



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## **Personnel Sub-Committee**

October 13, 2022

8:00AM

Main Meeting Room, Town Hall, 933 Hopmeadow Street

## **REGULAR MEETING AGENDA**

### Call to Order

- 1) Approval of Minutes
  - a) July 7, 2022
  
- 2) Proposed Revisions to Personnel Policies
  - a) FMLA Policy
  - b) Anti-Violence Policy
  - c) Anti-Harassment Policy
  - d) Drug-Free Workplace
  - e) ADA Policy
  
- 3) Executive Session – Pursuant to CGS 1-200 (6) and 1-210(b)(9), Proposed Bargaining Unit Change for Certain Supervisory Positions

### Adjournment



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**Personnel Sub-Committee  
Special Meeting  
Thursday, July 7, 2022  
Main Meeting Room, Town Hall**

**MINUTES**

**Members Present:** Wendy Mackstutis, Amber Abbuhl, Sean Askham (by phone)

**Staff Present:** Maria Capriola, Melissa Appleby, Cheryl Gross, Colleen O'Connor

The meeting was called to order at 8:03am.

**1) Approval of Minutes – May 12, 2022 and June 9, 2022**

The minutes of May 12, 2022 and June 9, 2022 were approved as presented by consensus.

**2) Revenue Technician Classification and Memorandum of Agreement**

Ms. Capriola said that staff followed the normal method for processing the reclassification request, including data analysis and discussion with the union. It was determined that a reclassification is warranted. The position is currently at a T4 and staff is proposing a reclassification to T7. Ms. Capriola said that the job description and external benchmarking data is included in the packet.

Ms. Abbuhl made a motion to approve the creation of the Revenue Technician job classification and job description as presented. Further move to establish the position at grade T7 of the secretarial, clerical and employees pay plan. Further move to endorse authorization of the Town Manager to enter into a memorandum of agreement codifying the terms of the tentative agreement on the matter with the union and the incumbent. Further move to forward this recommendation to the full Board of Selectmen for review and consideration. Mr. Askham seconded the motion. All were in favor and the motion passed unanimously.

**3) FY22/23 Non-Union Compensation**

Ms. Capriola said that this is the recommendation for the annual general wage increase. She noted that there were health insurance plan design changes made for this group last year, so the recommended changes are only in regards to the general wage increase. She said that we budgeted a 2.35% increase for unaffiliated staff in the contingency line item, and that this amount is consistent with statewide data. Ms. Capriola said that increases for internal groups range from 2.25%-2.35%. She reminded the group that if approved, and upon satisfactory performance reviews, the increases will be retroactive to July 1. For individuals in a probationary status, increases will be prospective, pending a satisfactory performance review. Ms. Abbuhl noted that the FY23 salaries for the newly approved positions are accurate and will not require adjustment; Ms. Capriola confirmed.

Ms. Abbuhl made a motion to recommend to the full Board of Selectmen a 2.35% general wage increase for unaffiliated staff effective July 1, 2022 pending a satisfactory yearly performance

evaluation, and that the salary ranges for those classifications be adjusted as presented. Further move to have the proposed general wage increase forwarded to the full Board of Selectmen. Further move to recommend to the full Board of Selectmen a 2.35% general wage increase for unaffiliated staff in a probationary status be applied upon successful completion of their probationary period. Mr. Askham seconded the motion. All were in favor and the motion passed unanimously.

**4) Town Manager FY 21/22 Performance Review Process Timeline**

Ms. Capriola said that the proposed timeline takes into account the 360 review process that is underway, and that this pushes out the timeline by about two weeks. Ms. Mackstutis asked for more information on the external stakeholders that will participate in the 360 review process. Ms. Capriola said that there would be 13 stakeholders asked to participate, such as the Farmington Valley Health District, Fire District, Main Street Partnership, Chamber of Commerce, Performing Arts Center, Schools Superintendent, and various board and commission chairs. Ms. Capriola said that there will be approximately 30 internal stakeholders asked to participate, including department heads and division heads. Ms. Mackstutis said that this will provide a well-rounded picture. Ms. Abbuhl noted that the primary change from the last time this survey was conducted is the inclusion of the external stakeholders.

Mr. Askham noted that 360 reviews are not intended to be used for performance management; rather, they are intended as a tool for professional development. The intent is not for the Board of Selectmen to use the results to manage the Town Manager, but the results should be used by the Town Manager for professional growth. Further discussion ensued regarding how the results will be used. There was consensus that if themes emerge that do not align with the Board of Selectmen’s own observations and performance evaluation of the Town Manager, those items should be explored further.

**5) FY22/23 Town Manager Goals**

Ms. Capriola said that this is a first draft of goals that address upcoming needs and Board of Selectmen priorities. She noted that while the goals are for her position, they are reflective of the organization’s goals as a whole. She said that she kept the goals grouped by category, and that she took the first attempt at prioritizing them.

Ms. Mackstutis noted that the Board of Selectmen has not yet finalized its goals, and asked how that impacts the Town Manager’s goals. Ms. Capriola said that she looked through the rankings of the Board of Selectmen’s draft goals, and tried to strike a balance between items for which there was clear consensus with those that were highly ranked by individual Selectmen. Brief discussion ensued regarding a few of the items on the draft list, including DEI and long-range capital planning.

Ms. Mackstutis said that the Board of Selectmen should discuss their goals prior to adopting the Town Manager goals, to make sure they align. Both items are on the July 11 Board of Selectmen agenda. There was consensus that the goals should be wrapped up in July so that the Town Manager has clear direction for the new fiscal year that began July 1.

**6) HR Special Projects**

Ms. Mackstutis introduced the employee survey concept. Ms. Capriola provided an overview of workforce trends, including recruitment difficulties and the status of the work environment since the pandemic began. She said that the survey could help frame how to continue being a competitive employer. Ms. Mackstutis asked about the process for developing and implementing the survey. Ms. Capriola said that there are consultants who perform this type of work, and that staff will do some

research over the summer regarding costs, preparing for a year-end transfer request, and preparing for a RFP process.

Discussion ensued regarding the purpose of the survey and the type of information to be collected. Ms. Capriola said that she is interested in evaluating how the pandemic has impacted the way employees feel about their work in local government, as well as how to be an attractive employer.

In regards to the revisions to the Personnel Rules and Regulations, Ms. Capriola said that staff will need assistance with that project. She said that staff will gather information on potential costs in preparation for a year-end transfer request.

### **Adjourn**

Ms. Abbuhl made a motion to adjourn the meeting at 8:54am. Mr. Askham seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,  
Melissa Appleby  
Deputy Town Manager