



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee Regular Meeting

Thursday, December 9, 2021

Main Meeting Room, Town Hall, 933 Hopmeadow Street

MINUTES – DRAFT

Members Present: Wendy Mackstutis, Sean Askham, Amber Abbuhl

Staff Present: Maria Capriola, Thomas Fitzgerald

The meeting was called to order at 8:06am.

1) Approval of Minutes

a) November 10, 2021

Minutes approved by consensus between Ms. Mackstutis and Mr. Askham.

2) Rules and Procedures

Ms. Mackstutis stated that this topic is intended to be an open discussion on the Board of Selectmen Rules and Procedures to see if any changes need to be made. Ms. Capriola gave background information on some items that were looked at in early 2020 before they got put on the backburner due to COVID. Ms. Capriola said the Town Clerk is researching what other Towns and their Board of Selectmen/Town Councils do for their meetings.

The group had a general discussion on various parts of the Rules and Procedures. No action was taken and more discussion will be held at future meetings on this topic.

3) Non-Union Compensation

Ms. Capriola gave background information for the Personnel Sub-Committee on how pay ranges are typically established for both Union and Non-Union employees. Ms. Capriola also discussed how those ranges are usually adjusted to reflect the market. There was a discussion amongst members about the market for specialized municipal employees like Department Heads and how having a competitive range plus benefits allows the Town to attract and retain talented individuals to work in Simsbury. The group discussed the Board of Selectmen's role in setting pay ranges and the Town Manager's role in choosing an appropriate salary within that range for Non-union employees. No action was taken on this item; it was for information purposes.

Mr. Askham made a motion to adjourn the meeting at 9:08am. Ms. Abbuhl seconded the motion. The motion passed unanimously.

Respectfully Submitted,
Thomas Fitzgerald
Management Specialist