Personnel Subcommittee of the Board of Selectmen

Regular Meeting
November 12, 2026 - 9:00 AM
Main Meeting Room, Simsbury Town Hall
933 Hopmeadow Street, Simsbury, Connecticut 06070

AGENDA

Call to Order

1) Approve September 10, 2026 Minutes
2) Town Manager Vacation Carry Over Request
3) Discuss Process of Unaffiliated Appointments to Vacancies on Boards and Commissions
4) Vacant Positions Report

Adjourn

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.

Open Positions	Date Opened	Status
Total Open Jobs	**11**	
Golf Maintainer-PT	9/18/2024	Continuous
Library Page-Adult Services	11/7/2024	Offer Accepted
Library Page-Children's Department	11/20/2024	Offer Accepted
Town Hall Administrative Specialist	11/22/2024	Interviews scheduled for 1/17/2025
Police Clerk-PT	12/11/2024	Applications in Review
Heavy Equipment Operator	12/18/2024	Candidate Selected
Police Records Clerk	1/6/2025	Applications in Review
Truck Driver	1/8/2025	Applications in Review
Police Officer (2)		Candidates Selected
Dispatcher		Candidate Selected

Vacancies
Library (1)
FT Children's Librarian

Open Positions	Date Opened	Status
Golf Maintainer-PT	9/18/2024	Continuous
Police Records Clerk	1/6/2025	Interviews Ongoing
Children's Services Librarian	1/14/2025	Applications in Review
Deputy Building Official	1/14/2025	Offer Accepted ; Anticipated Start: 3/3/2025
Camp Counselor	1/23/2025	Applications in Review
Lifeguard	1/23/2025	Applications in Review
Seasonal Parks and Golf Maintenance	1/23/2025	Applications in Review
Truck Driver	2/10/2025	Applications in Review
Police Officer (2)		Candidates Selected; 1 Anticipated Start 3/10/2025
Dispatcher		Candidates in Background

Vacancies (0)

Open Positions	Date Opened	Status
Golf Maintainer-PT	9/18/2024	Offers Accepted; Anticipated Start: 5/5/2025
Police Records Clerk	1/6/2025	Anticipated Start: 5/1/2025
Library Services Assistant - Adult Department PT	2/25/2025	Accepting applications
Assistant Town Clerk	3/10/2025	Interviews Ongoing
Substiute Café Coordinator	3/12/2025	Accepting applications
Library Page (PT)	4/3/2025	Accepting applications
Police Officer		Applications in Review

Vacancies (0)

Open Positions	Date Opened	Status
Library Page	11/10/2025	Interviews in Progress
PT Library Services Assistant (2)	11/24/2025	
Maintenance Custodian	12/3/2025	
Police Officer	Continuous	
Dispatcher	12/5/2025	

Vacancies (6)
Police Officer (5)
Dispatcher (1)
PT Library Services Assistant (2)*

*(1) positon is backfill/replacement for Reference Librarian

Open Positions	Department	Date Opened	Status
PT Library Services Assistant	Library	11/24/2025	Interviews Ongoing
Maintenance Custodian	PW - Buildings and Grounds	12/3/2025	Interviews on 1/8/26
Dispatcher	Police	12/5/2025	
Director of Information Technology	IT	12/16/2025	
Animal Control Officer	Police	12/19/2025	
Police Officer	Police	Continuous	

Vacancies (8)
Police Officer (5)
Dispatcher (1)
PT Library Services Assistant (2)*

*(1) positon is backfill/replacement for Reference Librarian

Open Positions	Department	Date Opened	Status
Dispatcher	Police	12/5/2025	
Director of Information Technology	IT	12/16/2025	Interviews Ongoing
Animal Control Officer	Police	12/19/2025	
Building Custodian II	PW - Buildings and Grounds	1/29/2026	Interview to be Scheduled
Police Officer	Police	Continuous	

Vacancies (8)
Police Officer (5)
Dispatcher (1)

Open Positions	Department	Date Opened	Status
Dispatcher	Police	12/5/2025	
Director of Information Technology	IT	12/16/2025	Interviews Ongoing
Animal Control Officer	Police	12/19/2025	
Building Custodian II	PW - Buildings and Grounds	1/29/2026	
WPC Plant Operator	WPC	2/26/2026	
Maintainer II	DPW	3/2/2026	
Police Officer	Police	Continuous	

Vacancies (5)
Police Officer (4)
Dispatcher (1)

Open Posi	Departme	Date Oper	Status
Dispatcher	Police	########	
Director of	IT	########	Interviews Ongoing
Animal Cor	Police	########	
Building Cu	PW - Buildi	########	
WPC Plant	WPC	########	
Maintainer	DPW	3/2/2026	
Police Offic	Police	Continuous	

Vacancies (5)
Police Officer (4)
Dispatcher (1)

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
Building Custodian II	PW - Buildings and Grounds	1/29/2026	Interviews Ongoing
WPC Plant Operator	WPC	2/26/2026	Interviews Ongoing
Maintainer II	DPW	3/2/2026	Position Filled
Sr. Information Technology Analyst	IT	4/29/2026	Applications in Review
Police Officer	Police	Continuous	Receiving Applications

Vacancies (5)
Police Officer (4)
Dispatcher (1)

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	Interviews Ongoing
Sr. Information Technology Analyst	IT	4/29/2026	Interviews Ongoing
Police Officer	Police	Continuous	Receiving Applications

Vacancies (5)
Police Officer (4)
Dispatcher (1)

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)

Open Positions	Department	Date Opened	Status
Dispatcher	Police	12/5/2025	Position Filled
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	Position Filled
Maintainer II	DPW	3/2/2026	Position Filled
Building Custodian II (PT)	PW - Buildings and Grounds	4/9/2026	Candidate Selected
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	Candidate Selected
Library Page	Library - Children's Room	7/2/2026	Candidate Selected
Police Officer	Police	Continuous	Receiving Applications

Vacancies (4)
Police Officer (3)

Open Positions	Department	Date Opened	Status
Dispatcher	Police	12/5/2025	Position Filled
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	Position Filled
Maintainer II	DPW	3/2/2026	Position Filled
Building Custodian II (PT)	PW - Buildings and Grounds	4/9/2026	Receiving Applications
Sr. Information Technology Analyst	IT	4/28/2026	Position Filled
Property Appraiser	Assessor's Office - Finance	6/24/2026	Candidate Selected
Information Technology Support Specialist	IT	6/24/2026	Position Filled
Library Page	Library - Children's Room	7/2/2026	Position Filled
PT Library Services Assistant	Library - Children's Room	7/7/2026	Position Filled
Library Page - Adult Services	Library - Adult Services	7/31/2026	Position Filled
PT Adult Services Librarian	Library - Adult Services	9/23/2026	Receiving Applications
Police Officer	Police	Continuous	Receiving Applications

Vacancies (4)
Patrol Officer (3)
Sargent (1)

Applications Received	Date Filled
	8/21/2026
	4/6/2026
	4/27/2026
	7/22/2026
	5/18/2026
	6/22/2026
19	
	8/31/2026
	8/26/2026
	9/14/2026
	9/28/2026

Open Positions	Department	Date Opened	Status	Applications Received	Date Filled
Dispatcher	Police	12/5/2025	Position Filled	X	8/21/2026
Director of Information Technology	IT	12/16/2025	Position Filled	142	4/6/2026
Animal Control Officer	Police	12/19/2025	Position Filled	X	4/27/2026
WPC Plant Operator	WPC	2/26/2026	Position Filled		7/22/2026
Maintainer II	DPW	3/2/2026	Position Filled		5/18/2026
Building Custodian II (PT)	PW - Buildings and Grounds	4/9/2026	Receiving Applications		
Sr. Information Technology Analyst	IT	4/28/2026	Position Filled	1	6/22/2026
Property Appraiser	Assessor's Office - Finance	6/24/2026	Candidate Selected	19	10/12/2026
Information Technology Support Specialist	IT	6/24/2026	Position Filled	138	8/31/2026
Library Page	Library - Children's Room	7/2/2026	Position Filled	28	8/26/2026
PT Library Services Assistant	Library - Children's Room	7/7/2026	Position Filled	32	9/14/2026
Library Page - Adult Services	Library - Adult Services	7/31/2026	Position Filled	22	9/28/2026
PT Adult Services Librarian	Library - Adult Services	9/23/2026	Receiving Applications		
Assistant Town Planner	Planning	9/29/2026	Receiving Applications		
Police Officer	Police	Continuous	Receiving Applications	X	

Vacancies (4)
Patrol Officer (3)
Sargent (1)

Open Positions	Department	Date Opened	Status	Applications Received	Date Filled
Dispatcher	Police	12/5/2025	Position Filled	X	8/21/2026
Director of Information Technology	IT	12/16/2025	Position Filled	142	4/6/2026
Animal Control Officer	Police	12/19/2025	Position Filled	X	4/27/2026
WPC Plant Operator	WPC	2/26/2026	Position Filled		7/22/2026
Maintainer II	DPW	3/2/2026	Position Filled		5/18/2026
Building Custodian II (PT)	PW - Buildings and Grounds	4/9/2026	Position Filled		11/7/2026
Sr. Information Technology Analyst	IT	4/28/2026	Position Filled	1	6/22/2026
Property Appraiser	Assessor's Office - Finance	6/24/2026	Position Filled	19	10/12/2026
Information Technology Support Specialist	IT	6/24/2026	Position Filled	138	8/31/2026
Library Page	Library - Children's Room	7/2/2026	Position Filled	28	8/26/2026
PT Library Services Assistant	Library - Children's Room	7/7/2026	Position Filled	32	9/14/2026
Library Page - Adult Services	Library - Adult Services	7/31/2026	Position Filled	22	9/28/2026
PT Adult Services Librarian	Library - Adult Services	9/23/2026	Candidate Selected		
Assistant Town Planner	Planning	9/29/2026	Receiving Applications		
Library Services Assistant - Children's Department Part-Time	Library - Children's Room	11/4/2026	Receiving Applications		
Police Officer	Police	Continuous	Receiving Applications	X	

Vacancies (4)
Patrol Officer (3)
Sargent (1)