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

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

Call to Order

1) Approve June 11, 2026 Minutes

Ms. Mackstutis called the meeting to order at 9:00 AM. Mr. Antonio moved to adopt the minutes as presented. Mr. Beal seconded the motion. The motion passed unanimously.

2) Interview Applicants for the Economic Development Commission

The Personnel Subcommittee of the Board of Selectmen interviewed the Economic Development Commission applicants.

After discussion, the Personnel Subcommittee made no recommendations for appointment to the Board of Selectmen.

Without objection, Ms. Mackstutis called for a two (2) minute recess at 9:54 AM.

Ms. Mackstutis made a motion to move out of recess at 9:57 am. Mr. Antonio seconded the motion; all were in favor and the motion passed.

3) Vacant Positions Report

Ms. Lusso provided the subcommittee with an overview of the current open positions within the Town. Ms. Mackstutis asked how many Library Pages there are and what the current hiring needs are. Mr. Gomes informed her that there are currently (4) Library pages and that number is dropping to (1). Mr. Antonio questioned if there is a possibility for the responsibilities of the pages to be done by a volunteer. Mr. Antonio also asked if these positions had been posted on Simsbury Public School boards so that high school students can know about them. Ms. Mackstutis also asked if the page position could be posted in the Senior newsletter to attract

applicants from the senior center. Mr. Gomes replied that he would share these ideas with the library director.

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

The subcommittee members reviewed the proposed job description. Mr. Antonio mentioned that it would be important for this role to have a Simsbury first approach. Mr. Nelson clarified that the position will be helpful in ensuring that Simsbury receives the benefit of a staff member focused on bringing economic development opportunities specifically to Simsbury. Mr. Antonio commented that the proposed job description felt cohesive with the necessary room to grow.

Mr. Antonio made the motion to move this job description to the full Board of Selectman. Mr. Beal seconded the motion; all were in favor and the motion passed.

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

Mr. Nelson asked the subcommittee to review the changes drafted to the Personnel Rules and Regulations. Once reviewed, the handbook can be brought back to Personnel Subcommittee for further discussion. The subcommittee members agreed with this plan.

Adjourn

Mr. Beal made a motion to adjourn at 10:14 am. Mr. Antonio seconded the motion; all were in favor and the motion passed.