

**TOWN OF SIMSBURY – BOARD OF SELECTMEN  
REGULAR MEETING MINUTES – FEBRUARY 28, 2022  
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**CALL TO ORDER**

The Regular Meeting of the Board of Selectmen was called to order at 6:00 p.m. in the Main Meeting Room of the Simsbury Town Offices and on Zoom. Present were: First Selectman Wendy Mackstutis; Deputy First Selectman Amber Abbuhl (via Zoom); Board members Eric Wellman, Chris Peterson (via Zoom), Heather Goetz and Sean Askham (via Zoom). Others in attendance included: Town Manager Maria E. Capriola, Deputy Town Manager Melissa Appleby, Public Works Director Tom Roy, Social Service Director Kristen Formanek (via Zoom), Finance Director/Treasurer Amy Meriwether, and other interested parties.

**PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

**PUBLIC AUDIENCE**

Joan Coe, 26 Whitcomb Drive, spoke about a Police Commission presentation about the Police Department, Ambulance and Fire Department budget; the Town Manager the Town Planner and Community Development and other issues.

Sean Murphy, 312 Old Farms Road, spoke about the city of Ridgefield capping taxes for people who are over 65. He asked the Board to have a discussion on possibly doing that type of thing in Simsbury. He would like to see if this type of tax break would be viable in Simsbury.

Debbie Thibodeau, a bike path advocate, spoke about the bike/pedestrian trails which are beneficial to the community. She spoke about her support for the multi-use trails project and feels the Board needs to move forward with the design of the middle village section. She also spoke about the maintenance of the trails and asked the Board for their support with this issue.

Ms. Mackstutis read a written comment from Jess Bergman, who spoke about having more options for Public Audience for those who cannot attend meetings in person. She asked the Board to keep Zoom going so that the people don't lose their voices.

**PRESENTATION**

**a) Town Manager's Fiscal Year 2022/2023 Proposed Budget**

Ms. Capriola gave a presentation on the 2022/23 Town Manager's Proposed Budget.

Ms. Capriola went through budget objectives. She said she wants to strengthen long term financial stability. She went through the budget overview with the General Fund, Capital and other funds.

She also went over the reserve outlook and grand list growth. She went through General Fund expenses for 22/23 vs. 21/22 and different trends. She spoke about Debt Service, salaries, minimum wage, OPEB and interest rates.

Ms. Capriola talked about prioritizing service improvements and gave a list of requests for consideration. She also spoke about different uses for the ARPA funds and those priorities.

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Ms. Capriola spoke about the Capital budget revenues and expenses and those different projects. She also spoke about the CNR funds.

Ms. Capriola said the impact on tax payers is decreasing the mill rate from 37.41 to 37.07, which does not include the Fire District.

Ms. Capriola went through where the tax dollars go and suggested topics for discussion including the ARPA Funding, debt service, capital, service improvement and policies, etc.

Mr. Capriola noted that there will be budget workshops on March 10<sup>th</sup> and 12<sup>th</sup>. The Board of Selectmen will adopt the budget on March 14<sup>th</sup> or 16<sup>th</sup> and it will then go to the Board of Finance on March 31<sup>st</sup>.

There was some discussion on the ARPA funding and Capital items and how they would be funded. Ms. Capriola asked that the Board send her any specific questions.

**FIRST SELECTMAN’S REPORT**

Ms. Mackstutis, First Selectman, reviewed her First Selectman’s report.

**TOWN MANAGER’S REPORT**

Ms. Capriola, Town Manager, reviewed her Town Manager’s report.

Mr. Wellman made a motion to amend the agenda to add items i) Trust Act Reporting Requirements and j) Disbanding ARPA Workgroup. Ms. Goetz seconded the motion. All were in favor and the motion passed.

**LIAISON AND SUB-COMMITTEE REPORT**

- a) **Personnel** – There was no report at this time.
- b) **Finance** – There was no report at this time.
- c) **Public Safety** – There was no report at this time.
- d) **Board of Education** – There was no report at this time.

**SELECTMEN ACTION**

**a) Tax Refund Requests**

Mr. Askham made a motion, effective February 28, 2022, to approve the tax refunds in the amount of \$10,316.25, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds Mr. Peterson seconded the motion. All were in favor and the motion passed.

**b) Name change for Simsbury SPIRIT Council**

Ms. Formanek said the SPIRIT Council is asking that their name change so they can be more identifiable with the work they are doing and their vision.

Mr. Askham made a motion, effective February 28, 2022, to change the name of the SPIRIT Council to the Simsbury Diversity, Equity and Inclusion Council and to update the Council’s purpose and procedure documents to reflect that change. Mr. Wellman seconded the motion. All were in favor and the motion passed

**c) Supplemental Appropriation Request – Performing Arts Center Parking and Accessibility Improvements**

Ms. Capriola said this appropriation would be for capital projects budgeted for the current fiscal year. She received five bids on this project and the total would be \$174,000, which is more than what was budgeted. She said this project would allow for handicapped accessibility. They would like to have this project completed for this years’ season of events.

Ms. Abbuhl made a motion, effective February 28, 2022, to approve the supplemental appropriation for the Performing Arts Center Parking and Accessibility Improvements project, in the amount of \$174,000 and to recommend to the Board of Finance using \$160,000 from the capital reserves and \$14,000 from project savings to fund the work. Ms. Goetz seconded the motion. All were in favor and the motion passed.

**d) Budget status report**

Ms. Meriwether went through her budget status report through 12/31/21. She went through the general fund reserves and expenditures. She also went through the special program reserves and expenditures.

Ms. Meriwether went through the Health Insurance Fund reserves and expenditures and explained the differences.

After some discussion no action is needed at this time.

**e) Revisions to Public Works Director Classification**

Ms. Capriola said that now that Mr. Shea is retiring, the Public Works Director position has been restructured to include Town Engineer. Therefore, there is a change in the title and job description.

Mr. Peterson made a motion, effective February 28, 2022, to approve the revised job title, description and pay ranges for the Director of Public Works position as presented. Mr. Askham seconded the motion. All were in favor and the motion passed.

**f) Appointment of Town Engineer**

Ms. Capriola said this appointment needs to be separate according to the Town Charter.

Mr. Askham made a motion, effective February 28, 2022, to appoint Thomas Roy as Town Engineer, effective March 1, 2022, and to revise his annual salary to \$158,000.00 Mr. Wellman seconded the motion. All were in favor and the motion passed.

**g) Settlement Agreement from Water Damage Claim at Henry James Memorial School**

Mr. Askham recused himself.

Ms. Abbuhl made a motion, effective February 28, 2022, to approve the settlement agreement related to the Henry James Memorial School insurance claim(s) and to authorize Town Manager, Maria E. Capriola, to execute all settlement documents. Ms. Goetz seconded the motion. All were in favor and the motion passed.

Mr. Askham rejoined the meeting.

**h) Proposed Merger of Simsbury and Granby Chamber of Commerce**

Ms. Appleby said this merger is a great opportunity with benefits to the Towns.

After some discussion, Mr. Wellman made a motion, effective February 28, 2022, to approve the merger of the Simsbury and Granby Chamber of Commerce and to authorize Town Manager, Maria E. Capriola, to cast an affirmative vote for the merger. Ms. Abbuhl seconded the motion. All were in favor and the motion passed.

**i) Trust Act Reporting Requirements**

Ms. Capriola said there have been recent changes to the reporting requirements associated with Public Act 19-20. She said the report is due on March 1, 2022 and it requires legislative authority.

Ms. Mackstutis said this is online reporting and she would like a copy of this report submission for our records.

Mr. Wellman made a motion, effective February 28, 2022, to authorize the Simsbury Police Department to complete and submit any and all reporting requirements related to the Trust Act on behalf of the Town of Simsbury and to provide the report to the Town of Simsbury after filing until revised. Ms. Abbuhl seconded the motion. Mr. Wellman, Ms. Goetz, Ms. Abbuhl, Ms. Mackstutis and Mr. Peterson were in favor, with Mr. Askham abstaining. Therefore, the motion passed.

**j) Disbanding ARPA Workgroup**

Ms. Mackstutis said the ARPA workgroup was formed on January 14, 2022. After discussing with other members of the group, she thought it would be a good idea to move the duties to the Finance Sub-Committee.

Mr. Askham made a motion, effective February 28, 2022 to disband the ARPA Workgroup and to reassign those duties to the Finance Sub-committee. Ms. Abbuhl seconded the motion. All were in favor and the motion passed.

**APPOINTMENTS AND RESIGNATIONS**

**a) Proposed Appointments and Resignations from the Simsbury Republican Town Committee**

Mr. Askham made a motion, effective February 28, 2022, to appoint Andrew B. Bade as a Regular Member of the Conservation Commission – Inland Wetlands and Watercourse Agency with a term ending January 1, 2026. To reappoint Lucian Dragalski as a Regular Member of the Water Pollution Control Authority with a term ending January 1, 2026 and to re-appoint Thomas Hickey as a Regular Member of the Water Pollution Control Authority with a term ending January 1, 2026. Ms. Goetz seconded the motion. All were in favor and the motion passed.

**b) Appointment of Melissa Appleby to the Board of Directors for the Farmington Valley Health District**

Mr. Wellman made a motion, effective February 28, 2022, to accept the resignation of Jeff Shea from the Farmington Valley Health District Board of Directors with our thanks. Further move, effective February 28, 2022, to appoint Melissa Appleby to the Farmington Valley Health District Board of Directors for a term set to expire on April 24, 2023. Mr. Askham seconded the motion. All were in favor and the motion passed.

**c) Resignation of Tim Walczak from Open Space Committee**

Mr. Askham made a motion, effective February 28, 2022, to accept the resignation of Tim Walczak from the Open Space Committee retroactive to February 22, 2022 with our thanks. Ms. Goetz seconded the motion. All were in favor and the motion passed.

**d) Resignation of David Blume and Julie Eaton from Planning Commission**

Mr. Askham made a motion, retroactive to February 17, 2022, to accept the resignation of David Blume as a Regular Member of the Planning Commission and to accept the resignation of Julie Eaton as an Alternate Member of the Planning Commission with our thanks. Ms. Abbuhl seconded the motion. All were in favor and the motion passed.

**e) Appointment to Planning Commission**

Mr. Askham made a motion to appoint Julie Eaton as a Regular Member of the Planning omission with a term ending December 4, 2022 to fill a vacancy created by the resignation of David Blume on February 17, 2022. Further move, effective February 28, 2022, to appoint Craig MacComac as an Alternate Member of the Planning Commission with a term ending December 4, 2023 to fill the vacancy created by the resignation of Julie Eaton on February 18, 2022. Ms. Goetz seconded the motion. All were in favor and the motion passed.

**REVIEW OF MINUTES**

**a) Regular Meeting of February 14, 2022**

Ms. Abbuhl had a correction under Appointments and Resignation, page 5 g): Amy McLean Salis should be Amy McLean Salls. Mr. Wellman made a motion to approve the amended Regular Meeting Minutes of February 14, 2022. Ms. Goetz seconded the motion. All were in favor and the motion passed.

**b) Special Meeting of February 14, 2022**

There were no changes to the Special Meeting Minutes of February 14, 2022, and, therefore, the minutes were adopted.

**ADJOURN**

Mr. Askham made a motion to adjourn at 8:08 p.m. Ms. Goetz seconded the motion. All were in favor and the motion passed.

Respectfully submitted,  
Kathi Radocchio  
Clerk