

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:02 p.m. on ZOOM due to COVID-19. Present were: First Selectman Eric Wellman; Deputy First Selectman Sean Askham; Board members Wendy Mackstutis, Jackie Battos, Mike Paine and Chris Peterson. Others in attendance included: Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; Finance Director Amy Meriwether; Public Works Director Tom Roy; Building Official Henry Miga, Director of Social Services Kristen Formanek; Code Compliance Officer Tom Hazel and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

- Email written comments to townmanager@simsbury-ct.gov by 12 P.M. on Monday September 13, 2021, to be read into the records; or
- Email townmanager@simsbury-ct.gov by 12:00 P.M. on Monday, September 13, 2021, to register to address the Board of Selectmen through ZOOM

Joan Coe, 26 Whitcomb Drive, spoke about Town Manager mismanagement, the MOU between the Town Manager and Police Commission, as well as a recent town arrest.

Christina Traficante, 21 North Drive, shared her desire to have the mask mandate lifted as it hurts local businesses and to allow for personal choice.

PRESENTATION

a. Update from the Lower Farmington River and Salmon Brook Wild and Scenic Committee

Ms. Rieger, Mr. McDonnell and Mr. Ryan attended the meeting on behalf of the Committee. Ms. Rieger shared the purpose of the Committee, she discussed what they have funded so far and as well as grant projects.

FIRST SELECTMAN’S REPORT

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

TOWN MANAGER’S REPORT

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

The Town mask mandate was discussed. Ms. Mackstutis shared that they have received a number of emails both in support of the mandate (from parents with small children or with underlying health conditions) as well as against (from local businesses and supporters of local businesses).

Ms. Battos confirmed that there is no metric yet and that Ms. Capriola is waiting for the Health District to develop a metric that they feel comfortable recommending to the towns in the area. Ms. Capriola shared that what they have been discussing is using the Department of Public Health municipal alert system because that does break down the data town by town. Ms. Capriola stated that the CDC recommends masking for everyone if the level is substantial or high and the Town has been at substantial for about four weeks.

SELECTMEN ACTION

a) Tax Refund Requests

Mr. Peterson made a motion, effective September 13, 2021, to approve the presented tax refunds in the amount of \$35,694.80, and to authorize Town Manager, Maria E. Capriola to execute the tax refunds. Mr. Paine seconded the motion. All were in favor and the motion passed.

b) Proposed Acceptance of Simsbury-Granby Rotary Club Donation

Mr. Paine made a motion, effective September 13, 2021, to accept the Simsbury-Granby Rotary Club donation in the amount of \$3,825 for the purpose of supporting Simsbury Community and Social Services Department food programs that assist residents in need, with special focus on “kid friendly” food items. Ms. Battos seconded the motion. All were in favor and the motion passed.

c) Proposed License Agreement with Shepherd of the Hills Lutheran Church for Food Pantry Space

Ms. Capriola shared that during the pandemic they began to expand the number of people served in the food program. This program has taken over the space at Eno Hall as there is not adequate storage or space capacity. Ms. Formanek shared that Shepherd of the Hills has offered them two very large rooms for storage and distribution. There are two entrances that are handicap accessible, it is one level, and there is a community garden. This space provides a lot of opportunity to keep up with the way they have grown. The rent would be \$300 rent/month and there is an estimated cost of \$6,300 for modifications and storage units, however, the Trustees of the Kate Southwell Trust are in agreement with the proposal to cover these costs through the Trust Fund so there is no General Fund impact.

Ms. Mackstutis made a motion, effective September 13, 2021, to approve the License Agreement with the Shepherd of the Hills to lease space to support our food programs and to authorize Town Manager Maria E. Capriola to execute the agreement. Mr. Peterson seconded the motion. All were in favor and the motion passed.

d) MOU with Town of East Granby for Disposal of Leaves at Simsbury Transfer Station

Mr. Roy shared that the MOU would allow East Granby to dispose of leaves and compost leaves at our facility as we have additional capacity. If at any point it becomes too many leaves they have the ability to end the agreement. They are doing this as a trial for one to two years.

Mr. Askham made a motion, effective September 13, 2021, to approve the Memorandum of Understanding by and between the Town of East Granby and the Town of Simsbury regarding disposal of leaves at the Simsbury Transfer Station and to authorize Town Manager Maria E. Capriola to execute the agreement. Ms. Mackstutis seconded the motion. Mr. Paine abstained from the vote. Mr. Wellman, Mr. Askham, Ms. Mackstutis, Ms. Battos and Mr. Peterson voted in favor and the motion passed.

e) Revisions to Deputy Finance Director/Deputy Treasurer Job Description

Ms. Capriola shared that they presented the proposed changes to the job description, job title and pay grade to the personnel subcommittee. She stated that the current Assistant Finance Director is retiring on October 1st so they wanted to not only modernize the job description but to take into account the shared services department that they have been moving towards.

Mr. Askham made a motion, effective September 13, 2021, to approve the revised job title, job description and pay grade for the Deputy Finance Director/Deputy Treasurer position as presented. Mr. Paine seconded the motion. All were in favor and the motion passed.

f) Supplemental Appropriation Request for the Building Division

Mr. Wellman shared that over the past few years they have seen a significant uptick in building activity in Town. The number of permits issued have increased 46% and the number of inspections increased 36%. Staff has requested a \$40,000 supplemental appropriation to hire temporary help for the remainder of the year. This is a cost that is expected to be offset by building permit revenue.

Mr. Miga shared that they take pride in a very high level of customer service and very short turnaround times for permit applications and getting inspections that is a community development issue in the sense that it is an economic driver. He stated that they would like to maintain that level of customer service and additional staff would help them do so.

Ms. Battos made a motion, effective September 13, 2021, to approve a supplemental appropriation for the Building Division in the amount of \$40,000. Mr. Peterson seconded the motion. All were in favor and the motion passed.

g) Proposed Public Gathering Permit – Simsbury Airport – Fly-In and Drive-thru Food Fair

Mr. Hazel shared that this event will be held on September 25th and 26th. There will be a drive thru food fair on Saturday and on Sunday there will be a fly-in, car show and food available. A traffic management plan was submitted and the biggest change will be the use of the north lot, they will also use a two way pattern to minimize confusion and to help with foot traffic. There will be COVID testing onsite along with a vaccine clinic.

Mr. Askham made a motion, effective September 13, 2021, to approve the public gathering application on behalf of the Simsbury Airport and to authorize the issuance of the public gathering permit for a Fly-in and drive-thru food fair. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

h) Small Town America Civic Volunteer Award

Mr. Wellman shared that the Connecticut Council of Small Towns is seeking nominations for their Small Town America Civil Volunteer Award. It is an annual program that honors 100 public service volunteers. He suggested the nomination of the 350 Committee. Mr. Askham agreed that that was an outstanding idea to nominate them. Ms. Battos suggested the nomination of Cheri Cook, Mr. Wellman also thought this was a great idea. The nomination period is open until October 15th. Mr. Wellman suggested the Board members discuss it and it be voted on at the next meeting.

i) American Rescue Plan Act (ARPA) Work Group Membership

Mr. Wellman shared that they formed this workgroup months ago to provide recommendations on how the ARPA money will be invested in Simsbury and it is the group's recommendation to expand the membership to include Ms. Battos.

Ms. Mackstutis shared that Ms. Battos' downtown business knowledge and relationship with many of the businesses and knowing what is needed downtown is an asset to the group.

Ms. Mackstutis made a motion, effective September 13, 2021, to expand the American Rescue Plan Act (ARPA) Work Group from 2 membership slots to 3 membership slots and to appoint Selectwoman Jackie Battos to the work group. Mr. Askham seconded the motion. All were in favor and the motion passed.

APPOINTMENTS AND RESIGNATIONS

a) Appointment to the Simsbury Youth Services Bureau Advisory Board

Ms. Battos made a motion, effective September 13, 2021 to appoint Jeslyn Gao (student) as a student representative/regular member of the YSB, with a term to expire on June 23, 2023, upon her graduation. Mr. Paine seconded the motion. All were in favor and the motion passed.

b) Appointment of Hearing Officers

Mr. Askham made a motion, effective September 13, 2021 to appoint Abigail St. Peter Kenyon (D) as a Hearing Officer with a term expiring September 13, 2022. Mr. Peterson seconded the motion. All were in favor and the motion passed.

Mr. Askham and to appoint Stephen McDonnell (U) as a Hearing Officer with a term expiring September 13, 2022. Mr. Paine seconded the motion. All were in favor and the motion passed.

c) Appointment to Board of Directors for the Farmington Valley Health District

Mr. Peterson made a motion, effective September 13, 2021 to accept the resignation of Melissa Appleby from the Farmington Valley Health District Board of Directors and effective September 13, 2021, to appoint Maria Capriola to the Farmington Valley Health District Board of Directors for a term set to expire on April 24, 2023. Mr. Paine seconded the motion. All were in favor and the motion passed.

d) Resignations from Planning Commission

Ms. Battos made a motion, retroactive August 28, 2020, to accept the resignation of Sean Fernand Glenn as an alternate member of the Planning Commission. Mr. Paine seconded the motion. All were in favor and the motion passed.

Mr. Paine made a motion, retroactive August 16, 2021, to accept the resignation of Alan Needham as a regular member of the Planning Commission. Mr. Peterson seconded the motion. All were in favor and the motion passed.

e) Reappointment of Ferg Jansen to the Greater Hartford Transit District’s Board of Directors

Mr. Paine made a motion, effective September 13, 2021 to reappoint Ferg Jansen to the Greater Hartford Transit District’s Board of Directors to a term to expire on January 31, 2025. Ms. Battos seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a. Regular Meeting of August 9, 2021

There were no changes to the Regular Meeting minutes of August 9, 2021, and, therefore, the minutes were adopted.

b. Special Meeting of August 20, 2021

There were no changes to the Special Meeting minutes of August 20, 2021, and, therefore, the minutes were adopted.

LIAISON AND SUB-COMMITTEE REPORTS

1. **Personnel** – no report at this time.
2. **Finance** – no report at this time.
3. **Public Safety** – no report at this time.
4. **Board of Education** – no report at this time.

Ms. Mackstutis shared that there is an ARPA meeting tomorrow and they will be preparing for the Board of Finance meeting on 9/21. They have also reached out to Ms. Heavner and Mr. Pomeroy about potentially being advisors to the Committee.

Ms. Battos shared that there has been some progress at Latimer Lane as the BOE met with public building and have done a walkthrough of the building.

Mr. Paine thanked everyone for the 9/11 remembrance ceremony.

COMMUNICATIONS

- a) **Letter from J. Kertanis re: Report of Use of Supplemental Funding for Public Health COVID Related Expenditures, dated August 6, 2021**
- b) **Memo from M. Capriola RE: Administrative Approval of Public Gathering Permit, dated August 18, 2021**
- c) **Memo from M. Capriola RE: Administrative Approvals of Public Gathering Permit, dated September 3, 2021**

EXECUTIVE SESSION

a) Pursuant to CGS §1-200(6)(A), Town Manager’s Annual Performance Review

Mr. Askahm made a motion to adjourn to Executive Session pursuant to General Statutes Section 1-200(6)(A): Town Manager’s Annual Performance Review, at 7:47 p.m. and to include all Board members. Ms. Battos seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to adjourn from executive session at 8:27 p.m. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

ADJOURN

Mr. Askham made a motion to adjourn at 8:27 p.m. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

Respectfully submitted,
Heather Taylor
Clerk