



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN

Regular Meeting – March 25, 2024 – 6:00 P.M.

Board of Education Conference Room, Simsbury Town Hall

Meeting May Be Held in a Virtual Only Format if Inclement Weather is Expected on Day of Meeting

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

- Participants can address the Board of Selectmen in person at the meeting
- Email townmanager@simsbury-ct.gov by noon on Monday, March 25, 2024 to register to address the Board of Selectmen live through Zoom
- Written comments can be emailed to townmanager@simsbury-ct.gov. Written comments will not be read into the record, but forwarded to all Selectmen via email

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- a) Personnel
- b) Finance
- c) Public Safety
- d) Board of Education

CONSENT AGENDA

SELECTMEN ACTION

- a) Tax Refund Requests
- b) Schedule a Public Hearing for Proposed Amendments to the Town of Simsbury Retirement Income Plan
- c) FY 24/25 Budget Discussion
- d) Board of Selectmen Rules of Procedure Discussion
- e) Proposed Updates to Library Job Descriptions
- f) Proposed Revisions to Hometown Hero Program Guidelines

APPOINTMENTS AND RESIGNATIONS

- a) Reappointment of Sheree Landerman to the Board of Assessment Appeals
- b) Resignation of Mark Freeman from the Zoning Board of Appeals
- c) Resignation of David Moore from the Zoning Commission
- d) Appointment of Matthew Lidestri to the Technology Task Force

REVIEW OF MINUTES

- a) March 9, 2024 Budget Workshop
- b) March 11, 2024 Regular Meeting

COMMUNICATIONS

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** March 25, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Colleen O'Connor, Tax Collector

4. **Action Requested of the Board of Selectmen:**

If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

Move, effective March 25, 2024, to approve the presented tax refunds in the amount of \$577.26 and authorize Town Manager, Marc Nelson, to execute the tax refunds.

5. **Summary of Submission:**

Tax refunds need to be issued from time to time for motor vehicles, real property, and personal property. Some of the most common reasons tax refunds need to be issued for motor vehicles include: sale of the vehicle; the vehicle is destroyed; the vehicle is donated; the owner has moved out of state; or, the owner has successfully appealed the taxes. Real estate refunds are typically due to the fact that during the sale or refinancing of a property, both a bank and an attorney's office have paid taxes owed, resulting in an overpayment to the Town. Overpayments of personal property taxes are rare; often overpayments of personal property are due to a person or entity forgetting that they paid in full in July, then also sending the January installment.

In a legal opinion from the Town Attorney dated May 22, 2001, he stated that CGS §12-129 "requires that all applications for tax refunds be referred to the Board (of Selectmen) for their consideration and action." Once approved by the Board of Selectmen, the Town Manager will sign off on tax refund applications. As a reminder, the Tax Collector's Office is responsible for collecting revenue for the Fire District pursuant to Special Act #264 of the Legislature in 1945. However, tax refunds for the Fire District are not under the jurisdiction of nor approved by the Board of Selectmen and are therefore not included in the requested tax refunds presented.

6. **Financial Impact:**

The aggregate amount of all tax refunds as presented is \$577.26. The attachment dated March 25, 2024 has a detailed listing of all requested tax refunds.

7. **Description of Documents Included with Submission:**

- a) Requested Tax Refunds, dated March 25, 2024

REQUESTED TAX REFUNDS
MARCH 25, 2024

	BILL NUMBER	TAX	FIRE	INTEREST	TOTAL
List 2021					
Total 2021		\$0.00	\$0.00	\$0.00	\$0.00
List 2022					
Castaldo Dustin D (75 Woodland)	22-01-1353	\$6.47	\$0.21		\$6.68
Nissan Infiniti L/T LL	22-03-63920	\$90.33	\$2.93		\$93.26
Toyota Lease Trust	22-03-69294	\$480.46	\$15.59		\$496.05
Total 2022		\$577.26	\$18.73	\$0.00	\$595.99
TOTAL 2021		\$0.00	\$0.00	\$0.00	\$0.00
TOTAL 2022		\$577.26	\$18.73	\$0.00	\$595.99
TOTAL ALL YEARS		\$577.26	\$18.73	\$0.00	\$595.99



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

- 1. Title of Submission:** Schedule a Public Hearing for Proposed Amendments to the Town of Simsbury Retirement Income Plan
- 2. Date of Board Meeting:** March 25, 2024
- 3. Individual or Entity Making the Submission:**
Marc Nelson, Town Manager

4. Action Requested of the Board of Selectmen:

If the Board of Selectmen supports scheduling a public hearing for proposed amendments to the Town of Simsbury Retirement Income Plan, the following motion is in order:

Move, effective March 25, 2024, to schedule a public hearing to receive public comment concerning proposed amendments to the Town of Simsbury Retirement Income Plan for 6:00 PM at the Board of Selectmen's regular meeting on Monday, April 15, 2024.

5. Summary of Submission:

Town of Simsbury staff and attorneys have been in discussion over the past several months on options to amend the pension plan to allow for an in-service distribution of benefits to certain Town's unaffiliated employees. The amendments are recommended in order to support the retention of key personnel who otherwise would likely retire upon meeting the current eligibility requirements of the plan in order to secure full-time employment with another municipality while still in their prime working years.

The second proposed amendment is to adjust the multiplier for unaffiliated employees hired after July 1, 2024 from 2.5% to 2.00%. Employees hired prior to June 30, 2024 will remain at the current multiplier.

Section 404 of the Town Charter sets forth the requirements for a public hearing on and publication of an ordinance. The Board of Selectmen is required to have at least one public hearing on a new or amended ordinance. We are required to give at least seven (7) days' notice in a newspaper having general circulation in the Town. The Town Clerk also posts the notice in a public place, and copies of the ordinance must be available at the Town Clerk's Office. We also post the ordinance on the Town's webpage. A second hearing must be held if substantive changes are made to the ordinance (as determined by Town Counsel).

Once the amendment to the ordinance is passed, it must be filed with the Town Clerk and posted in its entirety or in summary form within ten (10) days after final passage.

The Board of Selectmen would have to approve use of a summary. The ordinance would become effective on the twenty-first (21) day after final publication.

6. Financial Impact:

These proposed changes to the Town's retirement plan do not extend the town's financial obligation to pay into the plan during any extended years of service. Once an incumbent elects to take the in-service distribution this change would authorize, the town's obligation to contribute will terminate. Accordingly, the fiscal impact of this change is positive, not negative, as actuarially required contributions will cease.

7. Description of Documents Included with Submission:

a) Proposed Amendments to the Town of Simsbury Retirement Income Plan



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Marc Nelson - Town Manager

MEMORANDUM

To: Members of the Board of Selectmen
From: Marc Nelson, Town Manager
Cc: Tom Fitzgerald, Deputy Town Mgr, Eric Gomes, Human Resources
Date: March 19, 2024
Subject: Recommended Retirement Plan Amendment

Dear Colleagues:

Further to my memorandum dated February 20, copy attached, the following outlines the recommended changes to the proposed updates to the Town's retirement plan. These changes grew out of your work reviewing the original proposal. You will recall that the starting point for these discussions began with a review by our actuaries, which was provided to Interim Town Manager Lee Erdmann, back on December 20th, 2023. Since that time the proposal has been further strengthened as follows:

1. Legal counsel and two members of the BOS recommended expansion of the class in order to afford the option of taking an in-service distribution to more of our employees. The recommended improvement necessitated a further review by our actuaries, which was completed earlier this month and conveyed by their two letters dated March 6 and March 14, respectively.
2. As part of the update to the Retirement Plan, we took the opportunity to also recommend and fold in a change to the pension multiplier (reducing it from 2.5% per year of credited service to 2.00%) for all unaffiliated employees hired after July 1, 2024. Our actuaries provided an analysis of this aspect of the update by letter dated March 13, 2024.
3. In addition to seeking guidance from our town labor lawyer and our actuaries, we also sought input from the Simsbury Police Commission. The Commission adopted a resolution in favor of the proposed changes on March 11, 2024, copy attached.

Summary

The proposed changes to the retirement plan are recommended in order to support the retention of key personnel, recognizing that recruitment of senior leaders has been challenged by a tightening labor market over the last several years - not only within the field of policing, but across a wide range of senior roles. The reduction in the pension multiplier is overdue in fact, as municipalities offering defined benefit plans continue to experience upward pressure on their Actuarially Required Contribution (ARC) to these plans. Actuarial analysis of the in-service distribution option reflected, in general, a neutral fiscal impact to the town which could be slightly positive or negative, depending upon the unique circumstances of the member electing it (gender, age, length of service, for example). Actuarial analysis of the proposed multiplier reduction reflects a favorable fiscal impact.



Town of Simsbury

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Marc Nelson - Town Manager

MEMORANDUM

To: Personnel Subcommittee
From: Marc Nelson, Town Manager
Cc: Tom Fitzgerald, Deputy Town Mgr., Eric Gomes, Human Resources
Date: February 20, 2024
Subject: Memorandum in Support of the Retirement Plan Amendment

Dear Colleagues:

Please find attached a proposed amendment to the Town of Simsbury Retirement Income Plan which would permit the in-service distribution of benefits by the Town's Police Chief or Deputy Police Chief who otherwise meets all plan requirements.

The change is recommended in order to support the retention of key personnel who otherwise would likely retire upon meeting the current eligibility requirements of the plan in order to secure full-time employment with another municipality.

Retirement, as the term has come to be understood particularly within the policing profession, no longer signals the end to regular full-time employment in one's senior years, but often merely the transfer from one organization to another. This reality has contributed in a significant way to the retention challenges faced by towns and cities as they struggle with retaining key personnel and recruiting new employees as larger-than-ever numbers of officers at all ranks retire.

Today local governments must address the implication of retirement plans which were established many years ago in a completely different labor market which essentially encourage the departure of personnel during periods of stiff competition, particularly for experienced senior leaders.

A surveyⁱ of police departments from the International Association of Chiefs of Police, conducted in 2019 before the availability of officers worsened, found that 78% of agencies reported issues recruiting qualified candidates. Fifty percent (50%) of agencies changed their internal policies to gain qualified candidates, and twenty-five percent (25%) said they eliminated services, units, or positions due to the inability to staff their departments adequately.

In Simsbury, the current police chief has nearly 25 years of service with the Town, beginning as a patrol officer in 1999. He worked his way through the ranks and was promoted to the position of Chief in 2018. A "homegrown" Chief of Police is a special asset of any local government, and that has never been truer than today when community policing is the foundation for reform, the success of which relies on the full embrace of senior leaders within police departments.

This proposed change to the Town's retirement plan does not extend the town's financial obligation to pay into the plan during any extended years of service. Once an incumbent elects to take the in-service distribution this change would authorize, the town's obligation to contribute will terminate. Accordingly, the fiscal impact of this change is positive, not negative, as actuarially required contributions will cease.

Critically, we plan no alternative contribution to a separate retirement vehicle – a key component of what some communities have considered as part of their own retention efforts. This assures the positive fiscal impact of the proposed change, but it also may serve as informative for decision-makers because it reflects a designed intent to ensure that any incumbent who elects to postpone retirement is doing so based entirely on a strong commitment to our community.

Finally, in weighing the benefit to the Town and its residents in approving this change, the Board should be cognizant of challenges inherent in transitions, the positive progress and outcomes achieved by our Police Department of which I believe we may be very proud, as well as the benefits to mission-consistency that retention of quality personnel will assure.

Thank you for your consideration.

ⁱ <https://abcnews.go.com/US/police-departments-face-vicious-cycle-challenges-retaining-recruiting/story?id=98363458>

AMENDMENT NO. 5
TO THE
TOWN OF SIMSBURY RETIREMENT INCOME PLAN

The Town of Simsbury Retirement Income Plan (“Plan”), as amended and restated effective as of July 1, 2015, is hereby amended as follows:

1.

Effective as of _____, 2024, Article X of the Plan is amended by adding the following new paragraph after Section 10.5(b):

10.5 (c) A nonunion Participant who elects an in-service distribution pursuant to section 10.6 is not subject to subsections (a) and (b) above.

2.

Effective as of _____, 2024, Article X of the Plan is amended by adding the following new paragraph after Section 10.5(c):

10.6 This section applies to a nonunion Participant employed by the Employer. Effective as of _____, 2024, if the Participant continues in active service of the Employer after the Participant’s Normal Retirement Date, the Participant, shall be permitted to elect to receive an in-service distribution of his or her normal, early or postponed retirement benefit in the manner and form that complies with Section 10.1. However, while receiving an in-service distribution pursuant to this provision, the Participant may not receive a retirement benefit from any other retirement plan offered by Employer, including, but not limited to, the Employer’s defined contribution retirement plan.

Dated this _____ day of _____, 2024

Witness:

TOWN OF SIMSBURY, CONNECTICUT

By: _____
Signature

Name: _____

Title: _____

AMENDMENT NO. 6
TO THE
TOWN OF SIMSBURY RETIREMENT INCOME PLAN

The Town of Simsbury Retirement Income Plan (“Plan”), as amended and restated effective as of July 1, 2015, is hereby amended as follows:

1.

Effective as of April 1, 2024, Article IV of the Plan is amended by adding the following new paragraph after paragraph 4.1(a)(v), but before the sentence that reads “In the event that a Participant’s Compensation is increased, his or her contribution to the Plan shall be increased in a corresponding manner at the same time.”:

- vi. For nonunion employees hired on or after July 1, 2024: 2% of Compensation

2.

All section numbers and cross references thereto are appropriately amended to effectuate the intention of the forgoing amendment.

Dated this _____ day of March, 2024

Witness:

TOWN OF SIMSBURY, CONNECTICUT

By: _____
(Signature)

Name: _____

Title: _____



Simsbury Police Commission

933 Hopmeadow Street

Simsbury, CT 06070



COMMISSIONER TRAVIS C. SCHWEIZER (CHAIR)
COMMISSIONER JENNIFER M. CAULFIELD
COMMISSIONER TENESHA GRANT
COMMISSIONER ERIC LEMKE
COMMISSIONER MICHAEL T. LONG

RESOLUTION

WHEREAS, recruitment and retention of police officers has become a challenge for towns and cities throughout the United States causing communities around the country to consider what steps they can take to retain officers at all ranks; and

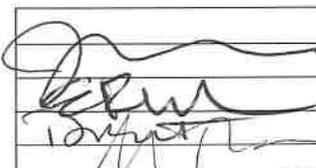
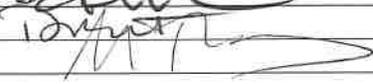
WHEREAS, the current defined benefit pension plan offered by the Town of Simsbury to non-bargaining group (unaffiliated) police department employees sets twenty-five years of service as the maximum length of service during which an employee may accrue benefits, and does not permit an in-service distribution, essentially ensuring an employee will leave upon maximizing his or her retirement benefit; and

WHEREAS, the Town Manager has informed the Police Commission that a review is underway concerning a proposed amendment to the Town’s Retirement Plan which would a) permit an in-service distribution by certain unaffiliated participants who meet all of the plan’s retirement eligibility requirements and b) approve a reduction in the so-called “pension multiplier” from 2.5% per year of service to 2.00% per year of service, for all unaffiliated employees hired after the effective date of the amendment, or July 1st, 2024, whichever is later; and

WHEREAS, The Simsbury Police Commission supports these proposed amendments to the Town’s Retirement Plan as being in the best interests of the Town and its citizens;

NOW THEREFORE BE IT

RESOLVED, that this Resolution in support of the proposed amendments to the Town’s retirement plan be transmitted to the Board of Selectmen Personnel Subcommittee and to the Town Manager for their consideration.

	<input checked="" type="radio"/> Aye <input type="radio"/> Nay
	<input checked="" type="radio"/>

ATTEST



March 6, 2024

PERSONAL & CONFIDENTIAL

Mr. Marc Nelson
Town Manager
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Re: Town of Simsbury General Government Employees' Retirement Income Plan
Proposed In-Service Distribution for Unaffiliated Members

Dear Marc:

You asked us to provide an assessment of the impact of allowing an in-service distribution of pension benefits for Unaffiliated members. This analysis focuses on Unaffiliated members who are participating in the General Government plan. Please see our letter dated December 20, 2023 for our analysis with respect to the Police Chief.

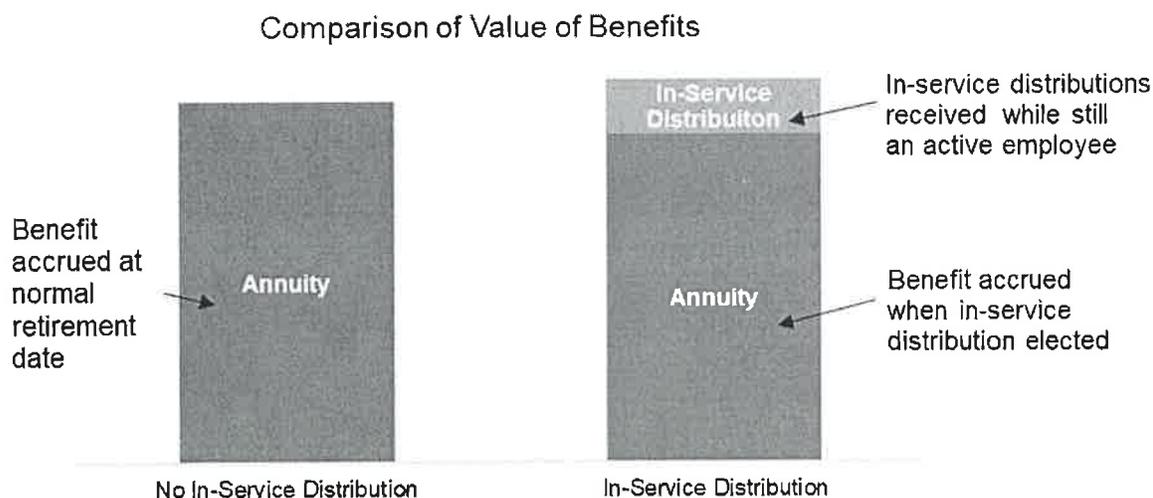
Overview

In general, adding an in-service distribution provision to the plan allows an eligible member to begin receiving his or her accrued pension benefit while continuing employment with the Town. It is our understanding that your proposal provides that a member who elects an in-service distribution foregoes future increases in his or her accrued benefit during the period between when the in-service distribution begins and the date the member retires from active employment with the Town.

An in-service distribution is cost neutral for a given member if, and only if, the actuarial present value of benefits is the same regardless of whether or not the member elects to receive an in-service distribution. Across the entire population, there may be individuals for whom an in-service distribution would result in a higher actuarial present value of benefits and therefore cost the pension plan money, and others for whom an in-service distribution would result in a lower actuarial present value of benefits and therefore save the pension plan money. That is, an in-service distribution is never cost neutral for any given individual, but across an entire population an in-service distribution could be cost neutral if the individuals with higher present values were balanced by the individuals with lower present values.

Cost Implications

Below is an illustration comparing the actuarial present value of benefits for an individual under both "No In-Service Distribution" and "In-Service Distribution" scenarios.



For this individual, the member would receive a higher actuarial present value of benefits if they elected an in-service distribution than if the member did not elect an in-service distribution, which means that this situation results in higher costs to the pension plan. For other individuals, the reverse may be true and the in-service distribution scenario has a lower actuarial present value than if the member does not elect an in-service distribution, which results in lower costs to the pension plan.

For any given individual, the cost of an in-service distribution is significantly impacted by their age and service when the in-service distribution occurs. Members retiring at younger ages have a longer retired life expectancy. This means that getting higher lifetime pension benefits without the in-service distribution option is more beneficial than receiving an in-service distribution based on smaller annuity benefits. Also, because males and females have different life expectancies, the cost of an in-service distribution will depend on the gender of the individual. In addition, service for purposes of calculating the accrued benefit is capped at 30 years. This means that members who elect to receive an in-service distribution before earning 30 years of service forego future benefit increases resulting from future service and future salary growth. On the other hand, members who elect an in-service distribution after earning 30 years of service only forego future benefit increases resulting from future salary growth. They are giving up very little additional benefit accruals and gaining the benefits from the in-service distribution.

Note that this analysis assumes that the member's decision about when to retire is independent of the member's decision to elect an in-service distribution; that is, the member would have retired from active service at Normal Retirement Age in any event.

Cost Analysis

For each possible in-service distribution age and service combination, we calculated the ratio of the actuarial present value of benefits with the in-service distribution to the actuarial present value of benefits without the in-service distribution. The analysis assumes that in-service distributions are not permitted to start until age 60 and that the member fully retires from service at age 65. In other words, no members are assumed to work past their Normal Retirement Age. A ratio of less than 100% (shown in green in the table below) means that a member electing an in-service distribution generates savings to the pension plan; a ratio of more than 100% (shown in red in the table below) means that a member electing an in-service distribution is costly to the pension plan.

Value of In-Service Distribution vs Value of Retiring at Normal Retirement Date - Males

Age at In-Service Distribution Date	Service at In-Service Distribution Date										
	25	26	27	28	29	30	31	32	33	34	35
60	86.3%	89.8%	93.2%	96.7%	100.2%	103.6%	103.6%	103.6%	103.6%	103.6%	103.6%
61	89.4%	89.8%	93.3%	96.7%	100.2%	103.6%	103.6%	103.6%	103.6%	103.6%	103.6%
62	92.2%	92.6%	93.0%	96.4%	99.9%	103.3%	103.3%	103.3%	103.3%	103.3%	103.3%
63	95.0%	95.2%	95.5%	95.7%	99.1%	102.6%	102.6%	102.6%	102.6%	102.6%	102.6%
64	97.6%	97.7%	97.8%	98.0%	98.1%	101.5%	101.5%	101.5%	101.5%	101.5%	101.5%
65	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Value of In-Service Distribution vs Value of Retiring at Normal Retirement Date - Females

Age at In-Service Distribution Date	Service at In-Service Distribution Date										
	25	26	27	28	29	30	31	32	33	34	35
60	85.1%	88.5%	91.9%	95.3%	98.7%	102.1%	102.1%	102.1%	102.1%	102.1%	102.1%
61	88.3%	88.7%	92.2%	95.6%	99.0%	102.4%	102.4%	102.4%	102.4%	102.4%	102.4%
62	91.4%	91.7%	92.1%	95.5%	98.9%	102.3%	102.3%	102.3%	102.3%	102.3%	102.3%
63	94.3%	94.6%	94.9%	95.1%	98.5%	101.9%	101.9%	101.9%	101.9%	101.9%	101.9%
64	97.2%	97.4%	97.5%	97.6%	97.7%	101.1%	101.1%	101.1%	101.1%	101.1%	101.1%
65	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

The actual cost of an in-service distribution option will depend on the final form of the in-service distribution option, the effective date of implementation, pay increases after an in-service distribution is elected, the extent to which members actually elect an in-service distribution, and the extent to which retirement patterns are altered by the existence of an in-service distribution option.

Caveats

Our calculations are based on the census data (as provided by the Town) and actuarial methods and assumptions that we used in our July 1, 2022 valuation and on our understanding of the plan provisions and the related sections of the tax code. The key assumptions used in our analysis are summarized below.

- Interest rate: 6.50%
- Salary scale: 3.50%
- Mortality: PubG-2010 Healthy Annuitant table with generational projection using MP-2021

The proposed plan change does not materially impact the analysis of risks faced by the plan that was presented in our most recent actuarial valuation report.

It is certain that actual experience will not conform exactly to the assumptions used in this analysis. To the extent future experience deviates from those assumptions, the results of this analysis could vary from the results presented here. Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions, changes in economic or demographic assumptions, increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period or additional cost or contribution requirements based on the plan's funded status), and changes in plan provisions or applicable law. Due to the limited scope of our assignment, we did not perform an analysis of the potential range of such future measurements.

The results included herein were developed using models intended for valuations that use standard actuarial techniques as well as a model to develop long-term funding projections. We have reviewed the models, including their inputs, calculations, and outputs for consistency, reasonableness, and appropriateness to the intended purpose and in compliance with generally accepted actuarial practice and relevant actuarial standards of practice. The models, including all input, calculations, and output may not be appropriate for any other purpose.

We performed a limited review of the data used directly in our analysis for reasonableness and consistency and have not found material defects in the data. If there are material defects in the data, it is possible that they would be uncovered by a detailed, systematic review and comparison of the data to search for data values that are questionable or for relationships that are materially inconsistent. Such a review was beyond the scope of our assignment. If the underlying data or information is inaccurate or incomplete, the results of our analysis may likewise be inaccurate or incomplete and our calculations may need to be revised.

Milliman's work is prepared solely for the internal business use of the Town of Simsbury. To the extent that Milliman's work is not subject to disclosure under applicable public records laws, Milliman's work may not be provided to third parties without Milliman's prior written consent. Milliman does not intend to benefit or create a legal duty to any third party recipient of its work product, and Milliman may include a legend on its reports so stating. Milliman's consent to release its work product to any third party may be conditioned on the third party signing a Release, subject to the following exceptions: (a) the Town may provide a copy of Milliman's work, in its entirety, to the Town's professional service advisors who are subject to a duty of confidentiality and who agree to not use Milliman's work for any purpose other than to benefit the Town; and (b) the Town may provide a copy of Milliman's work, in its entirety, to other governmental entities, as required by law. No third party recipient of Milliman's work product should rely upon Milliman's work product. Such recipients should engage qualified professionals for advice appropriate to their own specific needs.

We have not explored any legal issues with respect to implementing an in-service distribution option. We are not attorneys and cannot give legal advice on such issues. The consultants who worked on this assignment are actuaries. Milliman's advice is not intended to be a substitute for qualified legal or accounting counsel.

Mr. Marc Nelson
March 6, 2024
Page 5

The signing actuary is independent of the plan sponsor. I am not aware of any relationship that would impair the objectivity of my work. I am a member of the American Academy of Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Sincerely,

A handwritten signature in cursive script that reads "Jenn".

Jennifer M. Castelhana, FSA
Consulting Actuary

JC 20 SIM030624In-ServiceDistributionsLetter



March 13, 2024

PERSONAL & CONFIDENTIAL

Mr. Marc Nelson
Town Manager
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Re: Town of Simsbury General Government Employees' Retirement Income Plan
Impact of Proposed Plan Change

Dear Marc:

At the Town's request, we have analyzed the impact of decreasing the benefit multiplier from 2.50% to 2.00% for Unaffiliated employees hired on or after July 1, 2024.

Baseline

The benefit multiplier for Unaffiliated employees is 2.50%.

Proposal

For Unaffiliated employees hired on or after July 1, 2024, the benefit multiplier will be decreased to 2.00%.

If this analysis is distributed, it must be distributed in its entirety.

The results included herein were developed using models intended for valuations that use standard actuarial techniques as well as a model to develop long-term funding projections. We have reviewed the models, including their inputs, calculations, and outputs for consistency, reasonableness, and appropriateness to the intended purpose and in compliance with generally accepted actuarial practice and relevant actuarial standards of practice. The models, including all input, calculations, and output may not be appropriate for any other purpose.

Our calculations are based on the actuarial methods and assumptions we used for our July 1, 2022 valuation and assume the plan changes were made effective as of July 1, 2022. In addition, our calculations are based on the census data we used in our July 1, 2022 actuarial valuation. The actual cost will depend on the final form of the plan changes, the effective date, and the eligible members at that time.

We have not explored any legal issues with respect to the proposed plan changes. We are not attorneys and cannot give legal advice on such issues. We suggest that you review this proposal with counsel.

Mr. Marc Nelson
March 13, 2024
Page 2

The long-range forecasts assume that the Town will pay the Actuarially Determined Contribution each year, the assets will return 6.50% on a market value basis each year, and there are no future changes in the plan provisions, actuarial methods, or assumptions unless otherwise noted. Terminating and retiring active members are assumed to be replaced by new hires with the same age / pay / gender characteristics as those hired in the past few years. We have assumed that 60% of new hires who are eligible to participate in the DB plan will elect to participate in the DB plan. The remaining 40% are assumed to elect to participate the DC plan.

It is certain that actual experience will not conform exactly to the assumptions used in this analysis. To the extent future experience deviates from those assumptions, the results of this analysis could vary from the results presented here. Actual results at each point in time will yield different values, reflecting the actual experience of the plan membership and assets. The proposed change does not materially impact the analysis of risks faced by the plan that was presented in our most recent actuarial valuation report.

We performed a limited review of the data used directly in our analysis for reasonableness and consistency and have not found material defects in the data. If there are material defects in the data, it is possible that they would be uncovered by a detailed, systematic review and comparison of the data to search for data values that are questionable or for relationships that are materially inconsistent. Such a review was beyond the scope of our assignment. If the underlying data or information is inaccurate or incomplete, the results of our analysis may likewise be inaccurate or incomplete and our calculations may need to be revised.

This analysis was prepared exclusively for the Town of Simsbury. To the extent that Milliman's work is not subject to disclosure under applicable public records laws, Milliman's work may not be provided to third parties without Milliman's prior written consent. Milliman's consent to release its work product to any third party may be conditioned on the third party signing a Release, subject to the following exceptions: the Town may provide a copy of Milliman's work, in its entirety, to the Town's professional service advisors who are subject to a duty of confidentiality and who agree to not use Milliman's work for any purpose other than to benefit the Town; and the Town may provide a copy of Milliman's work, in its entirety, to other governmental entities, as required by law. Any third party recipient of Milliman's work product who desires professional guidance should not rely upon Milliman's work product, but should engage qualified professionals for advice appropriate to its own specific needs. Milliman does not intend to benefit any third party recipient of this analysis and assumes no duty or liability to any such third parties.

I am a member of the American Academy of Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Please let me know if you have any questions.

Sincerely,



Jennifer M. Castelhana, FSA
Consulting Actuary

Town of Simsbury

General Government Employees' Retirement Income Plan

Cost Impact of Proposed Pension Plan Changes for Unaffiliated Members

Based on July 1, 2022 Valuation

Proposed Change: Decrease the pension multiplier from to 2.50% to 2.00% for Unaffiliated employees hired on or after July 1, 2024.

Fiscal Year Ending	Baseline No Changes	Proposed Change	
	Actuarially Determined Contribution	Actuarially Determined Contribution	Impact on Actuarially Determined Contribution
2024	\$1,420,000	\$1,420,000	\$0
2025	1,495,000	1,494,000	(1,000)
2026	1,581,000	1,579,000	(2,000)
2027	1,653,000	1,649,000	(4,000)
2028	1,819,000	1,815,000	(4,000)
2029	1,879,000	1,873,000	(6,000)
2030	1,925,000	1,918,000	(7,000)
2031	1,976,000	1,968,000	(8,000)
2032	2,024,000	2,015,000	(9,000)
2033	2,075,000	2,065,000	(10,000)
2034	2,124,000	2,112,000	(12,000)
2035	2,175,000	2,161,000	(14,000)
2036	2,232,000	2,216,000	(16,000)
2037	2,286,000	2,268,000	(18,000)
2038	2,337,000	2,314,000	(23,000)
2039	246,000	227,000	(19,000)
2040	0	0	0
2041	0	0	0
2042	0	0	0
2043	0	0	0

This projection is based on the results of the July 1, 2022 actuarial valuation and assumes that there are no future changes in the actuarial methods or assumptions or in the plan provisions. Terminating and retiring active members are assumed to be replaced by new hires with the same age / pay / gender characteristics as those hired in the past few years. We have assumed that 60% of new hires who are eligible to participate in the DB plan will elect to participate in the DB plan. The remaining 40% are assumed to elect to participate the DC plan. For purposes of this forecast the amortization period declines to 1 year to illustrate the progress of the plan towards becoming fully funded; in actual practice the amortization period will not be less than 10 years in order to shield the Town from contribution volatility. Actual results at each point in time will yield different values, reflecting the actual experience of the plan membership and assets.

This work product was prepared solely for the Town for the purposes described herein and may not be appropriate to use for other purposes. Milliman does not intend to benefit and assumes no duty or liability to other parties who receive this work. Milliman recommends that third parties be aided by their own actuary or other qualified professional when reviewing the Milliman work product.

This exhibit should only be distributed with a copy of the accompanying letter dated 03/13/2024 in its entirety. **03/13/2024**



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** FY 24/25 Budget Discussion
2. **Date of Board Meeting:** March 25, 2024
3. **Individual or Entity Making the Submission:**
Wendy Mackstutis, First Selectman
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen wish to recommend the proposed FY 24/25 CIP & CNR plans to the Board of Finance, the following motion is in order:

Move, effective March 25, 2024, to recommend the revised FY 24/25 Capital Improvement Plan & FY 24/25 Capital Non-Recurring Plan to the Board of Finance.
5. **Summary of Submission:**
First Selectman Mackstutis requested a discussion on any open or outstanding budget items identified by the Board of Finance from their March 19th meeting.

At their March 19th meeting the Board of Finance asked for the Board of Selectmen approved FY 24/25 capital plan to be revisited after reviewing different budget modeling scenarios presented by the Finance Director.

The guidance provided by the Board of Finance to the Board of Selectmen was to limit future bonding to approximately \$10MM bi-annually so as to minimize future increases to debt service costs, particularly during a period of anticipated slow grand list growth. Staff has met to review and revise the initial CIP and CNR plans to fit this guidance.

Several projects have been removed from the plan and listed as “unfunded” with the understanding that years 2 through 6 of the presented plans can be discussed and reevaluated at future budget meetings for the FY26 budget. Past practice has been to use those out years as guides but as the budget process moves through its traditional process those initial plans are adjusted based on changing priorities and available funding.
6. **Financial Impact:**
No impact in the FY25 budget. The impact of restricting future bonding for a period of time will lower debt service costs in future years
7. **Description of Documents Included with Submission:**
 - a) Revised FY 24/25 Capital Non-Recurring Plan
 - b) Revised FY 24/25 Capital Improvement Plan

Town of Simsbury
Six Year Capital Non-Recurring (CNR) Plan
Fiscal Year 2024/25 - Fiscal Year 2029/30

	Funding Source	FY24/25	Future Projects				
			FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
GENERAL GOVERNMENT							
Revaluation	GF-TP	68,600	68,600	68,600	68,600	68,600	68,600
Computer/Technology Upgrades	GF-TP	30,240	30,240	30,240	30,240	30,240	30,240
Public Safety Radio System Maintenance/Repairs	GF-OT	10,000	10,000	10,000	10,000	10,000	10,000
Budget Software	CRF-1	16,352	13,000	13,000			
Network Storage & Virtual Environment	GF				140,000		
Network Expansion - Parks & Rec Maintenance Building	GF-TP		22,000				
Firewall Upgrades	GF-TP	17,000					
Network Switches	CRF-1	24,700					
Security Camera Infrastructure & Equipment	GF-TP	38,000	30,000	30,000	30,000	30,000	30,000
Main Meeting Room Audio-Visual Upgrades	GF		15,600				
Neighborhood Planning & Small Area Plans	GF-TP	50,000	50,000	50,000	50,000	50,000	50,000
Zoning Regulations Update	CRF-1	75,000	50,000				
Municipal Fleet Replacement	GF-TP		30,000	30,000	30,000	30,000	30,000
Furniture Replacement	GF-TP		10,000	10,000	10,000	10,000	10,000
Microsoft Office Upgrade	GF-TP		20,000	20,000			
Dial-A-Ride Van	G/DAR					150,000	150,000
Telephone System	GF		25,000				
Total General Government		329,892	374,440	261,840	368,840	378,840	378,840
LIBRARY							
Computer Replacements (Public Terminals)	GF-OT	7,000	7,090	18,627	7,238	7,384	7,532
Furniture Replacement	GF-TP		25,000	30,000	30,000	30,000	30,000
Library Compressor/HVAC Controls Replacement	CRF-1	40,250					
Weatogue Room AV Upgrade	GF-TP					23,000	
Replace Digital Displays	GF			4,990			
Automated Book Handler Replacement	GF				75,000		
Total Library		47,250	32,090	53,617	112,238	60,384	37,532

	Funding Source	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
POLICE							
Police Cruisers (3)	GF-OT	121,710	197,170	212,944	229,979	248,377	268,248
Police Administrative Vehicles	GF-OT	54,772	59,154	127,772	68,997	74,517	80,478
Patrol Supervisor Cruisers (2)	GF				140,000		
Animal Control Officer Vehicle	CRF-PD		61,000				
Document Storage/Digitization of Records	CRF-PD	25,000					
Records Office & Storage Renovation	GF-OT	60,855					
Body Worn Cameras and Car Cameras	CRF-PD	47,424	47,424	50,000	50,000	50,000	50,000
Emergency Medical Dispatch Upgrade	CRF-PD		60,000				
Variable Message Signs (2)	CRF-PD				35,000		
Active Threat Vests	CRF-PD				30,000		
Mobile Data Terminals	CRF-PD		60,000				
Training Room Technology Replacement	GF-TP						10,000
Interview Room Audio/Video Recording System	CRF-PD	4,700	4,700	45,000	5,000	5,000	5,000
Soft Body Armor/Vest Replacement	CRF-PD	5,000	21,000	8,000	7,000	7,000	9,000
Replacement of Digital Fingerprint System	GF					20,000	
Tasers	CRF-PD	37,261	37,261	37,261	37,261	40,000	40,000
Roadside Cameras	CRF-PD				18,000	18,000	18,000
Total Police		356,722	547,709	480,977	621,237	462,894	480,726
PUBLIC WORKS - GENERAL							
Iron Horse Landscaping	GF		60,000	60,000			
Public Works Staffing Study	GF		45,000				
Community Farm Maintenance & Repairs	GF-OT	5,000	5,000	5,000	5,000	5,000	5,000
Total Public Works - General		5,000	110,000	65,000	5,000	5,000	5,000
PUBLIC WORKS - HIGHWAY							
Material Recycling	GF-OT	25,000	25,000	25,000	25,000	25,000	25,000
Plow Blades	TAR	31,000		31,000		31,000	
Truck Wash Barn Roof	CRF	170,000					
11' Snow Plow	TAR	31,000		31,000		31,000	
Various Drainage Improvements	GF		150,000		150,000		150,000
One-Ton Dump Truck (Crew Leader)	GF			63,000			
Bobcat Track Skid Loader	TAR				85,000		
Subsurface Truck Lift	GF			234,570			
Asphalt Paving Box	GF					200,000	
Pickup F-150 4x4 (Director)	PS	42,000					
Roadside Mower	GF		130,000				
Fork Lift for Garage	GF				42,000		
Roadside Tractor	TAR						120,000

	Funding Source	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
Wing Plow	GF		240,000				
Air Ventilation System (Highway Garage)	TAR		94,000				
Equipment Material Handling Arm	GF						17,000
18" Chipper	GF			85,000			
5 Ton Trolley Crane (Highway Garage)	GF						53,000
Bobcat Bandit Chipper	GF				95,000		
Salt Brine System	GF		140,000				
Medium Duty Trailer	TAR	29,580					
Wheeled Excavator	GF			230,000			
Total Public Works - Highway		328,580	779,000	699,570	397,000	287,000	365,000

PUBLIC WORKS - BUILDINGS & GROUNDS

Condenser - BOE/Maintenance Building	CRF-1	22,000					
Town Hall HVAC Controller Upgrade	GF-TP	11,500					
Scout Hall - Repainting & Columns	GF		55,350				
Eno Office and Senior Center Modifications	GF		198,390				
Repoint Marble Railings - Eno Hall	ET	21,500					
2015 Ford Pick-Up	GF-TP	60,000					
Town Hall ADA Hardware Upgrade	CRF-1	40,000					
Carmate Trailer	GF		16,000				
Trailer Mounted Leaf Vac	GF			16,500			
Eno Stage Lighting & Fire Curtain	GF			122,000			
Scagg Zero Turn Mower (Replace 2012)	CRF-1	21,850					
Total Public Works - Facilities		176,850	269,740	138,500	-	-	-

PUBLIC WORKS - ENGINEERING

Townwide Mapping Update	GF		150,000				
Intersection Safety Improvement Studies/Traffic Calming	GF		100,000		100,000		100,000
Pedestrian Safety	GF			50,000			
Bike Ped Improvements	GF		20,000				
Townwide Bridge/Culvert Inventory & Evaluation	GF		200,000				
Townwide Drainage Master Plan Update	GF-TP			200,000			
Culvert Replacement - Pine Glenn over Minister Brook	GF			160,000			
Total Public Works - Engineering		-	470,000	410,000	100,000	-	100,000

	Funding Source	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
WATER POLLUTION CONTROL							
Vehicle Replacement	SUF		45,000	55,000	65,000		
Sewer Lining	SUF	100,000	100,000	100,000	100,000	100,000	100,000
HVAC Systems Replacement	SUF	150,000	150,000	150,000	150,000		
WPCF Pavement Overlay	SUF		75,000	75,000	75,000		
Flow and Load Review	SUF					100,000	
Phosphorous Removal System	SUF					60,000	
Portable Generator				100,000			
Total Water Pollution Control		250,000	370,000	480,000	390,000	260,000	100,000

CULTURE, PARKS & RECREATION

Various Playscapes/Playground Refurbishments	GF-TP	40,000	45,000	50,000	55,000	65,000	65,000
Park Entrance Signs Replacement	GF-TP	16,000	16,000				
Greenway Improvements	CRF	75,000	75,000	75,000	75,000	75,000	75,000
Irrigation Replacement - Various Fields & Parks	CRF	100,000	100,000	100,000			
Simsbury Farms Apple Barn Roof and Carpets	CRF	75,000					
Cart Path Paving	SF	200,000					
Rebuild Tee #13	SF	2,500	20,000				
Golf Course Rough Mower (replace 2012)	E	95,000					
Simsbury Farms Parking Lot Drainage	GF-TP	51,000					
Tariffville Park Court Replacement - Supplemental	CRF	100,000					
Memorial Softball Field Backstop	GF		22,000				
Golf Course Master Plan Study	GF		50,000				
Simsbury Farms Pool Waterslide	GF			20,000			
Golf Course Drainage Projects	SF	15,000	35,000	35,000	35,000	35,000	35,000
Upgrade Simsbury Farms Ice Rink PA System/Video Display	GF			6,000			
Small Parks Mower (replace 2015)	GF-TP	20,000					
Pavilion at Golf Course	GF			100,000			
Ice Rink Edger (replace 1995)	GF-TP	12,000					
Athletic Field Lining Machine (replace 2012)	GF		30,000				
Rebuild Tee #9	SF			22,500			
Simsbury Farms Generator	GF						75,000
Dump Truck Replacement (replace 2012)	CRF	70,000					
Pickup Truck Replacement (replace 2012)	GF		60,000				
Field Scheduling System	GF			25,000			
Memorial Park Athletic Field Mower (replace 2007)	CRF-1	60,000					
Golf Course Greens Mower	E		55,000				
Fencing at Simsbury Meadows Performing Arts Center	GF		25,000				
SPAC Field Electrical Improvements	GF		60,000				

	Funding Source	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
Lake Basile Dam	GF		130,000				
Restoration of Lake Basile Bridge	GF-TP		20,000				
Golf Course Pump House Renovation	GF		157,000				
Paddle Courts Refurbishing	GF		32,000				
Utility Vehicle - Simsbury Farms (replace 2007)	GF			30,000			
Meadow Pond Park Pavilion Replacement	GF			25,000			
Utility Vehicle - Memorial Park (replaces 2005)	GF		30,000				
Ice Rink Compressors - Refurbishing	GF					30,000	
Pickup Truck Replacement (replace 2014)	GF			45,000			
Pickup Truck Replacement (replace 2015)	GF			62,000			
Shade Structures for Simsbury Farms Pools and Rotary Park	GF				65,000		
Sycamore Tree Park Fencing	GF				12,000		
Golf Course Ventrac	E			50,000			
Recreation Administrative Vehicle	GF					50,000	
Parks Boom Mower Attachment Replacement (replace 2013)	GF		15,000				
Pool Plaster Refurbishing - Main, Diving and Wading pools	GF			170,000			
John Deere Backhoe	E						120,000
Kubota Tractor #2 (replace 1997)	GF						75,000
Pickup Truck Replacement (2016)	GF				62,000		
Bobcat Skid Steer Loader	GF					85,000	
Big Rotary Mower - Parks	GF					86,000	
Carpet Replacement - Simsbury Farms Administration Building	GF						15,000
Parks/Golf Maintenance Garage Heating	GF				12,000		
Simsbury Farms Fitness Trail Improvements	GF					25,000	
Parks Kubota Tractor #1 (replace 1997)	GF		75,000				
Re-Siding of Golf Clubhouse	GF				40,000		
Re-Siding of Simsbury Farms Main Building	GF				50,000		
Re-Siding of PAC Bandshell	GF				25,000		
Pickup Truck Replacement (2016)	GF				62,000		
Simsbury Farms Ice Rink Walls	GF				35,000		
Simsbury Farms Basketball Courts Resurfacing	GF			35,000			
Paving - Simsbury Farms Facility/Parks/Golf Maintenance Garage	GF						150,000
Golf Course Rough Mower (Replace 2014)	E				100,000		
Pickup Truck Replacement (2017)	GF					64,000	
Golf Course Trim Rough Mower (replace 1998)	E					40,000	
Total Culture, Parks & Recreation		931,500	1,052,000	850,500	628,000	555,000	610,000
TOTAL CNR	\$	2,425,794	4,004,979	3,440,004	2,622,315	2,009,118	2,077,097

Note: bold text indicates new projects for FY25

	Funding Source	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
FUNDING:							
General Fund - Traditional Payback (GF-TP)		414,340	419,840	418,840	415,840	416,840	413,840
General Fund - Operating Transfer (GF-OT)		284,337	328,414	399,343	346,214	370,278	396,257
General Fund (GF)		-	2,391,340	1,832,060	1,068,000	555,000	610,000
Capital Reserve Fund - \$1M Supplemental (CRF-1)		300,152	-	-	-	-	-
Capital Reserve Fund (CRF)		590,000	-	-	-	-	-
Capital Reserve Fund - Private Duty Fund (CRF-PD)		119,385	291,385	140,261	182,261	120,000	132,000
Project Savings (PS)		42,000					
Federal or State Grants (G)		-	-	-	-	120,000	120,000
Town Aid Road Fund (TAR)		91,580	94,000	62,000	85,000	62,000	120,000
Sewer Use Fund (SUF)		250,000	370,000	480,000	390,000	260,000	100,000
Eno Trust (ET)		21,500	-	-	-	-	-
Dial-A-Ride Fund (DAR)		-	-	-	-	30,000	30,000
Simsbury Farms Fund Balance (SF)		217,500	55,000	57,500	35,000	35,000	35,000
Golf Equipment Fund (E)		95,000	55,000	50,000	100,000	40,000	120,000
TOTAL FUNDING	\$	<u>2,425,794</u>	<u>4,004,979</u>	<u>\$ 3,440,004</u>	<u>2,622,315</u>	<u>\$ 2,009,118</u>	<u>2,077,097</u>

Town of Simsbury
Six Year Capital Improvement Program
Fiscal Year 2024/25 - Fiscal Year 2029/30

	Funding Source	Future Projects					
		FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
CULTURE, PARKS & RECREATION							
Simsbury Meadows Performing Arts Center Bandshell Addition	G/D/CRF/PS	2,782,881					
Memorial Pool Redesign	B	150,000	950,000				
Curtiss Park Irrigation System Replacement	B						315,000
Simsbury Farms Ice Rink - Roof Insulation and Painting	B				250,000		
Simsbury Farms Ice Rink - Replace Concrete Floor & Refrig. Tubing	B						1,200,000
Simsbury Farms Swimming Pool - Plaster Replacement	B				260,000		
Simsbury Farms Swimming Pool - Mechanicals Replacement	B						
Simsbury Farms Main Building Renovations	B						
Simsbury Farms Golf Course - Bunker Renovations	SF				310,000		
Simsbury Farms Golf Course - Storage Barn Renovation	SF					260,000	
Simsbury Farms Golf Course - Cart Barn Renovations	SF						265,000
Total Culture, Parks & Recreation		2,932,881	950,000	-	820,000	260,000	1,780,000
PUBLIC WORKS							
Highway Pavement Management	TAR/LOCIP/B/GF-OT	1,600,000	1,600,000	1,500,000	1,530,000	1,530,000	1,530,000
Public Works Truck Replacement and Plow	GF-OT/VT	266,220	266,220	275,400	275,400	275,400	280,500
Sidewalk Reconstruction	B	223,400	223,400	251,325	251,325	279,250	279,250
Tariffville Connection - East Coast Greenway Gap Closure	PS/G	450,000	450,000				10,200,000
Old Drake Hill Road Flower Bridge Rehabilitation - Supplemental*	PS/B	2,646,000					
Town Hall Rooftop Units	B	275,000					
Municipal Site and Safety Improvements (Town Hall)	B	460,000					
Barn and Facility Repairs - Wolcott Road	B	275,000					
Eno Building Infrastructure	B		2,282,813	2,282,813			
Town Hall ADA and Public Space Improvements	B						
Town Hall Renovations	B						
Multi-Use Path - Stratton Brook Rd	B						248,000
Bridge Improvements (Climax Road Bridge over Nod Brook)	B/G		3,700,000				
Dam Evaluation & Repairs (Stoddard Dam Breach)	B	171,000			1,640,000		
Sidewalk Gap - Fairview and Massaco	B/G						
Rental Buildings Exterior Repairs	B						341,600
Total Public Works		6,366,620	8,522,433	4,309,538	3,696,725	2,084,650	12,879,350

	Funding Source	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
WATER POLLUTION CONTROL							
Sewer Replacement - Pine Hill - Supplemental	SUF	200,000					
Septage Receiving Station	SUF		361,000				
Facility Upgrades	SUF			200,000			
WPCA Roof Replacement	SUF			450,000			
South Pump Station Replacement	SUF						
Wolcott Pump Station Replacement	SUF						
Tunxis Pump Station Replacement	SUF						
Grit System Upgrade	SUF						265,000
Plant Berm Repair	SUF				3,500,000		
VAC-CON Replacement	SUF					450,000	
Total Water Pollution Control		200,000	361,000	650,000	3,500,000	450,000	265,000
BOARD OF EDUCATION							
District Security Improvements	B		250,000		250,000		250,000
District Network Infrastructure	B	350,000		350,000		350,000	
District Flooring Improvements	B	250,000		250,000		250,000	
District Paving	B		350,000		350,000		350,000
Parking Lot/Playground Line Striping/Painting	B		250,000				250,000
SHS - Auditorium & Amphitheater Improvements	B	400,000					
Tariffville School - Water Dist, Plumbing, Terminal Units	B					1,457,556	
Tootin Hills - Replace Roof (V3, V4)	B/G	1,120,000					
Tootin Hills - Replace Roof (V1, V2)	B/G						
Central - Water Distribution and Drainage Systems	B					1,116,000	
Tariffville School - Heating Plant (Boilers, Pumps, etc.)	B						800,000
Central School - Replace Roof (V1)	B/G			1,163,000			
Central School - Replace Roof (V1, V3 shingles)	B/G						
Tootin Hills - Heating Plant (Boilers, Pumps, etc.)	B				480,000		
Central School - Heating Plant (Boilers, Pumps, etc.)	B				715,000		
Tariffville School - Replace Roof (V4)	B/G						
SHS - Heating Plant (Boilers, Pumps, etc.)	B					1,080,000	
Total Board of Education		2,120,000	850,000	1,763,000	1,795,000	4,253,556	1,650,000
TOTAL CAPITAL PROJECTS	\$	11,619,501	10,683,433	6,722,538	9,811,725	7,048,206	16,574,350

Note: bold text indicates new projects for FY25

**Total project cost presented because it now exceeds referendum threshold*

	Funding Source	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
FUNDING:							
Bonds (B)		4,990,667	5,482,480	4,908,405	5,037,592	5,374,073	4,875,117
General Fund - Operating Transfer (GF-OT)		351,220	451,220	460,400	460,400	460,400	465,500
General Fund (GF)		-	-	-	-	-	-
Capital Reserve Fund (CRF)		500,000	-	-	-	-	-
Simsbury Farms Special Revenue Fund (SF)		-	-	-	310,000	260,000	265,000
Project Savings/Prior Authorizations (PS)		2,591,000	90,000	-	-	-	-
Anticipated Vehicle Trade-In Value (VT)		15,000	15,000	15,000	15,000	15,000	15,000
Donations (D)		1,032,881	-	-	-	-	-
Federal or State Grants (G)		1,450,000	3,795,000	200,000	-	-	10,200,000
Local Capital Improvement Program Grant (LOCIP)		245,233	245,233	245,233	245,233	245,233	245,233
Town Aid Road Fund (TAR)		243,500	243,500	243,500	243,500	243,500	243,500
Sewer Use Fund (SUF)		200,000	361,000	650,000	3,500,000	450,000	265,000
TOTAL FUNDING	\$	11,619,501	10,683,433	6,722,538	9,811,725	7,048,206	16,574,350

UNFUNDED

Intergenerational Community Center & Police Facility						35,000,000	
Enclose Teen Space (Library)					48,800	244,000	
Mechanical and Electrical Upgrades (Library)					219,600	3,233,000	
Simsbury Farms Lighting - Phase II					350,000		
House Rest Pond Bridge and Dam			53,000	510,000			
Curtiss Park Parking Improvements				200,000			
Repaving and Parking Improvements for Recreation Facilities			850,000				
Paving of Neighborhood Paths and Connecting Trails				380,000			
Simsbury Farms Tennis Court Reconstruction						450,000	
Athletic Field Complex				3,500,000			
Security and Fire Alarm Upgrades			630,180				
Highway Street Sweeper			340,000				
Town Hall Roof				250,000			
Site Improvements and Dumpster Canopies (Landfill)			328,240	427,000			
DPW Facility Upkeep Project				61,000	518,500		
SHS - Electrical Service/Distribution - Previous Vintages				420,000			
HJMS - Replace Roof (BUR) - 3 phases			2,500,000		2,500,000		1,000,000
SHS Stadium Facility Phases I and II			980,000				
SHS - Locker Room Remodel				420,000			
SHS Grass Field Reallocation			850,000				
SHS Turf Resurfacing						800,000	
SHS Track Resurfacing							250,000
HJMS Tennis Court Replacement						650,000	
Tootin Hills - Replace Exterior Windows & Doors				720,000			
Total Unfunded	\$	-	6,531,420	6,888,000	3,636,900	40,377,000	1,250,000



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Board of Selectmen Rules of Procedure Discussion
2. **Date of Board Meeting:** March 25, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Kevin Beal, Selectman
4. **Action Requested of the Board of Selectmen:**
This item is meant to be a discussion on the Board of Selectmen Rules of Procedure. Should the Board wish to take action on an item that may come up in discussion, a motion will need to be made.
5. **Summary of Submission:**
Selectman Beal reached out to the First Selectman and the Town Manager's Office to request a discussion on the Board of Selectmen Rules of Procedure be added to the agenda. Mr. Beal's request at this time is not for a specific amendment to the rules but would like the Board to discuss the current rules as a whole and if they are working and meet the needs of the Board.

Mr. Beal has asked if the group could focus on the following areas for the discussion:
 1. Are the Rules of Procedure serving the needs of the Board and the public, especially with regard to the section on Decorum & Standards of Conduct?
 2. Are the Rules of Procedure consistent with Town Charter, Roberts Rules of Order, and the U.S. Constitution's First Amendment protections on free speech, especially with regard to the section on Decorum & Standards of Conduct for members of the public during public comment?
 3. Do the Rules of Procedure, especially with regard to the section on Decorum & Standards of Conduct, specify clear expectations with regard to Board members?
 4. Are any modifications or changes to the Rules of Procedure necessary and, if so, should recommendations be referred to the Personnel Subcommittee or, if necessary, another venue?
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Board of Selectmen Rules of Procedure



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN RULES OF PROCEDURE – ADOPTED DECEMBER 4, 2023

BE IT RESOLVED, that the Board of Selectmen adopts the following rules of procedure: These Rules of Procedure establish the rules and procedures for Simsbury Board of Selectmen (“Board”) meetings. The provisions of the Simsbury Charter (“Charter”), the Simsbury Code or any ordinance adopted by the Board shall govern and apply in the event there is any conflict with these Rules.

§A162-1.1. General rules. All official meetings of the Board shall be open to the public and the media with the exception of executive sessions. Use of cellular telephones is prohibited in the meeting. It is the Board’s objective to complete meetings by 10:30 PM if possible. The Board will conduct its business in accordance with all other applicable rules and regulations including Connecticut General Statutes and the Charter.

§A162-1.2. Rules of Procedure. The Board adopts Robert’s Rules of Order as a general guide for the conduct of all regular and special meetings.

§A162-2. Meeting Types. There are two (2) types of Board meetings:

For regular Board meetings; the Board shall meet according to their regular meeting schedule. When a Board meeting falls on an observed holiday, the Board may determine an alternate day for the meeting or cancel the meeting.

For special meetings; a special meeting may be called by the First Selectperson or any four (4) Board members. Special meetings may be called in less than 24 hours, and without notice, for special topics, and to deal with emergencies involving injury or damage to persons or property or the likelihood of such injury or damage if the notice requirements would be impractical.

§A162-3. First Selectperson & Chair. The First Selectperson (“Selectman”, “Selectwoman”), shall be a voting member and, if present, shall preside as Chair at all meetings of the Board. In the event of absence or conflict of interest of the First Selectperson, the Deputy First Selectperson shall preside. In the event of absence or conflict of interest of both, First Selectperson and Deputy First Selectperson, the Board shall elect a Chair and the Town Manager shall call to order the meeting for the election of a temporary Chair.

The First Selectperson shall chair the Board's Personnel Sub-Committee. The First Selectperson may present a “State of the Town Message” at the beginning of one regular meeting per month.

Board of Selectmen

Rules of Procedure – December 4, 2023

The Chair shall call to order Board meetings. The Chair shall be responsible for maintaining and preserving order throughout the meeting and enforcing the rules of decorum. The Chair shall state all questions submitted for a vote and announce the result. The First Selectperson, as Chair, may participate in debate and shall refrain from making a motion or seconding a motion until it is apparent that no other Board member will do so. The Chair shall determine all motions and points of order, subject to the right of any Board members to appeal, by motion, to the Board. If the motion is seconded and passes by a majority vote, then the ruling of the Chair shall be overruled.

§A162-4. Decorum & Standards of Conduct. The Board supports the right of a resident to criticize their local government. The Board strongly urges that all comments addressed to the Board be made appropriately and responsibly, with civility and discretion. This section is not intended to deprive any person their right to freedom of expression or speech, but only to maintain, a safe, productive and harassment-free workplace and environment for Town staff and visitors. All meeting participants should address the Board, maintain a civil tone and should not impugn the motive, character or integrity of any individual. The Board reserves the right to curtail any speaker addressing the Board in a manner that is not consistent with this Section.

The following standards of conduct are considered the minimum requirements for elected and appointed officials, as well as, public audience and visitors.

- I. Elected and appointed officials shall conduct themselves in a mature, appropriate and professional manner, shall respect one another, and shall respect members of the public, and expect the same in return.
- II. Board members shall not communicate between or amongst themselves by any form of electronic communication during a Board meeting.
- III. Members of the public will refrain from behavior that disrupts, or threatens to disrupt, government operations.
- IV. No person attending a public meeting shall engage in disorderly conduct that disrupts, or threatens to disrupt, the orderly conduct of the meeting.
- V. In the event that any member(s) of the public breach these standards of conduct, the Chair shall order them to cease the offending conduct.
- VI. If any member(s) of the public continue to breach these standards of conduct following an order from the Chair to cease the offending conduct, the Chair, may order them to leave the public meeting.
- VII. If any member(s) of the public refuse to leave the public meeting following an order from the Chair, then the Chair, may direct any law enforcement officer on duty to remove them from the public meeting.

§A162-5. Board Agenda. A notice, in the form of an agenda, of a Board meeting will be posted publicly by the Town Clerk. When possible, the agenda for a regular meeting, along with relevant resource material, will be distributed to the Board members four (4) days prior to the meeting. Agendas for special meetings shall be posted in the correct timeframe as outlined in State Statute. The First Selectperson shall determine the agenda in consultation with the Town Manager.

Board of Selectmen

Rules of Procedure – December 4, 2023

When a board, commission, organizations, or individual is invited to a Board meeting to discuss a particular agenda item, in the interest of their time, that item shall be placed on the agenda at the time requested, if possible.

A Board member may place a legislative item on the agenda by contacting the First Selectperson at least seven (7) days prior to the meeting. The First Selectperson shall consult with the Town Manager and exercise discretion to determine if the matter should be included on the agenda.

Items not specifically included on the agenda may be included, and items included on the agenda may be deleted, by a two-thirds (2/3) vote of those present and voting.

Under no circumstances will any item be added to the agenda later than two (2) hours after the beginning of the meeting. In accordance with Connecticut General Statutes, no items will be added to a special meeting agenda.

§A162-6. Public Audience. Recognition of a speaker by the Chair is a prerequisite and necessary for an orderly meeting. No comments shall be made from any other location other than those approved by the Board before the meeting. Any person may address the Board by written communication in regard to any matter concerning Board business for the meeting. The written communication may be submitted by direct mail, email or by addressing the communication to the Town Manager who will distribute copies to the Board. Written comments will be sent to all Board of Selectmen members but not read aloud at meetings or entered into the record.

One period of not less than twenty (20) 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 (5) minutes and will be asked to sign in ahead of speaking.

Prior to the start of public audience, the Chair may create a speaking list and require that all persons wishing to be heard, “sign in” by giving their name, their address, indicate if they are speaking on behalf of a group or organization. Any person who does not sign in may not be permitted to speak until all those who have signed in have given their testimony. The Chair may change the order of the speaker list and allow additional speaking time. When the Chair identifies a number of speakers who wish to speak in public audience, which would exhaust the reasonable length of time allowed, the Chair may set a shorter period for each speaker.

§A162-7. Public Hearing & Comment. The Chair, or Town staff, will introduce the agenda item, describe the matter under consideration, provide any presentation by the Town, the applicant shall have the opportunity to present information or respond to the Town’s presentation, the Board shall have the opportunity to ask questions of Town staff and the applicant, the Chair will open the public hearing for public comment, and speakers must “sign in” because an official transcript of the public hearing is being made. After proponents, opponents and all other individuals who wish to speak regarding the matter under consideration have spoken, and after all questions have been addressed, the Chair closes the public comment component.

If the volume of public comments requires a continuation, if additional information is required or if the Board determines that additional time is warranted to consider the matter of the public

Board of Selectmen

Rules of Procedure – December 4, 2023

hearing, the Board may continue the public hearing to a later date and may re-open the public comment portion of the public hearing at any continued public hearing.

§A162-8. Presentations. Before presentations begin, the Chair, subject to the concurrence of a majority of the Board, may establish time limits and otherwise control presentations by placing parameters and boundaries on them. There will be no demonstrations during or after the conclusion of any presentation.

§A162-9. Consent Agenda. Any item of a routine nature, such as ratification of bid awards, grant applications, donations, public gathering permits, tax refunds, committee and board resignations and appointments, approval of minutes etc., may be placed in a consent agenda portion of that meeting's agenda.

All actions in the consent agenda may be accepted and approved through a unanimous vote by the Board. If there is no unanimous vote to approve the consent agenda, any item on the consent agenda may be removed and considered separately as an agenda item at the request of any Board member.

§A162-10. Votes & Minutes of Board of Selectmen. The minutes from each Board meeting shall be open to public inspection and kept by the Town Clerk. In accordance with Chapter 14, Section 1-225 of the Connecticut General Statutes entitled *Freedom of Information Act*, the votes of each Board member upon any issue before the Board of Selectmen shall be reduced to writing and made available to the public within forty-eight (48) hours. These votes shall also be recorded in the minutes of the Board meeting. Further, a draft of the minutes of the Board meeting shall be available for public inspection within seven (7) days of the session to which they refer. The Town Manager, in cooperation with the Town Clerk, 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 website when available.

§A162-11. Expiration. These Rules of Procedure will be in effect until the end of the Board's term on December 1, 2025.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Updates to Library Job Descriptions
2. **Date of Board Meeting:** March 25, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen is in support of the proposed recommendations, the following suggested motion is in order:

Move, effective March 25, 2024, to approve the updated job descriptions for the Head of Borrowing & Technical Services, Head of Adult Services and Head of Children Services as presented.

5. **Summary of Submission:**
The only proposed change is removing language that states the chain of command structure for Library operations in the absence of the Director.

The Personnel Subcommittee reviewed and endorsed these proposals at their March 14th meeting.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed job descriptions to the Board of Selectmen for review and approval. Excerpted Charter language reads:

"...the Town Manager shall cause to have prepared a statement of the duties and responsibilities of each position in the Town service and of the minimum qualifications for appointment to such position. The statement so prepared shall become effective upon the approval by resolution of the Board of Selectmen and may be amended, upon recommendation of the Town Manager, by resolution of the Board."

6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Head of Borrowing & Technical Services Proposed Job Description
 - b) Head of Adult Services Proposed Job Description
 - c) Head of Children Services Proposed Job Description

Head of Borrowing and Technical Services Position Definition

**Approved
Supervisors - Grade A5**

Under the general supervision of the Library Director, the Head of Borrowing & Technical Services is responsible for providing excellent customer service and exemplary management and development of Borrowing and Technical Services Department staff and coordination of the work and borrowing and technical services initiatives of the Library, including, but not limited to, circulation, collection development, access, management and maintenance. ~~The Head of Borrowing & Technical Services is also responsible for Library operations in the absence of the Director, Head of Adult Services and Head of Children's Services.~~

Essential Duties

- Develops budget and rationale for Borrowing & Technical Services Department equipment and staff and manages the Department's budget allocations
- Plans and implements departmental goals and objectives with assistance from the Library Director, as well as recommending policy changes
- Assists in hiring, trains, supervises, motivates and evaluates Borrowing & Technical Services staff in accordance with Library policies, procedures and performance standards
- Coordinates the workflow and procedures of the Borrowing & Technical Services Department to ensure uniformity, efficiency and timely completion of tasks
- Coordinates and schedules appropriate staffing of the Circulation public service desk during all hours of Library operation and generally works a specified number of hours each week at the public service desk as well
- Communicates with departmental staff about all aspects and changes to Library service through departmental meetings, email, and one-on-one meetings as appropriate
- Communicates, coordinates, and works with all Library departments and staff to generate understanding of the Borrowing & Technical Services Department, its mission, services and role, to provide the best possible service for the community
- Responsible for the maintenance and management of the patron database
- Coordinates circulation, borrower and collection management procedures, policies, issues and initiatives with the Children's Department on a regular basis in order to ensure consistent service
- Collaborates management of the ILS with the Head of Adult Services, including dealing with Library Connection and troubleshooting issues
- Oversees the performance and maintenance of all equipment in the Borrowing & Technical Services Department.
- Recruits, screens, coordinates, trains and supervises volunteers serving the Borrowing & Technical Services Department
- Develops measuring tools and creates statistical and narrative reports
- Supervises and performs the ordering, cataloging, processing and data entry of Library materials to meet bibliographic standards of consortium database
- Ensures the availability of adequate Library material, within budgeted limits, to meet the demands of users
- Oversees the facilitation of resource sharing, including interlibrary loan
- Keeps abreast of new materials and trends in public libraries, as well as technology, and incorporates them, when relevant, into programs and services
- Coordinates displays and outreach events with other Library staff and departments to provide education about Library material, programs and services, as well as to promote Library use and support
- Ensures the Borrowing & Technical Services web presence is current and accurate, including collection promotion areas
- Coordinates all marketing and publicity for the Borrowing & Technical Services Department, including but not limited to press releases, bibliographies, social media, signage and displays to encourage the use and further the reach of the Library
- Researches potential new products and their positive impact on the Library and community and works with vendors to negotiate competitive pricing

Additional Duties

- Seeks additional funding through grants, writes proposals and administers funded projects
- Represents the Library on community committees and library and professional taskforces and committees
- Attends continuing education and professional development opportunities and encourages staff to do the same
- Participates in Library special events as needed
- Performs related work as required

Required Knowledge, Skills and Abilities

- Ability to model and provide exemplary customer service
- Ability to lead workshops, instruct and teach groups of individuals
- Ability to give clear, concise written and oral instructions and work effectively and harmoniously with staff, colleagues and superiors
- Ability to plan, organize, direct and evaluate the work of others, both staff and volunteers
- Ability to make decisions on resource allocation and programs in an environment of limited resources and competing claims
- Ability to identify and analyze problems and to develop and implement programs and activities to address identified problems
- Ability to apply State and Federal Laws, Town ordinances, departmental and Library policies and procedures, rules and regulations to determine necessary action
- Ability to conduct reference interview by phone, in person or electronically

Required Physical and Mental Effort and Environmental Conditions

- Ability to read fine print materials
- Ability to use a PC terminal, laptop or tablet for extended periods of time
- Ability to sit at a desk or stand and work continuously for extended periods of time
- Ability to operate a wide variety of technology, office and library equipment
- Ability to move throughout the Library and other Town sites
- Ability to lift books and other materials, equipment and/or supplies weighing up to twenty-five (25) pounds, from shelves ranging from 1' to 8' from the floor and return them to their proper places
- Ability to work in office and public settings subject to continuous interruptions and background noises
- Ability to work under stress from demanding deadlines and changing priorities
- Ability to represent the Library in the community and at public gatherings and speak to public groups
- Ability to work evenings and weekends

Required Minimum Qualifications

MLIS or equivalent degree from an ALA accredited school, with five years progressively responsible library experience, including two years of supervisory experience necessary. The ability to establish a positive rapport with coworkers and the public are essential, as are strong overall customer service skills, creativity, acuity for detail and organization. Proficiency with current technology and applications, as well as familiarity with emerging technology trends and tools essential.

License or Certificate: Motor Vehicle Operator's License

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Head of Adult Services

Approved Grade A5

Position Definition

Under the general supervision of the Library Director, the Head of Adult Services is responsible for providing excellent customer service through management and development of departmental staff, coordination of departmental services including reference and information services; technology instruction and assistance; reader's advisory; room bookings and use; adult programming; outreach, marketing and publicity; interlibrary loan and resource sharing. ~~The Head of Adult Services is also responsible for Library operations in the absence of the Director.~~

Essential Duties

- Develops budget and rationale for Adult Services department equipment and staff
- Plans and implements departmental goals and objectives with assistance from Library Director
- Assists in hiring Adult Services staff
- Trains, supervises, motivates and evaluates Adult Services staff in accordance with Library policies, procedures, and performance standards
- Coordinates the workflow and procedures of the Adult Services Department to ensure uniformity, efficiency and timely completion of tasks
- Coordinates and schedules appropriate staffing of the public information desk during all hours of Library operation and generally works a specified number of hours each week at the public service desk as well
- Communicates with departmental staff about all aspects and changes to Library service through departmental meetings, email, and one-on-one meetings as appropriate
- Communicates, coordinates, and works with all Library departments and staff to generate understanding of the Adult Services Department, its mission, services and role, to provide the best possible service for the community
- Recruits, screens, coordinates and trains volunteers serving the Adult Services department
- Assesses the information needs of the community; develops measuring tools and creates statistical reports
- Manages and maintains the adult non-fiction collection, both print and electronic, for currency, accuracy and ensures it is on target with use patterns
- Works with vendors to coordinate and facilitate services and offerings, as well as negotiating competitive pricing
- Manages the ILS, including dealing with Library Connection and troubleshooting issues
- Identifies, develops and facilitates technology training, including ILS training, for all Library staff
- Assists and instructs patrons in the use of Library resources, tools and technology
- Initiates, develops, coordinates, schedules, implements and evaluates programs of interest to the adult community
- Assists the Friends of the Library with programming and program/event promotion
- Establishes and conducts outreach programs to promote the Library, its programs, material and services to the community in conjunction with the Children's Department through print, including press releases; local media; word of mouth; social media and the web, as well as other methods deemed appropriate
- Speaks to community groups to provide education about Library material, programs and services, as well as to promote Library use and support
- Ensures the Library web presence is current and accurate
- Coordinates digital displays and ensures they are current and accurate
- Facilitates the regular production of the Library's newsletter
- Maintains a working knowledge of issues, trends and technology in the library and information profession

- Researches potential new products and their positive impact on the Library and community in anticipation of patron needs
- Recommends policy changes to the Director

Additional Duties

- Seeks additional funding through grants, writes proposals and administers funded projects
- Represents the Library on community committees and library and professional taskforces
- Attends continuing education and professional development opportunities and encourages staff to do the same
- Participates in Library special events as needed
- Performs related work as required

Required Knowledge, Skills and Abilities

- Ability to model and provide exemplary customer service
- Ability to lead workshops, instruct and teach groups of individuals
- Ability to give clear, concise written and oral instructions and work effectively and harmoniously with staff, colleagues and superiors
- Ability to plan, organize, direct and evaluate the work of others, both staff and volunteers
- Ability to make decisions on resource allocation and programs in an environment of limited resources and competing claims
- Ability to identify and analyze problems and to develop and implement programs and activities to address identified problems
- Ability to apply State and Federal Laws, Town ordinances, departmental and Library policies and procedures, rules and regulations to determine necessary action
- Ability to conduct reference interview by phone, in person or electronically

Required Physical and Mental Effort and Environmental Conditions

- Ability to read fine print materials
- Ability to use a PC terminal, laptop or tablet for extended periods of time
- Ability to sit at a desk or stand and work continuously for extended periods of time
- Ability to operate a wide variety of technology, office and library equipment
- Ability to move throughout the Library and other Town sites
- Ability to lift books and other materials, equipment and/or supplies weighing up to twenty-five (25) pounds, from shelves ranging from 1' to 8' from the floor and return them to their proper places
- Ability to work in office and public settings subject to continuous interruptions and background noises
- Ability to work under stress from demanding deadlines and changing priorities
- Ability to represent the Library in the community and at public gatherings and speak to public groups
- Ability to work evenings and weekends

Required Minimum Qualifications

- Master's Degree in Library Science with five years progressively responsible library experience including two years of supervisory experience. Proficiency in reference and with Library automation, personal computers, software applications, tablets, android and smart phones, as well as social media. Strong customer service skills essential.

License or Certificate: Motor Vehicle Operator's License

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Head of Children's Services Position Definition

Approved
Grade A5

Under the general supervision of the Library Director, the Head of Children's Services is responsible for providing excellent customer service and exemplary programming through management and development of Children's Department staff and coordination of Children's Department services. ~~The Head of Children's Services is also responsible for Library operations in the absence of the Director and Head of Adult Services.~~

Essential Duties

- Develops budget and rationale for Children's Services department equipment and staff and manages Children's Department budget allocations
- Plans and implements departmental goals and objectives with assistance from Library Director, as well as recommending policy changes
- Assists in hiring, trains, supervises, motivates and evaluates Children's Services staff in accordance with Library policies, procedures and performance standards
- Coordinates the workflow and procedures of the Children's Services Department to ensure uniformity, efficiency and timely completion of tasks
- Coordinates and schedules appropriate staffing of the Children's Department public service desk during all hours of Library operation and generally works a specified number of hours each week at the public service desk as well
- Communicates with departmental staff about all aspects and changes to Library service through departmental meetings, email, and one-on-one meetings as appropriate
- Communicates, coordinates, and works with all Library departments and staff to generate understanding of the Children's Services Department, its mission, services and role, to provide the best possible service for the community
- Initiates, develops, coordinates, schedules, implements and evaluates programs for children, parents and families
- Recruits, screens, coordinates and trains volunteers serving the Children's Services Department
- Develops measuring tools and creates statistical and narrative reports
- Develops the organization of the Children's collection and manages and maintains it, in all formats, for currency and accuracy, as well as ensuring it is on target with use patterns
- Performs and supervises the cataloging, processing and data entry of Library materials to meet bibliographic standards of consortium database
- Develops and maintains effective relationships and partnerships with schools, both public and private, childcare agencies, town departments, local businesses, community and regional organizations to foster collaborative programming and service delivery
- Assists and instructs users in the use of Library resources, tools and technology
- Establishes and conducts outreach programs to promote the Library, its programs, material and services to the community in conjunction with the other Library departments
- Keeps abreast of new materials and trends in public libraries, children's services and literature, as well as technology and incorporates them, when relevant, into programs and services
- Speaks to community groups to provide education about Library material, programs and services, as well as to promote Library use and support
- Ensures the Children's Department web presence is current and accurate
- Coordinates all marketing and publicity for the Children's Services Department, including but not limited to press releases, bibliographies, social media, signage and displays to encourage the use and further the reach of the Library
- Researches potential new products and their positive impact on the Library and community and works with vendors to negotiate competitive pricing

Additional Duties

- Seeks additional funding through grants, writes proposals and administers funded projects
- Represents the Library on community committees and library and professional taskforces
- Attends continuing education and professional development opportunities and encourages staff to do the same
- Participates in Library special events as needed
- Performs related work as required

Required Knowledge, Skills and Abilities

- Ability to model and provide exemplary customer service
- Ability to lead workshops, instruct and teach groups of individuals
- Ability to give clear, concise written and oral instructions and work effectively and harmoniously with staff, colleagues and superiors
- Ability to plan, organize, direct and evaluate the work of others, both staff and volunteers
- Ability to make decisions on resource allocation and programs in an environment of limited resources and competing claims
- Ability to identify and analyze problems and to develop and implement programs and activities to address identified problems
- Ability to apply State and Federal Laws, Town ordinances, departmental and Library policies and procedures, rules and regulations to determine necessary action
- Ability to conduct reference interview by phone, in person or electronically

Required Physical and Mental Effort and Environmental Conditions

- Ability to read fine print materials
- Ability to use a PC terminal, laptop or tablet for extended periods of time
- Ability to sit at a desk or stand and work continuously for extended periods of time
- Ability to operate a wide variety of technology, office and library equipment
- Ability to move throughout the Library and other Town sites
- Ability to lift books and other materials, equipment and/or supplies weighing up to twenty-five (25) pounds, from shelves ranging from 1' to 8' from the floor and return them to their proper places
- Ability to work in office and public settings subject to continuous interruptions and background noises
- Ability to work under stress from demanding deadlines and changing priorities
- Ability to represent the Library in the community and at public gatherings and speak to public groups
- Ability to work evenings and weekends

Required Minimum Qualifications

Master's Degree in Library Science from an ALA accredited school, with five years progressively responsible library experience, including two years of supervisory experience, as well as experience in Children's Services necessary. A genuine respect and consideration for children and the ability to establish a positive rapport with coworkers and the public are essential, as are strong overall customer service skills, creativity, acuity for detail and organization. Proficiency with current technology and applications, as well as familiarity with emerging technology trends and tools essential.

License or Certificate: Motor Vehicle Operator's License

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Revisions to Hometown Hero Program Guidelines
2. **Date of Board Meeting:** March 25, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the proposed Hometown Hero Program Guidelines, the following motion is in order:

Move, effective March 25, 2024, to adopt the proposed Hometown Hero Program Guidelines as presented.
5. **Summary of Submission:**
The Hometown Hero Program Guidelines were last reviewed in March of 2018. Since then, the Hometown Hero Selection Committee has consistently come across an issue of community members, who are on various boards/commissions as appointed members, being nominated for actions out in the community that have no relation to their role on a board or commission and having to turn down their application due to this technicality in the guidelines. At their May 2023 meeting, the committee asked to look at and reconsider the guidelines before the 2024 application was released.

The Hometown Hero Selection Committee reviewed and endorsed this proposal at their March 4th meeting.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Draft Guidelines for the Hometown Hero Program



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Guidelines for the Hometown Hero Program

Adopted by Board
of Selectmen

November 13, 1996

Amended February 23, 1998

Amended March 26, 2018

Amended March XX, 2024

1. Background Information

The Program was initiated in 1986 by Governor William O'Neill as part of the 350th Anniversary of the founding of Connecticut. Any municipality could designate residents as "Hometown Heroes" for any deed or service that made the community a better place in which to live. State certificates were presented to the 42 individuals and 4 organizations on May 12, 1986. The following year, First Selectwoman Margaret Shanks continued the program with certificates developed for Simsbury, naming 48 designates. It has been continued since, with Hometown Heroes recognized at a ceremony during the month of May as May 12th is the date of Simsbury's birth.

2. Criteria for Selection

- A. A person(s) who is a resident, or who is active in the Simsbury community, or who lived in Simsbury during the time period that is under consideration.
 - ~~B. Person(s) who has demonstrated selfless and altruistic behavior which contributes significantly to the betterment of our Town.~~
 - ~~C. That such deed or action performed inures primarily to the Town of Simsbury, although not necessarily exclusively; and that.~~
 - D. That the acts and services which are recognized have a real and perceived benefit to the Town of Simsbury; and that
 - ~~E. Any individual or group that has been nominated to the Hometown Hero Award Committee (henceforth "Committee") shall be duly considered with the following exceptions:
The hero shall not be a member of Town staff, nor a sitting elected or appointed official. Nor shall the hero have benefited economically from his/ her endeavors on behalf of the Town.~~
- Individuals or groups that have been nominated for the Hometown Hero Award shall

be duly considered with the following exception:

A nominee may not be a member of Town staff, nor a sitting elected official of have benefited economically from his/her endeavors on behalf of the Town. Provided however that no nominee shall excluded from consideration when the qualities and activities under consideration are outside the scope of their official duties.

- ~~F.~~ There will be no quotas or automatic selections by the Committee and the Committee shall use discretion to protect the special significance of the award when considering large numbers of nominees. ~~Recognizing the premise that an abundance of awards will dilute the significance of the award, the Committee is duly charged to use its discretion in the number to be awarded.~~

3. The Selection Process

- A. Written nominations will be requested and received during a thirty (30) day period typically occurring in whole or part during the months of March and/or April.
- B. The Selection Committee shall review the names nominated for the Hometown Hero Award. The Committee shall make selection and approve the list of award recipients no later than two weeks prior to the scheduled ceremony.
- C. The Town Manager's Office shall notify all award recipients of the time and place of the award ceremony.
- D. The Town Manager's Office shall complete arrangements for the ceremony such as scheduling, publicity, and refreshments.
- E. The names of award recipients will be engraved on the Hometown Heroes plaque displayed in Town Hall.

4. The Selection Committee

The Selection Committee shall be appointed by the Board of Selectmen on a biennial basis. The Selection Committee shall consist of the First Selectman, a Board of Selectmen member of the opposite party, a member of the Historical Society, a business leader, a previous hometown hero, and a member of a veterans or service organization, with the goal of non-partisanship in mind.

The membership of the Committee shall be recommended by the First Selectman and the Town Manager to the Board of Selectmen. The Board of Selectmen is the appointing authority.

Staff assistance to the Selection Committee shall include reasonable requests deemed necessary by the Committee.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Reappointment of Sheree Landerman to the Board of Assessment Appeals
2. **Date of Board Meeting:** March 25, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Trish Munroe, Town Clerk
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the recommended reappointment, the following motion is in order:

Move, effective March 25, 2024, to reappoint Sheree Landerman as an Alternate Member of the Board of Assessment Appeals.
5. **Summary of Submission:**
The Town Clerk has received a recommendation from the Democratic Town Committee to reappoint Sheree Landerman (D) to the Board of Assessment Appeals.

The appointee will serve a 4-year term until December 6, 2027.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Mark Freeman from the Zoning Board of Appeals
2. **Date of Board Meeting:** March 25, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Trish Munroe, Town Clerk

4. **Action Requested of the Board of Selectmen:**

The following motion is in order:

Move, retroactive to March 8, 2024, to acknowledge receipt of the resignation of Mark Freeman as a Regular Member of the Zoning Board of Appeals.

5. **Summary of Submission:**

The Town Clerk has received Mark Freeman's (R) resignation effective March 8, 2024.

Pursuant to our Charter, since the vacancy occurred mid-term, the seat must be filled by a member of the same political party, which in this case, is the Republican party.

The appointee will serve until the term ends on December 1, 2025.

6. **Financial Impact:**

None

7. **Description of Documents Included with Submission:**

- a) Mark Freeman's Resignation Letter, dated March 7, 2024

Mark William Freeman



03/07/2024

Simsbury Zoning Board of Appeals

Attn: Trish Munroe

933 Hopmeadow Street

Simsbury, CT 06070

Dear Trish:

Please accept this letter as a formal notice of my resignation from my position as Staff, Zoning Board of Appeals.

My last day will be March 8th, 2024.

I would like to use this opportunity to thank the town of Simsbury for the opportunity to support the town during my tenure as part of the Zoning Board of Appeals. I wish you and the board continued success.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark William Freeman', written over a horizontal line.

Mark William Freeman

TOWN CLERK'S OFFICE

RECEIVED
TOWN OF SIMSBURY, CT
2024 MAR 11 A 7:27



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of David Moore from the Zoning Commission
2. **Date of Board Meeting:** March 25, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Trish Munroe, Town Clerk
4. **Action Requested of the Board of Selectmen:**
The following motion is in order:

Move, retroactive to March 19, 2024, to acknowledge receipt of the resignation of David Moore as an Alternate Member of the Zoning Commission.

5. **Summary of Submission:**
The Town Clerk has received David Moore's (D) resignation effective March 19, 2024.

Mr. Moore's term was to expire December 6, 2027.

Pursuant to our Charter, since the vacancy occurred mid-term, the seat must be filled by a member of the same political party, which in this case, is the Democratic party.

The new appointee will serve until December 1, 2025, when the newly elected official will be seated to complete the remaining 2 years of the term.

6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) David Moore's Resignation Letter, dated March 19, 2024

THE LAW OFFICES OF
DAVID M. MOORE, Esq. LLC

111 SIMSBURY ROAD
SUITE 207

AVON, CT 06001

(860) 677-5229 (Facsimile)

(860) 674-0122 (Office)

dmoore@a1conflictresolver.com (E-Mail)

DAVID M. MOORE+

+Member, C.C.N.D.

March 19, 2024

Trish Munroe
Town Clerk
Town Hall
933 Hopmeadow Street
Simsbury, CT 06070

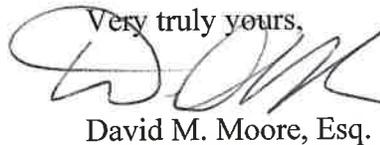
Hand-Delivered.

Re: Resignation from Town of Simsbury Zoning Commission, Alternate Member.

Dear Ms. Munroe:

I am writing to inform you of my resignation from the Town of Simsbury Zoning Commission as an Alternate member. My from the Zoning Commission is effective upon delivery of this letter.

Very truly yours,



David M. Moore, Esq.

TOWN CLERK'S OFFICE

RECEIVED
TOWN OF SIMSBURY, CT
2024 MAR 19 P 12:44



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Appointment of Matthew Lidestri to the Technology Task Force
2. **Date of Board Meeting:** March 25, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Tom Fitzgerald, Deputy Town Manager
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the recommended appointment, the following motion is in order:

Move, effective March 25, 2024, appoint Matthew Lidestri as a Regular Member of the Technology Task Force.
5. **Summary of Submission:**
The Technology Task Force (TTF) is a temporary committee that was reestablished by the Board of Selectmen at their December 4, 2023 meeting to assist the Town in developing and maintain a comprehensive technology platform and services strategy.

The Personnel Subcommittee recommended Mr. Lidestri's appointment at their March 14th meeting.

The appointee will serve until December 4, 2025.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
a) Matthew Lidestri's Volunteer Form, dated January 30, 2024



Simsbury, CT
933 Hopmeadow Street

Phone: (860) 658-3200

Volunteer Form

Good Government Starts with You

Date Submitted: January 30, 2024

Name: Matthew Lidestri

Home Address: [REDACTED]

Mailing Address: [REDACTED]

Phone Number(s): [REDACTED]

Email Address: [REDACTED]

Party Affiliation: N/A

Current Occupation/Employer: [REDACTED]

Narrative: I have some limited time to contribute to the task force, and would be glad to participate. Regarding background, I have 20 years experience in cybersecurity and IT, both general and as it relates to financial services. I am familiar with contracts related to technology services, as well as strategy planning.

Board(s) / Committee(s): ___ TECHNOLOGY TASK FORCE

CALL TO ORDER

The Regular Meeting / Budget Workshop was called to order at 9:00 a.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Wendy Mackstutis; Deputy First Selectman Steven Antonio; Board members Kevin Beal; Diana Yeisley; Heather Goetz and Curtis Looney. Others in attendance included: Town Manager Marc Nelson; Deputy Town Manager Tom Fitzgerald; Finance Director/Treasurer Amy Meriwether; Budget Director Melissa Appleby; Parks and Recreation Director Tom Tyburski; Public Works Director/Town Engineer Tom Roy; Deputy Town Engineer Adam Kessler; Library Director Lisa Miceli; Social Services Director Kristen Formanek; Planning Director George McGregor; Police Chief Nicholas Boulter; Deputy Police Chief Chris Davis ; HR Coordinator Eric Gomes; Parks Superintendent Orlando Casiano; Golf Course Superintendent Brian Johnson; Highway Superintendent Kevin Clemens; and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

- **Participants can address the Board of Selectmen in person at the meeting**
- **Email townmanager@simsbury-ct.gov by 4:30 p.m. on Thursday, March 7, 2024 to register to address the Board of Selectmen live through Zoom**
- **Written comments can be emailed to townmanager@simsbury-ct.gov. Written comments will not be read into the record, but forwarded to all Selectmen via email**

There was no public audience at this time.

Ms. Mackstutis thanked the staff for all their hard work on this budget during the lack of growth during this post-eval year. She said this Board is trying to make the best decisions for the community as a whole.

BUDGET DISCUSSION

- **Budget Overview & Revenue Discussion**

Mr. Nelson went through the Budget Recap with the ARPA impact being removed:

Education operating change is 4.97 %
Town operating change is 3.46%
Open transfers change is 28.95%
Debt service change is 14.21%
Gross expenditures change is 5.72%
Anticipated revenue changes 4.44%
Net expenditures change is 7.02%

Ms. Meriwether said a big driver in the debt service is the Latimer Lane project. Ms. Appleby went through the debt service and capital costs and funding resources. She said a 6-year capital plan needs to be created and adopted each year according to the Charter. Ms. Appleby also noted that any project in excess of 2% of the

budget for the current year goes to referendum according to our Charter. She said the PAC and Flower Bridge Projects have an impact on this budget.

There was a lot of discussion on the PAC and Flower Bridge projects. If any new projects are added, they would need a 2/3 vote to add to the budget. There was also a lot of discussion on bonding and funding the projects. There was discussion on the PAC funding raising projects.

55:01

After discussion, Ms. Yeisley made a motion to approve the capital reserve funds of \$500,000 for the Performing Arts Center with the condition that the Board has a firm commitment from the PAC for the additional fund raising and have that in place before it can be moved to referendum and have the agreement in place on a revenue stream and what Town resources are impacted and to make sure this cost estimate is firm and before moving this project forward and to have that we have the Town capacity to work on this project. Mr. Looney seconded the motion. All were in favor and the motion passed.

There was discussion on the Memorial Pool design. Mr. Tyburski said the pool was built in the 1950's and it is in rough shape and is also leaking, costing more money to keep open. It is used for swim lesson and day camps along with using the wading pool and adult lessons. It would either need to be taken out or put a lot of money into renovations. Parks and Recreation would like to put in a splash pad instead and to renovate the bathhouse. They are asking for \$150,000 for design. There are possible grants to look into for funding as well.

After further discussion, there was no decision at this time.

Mr. Roy said pavement management is for road maintenance. The roads in Simsbury are in very good condition after using their strategy. Now they are just paving or resurfacing about 10 miles per year. They continue to experiment with new resurfacing methods.

Mr. Kessler said the East Coast Greenway uses grant funding. He also spoke about the Flower Bridge. He said the first design plan needed more investigation as the first bids were between \$2.9 million to \$4.1 million. They made some changes and the next bids came in from \$2.3 million to \$2.7 million. They are asking for this additional funding for a contingency portion of that project. He said once they start the work problems could be found and there are also inspection costs. This is an iconic bridge to residents and visitors. Delays could increase costs. Mr. Roy said if it is decided not to do anything at this time, it still needs to be maintained and safe. There will be no flowers and no events.

Mr. Roy spoke about the new project on the Town Hall rooftop air conditioning units. He said these are part of the master plan as the units are 20 years old.

Ms. Appleby spoke about the Board of Education projects. She said they are asking for 4 projects: technology, district flooring, sections of roofing and auditorium/amphitheater. They are trying to get on a program for flooring.

Ms. Appleby said the majority of FY25 capital improvements are bonded. The Board of Finance target limit in debt service line items every year is to be about \$8.5 million. To achieve this, we would need to cut all bond funded projects. The pavement management is partially funded by bonds so it would be cut significantly.

Ms. Mackstutis also noted that they also have reserves to work with if needed. Mr. Nelson noted that the budget proposal is also respectful of the needs for next year.

CNR Projects

Ms. Appleby talked about the Capital Non-Recurring Plan. She said they are not required by Charter, to put together a 6-year plan, but have been doing that for years now. She said the items on this plan are between \$10,000 - \$250,000, which is before they get to the capital plan. She said there are about 50 projects on the plan for year 1. She went through the funding sources for this plan. They would like to increase the base amount by \$300,000. There was discussion on the traditional paybacks and building up the revolving fund.

Ms. Meriwether said she has an upcoming meeting with the Board of Finance and all of this will be discussed at that time. Ms. Heavner spoke about the Board of Finance paybacks and how they are done. There was discussion on items like drainage improvements, intersection safety, police cruisers, concept design work, etc. There are grants for a lot of projects. The projects have to be “design ready” so the grants can be awarded. Mr. Nelson said all projects have an impact on the operating budget at some point. There is a cost of not doing something now and deferred the project.

Mr. Nelson noted that next year there will be an automated platform called Clear Gov for the capital plan. It also covers the digital budget book.

There was discussion on the General Government items like Library furniture, the zoning regulations update costs, the neighborhood planning item, East Coast greenway, Tariffville projects, etc. Mr. McGregor spoke on the planning items and the POCD. There was also discussion on the Iron Horse landscaping, the Apple Barn, irrigation projects, the pickleball courts, school projects, playground projects, the use of tasers, etc. There was also discussion on what projects were done on the plan for this year.

Mr. McGregor spoke about rewriting the zoning regulations for Tariffville. Hopefully, this will be done by 2025. The document we have is a very challenging document with a lot of errors in it. We need to update it in order to update the document to comply with the law as well.

FY 25 Staffing Changes

Mr. Nelson spoke about his staff and their initiatives, like working with this Board on implementing their goals and objectives, isolating them and getting them into a manageable form for them. They have an elevated form in the Town Manager’s office. He said the staffing changes include estimated benefits and taxes.

Mr. Nelson spoke about the Human Resource Department is trying to restructure their department. They are looking for an Administrative Specialist, which needs to be separate from the Town Manager’s office. He went through line items like the Public Works Mechanic/Driver, Police Records Clerk, Economic Development and growing the grand list, ABC House, Main Street Partnership, Simsbury Performing Arts Center, etc. He said there are compliance and mandate challenges to meet the Board of Selectmen goals, but the mission is critical.

There was also discussion on the CNR projects like the buses and the Social Worker that was paid through ARPA funding. Ms. Heavner explained that needs to be funded out of capital reserves. There was also discussion on a classification study for job descriptions and technology improvements.

The Department Heads went through their reasons for their asks and how important the asks are for them. There was discussion on making an agreement with the Simsbury Volunteer Ambulance Association and Main Street Partnership. There was discussion on the SVAA needing an agreement with the Town before giving them money.

There was some discussion on the Chamber of Commerce and how that brings in economic development as well.

Policy Discussion & Wrap-up

Ms. Heavner said the budget is Town needs, Board of Education needs and the taxpayer needs. She said right now the budget is out of balance, so everyone needs to take another look at their budget proposals. She said the Board of Education is facing unfunded mandates at this time, so their budget needs to come down to 4.3%. The guidance to the Board of Selectmen was to bring it down 3.5%. The Board of Selectmen had contingency in their budget, so they won't need too many contingency cuts. She explained how the revenues and capital funding needs work. She talked about what is crucial this year and the use of different sources of funding. She asked that this Board prioritize their capital as well.

Mr. Nelson said the team is working on strategies and looking at every line item for savings to reach their goal. He feels they will be able to get to where they need to be.

Mr. Beal made a motion to adjourn the Budget Workshop at 4:55 p.m. Mr. Antonio seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk

CALL TO ORDER

The Regular Meeting of the Simsbury 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 Wendy Mackstutis; Deputy First Selectman Steven Antonio; Board members Curtis Looney, Heather Goetz, Diana Yeisley and Kevin Beal. Others in attendance included: Town Manager Marc Nelson; Deputy Town Manager Tom Fitzgerald; Finance Director/Treasurer Amy Meriwether; Budget Director Melissa Appleby; Parks and Recreation Director Tom Tyburski; Director of Public Works/Town Engineer Tom Roy; Director of Social Services Kristen Formanek; Library Director Lisa Miceli; Police Chief Nicholas Boulter and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

- **Participants can address the Board of Selectmen in person at the meeting**
- **Email townmanager@simsbury-ct.gov by noon on Monday, March 11, 2024 to register to address the Board of Selectmen live thru Zoom**
- **Written comments can be emailed to townmanager@simsbury-ct.gov. Written comments will not be read into the record, but forwarded to all Selectmen via email**

Jan Litner, 12H Wiggins Farms Drive, an advocate of the Flower Bridge and design professional, spoke about the rehab on the Flower Bridge. She said the Bridge hasn't been painted in 30 years. She said there was a presentation on the Bridge last year and the wear and tear could be seen by everyone in attendance. She asked the Board to please keep the repairs in the budget as this is an icon on Simsbury.

Christine Winters, Executive Director of the Simsbury Housing Authority, said they are recommending Amber Abbuhl to the Board of Commissioners. Ms. Abbuhl was the Board of Selectmen liaison for the past 2 years. Ms. Winters went through Ms. Abbuhl's credentials and said she has the knowledge to be on the Board. She also shows a lot of interest in the Housing Authority to help in reaching their goals for safe and affordable housing. She asked that this Board approve Amber Abbuhl.

Dave Bush, 4 Katherine Lane and Chairman of the Culture, Parks and Recreation Commission, said they are given a charge as an advisory board to plan the Town's recreational needs for the future. He said the pool in Town is done as is costing a lot of money to keep up. They need to replace it or find an alternative for it. They are looking for the funding to do an analysis as the camps have always had a water component. He said Recreation brings value to Simsbury and the pool generates revenues, which could also be done with a splash pad. He asked that the Board consider giving them \$150,000 to go through the design phase of this project.

Joan Coe, 26 Whitcomb Drive, spoke about comments made at the February 26, 2024, meeting about the Police Department. She also spoke about the budget saying it was over the Finance Departments regulations. She spoke about revenues and expenditures and the Board of Education budget.

Mark Orenstein, 82 Old Meadow Pine Road, spoke about a public hearing on March 14, 2024, for CT TV and tech revisions being discussed in the Legislature. He spoke about cable and streaming. He spoke about the Town standing up for them with HB5446 and what he would like the Board to do for them. He asked that the Board sign a letter to support Simsbury Media in this matter.

Sharon Byron said she is in support of the splash pad. There are other models around that should be checked out about this pad. She also said she wanted to ensure the safety and cleaning of the bike trail.

FIRST SELECTMEN’S REPORT

Ms. Mackstutis, First Selectman, reviewed her First Selectman’s report.

TOWN MANAGER’S REPORT

Mr. Nelson, Town Manager, reviewed his Town Manager’s report.

LIAISON AND SUB-COMMITTEE REPORTS

- a) **Personnel** – There was no report at this time.
- b) **Finance** – There was no report at this time.
- c) **Public Safety** – Ms. Goetz said there will be a Public Safety meeting on March 20, 2024.
- d) **Board of Education** – There was no report at this time.

Mr. Beal said the Library and DEI Council are hosting a Human Library at the Public Library on Saturday March 23, 2024 at 10 a.m.

Ms. Yeisley said Aging and Disability is still looking for funding for their programs like Super Thursday and ongoing disability events. They are also having a program about loneliness in seniors, which is a 4-part series.

Ms. Yeisley said Parks and Recreation made a list of their priorities, including a splash pad, which is all in the budget.

Mr. Antonio didn’t have a report tonight.

Ms. Mackstutis said Hometown Heros met last week as they have a change that allows people from an appointed board to be nominated if their work is not related to their board or commission. They are also getting a new member.

Ms. Goetz said Planning is working on the POCD with other boards on implementation and prioritization.

Mr. Looney said there was no Juvenile Review Board as there are no new cases.

Mr. Looney said the Police Commission said Officer Jared is a new officer and 2 more officers will be starting next month. They are also starting a new system – Rapid SOS – which works with 911. He said there was a proposed resolution for a retirement plan that was accepted.

(30:05)

Ms. Yeisley made a motion to amend the agenda to include the support for Mr. Orenstein’s request for HB5446. Mr. Beal seconded the motion. All were in favor and the motion passed.

Ms. Yeisley made a motion to move action items A and C and appointments A, B and C to the consent agenda. Mr. Antonio seconded the motion. All were in favor and the motion passed.

SELECTMEN ACTION

a) **Tax Refund Requests** – This item was moved to the consent agenda.

b) Proposed Amendments to the Town Code Chapter 141 Article V: Tax Abatements 33:39

Mr. Fitzgerald said the only changes were the 2 years to 1 year to qualify for the abatement. This was reviewed by the Town Attorney and no further Public Hearing is needed. He also said the abatement would only apply to Real Estate and Motor Vehicles and not Business Personal Property.

Ms. Goetz made a motion, effective March 11, 2024, to adopt the proposed amendments to the Town Code Chapter 141 Article V: Tax Abatement for Volunteer Firefighters and Ambulance Association personnel as presented, which shall be effective 21 days after publication in a newspaper having circulation in the Town of Simsbury and further move to authorize a summary of the revised ordinance to be published. Mr. Antonio seconded the motion. After discussion with friendly amendment to add a language amendment on clarity for personal ownership on residential property. All were in favor and the motion passed.

c) **Pine Hill Sanitary Sewer Easements** – this item was moved to the consent agenda.

d) FY24/25 Budget Discussion and Adoption (36:00)

- 1) Mr. Nelson said his team found some opportunities to adjust the vacancy rate factor to save \$100,000 to help decrease the operating budget.
- 2) There is a possibility to cut on paving by \$100,000 on operating.
- 3) There is a proposal to assist SVAA funding – instead of \$200,000 from operating we could use reserves as the Board needs more information an MOU/Agreement with them for 1 – 3 yrs.
- 4) There was a proposed \$205,000 for Simsbury Farms contribution, but there was a correction as an error on pension funds.
- 5) There are 4 positions proposed. The Social Worker is now being funded by ARPA funding and if cut that would save \$100,000.
- 6) Seeing as we have had a good winter, we could reduce the salt item by \$25,000.

The total of these saving would be \$700,000 +.

Mr. Nelson said the Board of Finance guidance asked this Board to cut \$560,000 off the budget. Now they have \$700,000 to work with, so they could make all of these cuts or just some of them to mitigate a tax increase.

Mr. Nelson said originally the splash pad for \$150,000 design was for bonding, but now it would come out of reserves. Also, there is clarity for the \$900,000 for the 2nd year in capital to be changed to \$475,000 in bonding and \$475,000 in grants. Therefore, they are reducing bonding by \$625,000 and supporting the \$150,000 for the splash pad design phase.

Ms. Meriwether said she has some plans she wants to discuss with the Board of Finance after this Board gives her their priorities.

Mr. Beal made a motion, effective March 11, 2024, to accept all 6 reductions suggested by the Town Manager. Ms. Yeisley seconded the motion. After discussion, all were in favor and the motion passed.

Ms. Meriwether said the budget was 5.53 without ARPA and now it is 2.92. This would make a tax increase of 5.29% as long as the Board of Education comes down to their guidance. Median home would pay \$446 more.

(57:10)

Mr. Beal made a motion. March 11, 2024, to include the Public Works position of Mechanic/Driver in the Board of Selectmen's budget for FY 24/25 at a cost of \$51,424. Ms. Goetz seconded the motion. All were in favor and the motion passed.

Ms. Yeisley made a motion, effective March 11, 2024, to include the Police Department's position of records clerk in the Board of Selectmen's budget for FY 24/25 at a cost of \$92,510. Mr. Antonio seconded the motion. All were in favor and the motion passed.

Ms. Yeisley made a motion, effective March 11, 2024, to include the Finance Department's position of Town Hall Administrative Specialist in the Board of Selectman's budget for FY24/25 at a cost of \$99,833. Mr. Looney seconded the motion. After discussion, Mr. Beal and Mr. Looney approved the motion, with Ms. Yeisley, Ms. Mackstutis, and Ms. Goetz voting against and Mr. Antonio abstaining.

5

Mr. Beal made a motion, effective March 11, 2024, to remove from the Town Manager's budget the proposed Human Resources Director and Human Resources Generalist. Ms. Yeisley made an amendment to the motion: to separate the Generalist from the Human Resources salary increase potential promotion. After discussion, Mr. Beal, Ms. Yeisley, Mr. Antonio and Ms. Goetz were for cutting the generalist position with Ms. Mackstutis and Mr. Looney against it. Therefore, the motion passed.

Ms. Meriwether said there is a correction – the tax increase would be \$539 with the Board of Selectmen a 2.37% increase.

Mr. Beal made a motion, effective March 11, 2024, to reduce the Main Street Partnership line item from \$100,00 to \$50,000 or level funding at this time. Ms. Yeisley seconded the motion. Ms. Mackstutis amended the motion to \$75,000 instead of \$50,000. After a lot of discussion, Mr. Beal and Mr. Looney approved the motion with Ms. Yeisley, Mr. Antonio, Ms. Mackstutis and Ms. Goetz against. Therefore, the motion did not pass.

Ms. Yeisley made a motion, effective March 11, 2024, to amend the motion to include the contingency of \$50,000 contingent upon the agreement. Ms. Goetz seconded the motion. Ms. Yeisley, Mr. Antonio, Ms. Mackstutis and Ms. Goetz were in favor with Mr. Looney and Mr. Beal against. Therefore, the motion passed.

Ms. Appleby said there was discussion at Saturday's meeting on the Historical Society's request for planning the 250th events for our nation. Ms. Mackstutis said she was thinking of \$2,500/2,500 over 2 years if there are events with any other departments like Parks and Recreation. There are grants out there they could get. Ms. Meriwether said CNR would have to be over \$10,000. There would be no impact if it is just \$2,500. Ms. Goetz said we should be behind it, but we need some kind of plan first. They would need to do a presentation and do a supplemental appropriation.

Mr. Nelson said he sent the Board an email on the traditional payback and impact on the operating budget. He said if \$60,000 it would put back \$300,000 to the good on CNR. He feels more analysis is needed on the Board of Finance level. The term recommendation is to pass this to the Board of Finance.

CIP

Ms. Goetz asked about what would happen if all of the CIP was approved-what happens to the debt slope next year?

Ms. Meriwether said she reached out to the bond advisor and there are 4 different options she needs to discuss with the Board of Finance. She said they could offset the \$500,000 each year of 1.3 million and then 1 million on out-years. She needs to give them some plans and scenarios to discuss and see what direction they want to go in.

There was discussion on delaying the district flooring and roofing at Tootin' Hills, Eno lighting and curtains, the Auditorium and Amphitheatre projects and network infrastructure work. There was discussion on the splash pad design for \$150,000, closing the pool or rebuilding it for \$3+ million and also the bathhouse. There was also discussion on Town Hall rooftop units, etc.

(2:29:57)

Mr. Antonio made a motion, effective March 11, 2024, to cut the Board of Education District flooring improvements from FY 24/25 to FY 26/27. Ms. Yeisley seconded the motion. All were in favor and the motion passed.

Mr. Looney said he feels the PAC is a good idea and gives the Town many benefits. There was discussion on scheduling a payment plan before anything is done. The Board of Selectmen will have to approve the whole plan.

CNR

There was some discussion on the funding for a new pickleball court in a time when we are trying to find some savings. Mr. Tyburski said this is all part of the improvements for the park in Tariffville and draws more people to the area. Ms. Mackstutis said this project has already been delayed by 2 years due to FEMA.

There was discussion on the Iron Horse landscaping and if that can be moved out. Mr. Roy said they would need another \$4,000- \$5,000 just to maintain it.

Ms. Yeisley made a motion, effective March 11, 2024, to move out \$60,000 from Iron Horse Blvd. to 25/26 and 26/27 and to increase line items in the Public Works operating budget by \$5,000 for landscaping. Mr. Antonio seconded the motion. After discussion, all were in favor and the motion passed.

Mr. Nelson noted that this proposed budget goes to the Board of Finance for changes or approvals and then comes back to the Board of Selectmen for approval. He said there has been discussion on the use of reserves and the staff is recommending the Board could spend another \$830,000 from Capital Reserves if they needed to.

Ms. Mackstutis said they could possibly make \$500,000 for the Flower Bridge (instead of bonding), the Board of Education Network infrastructure for \$350,000 and use some reserves. There would still be \$1.5 million left in reserves.

Mr. Nelson went through some of the changes and feels they did an excellent job with the Board of Finance guidance.

(3:10:40)

After discussion about changes in the CNR, Capital and Operating budgets, Mr. Looney made a motion, effective March 11, 2024, to reconsider the Human Resource positions. Mr. Beal seconded the motion. After a lot of discussion and explanation from Mr. Nelson, Mr. Fitzgerald and Mr. Tyburski expressing the priority of these positions, all were in favor and the motion passed.

The Board moved to Executive Session to discuss an attorney client memo at 9:58.

Mr. Beal made a motion to adjourn executive session at 10:18. Seconded by Mr. Antonio. All were in favor and the motion passed.

Ms. Yeisley made a motion, effective March 11, 2024, to approve the Board of Selectmen FY 24/25 budget of \$28,740,677 to include the following changes from the Town Manager's budget:

- \$100,000 – increase contingency for vacancy rate (Operating transfers)
- (\$100,000) – decrease in paving (Highway facilities and programs)
- (\$200,000) – decrease in Board of Selectman Public Agency Support (SVAA funds)
- (\$205,749) – decrease in Simsbury Farms contribution (operating transfers)
- (\$100,000) – Eliminating Youth and Family Social Worker position
- (25,000) – decrease in Road Safety (Highway facilities and programs)
- \$ 5,000) – Increase to Public Works for Iron Horse medians

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

Ms. Goetz made a motion, effective March 11, 2024, Water Pollution Control FY 24/26 operating budget in the amount of \$4,808,496, (including Avon and Granby CWF share). Ms. Yeisley seconded the motion. All were in favor and the motion passed.

Ms. Yeisley made a motion, effective March 11, 2024, to approve the Residential Property FY24/25 operating budget in the amount of \$55,827. Mr. Antonio seconded the motion. All were in favor and the motion passed.

Ms. Yeisley made a motion, effective March 11, 2024, to approve the Simsbury Parks and Recreation Fund FY24/25 operating budget in the amount of \$2,884,828. Ms. Goetz seconded the motion. All were in favor and the motion passed.

Mr. Antonio made a motion, effective March 11, 2024, to approve the Debt Service FY 24/25 operating budget in the amount of \$8,915,868. Ms. Goetz seconded the motion. All were in favor and the motion passed.

Ms. Yeisley made a motion, effective March 11, 2024, to approve Capital Non-Recurring Plan for FY 24/25 in the amount of \$2,425,794 including:

- \$714,496 to funded by the General Fund via the Five-year payback method
- \$284,337 to be funded by the General Fund
- \$709,385 to be funded by the Capital Reserve Fund
- \$91,580 to be funded by the Town Aid Road Fund
- \$250,000 to be funded by the Sewer Use Fund
- \$ 42,000 from project savings
- \$21,500 from the Eno Trust Fund
- \$ 95,000 from the Golf Equipment Fund

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

Ms. Yeisley made a motion, effective March 11, 2024, to add the following new projects to the Capital Improvement Plan for FY 24/25 in accordance with the Charter Section 803(b):

Tariffville Connection – East Coast Greenway Gap Closure	\$450,000
Old Drake Hill Road Flower Bridge Rehabilitation – Supplemental	\$2,646,000
Town Hall Roofing Units	\$275,000
Sewer Replacement – Pine Hill – Supplemental	\$200,000

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

Ms. Yeisley made a motion, effective March 11, 2024, to approve Capital Improvement Projects including the following projects 2024-2025, with total funding of \$11,369,501 for 2024-2025:

		Recommended funding
Simsbury Meadows Performing Arts Center	\$2,782,881	Capital reserve fund, grants, donations, project reserves
Bandshell Addition		
Memorial Pool Redesign	\$ 150,000	Cash
Highway Pavement Management	\$1,600,000	Bonds, Grants, Cash
Public Works Truck Replacement & Plow	\$ 266,220	Cash
Sidewalk Reconstruction	\$ 223,400	Bonds
Tariffville Connection – East Coast Greenway – Gap Closure	\$ 450,000	Grants, project savings
Old Drake Hill Road Flower Bridge Rehab – Supplemental	\$2,646,000	Prior Authorizations, Cash
Town Hall Rooftop Units	\$ 275,000	Bonds
Municipal Site and Safety Improvements – Town Hall	\$ 460,000	Bonds
Barn and Facility Repairs – Wolcott Road	\$ 275,000	Bonds
Dam Evaluation and Repairs (Stoddard Dam Breach)	\$ 171,000	Bonds
Sewer Repairs – Pine Hill – Supplemental	\$ 200,000	Sewer Use Funds
District Network Infrastructure	\$ 350,000	Cash
SHS – Auditorium and Amphitheatre Improvements	\$ 400,000	Bonds
Tootin’ Hills – Replace Roof (V3, V4)	\$1,120,000	Bonds

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

Mr. Looney made a motion, effective March 11, 2024, to refer Capital projects to the Planning Commission in accordance with CGS Section §8-24:

- Simsbury Meadows Performing Arts Center – Bandshell addition
- Memorial Pool Redesign
- Highway Pavement Management
- Public Works Truck Replacement and Plow
- Sidewalk Reconstruction
- Tariffville Connection – ECG Gap Closure
- Old Drake Hill Road Flower Bridge Rehab – supplemental
- Town Hall Rooftop Units
- Municipal Site and Safety Improvements (Town Hall)
- Barn and Facility Repairs
- Dam Evaluation and Repairs (Stoddard Dam Breach)
- Sewer Replacement – Pine Hill – Supplemental

District Network Infrastructure

SHS – Auditorium and Amphitheatre Improvements

Tootin' Hills – Replace roof (V3, V4)

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

APPOINTMENTS AND RESIGNATIONS

- a) **Resignation of Amy McLean -Salle from the Sustainability Committee** – this item was moved to the consent agenda.

- b) **Resignation from and Appointments to the Hometown Hero Selection Committee** - this item was moved to the consent agenda.

- c) **Appointments to Various Boards and Commissions** - this item was moved to the consent agenda.

Mr. Beal made a motion to adjourn at 10:28 p.m. Ms. Goetz seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio

Clerk