

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. Present were: First Selectman Eric Wellman; Board members Michael Paine, Sean Askham, Cheryl Cook, Chris Peterson, and Christopher Kelly. Others in attendance included Town Manager Maria Capriola, Deputy Town Manager Melissa Appleby and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Joan Coe, 26 Whitcomb Drive, spoke about the new Economic Development Commission, transportation, SCTV at the Library, St. Bernard's Church being for sale, Simsbury Volunteer Ambulance, the Police log, the Board of Finance, and other issues.

Robert Kalechman, 971 Hopmeadow Street, spoke about the Economic Development Commission, State Representatives, Simsbury roads, spending tax payer's money on volunteers, absentee ballots, and other issues.

SELECTMEN ACTION

a) Tax Refund Requests

Mr. Kelly made a motion, effective October 10, 2018 to approve the presented tax refunds in the amount of \$10,894.03, and to authorize Town Manager Maria E. Capriola, to execute the tax refunds. Ms. Cook seconded the motion. All were in favor and the motion passed.

b) Proposed Purchasing Card Agreement

Mr. Wellman said the Town has been looking into getting purchasing cards, which are essentially corporate cards, which employees can use when they are traveling for work or making purchases for the Town.

Ms. Capriola said the Town was finding it difficult to make purchases without being able to make online purchases or to have cards for purchases. It is not good practice to use personal credit cards for Town business. She said these cards are managed through the Department of Administrative Services at the State level.

Mr. Paine made a motion, effective October 10, 2018 to submit the State of Connecticut Purchasing Card Agreement Addendum and to authorize Town Manager Maria E. Capriola to execute all documents related to the purchasing card program. Ms. Cook seconded the motion. All were in favor and the motion passed.

c) Acceptance of Local Bridge Program Grant

Mr. Wellman said the Department of Transportation gave the Town a Commitment to Fund letter indicating that the two submitted grant applications do qualify for funding and the project must include both bridges. The Board now needs to accept this grant.

Ms. Capriola said the Town does have money to match this grant.

Mr. Askham made a motion, effective October 10, 2018 to accept the Local Bridge program FY19 Grant in the amount of \$364,000 and to authorize Town Manager Maria E. Capriola to execute all documents related to the grant award. Mr. Paine seconded the motion. All were in favor and the motion passed.

d) Proposed Revisions to Assistant Planning Director (Assistant Town Planner) Job Description

Mr. Wellman said the Personnel Sub-Committee endorsed the changes to the job description.

Ms. Capriola said the Committee did add duties related to open space and agricultural lease management into the job description.

Mr. Askham made a motion, effective October 10, 2018 to approve the proposed modifications to the job description for the Assistant Planning Director (Assistant Town Planner) as presented. Mr. Kelly seconded the motion. All were in favor and the motion passed.

e) Proposed Revisions to Children’s Reference Librarian Job Description

Mr. Wellman said the job description changes will better align that description with the Adult Services Librarian.

Mr. Kelly made a motion, effective October 10, 2018 to approve the proposed modifications to the job description for the Children’s Reference Librarian (PT) as presented. Ms. Cook seconded the motion. All were in favor and the motion passed.

f) Proposed Professional Travel Policy

Mr. Wellman said the Personnel Sub-Committee reviewed and endorsed the proposed policy. There are specific caps on meal allowances so there is no room for interpretation.

Ms. Capriola said there are currently no guidelines on travel purchases. With this proposed policy, receipts will be needed and overnight travel will need to be approved.

Mr. Askham made a motion, effective October 10, 2018 to adopt the Professional Travel Policy as presented. Mr. Paine seconded the motion. All were in favor and the motion passed.

g) Proposed FY 18/19 General Wage Increase for Unaffiliated Positions

Mr. Wellman said the Personnel Sub-Committee reviewed and endorsed a 2.25% general wage increase for unaffiliated positions after looking at other marketplaces. This wouldn’t apply to the probationary employees until they are off probation.

Mr. Kelly made a motion, effective October 10, 2018 to approve a 2.25% general wage increase for unaffiliated staff in a non-probationary status retroactive to July 1, 2018 and that the salary ranges for those classifications be adjusted accordingly. Mr. Askham seconded the motion. All were in favor and the motion passed.

Ms. Cook made a motion, effective October 10, 2018 to approve a 2.25% general wage increase for unaffiliated staff in a probationary status upon successful completion of their probationary period and that the salary ranges for those classifications be adjusted accordingly. Mr. Paine seconded the motion. All were in favor and the motion passed.

h) Town Manager Performance Review Process and Instrument

Mr. Kelly said the Personnel Sub-Committee reviewed the proposed performance review process. The Town Manager will complete her own review; Board members will use Survey Monkey to complete their surveys; and Board will then meet and discuss the reviews; the Board will then meeting in Executive Session to conduct the performance review with the Town Manager.

No action was needed at this time.

APPOINTMENTS AND RESIGNATIONS

a) Proposed Appointment of Regina Pynn to the Board of Assessment Appeals

Ms. Kelly made a motion, effective October 10, 2018 to appoint Regina Pynn (D) as an alternate member to the Board of Assessment Appeals with a term expiring December 2, 2019. Ms. Cook seconded the motion. All were in favor and the motion passed.

b) Proposed Appointment of Stephen McDonnell as a Hearing Officer

Mr. Askham made a motion, effective October 10, 2018 to appoint Stephen McDonnell (U) as a Hearing Officer with a term expiring December 2, 2019 Mr. Kelly seconded the motion. All were in favor and the motion passed.

c) Proposed Appointments to the Economic Development Commission

Mr. Askham made a motion, effective October 10, 2018 to appoint the following people to the Economic Development Commission:

Robert Crowther (U), as a member with marketing and communications expertise, with a term expiring October 10, 2021

Ron Jodice (R), as a member representing the development community, with a term expiring October 10, 2021

Brooke Freeman (R), as a member representing the business community, with a term expiring October 10, 2021

Peter Van Loon (D), as a member representing the business community, with a term expiring October 10, 2021

William Freeman (R), as a member representing the business community, with a term expiring October 10, 2020

Lori Feldman (D), as a member with marketing and communications expertise, with a term expiring October 10, 2020

Caroline Meckel (D), as a member with tourism expertise, with a term expiring October 10, 2020.

Mr. Paine seconded the motion. All were in favor and the motion passed.

d) Resignation of Judy Sturgis from the Community for Care

Ms. Cook made a motion to accept the resignation of Judy Sturgis as a Regular Member of the Community for Care Committee retroactive to September 26, 2018 with our thanks. Mr. Paine seconded the motion. All were in favor and the motion passed.

e) Resignation of William Mullen from the Culture, Parks and Recreation Commission

Mr. Askham made a motion to accept the resignation of William K. Mullen as a Regular Member of the Culture, Parks & Recreation Commission retroactive to September 27, 2018 with our thanks. Ms. Cook seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of September 24, 2018

There were no changes to the Regular Meeting Minutes of September 24, 2018 and, therefore, the minutes were adopted.

b) Special Meeting of September 29, 2018

There were no changes to the Special Meeting Minutes of September 29, 2018 and, therefore, the minutes were adopted.

DISCUSSION ON 2018-2019 BOARD OF SELECTMEN GOALS AND PRIORITIES

Mr. Wellman said he would like to table the discussion on Board of Selectmen goals and priorities until the next meeting. The rest of the Board was in agreement.

FIRST SELECTMAN'S REPORT

First Selectman, Wellman said his First Selectman's report will be posted on the Town's website.

TOWN MANAGER'S REPORT

First Selectman, Wellman, said the Town Manager's report will also be posted on the Town's website.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

ADJOURN

Mr. Askham made a motion to adjourn at 6:45 p.m. Mr. Paine seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk