Personnel Subcommittee of the Board of Selectmen

Regular Meeting
July 9, 2026 – 9:00 A.M.
Main Meeting Room, Simsbury Town Hall
933 Hopmeadow Street, Simsbury, Connecticut 06070

AGENDA

Call to Order

1) Approve June 11, 2026, Minutes

2) Interview Applicants for the Economic Development Commission

3) Vacant Positions Report

4) Review Recommendations from the Personnel Subcommittee for the Business Development Coordinator Job Description and Recommend to the Board of Selectmen

5) Discussion of Proposed Amendments to Town of Simsbury Personnel Rules and Regulations

Adjourn

Personnel Subcommittee of the Board of Selectmen

Regular Meeting
June 11, 2026 – 9:00 A.M.
Main Meeting Room, Simsbury Town Hall
933 Hopmeadow Street, Simsbury, Connecticut 06070

MINUTES

Members Present: Wendy Mackstutis, First Selectman; Steven Antonio, Deputy First Selectman; Kevin Beal, Selectman

Staff Present: Marc Nelson, Town Manager; Eric Gomes, Human Resources Director; Crystal Lusso, HR Generalist; Lisa Miceli; Library Director and Stephanie Prato; Head of Children's Services

Call to Order
Ms. Mackstutis called the meeting to order at 9:06 am.

1) Approve May 14, 2026, Minutes
Mr. Beal made a motion to approve May 14, 2026, minutes as submitted. Mr. Antonio seconded the motion. All were in favor and the motion passed.

2) Vacant Positions Report
Ms. Lusso provided an updated vacation positions report which included the status of the current open positions within the town.

3) Recommend Business Development Coordinator Job Description to the Board of Selectmen
Mr. Nelson mentioned to the committee that the submitted job description included the requested edits. He explained that this position would give the Town the internal capacity to help with economic development. He also explained that the position has support from the Union via an MOU. Mr. Antonio commented that adding another role that is focused on economic development could be complicated and is concerned about the return on investment of the role. Mr. Antonio also asked for the creation of an organizational chart for this role.

Mr. Nelson explained that the creation of this role would provide the Town with an internal resource to work on the economic development goals of the Town. The role would also use existing resources and redirect them appropriately. The role would report to the Town Manager while other economic development partners, such as Main St. Partnership, would report to the

Board of Selectmen. Mr. Nelson also mentioned that the job description was left a bit vague to allow room for the new role to grow and develop as necessary.
Ms. Mackstutis also asked how this role and other partners tie in together be presented in an organizational chart.

Mr. Nelson asked the committee members to share any changes that they would like to see so that they can be added in. The changes will be added, and the job description will be brought back to the next Personnel Subcommittee meeting.

4) Recommend Amendments to the "Head of Children's Services" Job Description to the Board of Selectmen

Mr. Gomes explained to the subcommittee that this item had been brought back to Personnel Subcommittee to review any concerns that the subcommittee may have regarding the roles and responsibilities of the position. He also explained that the creation of this position would create development opportunities for the children's department staff. The position would also serve as a liaison for the Library Board of Trustees and as a resource for the Library Director. Mr. Gomes further noted that the updated role would support the long-term vision and goals of the library.

Ms. Miceli noted that this position update would also help set up succession planning in the Library.

Mr. Nelson explained that the update to the position has already been budgeted for. Ms. Mackstutis asked if the incumbent is already being paid at the budgeted salary for this updated role. Mr. Nelson replied that the update to their wage would begin once the incumbent takes on the Deputy duties. Mr. Beal made a motion to recommend the job description as presented to the full Board of Selectman. Mr. Antonio seconded the motion; all were in favor and the motion passed.

5) Review of Unaffiliated Salaries

Mr. Gomes presented the subcommittee with an overview of the current salaries of unaffiliated staff members. He explained that the creation of salary ranges and a grade system is critical. Mr. Gomes further explained that a performance matrix is important as it helps place current staff based on their performance and can project their salary progression.

Mr. Nelson explained that the updated salary ranges for unaffiliated staff were needed as there is compression within unaffiliated staff salaries. Mr. Nelson mentioned that unaffiliated staff do not receive steps and only receive GWIs.

Ms. Mackstutis asked if there was a merit bucket for unaffiliated staff. Mr. Antonio asked for a list of who received a merit bonus last year. Mr. Nelson confirmed that a list can be shared with Mr. Antonio.

6) Proposed Amendments to Town of Simsbury Personnel Rules and Regulations

The subcommittee will review the proposed amendments and will return with what changes they believe are needed to the Personnel Rules and Regulations.

Adjourn

Ms. Mackstutis made a motion to adjourn at 10:43 am. Mr. Antonio seconded the motion; all were in favor and the motion passed.

Town Clerk

From: noreply@civicplus.com
Sent: Thursday, June 18, 2026 10:58 AM
To: Town Clerk
Subject: Online Form Submittal: Volunteer Form

External sender <noreply@civicplus.com>
Make sure you trust this sender before taking any actions.

Volunteer Form

First Name	Jeremy
Last Name	Pearlman
Home Address	[redacted]
City	[redacted]
State	[redacted]
Zip Code	[redacted]
Phone Number	[redacted]
Email Address	[redacted]
Party Affiliation	✓Democrat
Current Occupation	Attorney
Please tell us how much time you have available and any education, experience or special skills that may be relevant to the Committee(s) you are interested in.	I am available approximately 10-15 hours/week. I am an attorney with over twenty-two years of experience and leadership in a variety of areas of the law, and for the past four years I have served as Chief of Enforcement and Public Protection for the Connecticut Attorney General's Office.
Please select the Board(s) and/or Committee(s) that you are interested in serving on	Economic Development Commission

RECEIVED
TOWN OF SIMSBURY, CT
2026 JUN 18 P 1:07
TOWN CLERK'S OFFICE

Volunteer Form

First Name	Michael
Last Name	Zemel
Home Address	
City	[redacted]
State	[redacted]
Zip Code	
Phone Number	
Email Address	[redacted]
Mailing Address	
City	
State	[redacted]
Zip Code	[redacted]
Party Affiliation	Democrat
Current Occupation	Software Engineer
Please tell us how much time you have available and any education, experience or special skills that may be relevant to the Committee(s) you are interested in.	4 hours/week Education: psychology, biology, philosophy Experience: volunteer fire, community service Skills: web design, graphic design, event organizing
Please select the Board(s) and/or Committee(s) that you are interested in serving on	Board of Ethics, Conservation Commission/Inland Wetlands & Watercourses Agency, Economic Development Commission

Open Positions	Department	Date Opened	Status
Dispatcher	Police	12/5/2025	Receiving Applications
Director of Information Technology	IT	12/16/2025	Position Filled
Animal Control Officer	Police	12/19/2025	Position Filled
WPC Plant Operator	WPC	2/26/2026	Candidate Selected
Maintainer II	DPW	3/2/2026	Position Filled
Building Custodian II (PT)	PW - Buildings and Grounds	4/9/2026	Position Filled
Sr. Information Technology Analyst	IT	4/28/2026	Position Filled
Property Appraiser	Assessor's Office - Finance	6/24/2026	Receiving Applications
Information Technology Support Specialist	IT	6/24/2026	Receiving Applications
Library Page	Library - Children's Room	7/2/2026	Receiving Applications
Police Officer	Police	Continuous	Receiving Applications

Vacancies (4)
Police Officer (3)
Dispatcher (1)

Town of Simsbury, CT
Job Description
April 27, 2026

Job Title	Business Development Coordinator
Department	Shared Position Library/Town Manager's Office
Division	Business & Economic Development
Employment Status	Full-Time
Hours	35 hours/week
Exempt/Non-Exempt Status	Non-exempt
Affiliation	CESA Municipal, Administrative & Professional Union
Grade	Grade 36

Scope of Work

This position coordinates and provides administrative support for the various activities of the Town that either act as a resource for existing local small businesses or which seek to enhance strategic economic development in Town.

Under the general supervision of the Library Director and the Town Manager, the duties of the role are generally framed by a number of policy objectives of the Library Board of Trustees and/or the Town's Board of Selectmen, as more fully described in documents such as the Library Board of Trustee's Adopted Strategic Plan, the Town's "Plan of Conservation and Development" (POCD), and others.

Supervision

Received	See Below
Exercised	None

Essential Job Functions

DRAFT

Economic Development

Under the general supervision of the Town Manager

- Creates and distributes information on local economic development opportunities and business support initiatives across multiple communication platforms such as newsletters, websites and social media.
- Develops, maintains, and analyzes data related to market trends and local industries to inform decisions supporting the Town's economic development strategy, including, but not limited to, researching the use by other Connecticut municipalities the use of tax abatements and other incentives to drive strategic growth of the Town's grand list.
- Serves as a liaison between the Town, the Economic Development Commission, and a widening range of partner organizations (such as the Chamber of Commerce, the Main Street Partnership, the Town's Sustainability Committee, private educational institutions and other organizations) in order to enhance development opportunities (using a range of marketing, web-based and other strategies.
- Supports the Town's Planning Department with economic development and planning-related events and represents the Town of Simsbury at community meetings.
- Attends on behalf of the Town regional activities related to business and/or economic development and serves as a conduit for the exchange of new ideas and current best practices in the space.
- Initiates, cultivates, and maintains community, education and business partnerships for the promotion, development and implementation of business services that further the Town's Economic Development Goals
- Seeks synergies and stronger collaboration between previously compartmentalized functions within the business and economic development function of the Town, ensuring a unified and team approach that avoids duplication of efforts
- Deploys limited resources wisely and improves reliance on data and research to inform the decisions of policymakers.

Library

Under the general supervision of the Library Director

- Promotes educational programming at the Library including identifying outside presenters.
- Maintains the Library's Business and Careers Center portion of the Library website and assists in the development of the Town's new website content related to economic development in Town.
- Identifies, collects and interprets data; develops measuring tools and statistical reports
- Participates in a wide variety of outreach projects in the community, including business and other networking events
- May work the public information desk, as required

Other Job Functions

- Seeks supplemental funding and grant opportunities and completes funding applications
- May perform opening and closing procedures in the Adult Services Department
- Performs other duties as assigned

Requirements of Work

Required Minimum Qualifications

Bachelor's Degree in business, public administration, finance, economic development, real estate, strategic planning, or related field required.

MLS, MLIS or equivalent from an ALA Accredited program a plus

Demonstrated success in transfer of knowledge in formal, informal and on-on-one settings. Proficiency with current technology and applications, as well as familiarity with emerging technology trends and tools essential. Three years of business experience and background.

Knowledge of	• Thorough knowledge of business/employment/career information resources, marketing principles and public relations • Local, state, and federal regulations, particularly those related to economic development and land use • Business support resources and programs in the State of Connecticut
Ability to	• Ability to work in a self-directed, independent manner • Ability to plan, organize and implement both long and short-term projects and programs, complete projects and tasks on time and within budget • Ability to work and interact effectively with staff, administrators, volunteers, and town and business representatives, as well as work as part of a cohesive team • Ability to effectively and professionally represent the Library in the community and at public gatherings, as well as speak to public groups • Ability to network effectively, build and foster relationships, collaborations and partnerships • Ability to become a Notary in the State of Connecticut • Ability to problem-solve • Ability to manage time effectively and consistently meet deadlines • Ability to establish and maintain effective working relationships with the public, Board of Selectman, Boards and Commissions, Town employees, vendors, and other agencies • Ability to analyze and interpret business, technical, and regulatory information • Ability to effectively present information and respond to questions from stakeholders and the general public • Ability to prepare clear, accurate, and professional reports and business correspondence
Skill in	• Positive and enthusiastic approach to customer service • Exhibits flexibility and the willingness to work in a dynamic, busy and changing environment • Exceptional verbal and written communication skills • Superior organizational skills and attention to detail • Proficiency with Microsoft Office Suite or related software

Necessary Special Requirements

License of Certificate
Motor Vehicle Operator's License

Physical Demands and Work Environment

- Ability to work in office and public settings subject to continuous interruptions and background noises
- Ability to lift books and other materials, weighing up to twenty-five (25) pounds, from shelves ranging from 6" to 8'from the floor and return them to their proper place(s)
- Ability to stand and walk for extended periods of time; move throughout the Library; bend, reach and crouch to shelve and retrieve materials; push and pull carts loaded with materials
- Ability to use a PC terminal, laptop or tablet for extended periods of time
- Ability to carry supplies and equipment in excess of twenty-five (25) pounds
- Ability to move throughout the Library and other town sites
- Ability to read fine print materials
- Ability to work early mornings, late evenings and weekends

The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

The Town of Simsbury is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The Town of Simsbury makes hiring decisions based solely on qualifications, merit, and business needs at the time.