



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## **Personnel Sub-Committee**

### **Regular Meeting**

Thursday, October 8, 2020

Virtual Meeting Broadcast Live via SCTV

### **MINUTES - DRAFT**

**Members Present:** Eric Wellman, Wendy Mackstutis, Sean Askham

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

The meeting was called to order at 7:31am.

#### **1) Approval of Minutes**

The minutes of September 10, 2020 were approved by consensus.

#### **2) Classification work**

##### **a) Assistant Town Clerk Positions**

Mr. Wellman said that this is a proposal to edit the job descriptions and salary ranges for the Assistant Town Clerk I and Assistant Town Clerk II positions. Ms. Capriola said that there is an upcoming retirement for one of the positions, and both of the job descriptions have not been updated since 1998. She is not recommending a full restructuring of the office at this time; rather, the proposed changes are primarily housekeeping in nature to reflect the modern work of the office.

Ms. Capriola said there is one substantive change in each of the position descriptions. For the Assistant Town Clerk II position, the municipal clerk certification would be required. For the Assistant Town Clerk I position, the individual in the position would automatically be reclassified to the II position once they become certified. Ms. Capriola said that the current salary ranges for both positions are quite a bit behind the market. Staff is recommending a change from T7 to T10 for the II position and T5 to T7 for the I position. She said that both positions are represented by CSEA, and that the union is reviewing this proposal concurrently.

Mr. Wellman asked whether the changes to the II position will allow the position to perform additional duties; Ms. Capriola clarified that the elevation will be for the individual in the I position, once they become certified. Ms. Mackstutis asked whether staff anticipates any issues with having two II positions, in terms of who has seniority and who is in charge in the absence of the Town Clerk. Ms. Capriola said that an acting Town Clerk would be assigned as necessary for short term absences; if the office was faced with a long-term absence, the position would probably be filled temporarily. Mr. Askham indicated that for a permanent promotion to the Town Clerk position, we would go

through the normal recruitment and appointment process, including approval by the Board of Selectmen per the Charter.

Ms. Mackstutis asked if there would be any other criteria that the person in the Assistant Town Clerk I position would have to meet prior to being promoted. Ms. Capriola said that the only distinction between the positions is the certification; they would be interchangeable at that point. Mr. Askham noted that the newly promoted II would still start at a lower step on the T10 scale, so that is where the seniority would be reflected. Discussion ensued regarding the typical practice for filling department head positions on a temporary basis when there is turnover.

### **Executive Session**

Ms. Capriola requested that the committee reverse the order of the two executive session items since Ms. Appleby and Mr. Gomes would only be present for the item listed as second on the agenda (AFSCME grievance).

Ms. Mackstutis made a motion to adjourn to executive session at 7:52am to include Ms. Capriola, Ms. Appleby, and Mr. Gomes for the first item, and Ms. Capriola only for the second item. Mr. Askham seconded the motion. All were in favor and the motion passed unanimously.

#### **1) Executive Session - Update on Grievance Arbitration, Grievant: Chris Roy, Public Works and Parks Employees Represented by AFSCME**

Ms. Appleby and Mr. Gomes left executive session at 8:08am.

#### **2) Executive Session - Pursuant to CGS §1-200(6)(A): Town Manager Contract Renewal**

Ms. Mackstutis made a motion to adjourn the executive session at 8:23am. Mr. Askham seconded the motion. All were in favor and the motion passed unanimously. The meeting returned live on SCTV at 8:23am.

Mr. Wellman said that the committee discussed the length of the Town Manager's contract, with the understanding that there is a desire to stagger the term such that it does not coincide with a new term of the Board of Selectmen. The committee recommends extending the contract term by one year, for a total of four years, expiring in January 2025. Ms. Mackstutis made a motion to forward the recommendation of the Personnel Sub-Committee to the Board of Selectmen. Mr. Askham seconded the motion. All were in favor and the motion passed unanimously.

### **Adjourn**

Mr. Askham made a motion to adjourn the meeting at 8:25am. Ms. Mackstutis seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,  
Melissa Appleby  
Deputy Town Manager