



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN
Special Meeting – August 30, 2023 – 9:00 a.m.
Virtual Format Only

PLEDGE OF ALLEGIANCE

SELECTMEN ACTION

- a) Tax Refund Requests
- b) Tai Ji Quan: Moving for Better Balance® Program and Instructor Training
- c) Proposed Updates to Administrative Secretary – WPCA Job Description and Classification
- d) Proposed Updates to Land Use and Building Clerk Job Description and Classification

APPOINTMENTS AND RESIGNATIONS

- a) Appointment of Suzanne Sinacori to Board of Directors for the Farmington Valley Health District
- b) Appointments to Economic Development Commission
- c) Resignation and Appointment from the Zoning Commission

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** August 30, 2023
3. **Individual or Entity Making the Submission:**
Lee C Erdmann, Interim Town Manager; Colleen O'Connor, Tax Collector
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

Move, effective August 30, 2023 to approve the presented tax refunds in the amount of \$64,172.05, and to authorize Interim Town Manager, Lee C. Erdmann, to execute the tax refunds.

5. **Summary of Submission:**
Tax refunds need to be issued from time to time for motor vehicles, real property, and personal property. Some of the most common reasons tax refunds need to be issued for motor vehicles include: sale of the vehicle; the vehicle is destroyed; the vehicle is donated; the owner has moved out of state; or, the owner has successfully appealed the taxes. Real estate refunds are typically due to the fact that during the sale or refinancing of a property, both a bank and an attorney's office have paid taxes owed, resulting in an overpayment to the Town. Overpayments of personal property taxes are rare; often overpayments of personal property are due to a person or entity forgetting that they paid in full in July, then also sending the January installment.

In a legal opinion from the Town Attorney dated May 22, 2001, he stated that CGS §12-129 "requires that all applications for tax refunds be referred to the Board (of Selectmen) for their consideration and action." Once approved by the Board of Selectmen, the Town Manager will sign off on tax refund applications. As a reminder, the Tax Collector's Office is responsible for collecting revenue for the Fire District pursuant to Special Act #264 of the Legislature in 1945. However, tax refunds for the Fire District are not under the jurisdiction of nor approved by the Board of Selectmen and are therefore not included in the requested tax refunds presented.

6. **Financial Impact:**
The aggregate amount of all tax refunds as presented is \$64,172.05. The attachment dated August 30, 2023 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
 - a) Requested Tax Refunds, dated August 30, 2023

REQUESTED TAX REFUNDS
AUGUST 30, 2023

	BILL NUMBER	TAX	FIRE	INTEREST	TOTAL
List 2020					
Walker, Jacqueline	20-03-69490	\$40.28	\$0.60	\$6.13	\$47.01
Total 2020		\$40.28	\$0.60	\$6.13	\$47.01
List 2021					
ACAR Leasing Ltd	21-03-50049	\$618.30	\$19.04		\$637.34
JP Morgan Chase Bank	21-03-59306	\$255.73	\$7.88		\$263.61
Nissan Infiniti LT LLC	21-03-63637	\$206.26	\$6.35		\$212.61
Robberds, Michael P	21-03-65739	\$114.58			\$114.58
Calkins Cheryl A	21-03-52526	\$31.55	\$0.97		\$32.52
Toyota LeaseTrust	21-03-68793	\$422.03	\$13.00		\$435.03
Total 2021		\$1,648.45	\$47.24	\$0.00	\$1,695.69
List 2022					
Liberty Bank (Bullen)	22-01-01070	\$4,734.42	\$307.23		\$5,041.65
Murphy Laudati Kiel...(Pardee)	22-01-01312	\$2,143.16			\$2,143.16
Dekeyser Kelly & Stacy	22-01-02014	\$6,758.95			\$6,758.95
Wells Fargo (Findley)	22-01-02606	\$3,869.63			\$3,869.63
Hoskins Aina	22-01-03690	\$1,910.29			\$1,910.29
Lereta : 24 Village Rd	22-01-03946	\$3,759.70			\$3,759.70
Lent Jeffrey T	22-01-04606	\$53.99			\$53.99
Nigro Oliver J...	22-01-05840	\$2,775.26			\$2,775.26
Pastor Grwndolyn	22-01-06149	\$4,972.72			\$4,972.72
Yannopoulos Nancy R	22-01-08806	\$8,823.17			\$8,823.17
Jerob Enterprises LLC	22-02-40495	\$32.61			\$32.61
State Farm Mutual Auto.	22-02-40880	\$76.64			\$76.64
Steve Sewer & Drain Serv LLC	22-02-40886	\$33.41			\$33.41
ACAR Leasing Ltd	22-03-50063	\$144.21	\$4.68		\$148.89
ACAR Leasing LTD	22-03-50077	\$337.79	\$10.96		\$348.75
Aldrich Marjorie E	22-03-50290	\$201.29	\$6.53		\$207.82
Atcherson Andrea K	22-03-50764	\$105.24			\$105.24
Barnes Norman L	22-03-51046	\$10.85	\$0.35		\$11.20
Baxter, Lawrence P	22-03-51209	\$553.19	\$17.95		\$571.14
Bedson Michelle	22-03-51308	\$34.52			\$34.52
Bidwell Michael C	22-03-51560	\$15.75	\$0.51		\$16.26
Bilotti Christine	22-03-51576	\$283.54			\$283.54
Brady John B	22-03-51971	\$125.56	\$4.07		\$129.63
Bredmehl Joel L	22-03-52050	\$32.64	\$1.06		\$33.70
Burke, Evan J	22-03-52359	\$307.12	\$9.96		\$317.08
Buzecan, Robert	22-03-52466	\$68.67	\$2.23		\$70.90
Dekeyser Stacy	22-03-54544	\$487.16			\$487.16
Dekeyser Stacy	22-03-54545	\$93.55			\$93.55
Fallon, Sean	22-03-55770	\$176.91	\$5.74		\$182.65
Farina Joseph	22-03-55785	\$21.17	\$0.69		\$21.86
Financial Ser Veh Trust	22-03-56002	\$830.60	\$26.95		\$857.55
Flynn Vanessa A	22-03-56223	\$251.24	\$8.15		\$259.39
Gammell Dean P	22-03-56618	\$194.44	\$6.31		\$200.75
Gillis, Lawrence A	22-03-56930	\$84.48	\$2.74		\$87.22

REQUESTED TAX REFUNDS
AUGUST 30, 2023

Golden Timothy W	22-03-57094	\$22.99	\$0.75		\$23.74
Golec, Jennifer J	22-03-57116	\$41.39	\$1.34		\$42.73
Graham Laura F	22-03-57282	\$184.87			\$184.87
Haghighat Diana F	22-03-57681	\$143.86			\$143.86
Honda Lease Trust	22-03-58452	\$158.14			\$158.14
Iapichino-Dorr Kevin	22-03-58984	\$33.13	\$1.07		\$34.20
Jahrstorfer Jeff G	22-03-59141	\$18.28	\$0.59		\$18.87
JP Morgan Chase Bank	22-03-59452	\$190.19			\$190.19
JP Morgan Chase Bank	22-03-59473	\$527.89			\$527.89
K Kai Corp, The	22-03-59594	\$675.54			\$675.54
Kavitsky, Mark C	22-03-59700	\$241.91	\$7.85		\$249.76
Klimaszewski Shawnalee	22-03-60111	\$442.71			\$442.71
Kosha Linda	22-03-60259	\$18.99	\$0.62		\$19.61
Krinsky, Richard N	22-03-60363	\$210.92			\$210.92
Lawson Richard D	22-03-60844	\$465.53			\$465.53
Long, Alexandra A	22-03-61437	\$150.16	\$4.87		\$155.03
Long Michaela J	22-03-61442	\$78.71	\$2.55		\$81.26
Lutz William E Jr	22-03-61606	\$27.03	\$0.88		\$27.91
Lutz William E Jr	22-03-61607	\$8.50	\$0.28		\$8.78
Marchio James A	22-03-61971	\$104.78	\$3.40		\$108.18
Marcktell John W	22-03-61978	\$159.46	\$5.17		\$164.63
Mazzali John J	22-03-62312	\$179.25	\$5.82		\$185.07
Mehta Sandeep N	22-03-62718	\$64.88	\$2.10		\$66.98
Mullen, Richard J	22-03-63430	\$11.89			\$11.89
Oconnell Walter F	22-03-64116	\$15.91			\$15.91
Penney Angela M	22-03-64839	\$76.03	\$2.47		\$78.50
Piano, Patricia A	22-03-65043	\$84.45	\$2.74		\$87.19
Potter Thomas L	22-03-65316	\$120.38	\$3.91		\$124.29
Primmer Robert E	22-03-65420	\$180.00			\$180.00
Roller John G	22-03-66280	\$79.51	\$2.58		\$82.09
Romano John	22-03-66296	\$15.41	\$0.50		\$15.91
Shenkman Leonard J	22-03-67518	\$10.26			\$10.26
Sheppard, Elissa J	22-03-67530	\$18.86	\$0.61		\$19.47
Showghi Samira Y	22-03-67599	\$185.91	\$6.03		\$191.94
Shure, Harrison S	22-03-67628	\$226.25	\$7.34		\$233.59
Spear, Charles O 4th	22-03-68156	\$232.32	\$7.54		\$239.86
Sullivam, Paul D	22-03-68554	\$19.45	\$0.63		\$20.08
Toyota Financial Serv	22-03-69209	\$584.22			\$584.22
Toyota LeaseTrust	22-03-69261	\$538.73	\$17.48		\$556.21
Vandusen, Marjorie E	22-03-69755	\$13.59	\$0.44		\$14.03
Vargas, Elias Jean	22-03-69794	\$42.49			\$42.49
Vault Trust	22-03-69833	\$232.76	\$7.55		\$240.31
Vault Trust	22-03-69836	\$52.64	\$1.71		\$54.35
Ally Financial	22-03-69842	\$813.96	\$26.41		\$840.37
VCFS Auto LeasingCo	22-03-69919	\$871.87	\$28.29		\$900.16
Vesta Winthrop LLC	22-03-70010	\$287.33			\$287.33
VW Credit Leasing Ltd	22-03-70167	\$263.67	\$8.55		\$272.22
Willis Meredith M	22-03-70804	\$11.43	\$0.37		\$11.80
Zavoski Robert W	22-03-71202	\$15.91			\$15.91
Corelogic: 6 properties	various	\$8,392.59			\$8,392.59
Total 2022		\$61,850.80	\$578.55	\$0.00	\$62,429.35

REQUESTED TAX REFUNDS
AUGUST 30, 2023

TOTAL 2020		\$40.28	\$0.60	\$6.13	\$47.01
TOTAL 2021		\$1,648.45	\$47.24	\$0.00	\$1,695.69
TOTAL 2022		\$61,850.80	\$578.55	\$0.00	\$62,429.35
TOTAL ALL YEARS		\$63,539.53	\$626.39	\$6.13	\$64,172.05



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tai Ji Quan: Moving for Better Balance® Program and Instructor Training

2. **Date of Board Meeting:** August 30, 2023

3. **Individual or Entity Making the Submission:**

Lee C. Erdmann, Interim Town Manager; Kristen Formanek, Director of Community and Social Services

4. **Action Requested of the Board of Selectmen:**

If the Board of Selectmen supports applying for the Tai Ji Quan: Moving for Better Balance® program and instructor training grant as presented, the following motion is in order:

Move, effective August 30, 2023 to submit the Tai Ji Quan: Moving for Better Balance® application and to authorize Lee C. Erdmann, Interim Town Manager, to execute the grant application.

In the event that the grant is awarded, the following additional motion is in order:

Move, to accept the Tai Ji Quan: Moving for Better Balance® grant and to authorize Lee C. Erdmann, Interim Town Manager, to execute application and to authorize Lee C. Erdmann, Interim Town Manager, to execute all documents related to the grant award.

5. **Summary of Submission:**

Tai Ji Quan: Moving for Better Balance® is an evidence-based therapeutic movement program which helps participants improve balance, mobility and daily functioning and prevent falls. Participants meet twice a week for 1-hour for 24 weeks. The program was developed by Fuzhong Li, Ph.D., a Senior Scientist at Oregon Research Institute. TJQ:MBB is a licensed property of Exercise Alternatives, LLC and requires a license or sub-license to deliver. The CT Healthy Living Collective is a license holder. The TJQ:MBB program must begin no later than the week of January 9, 2024. The anticipated value of the grant is \$2,880. The Department has applied for and received this grant twice.

6. **Financial Impact:**

This grant allows funding for the program outlined above, up to \$2,800 and includes training and support for sites and instructors. No town match is required

7. Description of Documents Included with Submission:

- a) Tai Ji Quan: Moving for Better Balance® interest form for funding, training and sub-license opportunities and application.



CT Healthy Living
COLLECTIVE

Tai Ji Quan: Moving for Better Balance

Interest Form for Funding, Training and Sub-license Opportunities v23.24

All fields marked with * are required and must be filled.

CONTACT INFORMATION

Name of Person Completing Form *

Kathleen

First Name

Marschall

Last Name

Organization

Town of Simsbury Senior Center

If you are an instructor, with which site are you affiliated? Where do you teach?

Address *

754 Hopmeadow Street

Street Address

Street Address Line 2

Simsbury

City

Connecticut

State / Province

06070

Postal / Zip Code

Email *

kmarschall@simsbury-ct.gov

example@example.com

Phone Number *

(860) 658-3273

Please enter a valid phone number.

APPLICATION

Complete Section 1: If you are an organization applying for funding and licensing.

Complete Section 2: To register instructors for training.

Complete Section 3: To explore collaboration opportunities if you are already offering/delivering Tai Ji Quan: Moving for Better Balance as a site or an instructor, but aren't under the multi-site license of the CT Healthy Living Collective.

1. FUNDING OPPORTUNITIES FOR ELIGIBLE ORGANIZATIONS

a. Will you be delivering this program in person or virtually?

☒ In Person

☐ Virtually

b. Do you have a trained TJQ:MBB instructor who is an employee or on contract?

- ☒ Yes
☐ No
☐ Not Sure

c. Do you have a TJQ:MBB instructor candidate who is an employee or on contract that will be attending New Instructor Training on October 4th & 5th, 2023?

- ☐ Yes
☒ No
☐ Not Applicable
☐ Not Sure

d. Do you anticipate barriers to recruiting participants or starting the TJQ:MBB program on or before the week of January 12, 2024?

I do not anticipate any barriers.

e. Please tell us about the target demographic you aim to recruit as participants. .

Older adults with balance difficulties and those at risk for falling

f. As a sub-licensee of the CT Healthy Living Collective, an initiative of CT Community Care, do you agree to: *

- ☒ Use marketing and recruitment materials provided or approved by the Collective?
- ☒ Complete and submit in a timely fashion, all required enrollment and evaluation data collection?
- ☒ Maintain accurate attendance records?
- ☒ Complete and adhere to a coordination agreement with the Collective?

Applications are open until September 1st, 2023 and organizations will be informed of funding no later than September 11th, 2023. Workshops must start no later than the week of January 12, 2024.

2. TRAINING FOR NEW AND CURRENT INSTRUCTORS AND IMPLEMENTATION ORGANIZATIONS

Please list individuals participating in training. Individuals interested in training should have experience as an exercise instructor, physical therapist or Tai Chi instructor. The Implementation Training is for site directors/program coordinators and the instructor.

Participant #1

First Name

Last Name

Email for Participant #1

example@example.com

Please indicate which training sessions Participant #1 will attend:

- ☐ New Instructor Training: Oct. 4th & 5th, 2023
- ☒ Implementation Training: Oct. 25th, 2023
- ☐ Enhanced/Refresher Training: Nov. 14th, 2023

Participant #2

First Name

Last Name

Email for Participant #2

example@example.com

Please indicate which training sessions Participant #2 will attend:

- ☐ New Instructor Training: Oct. 4th & 5th, 2023
- ☐ Implementation Training: Oct. 25th, 2023
- ☒ Enhanced/Refresher Training: Nov. 14th, 2023

Participant #3

First Name

Last Name

Email for Participant #3

example@example.com

Please indicate which training sessions Participant #3 will attend:

- ☐ New Instructor Training: Oct. 4th & 5th, 2023
- ☐ Implementation Training: Oct. 25th, 2023
- ☐ Enhanced/Refresher Training: Nov. 14th, 2023

Participant #4

First Name

Last Name

Email for Participant #4

example@example.com

Please indicate which training sessions Participant #4 will attend:

- ☐ New Instructor Training: Oct. 4th & 5th, 2023
- ☐ Implementation Training: Oct. 25th, 2023
- ☐ Enhanced/Refresher Training: Nov. 14th, 2023

3. AUTHORITY TO DELIVER THE TJQ:MBB PROGRAM

Check here if you are an organization or instructor delivering the TJQ:MBB program but unsure if you are operating under a required license and we will contact you to explore collaboration opportunities.

☐ Please contact me.

Questions/Comments

Type here...

Once submitted, your application will be reviewed. Remember:

Sites may be approved for funding and must sign and adhere to a coordination agreement with the CT Healthy Living Collective. The funding is for \$2,880 payable to the site and includes instructor training, instructor materials, promo materials and technical assistance.

Sites not approved for funding will still be able to deliver Tai Ji Quan: Moving for Better Balance under the Collective's multi-site license. Sites must sign and adhere to a coordination agreement with the CT Healthy Living Collective. Instructor training and materials is included as are promo materials and technical assistance.

Only instructors affiliated with sites who complete and adhere to the coordination agreement with the CT Healthy Living Collective are eligible to attend training and receive training materials.

Submit



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Updates to Administrative Secretary – WPCA Job Description and Classification
2. **Date of Board Meeting:** August 30, 2023
3. **Individual or Entity Making the Submission:**
Lee C. Erdmann, Interim Town Manager
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen is in support of the proposed recommendations, the following suggested motion is in order:

Move effective, August 30, 2023 to approve the updated job description for the Administrative Secretary I - WPCA as presented. Further move to establish the position at grade T6 of the CSEA SCL 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.

5. **Summary of Submission:**

The Administrative Secretary II - WPCA is a 40 hour, T8 position in the CSEA SCL bargaining unit. The Administrative Secretary for the WPCA resigned in April, at that time the Director of Public Works/Town Engineer and WPCA Superintendent examined the duties and tasks of the position. After this review it was determined that the position could be scaled back to 25 hours per week, have an updated title of Administrative Secretary I and be placed on the T6 pay scale.

This position was originally a 35 hour, T6 position back in 2014 and increased to 40 hours during the transition from our old Superintendent to our current Superintendent. Since 2014 the amount of work performed by the Administrative Secretary has been streamlined and reduced leading to a lot of downtime by the person in the role.

Staff in the Town Manager's Office has been in communication with the Union representatives to negotiate the updated description, pay grade and hours. The Union and Town have come to a consensus and agree on the proposed changes.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed job descriptions to the Board of Selectmen for review and approval. Excerpted Charter language reads:

"...the Town Manager shall cause to have prepared a statement of the duties and responsibilities of each position in the Town service and of the minimum qualifications for appointment to such position. The statement so prepared shall

become effective upon the approval by resolution of the Board of Selectmen and may be amended, upon recommendation of the Town Manager, by resolution of the Board.”

Excerpted additional relevant Charter language (Section 903) regarding salaries includes:

“The salaries, wages, or other compensation of all officers and all employees of the Town, and such employees of the Board of Education as are recommended by said Board shall be determined by the Board of Selectmen, in conformity with a systematic pay plan for the positions involved as prepared and recommended by the Town Manager, except as otherwise provided by law.”

The Personnel Sub-Committee reviewed and endorsed this proposal at their August 22, 2023 meeting.

6. Financial Impact:

The previous employee was at step 10 for an hourly rate of \$34.97 and a yearly pay of \$72,737.60, or \$78,302.03 when payroll taxes are factored in. It is expected for a new hire to come in at step 1 of the new scale which is \$26.82 per hour and a yearly pay of \$34,866, or \$37,533.25 with payroll taxes. This is an annual difference of \$37,871.60, or \$40,768.78 when payroll taxes are factored in. This position is funded out of the Sewer Use Fund, any savings associated from this change will be seen in that account.

7. Description of Documents Included with Submission:

- a) Administrative Secretary I - WPCA Job Description
- b) Minutes from August 22, 2023 Personnel Sub-Committee Meeting

Town of Simsbury

TITLE: Administrative Secretary ~~H~~ **I** **GRADE:** ~~T8~~ **T6**

DEPARTMENT: Water Pollution Control Facility **DATE:**

POSITION DESCRIPTION:

Performs routine clerical, secretarial and administrative work. Answers phones, ~~receives the public~~, provides customer assistance, cashiering, data entry and bill processing. Supplies information to the public using acquired knowledge of department programs and procedures.

SUPERVISION RECEIVED:

This position works under the general supervision of the Superintendent or designee, according to an established work routine.

ESSENTIAL JOB FUNCTIONS:

- Receives oral and written instructions from Superintendent and reports work accomplished
- Receives and processes fees for various documents and permits
- ~~Receives the public;~~ Answers the phone, provides assistance and responds to inquiries from ~~employees, customers, citizens, developers, and others;~~ and refers, ~~when necessary,~~ to appropriate persons
- Using available information, prepares ~~and mails~~ invoices. Monitors accounts for past due invoices
- Assists with accounts payable processing and budget development verifies timecards, ~~leave requests~~ and ~~assists in preparing~~ annual Employee Attendance Records
- Receives documents and correspondence for recording and ~~maintains~~ maintenance as required by Town
- Maintains and edits the customer database
- Types letters, documents, forms, and reports
- Performs data entry using common office programs

ADDITIONAL DUTIES:

- Photocopies records, reports, and other documents
- Maintains office files, such as, licenses, permits, plans, and correspondence
- ~~Performs the duties of Commission Secretary for the Water Pollution Control Authority~~
- Completes, processes, and coordinates paperwork related to: ~~new sewer installations~~ (public and private), legal notifications, ~~approved contractors~~, etc.
- ~~Distributes work to part time or seasonal office staff~~

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic office procedures including data entry, filing, scheduling, posting, and record keeping
- Knowledge of and proficiency in Microsoft Office (primarily Word and Excel), with ability to acquire skills in other software applications as needed
- Ability to deal tactfully and effectively in person and over the phone ~~with WPCA members,~~ Town Officials, staff members, and the general public
- Ability to work with a minimum amount of supervision
- Ability to follow written and oral instructions
- Ability to acquire a working knowledge of procedures pertaining to the mission of the department
- Ability to type and accurately proof read letters, forms, notices, and reports prior to Supervisor review and signature
- Ability to maintain accurate files and records, hardcopy and electronic
- Ability to prepare and maintain accurate attendance records
- Ability to perform accurate mathematical computations
- Ability to capably operate office equipment as required, including but not limited to, ~~typewriter,~~ calculator, copy machine, fax machine, computer, printer, and postage machine

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Must be able to sit at a desk or stand and work continuously for extended periods of time
- Ability to talk and hear
- Ability to use hands to finger, handle, or operate objects, tool, or controls and reach with hands and arms
- Specific vision abilities required by this job include close vision and the ability to adjust vision
- Ability to work in office setting subject to frequent interruptions and background noises
- Daily exposure to video display terminals
- Ability to move reports and office equipment by exerting up to ten (10) pounds of force
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1-foot to 6-feet from the floor
- Ability to handle stressful situations
- Ability to move without assistance throughout Town buildings and worksites

REQUIRED MINIMUM QUALIFICATIONS:

High School graduate plus two years of general office experience. Ability to effectively interface with the general public. Ability to type and use varied office equipment. Ability to enter, access and process information contained in file records and computer databases.

LICENSE OR CERTIFICATE: Motor Vehicle Operator's License

NOTE: The above description is illustrative of task and responsibilities. It is not intended to be all-inclusive of every task and responsibility.

DRAFT



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee
Special Meeting
Tuesday, August 22, 2023
Zoom

MINUTES

Members Present: Wendy Mackstutis, Amber Abbuhl

Staff Present: Lee Erdmann, Tom Fitzgerald, Eric Gomes

The meeting was called to order at 4:47pm.

1) Approval of Minutes

The minutes of the June 8, 2023 and June 28, 2023 meetings were approved by consensus.

2) Discussion of Economic Development Commission Recruitment

Ms. Mackstutis gave background of the Personnel Sub-Committee interviewing candidates back in June. Ms. Mackstutis gave background information of party affiliation and membership slot requirements. Ms. Mackstutis and Ms. Abbuhl discussed advancing Matthew Natcharian and Matt Arthur based on their interviews and their work history.

Ms. Mackstutis made a motion effective August 22, 2023 to approve the appointment of Matthew Natcharian and Matt Arthur to the Economic Development Commission. Further move to forward this recommendation to the full Board of Selectmen for review and consideration. Ms. Abbuhl seconded the motion. All were in favor and the motion passed.

3) Proposed Revisions to Land Use and Building Clerk:

Mr. Fitzgerald gave background information on why the Town Manager's Office and Director of Planning were looking to upgrade this position. Mr. Fitzgerald informed the group of the budgetary impact and how there will be savings in the salary line item to cover this increase. Town staff answered questions from the Personnel Sub-Committee members.

Ms. Abbuhl made a motion effective, August 22, 2023 to approve the updated job description for the Land Use and Building Clerk as presented. Further move to establish the position at grade T7 of the CSEA SCL 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. Further move to forward this recommendation to the full Board of Selectmen for review and consideration. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

4) Proposed Revisions to WPCA Administrative Secretary:

Mr. Gomes gave background on why the Town was looking to change this position to a part-time position and a lower paygrade by giving full history of the position and how it has evolved since 2014. It was highlighted the amount of savings the Town would see based on this.

Ms. Abbuhl made a motion effective, August 22, 2023 to approve the updated job description for the Administrative Secretary I - WPCA as presented. Further move to establish the position at grade T6 of the CSEA SCL 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. Further move to forward this recommendation to the full Board of Selectmen for review and consideration. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

Adjourn

Ms. Mackstutis made a motion to adjourn the meeting at 5:02pm. Ms. Abbuhl seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,
Thomas Fitzgerald
Acting Deputy Town Manager



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Updates to Land Use and Building Clerk Job Description and Classification

2. **Date of Board Meeting:** August 30, 2023

3. **Individual or Entity Making the Submission:**

Lee C. Erdmann, Interim Town Manager

4. **Action Requested of the Board of Selectmen:**

If the Board of Selectmen is in support of the proposed recommendations, the following suggested motion is in order:

Move effective, August 30, 2023 to approve the updated job description for the Land Use and Building Clerk as presented. Further move to establish the position at grade T7 of the CSEA SCL 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.

5. **Summary of Submission:**

The Land Use and Building Clerk job description was last reviewed and updated in 2018, since then the Department has had a new Director of Planning and Community Development who envisions the role being used in a more advanced role to assist the Department. Because of this the Town would like to update the job description and compensation for the position. This position is classified at grade T-4 of the Secretarial, Library and Clerical Union employees' pay plan.

Staff in the Town Manager's Office has been in communication with the Union representatives to negotiate the updated description, pay grade and hours. The Union and Town have come to a consensus and agree on the proposed changes.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed job descriptions to the Board of Selectmen for review and approval. Excerpted Charter language reads:

"...the Town Manager shall cause to have prepared a statement of the duties and responsibilities of each position in the Town service and of the minimum qualifications for appointment to such position. The statement so prepared shall become effective upon the approval by resolution of the Board of Selectmen and may be amended, upon recommendation of the Town Manager, by resolution of the Board."

Excerpted additional relevant Charter language (Section 903) regarding salaries includes:

“The salaries, wages, or other compensation of all officers and all employees of the Town, and such employees of the Board of Education as are recommended by said Board shall be determined by the Board of Selectmen, in conformity with a systematic pay plan for the positions involved as prepared and recommended by the Town Manager, except as otherwise provided by law.”

The Personnel Sub-Committee reviewed and endorsed this proposal at their August 22, 2023 meeting.

6. Financial Impact:

Changing the pay grade from grade T4 to T7 of the SCL employees pay plan would increase the hourly range of the position by \$3.51 to \$4.17 per hour.

The current employee is at step 5 of T4 and would move to step 1 of T7. This is projected to be \$946 over the budgeted amount for the Land Use clerk. There are significant salary savings due to the ongoing recruitment of another position in the department.

7. Description of Documents Included with Submission:

- a) Proposed Revised Job Description – Land Use and Building Clerk
- b) Minutes from August 22, 2023 Personnel Sub-Committee Meeting

Town of Simsbury

Title: Land Use and Building Clerk (Part-Time)

Grade: T-7

Department: Planning and Development (All Divisions)

Description:

Under the general supervision of the Director of Planning & Community Development, and, at times, the Building Official, performs administrative and coordination services related to all department functions, including the issuance of building and land use permits and the support of all Planning and Building activities.

General Duties:

- Reviews applications for building permits and land use applications for completeness.
- Logs and files materials such as permits, applications, certificates of occupancy, correspondence, plans and specifications in established filing system.
- Processes and prints land use, building and mechanical permits.
- Provides information to the public, citizens, contractors, and developers regarding Building Department and Land Use Application procedures via phone and in-person at counter.
- Schedules Building Department inspections and assists in issuance of building permits.
- Receives and records fees; reconciles cash with daily log.
- Assists Planning Department personnel with correspondence and other administrative tasks.
- Assists in the administrative support of Land Use Boards and Commissions as assigned.
- Assists in Web Site content management
- Reports work accomplished to the Director of Planning and Community Development, departmental division head, or assigned supervisor.

Qualifications profile:

- The skills and knowledge required would generally be acquired with a high school education and two years of experience in general office work. Experience with land use, permitting, or paralegal work is desirable.
- Knowledge of basic office procedures, including filing, scheduling, posting and recordkeeping.
- Ability to deal cooperatively with others in person and over the phone.
- Ability to communicate effectively with members of the public.
- Ability to follow written and oral instructions.
- Ability to acquire a working knowledge of laws, regulations, and procedures pertaining to mission of assigned department.

- Ability to operate departmental software systems.
- Ability to operate office equipment and technology.
- Ability to maintain accurate files and records.
- Ability to perform accurate mathematical computations.

License or Certificate:

Not applicable

Note: Above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee
Special Meeting
Tuesday, August 22, 2023
Zoom

MINUTES

Members Present: Wendy Mackstutis, Amber Abbuhl

Staff Present: Lee Erdmann, Tom Fitzgerald, Eric Gomes

The meeting was called to order at 4:47pm.

1) Approval of Minutes

The minutes of the June 8, 2023 and June 28, 2023 meetings were approved by consensus.

2) Discussion of Economic Development Commission Recruitment

Ms. Mackstutis gave background of the Personnel Sub-Committee interviewing candidates back in June. Ms. Mackstutis gave background information of party affiliation and membership slot requirements. Ms. Mackstutis and Ms. Abbuhl discussed advancing Matthew Natcharian and Matt Arthur based on their interviews and their work history.

Ms. Mackstutis made a motion effective August 22, 2023 to approve the appointment of Matthew Natcharian and Matt Arthur to the Economic Development Commission. Further move to forward this recommendation to the full Board of Selectmen for review and consideration. Ms. Abbuhl seconded the motion. All were in favor and the motion passed.

3) Proposed Revisions to Land Use and Building Clerk:

Mr. Fitzgerald gave background information on why the Town Manager's Office and Director of Planning were looking to upgrade this position. Mr. Fitzgerald informed the group of the budgetary impact and how there will be savings in the salary line item to cover this increase. Town staff answered questions from the Personnel Sub-Committee members.

Ms. Abbuhl made a motion effective, August 22, 2023 to approve the updated job description for the Land Use and Building Clerk as presented. Further move to establish the position at grade T7 of the CSEA SCL 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. Further move to forward this recommendation to the full Board of Selectmen for review and consideration. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

4) Proposed Revisions to WPCA Administrative Secretary:

Mr. Gomes gave background on why the Town was looking to change this position to a part-time position and a lower paygrade by giving full history of the position and how it has evolved since 2014. It was highlighted the amount of savings the Town would see based on this.

Ms. Abbuhl made a motion effective, August 22, 2023 to approve the updated job description for the Administrative Secretary I - WPCA as presented. Further move to establish the position at grade T6 of the CSEA SCL 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. Further move to forward this recommendation to the full Board of Selectmen for review and consideration. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

Adjourn

Ms. Mackstutis made a motion to adjourn the meeting at 5:02pm. Ms. Abbuhl seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,
Thomas Fitzgerald
Acting Deputy Town Manager



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Appointment of Suzanne Sinacori to Board of Directors for the Farmington Valley Health District

2. **Date of Board Meeting:** August 30, 2023

3. **Individual or Entity Making the Submission:**
Lee C. Erdmann, Interim Town Manager

4. **Action Requested of the Board of Selectmen:**

If the Board of Selectmen supports appointing Suzanne Sinacori to the Farmington Valley Health District Board of Directors, the following motion is in order:

Move, effective August 30, 2023 to appoint Suzanne Sinacori to the Farmington Valley Health District Board of Directors for a three-year term set to expire on April 24, 2026.

5. **Summary of Submission:**

The Farmington Valley Health District (FVHD) serves as the local health department for the Town of Simsbury and nine other member towns. Per the District's bylaws, each municipality in the District must appoint one member to the Board of Health for each 10,000 population, or part thereof. Based on our current population, we are entitled to three membership slots. The terms of office for Board members are three years, with successive terms permitted.

Previously there was a member of the BOE as one of those appointed directors from Simsbury. Suzanne Sinacori is the new Supervisor of Nursing at the Board of Education. I have consulted with the Superintendent of Schools and he is in agreement that Ms. Sinacori would be a good fit for the role.

6. **Financial Impact:**
None

7. **Description of Documents Included with Submission:**
None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Appointments to Economic Development Commission
2. **Date of Board Meeting:** August 30, 2023
3. **Individual or Entity Making the Submission:**
Lee C. Erdmann, Interim Town Manager

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports appointing Matthew Natcharian and Matt Arthur to the Economic Development Commission, the following motions are in order:

Move, effective August 30, 2023 to appoint Matthew Natcharian to the Economic Development Commission for a term set to expire on October 10, 2024.

Move, effective August 30, 2023 to appoint Matt Arthur to the Economic Development Commission for a term set to expire on October 10, 2023.
5. **Summary of Submission:**
The Economic Development Commission currently has two vacancies after recent resignations. One of the vacancies has a term expiring on October 10, 2024 and can be filled by a D, R, or U due to the previous member being a U. The other vacancy has a term expiring on October 10, 2023 and must be filled by a R due to the previous member being a R.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation and Appointment to the Zoning Commission
2. **Date of Board Meeting:** August 30, 2023
3. **Individual or Entity Making the Submission:**
Lee C. Erdmann, Interim Town Manager; Trish Munroe, Town Clerk
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the resignation and appointment as presented, the following motions are in order:

Move, retroactive to August 13, 2023, to accept the resignation of Melissa E. Osborne as an Alternate Member of the Zoning Commission.

Move, effective August 30, 2023, to appoint David M. Moore as an Alternate Member of the Zoning Commission.

5. **Summary of Submission:**
The Town Clerk has received the resignation of Melissa E. Osborne (D) as an Alternate Member of the Zoning Commission effective August 13, 2023. Ms. Osborne's term was to expire December 4, 2023. The Democratic Town Committee has recommended the following appointment:
 1. David M. Moore (D) as an Alternate Member of the Zoning Commission. The appointee will fill the vacancy created by the resignation of Melissa E. Osborne (D) from this position effective August 13, 2023. Pursuant to our Charter, since the vacancy occurred mid-term, it must be filled by the same political party, which in this case, is the Democratic party. The appointee will serve until December 4, 2023, which is the end of the 4-year term.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Melissa E. Osborne's letter resigning from the Zoning Commission dated July 14, 2023

July 14, 2023

Ms. Trish Munro
Town Clerk, Simsbury
Town Hall
933 Hopmeadow St.
Simsbury, CT 06070

Dear Trish:

Please accept this letter, effective August 13, 2023, as my resignation as an Alternate Zoning Commissioner. It has been a pleasure and a privilege to serve the Town of Simsbury and its residents on the Zoning Commission.

Yours truly,

A handwritten signature in cursive script, appearing to read "Melissa E. Osborne", followed by a horizontal line.

Melissa E. Osborne

cc: E. Levitt-Smith
D. Ryan

TOWN CLERK'S OFFICE

RECEIVED
TOWN OF SIMSBURY, CT
2023 JUL 14 A 11:25