



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee
Regular Meeting
Thursday, October 13, 2022
Main Meeting Room, Town Hall

MINUTES

Members Present: Wendy Mackstutis, Amber Abbuhl, Sean Askham

Staff Present: Maria Capriola, Eric Gomes, Tom Fitzgerald

Others Present: Attorney Michael Harrington

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

1) Approval of Minutes – July 7, 2022

The minutes of July 7, 2022 were approved as presented by consensus.

2) Proposed Revisions to Personnel Policies

Ms. Capriola gave background information on the policy update project. She informed the group that the updated content is there, the remaining edits are mainly formatting in nature. Attorney Harrington informed the group of his process and what he normally does when doing policy reviews.

- a. **FMLA Policy:** The group discussed the proposed changes.
- b. **Anti-Violence Policy:** Currently this document is listed as Work Place Safety. After discussing the document Ms. Capriola stated that she would like to see the title changed to Anti-Violence Policy due to Work Place Safety being able to be confused with OSHA and other occupational safety measures.
- c. **Anti-Harassment Policy:** The group discussed the proposed policy changes with Attorney Harrington.
- d. **Drug-Free Workplace:** Attorney Harrington led the group on a discussion of the document and the proposed changes he recommended.
- e. **ADA Policy:** Ms. Capriola gave an oral update to the group saying that work is being done on updating the policy but it will take some work and when it is ready it will be brought to the Personnel Sub-Committee for review.

The Personnel Sub-Committee agreed that the four policies listed above as “a” through “d” be forwarded to the full Board of Selectmen for consideration.

3) Executive Session - Pursuant to CGS 1-200 (6) and 1-210(b)(9), Proposed Bargaining Unit Change for Certain Supervisory Positions

Mr. Askham motioned to adjourn to executive session at 9:05 AM and invite Town Manager Maria Capriola, HR Coordinator Eric Gomes, Management Specialist Tom Fitzgerald and Attorney Michael Harrington, Ms. Abbuhl seconded, all were in favor.

Mr. Askham made a motion to adjourn from executive session at 9:15am. Ms. Abbuhl seconded the motion. All were in favor and the motion passed unanimously.

Adjourn

Mr. Askham made a motion to adjourn the meeting at 9:15am. Ms. Abbuhl seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,
Thomas Fitzgerald
Management Specialist