



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Watch this Personnel Sub-Committee meeting LIVE on Comcast Channels 96, 1090, Frontier Channel 6071 and LIVE streamed or on-demand at www.simsburytv.org

Personnel Sub-Committee

August 13, 2020

7:30 AM

REGULAR MEETING AGENDA

Call to Order

- 1) Approval of Minutes
 - a) July 9, 2020

Executive Session

- 2) Pursuant to General Statutes Section 1-200(6)(A): Town Manager Contract Renewal, January 2021 – January 2024

Adjournment



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

Regular Meeting

Thursday, July 9, 2020

Virtual Meeting Broadcast Live via SCTV

MINUTES - DRAFT

Members Present: Eric Wellman, Wendy Mackstutis, Sean Askham

Staff Present: Maria Capriola, Tom Fitzgerald, Eric Gomes, Kristen Formanek, Lisa Karim

The meeting was called to order at 7:34am.

1) Approval of Minutes

The minutes of June 11, 2020 were approved by consensus.

2) Classification Work

a) Teen Services Librarian Classification

Ms. Capriola and Ms. Karim gave an overview on the background of the current Teen Services Librarian classification, which is currently vacant. Originally created in 2014 as a half Adult Services and half Teen Services position, the demand for Teen Services has increased since then. Management proposed that the item be placed on a different pay grade (from A2 to A3 of the A & P Employees Pay Plan) and update the job description. Ms. Mackstutis motioned to endorse the proposed modifications and paygrade, and should management reach an agreement with the Union to move this recommendation to the full Board of Selectmen. Mr. Askham seconded, all were in favor.

b) Social Services Assistant Classification

Ms. Capriola and Ms. Formanek gave an overview of the proposed updates to the Human Services Aide including a name change to Social Services Assistant. With the current employee retiring in September and the job description having not been updated since 2002 management felt it was an appropriate time to update the job description. The proposed changes reflect current duties, modern terminology and are largely housekeeping in nature. At present there is no proposed change in paygrade. Mr. Askham motioned to endorse the proposed modifications to the job description and job title, and should management reach an agreement with the Union to move this recommendation to the full Board of Selectmen. Ms. Mackstutis seconded, all were in favor.

c) Recreation Coordinator Classification (Oral Update)

Ms. Capriola gave an update to the group on the Recreation Coordinator to the group. The Personnel Sub-Committee reviewed and endorsed the classification just prior to the current pandemic. Ms. Capriola informed the committee that the Union has inquired about the position and that there is a chance of establishing a recognition agreement with the Union for the position instead of it being a non-union position.

3) FY 19/20 Town Manager Performance Review Process and Timeline

The Personnel Sub-Committee discussed the process of the yearly performance review conducted by the Board of Selectman. The discussion included the timeline of the process and the survey tool used to conduct the review. A request was made to have “Not Applicable” as an option on the survey.

Adjourn

Mr. Askham motioned to adjourn the meeting. Ms. Mackstutis seconded, all were in favor. The meeting adjourned at 7:52am.

Respectfully Submitted,
Thomas Fitzgerald
Management Specialist

**EMPLOYMENT AGREEMENT
BETWEEN
THE TOWN OF SIMSBURY
AND
MARIA E. CAPRIOLA, TOWN MANAGER**

This Employment Agreement (the "Agreement") is made and entered into this 4th day of December, 2017, pursuant to Chapter V of the Charter of the Town of Simsbury (the "Charter") as effective on December 4, 2017, by and between the Town of Simsbury, Connecticut, a municipal corporation (the "Town"), acting by its Board of Selectmen (the "Board"), and Maria E. Capriola, hereinafter referred to as the "Town Manager."

In consideration of the promises herein contained, the parties mutually agree as follows:

WHEREAS, the Board desires to employ the services of Maria E. Capriola as Town Manager of the Town of Simsbury, pursuant to Chapter V of the Charter and in particular "Section 501. Appointment of Town Manager;" and

WHEREAS, the Board, pursuant to Section 501 of the Charter, may contract with the Town Manager for such services; and

WHEREAS, it is the desire of the Board to provide certain benefits, establish the conditions of employment, and set the salary of the Town Manager; and

WHEREAS, it is the desire of the Board to appoint the Town Manager and to provide inducement for her to remain in such employment; and

WHEREAS, the parties intend that this Agreement shall be for an initial term of three (3) years, but subject to renewal for successive term(s) and the earlier termination provisions set forth in Section III.

NOW, THEREFORE, in consideration of the covenants contained herein, the parties agree as follows:

SECTION I: FUNCTIONS & DUTIES

The Board agrees to employ Maria E. Capriola as Town Manager. The Town Manager shall perform the functions and duties of the Chief Executive Officer of the Town in accordance with Chapter V of the Charter of the Town of Simsbury, the position description attached hereto as Appendix A, and such other duties and functions as the Board shall, from time to time, legally assign to her.

SECTION II: TERM

- A. This Agreement shall have a term of three (3) years, beginning on January 29, 2018 and expiring on January 29, 2021 unless earlier terminated under the provisions of this Agreement and the Charter.
- B. The Board may terminate the services of the Town Manager, in accordance with the provisions set forth in Section III, paragraphs A and B of the Agreement.

SECTION III: TERMINATION & SEVERANCE PAY

- A. In the event the Town Manager is terminated by the Town prior to the expiration of the term of this Agreement or any renewal term as set forth herein, and the Town Manager is otherwise willing and able to perform the duties of Town Manager, the Town shall provide to the Town Manager severance benefits as follows:
 - a. For a termination during the first year of this Agreement, ten (10) months of base salary and ten (10) months of continued health insurance benefits with the Town maintaining the employer share of the health insurance premium;
 - b. For a termination during the second year of this Agreement, nine (9) months of base salary and nine (9) months of continued health insurance benefits with the Town maintaining the employer share of the health insurance premium; and
 - c. For a termination during the third year of this Agreement, eight (8) months of base salary and eight (8) months of continued health insurance benefits with the Town maintaining the employer share of the health insurance premium.

These severance benefits shall be in addition to any unused, accrued leave, which may be owed to the Town Manager.

- B. In the event the Town Manager is terminated for breach of this Agreement, criminal conduct, willful misconduct, refusal to perform duties, or the intentional violation of Town policies and procedures including but not limited to policies or procedures pertaining to harassment and/or discrimination, the Town shall have no obligation to pay the severance benefits designated in paragraph A above.
- C. Town Manager's receipt of the benefits enumerated in paragraph A above shall be conditioned upon the Town Manager's execution of a general release of all claims against the Town which shall be prepared by Town Counsel in a form acceptable to the Town.
- D. In the event the Town Manager terminates her position with the Town before the expiration of the term of this Agreement, the Town Manager shall give the Town not less than sixty (60) days' written notice in advance, unless the parties agree otherwise. A copy of the resignation shall be filed with the Town Clerk. In the event the Town Manager terminates her position, the benefits enumerated in paragraph A above shall not apply.

SECTION IV: RE-APPOINTMENT

The Board and the Town Manager, provided each has notified the other in writing of their desire to commence negotiations to renew the Agreement, will endeavor to reach agreement on a successor agreement prior to the expiration of this Agreement. If the Town Manager is not re-appointed on or before the expiration date of this Agreement, nothing in this Agreement shall preclude the Town Manager from finishing the remainder of her term with its then applicable salary and benefits. It is understood that if the Board does not intend to renew this Agreement, the Town Manager shall receive at least a six (6) month notice of non-renewal.

SECTION V: COMPENSATION

- A. **Base Salary:** Pursuant to Section 501 of the Charter, the Town Manager shall be paid an annual base salary of \$152,500, less all applicable withholdings and deductions, effective January 29, 2018. The salary for the Town Manager shall be payable in weekly installments at the same time as other Town department managers. At the end of the first year of the Town Manager's employment, the base salary shall be increased by a minimum of \$2,500 to \$155,000, provided Town Manager meets mutually agreed-upon performance-related goals in connection with the development of an economic development strategic plan. The Town Manager's salary may be further increased at the end of the first year of employment based upon the Town Manager's satisfactory or above satisfactory performance in connection with goals and objectives as established in Section VII, provided that any such additional increase is consistent with the general wage increase awards for other non-union full-time staff. Thereafter, the Town Manager's salary may be adjusted in accordance with annual performance reviews and evaluations under Section VII provided the Town Manager's performance is satisfactory or better than satisfactory, and shall be consistent with the general wage increase awards for non-union full-time staff and shall further become effective on the effective date applicable to non-union full-time staff.
- B. **Reduction in Salary:** The Town Manager's salary shall not be reduced below the amount set forth in Section A, except in the event of a general reduction in salaries instituted for all Director-level employees of the Town.
- C. For the purposes of the Fair Labor Standards Act and state law, the Town Manager shall be an "exempt employee."

SECTION VI: BENEFITS

- A. **General:** A summary of the benefits available to the management-level employees of the Town who are not represented by a union is attached hereto as Appendix B. The Town Manager shall be entitled to participate in all such benefits upon the same terms and conditions as other non-represented management-level employees with the exceptions noted in this Section VI.

- B. **Health and Dental Insurance:** In the event the Town Manager is terminated by the Town under conditions pursuant to Section III A of this Agreement, the Town shall pay its normal share of premium costs for said insurance benefits pursuant to the provisions of Section III. Terms of this subsection shall become effective on the day this contract is executed.
- C. **Vacation:** In accordance with Section 9 of the Personnel Rules entitled "Employee Benefits," the Town Manager will accrue vacation at a rate of 4 weeks per year. Should the Town Manager separate from employment with the Town prior to the end of the first year of employment, the Town Manager shall be paid only for any unused vacation that would have been accrued up to the termination date and not for the balance of vacation being provided on an up-front basis.

SECTION VII: GOALS & OBJECTIVES

- A. The Board shall conduct an annual review of the Town Manager and evaluate the Town Manager's accomplishment of the goals and objectives discussed below. This review and evaluation shall be in accordance with specific criteria developed jointly from time to time by the Board and the Town Manager. Further, the First Selectman/Selectwoman of the Board or his or her designee shall provide the Town Manager with a written statement of the findings of the Board and provide an adequate opportunity for the Town Manager to discuss her evaluation with the Board.
- B. As soon as practicable after the effective date of the Agreement, the Board and the Town Manager shall define such goals and performance objectives as they determine necessary for the proper operation of the Town and the attainment of the Board's policy objectives, and shall further establish a relative priority among the various goals and objectives, and said goals and objectives shall be reduced to writing. They shall generally be attainable within the time limits specified, within the annual operating and capital budgets and appropriations provided by the Town and within existing circumstances and external conditions affecting the Town. The goals and performance objectives shall be reviewed and revised by the Board and the Town Manager on an annual basis.

SECTION VIII: EXPENSES

- A. **Moving and Relocation Expenses:** The Town Manager will receive a one-time stipend of \$5,000 within thirty (30) days of execution of this Agreement to assist with expenses associated with the Town Manager's relocation to Simsbury.
- B. **Automobile Expenses:** The Town Manager shall be provided with an annual vehicle allowance of \$350.00 per month paid in monthly installments. This allowance shall provide for all necessary travel mileage, tolls, and related costs. Reimbursement for work-related parking costs shall be paid upon submittal of receipts by the Town Manager. The Town Manager will provide the Town with a certificate of insurance demonstrating insurance coverage in advance of the employment date and anniversary thereof annually.

- C. **Professional Development**: Annually, the Town and the Town Manager shall discuss appropriate professional development opportunities. The Town shall pay the Town Manager's registration fee(s) and related expenses for the International City/County Management Association's Annual Conference or for an alternative professional development opportunity, provided that professional development costs must be reasonable. Upon prior approval by the Board, the Town shall pay the Town Manager's registration fee(s) and expenses to and from short courses, institutes, and seminars that are deemed relevant and appropriate for the Town Manager's professional development and for the good of the Town, including the cost of the "credentialing" program of ICMA. The Town agrees to budget and pay for the professional dues and subscriptions for the Town Manager necessary for membership in the ICMA and any other professional organizations deemed necessary and desirable for her continued professional participation, growth, and advancement for the good of the Town.
- D. **Cell Phone and Laptop**: The Town will issue and pay for a cell phone, a laptop with docking station and such other technology as the Board deems appropriate for the Town Manager's use in connection with Town business.
- E. **Other Expenses**: The Town Manager shall be reimbursed for any reasonable expenses incurred in the performance of her duties, or as an official representative of the Town, including attendance by her at civic events.

SECTION IX: OTHER

- A. **Succession Planning**: The Town Manager and the Board agree that succession planning for the office of the Town Manager is an important consideration. It is further agreed that, should a vacancy occur in the office of Town Manager, the Board of Selectmen may wish to consider the incumbent Deputy Town Manager for appointment as Temporary and/or Permanent Town Manager. In recognition of this, the parties agree that the Town Manager will confer with the Board of Selectmen as part of the process through which the Town Manager appoints a future Deputy Town Manager.

SECTION X: OUTSIDE ACTIVITIES

The Town Manager may accept speaking, writing, lecturing, teaching, or other paid engagements of a professional nature as he/she sees fit, provided they do not interfere with the performance and discharge of his/her duties and responsibilities as Town Manager. Any such engagements, activities, or work must be approved in advance by the Board, whose approval will not be unreasonably delayed or denied, and shall not be in violation of the Town's Conflict of Interest policies as set forth in Chapter 13, Code of Ethics, in the Town's Ordinances and Section 1003 of the Charter.

SECTION XI: HOURS OF WORK

The position of Town Manager is an exempt position under state and federal law and may require work weeks of forty (40) hours or more. As an exempt employee, the Town Manager is not entitled to overtime pay. Recognizing that the Town Manager will be devoting a great deal

of time outside of the normal work schedule and provided that the Town Manager is completing her work on a timely basis, the Town Manager will be allowed to establish an appropriate work schedule and to use appropriate flex time.

The Town Manager will devote full time and attention to the business of the Town and will not engage in any other business, except with the prior approval of the Board.

SECTION XII: BONDING & INDEMNIFICATION

The Town shall indemnify and save harmless the Town Manager from any claim, loss, liability or damage including punitive damages, reasonable legal fees and costs in an amount not more than \$1,000,000 for any errors or omissions of the Town Manager within the scope of his employment with the following exceptions:

- (a) The Town Manager shall not be so indemnified for an intentional violation of civil rights. For the purposes of this Agreement, an intentional violation of civil rights shall mean bad faith conduct made with the intention to deprive an individual of his or her civil rights under as State or Federal civil rights statute. Any conduct the Town Manager performed with the knowledge and acquiescence of the Board shall not be deemed an intentional violation of civil rights under this agreement.
- (b) The Town Manager shall not be so indemnified for criminal acts.
- (c) This section shall survive any termination of this Agreement.

SECTION XIII: SEVERABILITY

If any provision or any portion thereof of this Agreement is found to be unconstitutional, invalid or unenforceable, it shall not affect the remainder of said Agreement but said remainder shall be binding and remain in full force and effect.

SECTION XIV: EXECUTION

This Agreement shall be executed in two counterparts, each of which shall be deemed to be an original, and both of which, taken together, shall be deemed one and the same instrument.

SECTION XV: GOVERNING LAW

This Agreement shall be governed by and constructed and enforced in accordance with the laws of the State of Connecticut, without regard to conflict of law principles.

SECTION XVI: COMPLIANCE WITH CODE OF ETHICS

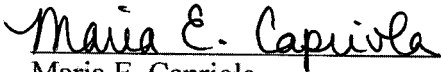
The Town Manager shall be required to execute a Conflict of Interest disclosure as required by the Chapter 13 of the Town Ordinances and Section 1003 of the Charter and shall further be re-

quired to update that disclosure in the event of a change in circumstances resulting in a conflict or potential conflict. Any violation of the Town's conflict of interest Ordinance or Section 1003 of the Charter shall be considered cause for termination and the separation benefits set forth in Section III.A. above shall not apply.


SECTION XVII: NOTICES

Any and all notices required or permitted to be given under this Agreement will be sufficient if furnished in writing, sent in person, by certified mail, and /or by Federal Express or UPS in such fashion that a receipt for delivery is obtained. to his/her last known residence, in the case of the Town Manager, or the First Selectman/Selectwoman of the Board in the case of the Town.

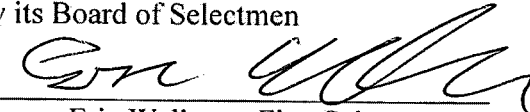
IN WITNESS THEREOF, the parties have hereunto signed and sealed this Agreement and a duplicate thereof the 4th day of December in the year 2017, such Agreement to be effective as of January 29, 2018 until January 29, 2021.

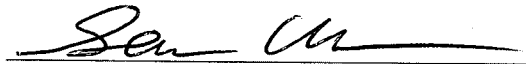

Maria E. Capriola
Town Manager

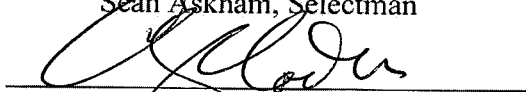
Approved as to form only:

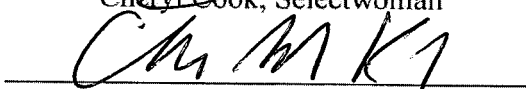

Robert M. DeCrescenzo, Town Counsel


TOWN OF SIMSBURY
by its Board of Selectmen

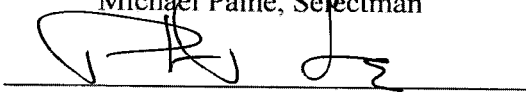

Eric Wellman, First Selectman


Sean Askham, Selectman


Cheryl Cook, Selectwoman


Chris Kelly, Selectman


Michael Paine, Selectman


Chris Peterson, Selectman

Appendix A
Position Description

TOWN OF SIMSBURY

TITLE: Town Manager

DATE: November 30, 2017

DEPARTMENT: Office of the Town Manager

SALARY RANGE: \$140,000-\$160,000

POSITION DESCRIPTION:

The Town Manager serves as the chief executive and administrative official of the town. The Town Manager reports to the Board of Selectmen and is responsible for carrying out all acts and policies of the Board of Selectmen and all resolutions and ordinances adopted by the town. The Town Manager shall also be responsible for the administration of the town consistent with the policies established by the Board of Selectmen and for carrying out such other duties and responsibilities as set forth in the Charter of the Town of Simsbury.

ESSENTIAL JOB FUNCTIONS:

- Ensures that all laws and ordinances governing the town, and all resolutions, policies, and other actions of the Board of Selectmen and Town Meeting are faithfully enacted and executed;
- Makes periodic reports to the Board of Selectmen on the conditions and affairs of the town; informs the Board of Selectmen of developments in intergovernmental relations that may impact the town; stays apprised of and monitors pending legislation that may affect municipal operations and finances; receives policy direction from the Board of Selectmen to communicate with elected official offices or lobbyists; and advises the Board of Selectmen of federal and state funding programs and pursues funding from such sources as they may direct;
- Attends Board of Selectmen meetings and participates in discussions but without a right to vote; provides staff services to the Board of Selectmen by preparing agendas, compiling informational packets and providing consultation at Board of Selectmen meetings on agenda items;
- Assists the Board of Finance in the preparation of the annual town report;
- Makes recommendations to the Board of Selectmen concerning the affairs of the town and facilitates the work of the Board of Selectmen in developing policy; recommends to the Board of Selectmen such measures as the Town Manager may deem necessary or expedient; develops and initiates policy proposals and actions for consideration by the Board of Selectmen as may be deemed necessary or expedient for the health, safety, or welfare of the community or for the improvement of administrative services; and exercises such other powers and duties as may be authorized by ordinance and resolution of the Board of Selectmen not inconsistent with the Charter;
- Keeps the Board of Selectmen fully advised as to the financial condition and anticipated future financial needs of the town and makes recommendations as appropriate;
- Prepares and submits to the Board of Selectmen an annual town operating and capital improvement budget with a description of its important features; assumes responsibility

for administration of the adopted budget by appropriately monitoring and managing fiscal activities;

- Assists the Board of Selectmen with the development of long-term goals including economic development for the town and strategies to implement such goals;
- In collaboration with and at the direction of the Board of Selectmen, prepares, implements and maintains a strategic plan for the growth of new economic activity in town as well as maintenance and growth of existing businesses. Serves as liaison to any economic development commission created by charter and is responsible for frequent communication and collaboration with the town's business community;;
- Attends and participates in numerous night and/or early morning meetings or events outside the normal business workday, some of which are prolonged in duration;
- Responsible to the Board of Selectmen for the supervision, direction and administration of all town departments, agencies and offices; administration and coordination of the operations of town departments, agencies and offices, whether appointed by the Board of Selectmen or elected, except those functions expressly reserved or delegated to such bodies by law; and for meeting regularly with department directors and staff members to discuss and act on administrative matters;
- Subject to the approval of the Board of Selectmen and other approvals as required by Charter, appoints and supervises town department directors and other officers and employees of the town, except as otherwise specified in the Charter; develops job descriptions for all administrative officers, subject to the approval of the Board of Selectmen; is responsible for advertising for, hiring, and dismissal of town employees under the Town Manager's direct control, subject to the approval of the Board of Selectmen as specified in the Charter; makes recommendations to the Board of Selectmen regarding wages and benefits for each appointed office and position in the town service;
- Initiates, coordinates and implements short-term and long range policy planning in consultation with department directors;
- Carries out emergency management activities to protect life and property within the town prior to and during an emergency or disaster; expends the necessary funds to assure the smooth operation of town business and the health, safety and well-being of the town and its residents during an emergency or disaster consistent with this Charter;
- Encourages and provides staff support for regional and intergovernmental cooperation;
- Promotes partnerships among the Board of Selectmen, staff, volunteer boards and commissions and citizens in developing public policy and building a sense of community; interacts with the public on a regular and transparent basis to keep residents and business representatives informed of town policies and procedures; hears and responds to citizen concerns, issues and requests;
- With the approval of the Board of Selectmen and subject to such other limitations as are contained in the Charter and in the General Statutes, enters into contracts or agreements with governmental entities, any person or any other body politic or corporate; and
- Exercises such powers and performs such other duties as may be required by ordinance or resolution of the Board of Selectmen not inconsistent with the Charter.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the functions, operations and structure of municipal government and the principles and practices of public administration;
- Considerable knowledge of Federal, State and local laws, ordinances, regulations and policies relating to municipal government programs and operations;
- Thorough knowledge of municipal financial administration and management including budgeting, pension fund management, debt management and debt issuance;
- Knowledge of and experience with economic development integrated with smart growth principles;
- Extensive knowledge of and experience with personnel management, public sector labor relations, union contract administration and grievance management;
- Comprehensive knowledge and skill in the application of management theory and techniques;
- Ability to administer policies and procedures, including planning, research, decision making and report development and writing;
- Working knowledge of computer technology, operations and capabilities;
- Knowledge, skill and ability to carry out emergency management operations;
- Knowledge of and commitment to high standards of ethical conduct in the operation of town government;
- Ability to analyze problems and develop and implement programs and activities to address those problems;
- Ability to guide and lead organizational change while preserving a culture of caring, responsiveness and customer service;
- Excellent written and oral communication skills;
- Ability to communicate effectively with town staff, elected officials, members of the public and the press;
- Ability to build and support a constructive team in which members are committed to organizational goals and objectives, and to foster career development opportunities for employees;
- Ability to develop consensus among diverse opinions;
- Ability to establish and maintain effective working relationships with subordinates, elected and appointed members of governmental bodies, school officials, members of the business community, professional, technical, and administrative support staff in a constructive and supportive manner;
- Ability to promote a positive, diverse and inclusive workforce and work environment;
- Ability to responsively address requests from citizens, business community and legislators and work collaboratively with individuals and community groups; and
- Ability to remain calm, composed and adaptable in stressful or emergency situations.

WORK ENVIRONMENT AND PHYSICAL/MENTAL DEMANDS:

Work is performed primarily in a moderately quiet, business office setting involving everyday risks and/or discomforts requiring normal safety precautions. Work demands are subject to frequent interruption. The position requires an ability to frequently move throughout town facilities and travel to off-site locations for meetings and hearings. It requires the ability to work

under stress from demanding deadlines and changing priorities and conditions. This is a highly visible public administrative position with consequent demands and pressures of office including interaction with public and media exposure. The position requires managing and coordinating multiple priorities and adhering to established time frames and performance standards and working for extended periods at a personal computer. In public emergencies, the position requires working excessive hours under extreme pressure.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk, reach with hands and arms, bend, push/pull or lift objects weighing up to 20 pounds. The employee must possess eye-hand coordination necessary to perform moderate manipulative skills such as writing, operating office equipment, and using a keyboard and/or calculator with accuracy. Specific vision abilities required include being able to see objects or materials closely and the ability to adjust focus as in reading and preparing documents or reports, reading from a computer monitor. The employee must be able to read, analyze and interpret financial reports and legal documents and respond effectively to the most sensitive inquiries or complaints. The employee must be able to see objects far away as in driving.

The position requires the ability to communicate orally and in writing in the English language with others on a one to one basis or in group settings or using a telephone. The position also requires the ability to write speeches and make presentations on controversial or complex topics to the Board of Selectmen, rating agencies, and public groups. The employee must be able to concentrate on fine details with some interruption, and to attend to tasks/functions for extended periods of time. The employee must be able to understand and relate to specific ideas, generally several at a time and to understand and relate to the theories behind several related concepts; and must be able to remember multiple tasks/assignments given to self and others over a long period of time.

RESIDENCY

The Town Manager must be able to report to work in a timely manner with minimal notice and in emergency conditions, including severe weather conditions. The Town Manager is not required to reside in Simsbury.

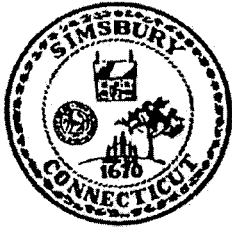
REQUIRED MINIMUM QUALIFICATIONS:

Master's degree from an accredited college or university in public administration, finance, or a closely related field preferred; a minimum of seven (7) years progressively responsible experience as a city/town manager, assistant manager, or senior municipal department director in a community of comparable size and complexity, including considerable exposure to public personnel and financial administration; or any combination of education and/or work experience deemed relevant and equivalent to achieve the successful performance of the job by the Board of Selectmen. A valid Motor Vehicle Operator's license is required with a driving history compliant with the Town's Safe Driving policy.

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

Appendix B
Benefits Summary

10/1/2017
10/1/2017
10/1/2017
10/1/2017
10/1/2017



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Employee Benefits for Unaffiliated Employees

Pension Plan

Employees have the option of participating in either the Town's Defined Benefit pension plan or the Town's Defined Contribution plan:

- The **Defined Benefit Pension Plan** requires an employee contribution of seven percent (7%) of salary to the plan. Employees are vested after five years of service.
- The **Defined Contribution Pension Plan** provides for the option of an employee contribution of either (2%) or (4%) to the plan on a pre-tax basis. The Town will contribute (2%) or (7%) of salary, respectively. Town contributions are vested on a five year graded basis.

Medical, Dental and Vision Benefits

Employees have the choice of participating in the Towns' medical and dental insurance programs. In the event an employee elects to participate in these programs, the employee will pay twenty percent (20%) of the annual cost of the insurance to the Town.

Medical Plan options include an HMO or a High Deductible Health Plan (HDHP). The Town contributes (50%) of the deductible responsibility for those who elect the HDHP.

In the event an employee elects not to enroll in the Town's medical plan, the employee may receive an annual prorated credit of \$2,000.

Employees may enroll in the Vision Plan on a voluntary basis. The Town does not contribute towards the cost of the Vision plan.

Retiree Health Insurance Benefits

Retirees may participate in the Towns' Retiree Health Insurance plan. At age 62 the Town pays 100% of the annual premium cost until the employee reaches age 65. Retirees may then enroll in supplemental insurance coverage. The retiree is responsible for (25%) of the annual premium cost for themselves and (100%) of the annual premium cost for dependents.

Retirees may also elect dental coverage. Retirees are responsible for 100% of the annual premium cost for themselves and their dependents.

457(b) Deferred Compensation Plan

Participation in the Deferred Compensation Plan is voluntary. Contributions may be made on either a pre-tax or post-tax (Roth) basis.

Telephone (860) 658-3291
Facsimile (860) 658-9467

egomes@simsbury-ct.gov
www.simsbury-ct.gov
An Equal Opportunity Employer

8:30 - 7:00 Monday
8:30 - 4:30 Tuesday through Thursday
8:30 - 1:00 Friday

OPEB

Employees contribute 2.0% of pay for a period of 10 years into an Other Post Employment Benefit (OPEB) trust fund. If after 5 years if an employee does not elect or is not eligible for retiree health benefits upon separation from the Town contributions will be refunded.

Life Insurance

Life Insurance in an amount equal to two times the employees' annual salary is provided by the Town.

Long Term Disability Insurance

Long Term Disability coverage is provided to employees by the Town in accordance with the Town of Simsbury Long Term Disability (LTD) Insurance Plan.

Vacation

Employees receive three weeks of pay upon date of hire. Employees shall earn paid vacation time for each completed month of service based upon the following schedule:

Total Service	Vacation Allowance
Hire Date	3 Weeks
5 Years	4 weeks
15 Years	5 Weeks

Holidays and Personal Days

Employees receive 12 holidays, 3 personal days and one floating holiday annually.

Paid Sick Leave

Paid sick leave up to one month's pay is available for probationary employees. After that, the salary of a full-time employee may be continued for a period not to exceed six (6) months.

Tuition Reimbursement

Tuition reimbursement for up to two courses will be reimbursed per year.