

CALL TO ORDER

The Special Meeting of the Board of Selectmen was called to order at 6:50 p.m. in the Old Courtroom at Eno Memorial Hall. Present were: First Selectman Lisa Heavner; Board members Michael Paine, Cheryl Cook, Sean Askham, Christopher Kelly and Elaine Lang. Other in attendance included Thomas Cooke, Director of Administrative Services and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Joan Coe, 26 Whitcomb Drive, spoke about the election process and how residents are not engaged in the Town. She also spoke about a problem with her car and how she felt mistreated by the dealership.

Ms. Coe also spoke about the salary structure in Town, changing to a Town Manager form of government, and an increase in police assistance calls.

Robert Kalechman, 971 Hopmeadow Street, spoke about today being a day to honor Veterans. He also said he feels the Democrats in the Senate and Congress don't do anything to address issues of the State. He wants the State government to protect the people.

ELECTION OF DEPUTY FIRST SELECTMAN

Ms. Heavner congratulated everyone on the Board. She said she feels the strength of the Board of Selectmen is to work together. Everyone has their own talents that they bring to this Board and she is looking forward to working with all of them.

Ms. Heavner said the First Selectman usually chooses their own Deputy First Selectman and she nominated Christopher Kelly for this position.

The rest of the Board members agreed that they will all do their best to work together for the good of the community.

Ms. Heavner made a motion to nominate Mr. Kelly as Deputy First Selectman. Mr. Askham seconded the motion. All were in favor and the motion passed.

APPROVAL OF RESOLUTION ADOPTING THE BOARD OF SELECTMEN RULES AND PROCEDURES

Ms. Heavner said the Board members have received the current rules and procedures. She also noted that Mr. Mancini will give the Board quarterly financial reports, or even monthly if wanted. She is always open to any suggestions the other members of the Board may have.

After some discussion, Mr. Askham made a motion: BE IT RESOLVED, that the Board of Selectmen adopts the rules of procedure to govern the Board of Selectmen for the terms of 2015 to 2017 as received with the amendment to § A162-2, 4th line: "Under no circumstances will any item be added to the agenda later than two hours after the beginning of the meeting." Ms. Cook seconded the motion. All were in favor and the motion passed.

The amended Rules of Procedure are attached.

APPROVAL OF BOARD OF SELECTMEN MEETINGS FOR 2016

Ms. Heavner and the Board members discussed changing the time of the regular Board meetings from 7:00 p.m. to 6:00 pm. This way if information is needed, the Town staff will still be working.

The other members of the Board were willing to try the new start time of 6:00 p.m. Mr. Cooke will check to see if a time limit is needed for the trying of the change in time.

Ms. Cook made a motion: "BE IT RESOLVED, that the Board of Selectmen fixes the time and place of its regular meeting as follows, with meeting to be scheduled on Mondays at 6:00 p.m. in the Main Meeting Room of Town Hall as specified in the agenda memorandum. Mr. Askham seconded the motion. All were in favor and the motion passed.

Ms. Heavner noted that the dates of the Regular Personnel Sub-Committee meeting of the Board of Selectmen for 2016 are held at 7:30 a.m. in the Board of Education Conference Room located at Town Hall and will be held on February 4th, April 7th, June 23rd, August 4th and October 20th.

Mr. Kelly made a motion to approve the dates of the Regular Personnel Sub-Committee meetings for 2016. Mr. Askham seconded the motion. All were in favor and the motion passed.

FIRST SELECTMAN'S APPOINTMENT OF BOARD AND COMMISSION LIAISON ASSIGNMENTS

Ms. Heavner nominated Mr. Askham as liaison to the Economic Development Commission as well. This will give him more liaison positions than any other Board member.

After discussion, the appointments will remain the same as Ms. Heavner will wait for recommendations for liaison.

REAPPOINTMENT OF TEMPORARY COMMITTEE MEMBERS

Ms. Heavner noted that the Board usually extends the temporary committee members until January 25th of the following year so the Chairmen's can review their committees.

Mr. Askham made a motion to reappointment the temporary committee members until January 25, 2016. Mr. Kelly seconded the motion. All were in favor and the motion passed.

REAPPOINTMENT OF TOWN ATTORNEY, TOWN LABOR COUNSEL AND RETIREMENT PLAN COUNSEL

Ms. Heavner said the Town issued RFPs for the Town Counsel and Labor and Employment Law Counsel functions in 2014 and the firms identified were selected with the recommendation of the Personnel Sub-Committee. Reid and Riege, P.C. were selected as Retirement Plan Counsel after a comprehensive RFP process which concluded in 2013.

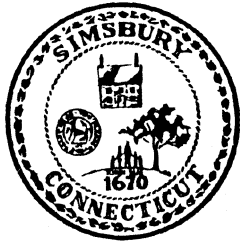
Mr. Askham made a motion to re-appoint Updike, Kelly & Spellacy, P.C. for Town Counsel; Murtha Cullina, LLP for Labor and Employment Law Counsel; and Reid and Riege, P.C. as Retirement Plan Counsel. Ms. Long seconded the motion. All were in favor and the motion passed.

ADJOURNMENT

Ms. Cook made a motion to adjourn at 7:20 p.m. Mr. Askham seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Lisa L. Heavner - First Selectman

BOARD OF SELECTMEN RULES OF PROCEDURE

BE IT RESOLVED, that the Board of Selectmen adopts the following rules of procedure:

§A162-1. Adoption of standards. The Board of Selectmen adopts Robert's Rules of Order as a general guide for the conduct of all regular and special meetings. The Board of Selectmen will conduct its business in accordance with all other applicable rules and regulations including state statutes and the Town Charter.

§A162-2. Inclusion of items on agenda; distribution of agenda. When possible, the agenda along with relevant resource material will be distributed to the Board members four (4) days prior to the meeting. Items not specifically included on the agenda may be included by a two-thirds vote of those present and voting. Except in emergency and unusual circumstances, action will not be taken on any agenda item so placed until the next meeting. Under no circumstances will any item be added to the agenda later than ~~9:00 p.m. or~~ two hours after the beginning of the meeting, ~~whichever is earlier~~. In accordance with Connecticut General Statutes, no items will be added to a special meeting agenda.

§A162-3. Placement of items on agenda by Board member. A member of the Board may have an item placed on the agenda by contacting the First Selectman or Director of Administrative Services at least seven days prior to the meeting.

§A162-4. State of the Town Message. The First Selectman may present a "State of the Town Message" at the beginning of one regular meeting per month.

§A162-5. Public participation. One period of not less than twenty minutes may be set aside at the beginning of each regular meeting of the Board of Selectmen to allow members of the public present to address the Board. Each speaker will be limited to five minutes. After all those who wish to speak have done so, previous speakers may be allowed to speak again at the end of the meeting for an additional five minutes, at the pleasure of the Board. When the First Selectman identifies a number of speakers who wish to speak in public audience which would exhaust the time allowed, a shorter period for each speaker shall be set. Any citizen so speaking shall identify himself/herself by name and address and if he/she is representing a group or organization, he/she may so state. The First Selectman, upon approval by unanimous consent, may allow additional public participation on an agenda item under discussion. From time to time, the Board of Selectmen may schedule special meetings or regular meetings devoted to a particular topic or topics.

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An Equal Opportunity Employer
8:30 - 7:00 Monday
8:30 - 4:30 Tuesday through Thursday
8:30 - 1:00 Friday

Board of Selectmen Rules of Procedure

§A162-6. Time placement of agenda items. When a board, commission, organization, or individual is invited to the meeting to discuss a particular agenda item, that item shall be placed on the agenda at the time requested, if possible.

§A162-7. Routine agenda items. All other items of a routine nature, such as ratification of bid awards, tax rebates, resignations and appointments, communications, committee reports, etc., shall be placed in the final portion of the agenda.

§A162-8. Executive session. The Board of Selectmen may enter executive session as permitted by Connecticut General Statutes.

§A162-9. Votes and minutes of Board of Selectmen. In accordance with Chapter 14, Section 1-225 of the Connecticut General Statutes entitled Freedom of Information Act, the votes of each member of the Board of Selectmen upon any issue before the Board of Selectmen shall be reduced to writing and made available to the public within forty-eight hours. These votes shall also be recorded in the minutes of the Board of Selectmen meeting. Further, a draft of the minutes of the Board of Selectmen meeting shall be available for public inspection within seven days of the session to which they refer. The First Selectman's Office will post the actions taken by the Board of Selectmen and both the draft and final version of the meeting minutes on the Town's web-site when available.

§A162-10. Completion of meetings. It is the Board of Selectmen's objective to complete meetings by 10:30 p.m. when possible.

§A162-11. Expiration. These Rules of Procedure will be in effect until the end of the Board's term, December, ~~2015~~2017.