

From: Susan Mazurski December 19, 2011 2:01:51 PM  
Subject: Personnel Sub-Committee Minutes 12/12/2011 Special Meeting  
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To: SimsburyCT\_PersMin  
Cc:

Board of Selectmen  
Special Meeting of the Personnel Sub-Committee  
December 12, 2011

Minutes of Special Meeting

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A meeting of the Board of Selectmen's Personnel Sub-Committee was held at Simsbury Town Hall, 933 Hopmeadow Street, Simsbury, CT 06070 on December 12, 2011. Sub-Committee Members Lisa Heavner, John Hampton and Sean Askham were present. Also present were Selectman Moira Wertheimer and Director of Administrative Services Tom Cooke.

1. Call to Order

Ms. Heavner called the meeting to order at 6:00 p.m.

2. Pledge of Allegiance

Those present recited the Pledge of Allegiance

3. Public Audience

No residents availed themselves of the opportunity for public audience.

4. Approval of Minutes for August 16, 2011 and October 28, 2011 Meetings

Ms. Heavner reviewed the draft minutes for August 16, 2011 and October 28, 2011 and made a correction to the August 16 minutes. The minutes as revised were approved by Ms. Heavner.

5. Establish Regular Meeting Dates for 2012

Mr. Cooke proposed the following dates for the Regular Personnel Sub-Committee meetings for 2012:

Monday, March 12, 2012  
Monday, April 23, 2012  
Monday, July 9, 2012  
Monday, September 10, 2012  
Wednesday, November 14, 2011

The Committee noted that as these meetings precede the regular Board of Selectmen meetings, which start at 7:00 p.m., the regular Personnel Sub-Committee meetings should be scheduled for 6:00 p.m. to allow sufficient time. Mr. Hampton moved to approve the proposed meeting dates with a 6:00 pm. start time. Mr. Askham seconded the motion and it passed unanimously.

6. Consideration and Possible Recommendation of Salary Ranges for Positions of Police Chief, Town Engineer, Director of Culture, Parks and Recreation, Director of Community Development (Planning), Director of Public Works, Library Director, Human Resources/Risk Manager and Executive Assistant

The Sub-Committee reviewed information contained in a December 7, 2011 from Mr. Cooke entitled "Salary Ranges for Non-Union Town Employees and Proposed Market Rate Adjustments." Mr. Cooke noted that in March, 2011 the Personnel Sub-Committee and the Board of Selectmen had endorsed development of a market-based compensation system for unaffiliated Town employees, replacing a forty-four step "grade" system, and that twelve comparator Towns had been identified for the purpose. As part of the process of hiring a Director of Finance/Treasurer, a market study was undertaken and a salary range was established for the Director of Finance/Treasurer position using the new system. The salary range was approved by the Personnel Sub-Committee and the Board of Selectmen.

Mr. Cooke explained that the same methodology was employed to determine appropriate salary ranges for the above-referenced positions.

The Sub-Committee reviewed the recommended salary ranges and the underlying salary data (which was compiled from a number of sources, including the Conference of Connecticut Municipalities' (CCM) most recent salary survey data, a recent survey compiled by the Connecticut Town and City Management Association (CTCMA), a survey prepared by the Town of Glastonbury and telephone calls to municipalities to verify information and to obtain missing information.

In discussion, the members of the Sub-Committee confirmed that the ranges were established based on the underlying positions and not on the Town personnel currently performing in those positions. Mr. Cooke was instructed to make clear that the creation of the ranges did not constitute

a recommendation for or against salary adjustments for Town employees.

After a review of the proposed ranges and the underlying data supporting the proposed data in the Memorandum, Mr. Hampton moved for the approval of all of the salary ranges as proposed. Mr. Askham seconded the motion and it passed unanimously. Ms. Wertheimer, who will serve on the Personnel Sub-Committee in 2012, indicated that she supported the Sub-Committee's decision. The approved ranges are as follows:

Position	Proposed Low	Proposed High
Police Chief	\$80,000	\$130,000
Finance Director/Treasurer (same)	\$80,000	\$130,000
Town Engineer	\$80,000	\$120,000
Director of Culture, Parks & Recreation	\$115,000	\$70,000
Director of Community Development (Planning)	\$120,000	\$75,000
Director of Public Works	\$80,000	\$120,000
Library Director	\$70,000	\$105,000
Deputy Director of Administrative Services	\$65,000	\$95,000
Executive Secretary	\$50,000	\$70,000

7. Consideration and Possible Recommendation of Title Change and Salary Adjustment for Human Resources/Risk Manager Position

The Personnel Sub-Committee then considered a recommendation to change the title and job description for the position of Human Resources/Risk Manager, renaming the revised position "Deputy Director of Administrative Services." Mr. Cooke explained that the scope of the position had expanded considerably, including new communications responsibilities and expanded budget preparation and pension administration functions as reflected in the revised job description. Upon questioning from the Sub-Committee, Mr. Cooke confirmed that the position as described was necessary to the proper functioning of the First Selectman's Office. Mr. Hampton moved approval of the revised position description and title, and Mr. Askham seconded the motion. It passed unanimously, with Ms. Wertheimer indicating her agreement.

With respect to the proposed salary adjustment, the Sub-Committee reviewed

data showing that the current salary was well below the adopted salary range for the revised position. Mr. Cooke noted that the incumbent, Sean Kimball, had received a job offer for a similar position that was in the market reference range, and that the proposed salary increase of \$12,000 was necessary for retention purposes – one of the primary objectives of establishing appropriate salary ranges. The Sub-Committee asked how the increase would be funded and Mr. Cooke indicated that sufficient funds were available with the elimination of a part-time position in the First Selectman's office, and that a budget increase would not be necessary to cover the adjustment. With this information in hand, Mr. Askham made a motion to approve the proposed salary adjustment, conditioned upon elimination of the part-time position to provide sufficient funding. Mr. Hampton seconded the motion and it passed unanimously, with Ms. Wertheimer indicating her agreement.

#### 8. Consideration and Possible Recommendation of Salary Adjustment for Director of Public Works Position

Mr. Cooke stated that, based on the salary study, the current salary for the Director of Public Works is low in the adopted market reference range and significantly below the median salary for the position. He noted that the goal of the current salary recommendations was to make sure that incumbent employees were at an appropriate point within the salary ranges for their positions, increasing the likelihood of their retention. He noted that at least one of the comparator Towns was searching for a Public Works Director with a competitive salary range. The Sub-Committee discussed the appropriate point within the salary range for the position and asked whether or not a performance review had recently been completed. Mr. Cooke stated that the Town was about to launch its performance review process and that there was no recent review for the incumbent, Tom Roy. A discussion of Mr. Roy's performance over the past year, including but not limited to the response to the recent October storm, ensued. Mr. Cooke stated that funding was available for the position from the unnegotiated salary portion of the Town's budget. After reviewing all of the information presented, Mr. Hampton recommended that the Director of Public Works salary be increased by \$5,500 as recommended by Mr. Cooke. Mr. Askham seconded the motion, which passed unanimously and with the support of Ms. Wertheimer.

#### 9. Consideration and Possible Recommendation of Salary Review Process in Connection with Budget Process for Fiscal Year 2012-2013

The Personnel Sub-Committee discussed the propriety of reviewing the salaries for other positions in connection with the Town's annual performance review process and the Town's budget process. It further discussed the possible use of other rewards alternatives to salary

increases. Mr. Cooke stated that a review of compensation would be included in the budget process and that any and all recommendations would be presented to the Personnel Sub-Committee.

10. Adjournment

Mr. Askham moved to adjourn the meeting, Mr. Hampton seconded the motion and it passed unanimously. The meeting adjourned at 6:53 p.m.