



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

February 9, 2023

8:00AM

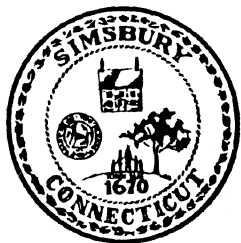
Virtual Format Only

REGULAR MEETING AGENDA

Call to Order

- 1) Board of Assessment Appeals Appointment Recommendations
- 2) Community for Care (C4C) Recruitment
- 3) Employee Satisfaction Survey CNR Request and RFQ
- 4) Approval of Minutes
 - January 12, 2023 Regular Meeting
 - January 24, 2023 Special Meeting

Adjournment



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Maria E. Capriola - Town Manager

To: Personnel Sub-Committee

From: Maria E. Capriola, Town Manager

Date: February 9, 2023

Re: Proposed Appointment of Alternate Members to the Board of Assessment Appeals

Background

A Town ordinance, Assessment Appeals Board, took effect April 22, 2016. Chapter 5-2 provides that, "The Board of Selectmen may, upon the request of the Simsbury Board of Assessment Appeals, appoint additional regular members to the Simsbury Board of Assessment Appeals to serve on the Board for any assessment year." Chapter 5-1 further provides that, "The Board of Selectmen may appoint an alternate for each member of the Board of Assessment Appeals. Each alternate member shall be an elector of the Town of Simsbury. When seated, an alternate member shall have all the powers and duties of a member of the Board of Assessment Appeals."

The Board of Assessment Appeals will begin conducting appeals hearings on assessment values during March 2023. A revaluation is currently underway, which generally yields a higher volume of assessment appeals than in other years.

The Personnel Sub-Committee reviewed applications and interviewed potential Alternate Board of Assessment Appeals candidates: Sheree Landerman, Shannon Shinskie, and Kenneth Katz.

There are currently no alternate members appointed to the Board of Assessment appeals. There are also no temporary members appointed (only applicable in revaluation years).

Financial Impact

None

Suggested Motion

If the Personnel Sub-Committee is in support of forwarding the three candidates to the full Board of Selectmen, the following suggested motion is in order:

Move effective, February 9, 2023 to endorse the appointment of Sheree Landerman (D), and Kenneth Katz (U) as alternate members to the Board of Assessment Appeals with terms expiring December 4, 2023.

Further move to endorse the appointment Shannon Shinskie (R) as an alternate member to the Board of Assessment Appeals with terms expiring December 1, 2025.

Further move, to forward appointments to the full Board of Selectmen for review and consideration.

Attachments

None



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Personnel Sub-Committee
Regular Meeting
Thursday, January 12, 2023
Main Meeting Room, Town Hall

MINUTES

Members Present: Wendy Mackstutis, Amber Abbuhl, Sean Askham (via Phone)

Staff Present: Maria Capriola, Tom Fitzgerald, Tom Roy, Amy Meriwether

Others Present: Mike Harrington

The meeting was called to order at 8:05am.

1) Classification Work

Public Works Driver/Technician: Ms. Capriola gave background on the proposed request including that this originated with a reclassification request by an employee in the Highway division. Mr. Roy discussed the duties of the road painting and sign making standards that this position has to adhere to. He stated this position would be similar to our Truck Driver/Mechanic position that has the flexibility based on work load to perform different duties on any given day. Ms. Capriola informed the group that there would also be a MOU with the Union that outlines the management right of contracting some of this work when/if needed.

Mr. Askham moved, effective, January 12, 2023 to approve the creation of the Truck Driver/Technician job classification and job description as presented. Further move to establish the position at grade T7 of the AFSCME 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. Ms. Abbuhl seconded, all were in favor, therefore the motion passed.

Budget Director: Ms. Capriola gave background on the proposed position. Due to a recent retirement at the Board of Education, herself, Ms. Meriwether, and Mr. Curtis had discussions on how to further integrate the shared financial management services between the Town and Board of Education. The outcome of those discussion is the proposed Budget Director classification. Ms. Capriola said the home base for this position would be with the Town, with funding provided by both the Town and BOE. This proposal would be head count neutral since there was a retirement in the BOE. Ms. Meriwether also reviewed the assignment of accounting functions to staff as it relates to this reorganization. Town staff answered questions asked by the Personnel Sub-Committee regarding the Budget Director proposal.

Mr. Askham moved, January 12, 2023 to endorse the creation of the position classification of Budget Director and the job description as presented. Further move to endorse effective July 1, 2023 a salary range of \$93,500 - \$114,465 for the position. Further move, to forward the Budget Director proposal

to the full Board of Selectmen for review and consideration. Further move, to endorse the amendments to the shared services agreement with the Simsbury Board of Education. Ms. Abbuhl seconded, all were in favor, therefore the motion passed.

2) Approval of Minutes

The minutes of the December 8, 2022 meeting were approved by consensus.

Mr. Askham, Ms. Meriwether and Mr. Roy left the meeting.

3) Proposed Revisions to Personnel Rules and Regulations

Attorney Harrington gave an overview of the process that he and Town Staff did to review the current Rules and Regulations and update them. The group discussed the proposed changes and offered suggested edits. Consensus was reached that the Personnel Rules, as revised, will be forwarded to the full Board of Selectmen when completed.

Adjourn

Ms. Abbuhl made a motion to adjourn the meeting at 9:08am. Ms. Mackstutis seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,
Thomas Fitzgerald
Management Specialist



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Personnel Sub-Committee Special Meeting

Tuesday, January 24, 2023

Probate Court Conference Room, Town Hall, 933 Hopmeadow Street

MINUTES

Members Present: Wendy Mackstutis, Amber Abbuhl and Sean Askham (via Phone)

Staff Present: Francine Beland, Town Assessor

The meeting was called to order at 5:39pm.

1) Interview and Discuss Candidates for the Board of Assessment Appeals

A screening committee consisting of the three members of the Personnel Subcommittee interviewed three applicants for the Board of Assessment Appeals (alternate positions). Applicants were asked about their interest in serving on the Board, their background and experience, how they will add value to the success of the Board and their availability for meetings.

Following the interviews, the Personnel Subcommittee discussed the qualifications of the candidates.

2) Personnel Subcommittee Action

No action was taken.

Adjourn

The meeting adjourned at 7:00 PM.