



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee Regular Meeting

Thursday, June 11, 2020

Virtual Meeting Broadcast Live via SCTV

MINUTES - DRAFT

Members Present: Eric Wellman, Wendy Mackstutis, Sean Askham

Staff Present: Chief Boulter, Maria Capriola, Tom Fitzgerald, Eric Gomes

Other Interested Parties: Mike Long

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

1) Approval of Minutes

The minutes of May 20, 2020 were approved by consensus.

2) Deputy Chief Classification

Chief Boulter gave an overview of the Deputy Chief of Police position. It will be a 2nd in command role that allows the department to implement succession planning for the future. The Chief reviewed the job description of numerous external towns, had discussions with the Police Commission and the Town Manager's Office in an effort to create the proposed job description presented. The Personnel Sub-Committee members discussed the presented material.

The Chief touched on the process of the salary benchmarking that was conducted. Ms. Capriola indicated that the proposed salary range falls within the adopted budgeted amount for FY 2020/2021 for the position.

Mr. Long spoke on behalf of the Police Commission and said that they feel the salary range is too narrow and doesn't allow a lot of room for growth if it is capped at the proposed range. Ms. Capriola gave an update on how non-union staff are not in a standard step and scale pay structure like other positions in town and that the GWI they receive is based off of a performance review. She also reviewed how adjustments are made to the range when the GWI analysis is conducted.

Mr. Askham motioned to endorse the creation of the proposed Deputy Chief classification and the job description as presented. He further moved to endorse the proposed salary range for the position. Ms. Mackstutis seconded, and all were in favor.

3) Proposed Town Manager Goals for FY 20/21

Ms. Capriola presented the Personnel Sub-Committee her draft goals for 2020/2021. The Personnel Sub-Committee members discussed the goals as presented and potential additions.

Ms. Mackstutis motioned to forward the proposed Town Manager goals to the full Board of Selectmen. Mr. Askham seconded and all were in favor.

Ms. Capriola left the meeting

4) Town Manager Employment Agreement

Mr. Wellman mentioned that the Town Manager's original contract signed in January 2018 was a three year contract and is currently up for discussion on an extension. Mr. Wellman stated he has heard from 8 people including some written and some verbal responses about the Town Manager's contract.

Mr. Askham, Ms. Mackstutis and Mr. Wellman all discussed their views on how the transition to a Town Manager has gone over the last two and a half years.

Mr. Askham motioned to recommend a contract extension for Town Manager Maria Capriola to the full Board of Selectmen. Ms. Mackstutis seconded, all were in favor.

Ms. Capriola returned to the meeting

Adjourn

Ms. Mackstutis motioned to adjourn the meeting. Mr. Askham seconded, all were in favor. The meeting adjourned at 9:05am.

Respectfully Submitted,
Thomas Fitzgerald
Management Specialist