



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

**Personnel Sub-Committee**  
**Regular Meeting**  
Thursday, May 12, 2022  
Main Meeting Room, Town Hall

**MINUTES**

**Members Present:** Wendy Mackstutis, Amber Abbuhl, Sean Askham

**Staff Present:** Maria Capriola, Melissa Appleby, Deputy Chief Chris Davis, Tom Roy, Rick Bazzano

**Others Present:** Attorney Mike Harrington, Frank Pizarro (CSEA Staff Representative), Dwight Carlson (CSEA A&P President), Jenna Caulfield (Police Commission)

The meeting was called to order at 8:01am.

**1) Approval of Minutes**

The minutes of April 13, 2022 were approved as presented by consensus.

**2) Open Session/Executive Session at Election of Union: Step 4 Grievance Hearing, Notice of Position – A & P Union Represented by CSEA**

Ms. Capriola provided an overview of the grievance filed by the union regarding the posting of the Deputy Town Engineer position, as well as her written response, which is provided in the packet. She noted that this position was classified as non-union for decades, and that the changes recently made to the position were primarily in regards to the title and the reporting structure. The position will now report to the Director of Public Works/Town Engineer instead of the Town Manager. Mr. Harrington added that the union did not make any mention of past practice in its submission.

Ms. Abbuhl noted that the union stated that this is the second time that they were not notified of a new or reclassified position. Mr. Pizarro said that this happened previously with another position. He said the union is not arguing about whether or not the position should be in the union; this grievance is about the notice. Mr. Carlson said that under Section 1.2 of the contract, the union should be notified of any new position. Mr. Askham asked whether the union believes it should be notified of any newly created position, not just those that would be in A&P. Mr. Pizarro said that the purpose of giving notice is to allow the union to evaluate whether the position belongs in the union. Mr. Askham noted that new and reclassified positions always come to the Board of Selectmen, and that information is available to the public. Mr. Carlson said that past practice is to notify the union directly.

Mr. Harrington asked the union if it wants to be notified of new positions that could potentially be in other bargaining units, such as police department positions. Mr. Pizarro said that this would not be necessary because those would not be administrative and professional positions. Ms. Abbuhl noted that “administrative and professional” is a defined term in the contract. Mr. Askham said that the union seems to be asking for both notification of all newly created positions Town-wide, but it is

also stating that it does not need to be notified of positions that would not be part of A&P. Mr. Carlson said that the union should be notified of any new position Town-wide.

Mr. Pizarro pointed to the last sentence of Section 1.2, stating that there would be no need for that sentence if the Town only needed to notify of A&P positions. Mr. Harrington said that the sentence in question deals with positions that may potentially be in the union, but the Deputy Town Engineer position was never in the union. Mr. Pizarro said that the union is not making a claim to the position, but that the union had questions about it when it was posted. Mr. Harrington reiterated that the Town thought the position was clearly not an A&P position. Mr. Carlson said that the Town decides when it thinks it needs to notify the union, but their position is that notification should occur for all positions.

Mr. Askham asked whether there was any connection between the timing of the grievance and comments made at the March 28, 2022 Board of Selectmen meeting at public audience. Mr. Pizarro said that there was no connection, and noted that the union's grievance was strongly worded because they feel strongly about this matter.

**3) Executive Session: Pending Claim – Step 4 Grievance Hearing, Notice of Position – A & P Union Represented by CSEA**

Mr. Askham made a motion to adjourn to executive session at 8:33am, to include Attorney Mike Harrington. Ms. Abbuhl seconded the motion. All were in favor and the motion passed unanimously.

Mr. Askham made a motion to adjourn from executive session at 8:50am. Ms. Abbuhl seconded the motion. All were in favor and the motion passed unanimously.

**4) Open Session: Step 4 Grievance Decision, Step 4 Grievance Hearing, Notice of Position – A & P Union Represented by CSEA**

Mr. Askham made a motion to deny the grievance. Ms. Abbuhl seconded the motion. All were in favor and the motion passed unanimously. Ms. Mackstutis said that a written response will be provided to the union.

**5) Classification Work**

**a. Accreditation Specialist**

Ms. Capriola presented the job description for the new position, which was authorized following the FY23 budget referendum. She said that it was challenging to find external comparisons, as these responsibilities reside in various positions in other towns. She noted one requested edit from the Police Commission, which is to change the language regarding who the position reports to. The committee members agreed that for clarity, it should state that the position works under the supervision of the "Police Chief or designee" as opposed to "Accreditation Manager or designee." Deputy Chief Davis said that this position description captures this unique roll well.

Ms. Abbuhl made a motion to endorse the creation of the position classification of Accreditation Specialist and the job description as presented. Further move to endorse effective July 1, 2022 an hourly range of \$31.75 - \$42.33 (salary range of \$57,777 - \$77,036) for the Accreditation Specialist position. Further move, to forward the Accreditation Specialist proposal to the full Board of Selectmen for review and consideration. Mr. Askham seconded the motion. All were in favor and the motion passed unanimously.

**b. Information Technology Analyst**

Ms. Capriola said that the job descriptions for the existing IT staff were reviewed in anticipation of creating the new position description. She said that this job description has not been updated since 1999, and that the changes are mainly housekeeping updates to reflect current practices. She said the proposed changes have been sent to the union for review.

Ms. Mackstutis noted a small grammatical edit at the bottom of page 2. Mr. Askham said that we should be less specific about the type of software we use, to allow flexibility in recruiting for skills in any current and future software platforms.

Mr. Askham made a motion to endorse the proposed changes to the Information Technology Analyst job description with the amendments discussed. Further move to endorse the change in title to Senior Information Technology Analyst. Further move, to forward the Senior Information Technology Analyst proposal to the full Board of Selectmen for review and consideration. Ms. Abbuhl seconded the motion. All were in favor and the motion passed unanimously.

**c. Information Technology Support Specialist**

Ms. Capriola said that we were able to obtain good sample job descriptions from other towns, as well as salary data for benchmarking purposes. A brief discussion ensued regarding the new position.

Ms. Abbuhl made a motion to endorse the creation of the position classification of Information Technology Support Specialist and the job description as presented. Further move to endorse effective July 1, 2022 an hourly range of \$34.74 - \$41.52 (salary range of \$72,262 - \$86,359) for the Information Technology Support Specialist position. Further move, to forward the Information Technology Support Specialist proposal to the full Board of Selectmen for review and consideration. Mr. Askham seconded the motion. All were in favor and the motion passed unanimously.

**d. Data Processing (Information Technology) Manager**

Ms. Capriola provided an oral update on this item. Staff is currently working on the housekeeping updates to this job description, and will bring them to the next committee meeting.

**Adjourn**

Mr. Askham made a motion to adjourn the meeting at 9:13am. Ms. Abbuhl seconded the motion. All were in favor and the motion passed unanimously.

Following adjournment, the Personnel Sub-Committee and staff met to discuss strategy with respect to collective bargaining for the units represented by CSEA.

Respectfully Submitted,  
Melissa Appleby  
Deputy Town Manager