



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

December 18, 2023

8:00AM

Main Meeting Room, Simsbury Town Hall

SPECIAL MEETING AGENDA - AMENDED

Call to Order

- 1) Approval of Minutes
 - August 22, 2023 Special Meeting
- 2) Proposed 2024 Regular Meeting Schedule
- 3) Revisions to Librarian Job Description
- 4) Oral Update – Classification and Total Compensation Study
- 5) Labor and Pension Legal Counsel RFP
- 6) Adjournment



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee
Special Meeting
Tuesday, August 22, 2023
Zoom

MINUTES

Members Present: Wendy Mackstutis, Amber Abbuhl

Staff Present: Lee Erdmann, Tom Fitzgerald, Eric Gomes

The meeting was called to order at 4:47pm.

1) Approval of Minutes

The minutes of the June 8, 2023 and June 28, 2023 meetings were approved by consensus.

2) Discussion of Economic Development Commission Recruitment

Ms. Mackstutis gave background of the Personnel Sub-Committee interviewing candidates back in June. Ms. Mackstutis gave background information of party affiliation and membership slot requirements. Ms. Mackstutis and Ms. Abbuhl discussed advancing Matthew Natcharian and Matt Arthur based on their interviews and their work history.

Ms. Mackstutis made a motion effective August 22, 2023 to approve the appointment of Matthew Natcharian and Matt Arthur to the Economic Development Commission. Further move to forward this recommendation to the full Board of Selectmen for review and consideration. Ms. Abbuhl seconded the motion. All were in favor and the motion passed.

3) Proposed Revisions to Land Use and Building Clerk:

Mr. Fitzgerald gave background information on why the Town Manager's Office and Director of Planning were looking to upgrade this position. Mr. Fitzgerald informed the group of the budgetary impact and how there will be savings in the salary line item to cover this increase. Town staff answered questions from the Personnel Sub-Committee members.

Ms. Abbuhl made a motion effective, August 22, 2023 to approve the updated job description for the Land Use and Building Clerk as presented. Further move to establish the position at grade T7 of the CSEA SCL employees pay plan. Further move to endorse authorization of the Town Manager to enter into a memorandum of agreement codifying the terms of the tentative agreement on the matter with the union. Further move to forward this recommendation to the full Board of Selectmen for review and consideration. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

4) Proposed Revisions to WPCA Administrative Secretary:

Mr. Gomes gave background on why the Town was looking to change this position to a part-time position and a lower paygrade by giving full history of the position and how it has evolved since 2014. It was highlighted the amount of savings the Town would see based on this.

Ms. Abbuhl made a motion effective, August 22, 2023 to approve the updated job description for the Administrative Secretary I - WPCA as presented. Further move to establish the position at grade T6 of the CSEA SCL employees pay plan. Further move to endorse authorization of the Town Manager to enter into a memorandum of agreement codifying the terms of the tentative agreement on the matter with the union. Further move to forward this recommendation to the full Board of Selectmen for review and consideration. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

Adjourn

Ms. Mackstutis made a motion to adjourn the meeting at 5:02pm. Ms. Abbuhl seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,
Thomas Fitzgerald
Acting Deputy Town Manager



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

To: Trish Munroe, Town Clerk

Cc: Personnel Sub-Committee

From: Lee C. Erdmann, Interim Town Manager

Date: December 18, 2023

Re: Personnel Sub-Committee – 2024 Regular Meeting Schedule

At their meeting on December 18th, the Personnel Sub-Committee agreed to establish a regular meeting schedule for 2024. Meetings will be held monthly, on the second Thursday, at 8am unless otherwise noted below.

Meeting dates are as follows:

January 11, 2024
February 8, 2024
March 14, 2024
April 11, 2024
May 9, 2024
June 13, 2024
July 11, 2024
August 8, 2024
September 12, 2024
October 10, 2024
November 14, 2024
December 12, 2024

The meetings will be held virtually or in a location to be determined. Meetings will be properly noticed in accordance with FOIA requirements.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

To: Personnel Sub-Committee

From: Lee C. Erdmann, Interim Town Manager

Cc: Tom Fitzgerald, Acting Deputy Town Manager; Eric Gomes, HR Coordinator;
Lisa Miceli, Library Director

Date: December 18, 2023

Re: Proposed Revisions to Adult Services Librarian Job Description

Background – Adult Services Librarian

The Library has a group of Part-Time unaffiliated Adult Services Librarians. The current requirement is for a Master's Degree in Library Science for a position that works 4 to 16 hours a week. The current recruitment for this position is proving difficult and after multiple failed recruitments the Library Director has proposed slight changes to the job description aimed at increasing the applicant pool.

Noteworthy Changes include:

1. Instead of the MLIS being required, it would be preferred. Current students in their last year of an accredited MLIS program and would obtain their degree one year from date of hire would be eligible to be considered for hire.

The position schedule would also change from a minimum of 4 hours a week to 8 hours a week.

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 18, 2023, to endorse the proposed job description changes to the Adult Services Librarian position. Further move to recommend that the job description be forwarded to the full Board of Selectmen for approval.

Attachments

a) Proposed Revised Job Description – Adult Services Librarian

Position Definition

Under the general supervision of the Head of Adult Services the Adult Services Librarian is responsible for providing excellent customer service and meeting the informational needs of the community through a variety of means; as well as assisting in the promotion of the Library, its programs and services.

Essential Duties

- Greets Library users and offers assistance
- Provides reference and reader's advisory guidance to adults and teens, as well as to children, as needed
- Assures the confidentiality of library use and library patron accounts
- Performs opening and closing procedures in the Adult Services Department
- Assists and instructs community members in using Library services, equipment, technology and facilities, both one-on-one and in group settings
- Assists in providing interlibrary loan and resource sharing services
- Assists with use of personal technology devices
- Recommends or selects material, both print and non-print, for acquisition and withdrawal
- Troubleshoots Library equipment and technology including AV, PCs, printers, copiers, scanners
- Collaborates with all Library departments and staff in order to provide the best possible service for the community
- Participates in the preparation of promotional and informational material
- Assists in the planning, development and maintenance of the Library's online and virtual presence and functionality
- Assists in planning, facilitating and conducting programs, including Library tours
- 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 Adult Services Department
- Participates in updating Library technology
- Assists with the reservation of Library program rooms
- Collects and maintains usage data and compiles statistical and narrative reports
- Monitors building and technology use
- Interprets and enforces Library rules and policies
- Proctors exams, as requested
- 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
- 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 [from an ALA accredited program preferred](#). [Students enrolled in their last year of a MLIS accredited program are eligible to apply](#). [The MLIS must be obtained within one year from date of hire](#). Proficiency in reference services and with Library automation, personal computers, software applications, tablets, android and smart phones, as well as social media. Strong customer service skills essential. 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 SMSBURY, CONNECTICUT

REQUEST FOR PROPOSALS (RFP)

Legal Services Relating to the Town of Simsbury Labor and Employment Counsel and Pension Counsel

SUBMISSION DEADLINE: Friday, January 19, 2024 by 12:00 p.m.

SUBMISSION CONTACT AND ADDRESS:

Mr. Thomas Fitzgerald
Acting Deputy Town Manager
Town of Simsbury
933 Hopmeadow Street
Simsbury, Connecticut 06070
(860) 658-3230
tfitzgerald@simsbury-ct.gov

Proposals will be accepted in electronic format only.

Purpose

The Town of Simsbury is seeking submittals to provide legal services for the Town of Simsbury relating to its Labor and Employment Counsel and Pension Counsel.

Project Description

Legal Counsel will serve in an advisory capacity to the Town Manager, Deputy Town Manager, HR Coordinator and other staff as assigned on labor relations, general employment legal services and pension issues. Sample work conducted by legal counsel will include: reviewing proposals prepared by staff for negotiations with labor unions; reviewing personnel policies prepared by staff to ensure compliance with relevant state and federal laws; advising staff on complex labor matters such as termination cases and personnel investigations; representing the Town in human resources and labor relations legal proceedings; reviewing and answering pension related questions including potential revisions to Town's Retirement Plan Document.

Background

The Town of Simsbury was incorporated as Connecticut's twenty-first Town in May 1670. It has a land area of approximately 34.5 square miles and a population of approximately 25,000. Centrally located in the heart of the New York - Boston corridor, Simsbury is an attractive and diverse suburban community. As a part of the beautiful Farmington Valley, Simsbury offers an unmatched quality of life with a traditional New England town atmosphere in a setting of rolling hills, the picturesque Farmington River and extensive trail system. Simsbury is conveniently located 20 minutes northwest of Hartford and 20 minutes southwest of Bradley International Airport. Simsbury operates under a

Board of Selectmen-Town Manager form of government with the Town Manager serving as the Chief Executive Officer responsible for overseeing the day-to-day operations of the Town.

The Town Manager is responsible for the establishment and maintenance of the comprehensive human resources program of the Town, in accordance with Charter section 502, relevant state and federal requirements, and best practices and merit-based principles. The Town Manager's Office is responsible for administering the Human Resources program for the town. Components of the Human Resources program include but are not limited to: classification and compensation; employee benefits administration; employee training and development; labor relations; policy development and compliance; recruitment and retention of employees; and risk management. Specific rules and regulations governing the human resources program are set forth in the Personnel Rules, collective bargaining agreements, and other personnel policies of the Town, as amended.

The Town has approximately 160 full-time employees across six labor unions. They represent the following employees: Supervisors, Secretarial, Clerical and Library, Administrative and Professional employees, Dispatchers, Parks & Recreation and Public Works employees and Police Officers. There is also a group of remaining employees that are unaffiliated (non-union).

Scope of Services

The Town Manager invites submittals from appropriately qualified firms to provide legal counsel to the Town of Simsbury regarding its Labor and Employment Counsel and Pension Counsel.

Duties are likely to include:

- Advising and assisting the Town in cases of employment discrimination, employee terminations, wage and hour disputes, workers' compensation, unemployment compensation, ADA, OSHA, FMLA, and immigration;
- Representation at hearings, informational meetings or in administrative proceedings, mediations, arbitration hearings and litigation pursuant to claims and allegations stemming from or related to human resources and labor relations;
- Assisting with labor negotiations, as needed;
- Assisting with organizational development program activities to build capacity within the organization and support employees in achieving their professional goals;
- Updating personnel policies to promote a culture of ethical behavior, fair and equitable treatment of employees, and compliance with state and federal regulations;
- Participating fully in shaping the current and future strategic direction of the Town employment practices and the Human Resources program;
- Review, analysis, investigation and research to carry out the above services;
- Drafting, reviewing and editing documents such as proposals, agreements, reports, plans, and correspondence related to human resources and labor relations;
- Being available upon the reasonable request of the Town of Simsbury for consultation as necessary; and
- Reviewing and advising on questions related to the pension plan document, including potential updates to document if needed

Summary

The firm should submit by email: a letter of interest containing general information on the firm; the firm's brochure; resumes for key personnel and information regarding the consultant's experience conducting similar business; references; and rates for work performed. Submissions should be directed to Mr. Thomas Fitzgerald, Acting Deputy Town Manager, not later than **Friday, January 19, 2024 by 12:00 p.m.**

The Town intends to “short-list” firms responding to this RFP and to interview one or more firms to accurately assess their qualifications. The Town will negotiate a scope of services and a fee proposal with the selected firm. The Town will evaluate and select the firm based on qualifications, experience and performance with similar projects, references, ability to provide timely services, awareness of project issues, opportunities and constraints, and proposed fees and expenses. The selected firm must be able to meet all municipal, state and federal affirmative action and equal employment opportunity practices and guidelines, as well as comply with the Town’s Conflict of Interest Policy.

The Town does not expressly state or imply any obligation to reimburse responding firms for any expenses incurred in preparing submissions in response to this request. The Town reserves the right to reject any or all submissions, to select a firm in a manner that is advantageous to the town and to waive all formalities in the bidding.

The Town of Simsbury is proud to be an equal employment opportunity employer.

Please address any questions related to this RFP to Thomas Fitzgerald, via email at tfitzgerald@simsbury-ct.gov.

DRAFT