



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

May 11, 2023

8:00AM

Virtual Format Only

REGULAR MEETING AGENDA

Call to Order

- 1) Approval of Minutes
 - February 9, 2023 Regular Meeting
- 2) Community for Care (C4C) Recruitment
- 3) Economic Development Commission Recruitment
- 4) FY 23/24 Non-Union Compensation
- 5) Executive Session:
 - a) Pursuant to General Statutes section 1-200(6)(A) To discuss personnel matter & compensation regarding Police Chief
 - b) Pursuant to General Statutes section 1-200(6)(E) to discuss labor negotiations and strategy with AFSCME and CSEA
- 6) Adjournment



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Personnel Sub-Committee
Regular Meeting
Thursday, February 9, 2023
Zoom

MINUTES

Members Present: Wendy Mackstutis, Amber Abbuhl, Sean Askham

Staff Present: Maria Capriola, Tom Fitzgerald

The meeting was called to order at 8:00am.

1) Board of Assessment Appeals Appointment Recommendations

Ms. Mackstutis gave a background on the process so far including that candidates were interviewed on January 24, 2023. Mr. Askham moved, effective February 9, 2023, to endorse the appointment of Sheree Landerman, and Kenneth Kats as alternate members to the Board of Assessment Appeals with terms expiring December 4, 2023. Further move to endorse the appointment Shannon Shinskie as an alternate member to the Board of Assessment Appeals with a term expiring December 1, 2025. Further move, to forward appointments to the full Board of Selectmen for review and consideration. Ms. Abbuhl seconded the motion. All were favor and the motion passed unanimously.

2) Community for Care (C4C) Recruitment

Ms. Capriola gave background information on the Community for Care recruitment. 4 of the 17 candidates that were contacted submitted written responses to the questions sent out. There are 5 open spots on the committee at the moment. There was discussion on the interview date and time for the 4 respondents.

3) Employee Satisfaction Survey CNR Request and RFQ

Ms. Mackstutis described this item including examples from communities across the country that she has found. There was group discussion on the process, price, and where it might fit in the upcoming budget environment. It was discussed that the number of employees intended to survey would affect the total cost.

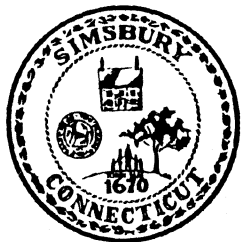
4) Approval of Minutes

The minutes of the January 12, 2023 regular meeting and the January 24, 2023 special meeting were approved by consensus.

Adjourn

Mr. Askham made a motion to adjourn the meeting at 8:16am. Ms. Abbuhl seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,
Thomas Fitzgerald
Management Specialist



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Maria E. Capriola - Town Manager

To: Personnel Sub-Committee
From: Maria Capriola, Town Manager
Cc: Leadership Team
Date: April 29, 2023
Re: FY 23/24 Non-Union Compensation

Background

General Wage Increase and Salary Ranges

Section 903 of the Town Charter states that “the salaries, wages, or other compensation of all officers and all employees of the Town...shall be determined by the Board of Selectmen.” The Town negotiates wage increases for its union employees during the collective bargaining process. Recommended changes in compensation and/or benefits for unaffiliated positions have been brought to the Personnel Subcommittee, then to the full Board of Selectmen for consideration.

The attached spreadsheet shows current pay rates of our unaffiliated positions, as well as the classification salary ranges. The column to the right of the current wages shows the scenario of a proposed 2.4% general wage increase, along with appropriate market adjustments to ensure our ranges remain fair and competitive. This increase was budgeted in the FY 23/24 budget.

I recommend that a GWI be effective July 1, 2023 for non-union employees. The GWI would be awarded so long as the employee received a satisfactory rating on their annual performance review. Prior to leaving my role I completed reviews for my direct reports. For any position that is not a direct report to the Town Manager they still need to undergo the review process and receive a satisfactory rating by their supervisor. This is consistent with past practice.

- *Internal Comparison*

The negotiated general wage increase for FY 23/24 for IBPO is 2.35% and for Dispatchers is 2.5%. We are currently negotiating with AFSCME and the CSEA units.

Generally we try to keep GWIs for both union and non-union staff similar but there have been differences in the past.

- *External Comparison*

CCM data from April 2023 indicates that the average FY 23/24 state-wide general wage increase for negotiated contract settlements is 2.44% with a mode of 2.5%. The proposed 2.4% is comparable with averages for state-wide data.

We also engaged in a benchmarking analysis amongst our comparable communities and have recommended adjustments to the minimum and maximum ranges on a number of positions as a result.

Notes

Since we are continuing to share Financial Management Services with the Board of Education, two scenarios are presented for the Finance Director position (Town only, Town and BOE combined). Effective July 1st, the Board of Education will compensate the Town for 30% of salaries for shared financial management positions with the “town” as a home base: Finance Director, Budget Director, Deputy Finance Director, Accountant. The first two positions are non-union and included in the attached.

Consistent with past practice, I am recommending that unaffiliated employees in a probationary status be awarded the GWI prospectively, upon successfully completing probation.

Financial Impact

Based on CCM salary data for negotiated settlements that was available during budget preparation, we budgeted 2.4% in contingency for a general wage increase for our unaffiliated employees. We also budgeted the estimated impact of the wage increase on payroll taxes in the appropriate benefits line item for FY 23/24. The estimated impact of the 2.4% general wage increase in FY 23/24 would be \$67,260 or \$72,406 when payroll taxes are factored¹ in.

Recommendation

I am recommending that a general wage increase of 2.4% for the Town’s non-union staff be endorsed for FY 23/24. I am seeking for a recommendation to be forwarded to the full Board of Selectmen for consideration at your May 22, 2023 meeting.

Suggested Motions

If the Personnel Sub-Committee is in support of the recommendations regarding wages, the following suggested motions are in order:

Move, to recommend to the full Board of Selectmen a 2.4% general wage increase for unaffiliated staff effective July 1, 2023 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.

Move, to recommend to the full Board of Selectmen a 2.4% general wage increase for unaffiliated staff in a probationary status be applied upon successful completion of their probationary period.

¹ 6.2% for social security, 1.45% for Medicare

Attachments

- 1) Unaffiliated Salary Chart

Position	FY 22/23 (2.35%)			Proposed FY 23/24 (2.4%)		
	Minimum	Maximum	Current	Minimum	Maximum	Proposed
Chief of Police	89,677	151,218	151,218	96,829	159,847	159,847
Deputy Chief of Police	130,677	137,425	137,425	133,813	140,723	140,723
Deputy Town Engineer	97,233	122,820	122,820	99,566	125,768	125,768
Deputy Town Manager	106,491	145,725	119,831	109,047	149,222	109,047
Budget Director	93,500	114,465	114,465	95,744	117,212	117,212
Director of Culture, Parks and Recreation	78,467	128,910	126,108	95,000	135,000	129,135
Director of Finance	89,677	151,218	151,218	125,000	168,000	154,847
<i>Director of Finance Shared with BOE</i>	98,644	166,339	166,339	101,012	170,331	170,331
Director of Planning and Community Development	84,072	134,515	127,938	95,000	145,000	131,008
Director of Public Works/Town Engineer	127,938	161,713	161,713	131,008	165,594	165,594
Employee Benefits & Human Resources Coordinator	61,653	84,072	81,757	63,132	86,090	83,719
Library Director	78,467	121,295	121,295	89,050	132,906	132,906
Management Specialist	65,778	87,703	71,259	67,356	89,808	72,969
Outreach Worker	No Min	20.90	20.47	No Min	21.40	20.96
Recreation Coordinator	25.72	30.74	25.72	26.34	31.47	26.34
Accreditation Specialist	31.75	42.33	42.32	32.51	43.35	43.34
Information Technology Support Specialist	34.74	41.52	38.32	35.57	42.52	39.24
Property Appriaser	37.09	44.32	37.96	37.98	45.38	38.87
Youth and Family Social Worker	72,059	86,119	73,752	73,788	88,186	75,522
Librarians (Adult, Childrens - PT)	28.16	30.96		28.84	31.70	

Notes:

The Outreach Worker, Recreation Coordinator, and Librarians are part time and hourly

As with past practice, non-union employees in a probationary status would be eligible for the GWI upon successful completion of their probator

Proposed market range adjustments and salary adjustments for the Chief and Library Director

Proposed market range adjustments to Dir. Parks and Rec, Planning, and Finance Director (town only) classifications

Effective July 1st the Board of Education will compensate the Town for 30% of the salaries for the Finance Director and Budget Director