



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

Regular Meeting

Thursday, September 10, 2020

Virtual Meeting Broadcast Live via SCTV

MINUTES - Approved

Members Present: Eric Wellman, Wendy Mackstutis, Sean Askham

Staff Present: Maria Capriola, Melissa Appleby

The meeting was called to order at 7:31am.

1) Approval of Minutes

The minutes of August 13, 2020 were approved by consensus.

2) Classification work

a) Golf Course Superintendent Job Description

Mr. Wellman said that there are modest changes being proposed to this job description. Ms. Capriola said that with the upcoming retirement of the incumbent, staff is proposing revisions to modernize the job description, as well as some housekeeping changes. Mr. Tyburski noted that there are no new additions to the job description, and that outdated items were removed.

Ms. Mackstutis made a motion effective September 10, 2020 to endorse the proposed modifications to the job description for the Golf Course Superintendent position. Further move that this recommendation be forwarded to the full Board of Selectmen. Mr. Askham seconded the motion. All were in favor and the motion passed unanimously.

b) Town Clerk's Office Reorganization (Oral Update)

Ms. Capriola gave an oral report on forthcoming proposals for the Town Clerk's Office, which will be presented in October. This includes the creation of a new classification of Deputy Town Clerk, as well as updates to the existing job descriptions for the Assistant Town Clerk I and Assistant Town Clerk II positions. She said that with an upcoming retirement in that office, it gives staff the opportunity to evaluate the current positions and staffing structure.

Ms. Appleby said that the proposal will add depth to the office without adding to the head count. The revised structure will allow staff the ability to work to move up, and will provide for succession planning. She noted that the Town Clerk believes that this will be a huge improvement for the office.

Mr. Askham noted that the budgetary impact will be a primary factor in determining how we proceed with this proposal. Mr. Wellman asked how the work of the Town Clerk's Office has changed over the years. Discussion ensued regarding the statutory and non-statutory duties of the Office, as well as technological changes that have impacted the operations of the Office.

Communication Item

1) Memo from M. Capriola RE: Change in Job Title for Business Resource Center Coordinator Position

Ms. Capriola said that the new employee in this role worked with the Library Director and Library Board of Trustees to rebrand the Business Resource Center to the Business and Career Center. The title of the position has edited changed accordingly, to Business and Career Center Coordinator..

Executive Session - Pursuant to CGS §1-200(6)(A): Town Manager Contract Renewal, January 2021 – January 2024

Ms. Mackstutis made a motion to enter into executive session. Mr. Askham seconded the motion. All were in favor and the motion passed unanimously. All members of the committee and Ms. Capriola entered executive session at 7:42am.

Executive Session –Pursuant to CGS §1-200(6)(A), Town Manager's Performance

Ms. Capriola left the meeting for this executive session item.

Executive session ended at 8:42am.

Adjourn

Ms. Mackstutis made a motion to adjourn the meeting at 8:43am. Mr. Wellman seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,
Melissa Appleby
Deputy Town Manager