



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee Regular Meeting

Thursday, February 13, 2020

Main Meeting Room, Town Hall, 933 Hopmeadow Street

MINUTES - ADOPTED

Members Present: Eric Wellman, Wendy Mackstutis, Sean Askham (by phone)

Staff Present: Melissa Appleby, Thomas Fitzgerald

The meeting was called to order at 7:30am.

1) Draft-Anti Harassment Policy

Staff noted that the current version of the draft policy does not reflect any substantive changes but did have quite a few grammar and other edits by the Town's labor counsel. The paragraph that states how to report alleged harassment against the Town Manager was discussed as the Sub-Committee wants to make sure any allegation gets to them. Staff will amend the relevant paragraph on page 4 to clarify this. A motion to forward the policy to the Board of Selectmen was made by Mr. Askham, seconded by Ms. Mackstutis, with all in favor.

2) Vacancies and Reappointments to Boards, Commissions and Committees for Personnel Sub-Committee - Update

The group reviewed the list of names for reappointment to the Technology Task Force. There was discussion on the history of the Task Force including the number of members originally appointed. It was noted that there is no official record regarding the number of membership slots, but that the committee has traditionally had eleven members. The Personnel Sub-Committee would like for staff to recommend how to use the Technology Task Force in the future to get the most out of the membership.

A motion to forward the 8 names for reappointment to the Technology Task Force was made by Ms. Mackstutis, seconded by Mr. Askham, with all in favor.

Scheduling interviews for vacant Technology Task Force membership slots was tabled until a clearer direction on the group is identified. The group will look to schedule interviews for the applications for the Board of Assessment Appeals.

There was discussion of the draft EDC volunteer advertisement. Staff informed the group that they will need to fill a spot vacated by a member of the Republican Party. The ad will be placed on the Town's website and distributed to the Chamber of Commerce and Main Street Partnership since the new member should be from the business community.

3) Classification and Compensation Work – Accountant Position (Oral Report)

Staff provided an update on the classification and compensation work related to the re-authorized accountant position, which hasn't been filled since December 2013. Staff will bring the job description before the Sub-Committee at an upcoming meeting.

4) Approval of Minutes

The minutes of January 9, 2020 were approved by consensus.

Adjourn

The meeting adjourned at approximately 7:57am.

Respectfully Submitted,
Thomas Fitzgerald
Management Specialist