



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Sean M. Kimball – Deputy Director of Administrative Services

BOARD OF SELECTMEN

Personnel Sub-Committee – Special Meeting

Wednesday, October 14, 2015

**6:30 PM – Simsbury Town Hall – Main Meeting Room
933 Hopmeadow Street**

MINUTES

1. Call to Order

The meeting was called to order at 6:30 p.m. Personnel Sub-Committee Chair Chris Kelly and Sub-Committee members Sean Askham and Cheryl Cook were present. Tom Roy (Director of Public Works), Tom Cooke (Director of Administrative Services) and Sean Kimball (Deputy Director of Administrative Services) were also present.

2. Pledge of Allegiance

3. Public Audience

There were no speakers at Public Audience.

4. Review of Minutes

a) Regular Meeting – September 16, 2015

There were no changes to the minutes of September 16, 2015 as submitted.

5. Approval of New and Updated Job Descriptions

a) Senior Building Maintainer

Mr. Roy explained that the purpose of the position as proposed was to identify an employee to be responsible in the event that Mark Rustic, Supervisor of the Maintenance Department, was not available. The position would improve succession planning. Mr. Roy and Mr. Kimball stated that the position had been provided for in the 2015-2016 budget. Mr. Cooke noted that the Town was in the process of responding to a demand to negotiate from the union.

Mr. Askham moved approval of the Senior Building Maintainer position description and Ms. Cook seconded the motion. The motion passed unanimously.

b) Project Administrator – DPW

Mr. Roy and Mr. Kimball stated that this was a new position which had been approved to start on January 1, 2016 during the budget process for the 2015-2016 fiscal year. Discussion ensued concerning the purpose of the position.

Mr. Askham moved approval of the Senior Building Maintainer position description and Ms. Cook seconded the motion. The motion passed unanimously.

c) Administrative Secretary II – WPCF

Mr. Roy and Mr. Kimball explained that the duties of the only secretarial position for the Water Pollution Control Facility have increased in complexity over time and that they more closely resemble the functions performed by the existing Administrative Secretary II – DPW position. The proposed job description incorporates these changes and adds responsibilities, including the preparation of grants and assistance with departmental budget document preparation. They confirmed that due to other personnel changes including a retirement the change would be budget neutral.

Ms. Cook moved approval of the Administrative Secretary II – WPCF position description and Mr. Askham seconded the motion. The motion passed unanimously.

6. Adjourn

Mr. Askham moved to adjourn the meeting and Ms. Cook seconded the motion. The motion passed unanimously and the meeting adjourned at 6:50p.m.