

**TOWN OF SIMSBURY – BOARD OF SELECTMEN
SPECIAL MEETING MINUTES – AUGUST 30, 2023
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Page | 1

CALL TO ORDER

The Special Meeting of the Board of Selectmen was called to order at 9:02 a.m. via Zoom. Present were: First Selectman Wendy Mackstutis; Deputy First Selectman Amber Abbuhl; Board members Chris Peterson, Eric Wellman, and Heather Goetz. Others in attendance included: Interim Town Manager Lee Erdmann and Acting Deputy Town Manager Tom Fitzgerald.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

SELECTMEN ACTION

a) Tax Refund Requests

Mr. Wellman made a motion, effective August 30, 2023 to approve the presented tax refunds in the amount of \$64,172.05, and to authorize Interim Town Manager, Lee C. Erdmann, to execute the tax refunds. Ms. Abbuhl seconded the motion. All were in favor and the motion passed.

b) Tai Ji Quan: Moving for Better Balance ® Program and Instructor Training

Ms. Mackstutis gave background on this item to the group.

Ms. Abbuhl made a motion, effective August 30, 2023 to submit the Tai Ji Quan: Moving for Better Balance® application and to authorize Lee C. Erdmann, Interim Town Manager, to execute the grant application.

In the event that the grant is awarded, the following additional motion is in order:

Move, to accept the Tai Ji Quan: Moving for Better Balance® grant and to authorize Lee C. Erdmann, Interim Town Manager, to execute application and to authorize Lee C. Erdmann, Interim Town Manager, to execute all documents related to the grant award.

Ms. Goetz seconded the motion. All were in favor and the motion passed.

c) Proposed Updates to Administrative Secretary – WPCA Job Description and Classification

Town staff gave background of the position update to the Board of Selectmen.

Mr. Wellman made a motion, effective, August 30, 2023 to approve the updated job description for the Administrative Secretary I - WPCA as presented. Further move to establish the position at grade T6 of the CSEA SCL employees pay plan. Further move to endorse authorization of the Town Manager to enter into a memorandum of agreement codifying the terms of the tentative agreement on the matter with the union. Ms. Abbuhl seconded the motion. All were in favor and the motion passed.

d) Proposed Updates to Land Use and Building Clerk Job Description and Classification

Town staff gave background of the position update to the Board of Selectmen.

Ms. Abbuhl made a motion, effective, August 30, 2023 to approve the updated job description for the Land Use and Building Clerk as presented. Further move to establish the position at grade T7 of the CSEA SCL employees pay plan. Further move to endorse authorization of the Town Manager to enter into a memorandum of agreement codifying the terms of the tentative agreement on the matter with the union.

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

APPOINTMENTS AND RESIGNATIONS

a) Appointment of Suzanne Sinacori to Board of Directors for the Farmington Valley Health District

Ms. Goetz moved effective August 30, 2023 to appoint Suzanne Sinacori to the Farmington Valley Health District Board of Directors for a three-year term set to expire on April 24, 2026.

b) Appointments to Economic Development Commission

Ms. Abbuhl made motions, effective August 30, 2023 to appoint Matthew Natcharian to the Economic Development Commission for a term set to expire on October 10, 2024.

And, effective August 30, 2023 to appoint Matt Arthur to the Economic Development Commission for a term set to expire on October 10, 2023.

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

c) Resignation and Appointment to the Zoning Commission

Ms. Abbuhl made motions, retroactive to August 13, 2023, to accept the resignation of Melissa E. Osborne as an Alternate Member of the Zoning Commission.

And, effective August 30, 2023, to appoint David M. Moore as an Alternate Member of the Zoning Commission.

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

ADJOURN

Mr. Wellman made a motion to adjourn the meeting at 9:15 a.m. Ms. Abbuhl seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Thomas Fitzgerald
Acting Deputy Town Manager