



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

Regular Meeting

Thursday, December 8, 2022

Main Meeting Room, Town Hall

MINUTES

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

Staff Present: Maria Capriola, George McGregor, Tom Fitzgerald

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

The Agenda order was rearranged due to Mr. Askham having to depart early.

1) 2023 Meeting Schedule

Discussion from the group on if a different day or time would be preferred for the 2023 meetings.

After discussing possibilities, it was agreed that keeping the same day and start time for 2023 would be preferred.

2) Approval of Minutes – October 13, 2022

The minutes of October 13, 2022 were approved as presented by consensus.

3) Classification Work

Ms. Capriola and Mr. McGregor went over the proposed revisions to the Assistant Town Planner and Code Compliance Officer job descriptions. Mr. McGregor views these changes as allowing both positions to be flexible to the strengths of the employees in the position. The hierarchical structure of the Planning Department will not change. Mr. McGregor stated the proposed name change from Code Compliance Officer to Community Planner makes the position more generalized and open to a broader pool of candidates to join the department in the future. The Department would not lose the duty of code compliance but rather that duty would be given to the member of staff who has more experience in that area. Ms. Abbuhl, Mr. Askham and Ms. Mackstutis asked Ms. Capriola and Mr. McGregor questions about the proposed changes.

Ms. Abbuhl moved, effective December 8, 2022, to endorse the proposed job description changes to the Assistant Town Planner position. Further move to recommend that the job description be forwarded to the full Board of Selectmen for approval. Mr. Askham seconded, all were in favor, therefore the motion passed.

Ms. Abbuhl moved, effective December 8, 2022, to endorse the proposed job description changes to the Code Compliance Officer position. Further move to endorse the proposed change in title from Code Compliance Officer to Community Planner. Further move to recommend that the Community

Planner job description/title be forwarded to the full Board of Selectmen for approval. Mr. Askham seconded, all were in favor, therefore the motion passed.

Mr. Askham left the meeting.

4) Recruitment for Community for Care Members

Ms. Capriola gave background information on the current status of the Community for Care and how many current members there are as well as how many vacancies they have. Ms. Capriola informed the group of how previous interviews by the Personnel Sub-Committee were conducted for committees appointed by the Board of Selectmen. There was a group discussion on how or if there is a need to narrow the list of candidates. The group decided it would be better to interview all who applied and discussed potential interview dates and times.

5) Recruitment for Board of Assessment Appeals Members

Ms. Capriola gave background on the Board of Assessment Appeals and how that committee functions with alternates appointed by the Board of Selectmen. Ms. Capriola also said that since it is a revaluation year more members can be appointed to handle an expected increase in appeals to be heard. The group discussed potential interview dates and times.

Adjourn

Ms. Abbuhl made a motion to adjourn the meeting at 9:04am. Ms. Mackstutis seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,
Thomas Fitzgerald
Management Specialist