

**TOWN OF SIMSBURY – BOARD OF SELECTMEN**  
**REGULAR MEETING MINUTES – OCTOBER 26, 2020**  
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**CALL TO ORDER**

The Regular Meeting of the Board of Selectmen was called to order at 6:03 p.m. on Zoom due to COVID-19. Present were: First Selectman Eric Wellman; Deputy First Selectman Sean Askham; Board members Chris Peterson, Jackie Battos, Wendy Mackstutis and Mike Paine. Others in attendance included: Town Manager, Maria E. Capriola; Deputy Town Manager, Melissa Appleby; Chief Nicholas Boulter; Finance Director Amy Meriwether; Director of Culture, Parks and Recreation Tom Tyburski; Director of Planning Mike Glidden, Attorney Bob DeCrescenzo, and other interested parties.

**PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

**PUBLIC AUDIENCE**

- Email written comments to [ebutler@simsbury-ct.gov](mailto:ebutler@simsbury-ct.gov) by 12:00 P.M. on Monday, October 26, 2020 to be read into the records;
- Email [tfitzgerald@simsbury-ct.gov](mailto:tfitzgerald@simsbury-ct.gov) by 12:00 P.M. on Monday, October 26, 2020 to register to address the Board of Selectmen live through Zoom

Mr. Wellman read an email from Helen Peterson, who spoke about the Open Space Master Plan and how Appendices need to be updated in the Plan as it is a living document.

Ms. Askham read an email from Joan Coe, who spoke about the Memo of Understanding of the Police Commission, Town Manager and Board of Selectmen; the work environment, the mil rate, the Master Plan and other issues.

Mr. Wellman read more of the email from Maria Ecke from the last meeting about Social Worker help, Social Services in Hartford, the 2018 Senior Communicator, photo-copying services at the Senior Center, the Social Workers salary, why there is a need for a Business Librarian. Deep Water Wind and other issues.

Ms. Jenna Caulfield, a member of the Police Commission, joined public audience on Zoom and spoke about agenda item f) Memo of Understanding between the Town, Police Commission and Town Manager. She said the Commission reviewed the changes but cannot approved the Understanding as it stands. She shared the Commissions concerns with the Board.

**FIRST SELECTMAN’S REPORT**

First Selectman, Mr. Wellman, reviewed his First Selectman’s report.

**TOWN MANAGER’S REPORT**

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

Ms. Capriola asked the Board to add an agenda item following the DOT Distracted Driving Grant. She said she was notified by the State that the Body-Worn Recording Equipment Reimbursement Grant funds are running low and are only available at a first-come first-serve basis. If the Town receives this grant it could save the Town \$40,000.

Ms. Mackstutis made a motion to amend the agenda and add Body-worn Recoding Equipment Reimbursement Plan as item c. Ms. Battos seconded the motion. All were in favor and the motion passed.

### **SELECTMEN ACTION**

#### **a) Tax Refund Requests**

Ms. Mackstutis made a motion, effective October 26, 2020, to approve the presented tax refund in the amount of \$5,586.76 and to authorize Town Manager, Maria E. Capriola, execute the tax refunds. Ms. Battos seconded the motion. All were in favor and the motion passed.

#### **b) 2021 Click-It or Ticket Enforcement Grant**

Mr. Wellman said the Police Department as an opportunity to apply for a State grant to conduct dedicated safety enforcement controls providing an added 90 hours of roadway safety efforts at no cost to the Town.

Ms. Mackstutis made a motion, effective October 26, 2020, to submit the 2021 Click-It or Ticket Enforcement Grant application and to authorize Maria E. Capriola, Town Manager, to execute the grant application and to further move to accept the 2021 Click-It or Ticket Enforcement Grant application and to authorize Maria E. Capriola, Town Manager, to execute all documents related to the grant award. Mr. Askham seconded the motion. All were in favor and the motion passed.

#### **c) Body-worn Recording Equipment Reimbursement Plan**

Mr. Wellman said this is an opportunity to apply for a grant to purchase body-worn recording equipment for the Town.

Ms. Capriola said if we receive this grant it would be approximately \$40,000. The Town was planning on purchasing body cameras with full expense to the Town, but if this grant is received the cost would be cut in half.

Mr. Askham made a motion, effective October 26, 2020, to submit the Body-worn Equipment Reimbursement Grant application and to authorize Maria E. Capriola, Town Manager, to execute said grant application. Further move, to accept the Grant if awarded. Ms. Battos seconded the motion. All were in favor and the motion passed.

#### **d) Supplemental Appropriation – Ice Rink Refrigeration Condensing Unit Replacement**

Mr. Wellman said while replacing the Ice Rink refrigeration condensing unit it was discovered that the existing steel supporting the unit is in very poor condition. Ms. Capriola explained the transferring of \$13,000 from the Capital Reserve Funds to cover the cost of replacing those supports.

Mr. Peterson made a motion, effective October 26, 2020, to recommend the transfer of \$13,000 from the Capital Reserve Fund to the Capital Project Fund to cover the cost of the steel supports for the condensing unit at the Ice Rink. Mr. Askham seconded the motion. All were in favor and the motion passed.

**e) Assistant Town Clerk I and II Classifications**

Mr. Wellman said this item was previously reviewed by the Personnel Sub-Committee. He said these descriptions were last changed about 20 years ago.

Ms. Capriola went through the substantive changes in the classifications.

After some discussion, Ms. Battos made a motion, effective October 26, 2020, to revise the Assistant Town Clerk II and Assistant Town Clerk I job descriptions as presented. Further move, effective October 26, 2020, to approve salary range for the Assistant Town Clerk II position at grade T10 of the S.C. & L. employees pay plan or \$29.20 - \$34.90/hr. or the equivalent of \$53,144 - \$63,518/yr. and to approve a salary range for the Assistant Town Clerk I position at grade T7 of the S.C. & L. employees pay plan, or \$25.62 - \$30.59/hr. or the equivalent of \$46,628 - \$55,673/yr. Mr. Askham seconded the motion. All were in favor and the motion passed.

**f) Proposed Settlement Agreement for MPP-34133**

Ms. Capriola said the Union agreed to what the Town proposed for the accountant position and job description update. This position has been vacant since 2013. The accountant position would be a 40 hour per week position and the Union agreed to the compensation as well.

Ms. Capriola also spoke about a unique opportunity for an organizational wide classification compensation plan and update and she spoke about the anti-bargaining unit b schedule and adjustment to that paygrade.

After some discussion, Mr. Askham made a motion, effective October 26, 2020 to approve the settlement agreement related to claims brought by CSEA in MPP-34133. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

**g) Proposed Memorandum of Understanding Between the Town, Police Commission, and Town Manager**

Mr. Askham said the purpose of this memorandum is to clearly define the roles of the Police Department. He spoke about the intent of this memorandum of understanding. This has been done as the Town now has a Town Manager form of government. He went through some of the concerns of the Police Commission. Attorney DeCrescenzo went through some of the language updates.

After discussion, Mr. Askham made a motion to table this item at this time. Mr. Paine seconded the motion. All were in favor and the motion passed.

**h) Economic Development Commission 2020-2021 Work Plan**

Mr. Wellman said the Board reviewed the ordinance at the last meeting. He didn't feel that adding more recommendations to the EDC would be helpful at this time, but felt they already have enough to work on.

No action was taken at this time.

**i) Board of Selectmen 2021 Regular Meeting Schedule**

Mr. Wellman said this follows past practices and he checked that the dates didn't interfere with holiday.

Mr. Paine made a motion, effective October 26, 2020, to approve the Board of Selectmen 2021 Regular Meeting Schedule as presented. Mr. Askham seconded the motion. All were in favor and the motion passed.

**APPOINTMENTS AND RESIGNATIONS**

**a) Resignation from the Aging and Disabilities Commission**

Mr. Askham made a motion, effective October 26, 2020, to accept the resignation of Marvin Koff (D) as a regular member of the Aging and Disabilities Commission with our thanks and to accept the resignation of Arlene Zappile (D) as an alternate member of the Aging and Disabilities Commission with our thanks. Mr. Paine seconded the motion. All were in favor and the motion passed.

**REVIEW OF MINUTES**

**a) Regular Meeting of October 14, 2020**

There were no changes to the Regular Meeting Minutes of October 14, 2020, and, therefore, the minutes were adopted.

**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.

Mr. Wellman said the next SPIRIT Council Zoom meeting will be on November 6, 2020, and will be on National Indulgence People Month.

**COMMUNICATIONS**

- a) Letter from Attorney R. DeCrescenzo re: Special Revenue Fund Authority, dated September 21, 2020**
- b) Memo from A. Meriwether re: Town Savings Initiatives, dated October 20, 2020**
- c) Letter from M. Capriola re: USDA Emergency Grants for Farmers Due to Draught, dated October 21, 2020**

**ADJOURN**

Mr. Askham made a motion to adjourn the meeting at 7:15 p.m. Mr. Paine seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

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“Draft”**

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Kathi Radocchio  
Clerk