



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN

Personnel Sub-Committee – Special Meeting

Thursday, May 31, 2018

8:00 AM (REVISED TIME)

B.O.E. Conference Room, Town Hall, 933 Hopmeadow Street

Minutes

(Completed by Member Chris Kelly)

Call to Order

The meeting was called to order at 8:14. Present were Selectperson's Chris Kelly, and Sean Askham. Town Manager Maria Capriola, and Employee Benefits and H.R. Coordinator Eric Gomes. Member Eric Wellman was absent.

1. Planning Department (Part Time) Clerk Job Description

The part time position is now open with the incumbent moving into a job in the Police Department. All positions are reviewed when an opening exists and the following key changes are being made to this description:

- emphasize more customer service support
- provide support to the broader department
- no changes to pay or role

Sean Askham moved approval of the revised description and Chris Kelly seconded. The motion passed unanimously.

Maria and Eric commented on the need to develop a true classification system. This is something that Maria will bring up as a project for next year. Part of this will be to update all job descriptions and review salaries.

Telephone (860) 658-3230
Facsimile (860) 658-9467

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

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

2. Acting Town Manager Coverage

The Charter calls for the Town Manager to appoint a temporary Acting Town Manager for durations of time away from work of up to 15 days. This could include disability, or travel and vacation where it may be a challenge to contact the Town Manager

Maria's proposal was to first consider the Deputy Town Manager followed by Director of Public Works who has the broadest experience and knowledge of the town.

Chris and Sean validated this approach.

Sean pointed out that in a real emergency; such as a crises that develops when the Town Manager is not available is there an "automatic transfer" of authority. The charter stipulates that the Board designates a person (such as Deputy Town Manager). Sean proposed that in the future we may want to have the charter amended to identify automatic transfer of authority in a case where the Town Manager is indisposed.

3. Town Manager Performance Review Process

Chris provided an update on the decisions regarding the Town Manager Performance Review. The items below were all confirmed as the desired approach.

#	Item	Previous Recommendation
1	Goals	Were adopted by the Board of Selectmen
2	Format	Attached at end of document.
3	Schedule	Year #1: <ul style="list-style-type: none">• Mid-Year Full Review November• Full Year Full Review June Year #2: <ul style="list-style-type: none">• Mid-Year Discussion November• Full Year Full Review June Coincide with budgeting and timing of unaffiliated reviews and increases
4	Process	1. Board Members complete survey review and Town Manager Completes self-review 2. B.O.S. Meets and Reviews consolidated review 3. B.O.S. Meets with Town Manager
5	360 Review	<ul style="list-style-type: none">• A 360 review process can be used as part of a development and teambuilding component to the efforts of the leadership team.

All of the above previous decisions were confirmed. The group did discuss the rating system and identified the following:

Rating	Definition
Outstanding	Superior performance in all skill sets of this category
Above Expectations	Stronger than baseline expected performance in this category
Meets Expectations	Employee routinely completes the primary duties and responsibilities of the position and performance meets expectations
Below Expectations	One or more skill sets in this competency needs to be improved.
Needs Improvement/Development	Employee failed to meet/or correct deficiencies and did not improve in areas previously noted in a performance improvement plan.

The last item is to identify the list of “attributes” to be used in the review process. Maria is going to look at the list of samples from other communities and identify those she recommends. Sean and Chris did identify the following that they thought were important to be considered.

- Communication
- Listening
- Budgeting
- Leadership
- Management
- Personal Development
- Staff Development
- Planning and Execution

Minutes

There were no suggested changes to the minutes of August 22, 2017 or May 1 2018.

7. Adjourn

A motion was made by Sean Askham, seconded by Chris Kelly, and passed by all to adjourn the meeting at 9:18 AM

Town Manager Review Structure

Qualitative Factors

Factor	Rating	Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
Factor 1 <ul style="list-style-type: none">• Statement• Statement• Statement	One rating for Factor	
Factor 2 <ul style="list-style-type: none">• Statement• Statement• Statement	One rating for Factor	
Factor 3 <ul style="list-style-type: none">• Statement• Statement• Statement	One Rating for Factor	

Goals

Factor	Rating	Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
Goal 1 <ul style="list-style-type: none">• Statement• Statement• Statement	One rating for Factor	
Goal 2 <ul style="list-style-type: none">• Statement• Statement• Statement	One rating for Factor	
Goal 3 <ul style="list-style-type: none">• Statement• Statement• Statement	One Rating for Factor	

Overall Summary

Overall Rating	Summary Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>