

**TOWN OF SIMSBURY – BOARD OF SELECTMEN  
SPECIAL MEETING MINUTES – DECEMBER 4, 2017  
“Subject to Approval”**

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**CALL TO ORDER**

The Special Meeting of the Board of Selectmen was called to order at 7:15 p.m. in the North Conference Room of Eno Memorial Hall. Present were First Selectman Eric Wellman; Board members Sean Askham, Chris Peterson, Christopher Kelly, Cheryl Cook and Michael Paine. Others in attendance included Town Manager Maria Capriola; Sean Kimball, Interim Town Manager; Melissa Appleby, Deputy Town Manager; Thomas Cooke, Interim Director of Finance/Treasurer and other interested parties.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was done earlier at the Oath of Office Ceremony.

**PUBLIC AUDIENCE**

Joan Coe, 26 Whitcomb Drive, spoke about the new Town Manager form of government, salaries for interim offices, the First Selectman’s proposed stipend, capital projects, counsel positions, her FOI complaint, the Performing Arts Center, and other issues.

Ed LaMontagne, 4 George Street, Executive Director of the Simsbury Housing Authority and Aging and Disabilities Chairman, welcomed the new Board and said he was looking forward to working with them. He thanked Mr. Cooke and Mr. Kimball for their assistance in two small cities grants they received.

**SELECTMEN ACTION**

**a) Appoint Deputy First Selectman**

Mr. Wellman noted that it is up to the First Selectman to decide who will become Deputy First Selectman. He feels Mr. Kelly should continue as Deputy First Selectman as he is respected and he is impressed with his attention to detail, work ethics and thoughtfulness.

**b) Approval of Resolution adopting the Board of Selectmen Rules and Procedures**

Mr. Wellman said the Board of Selectmen Rules and Procedures were adopted in December of 2015 for the 2016-17 term.

Ms. Cook had a change to **§A162-3 Placement of items on agenda by Board member** – the Director of Administrative Services should be changed to Town Manager.

Mr. Askham made a motion to approve the Board of Selectmen Rules and Procedures with the change. Mr. Paine seconded the motion. All were in favor and the motion passed.

**c) Approval of Board of Selectmen meetings for 2018**

Mr. Wellman asked for a change from February 14, 2018 to February 15, 2018 as the 14<sup>th</sup> is Valentine’s Day. Mr. Peterson asked to change the December 10, 2018 meeting due to a conflict. It was decided to change the December 10<sup>th</sup> meeting to December 17<sup>th</sup>.

Mr. Askham made a motion to approve the Board of Selectmen meetings for 2018 with the February and December changes. Ms. Cook seconded the motion. All were in favor and the motion passed.

**d) First Selectman’s Appointment of Board and Commission Liaison Assignments**

Mr. Wellman said it is up to the First Selectman to appoint the liaisons. No one had any conflicts, so the appointments will stand as presented.

**e) Actions in connection with transition to Town Manager:**

Mr. Kelly said the document outlines the recommendations from the Personnel Sub-Committee for the structure and compensation of these positions.

Mr. Kelly said there are three categories – one is directly related to the structure of the Town Manager form of government; second is related to the interim form of government; and third is related to the elimination of the Director of Administrative Services.

Mr. Kelly said all of the actions were known a year ago when we knew we were moving into a Town Management form of government. All of these positions were looked at very closely before making the decisions.

Mr. Kelly, Ms. Cook, and Mr. Askham went through all of the descriptions and compensations.

**1) Approve the job description for the Town Manager position**

Mr. Kelly made a motion to approve the Town Manager job description. Mr. Askham seconded the motion. All were in favor and the motion passed.

**2) Approve the employment contract for the Town Manager**

Mr. Kelly made a motion to ratify conditional officer to Maria Capriola for Town Manager. Ms. Cook seconded the motion. All were in favor and the motion passed.

**3) Ratify the Conditional Offer Letter to Maria Capriola**

Mr. Kelly made a motion to approve employment contract for Maria Capriola’s appointment as Simsbury Town Manager. Mr. Askham seconded the motion. All were in favor and the motion passed.

**4) Approve the job description for the Deputy Town Manager**

Ms. Cook made a motion to approve the job description for the Deputy Town Manager. Mr. Kelly seconded the motion. All were in favor and the motion passed.

**5) Appoint Melissa Appleby as Deputy Town Manager including adjusted compensation**

Ms. Cook made a motion to approve the appointment of Melissa Appleby to the Deputy Town Manager position. Mr. Kelly seconded the motion. All were in favor and the motion passed.

**6) Approve the appointment of Sean Kimball as Interim Town Manager**

Ms. Cook made a motion to approve the appointment of Sean Kimball as interim Town Manager effective December 4, 2017 to January 29, 2018. Mr. Kelly seconded the motion. All were in favor and the motion passed.

**7) Approve the compensation recommendation for the Interim Town Manager**

Mr. Askham made a motion to approve the recommended \$2,000 per month stipend for the Interim Town Manager Sean Kimball. Ms. Cook seconded the motion. All were in favor and the motion passed.

**8) Approve the severance agreement for the elimination of the Director of Administrative Services position**

Mr. Askham made a motion to approve the severance agreement, as outlined in the packet, for the elimination of the Director of Administrative Services position. Mr. Paine seconded the motion. All were in favor and the motion passed.

**9) Approve the employment agreement for the appointment of Tom Cooke as Interim Director of Finance/Treasurer**

Mr. Askham made a motion to appoint Thomas Cooke as interim Finance Director/Treasurer with compensation outlined in his employment agreement. Ms. Cook seconded the motion. All were in favor and the motion passed.

**10) Set Stipend amount for First Selectman**

Mr. Wellman recused himself.

Mr. Kelly said the Charter Revision Commission recommended an annual payment to the First Selectman to offset expenses that they may incur. The Charter stipulates that the amount is up to this Board. The Board discussed a \$10,000 stipend last year. There will be further discussion on the logistics of the payment.

After further discussion, an expense policy will be discussed at future meetings for the Town Manager and staff.

Mr. Askham made a motion to set the amount of \$10,000 for the First Selectman. Ms. Cook seconded the motion. All were in favor and the motion passed.

Mr. Wellman returned to the meeting.

**11) Reappointment of Town Counsel, Labor and Employment Counsel and Retirement Plan Counsel**

Mr. Cooke said the three counsels have worked out very well for the Town and they are all interested in continuing working with the Town.

There was some discussion on including an option to do an RPF after six months.

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Mr. Askham made a motion to reappoint Town Counsel, Labor and Employment Counsel and Retirement Plan Counsel for two years, with the option to conduct RFPs after June 30, 2018. Mr. Peterson seconded the motion. All were in favor and the motion passed.

**APPOINTMENTS AND RESIGNATIONS**

**a) Continuation of Appointed Boards, Commissions and Committee members until January 22, 2018**

Ms. Cook made a motion to continue the current appointments to temporary/ad hoc committees until the January 22, 2018 meeting of the Board of Selectmen and to appoint Board and Commission members to Boards and Commissions established by Chapter IV of the Charter at the January 22, 2018 Board of Selectmen meeting. Mr. Kelly seconded the motion. All were in favor and the motion passed.

**b) Amend the November 27, 2017 Board of Selectmen motion regarding the appointment of Lori Coppinger**

Mr. Wellman said there was an error in the date of the term ending in Ms. Coppinger's appointment.

Mr. Paine made a motion to correct the appointment of Lori Coppinger as a regular member of the Culture, Parks and Recreation Commission with a term ending January 1, 2018. Mr. Kelly seconded the motion. All were in favor and the motion passed.

**ADJOURN**

Mr. Askham made a motion to adjourn at 8:10 p.m. Ms. Cook seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio  
Clerk