

From: Susan Mazurski December 27, 2011 3:33:22 PM
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Cc:

Board of Selectmen
Personnel Sub-Committee
October 28, 2011

Minutes of Meeting

FINAL

A meeting of the Board of Selectmen's Personnel Sub-Committee was held at Simsbury Town Hall, 933 Hopmeadow Street, Simsbury, CT 06070 on August 16, 2011. Sub-Committee Members Robert Hensley (Chair) and Lisa Heavner were present. Also present were First Selectman Mary Glassman, Director of Administrative Services Tom Cooke, Library Board Member Joy Himmelfarb, Chief Peter Ingvertsen, Lieutenant Nicholas Boulter and WPCA Superintendent James Clifton.

1. Call to Order

Mr. Hensley called the meeting to order at 8:36 a.m. Mr. Cooke noted for the record that he had not communicated the final meeting time with Mr. Hampton with sufficient notice.

2. Executive Session

On the motion of Ms. Heavner, seconded by Mr. Hensley and passed unanimously, the Sub-Committee went into executive session at 8:36 a.m. with Mr. Cooke and Ms. Himmelfarb present to discuss the potential reclassification of the Business Resource/Reference Librarian position at the Library. Ms. Himmelfarb left executive session at 8:46 a.m., and both Chief Ingvertsen and Lieutenant Bolter entered executive session with the Sub-Committee and Mr. Cooke to discuss the potential addition of a Sergeant position to the Police Department. Chief Ingvertsen and Lieutenant Boulter left executive session at 9:00 a.m. Mr. Clifton joined the Sub-Committee and Mr. Cooke in executive session to discuss the WPCF Operator I position. Mr. Clifton left executive session at 9:10 a.m. Mr. Cooke remained with the Sub-Committee to provide an update on the status of collective bargaining negotiations. On the motion of Ms. Heavner, seconded by Mr. Hensley and passed unanimously, the Sub-Committee came out of executive

session at 9:20 a.m.

3. Discussion and possible recommendation concerning Sergeant position in the Police Department

The Sub-Committee reviewed information provided by Chief Ingvertsen and Lieutenant Boulter that the addition of a “jump” Sergeant position would provide needed additional supervisory coverage for the department and would minimize the use of overtime. The position change would not increase the staff of the Police Department and would provide additional development opportunities for officers. Mr. Hensley questioned the long-term impact of the change on the department’s overtime. Ms. Heavner moved to recommend the addition of the position to the Board of Selectmen. Mr. Hensley seconded the motion and it passed unanimously.

4. Discussion and possible recommendation concerning open WPCF Operator I position

The Sub-Committee discussed the advisability of changing the open position from Operator I to Operator III to ensure that the Water Pollution Control Facility would be able to hire an employee with sufficient skills to perform maintenance reviews of the WPCA’s extensive sewer network. Mr. Hensley moved to recommend to the Board of Selectmen that the WPCA be authorized to hire an Operator III position instead of an Operator I position. Ms. Heavner seconded the motion and it passed unanimously.

5. Update on review of Department of Finance staffing

Mr. Cooke explained to the Sub-Committee that the Director of Finance was finalizing her recommendations with respect to Department’s staffing requirements and some potential proposed changes to the Department’s job descriptions. Mr. Cooke noted that the Department’s need for accounting skills has increased and that technology has provided some efficiencies with respect to other more routine functions. He noted that the proposed job descriptions would take these changes into consideration.

6. Review of unaffiliated staff compensation and possible recommendation

The Sub-Committee reaffirmed its commitment to basing future adjustments on a survey of comparable positions. Mr. Cooke noted that he and Mr. Kimball planned to reach out to the communities identified for comparison to improve benchmarking data.

7. Adjournment

Ms. Heavner moved to adjourn the meeting, Mr. Hensley seconded the motion and it passed. The meeting adjourned at 9:28 a.m.