

**TOWN OF SIMSBURY – BOARD OF SELECTMEN  
REGULAR MEETING MINUTES – JANUARY 28, 2019**

"Approved"

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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. Present were: First Selectman Eric Wellman; Board members Cheryl Cook, Michael Paine, Sean Askham, Chris Peterson, and Christopher Kelly. Others in attendance included: Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; Director of Culture, Parks, and Recreation Tom Tyburski; Tax Collector Colleen O'Connor; Finance Director/Treasurer Amy Meriwether; Director of Planning Mike Glidden; Police Chief Boulter; Chief Administrator of the Simsbury Fire District Kevin Kowalski; and other interested parties.

**PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

**PUBLIC AUDIENCE**

Joan Coe, 26 Whitcomb Drive, spoke about the Police radio system, the Performing Arts Center storage barn, employees who have been terminated and their severance packages, vaping and mind altering drugs, sale of land for solar panels, and other issues.

Sue Masino, 41 Madison Lane, spoke about the Old Growth Forest Network designation for Belden Forest, the 350<sup>th</sup> Town anniversary, and other issues.

**PRESENTATION**

**a) Public Safety Radio System Feasibility Study**

Michael Manning, Project Manager from Federal Engineering gave a presentation on the Town's public safety radio system. Travis LePage, Director and Mike Harper, Senior Consultant on the study were available on the phone.

Mr. Manning spoke about the current radio system the Town uses and how the Police Department, Public Works Department, the Board of Education, and the Simsbury Volunteer Ambulance Association continue to experience coverage and interference issues throughout the Town.

He said Federal Engineering's assessment included reviewing maintenance contracts, FCC licenses, surveys, and interviews with the Departments' staff. He also spoke about the possibility of sharing a system with Avon.

Mr. Manning went through the cost estimate comparisons between Alternative 1 and Alternative 2 and said Phase II of the project will include the design and procurement for the full system build-out.

After discussion, no action was taken at this time.

**FIRST SELECTMAN'S REPORT**

First Selectman, Wellman, reviewed his First Selectman's report.

### **TOWN MANAGER'S REPORT**

Town Manager, Capriola, reviewed her Town Manager's report.

### **SELECTMEN ACTION**

Mr. Askham made a motion to amend the agenda to move item g to item a. Ms. Cook seconded the motion. All were in favor and the motion passed.

#### **a) Old Growth Forest Network Designation for Belden Forest**

Mr. Wellman said the Old Growth Forest Network is a national nonprofit working to create a network of older forests within each county in the U.S. where forests grow naturally. The Open Space Committee endorsed seeking an Old Growth Forest Designation for Belden Forest. The Conservation Commission made a recommendation for the Board of Selectmen to seek this Designation.

Mr. Peterson made a motion, effective January 28, 2019, to authorize Town Manager Maria E. Capriola to sign application materials to include Belden Forest in the Old-Growth Forest Network and to execute the Old Growth Forest Network's Memorandum of Agreement should our application be accepted. Mr. Askham seconded the motion. All were in favor and the motion passed.

#### **b) Tax Refund Requests**

Ms. Cook made a motion, effective January 28, 2019, to approve the presented tax refunds in the amount of \$42,297.97, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds. Mr. Kelly seconded the motion. All were in favor and the motion passed.

#### **c) Proposed Tax Sale**

Mr. Paine recused himself.

Mr. Wellman said there are currently 20 properties that meet the threshold for a tax sale. In July there were 30 properties, but 10 properties have already paid.

Ms. Capriola said staff is working with the Town Attorney regarding the demand letter and timeframe on this tax sale.

Mr. Kelly made a motion, effective January 28, 2019, to proceed with a tax sale as presented. Ms. Cook seconded the motion. All were in favor and the motion passed.

Mr. Paine rejoined the meeting.

#### **d) Quarterly Budget Status Report**

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Ms. Meriwether said the Town received notification that we will be receiving a reimbursement for the October 2011 winter storm from FEMA. These are unanticipated funds and will be in excess of the FY2018/19 budget revenues.

Ms. Meriwether also spoke about the Simsbury Farms Fund expenditures exceeding the revenues and spoke about projected balances by the end of the fiscal year.

No action was needed at this time.

**e) FY 17/18 Comprehensive Financial Audit**

Ms. Meriwether went through some highlights of the Financial Audit. She said there were some issues and were fixed before the auditor's report.

No action was needed at this time.

**f) Proposed 2019 Aquatics and Day Camp Fee Schedules**

Mr. Tyburski said the Culture, Parks and Recreation Department staff is proposing small increases to some aquatic facility fees and summer day camp program rates. They are trying to encourage people to take advantage of the pre-season sale prices.

Mr. Kelly made a motion, effective January 28, 2019, to approve the 2019 fee schedules for aquatics and day camp programs as presented. Ms. Cook seconded the motion. All were in favor and the motion passed.

**g) Proposed Improvements to Storage Barn at the PAC and Fee Waiver Request**

Missy DiNunno said the tarps they have been using are aging and they would like to put up a roof structure on the east side of the barn. The structure is for the event chairs. They will be within the Conservation Commission's stipulated restrictions.

Ms. Capriola said this is a three-part process because the Town is the owner of the property:

- 1) For Ms. Capriola to sign the land use applications
- 2) To approve the waiver request
- 3) To accept the donation, at a later date

Mr. Askham made a motion, effective January 28, 2019, to authorize the Town Manager to sign applications related to the proposed roof structure addition to the Simsbury Performing Arts Center Barn on behalf of the Town of Simsbury. Mr. Kelly seconded the motion. All were in favor and the motion passed.

Mr. Paine made a motion, effective January 28, 2019, to approve the request for the fee waivers corresponding to the proposed roof structure addition to the Simsbury Performing Arts Center Barn subject to design approval by Land Use Commissions. Mr. Kelly seconded the motion. All were in favor and the motion passed.

**h) Tax Abatement for Volunteer Firefighters and Ambulance Personnel Work Group**

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Mr. Wellman said the Fire District is requesting an update to the current tax abatement. If the Board establishes a work group, they will be tasked with reviewing the Fire District’s proposed changes and exploring other possible updates to the current ordinance.

Mr. Kowalski said there was an oversight in the ordinance the last time it was changed in 2016. Instead of going in \$200 increments, there was a flat \$500 and \$1000 abatement and the change in the 25 years of service. The changes were approved, however the changes were not published in the new ordinance. There was also a change in definition of residence.

Ms. Cook made a motion, effective January 28, 2019, to establish a work group of the Board of Selectmen to review and assess the Tax Abatement for Volunteer Firefighters and Ambulance Personnel. Further move to appoint Sean Askham and Chris Peterson to the Tax Abatement for Volunteer Firefighters and Ambulance Personnel Work Group. Mr. Kelly seconded the motion. All were in favor and the motion passed.

**i) Proposed Social Media and Website Use Policy**

Mr. Wellman said the need for a policy came out of discussions with the Economic Development Work Group. This proposed policy has been reviewed by staff, the Town Attorney, labor counsel and the Personnel Sub-Committee for feedback. The proposed policy will be referred to relevant boards and commissions prior to coming back to this Board for approval.

Mr. Kelly made a motion, effective January 28, 2019, to refer the proposed Social Media and Website Use Policy to the Technology Task Force and to advisory and elected bodies that have an existing social media or web presence, with a request that comments be sent back by March 1, 2019. Mr. Askham seconded the motion. All were in favor and the motion passed.

**j) Proposed Remote Access Policy**

Mr. Wellman said the policy describes requirements for securing remote access to the Town’s networks. The draft was approved by the Technology Task Force and includes feedback from the Town Attorney.

Ms. Appleby said it strengthens IT policy and procedures and helps with cyber security. It includes the approval process for authorizing remote access users, and parameters for approved devices.

Mr. Paine requested a minor edit to the last sentence in the second paragraph of the “Purpose” section to read “Town Manager or his/her designee.”

Mr. Askham made a motion, effective January 28, 2019, to adopt the Remote Access Policy as presented. Mr. Paine seconded the motion. All were in favor and the motion passed.

**REVIEW OF MINUTES**

**a) Regular Meeting of January 14, 2019**

There were no changes to the regular minutes of January 14, 2019, and, therefore, the minutes were adopted.

**SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS**

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- 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 Tourism Committee is willing to take on evaluating the future home of the Visitor's Center. He explained to them that the Board is looking for information from all stake holders and a recommendation for what a Visitor's Center will look like in the future.

**COMMUNICATIONS**

- a) **Letter from First Selectmen Eric Wellman to State Representatives re: Tobacco purchasing Age, dated January 16, 2019**
- b) **Memo from Finance Director Amy Meriwether re: Board of Finance review of Capital Budgeting Policy, dated January 23, 2019**

Ms. Askham said it is important to look at this issue. He had mentioned that he feels uncomfortable with some of the language and feels it needs to be cleaned up. He said there needs to be some clarity around the concept of "unanticipated" needs. He is recommending against changing the five year pay-back for CNR.

Ms. Capriola said the policy is developed by the Board of Finance and then reviewed by the Board of Selectmen. However, the Board of Finance ultimately adopts it.

- c) **Memo from M. Capriola, re: Legislation to Allow Delay of Property Tax Payments for Certain Federal Employees, dated January 23, 2019**

**ADJOURN**

Mr. Askham made a motion to adjourn at 7:35 p.m. Ms. Cook seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio  
Clerk