



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

Regular Meeting

Thursday, February 14, 2019

Board of Education Conference Room, Town Hall, 933 Hopmeadow Street

DRAFT - MINUTES

Members Present: Sean Askham, Chris Kelly, Eric Wellman (by phone)

Staff Present: Maria Capriola, Melissa Appleby, Tom Tyburski

The meeting was called to order at 7:30am.

1) Parks Division Reorganization and Proposed Crew Leader Job Description

Ms. Capriola reviewed the proposal to convert the existing Maintainer II position to a Crew Leader in order to improve the staffing structure in this division. Discussion ensued regarding the increasing workload for this division, especially with upcoming projects related to the parks and open space master plan, the new park at the Flower Bridge, the potential splash pad project, and other initiatives.

Mr. Askham made a motion effective February 14, 2019 to endorse the proposed modifications to the job description for the Parks Crew Leader position. Further move that this recommendation be forwarded to the full Board of Selectmen. Mr. Wellman seconded the motion and it passed unanimously.

2) Town Manager's Office Reorganization and Proposed Management Specialist/Assistant Position

Ms. Capriola described the proposed reorganization of the Town Manager's Office, noting that the office's needs have changed. Staff is in need of a position that focuses on higher level support, such as budgeting, human resources, and special projects, rather than a traditional executive assistant. The group discussed the continued need for the position to fulfill many traditional office support functions, such as answering phones, greeting customers, and handling constituent issues. Mr. Askham noted that it is important for the individual in this position to understand the needs of the community.

Mr. Askham made a motion effective February 14, 2019 to endorse the creation of the position classification of Management Specialist, which may be under filled as Management Assistant, and the job description as presented. Further move to endorse an annual salary range for the Management Specialist position of \$60,000-\$80,000 or \$50,000-\$70,000 for the Management Assistant position, which may be amended from time to time through resolutions of the Board of Selectmen. Mr. Wellman seconded the motion and it passed unanimously.

3) Town Manager Performance Review Instrument and Process – Check-in

Mr. Kelly presented the consolidated performance review document. The group noted that the Town Manager met the goals for the first year as established in her employment contract. Mr. Wellman made a motion effective February 14, 2019 to recommend that the Town Manager has fulfilled the requirement for an economic development strategic plan, and recommend to the Board of Selectmen that the Town Manager should receive the increase in salary as specified in her employment contract. Mr. Kelly seconded the motion and it passed unanimously.

Mr. Wellman made a motion effective February 14, 2019 to approve the Town Manager's 2018-2019 performance review summary as presented. The summary will be referred to the full Board of Selectmen for approval. Mr. Kelly seconded the motion and it passed unanimously.

4) Approval of Minutes

a) September 27, 2018

b) January 14, 2019

The minutes of September 27, 2018 were tabled. The minutes of January 14, 2019 were approved by consensus.

Mr. Wellman made a motion to adjourn at 8:25am. Mr. Kelly seconded the motion and it passed unanimously.

Respectfully Submitted,
Melissa Appleby
Deputy Town Manager