



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 – APPROVED

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