

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:02 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were First Selectwoman Lisa Heavner; Board members Cheryl Cook, Michael Paine, Christopher Kelly, Sean Askham, and Elaine Lang. Others in attendance included: Thomas Cooke, Director of Administrative Services; Sean Kimball, Director of Finance/Treasurer; Melissa Appleby, Deputy Director of Administrative Services; Jeffrey Shea, Town Engineer; David Ryan, Chairman of Zoning Commission; and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

Ms. Cook made a motion to amend the agenda to move the first presentation for OpenGov to after the 2018 budget presentation and to start with public audience. Ms. Lang seconded the motion. All were in favor and the motion passed.

PUBLIC AUDIENCE

Joan Coe, 26 Whitcomb Drive, spoke about the Personnel Committee meetings being hard for the public to attend, relocation of SCTV, the car charging station, the Owen Murphy Apartments, marijuana, and other issues.

Robert Kalechman, 971 Hopmeadow Street, spoke about corruption he feels is in the 5th district, the Senior Center, a merit system for employees, the Veteran's donation, more services to the seniors, and other issues.

David Moore, 18 Bob White Way, Vice Chair of the Democratic Town Committee, Acting Chair of the Board of Ethics, and a member of the Economic Development Commission spoke in favor of the proposed Town budget and the State budget.

• HEARTSafe Community Designation – Simsbury Volunteer Ambulance Association

Mike Morse, Executive Director of Simsbury Voluntary Ambulance presented a certificate from the Department of Public Health for the re-designation of the Town of Simsbury as a Heart-safe community.

Karen Stewart, Chief Administrator/Paramedic said they applied 3 years ago to be able to train the public in CPR and to document and locate AED's in Town and help purchase new AED's. To date they have trained another 240 people. An AED is an Automatic External Defibrillator. They are now committed to another 3 years of training.

The Board congratulated the Volunteer Ambulance members for a job well done.

- **Possible Relocation of Simsbury Community Television (SCTV)**

Ms. Heavner reminded everyone that the possible move of SCTV is in the hands of the Public Building Committee.

Mr. Paine said he reached out to the owner of Andy's Supermarket to discuss moving SCTV to their space instead of having it at Eno Hall. They have had three meetings now. He feels this is the best option going forward to take care of SCTV and to move forward with the Senior/Community Center. This would require a tax abatement for Andy's for a 10 year period. More studies are underway for this possible project.

FIRST SELECTWOMAN'S REPORT

Ms. Heavner reminded everyone about the budget dates:

- March 4th beginning at 8:00 a.m. where the Board of Selectmen will hold a day-long budget workshop in the Main Meeting Room of Town Hall;
- March 7th & 9th if needed for additional budget workshops
- March 14th the Board of Education presents their budget to the Board of Finance
- March 21st the Board of Selectmen presents its budget to the Board of Finance
- April 6th the Board of Finance holds a Public Hearing on the budget.
- June 13th is a tentative date for the Budget Referendum

For more information go to: [http: www.simsbury-ct.gov/finance/pages/2017-2018-budget-information](http://www.simsbury-ct.gov/finance/pages/2017-2018-budget-information).

Ms. Heavner invited everyone to join her for coffee and donuts on March 10th from 9 – 10 a.m. in the First Selectwoman's office. This is being held as an informal discussion on the upcoming budget or any other issues the residents want to discuss.

Ms. Heavner welcomed Melissa Appleby as the new Deputy Director of Administrative Services. She comes from the Town of Greenwich and Ms. Heavner invited everyone to stop by and introduce themselves.

Ms. Heavner said the Simsbury Plan of Conservation and Development (POCD) telephone survey is underway. The survey questions are designed to help the Planning Commission better understand the opinions of our residents about different long-term conservation, development and infrastructure issues in Town. Caller ID will display "Great Blue Research."

Ms. Heavner said the latest edition of the Senior Communicator is hot off the press. You can see great programs, services and opportunities for the seniors. Everyone can find more

information on <http://www.simsbury.ct-gov/site/simsburyct/files/new/march - april 2017 newsletter.pdf>.

Ms. Heavner said the Simsbury Mini Maker Faire will be held on April 1st from 10:00 a.m. – 4:00 p.m. at the Library. The Mini Maker Faire gathers together tech enthusiasts, crafters, educators, tinkerers, hobbyists, engineers, and artist, commercial and student exhibitors. To sign up or more information visit: <http://simsbury.makerfaire.com/what-to-expect/>.

Ms. Heavner said trained and certified volunteers with AARP are available to assist seniors and others with preparing and filing their faxes free of charge. Appointments are available on February 2 – April 13 starting at 10:00 a.m. at the Simsbury Public Library. Please contact the Senior Center for an appointment at (860) 658-3273.

Ms. Heavner said there is still a drought watch in effect statewide. Check out the tips to conserve water from the Farmington Valley Health District at <http://www.fvhd.org>.

Ms. Heavner said the revaluation of real estate is now underway. Revaluation notices culminate the process and are expected to be mailed to taxpayers in December 2017. For questions, call Sean Kimball, Director of Finance at (860) 658-3244 or David Gardner, Tax Assessor at (860) 658-3251 or contact them online.

Ms. Heavner said energy assistance is available. The Social Services Department has been designated as an official intake site for residents who wish to apply for the Connecticut Energy Assistance Program. For more information or to schedule an appointment, call (860) 658-3283.

Ms. Heavner said the Public Library is offering a three-part program series called **Promoting Your Organization**, which is designed to help non-profits and small businesses promote themselves.

Utilize the Connecticut Office of Tourism Website

Tuesday, March 21st from 2:30 – 4:00 p.m. in the Technology Learning Center

Develop a PR Strategy

Tuesday, March 28th from 6:30 – 8:00 p.m. in Program Room2

Digital Marketing & Your Website

Wednesday, April 12th from 6:30 - 8:00 p.m. in the Program Room

Ms. Heavner said Wednesday night is Business Night at the Simsbury Library. Currently scheduled are:

Business Development from the Inside Out – Relationships drive the world will be held on Wednesday, March 8th from 6:30 – 8:00 p.m.

Taking Care of Your Prime Real Estate will be held on Wednesday, March 22nd from 6:30 – 8:00 p.m.

For more information or registration please go to: <http://www.simsburylibrary.info> or call Sarah Loudenslager at (860) 658-7663, ext.2107.

Ms. Heavner said the Simsbury Chamber of Commerce will hold their 9th Annual Business Leaders Breakfast on March 3rd from 7:30 – 9:45 a.m. at the Simsbury Inn. New Britain’s Mayor Erin Stewart and Rebecca Lobo are the featured speakers. To register or for more information about the event go to: <http://simsburycoc.org/m/events/view/9th-Annual-Business-Leaders-Breakfast>.

Ms. Heavner congratulated Dana Kosior, the new owner of Farmers Insurance – The Kosior Agency; Lisa and Matt Natcharian, the new owners of Fiddler’s Green; KR Styles; and Shred Fitness to Simsbury.

Ms. Heavner said everyone can see more updates on the Town website.

SELECTMEN ACTION

a) Authorize Amendment to 2017 Ground Lease for Dewey Farm

Ms. Heavner said there has been a request to amend the current lease to allow for a three year extension for the Town owned agricultural property at the former Dewey Farm.

Tim Ryan, 64 Terry Plains Road, Ryan Family Flower Farm, said he is requesting a longer lease so he can make improvements on the property. He wants to remove the poison ivy, etc. and clean-up the fields. He would like to also put up some plastic fencing on the property. This all takes time and money and therefore, he’d like to make sure he has the time to stay and do everything he wants to do. He also does do some composting and it goes into the ground immediately in the spring.

Ms. Lang made a motion to authorize an amendment to the current lease to allow for a three-year extension of ground license for the Town owned agricultural property at the former Dewey Farm. Ms. Cook seconded the motion. All were in favor and the motion passed.

b) Approve Waiver of Zoning Special Exception Application Fee in the Amount of \$290

Ms. Heavner said this is a request from the Zoning Commission. They are requesting that the Board waive the application fee of \$290 for the Zoning Application #17-02 for a special exception pursuant to Article Ten, Section H, of the Town of Simsbury Zoning Regulations for a temporary liquor permit for a one-day event. This event is a fund-raiser for pancreatic cancer.

Ms. Cook made a motion to waive the Zoning Special Exception Application Fee for Application 17-02 of Barbara Foley, Agent; Robert Patricelli, Owner; for a special Exception pursuant to Article Ten, Section H, of the Town of Simsbury Zoning Regulations. Ms. Lang seconded the motion. All were in favor and the motion passed.

c) Approve use of Simsbury Town Hall Parking Lot for Celebrate Earth Day with Representative Hampton

Ms. Heavner said this request is being made by Representative John Hampton for the Simsbury Town-wide Clean-Up Day on Saturday, April 22nd from 9 a.m. to 2 p.m. in the Town Hall parking lot.

Mr. Paine said he donates the dumpsters for this event and they are in the parking lot for approximately 24 hours.

Ms. Lang made a motion to permit the use of the Simsbury Town Hall parking lot to serve as a central contact point for the collection and temporary storage of dumpsters. Mr. Kelly seconded the motion. All were in favor and the motion passed.

d) Approve Amendment to the Laurel Hill Conservation Easement for Tariffville Fire District Water Company Commission

Ms. Heavner said this amendment is required by DEEP as the final step in the water storage tank relocation and construction for the Tariffville Fire District Water Company Commission. The DEEP requires that such an amendment be executed upon the completion of construction of the water storage tank. She said the proposed amendment has been reviewed and approved by Town Counsel.

Ms. Cook made a motion: “RESOLVED, THAT Lisa L. Heavner, First Selectwoman of the Town of Simsbury be and hereby is authorized to execute on behalf of the Town of Simsbury an Amendment to the Conservation and Public Recreation Easement and Agreement as recoded in Volume 796, Pages 745-751 of the Simsbury Land Records pursuant to Section 7-131d of the Connecticut General Statutes.” Ms. Lang seconded the motion. All were in favor and the motion passed.

e) Approve Letter to State of Connecticut General Assembly Appropriation Committee

Ms. Heavner said she is asking for approval to the letter to send to the Co-Chairs of the Connecticut General Assembly, Appropriations Committee Governor’s proposed budget of February 8, 2017.

She said the Governor’s total recommendations bring the total costs for Simsbury to \$4.3 million.

Ms. Cook made a motion to approve the letter to the Connecticut General Assembly Appropriation Committee, in the meeting packet. Ms. Lang seconded the motion. All were in favor and the motion passed.

PRESENTATION OF FISCAL YEAR 2018 BUDGET

• First Selectwoman’s Fiscal Year 2018 Budget Presented to the Board of Selectmen

Ms. Heavner said the Simsbury is a *Money Magazine Top Ten*” Best Places to Live in America.” She said her recommended budget is the first step in a long budget process and will be reviewed and changed by the Boards of Selectmen and Finance before final voter referendum in June.

Ms. Heavner said this budget proposes an additional \$691,014 (3.55% Town/BOS increase), which is a modest 0.73% increase over the total Town/BOE Budget. This small increase comes after three consecutive years of no tax increases and preserves the quality of Simsbury everyone values.

Ms. Heavner said everyone should be prepared with the crisis in our State, which will likely place additional costs on Simsbury and possibly lead to a higher tax increase.

Ms. Heavner went through the budget drivers and savings; budget objectives; accomplishments and recognitions/grants and savings; Department goals; savings to reduce costs to residents; economic and other considerations, etc. She explained where the tax dollars go.

Ms. Heavner thanked everyone who helped prepare the First Selectwoman’s budget. She said the proposed budget can be found online at www.simsbury-ct.gov/budget.

Ms. Heavner said the Board will be meeting Saturday, March 4th at 8:00 a.m., with additional dates of March 7th and 9th if needed. The Board of Selectmen will present their budget to the Board of Finance on March 21st.

OpenGov Demonstration – Sean Kimball, Director of Finance/Treasurer

Mr. Kimball showed a presentation on the new OpenGov program which allows residents to look at the budget and “manipulate” the figures. However, the “changes” will not be permanently changed in the actual budget. This is great for temporary benchmarks. This program is now available.

Ms. Heavner noted that there will be a presentation on this program at the Library on March 29th.

Mr. Askham said the Board should have a Plan A & B for the budget and this program could help that.

OTHER BUSINESS

There was no other business at this time.

APPOINTMENTS AND RESIGNATIONS

a) Acknowledge the resignation of Mary L. Patrino (R) as a regular member of the Public Building Committee effective February 7, 2017.

Mr. Askham made a motion to acknowledge the resignation of Mary L. Patrino as a regular member of the Public Building Committee effective February 7, 2017 with our thanks. Mr. Paine seconded the motion. All were in favor and the motion passed.

b) Acknowledge the resignation of Elizabeth B. Woollacott (R) as a regular member of the Historic District Commission effective February 21, 2017

Mr. Askham made a motion to acknowledge the resignation of Elizabeth Woollacott as a regular member of the Historic District Commission effective February 21, 2017 with our thanks. Ms. Lang seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Minutes of February 15, 2017

There were no changes to the February 15, 2017 minutes and therefore, they stand as final.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

Ms. Cook said there will be a Community for Care Program on March 8th at 6:30 p.m. in the Program Room of the Simsbury Public Library called “Legally Safe, Not Your Grandma’s Marijuana. Questions will be taken from the audience and the panel will respond to questions submitted by the middle and high school students. Everyone is welcome to join this important discussion. This program will also be taped by SCTV.

1. Personnel:

- a) Approve Proposed Change in Position Classification and Description – Finance Specialist**
- b) Approve Town Manager Recruitment Process Action Items**

Mr. Kelly said the Personnel Sub-Committee would like to ask the Board to approve the proposed changes for Finance Specialist. They would also like to review three items for the position of Town Manager.

Mr. Kelly said the day-to-day functions of the Finance Department are currently performed by three full-time positions including a Finance Specialist. He said our Finance Specialist is responsible for performing both payroll and accounts payable functions, but a review of other Finance Departments in Simsbury’s comparator group reveal that these functions are usually performed by two or more employees. They receive greater compensation than the Finance Specialist with pay ranges topping out in the \$65,000 to \$70,000 range.

Ms. Lang made a motion to approve the proposed changes in the position description for Finance Specialist and approve the proposed reclassification of the position from T-6 to T-10. Mr. Askham seconded the motion. All were in favor and the motion passed.

Mr. Kelly said the Personnel Sub-Committee started the process for a Town Manager. The “executive search committee” will be within the meaning of the State of Connecticut’s Freedom of Information Act CGS §1-200(2).

Mr. Kelly made a motion to designate the Board of Selectmen, the Director and Deputy Director of Administrative Services as an “executive search committee” with the Personnel Sub-Committee designated as a sub-committee of the executive search committee within the meaning of the State of Connecticut’s Freedom of Information Act, CGS §1-200(2). Ms. Lang seconded the motion. All were in favor and the motion passed.

Mr. Kelly went through the 11 key projects for the timeline for hiring a Town Manager. This Board would just be making a guide for the new Board who would be hiring a Town Manager on December 4th. No motion is needed on this item.

Mr. Kelly said the Board also has a draft RFP with samples from 4-5 other towns. Ms. Heavner said there is \$35,000 in her budget for this process. No motion is needed for this item.

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

ADJOURN

Mr. Askham made a motion to adjourn at 7:55 p.m. Ms. Lang seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk