



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

Regular Meeting

Thursday, January 12, 2023

Main Meeting Room, Town Hall

MINUTES

Members Present: Wendy Mackstutis, Amber Abbuhl, Sean Askham (via Phone)

Staff Present: Maria Capriola, Tom Fitzgerald, Tom Roy, Amy Meriwether

Others Present: Mike Harrington

The meeting was called to order at 8:05am.

1) **Classification Work**

Public Works Driver/Technician: Ms. Capriola gave background on the proposed request including that this originated with a reclassification request by an employee in the Highway division. Mr. Roy discussed the duties of the road painting and sign making standards that this position has to adhere to. He stated this position would be similar to our Truck Driver/Mechanic position that has the flexibility based on work load to perform different duties on any given day. Ms. Capriola informed the group that there would also be a MOU with the Union that outlines the management right of contracting some of this work when/if needed.

Mr. Askham moved, effective, January 12, 2023 to approve the creation of the Truck Driver/Technician job classification and job description as presented. Further move to establish the position at grade T7 of the AFSCME employees pay plan. Further move to endorse authorization of the Town Manager to enter into a memorandum of agreement codifying the terms of the tentative agreement on the matter with the union and the incumbent. Further move to forward this recommendation to the full Board of Selectmen for review and consideration. Ms. Abbuhl seconded, all were in favor, therefore the motion passed.

Budget Director: Ms. Capriola gave background on the proposed position. Due to a recent retirement at the Board of Education, herself, Ms. Meriwether, and Mr. Curtis had discussions on how to further integrate the shared financial management services between the Town and Board of Education. The outcome of those discussion is the proposed Budget Director classification. Ms. Capriola said the home base for this position would be with the Town, with funding provided by both the Town and BOE. This proposal would be head count neutral since there was a retirement in the BOE. Ms. Meriwether also reviewed the assignment of accounting functions to staff as it relates to this reorganization. Town staff answered questions asked by the Personnel Sub-Committee regarding the Budget Director proposal.

Mr. Askham moved, January 12, 2023 to endorse the creation of the position classification of Budget Director and the job description as presented. Further move to endorse effective July 1, 2023 a salary range of \$93,500 - \$114,465 for the position. Further move, to forward the Budget Director proposal

to the full Board of Selectmen for review and consideration. Further move, to endorse the amendments to the shared services agreement with the Simsbury Board of Education. Ms. Abbuhl seconded, all were in favor, therefore the motion passed.

2) Approval of Minutes

The minutes of the December 8, 2022 meeting were approved by consensus.

Mr. Askham, Ms. Meriwether and Mr. Roy left the meeting.

3) Proposed Revisions to Personnel Rules and Regulations

Attorney Harrington gave an overview of the process that he and Town Staff did to review the current Rules and Regulations and update them. The group discussed the proposed changes and offered suggested edits. Consensus was reached that the Personnel Rules, as revised, will be forwarded to the full Board of Selectmen when completed.

Adjourn

Ms. Abbuhl made a motion to adjourn the meeting at 9:08am. Ms. Mackstutis seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,
Thomas Fitzgerald
Management Specialist