



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

August 10, 2023

8:00AM

Main Meeting Room, Simsbury Town Hall

REGULAR MEETING AGENDA

Call to Order

- 1) Approval of Minutes
 - June 8, 2023 Regular Meeting
 - June 28, 2023 Special Meeting
- 2) Discussion of Economic Development Commission Recruitment
- 3) Proposed Revisions to Land Use and Building Clerk
- 4) Proposed Revisions to WPCA Administrative Secretary
- 5) Adjournment



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Personnel Sub-Committee Regular Meeting

Thursday, June 8, 2023

Zoom

MINUTES

Members Present: Wendy Mackstutis, Amber Abbuhl, Sean Askham

Staff Present: Lee Erdman, Tom Fitzgerald, Eric Gomes

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

1) **Approval of Minutes**

The minutes of the May 11, 2023 regular meeting were approved by consensus.

2) **Community for Care (C4C) Recruitment**

Mr. Fitzgerald gave an overview to the group about contacting the 5 candidates that were still interested. One written questionnaire was received. Ms. Abbuhl asked if the interested candidate is eligible due to party affiliation previous member resigning in the middle of their term. Mr. Askham mentioned that he doesn't believe party rep should matter besides the state statute party minority representation due to the original creation of the committee being appointed by the Board based on qualifications not on traditional party appointments. Mr. Fitzgerald stated he will check in with the Town Clerk on this. Ms. Abbuhl asked the group if they are okay with using the submitted written responses as the person's interview. The group agreed with that.

3) **Economic Development Commission Recruitment**

Mr. Fitzgerald gave an overview of the town placing an ad for volunteers and that all received applications are in the packet. The group discussed the received applications and the interview process. Mr. Fitzgerald said he will send along a poll to find the availability of the group. Ms. Mackstutis asked if the group should invite EDC Liaison of the Board of Selectmen Selectman Goetz.

4) **FY 23/24 Non-Union Compensation**

Discussion on new presented data. Mr. Askham asked why this was back to the Personnel Sub-Committee when they voted to send this to the Board at their last meeting. After discussion between the members Mr. Askham made a motion to forward the proposed non-union compensation to the Board of Selectmen. Ms. Abbuhl seconded the motion. Mr. Askham and Ms. Abbuhl voted for, Ms. Mackstutis abstained. Staff clarified for the group that the data presented is as of May 2023.

Ms. Mackstutis asked if they are able to use performance as a metric for wage increases. After staff answered, Mr. Erdmann asked if that information changed Ms. Mackstutis' s vote to a yes. Ms. Mackstutis said yes.

5) Future Meeting Dates & Times:

Mr. Erdmann mentioned that his tentative work schedule is three days in the office and two remote. He asked if the group would be amenable to changing the meeting dates to days that he is in the Town Hall with Zoom still an option. Mr. Askham said he is okay with that as long as Zoom is still an option. Ms. Mackstutis said she likes the Zoom option because the meetings are recorded. The group discussed Wednesday mornings at 8:00 AM worked for everyone.

Adjourn

Mr. Askham made a motion to adjourn the meeting at 8:33am. Ms. Abbuhl seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,
Thomas Fitzgerald
Acting Deputy Town Manager



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Personnel Sub-Committee Special Meeting

Wednesday, June 28, 2023

Main Meeting Room, Town Hall, 933 Hopmeadow Street

MINUTES

Members Present: Wendy Mackstutis, Amber Abbuhl (via Zoom) and Sean Askham (via Zoom)

The meeting was called to order at 8:00am.

1) Interview and Discuss Candidates for the Economic Development Commission Applicants

A screening committee consisting of the three members of the Personnel Subcommittee interviewed applicants for the Economic Development Commission.

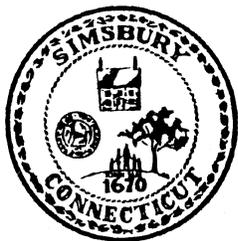
Following the interviews, the Personnel Subcommittee discussed the qualifications of the candidates.

2) Personnel Subcommittee Action

No action was taken.

Adjourn

The meeting adjourned at 9:23am.



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Lee C. Erdmann - Interim Town Manager

To: Personnel Sub-Committee

From: Lee C. Erdmann, Interim Town Manager

Cc: Tom Fitzgerald, Acting Deputy Town Manager

Date: August 10, 2023

Re: Discussion of Economic Development Commission Recruitment

Background

At a June 28th Special Meeting of the Personnel Sub-Committee selected candidates for vacancies on the Economic Development Commission were interviewed. The Personnel Sub-Committee should now discuss those candidates and decide which two to forward to the full Board of Selectmen for appointment.

Due to resignations the two appointees to the EDC should be 1 R and 1 U, D, or R.

Financial Impact

None, the EDC is a board of volunteers who are appointed by the Board of Selectmen

Recommendation

- Approve two candidates to forward to the full Board of Selectmen for appointment to the Economic Development Commission.

Suggested Motion

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

Move effective, August 10, 2023 to approve the appointment of INSERT NAME and INSERT NAME to the Economic Development Commission.

Further move to forward this recommendation to the full Board of Selectmen for review and consideration.

Attachments

- a) Current list of EDC membership slots



Boards and Committees Information System
Code of Ethics - See Chapter 13

- Main Menu
- Boards & Committees
- Members
- New Volunteer Form
- Reports

Boards & Committees Detail View

Name: ECONOMIC DEVELOPMENT COMMISSION

Active Members: 5

Vacant Terms: 2

Appointed By: BOARD OF SELECTMEN

Charge: ECONOMIC DEVELOPMENT COMMISSION ORDINANCE

List Terms

	Label	Include in Quorum	Initial Length	Normal Length	Current Member	Party Affiliation	Position	Current End Date ⓘ	Next Expiration Date ⓘ
1.	U,D,R TO FILL R. CROWTHER RESIGNED 5.1.23	<input checked="" type="checkbox"/>	3 Year(s)	3 Year(s)	Vacant Apply Here				10/10/2024
2.	R; L. WAGNER RESIGNATION	<input checked="" type="checkbox"/>	2 Year(s)	3 Year(s)	Vacant Apply Here				10/10/2023
3.	REAPPOINTED AT 9/29/20 BOS MTG.	<input checked="" type="checkbox"/>	3 Year(s)	3 Year(s)	Tom W Earl	D		10/10/2023	10/10/2023
4.		<input checked="" type="checkbox"/>	3 Year(s)	3 Year(s)	Brooke Freeman	R		10/10/2021	10/10/2024
5.		<input checked="" type="checkbox"/>	3 Year(s)	3 Year(s)	Ronald E Jodice	R		10/10/2021	10/10/2024
6.		<input checked="" type="checkbox"/>	3 Year(s)	3 Year(s)	Caroline Meckel	D		10/10/2024	10/10/2024
7.	REAPPOINTED AT 9/29/20 BOS MTG.	<input checked="" type="checkbox"/>	3 Year(s)	3 Year(s)	Charmaine L Seavy	D		10/10/2023	10/10/2023



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Lee C. Erdmann - Interim Town Manager

To: Personnel Sub-Committee

From: Lee C. Erdmann, Interim Town Manager

Cc: Eric Gomes, HR Coordinator; Tom Fitzgerald, Acting Deputy Town Manager

Date: August 10, 2023

Re: Proposed Revisions to Land Use and Building Clerk Job Description and Pay Grade

Background

The Land Use and Building Clerk job description was last reviewed and updated in 2018, since then the Department has had a new Director of Planning and Community Development who envisions the role being used in a more advanced role to assist the Department. Because of this the Town would like to update the job description and compensation for the position. This position is classified at grade T-4 of the Secretarial, Library and Clerical Union employees' pay plan.

Staff in the Town Manager's Office has been in communication with the Union representatives to negotiate the updated description, pay grade and hours. The Union and Town have come to a consensus and agree on the proposed changes.

Job Description: Attached please find the proposed revised job description for the Land Use and Building Clerk position. The Town Manager's Office staff and Director of Planning and Community Development were involved in developing this revised job description and title.

Job Title: No change.

Work Schedule: The position would remain at its current part-time hours.

Pay Grade: We are proposing this position be moved from a T-4 to a T-7 pay grade. We would propose the current employee moving from T-4 step 5 to T-7 step 1.

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

Past practice has included a review by the Personnel Sub-Committee of proposed job descriptions prior to adoption by the full Board of Selectmen.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed 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

Changing the pay grade from grade T4 to T7 of the SCL employees pay plan would increase the hourly range of the position by \$3.51 to \$4.17 per hour.

The current employee is at step 5 of T4 and would move to step 1 of T7. This is projected to be \$946 over the budgeted amount for the Land Use clerk. There are significant salary savings due to the ongoing recruitment of another position in the department.

Recommendation

- Approve the presented job description
- Approve that the position be assigned at T7 of the CSEA SCL employees pay plan
- Authorize the Town Manager to enter into a memorandum of agreement codifying the terms of the tentative agreement on the matter with the union.

Suggested Motion

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

Move effective, August 10, 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.

Attachments

- a) Proposed Revised Job Description – Land Use and Building Clerk

Town of Simsbury

Title: Land Use and Building Clerk (Part-Time)

Grade: T-7

Department: Planning and Development (All Divisions)

Description:

Under the general supervision of the Director of Planning & Community Development, and, at times, the Building Official, performs administrative and coordination services related to all department functions, including the issuance of building and land use permits and the support of all Planning and Building activities.

General Duties:

- Reviews applications for building permits and land use applications for completeness.
- Logs and files materials such as permits, applications, certificates of occupancy, correspondence, plans and specifications in established filing system.
- Processes and prints land use, building and mechanical permits.
- Provides information to the public, citizens, contractors, and developers regarding Building Department and Land Use Application procedures via phone and in-person at counter.
- Schedules Building Department inspections and assists in issuance of building permits.
- Receives and records fees; reconciles cash with daily log.
- Assists Planning Department personnel with correspondence and other administrative tasks.
- Assists in the administrative support of Land Use Boards and Commissions as assigned.
- Assists in Web Site content management
- Reports work accomplished to the Director of Planning and Community Development, departmental division head, or assigned supervisor.

Qualifications profile:

- The skills and knowledge required would generally be acquired with a high school education and two years of experience in general office work. Experience with land use, permitting, or paralegal work is desirable.
- Knowledge of basic office procedures, including filing, scheduling, posting and recordkeeping.
- Ability to deal cooperatively with others in person and over the phone.
- Ability to communicate effectively with members of the public.
- Ability to follow written and oral instructions.
- Ability to acquire a working knowledge of laws, regulations, and procedures pertaining to mission of assigned department.

- Ability to operate departmental software systems.
- Ability to operate office equipment and technology.
- Ability to maintain accurate files and records.
- Ability to perform accurate mathematical computations.

License or Certificate:

Not applicable

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

PLANNING			
	<u>Budget</u>	<u>Projected</u>	<u>Difference</u>
Director	\$ 131,008	\$ 131,008	\$0
Asst Town Planner	\$ 91,507	\$ 97,594	(\$6,087)
Code Compliance Officer	\$ 87,929	\$ 84,171	\$3,758
Land Use Specialist	\$ 61,644	\$ 52,546	\$9,098
Land Use Clerk	\$ 13,648	\$ 14,120.78	(\$473)
	<u>\$ 385,736</u>	<u>\$ 379,439</u>	<u>\$6,297</u>

BUILDING			
	<u>Budget</u>	<u>Projected</u>	<u>Difference</u>
Building Official	\$ 122,077	\$ 122,077	\$0
Asst Bldg Official	\$ 90,719	\$ 90,719	\$0
Building Dept Spec	\$ 60,731	\$ 60,731	\$0
Land Use Clerk	\$ 13,648	\$ 14,121	(\$473)
	<u>\$ 287,175</u>	<u>\$ 287,648</u>	<u>(\$473)</u>

Total Budget Impact: \$5,824

*assumes 2.5% GWI for CSEA



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Lee C. Erdmann - Interim Town Manager

To: Personnel Sub-Committee

From: Lee C. Erdmann, Interim Town Manager

Cc: Eric Gomes, HR Coordinator; Tom Fitzgerald, Acting Deputy Town Manager

Date: August 10, 2023

Re: Administrative Secretary II - WPCA

Background

The Administrative Secretary II - WPCA is a 40 hour, T8 position in the CSEA SCL bargaining unit. The Administrative Secretary for the WPCA resigned in April, at that time the Director of Public Works/Town Engineer and WPCA Superintendent examined the duties and tasks of the position. After this review it was determined that the position could be scaled back to 25 hours per week, have an updated title of Administrative Secretary I and be placed on the T6 pay scale.

This position was originally a 35 hour, T6 position back in 2014 and increased to 40 hours during the transition from our old Superintendent to our current Superintendent. Since 2014 the amount of work performed by the Administrative Secretary has been streamlined and reduced leading to a lot of downtime by the person in the role.

Staff in the Town Manager's Office has been in communication with the Union representatives to negotiate the updated description, pay grade and hours. The Union and Town have come to a consensus and agree on the proposed changes.

Past practice has included a review by the Personnel Sub-Committee of proposed job descriptions prior to adoption by the full Board of Selectmen.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed job descriptions to the Board of Selectmen for review and approval. Excerpted Charter language reads:

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Financial Impact

The previous employee was at step 10 for an hourly rate of \$34.97 and a yearly pay of \$72,737.60, or \$78,302.03 when payroll taxes are factored in. It is expected for a new hire to come in at step 1 of the new scale which is \$26.82 per hour and a yearly pay of \$34,866, or \$37,533.25 with payroll taxes. This is an annual difference of \$37,871.60, or \$40,768.78 when payroll taxes are factored in.

Recommendation

- Approve the presented job description
- Approve that the position be assigned at T6 of the CSEA SCL employees pay plan
- Authorize the Town Manager to enter into a memorandum of agreement codifying the terms of the tentative agreement on the matter with the union.

Suggested Motion

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

Move effective, August 10, 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.

Attachments

- a) Administrative Secretary I - WPCA Job Description

Town of Simsbury

TITLE: Administrative Secretary ~~II~~ **I** **GRADE:** ~~T8~~ **T6**

DEPARTMENT: Water Pollution Control Facility **DATE:**

POSITION DESCRIPTION:

Performs routine clerical, secretarial and administrative work. Answers phones, ~~receives the public~~, provides customer assistance, cashiering, data entry and bill processing. Supplies information to the public using acquired knowledge of department programs and procedures.

SUPERVISION RECEIVED:

This position works under the general supervision of the Superintendent or designee, according to an established work routine.

ESSENTIAL JOB FUNCTIONS:

- Receives oral and written instructions from Superintendent and reports work accomplished
- Receives and processes fees for various documents and permits
- ~~Receives the public,~~ Answers the phone, provides assistance and responds to inquiries from ~~employees, customers, citizens, developers, and others;~~ and refers, ~~when necessary,~~ to appropriate persons
- Using available information, prepares ~~and mails~~ invoices. Monitors accounts for past due invoices
- Assists with accounts payable processing and budget development verifies timecards, ~~leave requests~~ and ~~assists in preparing~~ annual Employee Attendance Records
- Receives documents and correspondence for recording and ~~maintains~~ maintenance as required by Town
- Maintains and edits the customer database
- Types letters, documents, forms, and reports
- Performs data entry using common office programs

ADDITIONAL DUTIES:

- Photocopies records, reports, and other documents
- Maintains office files, such as, licenses, permits, plans, and correspondence
- ~~Performs the duties of Commission Secretary for the Water Pollution Control Authority~~
- Completes, processes, and coordinates paperwork related to: ~~new sewer installations~~ (public and private), legal notifications, ~~approved contractors~~, etc.
- ~~Distributes work to part time or seasonal office staff~~

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic office procedures including data entry, filing, scheduling, posting, and record keeping
- Knowledge of and proficiency in Microsoft Office (primarily Word and Excel), with ability to acquire skills in other software applications as needed
- Ability to deal tactfully and effectively in person and over the phone ~~with WPCA members,~~ Town Officials, staff members, and the general public
- Ability to work with a minimum amount of supervision
- Ability to follow written and oral instructions
- Ability to acquire a working knowledge of procedures pertaining to the mission of the department
- Ability to type and accurately proof read letters, forms, notices, and reports prior to Supervisor review and signature
- Ability to maintain accurate files and records, hardcopy and electronic
- Ability to prepare and maintain accurate attendance records
- Ability to perform accurate mathematical computations
- Ability to capably operate office equipment as required, including but not limited to, ~~typewriter,~~ calculator, copy machine, fax machine, computer, printer, and postage machine

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Must be able to sit at a desk or stand and work continuously for extended periods of time
- Ability to talk and hear
- Ability to use hands to finger, handle, or operate objects, tool, or controls and reach with hands and arms
- Specific vision abilities required by this job include close vision and the ability to adjust vision
- Ability to work in office setting subject to frequent interruptions and background noises
- Daily exposure to video display terminals
- Ability to move reports and office equipment by exerting up to ten (10) pounds of force
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1-foot to 6-feet from the floor
- Ability to handle stressful situations
- Ability to move without assistance throughout Town buildings and worksites

REQUIRED MINIMUM QUALIFICATIONS:

High School graduate plus two years of general office experience. Ability to effectively interface with the general public. Ability to type and use varied office equipment. Ability to enter, access and process information contained in file records and computer databases.

LICENSE OR CERTIFICATE: Motor Vehicle Operator's License

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

DRAFT