



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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Personnel Sub-Committee

June 10, 2021

8:00AM

REGULAR MEETING AGENDA

Call to Order

- 1) Approval of March 11, 2021 Minutes
- 2) Classification Work
 - a) Parks Facility Maintenance Technician
 - b) Construction Inspector
- 3) Personnel Rules Updates – Vacation Accrual Carryover Process and Dates
- 4) FY 21/22 and FY 22/23 Non-Union Compensation
- 5) FY 20/21 Town Manager Performance Review Process and Timeline
- 6) FY 21/22 Draft Town Manager Goals

Adjournment

Following adjournment, the Personnel Sub-Committee and staff will meet to discuss strategy and negotiations with respect to collective bargaining for the units represented by CSEA and IBPO.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee Regular Meeting

Thursday March 11, 2021

Virtual Meeting Broadcast Live via SCTV

MINUTES – DRAFT

Members Present: Eric Wellman, Wendy Mackstutis, Sean Askham

Staff Present: Maria Capriola, Melissa Appleby, Tom Roy

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

1) Approval of Minutes

a) January 14, 2021

The minutes of January 14, 2021 were approved as presented by consensus.

2) Reclassification Work

a) Senior Mechanic Job Description Updates

b) Mechanic/Truck Driver Job Description Updates

c) Truck Driver Job Description Updates

Mr. Wellman said that there are three positions to review. Ms. Capriola said that a recent promotion of the Senior Mechanic to the Fleet Maintenance Supervisor in the Highway Department led to a review of three job descriptions which had not been updated in many years. She said that the changes are largely housekeeping in nature, intended to reflect modern practices.

Mr. Roy said that the two substantive changes include the references to the CDL A license, and references to specialized training.

Mr. Askham made a motion effective March 11, 2021 to endorse the proposed job description changes to the Truck Driver, Mechanic/Truck Driver, and Senior Mechanic positions. Further moved to recommend that the job descriptions be forwarded to the full Board of Selectmen for approval. Ms. Mackstutis seconded the motion. All were in favor and the motion passed unanimously.

d) Other

Ms. Capriola said that there will be additional job descriptions for review this spring. A few employees have submitted reclassification requests, and we will be working on a restructuring in the Finance Department.

Mr. Askham made a motion to adjourn the meeting at 8:07am. Ms. Mackstutis seconded the motion. All were in favor and motion passed unanimously.

Respectfully Submitted,
Melissa Appleby
Deputy Town Manager



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; Tom Tyburski, Director of Culture, Parks and Recreation; Orlando Casiano, Parks Superintendent

Date: June 10, 2021

Re: Proposed Creation of Facility Maintenance Technician Classification

Background

The FY 21/22 budget was adopted at referendum on May 4, 2021. The FY 21/22 budget includes funding for a new position for Parks. The planned position will provide skilled maintenance support to our Parks. The new position is an addition to, not a replacement of, our existing positions in Parks. The recently completed Parks and Open Space Master Plan identified a need for additional Parks staffing such as this position.

The Director of Culture, Parks and Recreation and Parks Superintendent were involved in developing this job description. The main duties of the position would be to perform work in construction of, repair of, and maintenance of Town and school parks and athletic fields, recreation areas, open space and public grounds. This position is proposed to be T7 pay scale of the AFSCME Collective Bargaining Unit. For FY21/22 that is a pay range of \$27.43 - \$33.74.

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 job descriptions.

The Union was forwarded this proposal on May 26th and is still reviewing and commenting; if any substantive issues are raised we will report back to the Personnel Sub-Committee.

Recommendation

I am recommending that the proposed classification of Facility Maintenance Technician and job description be established 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 June 14th or June 28th meeting.

Suggested Motion

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

Move effective June 10, 2021, to endorse the creation of the position classification of Facility Maintenance Technician and the job description and pay grade as presented. Further move to recommend the proposed classification be forwarded to the full Board of Selectmen for approval.

Attachments

a) Proposed Job Description – Facility Maintenance Technician

Town of Simsbury

TITLE:	Facility Maintenance Technician	GRADE:	T7
DEPARTMENT:	Culture Parks and Recreation	FLSA:	Non-Exempt
REV.DATE:	May 3, 2021	HOURS/WK:	40

POSITION DESCRIPTION:

Under the general supervision of the Parks Superintendent or Parks Foreman, performs work in the construction, repair, and maintenance of town parks and athletic fields (including schools), recreation areas, open space and public grounds.

ESSENTIAL JOB FUNCTIONS:

- Receives and implements oral and written instructions from Parks Superintendent or Parks Foreman.
- Performs all Cultural maintenance practices inherent to maintain irrigated turf, parks, equipment and building maintenance.
- Operates all equipment to complete assigned tasks such as back hoe, tractors, loaders, snow plows, ice re-surfacer, chainsaws, hand tools, power saws, brush chipper and mowing machines.
- Drives truck to haul and remove materials; to plow and sand roads.
- Performs skilled work tasks at town facilities which may include carpentry, plumbing, HVAC, swimming pool and electrical work.
- Advance tree work knowledge. Must be able to prune and take down trees.
- Assists with inspections of all parks irrigation systems and drinking fountains on a regular basis and assists with repairs to irrigation system and pumps.
- Performs equipment repair and maintenance duties.
- Follows standard safety procedures and regulations.
- Keeps work, time, and material records.
- Reports work accomplished to Supervisor.
- Is available for overtime, emergencies, and storm related work.
- Supervises seasonal staff and will be the lead person on work assignments related to facility maintenance. In the absence of the Parks Superintendent and Parks Foreman, may be assigned to supervise other staff as needed.
- Assists with documentation and routine inspections and repairs to play equipment.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to apply common sense understanding to carry out instructions, rules and procedures furnished in written, oral, or diagrammatic form.
- Ability to provide supervision to assigned workers.
- Considerable knowledge of equipment maintenance and skills in the operation of various equipment including loaders, backhoes, excavators, ice re-surfacers, and mowers.
- Ability to work in extreme weather conditions including heat or cold with temperatures sufficiently high or low to cause marked bodily discomfort.
- Working knowledge of the hazards and safety precautions common to heavy equipment operation.
- Working knowledge of horticultural practices.
- Working knowledge of athletic field preparation and proper markings.
- Ability to perform basic mathematical computations.
- Intermediate skill in the operation of computers and related equipment.

- Ability to recognize the need for equipment and vehicle repairs and maintenance.
- Ability to establish effective working relationships with other employees, superiors and general public.
- Ability to communicate effectively orally and in writing.
- Ability to effectively motivate, manage and lead a work crew.
- Ability to work safely and oversee the safety of crewmembers as well as the public.
- Ability to work on emergency call-out basis, including during extended winter hours.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, including, but not limited to: pay loader, back-hoe, dump truck, ice re-surfacer, pickup truck, utility truck, mowers, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone

PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Ability to sit and work continuously for extended periods of time.
- Ability to work evenings and/or weekends.
- Ability to work in setting subject to continuous interruptions and background noises.
- Ability to climb ladders, scaffolds, etc.
- Ability to work in confined or close quarters for extended periods of time.
- Ability to work near moving traffic and equipment.
- Ability to work in poor weather conditions, including heat, humidity cold, rain and snow.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.
- Ability to access and reach difficult places and negotiate varied terrain.
- Ability to get in and out of motor vehicles.
- Must be able to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.
- Sufficient strength and stamina to perform strenuous physical labor for extended periods of time.
- Ability to work independently with minimum supervision.
- Ability to walk, sit, climb, balance, stop, kneel, crouch, crawl and smell.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Noise level in the work environment is occasionally loud.

REQUIRED MINIMUM QUALIFICATIONS:

High school diploma or GED equivalent and three (3) years of experience in skilled relevant maintenance work required. Formal training and/or education in the trades such as carpentry, electrical, HVAC or plumbing preferred.

OTHER JOB REQUIREMENTS:

- Connecticut Motor Vehicle Operator's License
- Certified Playground Safety Inspector certification (CPSI), Aquatics Facility Operator certification (AFO), and Pesticide Applicator's License must be obtained within three years of employment and maintained thereafter.

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



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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; Tom Fitzgerald, Management Specialist

Date: June 10, 2021

Re: Proposed Revisions to Personnel Rules and Regulations Section 9.10
Vacations C. Carry Over of Vacation

Background

During contract negotiations with our AFSCME and Dispatcher groups the vacation carryover section was updated to simplify the process for all involved and to move the deadline to use vacation time to after the summer months when people mostly use the bulk of their earned time. The new carry over section from the AFSCME contract reads as follows:

Eligible employees may accumulate from year to year a maximum of ten (10) earned vacation days in addition to his/her annual earned vacation leave as defined in the tables in Section 1. Any employee with a balance of vacation leave in excess of the maximum accrual amount on November 1st of each year shall forfeit said excess accrual amount. Employees seeking to make a vacation carryover request must do so in writing, have the request signed by their department head, and then forward the request to the Town Manager's Office no later than October 15th for review and consideration. Vacation carryovers will only be granted for extenuating circumstances that prevented an employee from being able to use their leave during the past year.

Staff would like to make similar changes to the Personnel Rules and Regulations section that addresses vacation carryovers. As reminder, the Personnel Rules and Regulations affects the group of non-union employees for the Town. Their current vacation carryover language reads as follows:

Vacation earned in one fiscal year shall be used by the end of the next fiscal year. However, under extenuating circumstances, the First Selectman may permit the carry-over of up to ten (10) days for a period not to exceed six (6) months. In the case of the First Selectman such a carry-over shall be allowed if approved by the Board of Selectmen.

As is the current practice, when an employee is granted an excess vacation carryforward request, the carryforward balance is time limited and a tentative plan for use must be developed by the employee and approved by the Town Manager. Any approved excess carryforward amounts should be used no later than January 31st of the following year (3 months) or they will be forfeited.

Financial Impact

None. Should an employee leave service for any reason, including but not limited to retirement or resignation, they will not be paid out for any balance of vacation leave in excess of the maximum accrual amount on November 1st of each year and will forfeit said excess accrual amount.

Suggested Motion

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

Move, effective June 10, 2021, to endorse the proposed changes to the Personnel Rules and Regulations vacation carryover section. Further move to recommend that the changes be forwarded to the full Board of Selectmen for approval.

Attachments

- 1) Proposed Personnel Rules and Regulations Vacation Carryover Revisions

CURRENT PERSONNEL RULES AND REGULATIONS VACATION CARRYOVER LANGUAGE

SECTION 9 – Employee Benefits 9.10 Vacations C. Carry Over of Vacation

Vacation earned in one fiscal year shall be used by the end of the next fiscal year. However, under extenuating circumstances, the First Selectman may permit the carry-over of up to ten (10) days for a period not to exceed six (6) months. In the case of the First Selectman such a carry-over shall be allowed if approved by the Board of Selectmen.

PROPOSED REPLACEMENT LANGUAGE

SECTION 9 – Employee Benefits 9.10 Vacations C. Carry Over of Vacation Eligible employees may accumulate from year to year a maximum of ten (10) earned vacation days in addition to his/her annual earned vacation leave as defined in the tables in Section 1. Any employee with a balance of vacation leave in excess of the maximum accrual amount on November 1st of each year shall forfeit said excess accrual amount. Employees seeking to make a vacation carryover request must do so in writing, have the request signed by their department head, and then forward the request to the Town Manager's Office no later than October 15th for review and consideration. Vacation carryovers will only be granted for extenuating circumstances that prevented an employee from being able to use their leave during the past year.

Should an employee leave service for any reason, including but not limited to retirement or resignation, they will not be paid out for any balance of vacation leave in excess of their maximum accrual amount on November 1st of each year and will forfeit said excess accrual amount. Any approved excess carryforward amounts should be used no later than January 31st of the following year (3 months) or they will be forfeited.



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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: June 10, 2021

Re: FY 21/22 and FY 22/23 Non-Union Compensation and Benefits

Background

General Wage Increase and Salary Ranges

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. 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 column to the right of the current wages shows the scenario of a proposed 2.35% general wage increase. This increase was budgeted in the approved FY 21/22 budget.

I recommend that a GWI be effective July 1, 2021 for non-union employees. The GWI would be awarded once a performance review is completed in August to early-September and a satisfactory rating is achieved. This is consistent with past practice.

Since we are continuing to share Financial Management Services with the Board of Education, two scenarios are presented for the Finance Director position (Town only, Town and BOE combined). The Board of Education has been compensating the Town for the difference in salary for the shared Director position. The shared financial management services arrangement has been beneficial and was recently codified for a 5-year term.

Health insurance plan design changes were implemented for this employee group April 1, 2021. Those changes are consistent with our AFSCME and Dispatcher employees.

- *Internal Comparison*

The negotiated general wage increase for Dispatchers and AFSCME is 2.35% for FY 21/22. Non-union staff for the Board of Education received a 2.5% GWI for FY 21/22, but the health insurance plan changes were not made for that group.

The negotiated general wage increase for AFSCME in FY22/23 is 2.25%. In FY 20/21 our Non-Union staff got a 2.25% GWI while our settlements with AFSCME and Dispatchers came in at 2.35%. Generally we try to keep GWIs for both union and non-union staff similar but there have been differences in the past. Currently the only bargaining group with a contract into FY2023 is AFSCME.

- *External Comparison*

CCM data from May 2021 indicates that the average FY 21/22 state-wide general wage increase for negotiated contract settlements is 2.25% with a mode of 2.25% and the FY 22/23 data is 2.33% with a mode of 2.50%. The proposed 2.35% for both Fiscal Years is consistent with averages for state-wide data.

Financial Impact

The estimated impact of the 2.35% general wage increase in FY 21/22 would be \$34,221 or \$36,839 when payroll taxes are factored¹ in. Based on CCM salary data for negotiated settlements that was available during budget preparation, we budgeted 2.35% in contingency for a general wage increase for our unaffiliated employees. We also budgeted the estimated impact of the wage increase on payroll taxes in the appropriate benefits line item for FY 21/22.

A 2.35% general wage increase in FY 22/23 would be an additional \$35,025 in FY 22/23 or \$37,704 when payroll taxes are factored in.

The health insurance plan design changes for non-union staff implemented in April are anticipated to generate annual savings of approximately \$10,000.

Recommendation

I am recommending that a general wage increase of 2.35% for the Town's non-union staff be endorsed for FY 21/22 and FY 22/23. I am seeking for a recommendation to be forwarded to the full Board of Selectmen for consideration at your June 28th meeting.

Suggested Motions

If the Personnel Sub-Committee is in support of the recommendations regarding wages, the following suggested motions are in order:

Move, to recommend to the full Board of Selectmen a 2.35% general wage increase for unaffiliated staff effective July 1, 2021 pending a satisfactory yearly performance evaluation, and that the salary ranges for those classifications be adjusted. Further move to have the proposed general wage increase forwarded to the full Board of Selectmen.

¹ 6.2% for social security, 1.45% for Medicare

Move, to recommend to the full Board of Selectmen a 2.35% general wage increase for unaffiliated staff effective July 1, 2022 pending a satisfactory yearly performance evaluation, and that the salary ranges for those classifications be adjusted. Further move to have the proposed general wage increase forwarded to the full Board of Selectmen.

Attachments

- 1) Unaffiliated Salary Chart

Position	FY 20/21 (2.25%)			FY 21/22 (2.35%)			FY 22/23 (2.35%)		
	Minimum	Maximum	Current	Minimum	Maximum	Proposed	Minimum	Maximum	Proposed
Chief of Police	85,606	144,353	144,353	87,618	147,746	147,746	89,677	151,218	151,218
Deputy Chief of Police	124,745	131,187	131,187	127,677	134,270	134,270	130,677	137,425	137,425
Deputy Town Manager	101,657	139,110	114,391	104,046	142,379	117,079	106,491	145,725	119,831
Director of Culture, Parks and Recreation	74,905	123,059	120,384	76,666	125,951	123,213	78,467	128,910	126,108
Director of Finance	85,606	144,353	144,353	87,618	147,746	147,746	89,677	151,218	151,218
<i>Director of Finance Shared with BOE</i>	<i>94,167</i>	<i>158,789</i>	<i>158,789</i>	<i>96,380</i>	<i>162,520</i>	<i>162,520</i>	<i>98,644</i>	<i>166,339</i>	<i>166,339</i>
Director of Planning and Community Development	80,256	128,409	120,384	82,142	131,427	123,213	84,072	134,515	126,108
Director of Public Works	85,606	137,012	137,012	87,618	140,232	140,232	89,677	143,528	143,528
Employee Benefits & Human Resources Coordinator	58,854	80,256	79,880	60,237	82,142	81,757	61,653	84,072	83,679
Library Director	74,905	115,789	115,789	76,666	118,510	118,510	78,467	121,295	121,295
Management Specialist	62,792	83,722	68,024	64,267	85,690	69,623	65,778	87,703	71,259
Outreach Worker	No Min.	19.95	19.51	No Min	20.42	19.97	No Min	20.90	20.44
Town Engineer	85,606	128,409	121,655	87,618	131,427	124,514	89,677	134,515	127,440

Notes: The Outreach Worker is part time and hourly



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Board of Selectmen
From: Maria Capriola, Town Manager
Date: June 10, 2021
Subject: Town Manager's FY 20/21 Performance Review Timeline

Following discussion with the Personnel Sub-Committee, the following timeline is planned for the Town Manager's FY 20/21 Performance Review Process:

- July 29, 2021: the Town Manager submits an update on progress towards the prior year's goals. The Town Manager will also complete a self-review.
- July 30 through August 10, 2021: the Board of Selectmen completes a review review of the Town Manager utilizing an online tool.
- August 12 through September 12, 2021: the First Selectman (Personnel Sub Chair) prepares a draft review based on responses received from the online review. The Personnel Sub-Committee assists with this draft.
- September 13, 2021: the Board of Selectmen meets and reviews the report drafted by the Personnel Sub-Committee.
- September 27, 2021: the Board of Selectmen meets with the Town Manager to discuss the review.

Should any Board members have concerns on the proposed timeline please let me know and we can work to amend the dates and/or tasks presented above. For reference, the performance review instrument will be the same as the one used last year (just formatting edits and goals have been updated) and is attached.



Simsbury Town Manager Performance Review

Update: 06/04/21

Purpose of Document	<p>This document:</p> <ol style="list-style-type: none"> 1. Outlines the process for conducting the annual review of the Town Manager 2. Contains the review document 																							
Structure to Review	<p>The Town Manager will be evaluated in three areas:</p> <ol style="list-style-type: none"> 1. Performance related to six identified attributes 2. Performance in each of four goal categories 3. An overall performance rating 																							
Process	<p>The process for the review is:</p> <ol style="list-style-type: none"> 1. Town Manager goals are established at the start of each fiscal year in June. 2. Prior to review the Town Manager completes a self-review. 3. Each Selectperson inputs their feedback into an online application (such as Survey Monkey). 4. A consolidated document is developed. For each category being reviewed: <ol style="list-style-type: none"> a. Dots will be used to show the rankings from each Selectperson b. All comments will be presented <p>The rankings and comments will not be identified by the author</p> 5. The Board of Selectpersons will meet to review the document 6. The Board of Selectpersons will meet with the Town Manager to review their performance 																							
Process Owner	<p>The First Selectperson (as Personnel Sub-Committee Chair) is responsible for the management of this process. They will work with the Personnel Sub-Committee.</p>																							
Schedule	<p>The timeline for the 2020-2021 Review will be:</p> <table border="1" data-bbox="426 1161 2016 1469"> <thead> <tr> <th data-bbox="426 1161 535 1198">Step</th> <th data-bbox="535 1161 1192 1198">Date</th> <th data-bbox="1192 1161 2016 1198">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="426 1198 535 1230">1</td> <td data-bbox="535 1198 1192 1230">July 29, 2021</td> <td data-bbox="1192 1198 2016 1230">Town Manager submits update on progress towards goals</td> </tr> <tr> <td data-bbox="426 1230 535 1263">2</td> <td data-bbox="535 1230 1192 1263">July 29, 2021</td> <td data-bbox="1192 1230 2016 1263">Town Manager completes self-review</td> </tr> <tr> <td data-bbox="426 1263 535 1295">3</td> <td data-bbox="535 1263 1192 1295">July 30 – August 10, 2021</td> <td data-bbox="1192 1263 2016 1295">Board Members complete online review</td> </tr> <tr> <td data-bbox="426 1295 535 1404">4</td> <td data-bbox="535 1295 1192 1404">August 12 – September 12, 2021</td> <td data-bbox="1192 1295 2016 1404">First Selectperson (as Personnel Sub-Committee Chair) prepares draft review based on received responses with assistance from Personnel Sub-Committee</td> </tr> <tr> <td data-bbox="426 1404 535 1437">5</td> <td data-bbox="535 1404 1192 1437">September 13, 2021</td> <td data-bbox="1192 1404 2016 1437">Board of Selectpersons meet and review consolidated review</td> </tr> <tr> <td data-bbox="426 1437 535 1469">6</td> <td data-bbox="535 1437 1192 1469">September 27, 2021</td> <td data-bbox="1192 1437 2016 1469">Board of Selectpersons meets with Town Manager for Review</td> </tr> </tbody> </table>			Step	Date	Action	1	July 29, 2021	Town Manager submits update on progress towards goals	2	July 29, 2021	Town Manager completes self-review	3	July 30 – August 10, 2021	Board Members complete online review	4	August 12 – September 12, 2021	First Selectperson (as Personnel Sub-Committee Chair) prepares draft review based on received responses with assistance from Personnel Sub-Committee	5	September 13, 2021	Board of Selectpersons meet and review consolidated review	6	September 27, 2021	Board of Selectpersons meets with Town Manager for Review
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Simsbury Town Manager Performance Review

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

Attribute Review

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

#	Attribute Factor	Rating					Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
		Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
3	Professional Development <ul style="list-style-type: none"> Values and supports personal and professional development of self and others. Creates a culture of professional development through all levels of the organization. Uses training and job assignments to facilitate learning. Provides constructive performance feedback through coaching and regular performance reviews. Regularly meets with department heads. 						
#	Attribute Factor	Rating					Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
		Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
4	Implementation of Board of Selectmen Policies, Initiatives, and Goals <ul style="list-style-type: none"> Is accessible and responsive to elected officials. Determines the feasibility of expected outcomes of policy options, initiatives, and goals. Articulates fiscal, administrative, legal, ethical, and other implications of policy options, initiatives, and goals. Develops a plan to implement policies, initiatives, and goals. Monitors and evaluates programs and services to ensure effectiveness, efficiency, quality, and responsiveness. Supports the action of the governing body after a decision has been reached, both inside and outside the organization. Establishes organizational priorities based on Board of Selectmen policies, initiatives, and goals. Makes reasonable progress towards established Town Manager Goals. 						
#	Attribute Factor	Rating					Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
		Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
5	Communications <ul style="list-style-type: none"> Maintains effective and timely communications, both verbal and written, with the Board of Selectmen. Assists by facilitating decision making alongside the policy authority of the Board of Selectmen. Establishes and maintains effective working relationships with community partners and stakeholders. Demonstrates a customer service oriented approach when interacting with residents. Demonstrates an attitude of helpfulness, respect, sensitivity. Listens to concerns of staff, Selectmen, and the public. Responds appropriately. 						

#	Attribute Factor	Rating					Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
		Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
6	Economic Development <ul style="list-style-type: none"> Develops strategies, activities, and procedures that result in attracting and retaining businesses that contribute to the expansion of the grand list in a manner consistent with the community's vision for growth. Maintain town's infrastructure in good condition to support business growth and attract new development. Supports programs and services that enhance the quality of life of residents, making Simsbury and attractive place to live, work, play. Supports economic development activities with innovative and forward thinking ideas. 						

Simsbury Town Manager Performance Review

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

Goal Review

#	Category	Priority	Goal	Rating					Comments
				Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
1	Human Resources and Labor Relations	High	Complete negotiations for successor collective bargaining agreements with: AFSCME (parks and public works), dispatchers, and all 3 unions represented by CSEA. Implement wage, benefits, and other ratified changes.						
		High	Conduct third annual leadership retreat, with a focus on creating a diverse workforce and inclusive workplace.						
		High	Research and conduct other professional development opportunities for executive coaching/small group/departmental work (fund permitting). Proceed with customer and anti-harassment training for staff.						
		Medium	Proceed with implementation of new vendor for defined contribution and deferred compensation administrative services.						
		Medium	Issue a RFQ for pension counsel.						
		Low	Issue a RFQ for pension and OPEB actuarial services.						

#	Category	Priority	Goal	Rating					Comments
				Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
2	Financial Management	High	Prepare and submit FY 21/22 operating and capital budgets in accordance with Charter timeline requirements. Continue to quantify our baseline and capital needs. Incorporate data from the Parks and Open Space Master Plan and the Facilities Master plan into our capital budgeting.						
		High	Monitor revenues, expenditures and cash flow due to the pandemic to maintain financial stability.						
		High	Continue implementation of our new financial management and human resources software system. Implement electronic timekeeping and leave accruals for our workforce.						
		Medium	Engage in long range planning for operating and capital budgeting purposes. Facilitate planning between the Boards of Selectmen, Finance, and Education when appropriate.						
		Medium	Support the work group to review recommendations from the Parks and Recreation Special Revenue Fund analysis. Implement recommendations as feasible.						
		Low	Continue to update our financial benchmarking data annually.						

#	Category	Priority	Goal	Rating					Comments
				Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
3	Economic Development	High	Support business recovery due to the pandemic. Work collaboratively with the Economic Development Commission, Town staff, Main Street Partnership, Chamber of Commerce, and other organizations that support the business community.						
		Medium	Working with the Economic Development Commission, conduct visitations and outreach with the business community.						
		Medium	Working with the Economic Development Commission, complete research on business incentive policy. Provide recommendations to update the policy to the Board of Selectmen.						
		Medium	Assist special villages with initiatives related to special events, infrastructure improvements, and economic development.						

#	Category	Priority	Goal	Rating					Comments
				Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
4	Special Projects	High	Continue to coordinate the Town's response to the pandemic. Focus on the health, safety, and recovery of the community and the organization. Support residents with unmet needs during this unprecedented time.						
		High	Complete the public safety radio system upgrade.						
		High	Proceed with and implement the body camera project for the Police Department.						
		High	Support the Board's vision for a diverse and inclusive community through special projects, initiatives, and policies.						
		High	Evaluate opportunities for sharing financial management services with the Board of Education on a more permanent basis. Evaluate feasibility of shared Information Technology services. Formally document existing shared service arrangements with the BOE.						
		High	Facilitate the potential Meadowood open space acquisition.						
		Medium	Complete the Parks and Open Space Master Plan.						
		Medium	Complete the Town Facilities Master Plan. Select work order system.						
		Medium	Complete ordinance review work: Proposed Ordinance to Prohibit the Intentional Feeding of Wildlife; Proposed Ordinance to Regulate Short-Term Rentals; Proposed Revisions to the Volunteer Firefighter and Ambulance Personnel Tax Abatement Ordinance.						
		Medium	Support the work of the 350 th Anniversary Committee and events.						
		Low	Submit a proposal to the Board of Selectmen to create a senior services volunteer driving program to expand resources for our senior transportation network.						
Low	Update our open space stewardship and acquisition policies. Develop open space land management policies and updates to our agricultural leases. Develop a ranger program.								
Low	Support and coordinate fundraising and planning efforts for a future splash pad project.								

Town Manager Performance Review

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

Overall Summary

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

