



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## **BOARD OF SELECTMEN**

### **Personnel Sub-Committee**

**Thursday October 19, 2017**

**7:30 AM – Simsbury Town Offices – Program Room 2**

### **Minutes**

*(Completed by Chair Chris Kelly)*

#### **1. Call to Order**

The meeting was called to order at 7:30 AM. Present were Selectperson's Chris Kelly, Sean Askham and Cheryl Cook, and Director of Administration Tom Cook, and Deputy Director of Administration Services Melissa Appleby.

#### **2. Pledge of Allegiance**

#### **3. Public Audience**

No comments were made in public audience

#### **4. Review of Minutes: August 22<sup>nd</sup>, and September 25**

The minutes were not ready for review.

#### **5. Review and Approval of Position Description – Assessor's Aide**

The group reviewed the updated position description for the Assessor's Aide position. This had been updated to reflect current technology and language.

Cheryl Cooke moved, and Sean Askham seconded a motion to approve the recommended changes. The motion passed unanimously.

## **6. Review and Approval of Position Description – Adult Services Librarian**

The group reviewed an updated position description for the Adult Services Librarian. The key change is a change in title to more accurately reflect the area of focus.

Cheryl Cooke moved, and Sean Askham seconded a motion to approve the recommended changes. The motion passed unanimously.

## **7. Adjourn**

A motion was made by Cheryl Cook, seconded by Sean Askham, and passed by all to adjourn the meeting at 8:15 AM