Personnel Subcommittee of the Board of Selectmen

Regular Meeting
September 10, 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; Nicholas Boulter, Chief of Police

Others Present: Attorney Mike Harrington

Call to Order
Ms. Mackstutis called the meeting to order at 9:00 am.

1) **Approve July 9, 2026 Minutes**

Ms. Mackstutis made a motion to approve July 9, 2026 minutes as submitted. Mr. Beal seconded the motion; all were in favor and the motion passed.

2) **Executive Session**
   a) **Pursuant to C.G.S. §1-200(6)(E): For the Purpose of Discussing Collective Bargaining Matters**

Ms. Mackstutis made a motion to enter executive session at 9:01 am with subcommittee members Mr. Beal, Mr. Antonio, Ms. Mackstutis, staff members Mr. Nelson, Mr. Gomes, Ms. Lusso, Chief Boulter and Attorney Mike Harrington. Mr. Beal seconded the motion. All were in favor and the motion passed.

Ms. Mackstutis asked for a motion to adjourn from executive session at 10:37 am. Mr. Beal made the motion, and Mr. Antonio seconded the motion. All were in favor and the motion passed.

3) **Recommend Amendments to the Town of Simsbury Personnel Rules and Regulations to the Board of Selectmen**

Mr. Gomes provided the subcommittee with recommendations to add and update the Retiree Health eligibility provisions.

Mr. Antonio questioned the sick leave provisions and notice requirements. Mr. Gomes explained that current CT Sick Leave law states that employees do not have to provide a doctor's note for the first 40 hours of sick leave.

Mr. Antonio also asked for a definition of "leave period" to be added into the Paid Parental Leave section.

Mrs. Mackstutis asked staff why the personal hours are 21 hours for some staff members and 24 hours for others and if the personal hours can be taken in hourly increments. Mr. Fitzgerald explained that the personal hours are calculated at an average of the daily hours worked. He explained that a 35-hour employee works an average of 7 hours a day, therefore they would receive 21 hours of personal time. He also clarified that personal hours can be taken in hourly increments.

Mrs. Mackstutis asked for a motion to recommend the amendments made to the Town of Simsbury Personnel Rules and Regulations to the Board of Selectmen. Mr. Antonio made the motion, and Mr. Beal seconded the motion. All were in favor and the motion passed.

4) Vacant Positions Report

Ms. Lusso provided the subcommittee with an updated vacant positions report. Mr. Beal asked that the position filled date be included in the next report. Mr. Antonio also asked that the number of applications, interviewees, and selected candidates be provided.

Mr. Nelson thanked the subcommittee on the efforts made to update the Deputy Library Director job description so that Stephanie Prato could take on those duties. Mr. Nelson mentioned that the feedback regarding Ms. Prato's work has been tremendous and morale is higher at the library.

Adjourn

Ms. Mackstutis asked for a motion to adjourn at 11:06 am. Mr. Antonio made the motion, and Mr. Beal seconded the motion; all were in favor and the motion passed.