Town of Simsbury

BOARD OF SELECTMEN
Personnel Sub-Committee
Special Meeting – February 23, 2017
7:30 AM – Simsbury Town Offices – Board of Education Conference Room

Minutes
(Completed by Chair Chris Kelly)

1. **Call to Order**

The meeting was called to order at 7:30 AM by Sub-Committee Chair Chris Kelly. Present were Selectmen Sean Askham and Cheryl Cook. Also present were Director of Administrative Services Tom Cooke, and Director of Finance Sean Kimball.

2. **Pledge of Allegiance**

3. **Public Audience**

No comments were made in public audience

4. **Review of Minutes**

There were no minutes reviewed at the meeting.

5. **Proposed Change in Position Classification and Description – Finance Specialist**

There has recently been a review of the Finance Specialist position which has resulted in two proposed actions.

1) The position entails a broader set of responsibilities than are currently in the job description. The job description has been updated to reflect the full set of duties and skill set.

2) The position was reviewed against similar positions in other towns. What was discovered is that this position incorporates duties that often are fulfilled by two or three roles in other towns. However, the compensation for the positions is higher than the range Simsbury is paying and a recommendation has been made to change the classification from T6 step 10 to

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T10 step 4. This changes the hourly wage of the person in the role from $28.19 to $29.85. The estimated annual cost for this year is $2,500.

Cheryl Cook moved that we approve the proposed changes and reclassification from T6 – T10 effective January 1, 2017. Sean Askham Seconded. The motion passed unanimously.

6. Town Manager Recruitment and Hire

    a. Review and establish timeline for recruitment and hire

	Key Project	Time Frame
1	Identify Timeline, Process, Participants for Each Stage	February - March 27 B.O.S.
2	R.F.P. Development	February – April 12 B.O.S.
3	Hire of Consulting Firm	March 27 – May 8 B.O.S.
4A	Recruitment and Hire Offer	April 24 – October 11 B.O.S.
4B	Formal Appointment of Town Manager – 2017 – 2019 B.O.S.	December 4
5	T.M. Salary and Benefit Package	February – September 11 B.O.S.
6	First Selectperson Stipend	February – December 4 B.O.S.
7	Town Manager Job Description	February – May 22 B.O.S.
8	Review and Edit Impacted Job Descriptions	February – December 4 B.O.S.
9	Hire Temporary Town Manager (If needed)	February – December 4 B.O.S.
10	Town Manager Annual Review Structure	February – August 14 B.O.S.
11	Employee Guide/Personnel Rules Edits	February – March 2018

    The group discussed the above timeline, with a focus on when would we want to have new town manager hired? Some key elements of this discussion were:
- Chris presented the timeline on the assumption that a candidate would be available for appointment the first meeting of the next Board of Selectmen, which is December 4, 2017. This is the goal that he feels was the informal direction that the Board of Selectmen gave to the Personnel Subcommittee. Chris framed the discussion that the new town manager cannot be appointed until the next B.O.S. takes over which is December 4, 2017. The question is if the goal is to have a candidate they can appoint that evening, or if they need the final interviewing process to overlap with the new board so that they can be more involved with the final interviews and have more ownership of the final decision. If a town manager was selected by the current board and an agenda item to appoint was on the agenda of the December 4th meeting, the new board could reject the recommendation. On the other hand the quicker a person is named to the position the better for the transition. As the next board is accountable to appoint the individual, is it inappropriate for the current board to do 99% of the effort? Chris also pointed out that an assumption has existed that hiring earlier in the year will provide the best window for finding candidates willing to interview (not in the middle of the budget cycle) and allows the new Town Manager the best ability to manage the full budget process.
- The group after discussion came to consensus around the following:
  - Although it is the charter changes are clear that the next board appoints the town manager, it does not limit the current board from managing the recruitment.

- The current board has a responsibility to manage the process effectively up to the final, or close to final decision.
- There is a strategic advantage to having a new manager start earlier in the year vs. later, and especially so to effectively learn and manage the budget development process.
- If the process is transparent and managed well, the ultimate candidate should have the support of the new board and the risk of a new board not approving the candidate should not be high. This will be reinforced with any continuity of membership from the current board to the next.

- Sean Askham moved and Cheryl Cook seconded a motion to recommend to the Board of Selectmen that the recruitment process result in a candidate being ready to be appointed at the first meeting of the new Board on December 4th 2017. The motion passed unanimously.

b. Review and establish full project task list
- As an extension of the above discussion the group agreed to the detailed project list for the hiring of the manager and agreed to review it with the Board of Selectmen. The one clarification was to make sure that the date for the first meeting of the new Board of Selectmen is correct. The correct date ends up being December 4th.

c. Discussion of and possible action on RFP for executive search firm
- A draft R.F.P. was developed by Tom Cooke. This draft was informed by reviewing the RFP's for West Hartford, Oberlin Ohio, Sudbury MA, and Kingsville Texas.
- Comments from the subcommittee included:
  i. Chris Kelly suggested that we be explicit of wanting to have focus groups as part of the process of developing the candidate profile. It is inherent in the process, but would be good to spell out this as a clear expectation.
  ii. Sean Kimball suggested that the required insurance level be reduced as what is in the RFP draft is higher than some of the legitimate firms we may want to participate will have.
  iii. A suggestion was made to put the suggested hire date into the R.F.P., which would be December 4th, 2017.
- A motion was made by Sean Askham and seconded by Cheryl Cook to recommend the R.F.P. with the three suggested changes to the Board of Selectmen. The motion was approved unanimously.
- Tom Cooke pointed out that as there will be a need for some closed meetings during the recruitment process, as well as public meetings, that it is recommended that we set up a formal "executive search committee" as defined by CGS 1-200(2). This creates the framework for a recruiting process that is legally consistent with the public disclosure requirements of the statute.
  i. The group discussed that the Board of Selectmen as a whole will be involved in the recruiting process and that it would be appropriate to add Tom (Director of Administrative Services). This list could be expanded at a further point, but defines the core group at the front of the process.
  ii. Cheryl Cook moved and Sean Askham seconded a motion to appoint the Board of Selectmen, and Director of Administrative Services as the

"executive search committee" as defined by CGS 1-200(2). The motion passed unanimously.

7. **Next Meeting**
   - The group discussed the meeting schedule. There is a possibility that the meeting scheduled for March 15th may need to be rescheduled as Sean may be out of town. He will confirm this. Also, the meeting scheduled for March 23rd will need to end at 8:00 for Sean. The group agreed to schedule that meeting for 7:00 – 8:00 AM.

8. **Adjournment**

   - Sean Askham moved and Cheryl Cook seconded the adjournment of the meeting at 8:45 AM. The motion passed unanimously.