



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

Regular Meeting

Thursday, January 13, 2022

Virtual Meeting Broadcast Live via SCTV

MINUTES – DRAFT

Members Present: Wendy Mackstutis, Sean Askham, Amber Abbuhl

Staff Present: Maria Capriola, Melissa Appleby, Eric Gomes,

Others Present: Selectman Heather Goetz, Attorney Mike Harrington

The meeting was called to order at 8:03am.

1) Approval of Minutes

a) December 9, 2021

This item was tabled

2) Open Session/Executive Session at Election of Union/Employee: Step 4 Grievance Hearing, Grievant: Henry Lacharite – Public Works and Parks Employees Represented by AFSCME

This item was tabled

3) Executive Session: Personnel Action/Pending Claim/Labor Negotiation – Step 4 Grievance Deliberations Regarding Grievant Henry Lacharite, Public Works and Parks Employees Represented by AFSCME

This item was tabled

4) Open Session: Step 4 Grievance Decision, Grievant: Henry Lacharite, Public Works and Parks Employees Represented by AFSCME

This item was tabled

5) Oral Update – Director of Planning and Community Development Recruitment

Ms. Mackstutis said that this item was added to the agenda in order to receive an update on the recruitment for the vacant Director of Planning position. Ms. Capriola said that this vacancy has been posted, and she provided an overview of how the recruitment process is typically structured, specifically for department head positions. She described the interview process, including the panelists that will be invited to participate. She noted that a member of the Board of Selectmen will be included.

Ms. Mackstutis asked for additional detail on how the internal panel will be structured, and the role of the Board of Selectmen in appointing a new Director. Ms. Abbuhl also asked about for additional detail on how the selection is made, and what information will be made available to the Board of

Selectmen regarding the applications. Mr. Askham provided a historical perspective of how department head recruitments have been conducted in the past, under both forms of government.

Ms. Mackstutis said that she will consult with the Board of Selectmen to determine which member will participate in the process.

6) Oral Update – Technology Task Force and Economic Development Commission New Member Recruitments

Ms. Appleby said that the Town Manager's Office is working to schedule two interview nights for the EDC and the Technology Task Force vacancies. She said that there are two vacancies on the EDC, and three vacancies on the Task Force. She noted that both committee chairs will be asked to participate in the interview process along with the Personnel Sub-Committee.

Mr. Askham made a motion to adjourn the meeting at 8:27am. Ms. Abbuhl seconded the motion. The motion passed unanimously.

Respectfully Submitted,
Melissa Appleby
Deputy Town Manager