorder?

Last Name	First Name	Party Affiliation*	Current Occupation/Employer	Narrative
Erwin	John	D	Director of Financial Crimes Investigations	MBA in Finance, certified Fraud Examiner.
Katz	Kenneth	U	Attorney	Practicing Law for 37 years.

\*Party Affiliation Column reflects current information on file with the Town Clerk and Registrar of Voters.

*Town of Simsbury, CT  
Monday, December 5, 2022*

## Chapter 5. Assessment Appeals Board

### Article I. Alternates and Additional Members

[Adopted 3-28-2016]

#### § 5-1. Alternates to Board of Assessment Appeals.

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.

#### § 5-2. Additional regular members of Board of Assessment Appeals.

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.

#### § 5-3. Effective date.

This article shall take effect on April 22, 2016.

## Board of Assessment Appeals Sample Interview Questions

### **Panelists:**

Amber Abbuhl, Board of Selectmen & Personnel Sub-Committee

Sean Askham, Board of Selectmen & Personnel Sub-Committee

Wendy Mackstutis, Board of Selectmen & Personnel Sub-Committee

### **Staff:**

Francine Beland, Assessor

- 1) Why are you interested in serving as an alternate on the Board of Assessment Appeals (BAA)?
- 2) If you are appointed to serve with the Board of Assessment Appeals, how would your background and experience contribute to the work of the board?
- 3) Why do you feel you would be a successful alternate member of the BAA?
- 4) The Board of Assessment Appeals ~~is independent of the assessor, but generally follows the same rule of valuation and other statutes concerning such things as eligibility for exemption or for farm land classification. The board takes a second look at what the assessor has decided and makes its own decision.~~ a review body and as such serves independently of the assessor. It does not value taxable property as that is the function of the assessor. It operates as an intermediary level between the assessor and the court. During a formal hearing, aggrieved taxpayers usually present their body of evidence, board members may then query the taxpayer if necessary and/or inspect the property being appealed. The BAA then vote as to whether an adjustment is warranted. -How do you feel about the dual function of listening to the taxpayer and the assessor in performing the duties required of you?
- 5) The Board meets at least once in September to hear motor vehicle assessment appeals only, and usually 3-4 times in March (April if the assessor has an extension on completing the grand list). What is your availability like for meetings, i.e. days, evenings and days of the week?
- 5)6) A Board of Assessment Appeals Handbook is provided to all members. Because the board works closely with the assessor, introductory classes and workshops are made available to provide a background in assessment practices. Would you be willing to take such workshops to expand your knowledge and properly carry out the statutory duties of a Board of Assessment Appeals member?



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

**Personnel Sub-Committee  
Regular Meeting**  
Thursday, October 13, 2022  
Main Meeting Room, Town Hall

**MINUTES**

**Members Present:** Wendy Mackstutis, Amber Abbuhl, Sean Askham

**Staff Present:** Maria Capriola, Eric Gomes, Tom Fitzgerald

**Others Present:** Attorney Michael Harrington

The meeting was called to order at 8:01am.

**1) Approval of Minutes – July 7, 2022**

The minutes of July 7, 2022 were approved as presented by consensus.

**2) Proposed Revisions to Personnel Policies**

Ms. Capriola gave background information on the policy update project. She informed the group that the updated content is there, the remaining edits are mainly formatting in nature. Attorney Harrington informed the group of his process and what he normally does when doing policy reviews.

- a. **FMLA Policy:** The group discussed the proposed changes.
- b. **Anti-Violence Policy:** Currently this document is listed as Work Place Safety. After discussing the document Ms. Capriola stated that she would like to see the title changed to Anti-Violence Policy due to Work Place Safety being able to be confused with OSHA and other occupational safety measures.
- c. **Anti-Harassment Policy:** The group discussed the proposed policy changes with Attorney Harrington.
- d. **Drug-Free Workplace:** Attorney Harrington led the group on a discussion of the document and the proposed changes he recommended.
- e. **ADA Policy:** Ms. Capriola gave an oral update to the group saying that work is being done on updating the policy but it will take some work and when it is ready it will be brought to the Personnel Sub-Committee for review.

The Personnel Sub-Committee agreed that the four policies listed above as “a” through “d” be forwarded to the full Board of Selectmen for consideration.

**3) Executive Session - Pursuant to CGS 1-200 (6) and 1-210(b)(9), Proposed Bargaining Unit Change for Certain Supervisory Positions**

Mr. Askham motioned to adjourn to executive session at 9:05 AM and invite Town Manager Maria Capriola, HR Coordinator Eric Gomes, Management Specialist Tom Fitzgerald and Attorney Michael Harrington, Ms. Abbuhl seconded, all were in favor.

Mr. Askham made a motion to adjourn from executive session at 9:15am. Ms. Abbuhl seconded the motion. All were in favor and the motion passed unanimously.

**Adjourn**

Mr. Askham made a motion to adjourn the meeting at 9:15am. Ms. Abbuhl seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,  
Thomas Fitzgerald  
Management Specialist