



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## **Personnel Sub-Committee Regular Meeting**

Thursday, March 12, 2020

Main Meeting Room, Town Hall, 933 Hopmeadow Street

### **MINUTES - ADOPTED**

**Members Present:** Eric Wellman, Wendy Mackstutis, Sean Askham

**Staff Present:** Maria Capriola, Tom Tyburski, Orlando Casiano

The meeting was called to order at 7:35am.

#### **1) Classification and Compensation Work**

Staff reviewed the proposed classification, job description and pay range for the part-time Recreation Coordinator position. Mr. Askham made the motion, seconded by Ms. Mackstutis “to endorse the creation of the position classification of Recreation Coordinator and the job description presented. Further move to endorse an hourly pay range for the Recreation Coordinator position of \$25.13-\$30.03.” Motion passed unanimously.

Ms. Capriola reviewed the proposed job description and pay range revisions for the full-time Accountant position. Mr. Askham made the motion, seconded by Ms. Mackstutis “to endorse the proposed modifications to the job description and the proposed pay grade for the Accountant position.” Motion passed unanimously.

#### **2) Pension Plan Overview**

Ms. Capriola provided an overview of the Town’s pension plans and statistics regarding enrolled employees. Discussion occurred.

#### **3) Technology Task Force Vacancies**

Staff will follow-up with applicants and inquire about their experience with cyber security. The Personnel Sub-Committee will plan to interview candidates with cyber security experience.

#### **4) Town Manager Employment Agreement**

Ms. Capriola stepped out of the meeting during discussion of this item. Sub-Committee members discussed this topic and process.

#### **5) Approval of Minutes**

The minutes of February 13, 2020 were approved by consensus.

#### **Adjourn**

The meeting adjourned at approximately 8:28am.

Respectfully Submitted,  
Maria Capriola  
Town Manager