



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN

Main Meeting Room – Simsbury Town Hall – 933 Hopmeadow Street, Simsbury
Regular Meeting – January 28, 2019 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATION

- a) Public Safety Radio System Feasibility Study

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN ACTION

- a) Tax Refund Requests
- b) Proposed Tax Sale
- c) Quarterly Budget Status Report
- d) FY 17/18 Comprehensive Financial Audit
- e) Proposed 2019 Aquatics and Day Camp Fee Schedules
- f) Proposed Improvements to Storage Barn at the PAC and Fee Waiver Request
- g) Old Growth Forest Network Designation for Belden Forest
- h) Tax Abatement for Volunteer Firefighters and Ambulance Personnel Work Group
- i) Proposed Social Media and Website Use Policy
- j) Proposed Remote Access Policy

REVIEW OF MINUTES

- a) Regular Meeting of January 14, 2019

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- a) Personnel



- b) Finance
- c) Welfare
- d) Public Safety
- e) Board of Education

COMMUNICATIONS

- a) Letter from First Selectman Eric Wellman to State Representatives re: Tobacco Purchasing Age, dated January 16, 2019
- b) Memo from Finance Director Amy Meriwether re: Board of Finance review of Capital Budgeting Policy, dated January 23, 2019
- c) Memo from M. Capriola, re: Legislation to Allow Delay of Property Tax Payments for Certain Federal Employees, dated January 23, 2019

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Public Safety Radio System Feasibility Study
2. **Date of Board Meeting:** January 28, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Melissa A.J. Appleby, Deputy Town Manager
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
No formal action is needed at this time. This presentation is informational.

5. **Summary of Submission:**

The current radio system used by the Police Department, Public Works, the Board of Education, and the Simsbury Volunteer Ambulance Association continues to experience coverage and interference issues throughout Town. In addition, the system is over 20 years old, and critical equipment has either reached end-of-life (no longer supported) or will reach end-of-life in the next few years.

The FY19 budget included approved funding to engage a consultant to evaluate the current radio system and make recommendations for upgrades or replacement. Following a competitive RFQ process, the Town retained Federal Engineering (FE) to conduct this study; Lieutenant Fred Sifodaskalakis and Deputy Town Manager Melissa Appleby served as co-project managers on behalf of the Town.

FE's assessment included: review of existing documents, including maintenance contracts and FCC licenses; written surveys and in person interviews with personnel from the Police Department, Dispatch, Public Works, SVAA, the Board of Education, Salter's (school bus/transportation), and the Fire District; site visits at the Town's existing radio towers; and an analysis of potential alternative solutions.

Mike Manning, Senior Consultant with FE, will be present to conduct an overview of the study and recommendations.

6. **Financial Impact:**

This study was the first phase of the radio system project. Staff is preparing a request for phase two funding for FY20 that will provide for project management services, including the design, procurement process and oversight of the final system build-out. The six-year capital improvement plan presented during the FY20 budget process will also include the total projected cost for the actual system upgrades, anticipated at \$2.5 million.

7. Description of Documents Included with Submission:

- a) System Analysis and Needs Assessment Presentation Slides
- b) System Analysis and Needs Assessment Report



Public Safety Radio System Analysis



Town of Simsbury,
Connecticut

Presentation to the Board of Selectmen
January 28, 2019



Introduction



- **Your Federal Engineering (*FE*) Team**
 - Michael Manning – Project Manager
 - Travis LePage – Director
 - Mike Harper – Senior Consultant
- **Nationally recognized public safety consultant**
 - Over 35 years of successful history
 - City, county, state and Federal project experience
- **Proven methodologies and direct experience**
 - Decades of refined project management and approach tactics





Simsbury's Existing Radio Communications Systems

- **The Town's existing radio systems face several issues:**
 - Users report being unable to communicate from multiple areas in the Town, because of insufficient radio coverage
 - Current infrastructure equipment (e.g., repeaters and microwave) has been discontinued and is no longer supported by its respective manufacturers
 - Current user radio equipment (vehicle mounted and handheld radios) have been discontinued and are no longer supported by their manufacturer



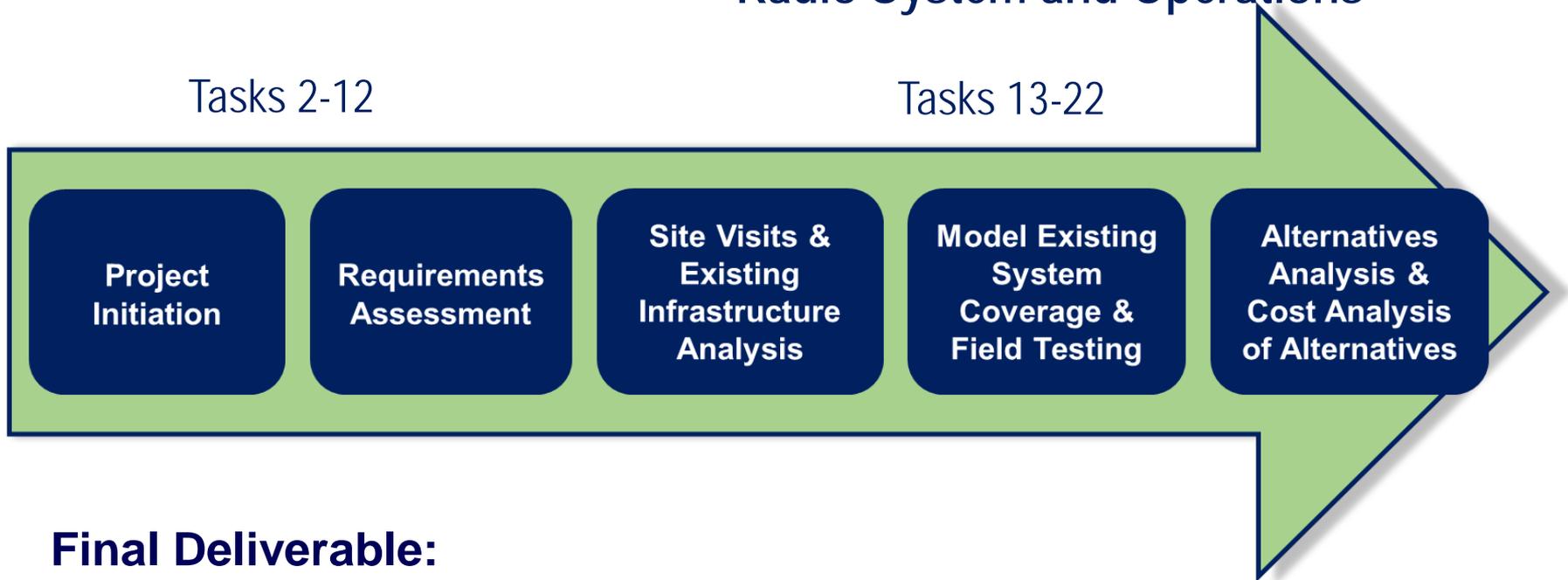
Project Approach

Radio System Assessment

Tasks 2-12

Complete Assessment of Current Radio System and Operations

Tasks 13-22



Final Deliverable:

- ✓ *Town of Simsbury Systems Analysis and Needs Assessment Report*



Simsbury's Existing Radio Communications Systems – Estimated Existing Radio Coverage

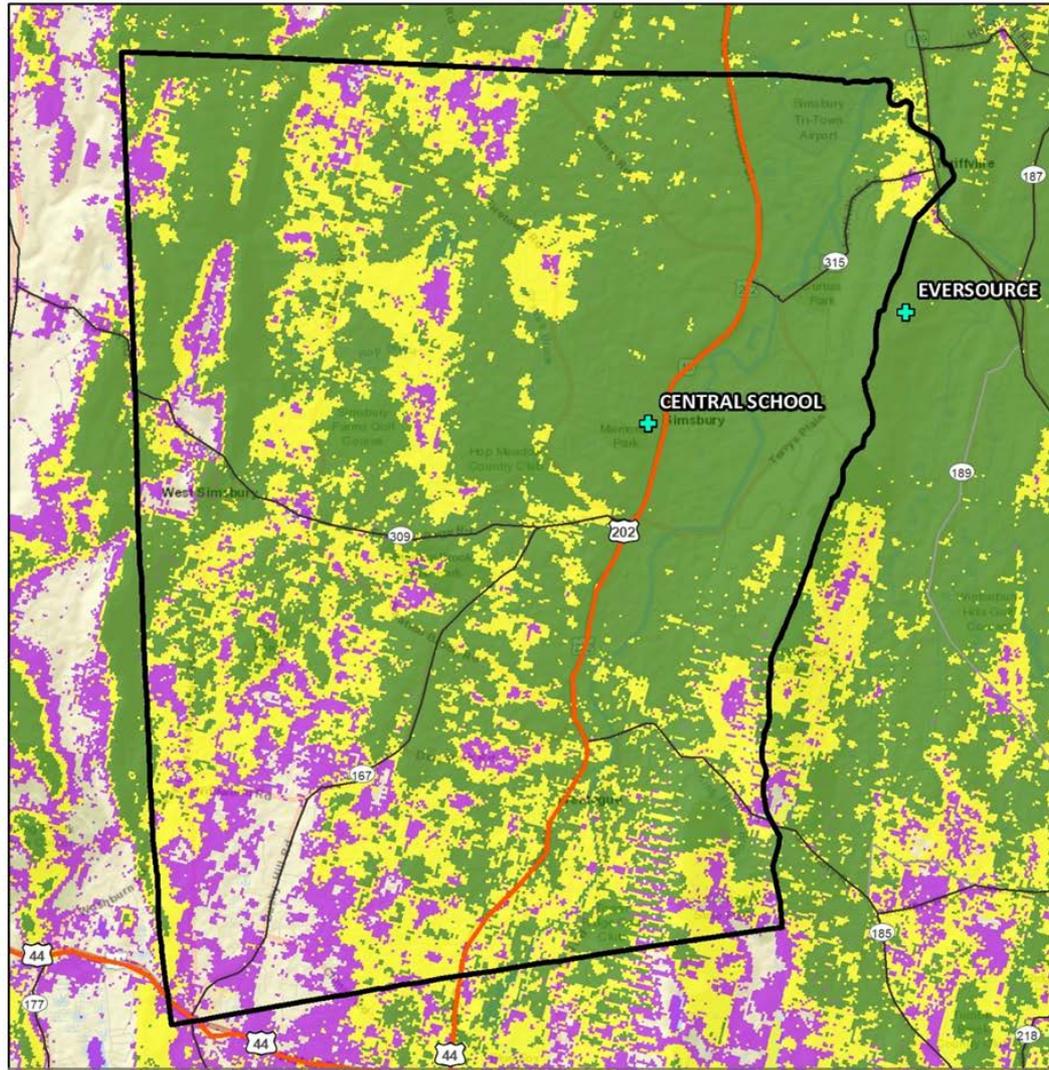
System Name	System Technology	Number of Sites	Mobile		Portable On-Street		Portable in Light Buildings	
			Talk-Out	Talk-In	Talk-Out	Talk-In	Talk-Out	Talk-In
Police	UHF Analog Conventional	2 TX (steered) 3 RX (voted)	96%	>99%	86%	89%	60%	55%
Board of Education	UHF Analog Conventional	1 TX/RX	97%	97%	91%	76%	69%	47%
Public Works	VHF Analog Conventional	1 TX/RX	98%	96%	81%	47%	47%	21%
SVAA	UHF Analog Conventional	1 TX/RX	97%	97%	91%	74%	69%	45%



Town of Simsbury, CT - Existing UHF Coverage from PD System



UHF Analog Voice Coverage > DAQ 3.4; Talk-Out (tower to radio); 95% Reliability



-  Existing UHF Radio Site
-  Simsbury Town Limits
-  Mobile Coverage
-  Portable Coverage On-Street
-  Portable Coverage in Light Buildings



0 0.5 1 2 Miles

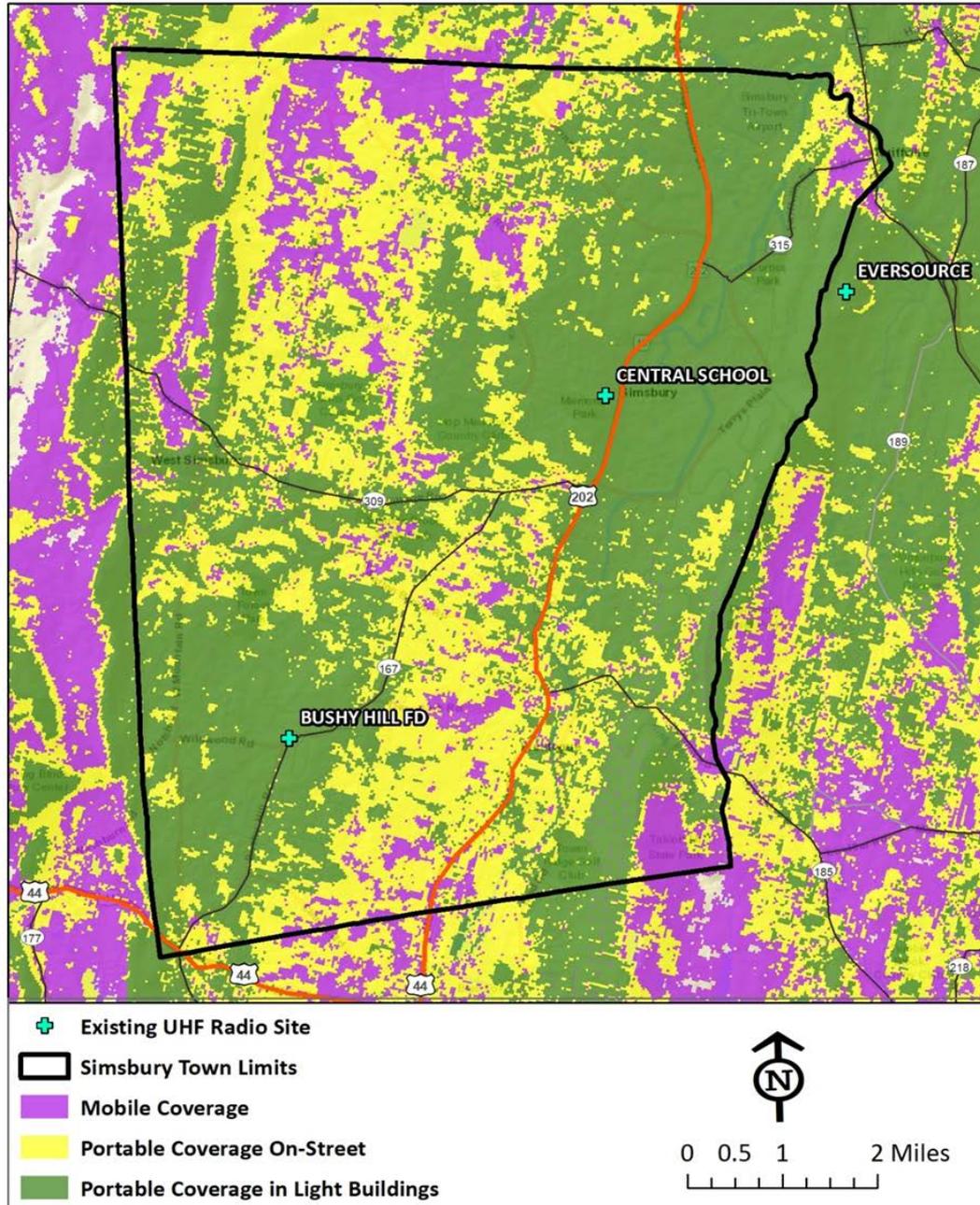




Town of Simsbury, CT - Existing UHF Coverage from PD System



UHF Analog Voice Coverage > DAQ 3.4; Talk-In (radio to tower); 95% Reliability





Upgrade/Replacement Alternatives

- Coverage issues and aging/obsolete equipment triggered the Town to retain *FE* to perform the Public Safety Radio System Analysis
- The Town directed *FE* to investigate two potential alternatives to upgrade or replace their existing radio systems
- **Alternative 1** – Replace Town’s existing systems with a 4-site conventional system using currently licensed Ultra High Frequencies (UHF)
- **Alternative 2** – Share the Town of Avon’s 700 MHz trunked system core and add two sites in Simsbury





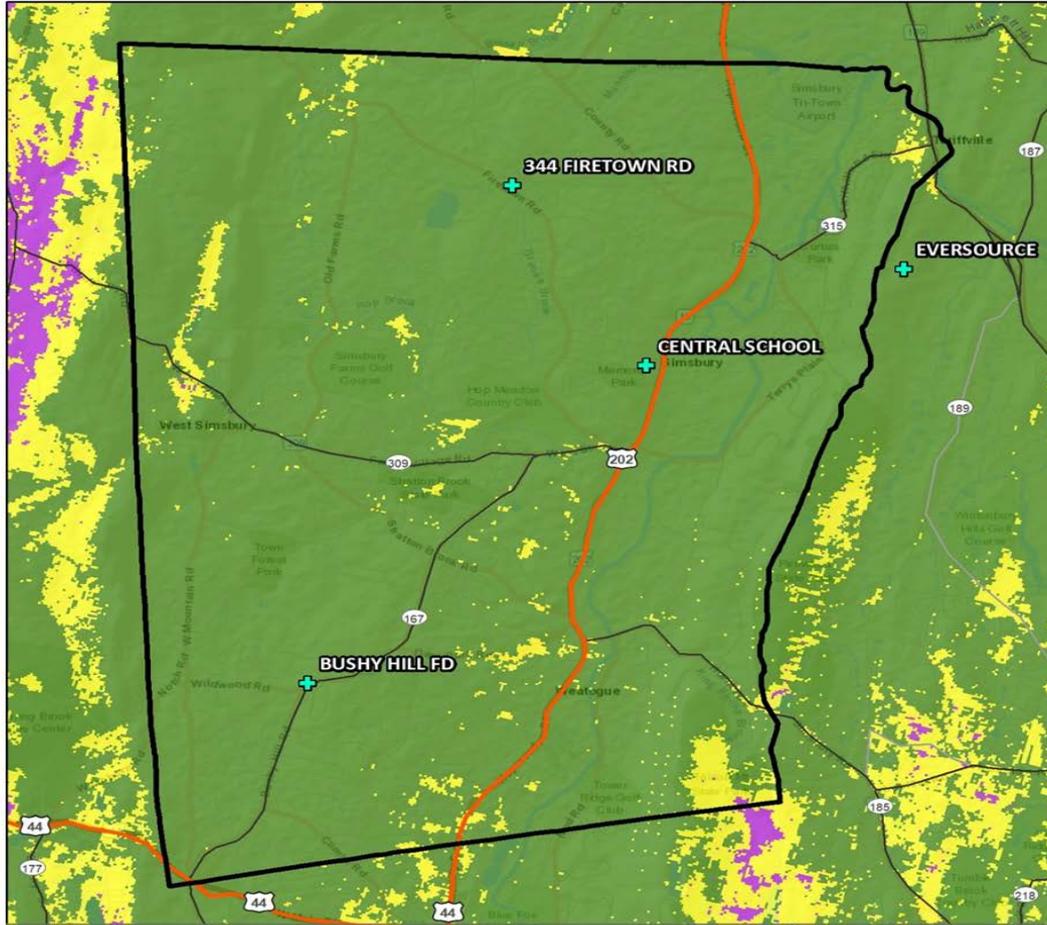
Upgrade/Replacement Alternatives – Estimated Radio Coverage

System Name	System Technology	Number of Sites	Mobile		Portable On-Street		Portable in Light Buildings	
			Talk-Out	Talk-In	Talk-Out	Talk-In	Talk-Out	Talk-In
Alternative 1: UHF Simulcast	P25 Phase 1 Simulcast Conventional	4 TX/RX	>99%	>99%	>99%	>99%	97%	90%
Alternative 2: Avon 700 Expansion	700 MHz P25 Phase 2 Trunking	4 TX/RX	>99%	>99%	>99%	95%	97%	80%



4-Site Estimated Talk-Out Coverage

Town of Simsbury, CT - Potential UHF Coverage from 4-Site P25 System
UHF P25 Phase 1 Voice Coverage > DAQ 3.4; Talk-Out (tower to radio); 95% Reliability



- Potential UHF P25 Site
- Simsbury Town Limits
- Mobile Coverage
- Portable Coverage On-Street
- Portable Coverage in Light Buildings

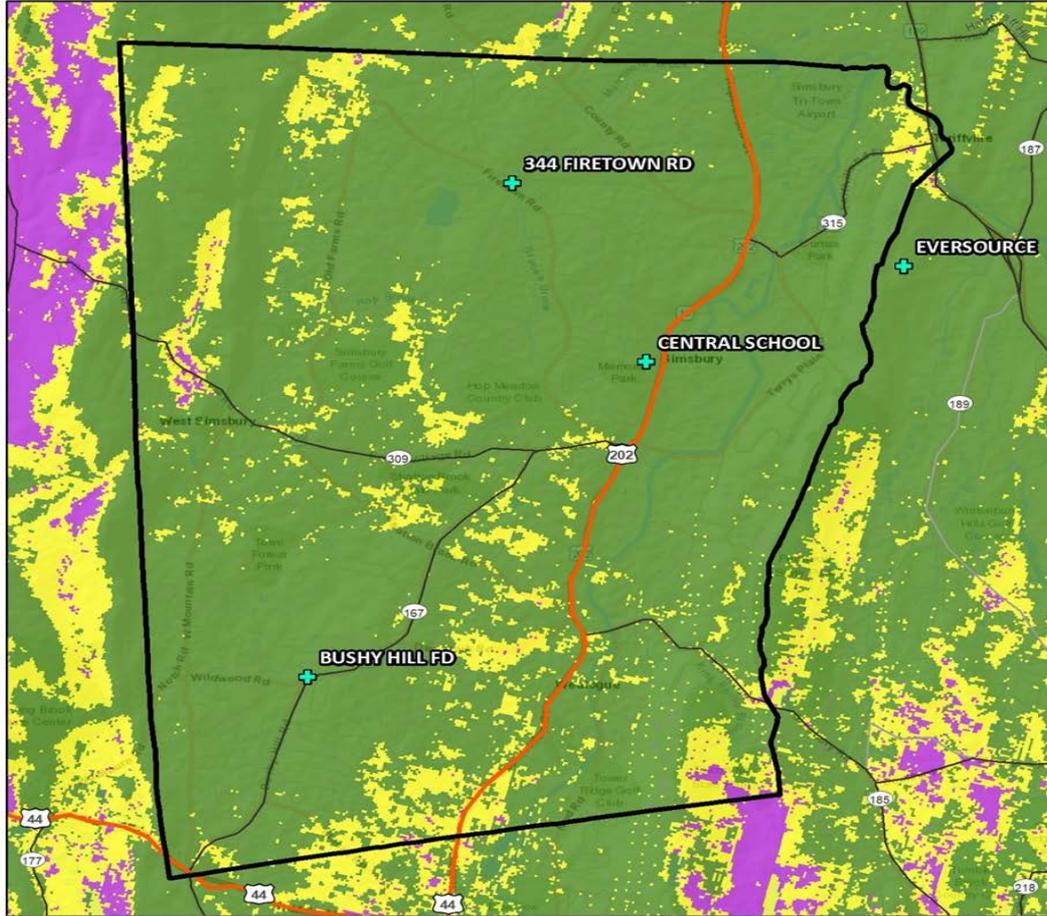


0 0.5 1 2 Miles



4-Site Estimated Talk-In Coverage

Town of Simsbury, CT - Potential UHF Coverage from 4-Site P25 System
UHF P25 Phase 1 Voice Coverage > DAQ 3.4; Talk-In (radio to tower); 95% Reliability



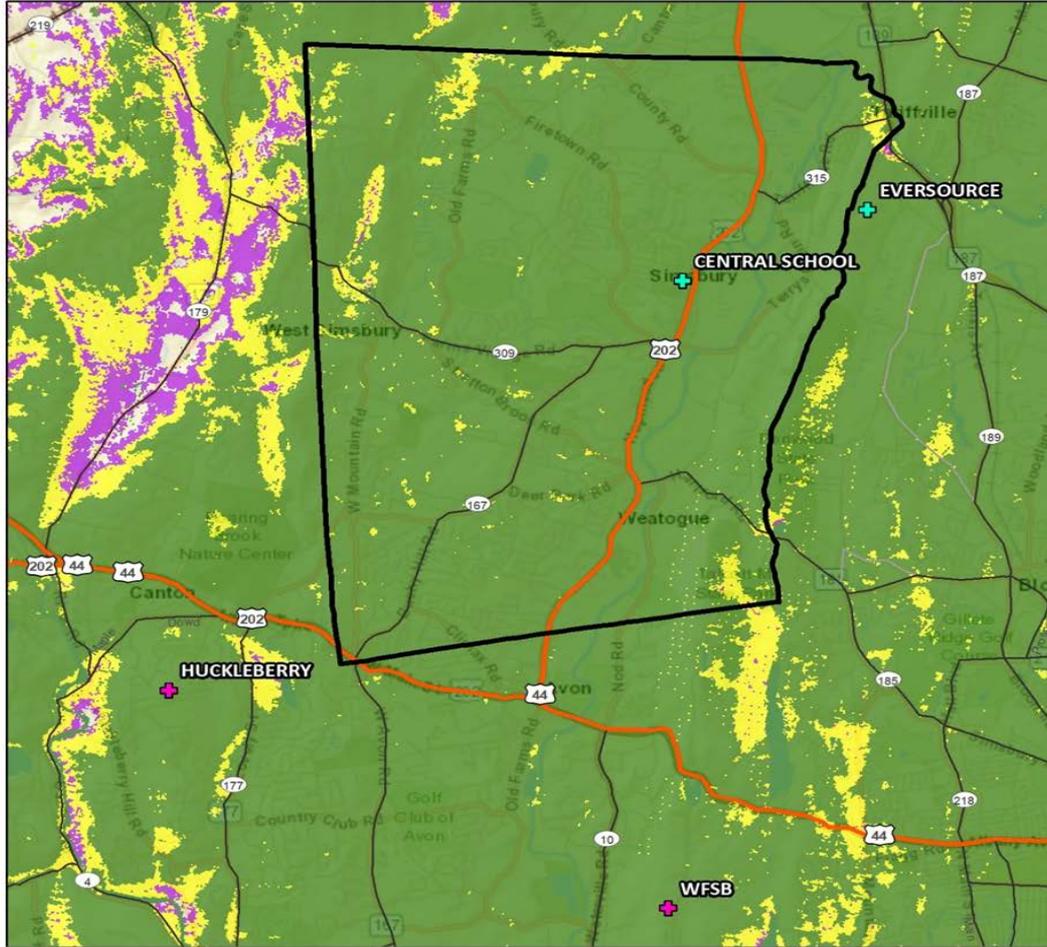
- Potential UHF P25 Site
- Simsbury Town Limits
- Mobile Coverage
- Portable Coverage On-Street
- Portable Coverage in Light Buildings

0 0.5 1 2 Miles

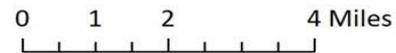


4-Site 700 MHz Estimated Talk-Out Coverage

Town of Simsbury, CT - Potential 700 MHz Coverage from 4-Site P25 System
700 MHz P25 Phase 2 Voice Coverage > DAQ 3.4; Talk-Out (tower to radio); 95% Reliability



-  Potential 700 MHz P25 Site (Simsbury)
-  Potential 700 MHz P25 Site (Avon)
-  Simsbury Town Limits
-  Mobile Coverage
-  Portable Coverage On-Street
-  Portable Coverage in Light Buildings

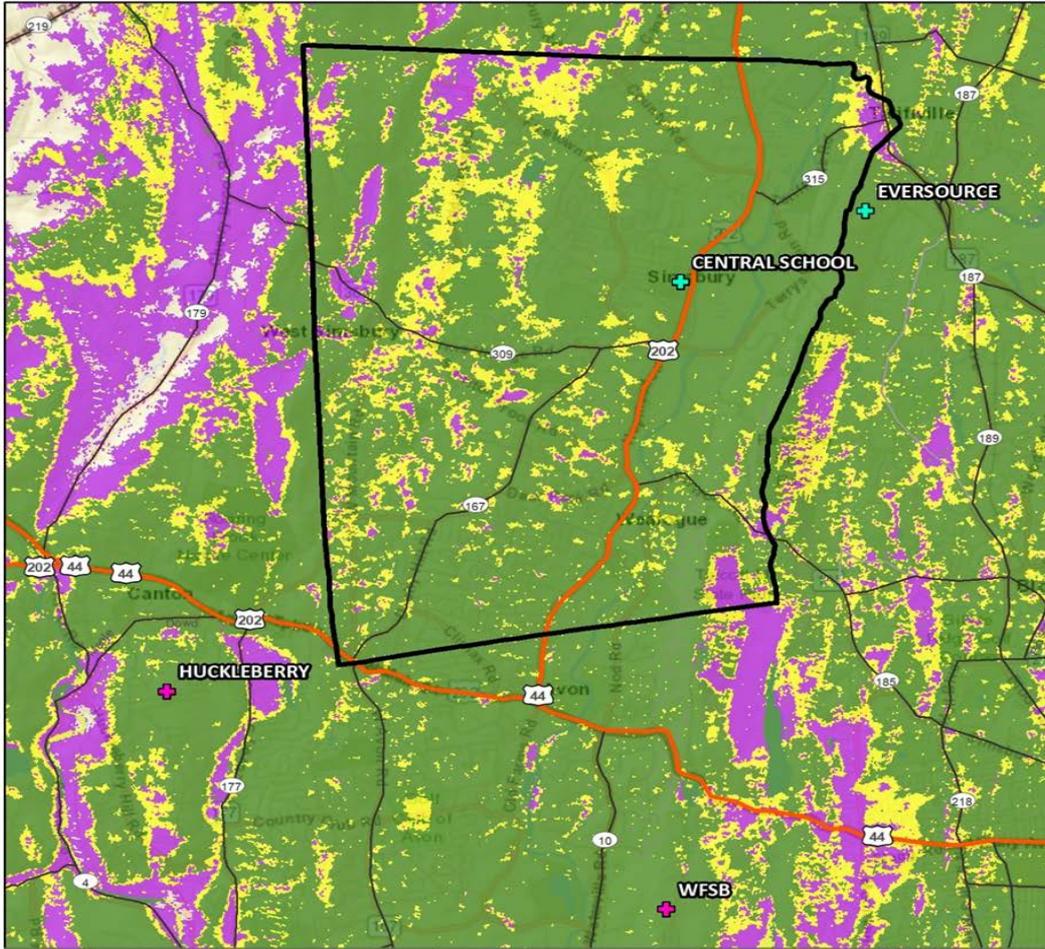




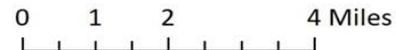
4-Site 700 MHz Estimated Talk-In Coverage

Town of Simsbury, CT - Potential 700 MHz Coverage from 4-Site P25 System

700 MHz P25 Phase 2 Voice Coverage > DAQ 3.4; Talk-In (radio to tower); 95% Reliability



- Potential 700 MHz P25 Site (Simsbury)
- Potential 700 MHz P25 Site (Avon)
- Simsbury Town Limits
- Mobile Coverage
- Portable Coverage On-Street
- Portable Coverage in Light Buildings





Radio System Replacement Cost Estimates

Cost Estimate Comparison		
Item	Alternative 1	Alternative 2
Radio System	\$1,231,000	\$1,528,000
Microwave System	\$573,000	\$288,000
Dispatch System	\$0	\$214,000
Site Civils / Improvements	\$80,000	\$40,000
Subscriber Equipment		
Simsbury PD	\$160,800	\$224,800
Simsbury Public Works	\$200,500	\$263,500
Board of Education	\$217,100	\$296,100
SVAA	\$147,700	\$206,700
Total Subscriber Equipment	\$1,489,000	\$2,135,000
Total Excluding SVAA	\$2,462,400	\$2,854,400
Total Including SVAA	\$2,610,100	\$3,061,100



Recommendations and Next Steps

- **The Town should complete its investigation of the feasibility and cost of migrating to the State of Connecticut's Trunked Radio System (CT-TRS) to determine if the system could meet the Town's operational needs and fulfill radio coverage and interoperability requirements**
- **Alternatively, the Town should replace their existing conventional radio communications systems with a 4-site simulcast system using currently licensed UHF frequencies**
- **Phase II of Study – Budgeting and planning for the replacement system includes technical specifications/design, procurement and implementation support**





Questions and Discussion





Systems Analysis and Needs Assessment Report

FINAL

January 24, 2019

Prepared by:



**Federal Engineering, Inc.
10600 Arrowhead Dr, Suite160
Fairfax, VA 22030
703-359-8200**



Executive Summary

The Town of Simsbury (Town) engaged Federal Engineering, Inc. (**FE**) to assess their existing radio communications system and evaluate alternatives to replace the system.

This *Systems Analysis and Needs Assessment Report (Report)* provides **FE**'s assessment of the existing radio communications system and evaluates user-expressed issues and concerns. This Report also defines requirements for the replacement radio system and compares two replacement alternatives for consideration.

The Town of Simsbury operates a mix of radio "systems." The Simsbury Police Department (PD), Simsbury Board of Education (SBOE), and Simsbury Volunteer Ambulance Association (SVAA) operate using conventional, analog repeaters in the Ultra High Frequency (UHF) band. The Simsbury Public Works Department uses a conventional, analog repeater operating in the Very High Frequency (VHF) band.

The Town's existing systems face several issues:

- Users report being unable to communicate from multiple areas in the Town, because of insufficient radio coverage
- Current infrastructure equipment (e.g., repeaters and microwave) has been discontinued and is no longer supported by its respective manufacturers
- Current user radio equipment (vehicle mounted and handheld radios) have been discontinued and are no longer supported by their manufacturer

The Town recognizes that their existing systems no longer meet the needs of the users, are becoming difficult or impossible to maintain, and must be replaced to provide the mission-critical communications services and capabilities that public safety-first responders and the citizens they serve require.

One alternative is to replace the Town's existing systems with a 4-site conventional simulcast system using currently licensed Ultra High Frequencies (UHF). Simulcast technology broadcasts each frequency simultaneously from each radio site in the system, providing improved coverage and use of radio frequencies. The second alternative is to replace the existing system by sharing the Town of Avon's planned 700 MHz trunked system and adding two sites within Simsbury. Although a third alternative, migrating to the State of Connecticut's Trunked Radio System (CT-TRS), is also a future possibility, this Report's scope evaluates the first two alternatives.





FE prepared conceptual designs budgetary cost estimates for both system replacement alternatives, which meet the Town’s desired radio coverage requirements and address user-expressed issues and concerns. **FE** estimates the initial cost of the first alternative to be approximately \$2.6 million, versus an estimated \$3.1 million to pursue a system sharing option with the Town of Avon. These cost estimates are shown in Table Exec-1.

Table Exec-1 – Cost Estimate Comparison

Cost Estimate Comparison		
Item	Alternative 1	Alternative 2
Radio System	\$1,231,000	\$1,528,000
Microwave System	\$573,000	\$288,000
Dispatch System	\$0	\$214,000
Site Civils / Improvements	\$80,000	\$40,000
Subscriber Equipment		
Simsbury PD	\$160,800	\$224,800
Simsbury Public Works	\$200,500	\$263,500
Board of Education	\$217,100	\$296,100
SVAA	\$147,700	\$206,700
Total Subscriber Equipment	\$726,100	\$991,100
Total Excluding SVAA	\$2,462,400	\$2,854,400
Total Including SVAA	\$2,610,100	\$3,061,100

Moreover, **FE** estimates the 10-year total cost of ownership (TCO) for the first alternative to be approximately \$1.5 million and the TCO for the second alternative to be approximately \$1.95 million.

Recommendation

FE recommends that the Town replace their existing conventional radio communications systems with a 4-site simulcast system using UHF frequencies that are currently licensed by the PD, SVAA, and the BOE. However, prior to making a final decision to pursue this standalone replacement system, **FE** recommends that an evaluation be completed of the CT-TRS migration alternative to determine if the system could meet the Town’s operational needs along with fulfilling radio coverage and interoperability requirements.





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1. Introduction

The Town of Simsbury (Town) engaged Federal Engineering, Inc. (**FE**) to assess their existing radio communications system and evaluate alternatives to replace the system. The Town's existing systems face several issues, including radio coverage gaps and aging equipment at or nearing its end of life. The Town recognizes that their existing systems must be replaced to provide mission-critical communications services and capabilities that public safety-first responders and the citizens they serve require.

The Simsbury Police Department (SPD), Simsbury Volunteer Ambulance Association (SVAA), Simsbury Public Works Department, and the Simsbury Board of Education (SBOE) are the primary users of the Town's existing radio communications system. Most of the equipment comprising the system has been discontinued or will be discontinued in the coming years. Additionally, the mobile and portable radios, known as subscriber equipment, used by the SPD, SVAA, and Public Works will no longer be supported by their manufacturer.

In accordance with the Town's requirements, **FE** performed the following tasks to develop this *Systems Analysis and Needs Assessment Report (Report)*:

- Assessed the existing radio system and provides recommendations regarding the "supportability" of the current system
- Analyzed the effectiveness of the existing systems, to include system components and system radio coverage
- Assessed the maintenance procedures
- Reviewed and recommend available technologies for voice, data, and video
- Provided recommendations and budgetary estimates for system upgrades

This Report organizes the content within the following sections:

- Section 1 – *Introduction*, provides background information on the need for this assessment and the scope work
- Section 2 – *Project Methodology*, describes the methodology **FE** employed to conduct the assessment and evaluation of the Town's existing radio communications system





- Section 3 – *Existing System Assessment*, presents **FE**'s assessment of the Town's existing radio communications systems
- Section 4 – *Needs Assessment Interviews*, documents the outcomes from the interviews **FE** conducted with users of the Town's existing radio systems, highlighting user expressed issues and concerns regarding radio coverage, interoperability, and equipment features
- Section 5 – *Alternatives Analysis*, begins with an overview of technology considerations for voice, data, and video communications and continues on to present two potential alternatives to replace the Town's existing radio system
- Section 6 – *Budgetary Cost Estimates*, provides capital and ongoing cost estimates for both replacement alternatives
- Section 7 – *Recommendations*, provides **FE**'s recommendations and next-steps
- Appendix A – *Stakeholder Interview Form*, provides the form distributed to the interviewees prior to the interview sessions for informational purposes
- Appendix B – *Subscriber Features by Agency*, details required, and useful subscriber radio features as identified by system users





2. Project Methodology

FE employed the following 5-step methodology to accomplish the scope of work as Figure 1 shows.



Figure 1 – Project Methodology

2.1 Project Initiation

FE and the Town launched the project in October 2018 with multiple teleconferences followed by stakeholder interviews held the week of October 24th.

2.1.1 System Documentation Review

Prior to meeting with the Town, **FE** submitted a Request for Information (RFI) seeking system documentation, previous studies, Federal Communications Commission (FCC) license information, site surveys, inventories, maintenance contracts, and other pertinent documentation for **FE's** review.

The Town's staff was instrumental with assisting **FE** in this process and submitted more documents than the RFI requested. This provided the project team with a common starting point and a foundation to develop a better understanding of the existing radio communications systems.





2.2 Assessment of Current Radio Infrastructure

2.2.1 Site Visits

Following the initiation meeting and stakeholder interviews, **FE** and Town personnel visited the following communications sites:

- Eversource – Off Hoskins Road, Town of Bloomfield
- Central School – 29 Massaco Street
- Main Fire Station Tower – 871 Hopmeadow Street
- Bushy Hill Fire Station Tower – 345 Bushy Hill Road
- Police Dispatch –933 Hopmeadow Street

Section 3 of this Report presents **FE**'s findings from these visits.

2.3 Requirements Assessment

2.3.1 Stakeholder Interviews

In preparation for face-to-face key stakeholder interviews, **FE** worked with the Town's Project Manager to develop a Stakeholder Interview Form for onsite user interviews. The Survey highlighted current issues and concerns, as well as future requirements for Town radio communications system.

FE provided the Town with the Survey prior to meeting with stakeholders to allow participants to better prepare for the interviews, with the goal of fostering a more informed and interactive discussion about their current and future communication needs. Appendix A – *Stakeholder Interview Form*, provides the Survey distributed to stakeholders.

Because this task establishes the foundation for all future work, **FE** gathered information necessary to document the Town's needs in the following areas:

- System functionality
- Dispatch center operations
- System performance including coverage, capacity, and/or interference issues
- Current and future interoperability with other jurisdictions, agencies, and organizations
- Number and type of subscriber units, and feature sets used
- User needs and expectations

On October 25th and 26th, 2018, **FE** conducted onsite user interviews in a workshop format to promote open communications.





2.3.2 Requirements Identification

Following the project initiation meeting and stakeholder interviews, **FE** analyzed the data gathered and identified user requirements including:

- Improved coverage
- Improved capacity
- Improved interoperability
- Enhanced subscriber device features

2.4 Alternatives Analysis

2.4.1 Radio Coverage Alternatives and Budgetary Cost Estimates

On November 14th, 2018, **FE** and the Town conducted the **FE**TeamCoverage™ workshop. The Workshop validated radio coverage provided by the Town's existing systems, and to demonstrated coverage that might be provided by a replacement system.

During this Workshop, **FE** presented two possible alternative solutions that would meet the Town's requirements. These alternatives were:

- Replace existing systems with a 4-site conventional simulcast system using currently licensed UHF frequencies
- Replace existing systems by expanding the Town of Avon's planned 700 MHz trunked system, adding two sites in the Town of Simsbury

2.5 Develop Systems Analysis and Needs Assessment Report

FE's findings from the project initiation meeting, stakeholder interviews, site assessment, Coverage Workshop, and alternatives analysis culminate in this Report.





3. Existing System Assessment

The Town’s existing radio communications systems use radio and microwave equipment from Motorola Solutions, Inc. (MSI) and other manufacturers. All the repeaters and receivers, all the microwave backhaul equipment, and the control stations used by dispatch to access SVAA and other systems have been discontinued and are nearing or have already reached their end of support dates as Table 1 details. Once equipment passes its end of support date, the manufacturer can no longer guarantee that they will be able to repair the equipment. The Town may then be required to purchase new equipment or attempt to find used equipment from other sources.

Table 1 – Equipment End of Sale and Support

Model	End of Sale	End of Support
MDS Microwave	12/31/2012	2/28/2018
MTR 2000 repeaters/receivers	4/30/2010	3/31/2018
CM 200 Control Stations	11/22/2014	12/31/2018
MTR 3000 Repeater	3/31/2017	12/31/2023

3.1 Radio Coverage Prediction Methodology

FE evaluated the radio coverage of existing systems used by the Town. The primary goals of the coverage analysis were to:

- Determine areas where radio users have adequate coverage from the current systems
- Determine areas where radio users have poor radio coverage and/or performance
- Confirm **FE**’s coverage prediction studies by performing an interactive coverage workshop with Town personnel
- Establish a baseline of the Town’s current systems’ coverage to evaluate the replacement system’s requirements

FE uses industry standards and best practices to predict radio coverage as accurately as possible. This includes using available system data from “as-built” documentation, and system maintenance information, input to a sophisticated computer-modeling tool. Throughout this process, **FE** uses methods and parameters consistent with TIA TSB-88¹.

¹ Telecommunications Industry Association (TIA) Telecommunications Systems Bulletin (TSB)-88
Wireless Communications Systems - *Performance in Noise and Interference-Limited Situations*





FE performed coverage prediction studies for the Town's existing radio systems using technical information from the following sources:

- Town-supplied information – **FE** obtained technical information relating to the radio sites in operation through Town responses to **FE's** RFI. This information contained parameters such as geographic coordinates, antenna mounting heights, and transmit power levels.
- Public resources – Where appropriate, **FE** accessed publicly available datasets to verify and/or supplement the information provided by the Town. These data sources included the FCC Universal Licensing Service (ULS), the FCC Antenna Structure Registration (ASR) database, as well as various high-resolution aerial and satellite imagery repositories.

Using the technical information and tools described above, **FE** produced coverage prediction maps using high-resolution elevation and land use/land cover data from the United States Geological Survey (USGS).

3.1.1 Radio System Characteristics

FE used the following technical parameters and characteristics when modeling existing coverage of the Town's radio systems:

- System Technology: Analog Conventional
- Frequency Band: UHF (VHF for Public Works)
- Bandwidth: 12.5 kHz (narrowband-compliant)
- Minimum Delivered Audio Quality (DAQ): DAQ 3.4
 - A DAQ level of 3.4 is the minimum recommended audio quality for public safety systems. A DAQ of 3.4 translates to "Speech understandable without repetition. Some noise or distortion present."
 - All coverage shown in the coverage maps represents areas where the prediction studies showed a DAQ of 3.4 or higher to exist.
- Tile Reliability Margin (measure of confidence in reliability of signals in covered areas): 95% - per recommendations from TSB-88-D for public safety radio systems.





- Propagation Model: International Telecommunications Union Recommendation Model ITU-525.
- Transmission Paths modeled:
 - Mobile radio Talk-Out (radio site to subscriber unit)
 - Mobile radio Talk-In (subscriber unit to radio site)
 - Portable radio Talk-Out “On-Street” (radio site to subscriber unit)
 - Portable radio Talk- In “On-Street” (subscriber unit to radio site)
 - Portable radio Talk-Out “In Building” (radio site to subscriber unit)
 - Portable radio Talk- In “In Building” (subscriber unit to radio site)
- Operational area:
 - The “operational area” is defined as the area bounded by the Town’s border. **FE** estimated radio coverage percentages using the Town border as the desired coverage area. **FE** understands that there are areas outside of the Town where personnel respond, and while those areas are not considered when calculating the coverage percentages listed in this report, **FE** did consider those external areas when developing future system alternatives.

Table 2 shows a summary of the geographic coverage for each of the existing radio systems, in terms of the percent of area coverage within the Town of Simsbury.

Table 2 – Estimated Coverage Percentages for Existing Systems

System Name	System Technology	Number of Sites	Mobile		Portable On-Street		Portable in Light Buildings	
			Talk-Out	Talk-In	Talk-Out	Talk-In	Talk-Out	Talk-In
Police	UHF Analog Conventional	2 TX (steered) 3 RX (voted)	96%	>99%	86%	89%	60%	55%
Board of Education	UHF Analog Conventional	1 TX/RX	97%	97%	91%	76%	69%	47%
Public Works	VHF Analog Conventional	1 TX/RX	98%	96%	81%	47%	47%	21%
SVAA	UHF Analog Conventional	1 TX/RX	97%	97%	91%	74%	69%	45%





3.2 Simsbury Police Department (SPD)

SPD currently use a UHF analog, conventional radio system with two transmit and one receive only site. This system uses Motorola MTR 2000 transmitters and receiver, a JPS voting comparator and a 960 MHz link between the Bloomfield and Massaco sites. The transmit frequency is 453.750 MHz, while the receive frequency is 458.750 MHz.

3.2.1 Sites Used

The SPD site uses three sites that Table 3 shows. The system transmits from either the Eversource site or the Central School site. Dispatchers must choose which site to use, based on their knowledge of the area. Incoming transmissions are received at all three sites, and the voting comparator selects the message with the best audio quality which is then relayed to dispatch and other users.

Table 3 – SPD Sites

Site Name	Type	Tower Height	Latitude	Longitude
Eversource	TX / RX	185	41-53-33.40 N	72-45-56.46 W
Central School	TX / RX	150	41-52-51.01 N	72-48-7.93 W
Bushy Hill Fire Dept.	RX only	110	41-50-29.03 N	72-51-1.56 W

3.2.1.1 Eversource Tower

There is a 185-foot tall self-supporting tower at the Eversource tower site. SPD equipment is located inside a concrete shelter with emergency generator power. There is a 960 MHz microwave link between the tower and the tower at the Central School.





Figure 2 – Eversource Tower

3.2.1.2 Central School Tower

There is a 150-foot self-supporting tower at the Central School at 29 Massaco Street. This tower was built in 2011 and replaced an existing tower at this location.

There are two conduits underground from the radio room to the SPD gym. Each conduit has a 25-pair cable for connection between the radio equipment and console electronics. Separate conduits between buildings allow the primary and generator power to reach the radio room.

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Figure 3 – Central School Tower

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3.2.1.3 *Bushy Hill Fire Station Tower*

There is a 110-foot monopole at the Bushy Hill Fire Station at 345 Bushy Hill Road. The equipment is in a room inside the station and has generator power. This is a receive- only site with an MTR 2000 receiver.



Figure 4 – Bushy Hill Fire Station Tower

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3.2.2 Estimated Radio Coverage

The diagrams on the following pages show estimated coverage for the existing SPD radio system. These maps show talk-out (communications from dispatch to a user radio), and talk-in (communications from a user radio to dispatch).

While the SPD system only uses either the Eversource tower or the Central School tower to transmit, the talk-out maps show the composite coverage that those two sites provide.

All maps shown in this report use the same color coding:

- Purple – Areas where messages to/from a mobile radio can be heard
- Yellow – Areas where messages from a portable radio used outdoors can be heard
- Green – Areas where messages to/from a portable radio used in a light building can be heard.
- Uncolored areas show areas where messages may not be received.

Figures 5 and 6 show the estimated coverage provided by the existing radio system.

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Town of Simsbury, CT - Existing UHF Coverage from PD System

UHF Analog Voice Coverage > DAQ 3.4; Talk-Out (tower to radio); 95% Reliability

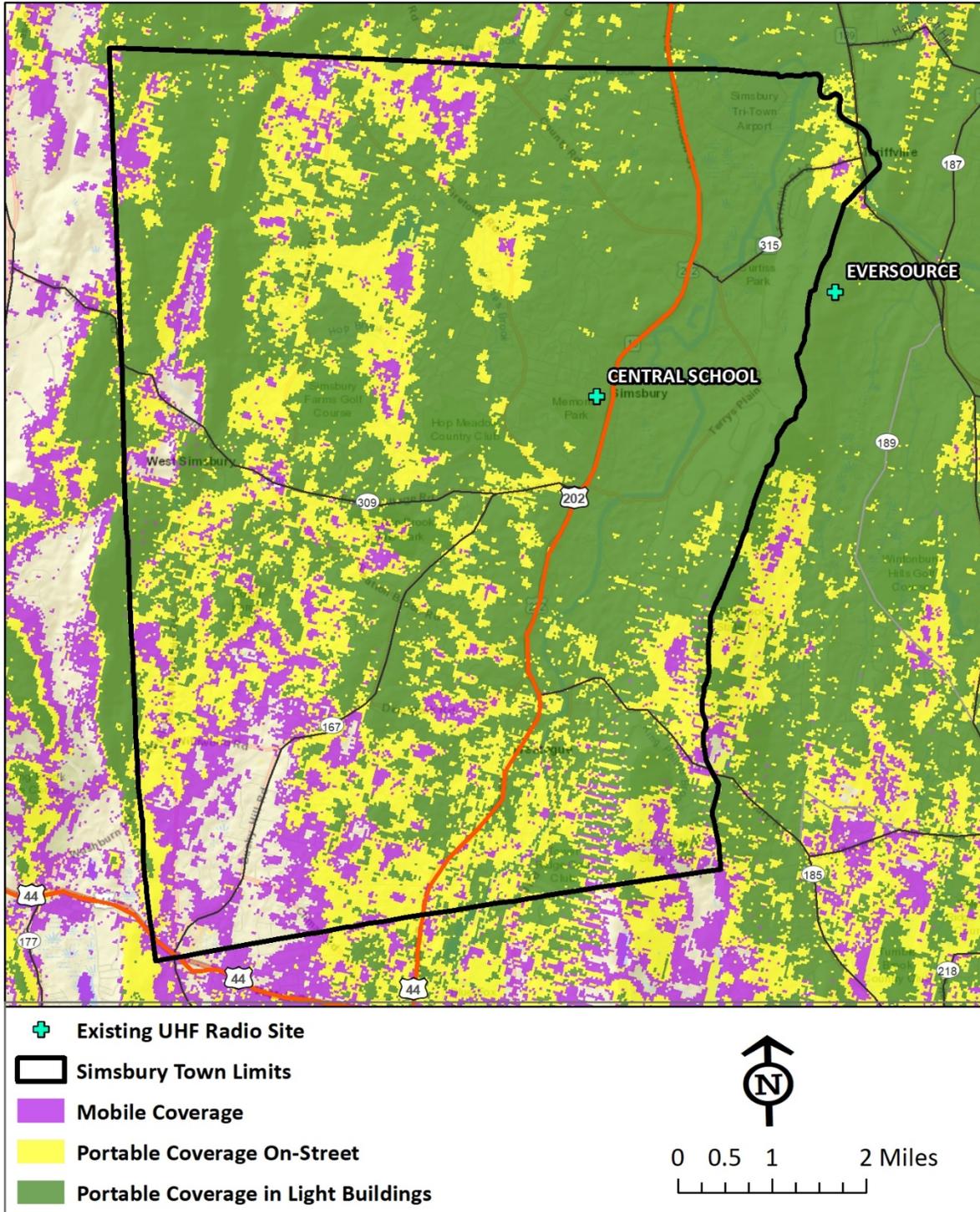


Figure 5 – SPD Estimated Talk-Out Coverage





Town of Simsbury, CT - Existing UHF Coverage from PD System

UHF Analog Voice Coverage > DAQ 3.4; Talk-In (radio to tower); 95% Reliability

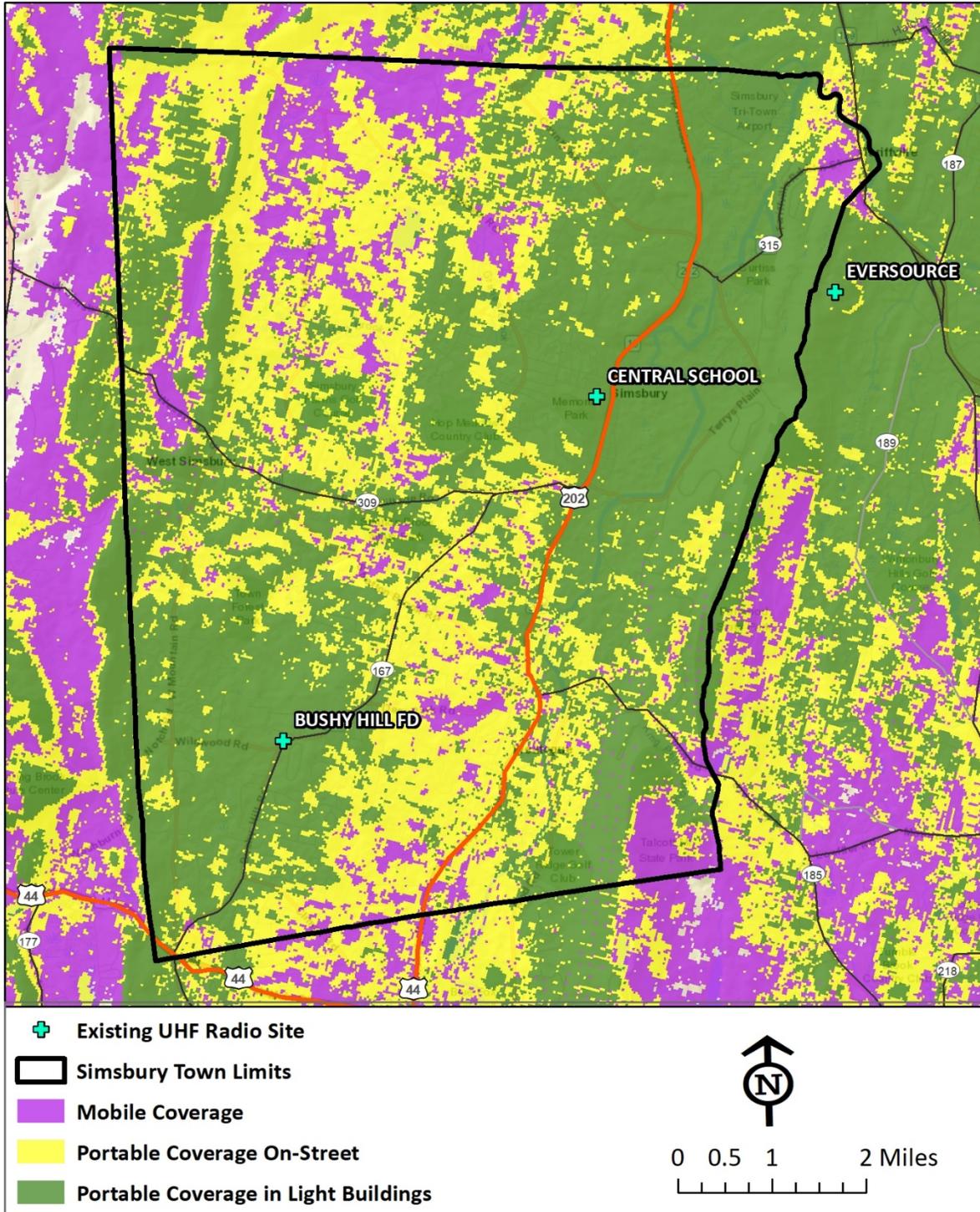


Figure 6 – SPD Estimated Talk-In Coverage





3.2.3 Dispatch Console System

SPD dispatch uses a Zetron® Series 4000 series console system that they purchased in 2012. The console electronics, JPS voter, and other related equipment are rack mounted in a room in the mechanical area of the building. The console interfaces with the 9-1-1 system so that the console headsets can be used to answer incoming 9-1-1 calls. Dispatchers noted that they opt not to use headsets because while they are usable with the 9-1-1 system, they are not integrated with the Town’s phone system.

FE contacted Zetron® to determine if the console had been discontinued or are approaching end of service. The response from the vendor’s customer service department was: *“At this time, there are no plans for end of sale, manufacture, or support on the Series 4000. As always, this is subject to change in future.”*

Figure 7 shows the dispatch console system operators screen.

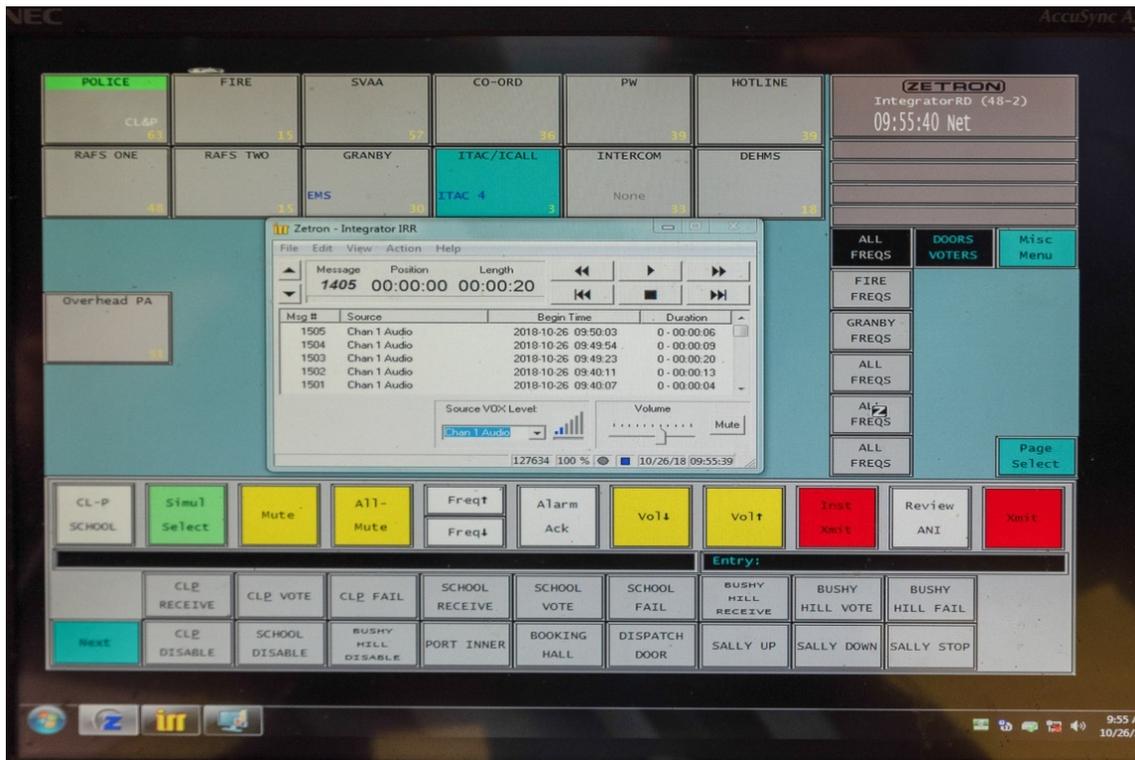


Figure 7 – Console Operators Screen

They also stated that series 4000 consoles have been in use for “decades,” and that their current products were Internet Protocol (IP)-based.

Both dispatchers and SVAA personnel stated that dispatchers are unable to patch radio channels on the console. **FE** verified that the console control equipment includes a model





950-9694 Patch Card, installed in Slot 18 of the control equipment. Figure 8 shows the card in the far right, having the label “Patch” printed at the bottom of the card. While the feature appears to be unavailable, the console is capable of and equipped for patching.



Figure 8 – Console Control Cards

3.2.4 Interference

SPD personnel noted that during fall and winter months, they have been experiencing interference on their main channel. SPD operates on license WNY956 using transmit frequency 453.750 MHz. A search of the FCC’s ULS database identifies four licensees operating seven different licenses within 70 KM of the Town, as Table 4 shows.

Table 4 – Co-Channel Licensees to SPD Frequencies

Callsign	License Holder
KCD954	City of New Haven
KNIJ422	Department of Correction Commonwealth of Massachusetts
KNIJ423	Department of Correction Commonwealth of Massachusetts
KNIJ425	Department of Correction Commonwealth of Massachusetts
KNIJ426	Department of Correction Commonwealth of Massachusetts
WQCP823	New Hamburg Fire District
WQE1966	Quinebaug Valley Emergency Communications Inc





Figure 9 below shows that these other licensees have system contours that overlap part or all the Town's licensed area. In this figure, the licensed contour for the Town is the red circle in the center of the map.

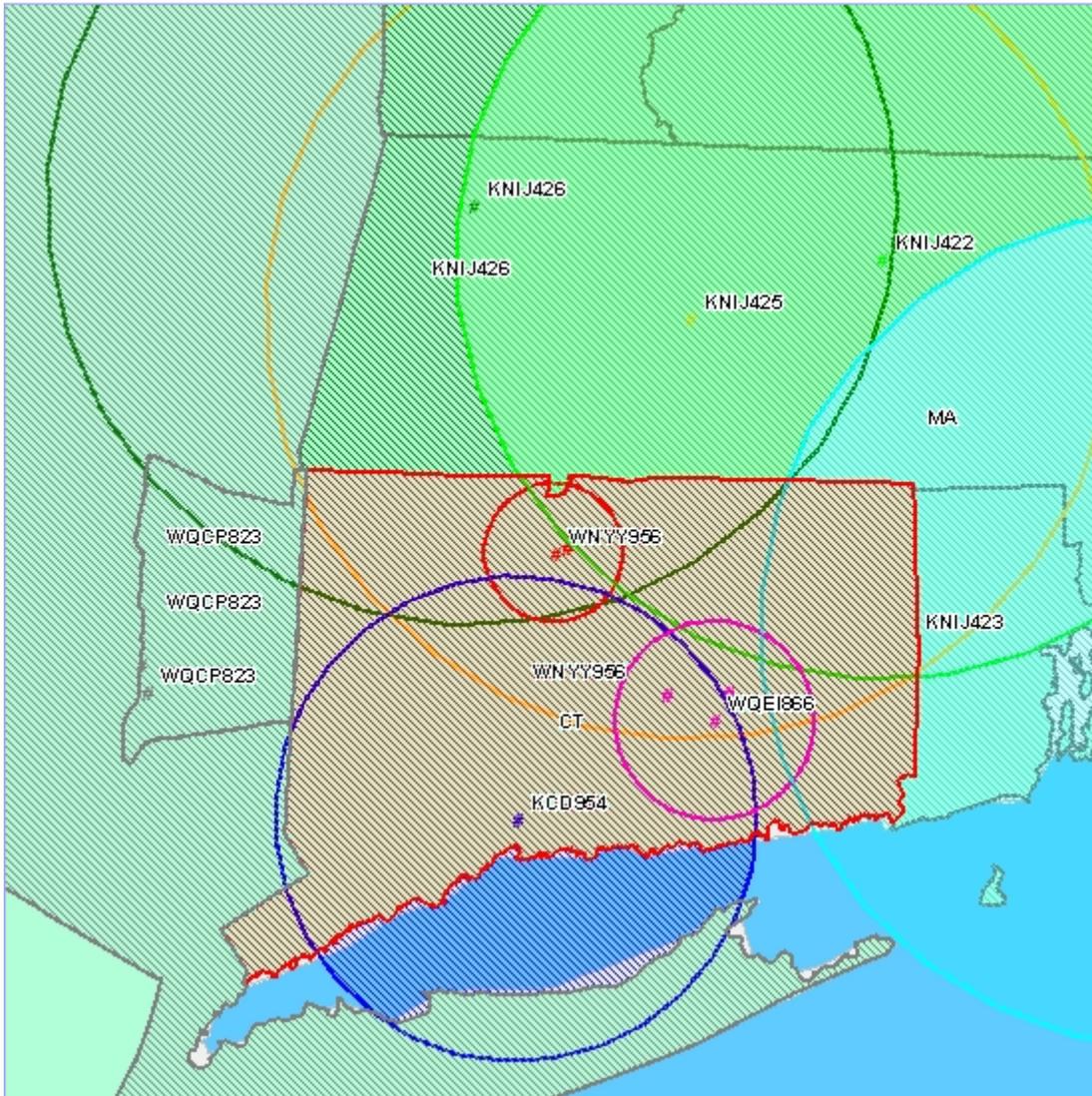


Figure 9 – SPD Co-Channel Licenses within 70 km

We cannot say conclusively that one of these licensees is interfering with SPD's system, but the map shows clearly that these licenses have similar / overlapping areas of operation and may be one of the sources of interference.





3.3 *Simsbury Volunteer Ambulance Association (SVAA)*

SVAA currently operates a UHF conventional analog radio system using a single Motorola MTR 2000 repeater. The transmit frequency is 452.050 MHz and the receive frequency is 457.050 MHz.

The SVAA radio system is licensed using IG (Industrial/Business) frequencies, however if Public Safety (PW) frequencies are available, the system should be licensed using frequencies. SVAA reported that when they attempted to license frequencies, there were no public safety frequencies available for licensing.

3.3.1 *Site Used*

SVAA operates from a tower site behind the main Fire Station at 871 Hopmeadow Street. Table 5 contains details for this tower. There is a single MTR 2000 repeater operating at this site, with generator power provided by an onsite generator.

Table 5 – SVAA Tower Site

Site Name	Type	Tower Height	Latitude	Longitude
871 Hopmeadow	TX / RX	140	41-52-42.25 N	72-48-8.57 W

The dispatchers at SPD access the SVAA system using a Motorola CM200d™ control station at the Central School tower site.



Figure 10 – 871 Hopmeadow Tower





3.3.2 Estimated Coverage

Figures 11 and 12 on the following pages show estimated coverage for the existing SVAA radio system. These maps show talk-out (communications from dispatch to a user radio) and talk-in (communications from a user radio to dispatch).

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Town of Simsbury, CT - Existing UHF Coverage from SVAA System
UHF Analog Voice Coverage > DAQ 3.4; Talk-Out (tower to radio); 95% Reliability

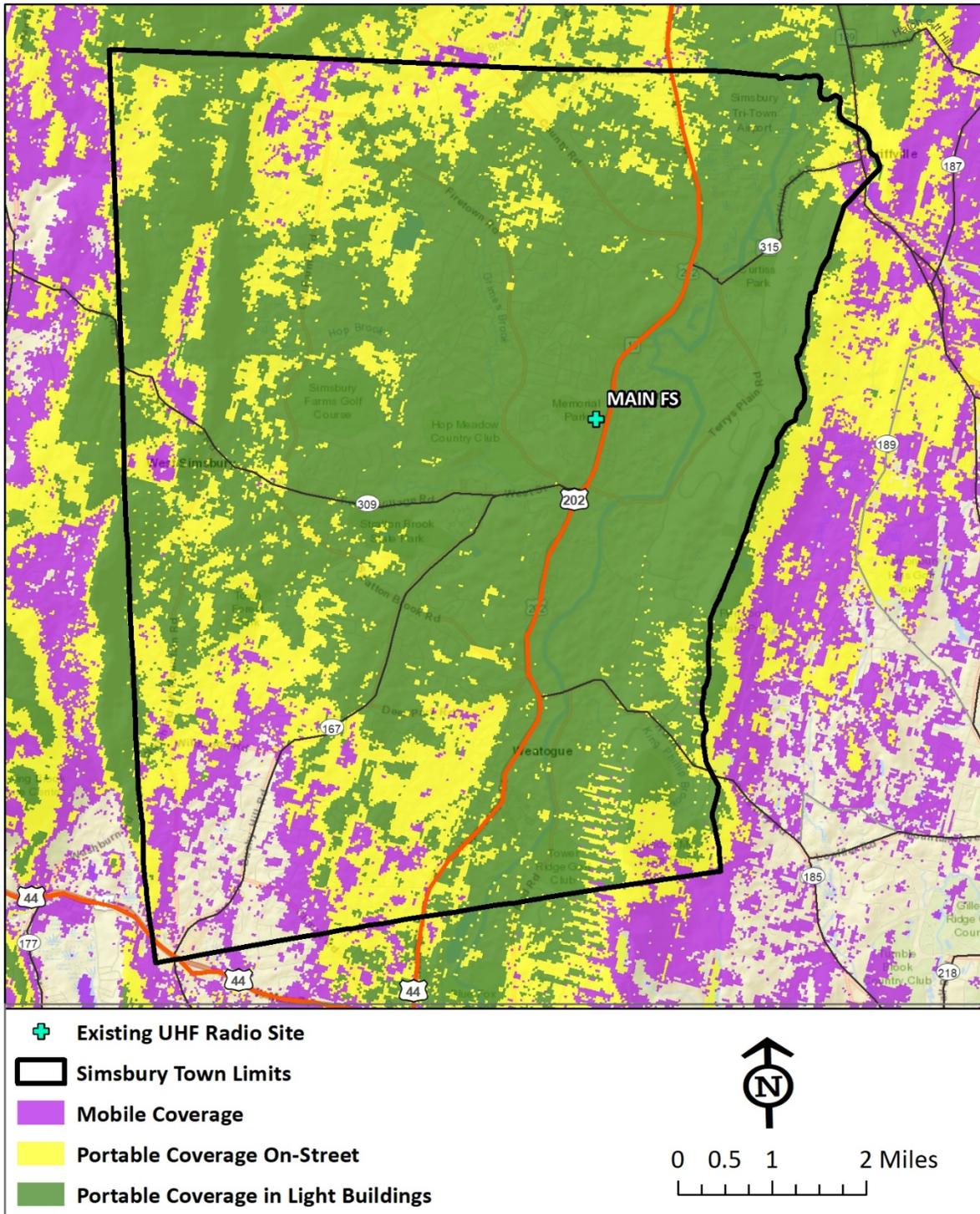


Figure 11 – SVAA Estimated Talk-Out Coverage





Town of Simsbury, CT - Existing UHF Coverage from SVAA System

UHF Analog Voice Coverage > DAQ 3.4; Talk-In (radio to tower); 95% Reliability

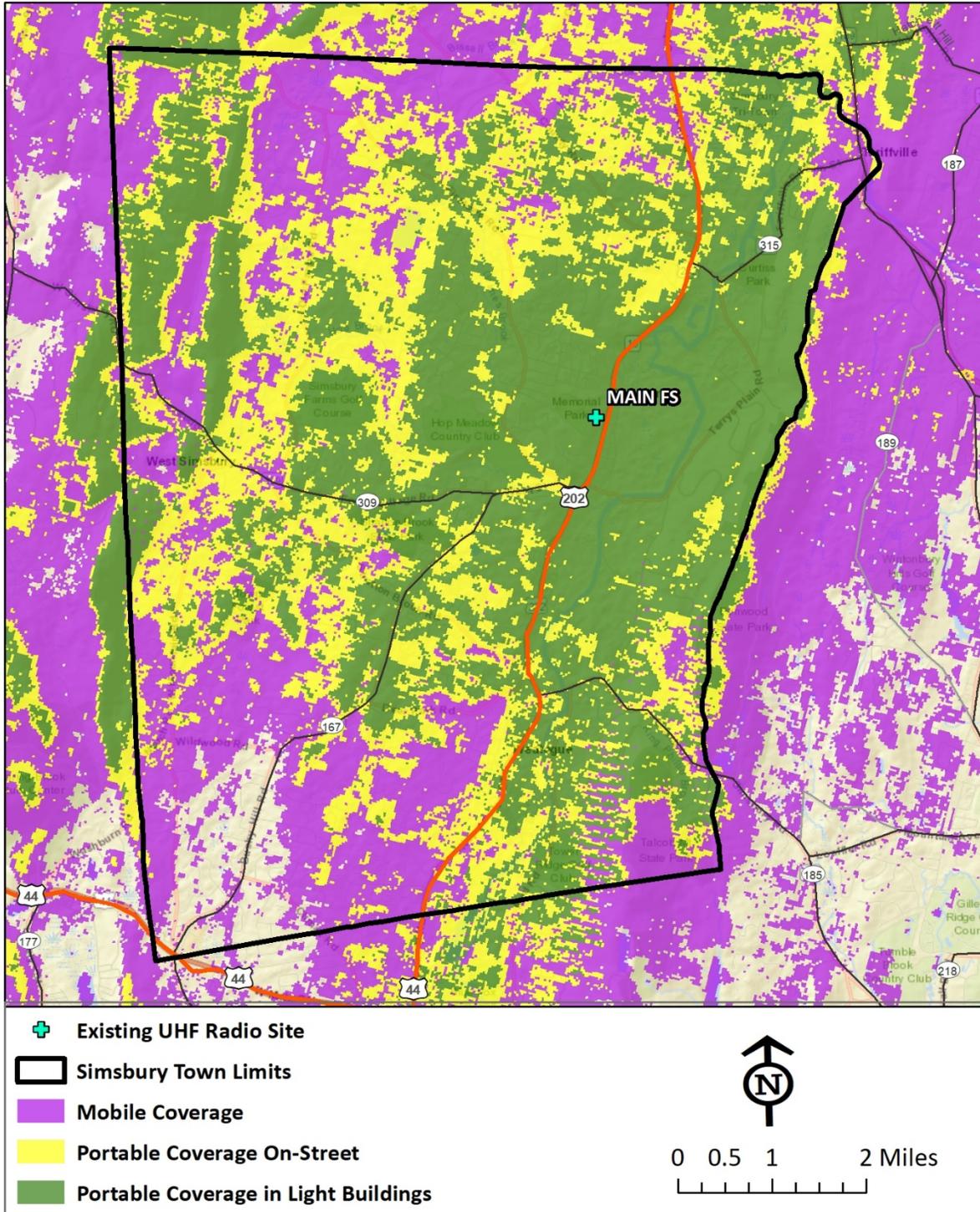


Figure 12 – SVAA Estimated Talk-In Coverage





3.3.3 Interference

SVAA personnel noted that they have been experiencing interference on their channel. This interference may be one of the causes of the observed loss in coverage noted above. SVAA operates on license WQTC888 using transmit frequency 452.050 MHz. A search of the FCC’s ULS database identifies 10 licensees operating 12 different licenses that use that same frequency within 70 km of the Town, as Table 6 details.

Table 6 – Co-Channel Licensees to SVAA Frequencies

Callsign	License Holder
WNYT772	Albany Communications
WPMH901	Three Way Communications
WPMK497	Three Way Communications
WPMY722	Radio Communications Corporation
WPNT318	East Mountain Communications Inc
WPSR293	Marcus Spectrum Holdings LLC
WPVY288	Marcus Spectrum Holdings LLC
WQBE867	Assumption College
WQEM270	El Paso – Tennessee Gas Pipeline
WQUV239	Church Communities Foundation
WQWF416	Hamden Public Schools
WQYA602	Middletown Board of Education

Figure 13 on the following page shows that these other licensees have system contours that overlap part of SVAA’s licensed area. In this figure, the licensed contour for SVAA is the blue circle in the center of the map.

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Current user radios are a mix of Motorola models, most of which have been discontinued.

3.4.1 Estimated Coverage

Figures 14 and 15 on the following pages show estimated coverage for the existing Simsbury Public Works radio system. These maps show talk-out (communications from dispatch to a user radio), and talk-in (communications from a user radio to dispatch).

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Town of Simsbury, CT - Existing VHF Coverage from Public Works System
VHF Analog Voice Coverage > DAQ 3.4; Talk-Out (tower to radio); 95% Reliability

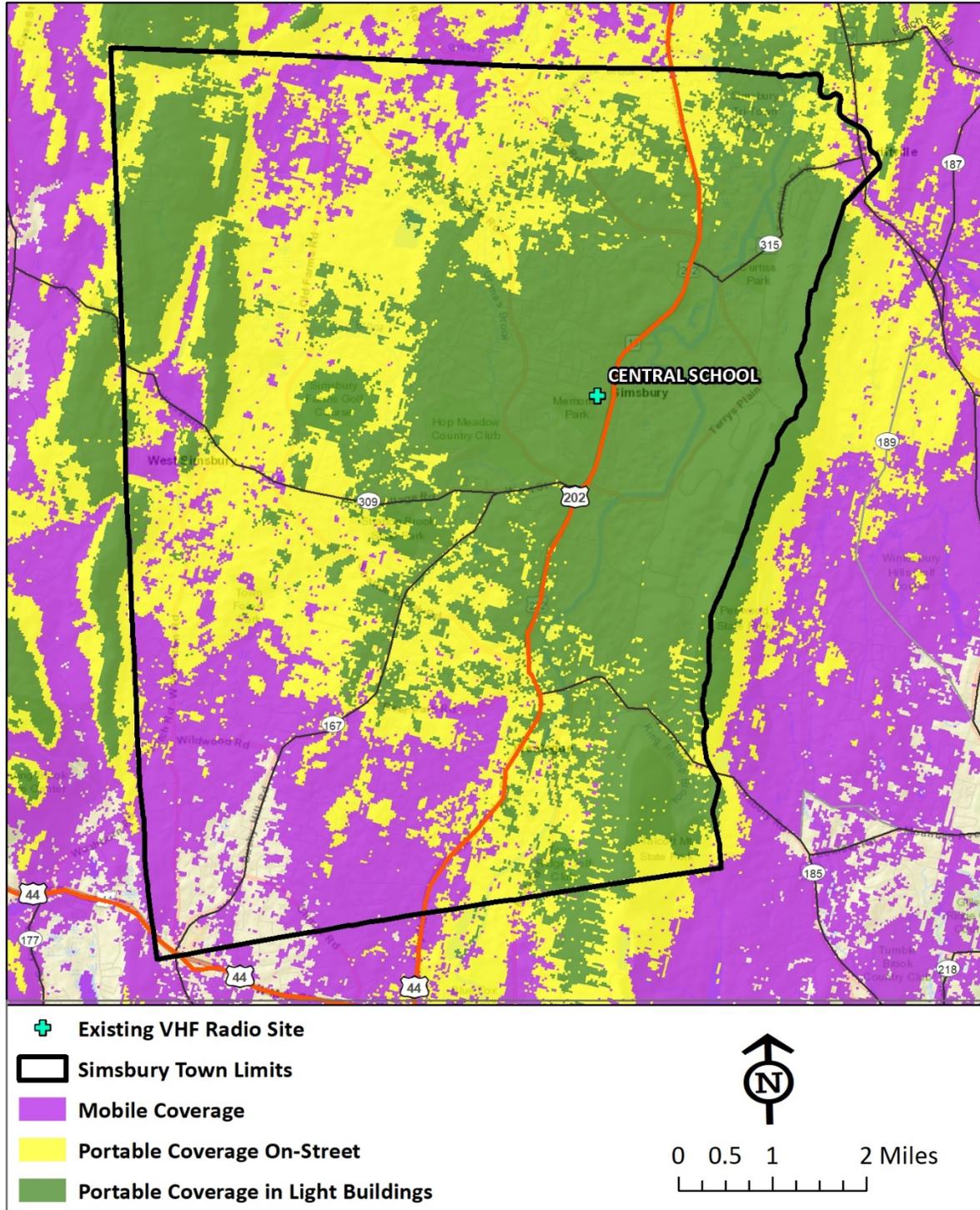


Figure 14 – Simsbury Public Works Estimated Talk-Out Coverage





Town of Simsbury, CT - Existing VHF Coverage from Public Works System
VHF Analog Voice Coverage > DAQ 3.4; Talk-In (radio to tower); 95% Reliability

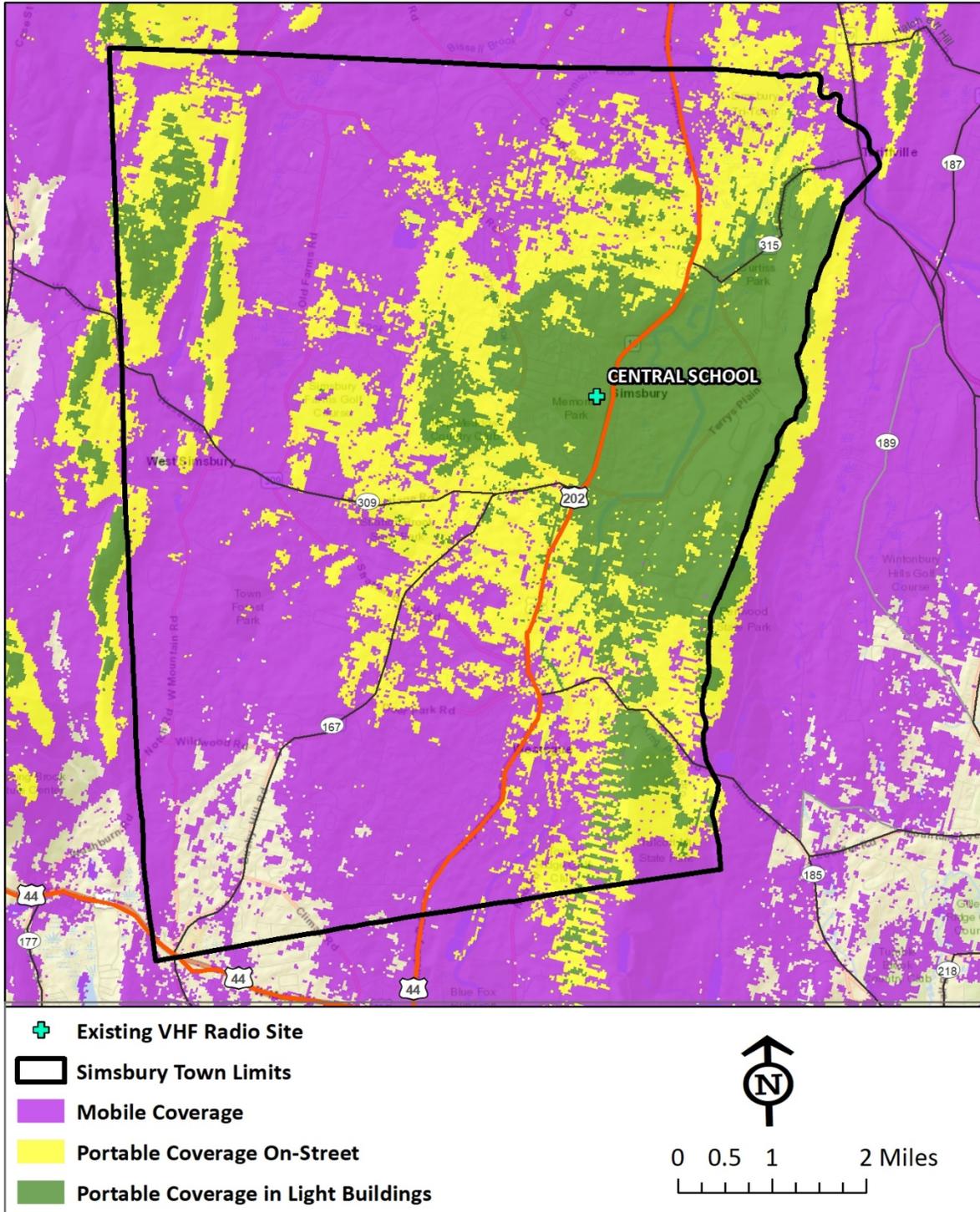


Figure 15 – Simsbury Public Works Estimated Talk-In Coverage





3.5 Simsbury Board of Education (SBOE)

SBOE operates a single Motorola MTR 3000 Repeater located at the Central School Tower. While the SBOE repeater has been discontinued, it will be supported until at least the end of 2023. The system is licensed to transmit on 461.5625 MHz and receive on 466.5625 MHz.

This is the SBOE's primary frequency for maintenance personnel and this repeater is located at the SPD site at Central School. There is no direct link with the SPD on this frequency. Each school has a UHF simplex channel for in-building communications. The Simsbury High School has a conventional UHF repeater for in-building communication.

SPD and BOE personnel have identified school buildings as having little or no coverage from outside radio systems.

3.5.1 Estimated Coverage

Figures 16 and 17 on the following pages show estimated coverage for the existing Board of Education radio system. As with the previous maps, these maps show talk-out (communications from dispatch to a user radio), and talk-in (communications from a user radio to dispatch).

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Town of Simsbury, CT - Existing UHF Coverage from BoE System

UHF Analog Voice Coverage > DAQ 3.4; Talk-Out (tower to radio); 95% Reliability

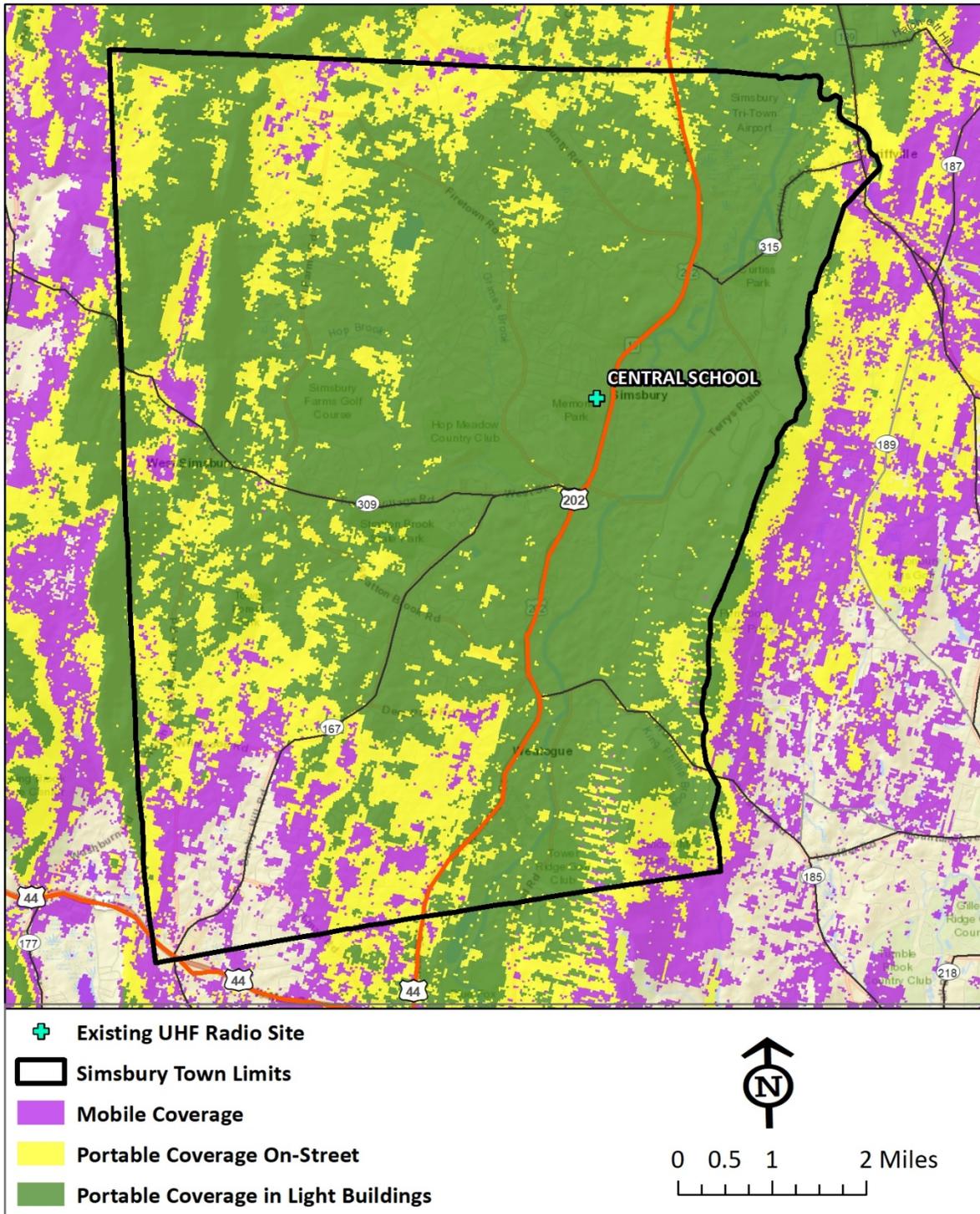


Figure 16 – SBOE Estimated Talk-Out Coverage





Town of Simsbury, CT - Existing UHF Coverage from BoE System

UHF Analog Voice Coverage > DAQ 3.4; Talk-In (radio to tower); 95% Reliability

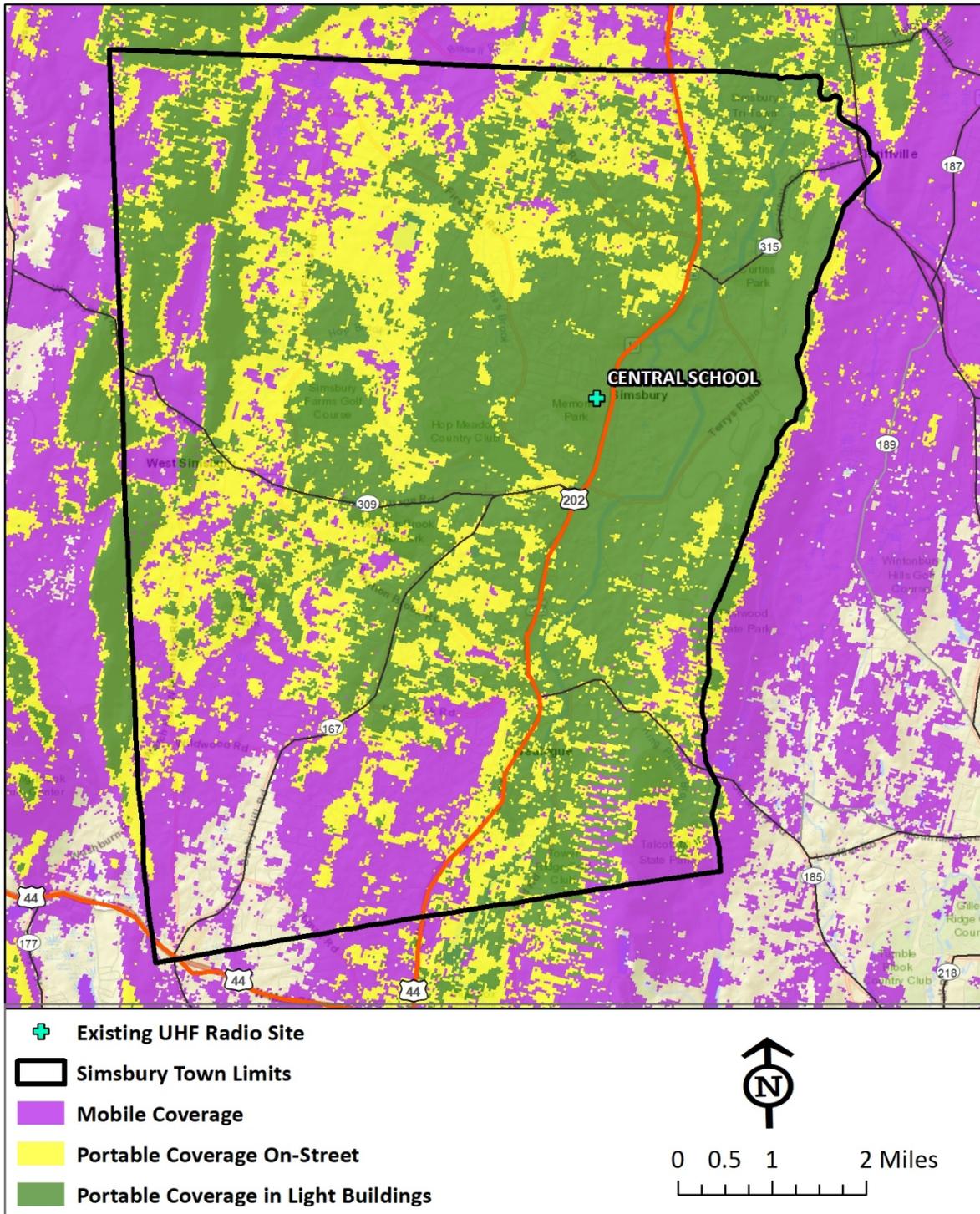


Figure 17 – SBOE Estimated Talk-In Coverage





4. Needs Assessment Interviews

This Section presents the user-expressed issues and concerns voiced during the stakeholder interviews conducted by *FE* while onsite.

4.1 *Simsbury Police Department (SPD)*

FE met with representatives from the SPD. During these interviews, attendees stated that they were generally satisfied with the overall performance of the existing radio communications system.

SPD users noted that while coverage to a mobile (vehicle mounted) radio is adequate, coverage to/from a portable (handheld) radio is marginal. As a result, users are unable to communicate from some areas within the Town. They noted multiple areas in the South, identifying “big box” stores and car dealerships along the border between the Town of Avon and Simsbury.

SPD users also noted that they are unable to communicate with dispatch from inside the high school during a recent active shooter drill, which they find to be unacceptable.

When asked to identify five problem areas, SPD respondents identified the following:

- The South end of Simsbury (Route 44/Bushy Hill Road)
- Simsbury Schools (all buildings)
- Bushy Hill Road by Bushy Hill Fire House
- Tariffville (Main Street Extension, Mountain Road)
- Plaza on Bushy Hill Road (Stop&Shop®), Inside all buildings

SPD personnel indicated that they require interoperability with other first responders, including SVAA and Simsbury Volunteer Fire Department (SVFD), as well as with first responders from neighboring towns and with the Connecticut State Police. Interoperability refers to the ability for users from one agency or jurisdiction to communicate with users from other agencies or jurisdictions.

SPD interviewees identified interoperability with Simsbury non-first responder agencies as important but did not state a need to communicate with public works agencies outside of the Town.

Table 7 on the following page identifies agencies with whom SPD currently has interoperable communications with.





Table 7 – SPD Interoperability Partners

Department	Frequency
Avon Police Department	Monthly
Board of Education (SBOE)	Rarely
Canton Police Department	Weekly
Granby Police Department	Daily
Simsbury Public Works	Daily
Simsbury Volunteer Ambulance Association (SVAA)	Daily
Simsbury Volunteer Fire Department (SVFD)	Daily

4.2 Simsbury Volunteer Ambulance Association (SVAA)

FE met with representatives of the SVAA. During these interviews, attendees stated that they were only somewhat satisfied with the overall performance of the existing radio system. SVAA’s users said, “What we have works great, we want better coverage.”

Users noted that while outdoor coverage to mobile (vehicle mounted) and portable radios is adequate, coverage to/from a portable radio inside buildings is only marginal. SVAA respondents stated that in the past, they were able to communicate with area hospitals. Over the past five years, they noted that they are no longer able to be heard from the hospitals. There are also coverage issues when responding to remote areas, due largely to topography.

When asked to identify problem areas, SVAA respondents identified the following

- Simsbury High School
- Nursing homes
- Chubb® Insurance and other Large Buildings

SVAA personnel indicated that they require interoperability with other first responders within the Town, including SPD and SVFD, as well as with EMS providers from neighboring towns.

SVAA personnel stated that SPD dispatchers are unable to patch their frequency with other frequencies available via the dispatch console system.

Table 8 on the following page identifies agencies with whom SVAA currently has interoperable communications with.





Table 8 – SVAA Interoperability Partners

Department	Frequency
Canton Ambulance	Weekly
Granby Ambulance	Weekly
Litchfield County Dispatch (LCD)	Monthly
Simsbury Police Department (SPD)	Daily
Simsbury Volunteer Fire Department (SVFD)	Daily

4.3 Simsbury Public Works

FE met with representatives of the Public Works and Highway departments to review their needs. Users noted that outdoor coverage to mobile (vehicle mounted) radios is very good, and coverage to portable radios out of doors is adequate. However, coverage to/from a portable radio inside buildings was also rated as adequate.

When asked to identify problem areas, Public Works respondents identified coverage issues in the Southwest part of the town. They noted that the system was rarely busy, and rarely if ever offline. Overall, they indicated that the current system meets their operational requirements.

Public Works stated that they require direct interoperability with Town first responders and public service agencies, but do not require interoperability with agencies outside of the Town.

4.4 Simsbury Board of Education (SBOE)

FE met with representatives of the SBOE and Salter’s Express, the company that provides school bus service in the Town. Users noted that communications between buses usually works, but communications between the buses and the base are inconsistent. School personnel noted that they are pleased with the performance of their mobile radios. While they rated outdoor coverage for portable radios as adequate, users stated that communicating with a portable radio inside school buildings to the system is difficult. This observation supports SPD’s observation that they are unable to communicate from inside the high school during an active shooter drill.

School personnel also advised that much of their communications is direct radio-to radio, and radio coverage is not as much an issue for them. They did note that communications from buses along the Town of Avon line in the South is often garbled, and drivers had to relay calls from bus to bus to the office. This is a serious concern if a driver must respond to a student having a medical emergency.





Users noted that the audio clarity of the system is marginal, and times like school dismissal, the channel became overloaded. Overall, users noted that the systems used provided adequate operability, and are easy to use.

4.5 Simsbury Volunteer Fire Department (SVFD)

FE met with representatives of the SVFD. SVFD operates using a conventional simulcast radio system operating in the UHF band. The system transmits and receives from the following five sites in the Town:

- Main Fire Station – 871 Hopmeadow Road
- Bushy Hill Fire Station – 345 Bushy Hill Road
- Firetown Road Fire Station Tower – 344 Firetown Road
- 32 Montevideo Road – 200 yards south of Heublein Tower
- Eversource Tower – 500 feet East of Metacom Drive

SVFD purchased and operates the radio system. They note that they have excellent mobile coverage, very good coverage to portable radios outdoors, and adequate indoor coverage for portable radios. SVFD did not note any coverage problem areas, but advised most operations are carried out via direct radio-to-radio communications or talkaround. As a result, firefighters can communicate with each other at the scene of incident, while the incident commander can communicate back to the system when needed.

Table 9 details interoperability partners that SVFD identified.

Table 9 – SVFD Interoperability Partners

Department	Frequency
Avon Fire	Occasional
East Granby Fire	Occasional
Granby Fire	Occasional
Simsbury Police Department (SPD)	Daily
Simsbury Volunteer Ambulance Association (SVAA)	Daily

4.6 Stakeholder Requirements Overview

4.6.1 Improved Radio Coverage

All the personnel interviewed noted areas where the existing radio systems that they use do not provide sufficient radio coverage. Most stakeholders agreed that there is insufficient coverage in the Southern portion of the Town, with specific areas listed in alphabetical order including:





- Bushy Hill Road by Bushy Hill Fire House
- Chubb® Insurance and Large Buildings
- Hospitals
- Nursing homes
- Plaza on Bushy Hill Road (Stop & Shop), Inside all buildings
- Simsbury High School
- Simsbury Schools (All buildings)
- Tariffville (Main Street Extension, Mountain Road)
- The south end of Simsbury (Route 44/Bushy Hill Road)

Stakeholders agreed that the replacement radio communications system needs to address these coverage deficit areas.

4.6.2 Improved Interoperability

All the agencies stated that they must communicate with multiple interoperability partners that are not users of their radio system. All the agencies said that they needed to communicate with both public safety and non-public safety users in the Town.

Public safety users (SPD, SVAA, SVFD) identified requirements to interoperate with first responders in adjoining towns.

SBOE users identified requirements to communicate with first responders and public works departments within the Town and also with school buses operated by an independent contractor.

4.6.3 Improved Subscriber Features

Appendix B captures the input received from user agencies regarding features that their agency either required or found useful.





5. Alternatives Analysis

This Section presents two alternatives to replace the Town's existing radio systems beginning with a discussion on technology considerations.

5.1 *Technology Considerations*

5.1.1 *The "Narrowband" Transition*

For over 30 years, land mobile radio (LMR) systems operated primarily using channels configured to use 25 kHz bandwidth channels usually termed "wideband" in comparison to more recent 20 kHz, 15 kHz and 12.5 kHz modes of operation. In 1995, to free up more spectrum for potential LMR users and meet user demands, the FCC began issuing orders requiring future LMR equipment and systems to operate using narrower channel bandwidths.

The FCC originally envisioned two narrowband migrations, one from 25 to 12.5 kHz channel bandwidths by 2013, and a second from 12.5 kHz to 6.25 kHz channel bandwidths to be completed by 2018. However, with subsequent rulings, the FCC has deferred the requirement for further migration to 6.25 kHz bandwidth until a "date to be determined later."

Narrowbanding primarily impacted the upper portions of the Very High Frequency (VHF) Band from 150-174 MHz and the UHF Band from 450-512 MHz. The 800 MHz band continues to operate in either 25 kHz bandwidth for spectrum designated for non-public safety users or 12.5 kHz bandwidth for spectrum designated for public safety use.

The LMR portions of the 700 MHz band are almost exclusively designated for public safety use and operate within a maximum of 12.5 kHz channel bandwidths. With very few exceptions, public safety users in the 700 MHz band are required to use digital trunked systems.

5.1.2 *Conventional LMR Systems*

Conventional radio networks utilize a dedicated frequency or frequency pair (i.e., channel) for each dedicated use or agency and each channel supports a single conversation or talk path. Four separate physical channels are needed to provide users with four distinct operational channels, which can handle up to four separate simultaneous conversations.

In a conventional system, if a user needs to make a call and their assigned channel is busy, they must wait for that channel to clear before proceeding with their call.





Conventional LMR systems are the “simplest” and usually least expensive type of network to implement. However, some of the drawbacks of conventional networks include:

- Inefficient use of spectrum
- Limited redundancy
- Channel congestion can occur during medium or large-scale events
- A high degree of user discipline is required

5.1.3 Trunked Systems

Trunked LMR systems use network control hardware and software to share a common pool of radio channels among all users.

This sharing of channels allows users to take advantage of the fact that some channels are typically idle at a time when others are busy, resulting in a more balanced sharing of resources. The access control mechanisms in trunked LMR systems also provide the opportunity to add more features to LMR systems, such as priority access and continuous user identification.

While trunked LMR systems are more complex and, often, more costly than conventional networks, they do offer several advantages over conventional LMR systems, including:

- More efficient use of spectrum
- Increased redundancy
- More efficient management of call congestion

5.1.4 Project 25 (P25) Systems

The public safety community, under the auspices of the Association of Public-Safety Communications Officials (APCO), developed digital radio system specification standards, tailored to public safety needs. The project was named APCO Project 25 or P25.

P25 is a user driven standard created in 1989 by the following organizations:

- Association of Public-Safety Communications Officials (APCO)
- Department of Defense (DoD),
- National Association of State Technology Directors (NASTD)
- National Communications System (NCS)
- National Security Agency (NSA)
- National Telecommunications and Information Administration (NTIA)





All activities of the P25 process require approval by the steering committee made up of user agencies assuring continued user input and the TIA assuring fair and unbiased rigorous technical oversight. The TIA engineering manual requires evaluation of every published standard on a 5-year basis.

5.1.4.1 P25 Phase 1 and P25 Phase 2

P25 is an active evolving standard, consisting today of Phase 1 and Phase 2 sets of standards. P25 Phase 1 refers to the standard that employs Frequency Division Multiple Access (FDMA) protocols and uses 12.5 channels for data and voice communications, including infrastructure and user radio devices. P25 Phase 2 refers to an expansion of the standard incorporating the requirements and standards for a digital common air interface using 2-slot Time Division Multiple Access (TDMA) on 12.5 kHz radio channels for a 6.25 kHz equivalent bandwidth for both infrastructure and user radio devices.

P25 Phase 1 employs Frequency Division Multiple Access (FDMA) protocols and uses 12.5 kHz channels for data and voice communications. The P25 Common Air Interface (CAI) consists of a modulation standard, the channel-coding standard, and the vocoder (used to encode and decode the analog voice signals) standard. The P25 CAI allows equipment from different manufacturers to operate with equivalent functionality in a basic communications mode. The standard defines both conventional and trunked infrastructure access algorithms, replacing vendor specific access methods.

P25 Phase 2 also leverages 2-slot TDMA technology using a 6.25 kHz equivalent channel (two slots in a 12.5 kHz channel). P25 Phase 2 expands and refines the open interfaces between various systems. It employs the Enhanced Half-Rate Improved Multi-Band Excitation (IMBE) vocoder, which improves voice quality and is backward compatible with P25 Phase 1. It pays significant attention to interoperability with legacy equipment, interfaces between repeaters and other subsystems, roaming capacity, and spectral efficiency/channel re-use. It provides compatibility and interoperability with other P25 systems, across system boundaries, regardless of system manufacturer or infrastructure.

5.1.4.2 P25 Infrastructure Vendors

The P25 system trunked radio infrastructure market continues to be dominated primarily by the two historical market leaders, Harris® and Motorola. The current P25 system infrastructure vendors with CAP tested trunked infrastructure equipment include:

- Codan Radio Communications
- EFJohnson Technologies which is now part of JVC Kenwood
- Harris®
- Motorola





- PowerTrunk Inc. which is part of the Sepura Group
- Tait Communications whose products are now offered exclusively through an agreement with Harris® in North America

5.1.4.3 P25 Subscriber Vendors

The defined interfaces of the P25 standard allow more manufacturers to offer P25 compliant subscriber radio equipment. Current P25 radio vendors with CAP tested trunked subscriber equipment include:

- EFJohnson Technologies which is now part of JVC Kenwood
- Harris®
- JVC Kenwood
- Midland® LMR
- Motorola
- RELM Wireless Corporation, known as BK Technologies
- Simoco
- Tait Communications

5.1.4.4 P25 and Data

P25 was primarily intended to support mission critical voice communications and has limited capacity to support data. The primary uses for P25 data are for supplemental services, relatively low speed data, such as:

- Unit location, GPS data
- Over-the-Air Programming (OTAP)
- Over-the-Air Rekeying (OTAR)
- Radio Check
- Radio Unit Inhibit/Uninhibit
- Radio Unit Monitoring
- Short Message
- Status Query
- Status Update
- Low bandwidth data terminal services

As with any mixed service, voice and data system, improper accounting for fleet sizes, deployed services, etc. can all negatively impact both voice and data performance of the P25 network.

5.1.4.5 Smartphones and P25 Integration

In order to increase the functionality of the P25 trunked radio systems, many vendors now offer an interface between their P25 network and broadband IP-based networks such as





Wireless Fidelity Wi-Fi[®], third-generation (3G) and fourth generation (4G) Long-Term Evolution (LTE) networks. These proprietary interfaces integrate voice and data communications between P25 radio system users and other users with broadband devices and/or smartphone applications, and typically support Push-to-Talk (PTT) communications operating over private or public Wi-Fi[®] networks, 3G/4G carrier networks, and, ultimately Public Safety 4G LTE (Band 14) networks (FirstNet) allowing smartphone users, if configured properly, to communicate with P25 radio users as if they were on the same wireless network.

This feature also enables users who primarily need wireless telephones but only occasionally need radio system access to carry a single device. These interfaces should generally support the services and capabilities described in the National Public Safety Telecommunications Council (NPSTC) Recommendations for PTT over LTE Requirements dated July 18, 2013. At this point, these interfaces remain proprietary and generally do not meet the standards typically considered essential for mission critical communications.

5.1.5 First Responder Network Authority (FirstNet[®])

Given the mission-critical voice focus and narrowband spectrum environment that it operates in, P25 does not natively support broadband data services. Most public safety entities currently use commercial 3G and 4G providers for broadband data services.

Efforts are underway to design, build, and operate a nationwide public safety broadband network under the First Responder Network Authority² or FirstNet[®]

FirstNet[®] issued a Request for Proposals (RFP) for the deployment of the nationwide public safety broadband network in January 2016 and announced the award of the contract to AT&T[®] in early 2017. Each state was then given the option to “opt in” or “opt out” of developing the Radio Access Network in their state. All 56 (50 states, 5 territories, and Washington DC) have opted in.

While it is envisioned that FirstNet[®] will eventually provide a full range of mission-critical wireless services for public safety, for the foreseeable future, it is not able or intended, to replace land mobile radio communications.

FiistNet.gov states the following (**emphasis added**):

“First responders currently use land mobile radio (LMR) networks for mission critical voice communications. When the Nationwide Public Safety Broadband Network (NPSBN) is

² <http://www.firstnet.gov/>





launched, it will not replace their LMR systems. The network is expected to initially transmit data, video, and other high-speed features, such as location information and streaming video, as well as non-mission critical voice. **Public safety entities will continue to use LMR networks for their mission critical voice needs.**"

When FirstNet® launches the NPSBN, the network will initially provide mission-critical, high-speed data and video services that will supplement today's LMR networks. The network is also expected to provide non-mission critical voice at launch. Public safety entities will continue to rely on their LMR networks for mission critical voice features – such as Group Communications and Direct-Mode – that are needed in an emergency response setting. **In the near term, public safety entities will need to maintain and/or upgrade their LMR networks, as appropriate.**"³

5.1.6 Technology Considerations Summary

Given the typical lifecycle of these types of networks, P25 radio systems are likely to remain the dominant systems for mission critical voice communications for public safety users in North America for the next 10-15 years.

It is unlikely, given the current state of standards and networks, that fully-integrated voice and data networks will be viable in the short to mid-term future. With the advent of FirstNet®, there will be a convergence of P25, LTE, and Next-Generation 9-1-1 (NG9-1-1) systems that leverage shared IP networks and other common infrastructure to support public safety communications in the mid to longer term future.

While this convergence at first appears to create a larger market upon which to leverage research and investment, it also has the potential to further slow LMR market developments as LMR users wait for the development of additional standards and networks to avoid typical "early adopter" issues.

5.2 System Alternatives

FE and the Town identified two different alternatives for initial consideration for upgraded communications systems based on the requirements expressed by stakeholders. Those alternatives are:

- New 4-site UHF P25 Phase 1 Simulcast Conventional System
- Expansion of Avon 700 MHz P25 Phase 2 Trunked System

³ <https://firstnet.gov/network/lmr>





FE prepared radio coverage estimates for each of these alternatives. Table 10 provides a summary of the geographic coverage of two alternative radio systems, in terms of the percent of area coverage within the Town of Simsbury.

Table 10 – Estimated Coverage Percentages for Identified Alternatives

System Name	System Technology	Number of Sites	Mobile		Portable On-Street		Portable in Light Buildings	
			Talk-Out	Talk-In	Talk-Out	Talk-In	Talk-Out	Talk-In
UHF Simulcast	P25 Phase 1 Simulcast Conventional	4 TX/RX	>99%	>99%	>99%	>99%	97%	90%
Avon 700 Expansion	700 MHz P25 Phase 2 Trunking	4 TX/RX	>99%	>99%	>99%	95%	97%	80%

5.2.1 Alternative 1 – UHF Conventional Simulcast System

This alternative makes use of UHF frequencies that are currently licensed by the Town and deploys them at four sites in a simulcast configuration. In a simulcast configuration, each site transmits the same frequencies throughout the Town’s service area.

FE modeled coverage for the following sites:

- Eversource – Off Hoskins Rd, Town of Bloomfield
- Central School – 29 Massaco St
- Bushy Hill Fire Station Tower – 345 Bushy Hill Road
- Firetown Road Fire Station – 344 Firetown Road

These sites provided improved coverage in the South of the Town and provided additional coverage in the North and East as well. In this conceptual design, each site would have four repeaters (providing four channels), and all sites would be linked using high-capacity microwave. The existing Zetron® 4048 dispatch console system can be used to dispatch using this system. While some subscriber or user radios may be usable on the new system, all current subscribers have been discontinued by their manufacturer.

The SVFD currently uses a dispatch console system from AVTEC that can be configured to operate on this system. While the existing SPD console system can control this system, the Town may want to consider purchasing a new console or expanding upon the console system purchased by the SVFD.





5.2.1.1 Radio Coverage Estimate

Figures 18 and 19 on the following pages show estimated coverage for the proposed 4-site UHF radio system. These maps show talk-out (communications from dispatch to a user radio), and talk-in (communications from a user radio to dispatch).

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Town of Simsbury, CT - Potential UHF Coverage from 4-Site P25 System
UHF P25 Phase 1 Voice Coverage > DAQ 3.4; Talk-Out (tower to radio); 95% Reliability

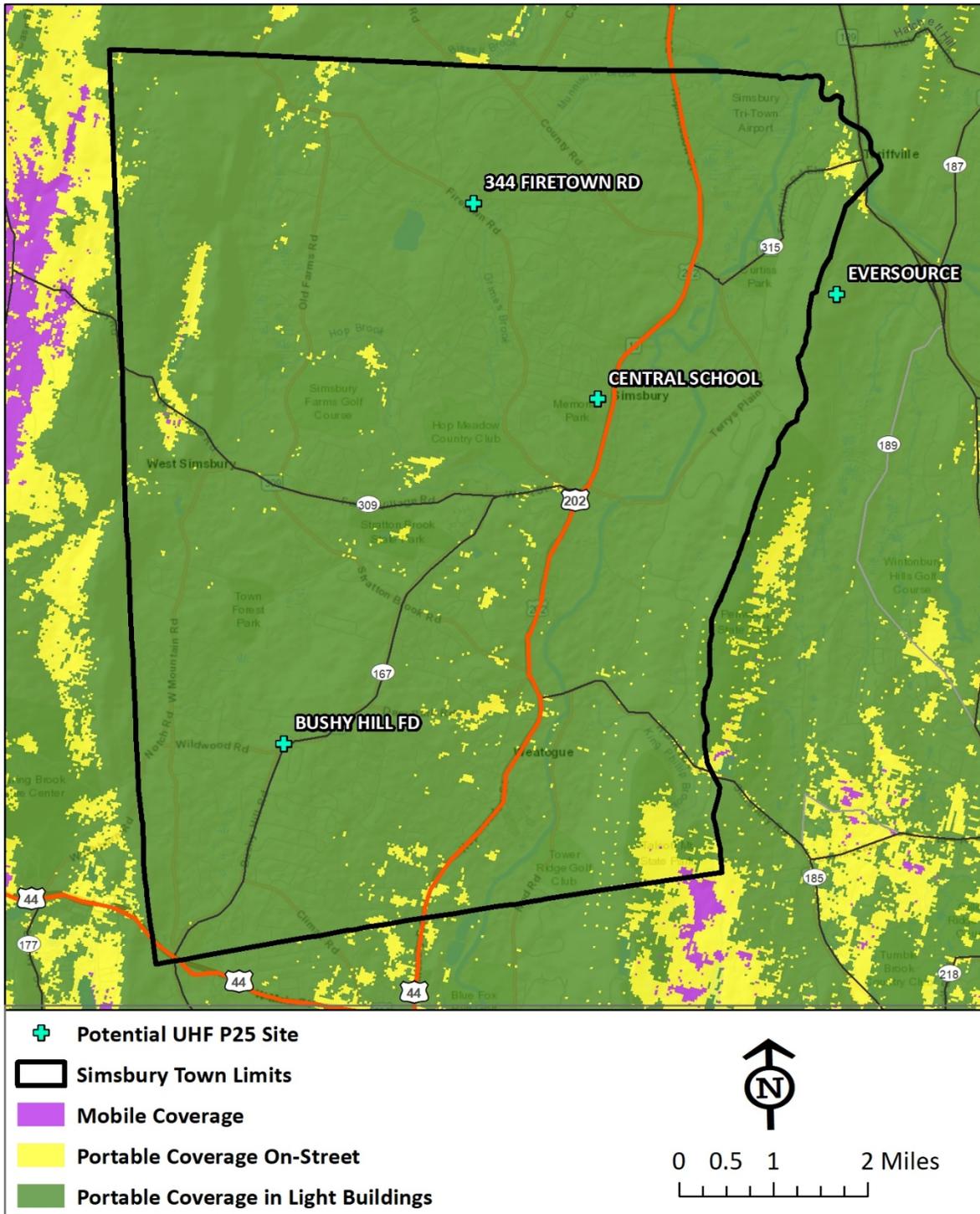


Figure 18 – 4-Site UHF Simulcast Estimated Talk-Out Coverage





Town of Simsbury, CT - Potential UHF Coverage from 4-Site P25 System
UHF P25 Phase 1 Voice Coverage > DAQ 3.4; Talk-In (radio to tower); 95% Reliability

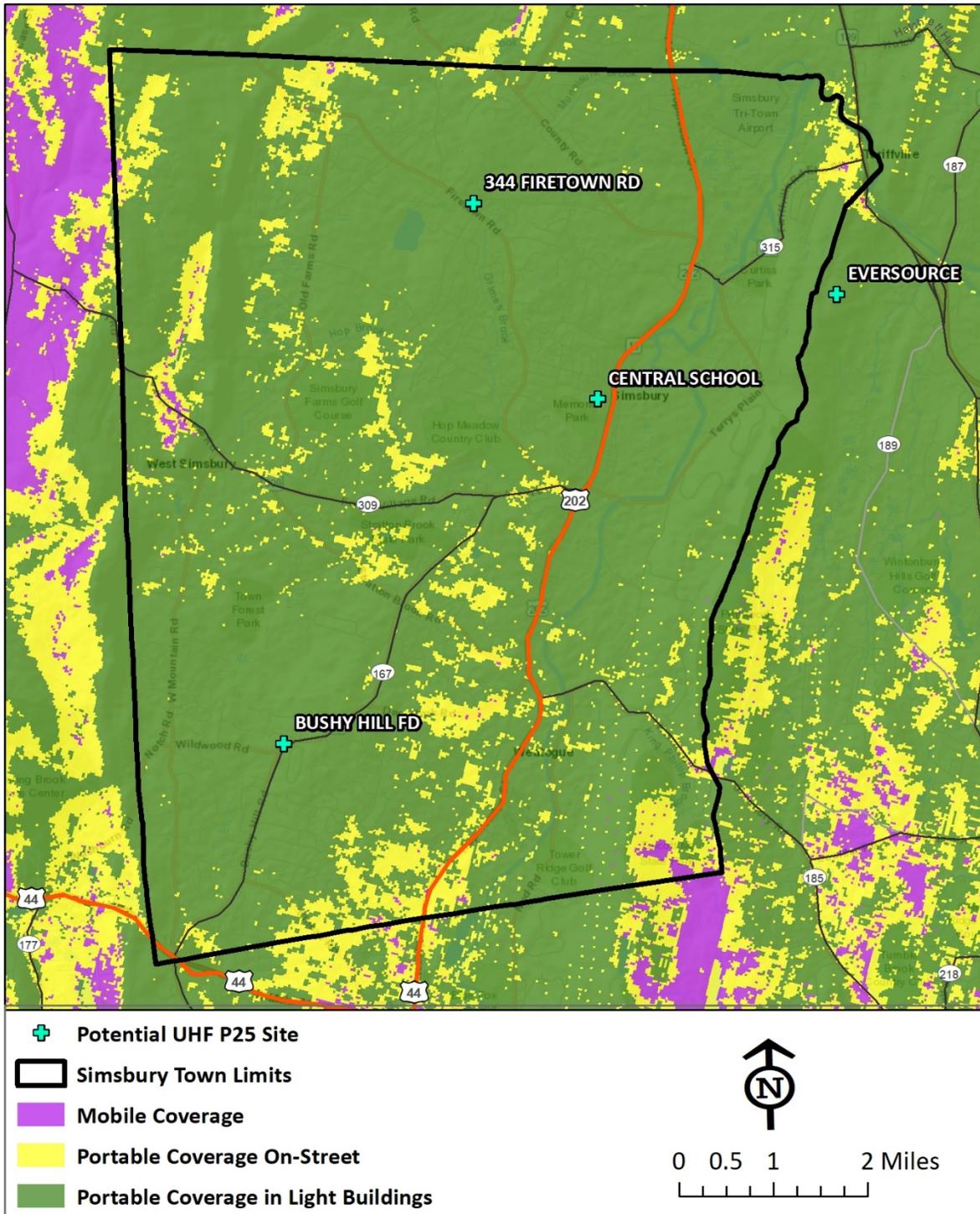


Figure 19 – 4-Site UHF Simulcast Estimated Talk-In Coverage





5.2.1.2 Frequency Evaluation and Planning

While the agencies have licensed several UHF frequencies, they are currently licensed at some combination of the sites Table 11 shows.

Table 11 – List of Systems per Site

Site Name	Systems Licensed
Eversource	SPD
Central School	SPD SBOE Simsbury Public Works
Main Fire Station	SVAA
Bushy Hill Fire Station	SPD (Receive-only site, no license required)

FE notes that both SVAA and SPD are currently experiencing interference from other licensees on their existing channels. Further, we note that SVAA was unable to license channels in the block of spectrum that is reserved for public safety operation and opted to use frequencies in the industrial/business portion of the band.

The UHF band throughout the Northeast is very congested, meaning numerous agencies have licenses within the same geographic areas. It may not be possible to license the existing frequencies for the system at all four of the candidate sites. Additionally, it may not be possible to find additional frequencies to increase channel capacity for this alternative. Should the Town pursue this alternative, a thorough spectrum search needs to be performed to identify frequencies that may have become available as a result of the FCC's narrowband mandate.

FE notes that the existing licenses were granted even though their operational areas overlap, or are overlapped by, the operational areas of other licensees on the same channels (co-channel) or the next channel above or below the operating channel (adjacent channel). Expanding the existing licenses will likely require obtaining letters of concurrence from co-channel or adjacent channel licensees or seeking a waiver from the FCC.

The use of directional antennas and lower powered fixed stations can help in the licensing efforts, while still providing improved outbound and inbound communications. Because of the congestion in the UHF band, the Town should engage a licensed frequency coordinator to assist them with identifying and licensing the necessary frequencies.





5.2.2 Alternative 2 – Expansion of Avon 700 MHz Trunked P25 System

This alternative expands on the new 700 MHz trunked simulcast system that is being built by the Town of Avon. It adds two sites in Simsbury at the following locations:

- Eversource – Off Hoskins Rd, Town of Bloomfield
- Central School – 29 Massaco Street

As with Alternative 1, both 700 MHz sites will each have four repeaters/channels and be linked to the network control equipment (the system core) in the Town of Avon using high-capacity microwave. With Alternative 2, the Town must purchase a new dispatch console system to be compatible with the core equipment shared with Avon.

None of the current subscriber equipment used by the Town will work on the 700 MHz system and will need to be replaced. However, new subscriber equipment will be able to operate on the Avon trunking system and may be able to be programmed to operate on the State of Connecticut's Trunked Radio System (CT-TRS) providing for direct radio-to-radio interoperability with the State.

5.2.2.1 Radio Coverage Estimate

Figures 20 and 21 on the following pages show estimated coverage for the proposed 4-site shared 700 MHz radio system. These maps show talk-out (communications from dispatch to a user radio), and talk-in (communications from a user radio to dispatch) using the two sites that are planned in the Town of Avon and adding two sites in the Town of Simsbury.

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Town of Simsbury, CT - Potential 700 MHz Coverage from 4-Site P25 System
700 MHz P25 Phase 2 Voice Coverage > DAQ 3.4; Talk-Out (tower to radio); 95% Reliability

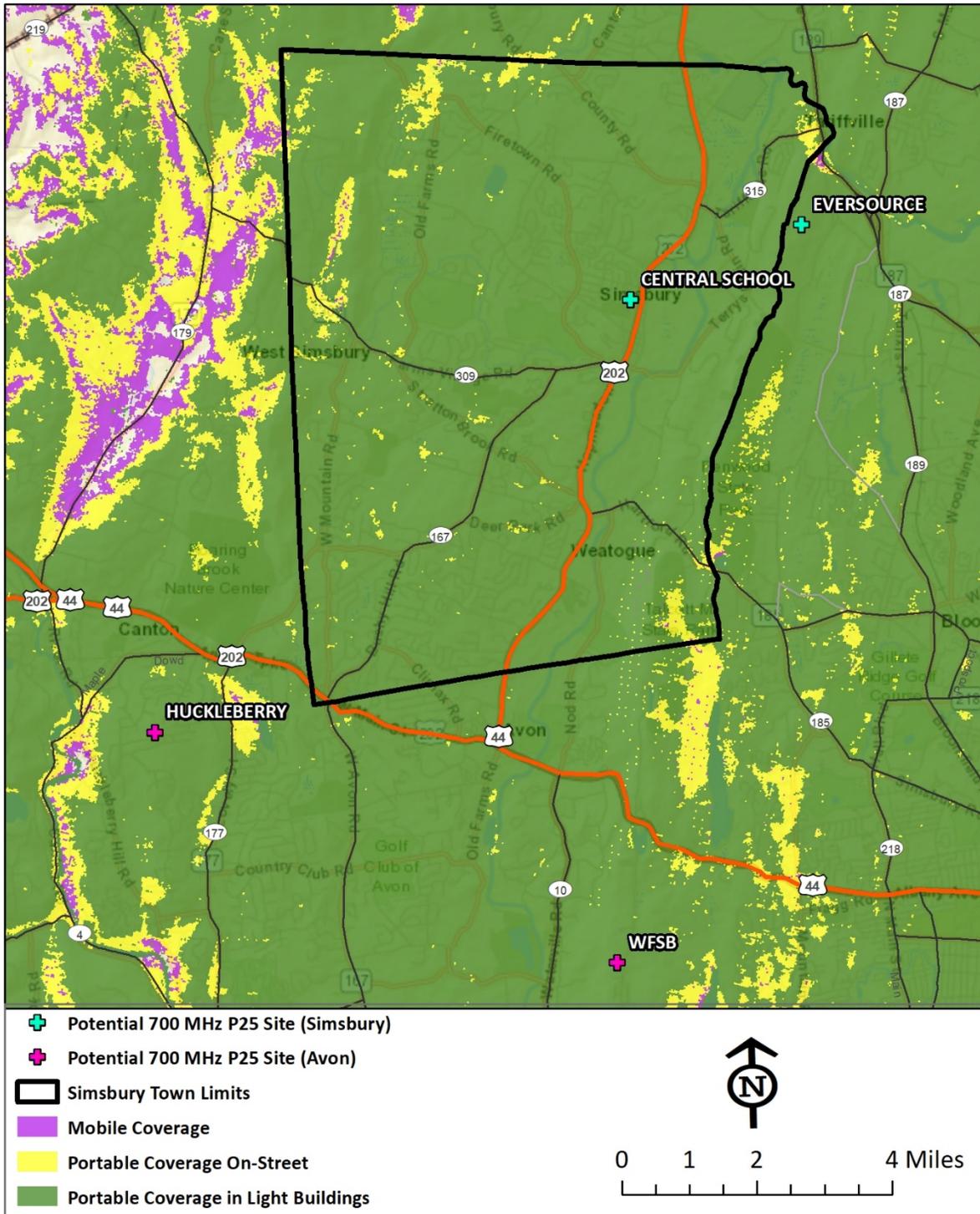


Figure 20 – 4-Site 700 MHz Simulcast Estimated Talk-Out Coverage





Town of Simsbury, CT - Potential 700 MHz Coverage from 4-Site P25 System
700 MHz P25 Phase 2 Voice Coverage > DAQ 3.4; Talk-In (radio to tower); 95% Reliability

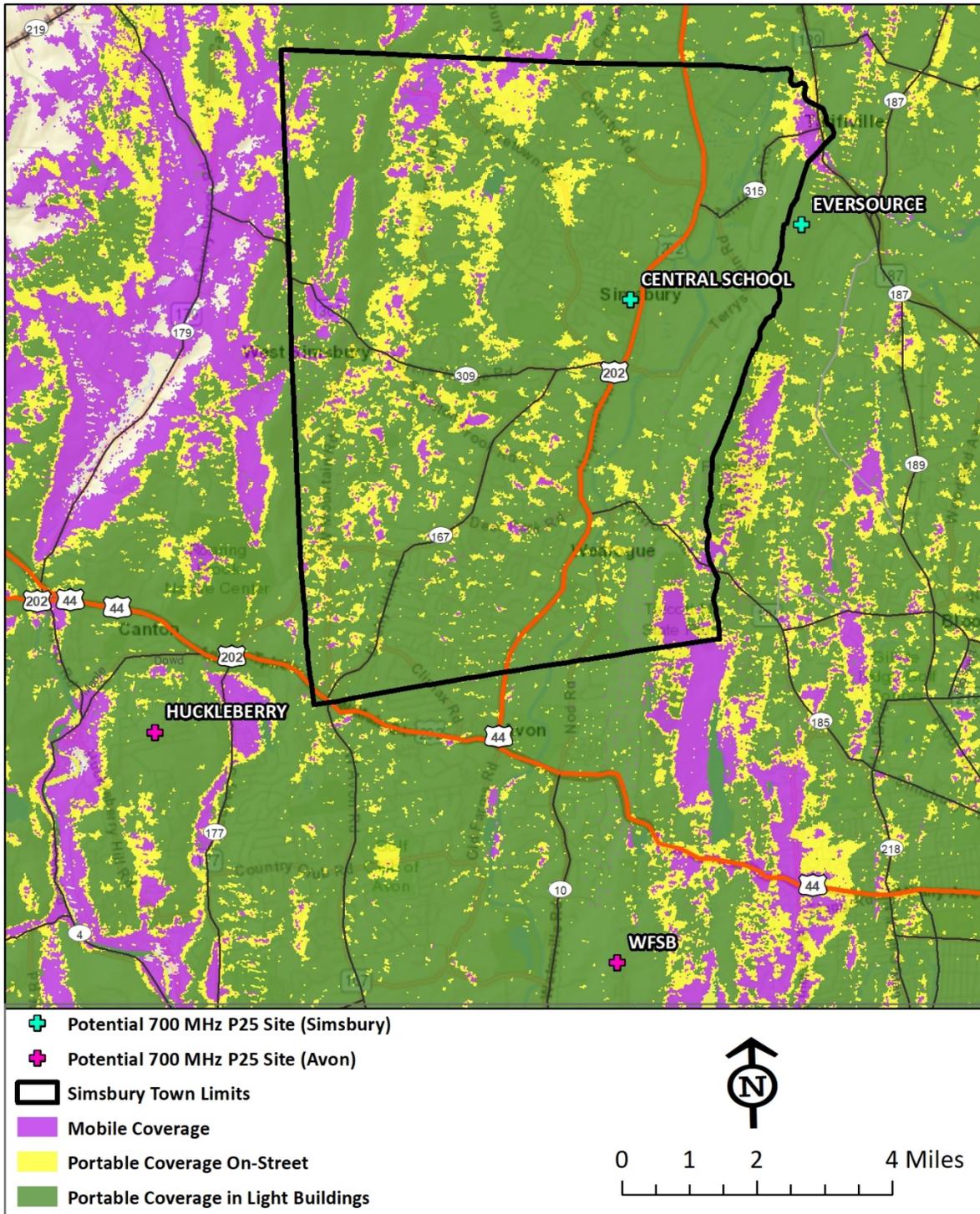


Figure 21 – 4-Site 700 MHz Simulcast Estimated Talk-In Coverage





5.2.2.2 Frequency Evaluation and Planning

This alternative uses 700 MHz frequencies that are allocated for public safety users through FCC Regional Planning Committee (RPC) 19. Table 12 shows the frequencies that have been designated for public safety use within the Hartford County geographic area.

Any public safety agency located in Hartford County may apply for frequencies in this table through the processes identified in Regional Plan.

Table 12 – 700 MHz Frequency Allocation Hartford County

Transmit	Receive	Applications or Licenses
769.256250	799.256250	Application Pending, CT, State of
769.506250	799.506250	
769.756250	799.756250	Application Pending, CT, State of
770.256250	800.256250	Application Pending, CT, State of
770.856250	800.856250	
771.306250	801.306250	Application Pending, CT, State of
771.556250	801.556250	
771.806250	801.806250	Application Pending, CT, State of
772.131250	802.131250	
772.381250	802.381250	Application Pending, CT, State of
772.681250	802.681250	
772.931250	802.931250	
773.206250	803.206250	
773.493750	803.493750	
773.981250	803.981250	
774.231250	804.231250	
774.656250	804.656250	
774.906250	804.906250	

It appears that there are still unlicensed 700 MHz frequencies that could be available to the Town.





6. Budgetary Cost Estimates

During the **FE**TeamCoverage™ Workshop conducted on November 14, 2018, **FE** demonstrated radio coverage that may be provided by the two different radio system replacement alternatives. The alternatives each focus on resolving coverage issues that users of the Town's existing system expressed.

Using our in-house cost analysis tool, **FE** prepared high-level budgetary cost estimates for the two alternatives, including radio and microwave system equipment, dispatch console and subscriber or user equipment, and implementation services. These estimates reflect our knowledge of the existing systems, our experience designing systems comparable to this project, and publicly available industry information. This cost analysis takes advantage of our team's knowledge base and should prove to be invaluable during the development of budgets and the completion of procurement activities with system vendors. Actual system costs are highly dependent on final system design choices as well as conditions in the market during the system procurement phase.

FE's budgetary estimates are conservative so that the vendor proposal pricing does not exceed the estimates. The cost estimates prepared for this project reflect non-discounted (list) pricing. Frequently, system vendors provide discounts for system purchases of this size. System discounts of 20% to 25% are common (and mirror many state contracts), but **FE** has seen them higher. However, it is not possible to forecast the level of discount a vendor will offer at the time of proposal submission.

6.1 Alternative 1 – UHF Conventional Simulcast

This alternative makes use of UHF frequencies that are currently licensed by the Town and deploys them at four sites in a simulcast configuration. In a simulcast configuration, each site transmits the same frequencies throughout the Town's service area. **FE** modeled coverage for the following sites:

- Eversource – Off Hoskins Rd, Town of Bloomfield
- Central School – 29 Massaco Street
- Bushy Hill Fire Station Tower – 345 Bushy Hill Road
- Firetown Road Fire Station – 344 Firetown Road

The existing Zetron® 4048 dispatch console system can be used to dispatch using this system. While some subscriber or user radios may be usable on the new system, all current subscribers have been discontinued by their manufacturer. This budgetary estimate accounts for the replacement of all user radio equipment





6.1.1 Budgetary Cost Estimate Assumptions

Table 13 outlines the design assumptions for the Alternative 1 budgetary cost estimates.

Table 13 – Alternative 1 Cost Assumptions

Alternative 1 Assumptions	Quantity	Notes
Simulcast Control Equipment		
Simulcast Controller	1	New equipment for new simulcast cell
GPS Frequency Standard	1	New equipment for new simulcast cell
Voting Equipment	4	New equipment for new simulcast cell
Networking Equipment	1	New equipment for new simulcast cell
Remote RF Site Equipment		
4-CH TX/RX Simulcast Site	4	Police, Board of Ed., SVAA and Public Works each have their own channel, operating in conventional simulcast from existing sites
4-CH UHF Antenna System	4	All new transmission lines, combiners, multicouplers, and antennas
Site Networking Equipment	4	New routing and switching devices per site
LMR FCC License Fees	16	4 frequency pairs at 4 proposed sites
LMR Frequency Coordination Fees	16	4 frequency pairs at 4 proposed sites
LMR Engineering Services Fees	16	4 frequency pairs at 4 proposed sites
Microwave Site Equipment		
150 Mbps Non-Standby (NS) Radio	8	For high-capacity, loop protected links
Service Router for IP/ MPLS	4	Allows various interfaces at each site
Racking, Cabling, and Accessories	4	One per microwave radio site
48VDC Rectifier/ Battery System	4	Rectifier and batteries, -48VDC
Single Polarized Parabolic Antenna	8	One per microwave radio per site
EWP63-59W or EW90 Waveguide	8	One per microwave radio per site
Antenna / Waveguide Accessories	8	One per Waveguide per site
Dehydrator with Full Alarm Package	4	One per microwave radio site
MW Frequency Coordination Fees	4	One per microwave radio site
MW Engineering Services Fees	8	One per microwave radio per site
Site Improvements		
Tower Structural Analysis	4	Quantity based on Simsbury feedback
Existing Site Renovations	4	Quantity based on Simsbury feedback
Subscriber Equipment		
Police	42	Portable; new low-tier, UHF P25 capable radio
Police	22	Mobile; new low-tier, UHF P25 capable radio
Board of Ed	39	Mobile; new low-tier, UHF P25 capable radio
Board of Ed	38	Portable; new low-tier, UHF P25 capable radio





Alternative 1 Assumptions	Quantity	Notes
SVAA	40	Portable; new low-tier, UHF P25 capable radio
SVAA	18	Mobile; new low-tier, UHF P25 capable radio
Public Works	55	Mobile; new low-tier, UHF P25 capable radio
Public Works	7	Portable; new low-tier, UHF P25 capable radio
Public Works	1	Control Station; new low-tier, UHF P25 capable radio
SVAA	1	Control Station; new low-tier, UHF P25 capable radio
Board of Ed	2	Control Station; new low-tier, UHF P25 capable radio
Implementation Services		
Spare / Test Equipment	5%	Based on total of all system components
Project Management	10%	Based on total of all system components
Installation	10%	Based on total of all system components
Engineering	10%	Based on total of all system components
Removal of Existing Equipment	2%	Based on total of all system components
Training	1%	Based on total of all system components
Staging	5%	Based on total of all system components
Acceptance/Coverage Testing	1%	Based on total of all system components
Documentation	1%	Based on total of all system components

6.1.1.1 Radio System

Table 14 shows the detailed estimated costs for the radio system equipment and services.

Table 14 – Alternative 1 Radio System Cost Estimate

Alternative 1 Radio System Cost Estimate			
Control Equipment	Quantity	Unit Cost	Extended Cost
Simulcast Controller	1	\$69,000	\$69,000
GPS Frequency Standard	1	\$37,000	\$37,000
Voting Equipment	4	\$16,000	\$64,000
Networking Equipment	1	\$37,000	\$37,000
Subtotal			\$207,000
Remote RF Site Equipment	Quantity	Unit Cost	Extended Cost
4-CH TX/RX Simulcast Equipment	4	\$133,000	\$532,000
UHF TX/RX Antenna System	4	\$11,000	\$44,000
Site Networking Equipment	4	\$13,000	\$52,000
Subtotal			\$628,000
Equipment Subtotal			\$835,000
FCC Licensing and Coordination	Quantity	Unit Cost	Extended Cost
LMR FCC License Fees	16		\$4,000





Alternative 1 Radio System Cost Estimate			
LMR Frequency Coordination Fees	16		\$8,000
LMR Engineering Services Fees	16		\$4,000
Subtotal			\$16,000
Implementation Services	Quantity	Unit Cost	Extended Cost
Spare / Test Equipment	5%		\$42,000
Project Management	10%		\$84,000
Installation	10%		\$84,000
Engineering	10%		\$84,000
Removal of Existing Equipment	2%		\$17,000
Training	1%		\$9,000
Staging	5%		\$42,000
Acceptance Testing	1%		\$9,000
Documentation	1%		\$9,000
Subtotal			\$380,000
Services Total			\$396,000
Equipment and Services Total			\$1,231,000

6.1.1.2 Microwave System

Table 15 provides the estimated costs for the microwave system equipment and services.

Table 15 – Alternative 1 Microwave Cost Estimate

Alternative 1 Microwave System Cost Estimate			
Microwave Site Equipment	Quantity	Unit Cost	Extended Cost
150 Mbps Non-Standby (NS) Radio	8	\$11,000	\$88,000
Service Router for IP/ MPLS	4	\$12,000	\$48,000
Racking, Cabling, and Accessories	4	\$11,000	\$44,000
48VDC Rectifier/ Battery System	4	\$25,000	\$100,000
Single Polarized Parabolic Antenna	8	\$6,000	\$48,000
EWP63-59W or EW90 Waveguide	8	\$3,000	\$24,000
Antenna / Waveguide Accessories	8	\$2,000	\$16,000
Dehydrator with Full Alarm Package	4	\$4,000	\$16,000
Equipment Subtotal			\$384,000
FCC Licensing and Coordination	Quantity	Unit Cost	Extended Cost
MW Frequency Coordination Fees	4		\$4,000
MW Engineering Services Fees	8		\$8,000
Subtotal			\$12,000
Implementation Services	Quantity	Unit Cost	Extended Cost
Spare / Test Equipment	5%		\$20,000
Project Management	10%		\$39,000
Installation	10%		\$39,000
Engineering	10%		\$39,000
Removal of Existing Equipment	2%		\$8,000
Training	1%		\$4,000





Alternative 1 Microwave System Cost Estimate			
Staging	5%		\$20,000
Acceptance Testing	1%		\$4,000
Documentation	1%		\$4,000
Subtotal			\$177,000
Services Total			\$189,000
Equipment and Services Total			\$573,000

FE developed the microwave radio system conceptual design based on computer-based radio path profiles and calculations. *FE* did not perform physical radio path surveys. Should the Town issue a competitive procurement for the replacement radio system, the solicitation will include a requirement for the vendor to perform physical path surveys and final system design, which could impact the cost of the microwave radio system upgrade.

6.1.1.3 Dispatch Console System

The conceptual design assumes reuse of the existing Zetron® consoles and dispatch equipment. Therefore, Alternative 1 has *no projected costs* for replacement dispatch console system equipment.

As noted in the report, the existing console continues to be supported, and will be able to control this conventional simulcast system. However, if the Town opts to replace it with a new console, Table 16 shows the estimated cost of that replacement.

Table 16 – Dispatch Console System Cost Estimate

Alternative 1 Dispatch System Cost Estimate			
Dispatch Equipment	Quantity	Unit Cost	Extended Cost
Dispatch Console Position	2	\$30,000	\$60,000
Equipment Subtotal			\$60,000
Implementation Services	Quantity	Unit Cost	Extended Cost
Spare / Test Equipment	5%		\$3,000
Project Management	10%		\$6,000
Installation	10%		\$6,000
Engineering	10%		\$6,000
Removal of Existing Equipment	2%		\$2,000
Training	1%		\$1,000
Staging	5%		\$3,000
Acceptance Testing	1%		\$1,000
Documentation	1%		\$1,000
Services Total			\$29,000
Equipment and Services Total			\$89,000

6.1.1.4 Site Improvements

Table 17 summarizes the estimated costs for site improvements and services.





Table 17 – Alternative 1 Site Improvements Cost Estimate

Alternative 1 Site Improvements Cost Estimate			
Site Improvements	Quantity	Unit Cost	Extended Cost
Tower Structural Analysis	4	\$5,000	\$20,000
Existing Site Renovations	4	\$15,000	\$60,000
Services Total			\$80,000

The conceptual design assumes reuse of existing sites, thereby leveraging tower structures, equipment shelters, and primary and backup power sources. Therefore, the estimates do not include any costs for new towers, shelters, or generators at the proposed radio sites. Per industry best practices, the estimates do include costs for tower structural analyses and grounding system improvements.

6.1.1.5 Subscriber (User) Equipment

Table 18 provides a breakdown of the estimated subscriber or user equipment and services costs on a per-agency basis.

Table 18 – Alternative 1 Subscriber Equipment Cost Estimate

Alternative 1 Subscriber Cost Estimates			
Police	Quantity	Unit Cost	Extended Cost
Mobile Radios	22	\$3,000	\$66,000
Portable Radios	42	\$2,000	\$84,000
Control Stations	0	\$4,000	\$0
Radio Programming	64	\$100	\$6,400
Radio Installation	22	\$200	\$4,400
Subtotal			\$160,800
Board of Education	Quantity	Unit Cost	Extended Cost
Mobile Radios	39	\$3,000	\$117,000
Portable Radios	38	\$2,000	\$76,000
Control Stations	2	\$4,000	\$8,000
Radio Programming	79	\$100	\$7,900
Radio Installation	41	\$200	\$8,200
Subtotal			\$217,100
SVAA	Quantity	Unit Cost	Extended Cost
Mobile Radios	18	\$3,000	\$54,000
Portable Radios	40	\$2,000	\$80,000
Control Stations	1	\$4,000	\$4,000
Radio Programming	59	\$100	\$5,900
Radio Installation	19	\$200	\$3,800
Subtotal			\$147,700





Alternative 1 Subscriber Cost Estimates			
Public Works	Quantity	Unit Cost	Extended Cost
Mobile Radios	55	\$3,000	\$165,000
Portable Radios	7	\$2,000	\$14,000
Control Stations	1	\$4,000	\$4,000
Radio Programming	63	\$100	\$6,300
Radio Installation	56	\$200	\$11,200
Subtotal			\$200,500
Total Excluding SVAA			\$578,400
Total Including SVAA			\$726,100

The cost estimate reflects P25 capable, low-tier models with software to operate in conventional mode. The radios do not include P25 trunking, Advanced Encryption Standard (AES) encryption, OTAR, OTAP, or GPS. While some agencies may purchase low-tier models, others may purchase mid- or high-tier radios with added features. The list pricing allows for the budgetary estimates to balance out. In a competitive solicitation, the Town can specify the exact tier and feature requirements, allowing the vendors to provide a more accurate cost proposal.

6.1.1.6 Cost Summary

Table 19 summarizes the total cost estimate for equipment and services for Alternative 1.

Table 19 – Alternative 1 Total Cost Estimate

Alternative 1 Total Cost Estimate			
<i>Item</i>	<i>Equipment</i>	<i>Services</i>	<i>Total Cost</i>
Radio System	\$835,000	\$396,000	\$1,231,000
Microwave System	\$384,000	\$189,000	\$573,000
Network Management System	\$0	\$0	\$0
Dispatch System	\$0	\$0	\$0
Site Civils / Improvements	\$0	\$80,000	\$80,000
Subscriber Equipment			
Simsbury PD	\$150,000	\$10,800	\$160,800
Simsbury Public Works	\$183,000	\$17,500	\$200,500
Board of Education	\$201,000	\$16,100	\$217,100
SVAA	\$138,000	\$9,700	\$147,700
Total Excluding SVAA	\$1,753,000	\$709,400	\$2,462,400
Total Including SVAA	\$1,891,000	\$719,100	\$2,610,100

6.1.1.7 Lifecycle Costs

Table 20 outlines the assumptions that **FE** used to generate the 10-year lifecycle cost estimate.





Table 20 – Lifecycle Cost Assumptions

Lifecycle Cost Assumptions		
Item	Qty.	Comments
System Lifecycle (years)	10	Operational expenses on an annual basis
Manufacturer's Warranty (years)	3	Out-of-warranty supports begins in Year 4
Subscriber Lifecycle (years)	7	Replace user equipment every 7 years
Annual Subscriber Growth	2%	Based on FE historical / industry data
Annual Subscriber Attrition	1%	Based on FE historical / industry data
Annual Inflation Rate	3%	Based on FE historical / industry data
Annual System Technical Support	1%	Based on FE historical / industry data
Annual System Upgrades Support	2%	Based on FE historical / industry data
Annual System Onsite Support	3%	Based on FE historical / industry data

Table 21 provides a breakdown of the estimated annual operating costs for Alternative 1 over a 10-year period.

Table 21 – Alternative 1 Lifecycle Cost Estimate

Alternative 1 Lifecycle Cost Estimate					
Operating Costs	Year 1	Year 2	Year 3	Year 4	Year 5
Remote Technical Support	\$0	\$0	\$0	\$13,000	\$14,000
Software/Hardware Upgrades	\$0	\$0	\$0	\$25,000	\$26,000
Onsite Support/Repair	\$0	\$0	\$0	\$37,000	\$39,000
Subscriber Growth	\$0	\$15,000	\$15,000	\$15,000	\$15,000
Subscriber Attrition	\$0	\$8,000	\$8,000	\$8,000	\$8,000
Subscriber Refresh	\$0	\$0	\$0	\$0	\$0
Estimated Annual Cost	\$0	\$23,000	\$23,000	\$98,000	\$102,000
Operating Costs	Year 6	Year 7	Year 8	Year 9	Year 10
Remote Technical Support	\$15,000	\$16,000	\$17,000	\$18,000	\$19,000
Software/Hardware Upgrades	\$27,000	\$28,000	\$29,000	\$30,000	\$31,000
Onsite Support/Repair	\$41,000	\$43,000	\$45,000	\$47,000	\$49,000
Subscriber Growth	\$15,000	\$15,000	\$16,000	\$16,000	\$16,000
Subscriber Attrition	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
Subscriber Refresh	\$0	\$0	\$0	\$0	\$726,100
Estimated Annual Cost	\$106,000	\$110,000	\$115,000	\$119,000	\$849,100

Alternative 1 has a 10-year lifecycle cost estimate of approximately \$1,300,000. It is important to note that the estimate does not include any current operational expenses such as LMR and microwave system maintenance contracts, site maintenance, site leases, staff salaries, or other recurring expenditures. The estimate includes only the projected lifecycle costs for the new system infrastructure that is part of this conceptual design. The estimate also includes projected lifecycle costs for the new subscriber equipment including user growth, attrition rate, and a 10-year refresh. Assuming the Town purchases a 3-year warranty, out-of-warranty support begins in Year 4, and the





subscriber refresh occurs in Year 10. However, the Town may not actually procure all new radios at the same and/or procure them within the 10-year period evaluated. Should the Town decide on a 1-year manufacturer’s warranty, the lifecycle cost estimate would require updating.

6.2 Alternative 2 –700 MHz – Trunked Simulcast

This alternative expands on the new 700 MHz trunked simulcast system that is being built by the Town of Avon. It adds two sites in Simsbury at the following locations:

- Eversource – Off Hoskins Rd, Town of Bloomfield
- Central School – 29 Massaco Street

As with Alternative 1, both 700 MHz sites will each have four repeaters/channels and be linked to the network control equipment (the system core) in the Town of Avon using high-capacity microwave. With Alternative 2, the Town must purchase a **new dispatch console system** to be compatible with the core equipment shared with Avon.

None of the current subscriber equipment used by the Town will work on the 700 MHz system and will need to be replaced. This budgetary estimate accounts for the replacement of all user radio equipment.

6.2.1 Budgetary Cost Estimate Assumptions

Table 22 outlines the design assumptions for the Alternative 2 budgetary cost estimates.

Table 22 – Alternative 2 Cost Assumptions

Alternative 2 Assumptions	QTY	Notes
Core Network Equipment		
P25 FDMA Voice Site License	2	Added capacity for existing Avon core
Dispatch Console License (block of 5)	1	Added capacity for existing Avon core
Radio User License (block of 500)	2	Added capacity for existing Avon core
P25 TDMA Trunking Zone License	1	Added capacity for existing Avon core
P25 TDMA Trunking Site License	2	Added capacity for existing Avon core
P25 TDMA Base Radio License	8	Added capacity for existing Avon core
P25 Dynamic Channel Assignment License	6	Added capacity for existing Avon core
Network Management Terminal	1	Can reside anywhere on the network
Simulcast Control Equipment		
Simulcast Controller	1	New equipment for new simulcast cell
GPS Frequency Standard	1	New equipment for new simulcast cell
Voting Equipment	4	New equipment for new simulcast cell
Networking Equipment	1	New equipment for new simulcast cell
Remote RF Site Equipment		





Alternative 2 Assumptions	QTY	Notes
4-CH TX/RX Simulcast Site	2	Expand Avon system with two additional P25 Phase 2 trunking sites to support Town of Simsbury users
4-CH 700 MHz Antenna System	2	All new transmission lines, combiners, multicouplers, and antennas
Site Networking Equipment	2	New routing and switching devices per site
LMR FCC License Fees	8	4 frequency pairs at 2 proposed sites
LMR Frequency Coordination Fees	8	4 frequency pairs at 2 proposed sites
LMR Engineering Services Fees	8	4 frequency pairs at 2 proposed sites
Microwave Site Equipment		
150 Mbps Non-Standby (NS) Radio	4	For high-capacity, loop protected links
Service Router for IP/ MPLS	2	Allows various interfaces at each site
Racking, Cabling, and Accessories	2	One per microwave radio site
48VDC Rectifier/ Battery System	2	Rectifier and batteries, -48VDC
Single Polarized Parabolic Antenna	4	One per microwave radio per site
EWP63-59W or EW90 Waveguide	4	One per microwave radio per site
Antenna / Waveguide Accessories	4	One per Waveguide per site
Dehydrator with Full Alarm Package	2	One per microwave radio site
MW Frequency Coordination Fees	2	One per microwave radio site
MW Engineering Services Fees	4	One per microwave radio per site
Dispatch System		
Dispatch Console Position	2	Replace existing consoles with new ones
Backup RF Control Station	2	One per operator position for backup
Control Station Antenna System	1	New combiner, coax, and antennas
Conventional Channel Gateway	1	Interface for non-trunked channels
Networking Equipment	1	Redundant routing / switching equipment
Site Improvements		
Tower Structural Analysis	2	Quantity based on Simsbury feedback
Existing Site Renovations	2	Quantity based on Simsbury feedback
Subscriber Equipment		
Police	42	Portable; new mid-tier, 700 MHz P25 Phase 2 model
Police	22	Mobile; new mid-tier, 700 MHz P25 Phase 2 model
Board of Ed	39	Mobile; new mid-tier, 700 MHz P25 Phase 2 model
Board of Ed	38	Portable; new mid-tier, 700 MHz P25 Phase 2 model
SVAA	40	Portable; new mid-tier, 700 MHz P25 Phase 2 model
SVAA	18	Mobile; new mid-tier, 700 MHz P25 Phase 2 model





Alternative 2 Assumptions	QTY	Notes
Public Works	55	Mobile; new mid-tier, 700 MHz P25 Phase 2 model
Public Works	7	Portable; new mid-tier, 700 MHz P25 Phase 2 model
Public Works	1	Control Station; new mid-tier, 700 MHz P25 Phase 2 model
SVAA	1	Control Station; new mid-tier, 700 MHz P25 Phase 2 model
Board of Ed	2	Control Station; new mid-tier, 700 MHz P25 Phase 2 model
Implementation Services		
Spare / Test Equipment	5%	Based on total of all system components
Project Management	10%	Based on total of all system components
Installation	10%	Based on total of all system components
Engineering	10%	Based on total of all system components
Removal of Existing Equipment	2%	Based on total of all system components
Training	1%	Based on total of all system components
Staging	5%	Based on total of all system components
Acceptance/Coverage Testing	1%	Based on total of all system components
Documentation	1%	Based on total of all system components

6.2.1.1 Radio System

Table 23 shows the detailed estimated costs for the radio system equipment and services.

Table 23 – Alternative 2 Radio System Cost Estimate

Alternative 2 Radio System Cost Estimate			
Core Network Expansion	Quantity	Unit Cost	Extended Cost
P25 FDMA Voice Site License	2	\$17,000	\$34,000
Dispatch Console License (block of 5)	1	\$5,000	\$5,000
Radio User License (block of 500)	2	\$5,000	\$10,000
P25 TDMA Trunking Zone License	1	\$25,000	\$25,000
P25 TDMA Trunking Site License	2	\$12,000	\$24,000
P25 TDMA Base Radio License	8	\$3,000	\$24,000
P25 Dynamic Channel Assignment License	6	\$2,000	\$12,000
Network Management Terminal	1	\$24,000	\$24,000
Subtotal			\$158,000





Alternative 2 Radio System Cost Estimate			
Control Equipment	Quantity	Unit Cost	Extended Cost
Simulcast Controller	1	\$69,000	\$69,000
GPS Frequency Standard	1	\$37,000	\$37,000
Voting Equipment	4	\$32,000	\$128,000
Networking Equipment	1	\$73,000	\$73,000
Subtotal			\$307,000
Remote RF Site Equipment	Quantity	Unit Cost	Extended Cost
4-CH TX/RX Simulcast Equipment	2	\$249,000	\$498,000
700 MHz TX/RX Antenna System	2	\$28,000	\$56,000
Site Networking Equipment	2	\$13,000	\$26,000
Subtotal			\$580,000
Equipment Subtotal			\$1,045,000
FCC Licensing and Coordination	Quantity	Unit Cost	Extended Cost
LMR FCC License Fees	8		\$2,000
LMR Frequency Coordination Fees	8		\$4,000
LMR Engineering Services Fees	8		\$2,000
Subtotal			\$8,000
Implementation Services	Quantity	Unit Cost	Extended Cost
Spare / Test Equipment	5%		\$53,000
Project Management	10%		\$105,000
Installation	10%		\$105,000
Engineering	10%		\$105,000
Removal of Existing Equipment	2%		\$21,000
Training	1%		\$11,000
Staging	5%		\$53,000
Acceptance Testing	1%		\$11,000
Documentation	1%		\$11,000
Subtotal			\$475,000
Services Total			\$483,000
Equipment and Services Total			\$1,528,000

6.2.1.2 Microwave System

Table 24 provides the estimated costs for the microwave system equipment and services.

Table 24 – Alternative 2 Microwave Cost Estimate

Alternative 2 Microwave System Cost Estimate			
Microwave Site Equipment	Quantity	Unit Cost	Extended Cost
150 Mbps Non-Standby (NS) Radio	4	\$11,000	\$44,000
Service Router for IP/ MPLS	2	\$12,000	\$24,000
Racking, Cabling, and Accessories	2	\$11,000	\$22,000
48VDC Rectifier/ Battery System	2	\$25,000	\$50,000
Single Polarized Parabolic Antenna	4	\$6,000	\$24,000
EWP63-59W or EW90 Waveguide	4	\$3,000	\$12,000
Antenna / Waveguide Accessories	4	\$2,000	\$8,000





Alternative 2 Microwave System Cost Estimate			
Dehydrator with Full Alarm Package	2	\$4,000	\$8,000
Equipment Subtotal			\$192,000
FCC Licensing and Coordination	Quantity	Unit Cost	Extended Cost
MW Frequency Coordination Fees	2		\$2,000
MW Engineering Services Fees	4		\$4,000
Subtotal			\$6,000
Implementation Services	Quantity	Unit Cost	Extended Cost
Spare / Test Equipment	5%		\$10,000
Project Management	10%		\$20,000
Installation	10%		\$20,000
Engineering	10%		\$20,000
Removal of Existing Equipment	2%		\$4,000
Training	1%		\$2,000
Staging	5%		\$10,000
Acceptance Testing	1%		\$2,000
Documentation	1%		\$2,000
Subtotal			\$90,000
Services Total			\$96,000
Equipment and Services Total			\$288,000

As with Alternative 1, *FE* developed the microwave radio system conceptual design based on computer-based radio path profiles and calculations. *FE* did not perform physical radio path surveys. Should the Town issue a competitive procurement for the replacement radio system, the solicitation will include a requirement for the vendor to perform physical path surveys and final system design, which could impact the cost of the microwave radio system upgrade.

6.2.1.3 Dispatch Console System

Table 25 outlines the estimated costs for the dispatch console system equipment and services.

Table 25 – Alternative 2 Dispatch Console System Cost Estimate

Alternative 2 Dispatch System Cost Estimate			
Dispatch Equipment	Quantity	Unit Cost	Extended Cost
Dispatch Console Position	2	\$48,000	\$96,000
Backup RF Control Station	2	\$5,000	\$10,000
Control Station Antenna System	1	\$18,000	\$18,000
Conventional Channel Gateway	1	\$7,000	\$7,000
Networking Equipment	1	\$13,000	\$13,000
Equipment Subtotal			\$144,000
Implementation Services	Quantity	Unit Cost	Extended Cost
Spare / Test Equipment	5%		\$8,000





Alternative 2 Dispatch System Cost Estimate			
Project Management	10%		\$15,000
Installation	10%		\$15,000
Engineering	10%		\$15,000
Removal of Existing Equipment	2%		\$3,000
Training	1%		\$2,000
Staging	5%		\$8,000
Acceptance Testing	1%		\$2,000
Documentation	1%		\$2,000
Services Total			\$70,000
Equipment and Services Total			\$214,000

6.2.1.4 Site Improvements

Table 26 summarizes the estimated costs for site improvements and services.

Table 26 – Alternative 2 Site Improvements Cost Estimate

Alternative 2 Site Improvements Cost Estimate			
Site Improvements	Quantity	Unit Cost	Extended Cost
Tower Structural Analysis	2	\$5,000	\$10,000
Existing Site Renovations	2	\$15,000	\$30,000
Equipment and Services Total			\$40,000

The conceptual design assumes reuse of existing sites and infrastructure; therefore, the estimates do not include any costs for new towers, shelters, or generators at the proposed radio sites. Per industry best practices, the estimates do include costs for tower structural analyses and grounding system improvements.

6.2.1.5 Subscriber (User) Equipment

Table 27 provides a breakdown of the estimated subscriber or user equipment and services costs on a per-agency basis.

Table 27 – Alternative 2 Subscriber Equipment Cost Estimate

Alternative 2 Subscriber Cost Estimates			
Police	Quantity	Unit Cost	Extended Cost
Mobile Radios	22	\$4,000	\$88,000
Portable Radios	42	\$3,000	\$126,000
Control Stations	0	\$5,000	\$0
Radio Programming	64	\$100	\$6,400
Radio Installation	22	\$200	\$4,400
Subtotal			\$224,800





Alternative 2 Subscriber Cost Estimates			
Board of Education	Quantity	Unit Cost	Extended Cost
Mobile Radios	39	\$4,000	\$156,000
Portable Radios	38	\$3,000	\$114,000
Control Stations	2	\$5,000	\$10,000
Radio Programming	79	\$100	\$7,900
Radio Installation	41	\$200	\$8,200
Subtotal			\$296,100
SVAA	Quantity	Unit Cost	Extended Cost
Mobile Radios	18	\$4,000	\$72,000
Portable Radios	40	\$3,000	\$120,000
Control Stations	1	\$5,000	\$5,000
Radio Programming	59	\$100	\$5,900
Radio Installation	19	\$200	\$3,800
Subtotal			\$206,700
Public Works	Quantity	Unit Cost	Extended Cost
Mobile Radios	55	\$4,000	\$220,000
Portable Radios	7	\$3,000	\$21,000
Control Stations	1	\$5,000	\$5,000
Radio Programming	63	\$100	\$6,300
Radio Installation	56	\$200	\$11,200
Subtotal			\$263,500
Total Excluding SVAA			\$784,400
Total Including SVAA			\$991,100

This cost estimate assumes single-band, mid-tier models with software to operate in P25 Phase 2 trunking mode. The radios do not include optional features.

6.2.1.6 Cost Summary

Table 28 summarizes the total cost estimate for equipment and services for Alternative 2.





Table 28 – Alternative 2 Total Cost Estimate

Alternative 2 Total Cost Estimate			
<i>Item</i>	<i>Equipment</i>	<i>Services</i>	<i>Total Cost</i>
Radio System	\$1,045,000	\$483,000	\$1,528,000
Microwave System	\$192,000	\$96,000	\$288,000
Network Management System	\$0	\$0	\$0
Dispatch System	\$144,000	\$70,000	\$214,000
Site Civils / Improvements	\$0	\$40,000	\$40,000
Subscriber Equipment			
Simsbury PD	\$214,000	\$10,800	\$224,800
Simsbury Public Works	\$246,000	\$17,500	\$263,500
Board of Education	\$280,000	\$16,100	\$296,100
SVAA	\$197,000	\$9,700	\$206,700
Total Excluding SVAA	\$2,121,000	\$733,400	\$2,854,400
Total Including SVAA	\$2,318,000	\$743,100	\$3,061,100

6.2.1.7 Lifecycle Costs

The assumptions outlined for Alternative 1 in Section 6.1.7 apply to Alternative 2. Table 29 provides a breakdown of the estimated annual operating costs for Alternative 2 over a 10-year period.

Table 29 – Alternative 2 Lifecycle Cost Estimate

Alternative 2 Lifecycle Cost Estimate					
Operating Costs	Year 1	Year 2	Year 3	Year 4	Year 5
Remote Technical Support	\$0	\$0	\$0	\$14,000	\$15,000
Software/Hardware Upgrades	\$0	\$0	\$0	\$28,000	\$29,000
Onsite Support/Repair	\$0	\$0	\$0	\$42,000	\$44,000
Subscriber Growth	\$0	\$19,000	\$19,000	\$20,000	\$21,000
Subscriber Attrition	\$0	\$10,000	\$10,000	\$10,000	\$10,000
Subscriber Refresh	\$0	\$0	\$0	\$0	\$0
Estimated Annual Cost	\$0	\$29,000	\$29,000	\$114,000	\$119,000
Operating Costs	Year 6	Year 7	Year 8	Year 9	Year 10
Remote Technical Support	\$16,000	\$17,000	\$18,000	\$19,000	\$20,000
Software/Hardware Upgrades	\$30,000	\$31,000	\$32,000	\$33,000	\$34,000
Onsite Support/Repair	\$46,000	\$48,000	\$50,000	\$52,000	\$54,000
Subscriber Growth	\$21,000	\$21,000	\$22,000	\$22,000	\$22,000
Subscriber Attrition	\$10,000	\$11,000	\$11,000	\$11,000	\$11,000
Subscriber Refresh	\$0	\$0	\$0	\$0	\$992,000
Estimated Annual Cost	\$123,000	\$128,000	\$133,000	\$137,000	\$1,133,000





Alternative 2 has a 10-year lifecycle cost estimate of \$1,945,000. The estimate does not include any potential usage fees and/or shared maintenance costs for use of the Town of Avon P25 core. The estimate also does not include any costs to keep the existing system operational during the transition, including but not limited to current system maintenance contracts, site maintenance, site leases, staff salaries, or other recurring expenditures. The estimate includes only the projected lifecycle costs for the new system infrastructure that is part of this conceptual design. The lifecycle model for subscriber equipment as described in Alternative 1 applies to Alternative 2. However, subscriber lifecycle costs for Alternative 2 are higher due to the added functionality (hardware and software) in the P25 Phase 2 trunking radios.

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6.3 Budgetary Cost Estimate Comparison

Table 30 provides a side-by-side comparison of the cost estimates for the two alternatives.

Table 30 –Cost Estimate Comparison

Cost Estimate Comparison		
Item	Alternative 1	Alternative 2
Radio System	\$1,231,000	\$1,528,000
Microwave System	\$573,000	\$288,000
Dispatch System	\$0	\$214,000
Site Civils / Improvements	\$80,000	\$40,000
Subscriber Equipment		
Simsbury PD	\$160,800	\$224,800
Simsbury Public Works	\$200,500	\$263,500
Board of Education	\$217,100	\$296,100
SVAA	\$147,700	\$206,700
Total Subscriber Equipment	\$726,100	\$991,100
Total Excluding SVAA	\$2,462,400	\$2,854,400
Total Including SVAA	\$2,610,100	\$3,061,100

Alternative 2 provides some cost savings for Microwave System and Site Improvements. While Alternative 2 uses the Town of Avon core hardware, there are software licenses needed to support the Simsbury two-site expansion and additional users. Alternative 2 also requires P25 Phase 2 trunking sites and subscribers, as well as new dispatch consoles. Therefore, the cost estimate for Alternative 2 is \$832,000 higher than the Alternative 1 cost estimate.

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7. Recommendations

FE recommends that the Town replace their existing conventional radio communications systems with a 4-site simulcast system using UHF frequencies that are currently licensed by the SPD, SVAA, and the BOE. However, prior to making a final decision to pursue this standalone replacement system, **FE** recommends that an evaluation be completed of the CT-TRS migration alternative to determine if the system could meet the Town's operational needs along with fulfilling radio coverage and interoperability requirements.

The basis of our recommendation to pursue the 4-site simulcast system using UHF frequencies is:

- The Town may be able to continue using some subscriber equipment even though it has reached end of service
- This approach will allow for direct "radio to radio" interoperability with SVFD and other neighboring Towns using UHF systems
- This approach offers the flexibility of using the existing console system, purchasing a new console system and / or expanding on the console system in place at the SVFD
- This approach offers lower short- and long-term costs

As this Report discusses, because the UHF band is heavily licensed in the Town's geographic area, it may be difficult to license the existing frequencies at new sites for a simulcast configuration. If this proves to be true, **FE** recommends considering the second alternative or pursuing migration to the CT-TRS if the cost/benefit of that evaluation proves to be favorable to the Town.





Appendix A - Stakeholder Interview Form

Provided electronically as Appendix A is the *Stakeholder Interview Form*.





Appendix B - Subscriber Features by Agency

Required Features

Feature	SPD	SVAA	Simsbury Public Works	SBOE	SVFD
Encrypted voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remote radio disable function for inactive, lost, or stolen radios	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multiband operation (VHF/UHF/ 700/800 MHz)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text messaging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over-the-air programming (OTAP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over-the-air rekeying (OTAR) used w/encryption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Global positioning system (GPS) based location data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency alarm function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency channel marker tone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>





Feature	SPD	SVAA	Simsbury Public Works	SBOE	SVFD
Man down (radio falls over or remains motionless for a predetermined time period)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User authentication (ability to confirm the identity of a user device and control network access)	<input type="checkbox"/>				
Channel scanning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Priority access	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Direct mode (talk-around) or radio to radio without using infrastructure	<input checked="" type="checkbox"/>				
Intrinsically safe model (hazardous environments)	<input type="checkbox"/>				
Water resistant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Waterproof (submersible for brief periods)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Unit to unit private call	<input type="checkbox"/>				
Signal strength and network registration indication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Useful Features

Accessory	Simsbury PD	SVAA	Simsbury Public Works	Simsbury BOE	SVFD
Handheld Bluetooth remote speaker mics (no cord)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handheld standard battery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Handheld hi-capacity battery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handheld intrinsically safe battery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handheld without a display screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handheld configurable display screen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Handheld with full DTMF keypad and Selector buttons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handheld with limited keypad and selector buttons	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handheld single unit charger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handheld multiple unit charger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handheld remote speaker mic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Accessory	Simsbury PD	SVAA	Simsbury Public Works	Simsbury BOE	SVFD
Handheld remote speaker mic with antenna	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handheld headset/wired	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handheld headset/wireless	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handheld leather carrying case	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handheld belt clip	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handheld swivel carry case	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handheld vehicular charger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile – dual control head	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mobile – external (inside vehicle) speaker and mic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile – external (outside vehicle) speaker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mobile – 24-volt power	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile – configurable display	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile – cradle kit for handheld radio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Accessory	Simsbury PD	SVAA	Simsbury Public Works	Simsbury BOE	SVFD
Mobile – removable antenna mount	<input type="checkbox"/>				
Mobile – handset and hang-up cup	<input type="checkbox"/>				
Over the ear headset with mic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In ear headset w/ bone conduction mic	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				





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:** January 28, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector
Maria E. Capriola
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 January 28, 2019 to approve the presented tax refunds in the amount of \$42,297.97, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds.
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 \$42,297.97. The attachment dated January 28, 2019 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
 - a) Requested Tax Refunds, dated January 28, 2019

REQUESTSED TAX REFUNDS
JANUARY 28, 2019

	BILL NUMBER	TAX	INTEREST	TOTAL
List 2016				
Landev Inc	16-01-04360	\$92.83		\$92.83
ACAR Leasing Ltd	16-03-50073	\$653.79		\$653.79
Total 2016		\$746.62	\$0.00	\$746.62
List 2017				
16 Albany Turnpike LLC	17-01-00012	\$17,376.40		\$17,376.40
Property Edge LLC	17-01-02981	\$2,726.59		\$2,726.59
Hensley Robert S	17-01-03429	\$5,795.88		\$5,795.88
McCloskey James	17-01-05066	\$299.08		\$299.08
Mobley Kathleen A	17-01-05411	\$3,947.12		\$3,947.12
Nellisery Jacob	17-01-05687	\$225.24		\$225.24
LERETA, LLC	17-01-06198	\$5,442.61		\$5,442.61
LERETA, LLC	17-01-07957	\$1,292.37		\$1,292.37
Vozzolo Virginia	17-01-08391	\$2,220.53		\$2,220.53
Sarah Byrnes Goldsmith LLC	17-02-40678	\$101.50		\$101.50
ACAR Leasing Ltd	17-03-50068	\$743.70		\$743.70
ACAR Leasing Ltd	17-03-50103	\$380.59		\$380.59
Monson Peter A	17-03-52160	\$106.42		\$106.42
Honda Lease Trust	17-03-58390	\$168.95		\$168.95
Honda Lease Trust	17-03-58401	\$113.16		\$113.16
Honda Lease Trust	17-03-58604	\$160.98		\$160.98
Monson Peter A	17-03-63001	\$69.20		\$69.20
Peterson Christopher M	17-03-64886	\$232.73		\$232.73
Red Door Associates	17-04-82689	\$148.30		\$148.30
Total 2017		\$41,551.35	\$0.00	\$41,551.35
TOTAL 2016		\$746.62	\$0.00	\$746.62
TOTAL 2017		\$41,551.35	\$0.00	\$41,551.35
TOTAL ALL YEARS		\$42,297.97	\$0.00	\$42,297.97



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Tax Sale
2. **Date of Board Meeting:** January 28, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports proceeding with a tax sale, the following motion is in order:

Move effective January 28, 2019 to proceed with a tax sale as presented.

5. **Summary of Submission:**
The Revenue Collector has expressed a desire to engage in tax sales for properties seriously delinquent in their tax payments and/or sewer user fees. I am in concurrence with the Revenue Collector that proceeding with a tax sale is a more equitable means for dealing with properties significantly in arrears for their taxes and/or sewer fees.

Attached is a list of properties recommended for a tax sale. The proposed properties for the tax sale are consistent with the Tax Sale Policy adopted on July 9, 2018. The Finance Director and Town Manager have reviewed and support the recommendation from staff to hold a tax sale. There are currently 20 properties that are eligible for a tax sale. 5 of those properties are residential, 4 are vacant homes, and 11 are parcels that are vacant land.

Based on increasing the sewer fee threshold from three years to five years delinquent, there are currently no properties that would qualify for the tax sale due to delinquent sewer fees only.

If approved by the Board to proceed, the tax sale will be held on May 18, 2019. A tentative timeline and sample demand notice is attached for your reference.

The Town Attorney is working closely with staff on this issue.

6. **Financial Impact:**
There is currently \$599,205.04 in outstanding property tax collections for the properties that are eligible for tax sale under the proposed tax sale standards.

When the Tax Sale Policy was adopted in July, the list of potential properties for tax sale was larger. That number has been reduced from 30 to 20. The amount of back taxes collected for those ten properties since July has been \$299,228.23.

7. Description of Documents Included with Submission:

- a) Proposed Tax Sale Properties
- b) Sample Demand Letter
- c) Tax Sale Timeline
- d) Adopted Tax Sale Policy, dated July 9, 2018

Bill #	Name	Cash Type	TOT Tax	TOT Paid	Tax Due	INT Due	Lien Due	Total Due	Prop Loc/Vehicle Info	Unique-ID	Address
2011-01-0000965	BUDLONG C MICHAEL TRUSTEE	TOWN	1,584.50	0	1,584.50	1,806.33	24	3,414.83	P: 130 TARIFFVILLE ROAD	30221399	48 CIDER MILL HEIGHTS/NORTH GRANBY/CT/6060/1430
		DIST	52.03	0	52.03	61.66	0	113.69			
2012-01-0000962	BUDLONG C MICHAEL TRUSTEE	TOWN	1,581.84	0	1,581.84	1,518.56	24	3,124.40	P: 130 TARIFFVILLE ROAD	30221399	48 CIDER MILL HEIGHTS/NORTH GRANBY/CT/6060/1430
		DIST	51.75	0	51.75	52.01	0	103.76			
2013-01-0000980	BUDLONG C MICHAEL TRUSTEE	TOWN	1,575.48	0	1,575.48	1,228.88	24	2,828.36	P: 130 TARIFFVILLE ROAD	30221399	48 CIDER MILL HEIGHTS/NORTH GRANBY/CT/6060/1430
		DIST	50.48	0	50.48	41.65	0	92.13			
2014-01-0000998	BUDLONG C MICHAEL TRUSTEE	TOWN	1,574.64	0	1,574.64	944.78	24	2,543.42	P: 130 TARIFFVILLE ROAD	30221399	89 OAK STREET/HARTFORD/CT/6106/0
		DIST	50.48	0	50.48	32.56	0	83.04			
2015-01-0001004	BUDLONG C MICHAEL TRUSTEE	TOWN	1,574.64	0	1,574.64	661.35	24	2,259.99	P: 130 TARIFFVILLE ROAD	30221399	89 OAK STREET/HARTFORD/CT/6106/0
		DIST	52.18	0	52.18	24.26	0	76.44			
2016-01-0001008	BUDLONG C MICHAEL TRUSTEE	TOWN	1,644.20	0	1,644.20	394.61	24	2,062.81	P: 130 TARIFFVILLE ROAD	30221399	89 OAK STREET/HARTFORD/CT/6106/0
		DIST	52.18	0	52.18	14.87	0	67.05			
2017-01-0001013	BUDLONG C MICHAEL TRUSTEE	TOWN	1,748.90	0	1,748.90	91.82	0	1,840.72	130 TARIFFVILLE ROAD	30221399	89 OAK STREET/HARTFORD/CT/6106/0
		DIST	56.18	0	56.18	5.9	0	62.08			
								18,672.72			
2011-01-0000966	BUDLONG C MICHAEL TRUSTEE	TOWN	1,584.50	0	1,584.50	1,806.33	24	3,414.83	P: 128 TARIFFVILLE ROAD	30221400	48 CIDER MILL HEIGHTS/NORTH GRANBY/CT/6060/1430
		DIST	52.03	0	52.03	61.66	0	113.69			
2012-01-0000963	BUDLONG C MICHAEL TRUSTEE	TOWN	1,581.84	0	1,581.84	1,518.56	24	3,124.40	P: 128 TARIFFVILLE ROAD	30221400	48 CIDER MILL HEIGHTS/NORTH GRANBY/CT/6060/1430
		DIST	51.75	0	51.75	52.01	0	103.76			
2013-01-0000981	BUDLONG C MICHAEL TRUSTEE	TOWN	1,575.48	0	1,575.48	1,228.88	24	2,828.36	P: 128 TARIFFVILLE ROAD	30221400	48 CIDER MILL HEIGHTS/NORTH GRANBY/CT/6060/1430
		DIST	50.48	0	50.48	41.65	0	92.13			
2014-01-0000999	BUDLONG C MICHAEL TRUSTEE	TOWN	1,574.64	0	1,574.64	944.78	24	2,543.42	P: 128 TARIFFVILLE ROAD	30221400	89 OAK STREET/HARTFORD/CT/6106/0
		DIST	50.48	0	50.48	32.56	0	83.04			
2015-01-0001005	BUDLONG C MICHAEL TRUSTEE	TOWN	1,574.64	0	1,574.64	661.35	24	2,259.99	P: 128 TARIFFVILLE ROAD	30221400	89 OAK STREET/HARTFORD/CT/6106/0
		DIST	52.18	0	52.18	24.26	0	76.44			
2016-01-0001009	BUDLONG C MICHAEL TRUSTEE	TOWN	1,644.20	0	1,644.20	394.61	24	2,062.81	P: 128 TARIFFVILLE ROAD	30221400	89 OAK STREET/HARTFORD/CT/6106/0
		DIST	52.18	0	52.18	14.87	0	67.05			
2017-01-0001014	BUDLONG C MICHAEL TRUSTEE	TOWN	1,748.90	0	1,748.90	91.82	0	1,840.72	P: 128 TARIFFVILLE ROAD	30221400	89 OAK STREET/HARTFORD/CT/6106/0
		DIST	56.18	0	56.18	5.9	0	62.08			
								18,672.72			
2011-01-0000967	BUDLONG C MICHAEL TRUSTEE	TOWN	1,584.50	0	1,584.50	1,806.33	24	3,414.83	P: 126 TARIFFVILLE ROAD	30221401	48 CIDER MILL HEIGHTS/NORTH GRANBY/CT/6060/1430
		DIST	52.03	0	52.03	61.66	0	113.69			
2012-01-0000964	BUDLONG C MICHAEL TRUSTEE	TOWN	1,581.84	0	1,581.84	1,518.56	24	3,124.40	P: 126 TARIFFVILLE ROAD	30221401	48 CIDER MILL HEIGHTS/NORTH GRANBY/CT/6060/1430
		DIST	51.75	0	51.75	52.01	0	103.76			
2013-01-0000982	BUDLONG C MICHAEL TRUSTEE	TOWN	1,575.48	0	1,575.48	1,228.88	24	2,828.36	P: 126 TARIFFVILLE ROAD	30221401	48 CIDER MILL HEIGHTS/NORTH GRANBY/CT/6060/1430
		DIST	50.48	0	50.48	41.65	0	92.13			
2014-01-0001000	BUDLONG C MICHAEL TRUSTEE	TOWN	1,574.64	0	1,574.64	944.78	24	2,543.42	P: 126 TARIFFVILLE ROAD	30221401	89 OAK STREET/HARTFORD/CT/6106/0
		DIST	50.48	0	50.48	32.56	0	83.04			
2015-01-0001006	BUDLONG C MICHAEL TRUSTEE	TOWN	1,574.64	0	1,574.64	661.35	24	2,259.99	P: 126 TARIFFVILLE ROAD	30221401	89 OAK STREET/HARTFORD/CT/6106/0
		DIST	52.18	0	52.18	24.26	0	76.44			
2016-01-0001010	BUDLONG C MICHAEL TRUSTEE	TOWN	1,644.20	0	1,644.20	394.61	24	2,062.81	P: 126 TARIFFVILLE ROAD	30221401	89 OAK STREET/HARTFORD/CT/6106/0
		DIST	52.18	0	52.18	14.87	0	67.05			
2017-01-0001015	BUDLONG C MICHAEL TRUSTEE	TOWN	1,748.90	0	1,748.90	91.82	0	1,840.72	P: 126 TARIFFVILLE ROAD	30221401	89 OAK STREET/HARTFORD/CT/6106/0
		DIST	56.18	0	56.18	5.9	0	62.08			
								18,672.72			
2011-01-0000968	BUDLONG C MICHAEL TRUSTEE	TOWN	1,586.70	0	1,586.70	1,808.84	24	3,419.54	P: 124 TARIFFVILLE ROAD	30221402	48 CIDER MILL HEIGHTS/NORTH GRANBY/CT/6060/1430
		DIST	52.1	0	52.1	61.74	0	113.84			
2012-01-0000965	BUDLONG C MICHAEL TRUSTEE	TOWN	1,584.08	0	1,584.08	1,520.72	24	3,128.80	P: 124 TARIFFVILLE ROAD	30221402	89 OAK STREET/HARTFORD/CT/6106/0
		DIST	51.83	0	51.83	52.09	0	103.92			
2013-01-0000983	BUDLONG C MICHAEL TRUSTEE	TOWN	1,577.72	0	1,577.72	1,230.62	24	2,832.34	P: 124 TARIFFVILLE ROAD	30221402	89 OAK STREET/HARTFORD/CT/6106/0
		DIST	50.55	0	50.55	41.7	0	92.25			
2014-01-0001001	BUDLONG C MICHAEL TRUSTEE	TOWN	1,576.86	0	1,576.86	946.12	24	2,546.98	P: 124 TARIFFVILLE ROAD	30221402	89 OAK STREET/HARTFORD/CT/6106/0
		DIST	50.55	0	50.55	32.6	0	83.15			
2015-01-0001007	BUDLONG C MICHAEL TRUSTEE	TOWN	1,576.86	0	1,576.86	662.28	24	2,263.14	P: 124 TARIFFVILLE ROAD	30221402	89 OAK STREET/HARTFORD/CT/6106/0
		DIST	52.25	0	52.25	24.3	0	76.55			
2016-01-0001011	BUDLONG C MICHAEL TRUSTEE	TOWN	1,646.52	0	1,646.52	395.17	24	2,065.69	P: 124 TARIFFVILLE ROAD	30221402	89 OAK STREET/HARTFORD/CT/6106/0
		DIST	52.25	0	52.25	14.89	0	67.14			
2017-01-0001016	BUDLONG C MICHAEL TRUSTEE	TOWN	1,751.08	0	1,751.08	91.93	0	1,843.01	P: 124 TARIFFVILLE ROAD	30221402	89 OAK STREET/HARTFORD/CT/6106/0
		DIST	56.25	0	56.25	5.91	0	62.16			
								18,698.51			

2011-01-0000969	BUDLONG C MICHAEL TRUSTEE	TOWN	1,586.70	0	1,586.70	1,808.84	0	0	0	3,419.54	P : 122 TARIFFVILLE ROAD	30221403	48 CIDER MILL HEIGHTS/NORTH GRANBY/CT/6060/1430
2012-01-0000966	BUDLONG C MICHAEL TRUSTEE	DIST	52.1	0	52.1	61.74	0	0	0	113.84	P : 122 TARIFFVILLE ROAD	30221403	48 CIDER MILL HEIGHTS/NORTH GRANBY/CT/6060/1430
2013-01-0000984	BUDLONG C MICHAEL TRUSTEE	TOWN	1,584.08	0	1,584.08	1,520.72	0	0	0	3,128.80	P : 122 TARIFFVILLE ROAD	30221403	48 CIDER MILL HEIGHTS/NORTH GRANBY/CT/6060/1430
2014-01-0001002	BUDLONG C MICHAEL TRUSTEE	DIST	51.83	0	51.83	52.09	0	0	0	103.92	P : 122 TARIFFVILLE ROAD	30221403	48 CIDER MILL HEIGHTS/NORTH GRANBY/CT/6060/1430
2015-01-0001008	BUDLONG C MICHAEL TRUSTEE	TOWN	1,577.72	0	1,577.72	1,230.62	0	0	0	2,832.34	P : 122 TARIFFVILLE ROAD	30221403	89 OAK STREET/HARTFORD/CT/6106/0
2016-01-0001012	BUDLONG C MICHAEL TRUSTEE	DIST	50.55	0	50.55	41.7	0	0	0	92.25	P : 122 TARIFFVILLE ROAD	30221403	89 OAK STREET/HARTFORD/CT/6106/0
2017-01-0001017	BUDLONG C MICHAEL TRUSTEE	TOWN	1,576.86	0	1,576.86	946.12	0	0	0	2,546.98	P : 122 TARIFFVILLE ROAD	30221403	89 OAK STREET/HARTFORD/CT/6106/0
		DIST	50.55	0	50.55	32.6	0	0	0	83.15	P : 122 TARIFFVILLE ROAD	30221403	89 OAK STREET/HARTFORD/CT/6106/0
		TOWN	1,576.86	0	1,576.86	662.28	0	0	0	2,263.14	P : 122 TARIFFVILLE ROAD	30221403	89 OAK STREET/HARTFORD/CT/6106/0
		DIST	52.25	0	52.25	24.3	0	0	0	76.55	P : 122 TARIFFVILLE ROAD	30221403	89 OAK STREET/HARTFORD/CT/6106/0
		TOWN	1,646.52	0	1,646.52	395.17	0	0	0	2,065.69	P : 122 TARIFFVILLE ROAD	30221403	89 OAK STREET/HARTFORD/CT/6106/0
		DIST	52.25	0	52.25	14.89	0	0	0	67.14	P : 122 TARIFFVILLE ROAD	30221403	89 OAK STREET/HARTFORD/CT/6106/0
		TOWN	1,751.08	0	1,751.08	91.93	0	0	0	1,843.01	P : 122 TARIFFVILLE ROAD	30221403	89 OAK STREET/HARTFORD/CT/6106/0
		DIST	56.25	0	56.25	5.91	0	0	0	62.16	P : 122 TARIFFVILLE ROAD	30221403	89 OAK STREET/HARTFORD/CT/6106/0
										18,698.51			
2011-01-0000970	BUDLONG C MICHAEL TRUSTEE	TOWN	1,591.10	0	1,591.10	1,813.86	0	0	0	3,428.96	P : 120 TARIFFVILLE ROAD	30221404	48 CIDER MILL HEIGHTS/NORTH GRANBY/CT/6060/1430
2012-01-0000967	BUDLONG C MICHAEL TRUSTEE	DIST	52.24	0	52.24	61.9	0	0	0	114.14	P : 120 TARIFFVILLE ROAD	30221404	48 CIDER MILL HEIGHTS/NORTH GRANBY/CT/6060/1430
2013-01-0000985	BUDLONG C MICHAEL TRUSTEE	TOWN	1,588.56	0	1,588.56	1,525.02	0	0	0	3,137.58	P : 120 TARIFFVILLE ROAD	30221404	48 CIDER MILL HEIGHTS/NORTH GRANBY/CT/6060/1430
2014-01-0001003	BUDLONG C MICHAEL TRUSTEE	DIST	51.97	0	51.97	52.23	0	0	0	104.2	P : 120 TARIFFVILLE ROAD	30221404	48 CIDER MILL HEIGHTS/NORTH GRANBY/CT/6060/1430
2015-01-0001009	BUDLONG C MICHAEL TRUSTEE	TOWN	1,582.16	0	1,582.16	1,234.08	0	0	0	2,840.24	P : 120 TARIFFVILLE ROAD	30221404	89 OAK STREET/HARTFORD/CT/6106/0
2016-01-0001013	BUDLONG C MICHAEL TRUSTEE	DIST	50.69	0	50.69	41.82	0	0	0	92.51	P : 120 TARIFFVILLE ROAD	30221404	89 OAK STREET/HARTFORD/CT/6106/0
2017-01-0001018	BUDLONG C MICHAEL TRUSTEE	TOWN	1,581.32	0	1,581.32	948.8	0	0	0	2,554.12	P : 120 TARIFFVILLE ROAD	30221404	89 OAK STREET/HARTFORD/CT/6106/0
		DIST	50.69	0	50.69	32.7	0	0	0	83.39	P : 120 TARIFFVILLE ROAD	30221404	89 OAK STREET/HARTFORD/CT/6106/0
		TOWN	1,581.32	0	1,581.32	664.16	0	0	0	2,289.48	P : 120 TARIFFVILLE ROAD	30221404	89 OAK STREET/HARTFORD/CT/6106/0
		DIST	52.4	0	52.4	24.37	0	0	0	76.77	P : 120 TARIFFVILLE ROAD	30221404	89 OAK STREET/HARTFORD/CT/6106/0
		TOWN	1,651.18	0	1,651.18	396.28	0	0	0	2,071.46	P : 120 TARIFFVILLE ROAD	30221404	89 OAK STREET/HARTFORD/CT/6106/0
		DIST	52.4	0	52.4	14.93	0	0	0	67.33	P : 120 TARIFFVILLE ROAD	30221404	89 OAK STREET/HARTFORD/CT/6106/0
		TOWN	1,755.44	0	1,755.44	92.16	0	0	0	1,847.60	P : 120 TARIFFVILLE ROAD	30221404	89 OAK STREET/HARTFORD/CT/6106/0
		DIST	56.39	0	56.39	5.92	0	0	0	62.31	P : 120 TARIFFVILLE ROAD	30221404	89 OAK STREET/HARTFORD/CT/6106/0
										18,750.09			
2014-01-0001147	CAMALSIDE ASSOCIATES	TOWN	390.88	0	390.88	234.53	0	0	0	649.41	P : WOLCOTT ROAD	30257650	33 MEEHAN ROAD/WOODSTOCK/CT/6281/0
2015-01-0001153	CAMALSIDE ASSOCIATES	DIST	12.53	0	12.53	9.31	0	0	0	21.84	P : WOLCOTT ROAD	30257650	33 MEEHAN ROAD/WOODSTOCK/CT/6281/0
2016-01-0001159	CAMALSIDE ASSOCIATES	TOWN	390.88	0	390.88	164.17	0	0	0	579.05	P : WOLCOTT ROAD	30257650	33 MEEHAN ROAD/WOODSTOCK/CT/6281/0
2017-01-0001166	CAMALSIDE ASSOCIATES	DIST	12.95	0	12.95	6.02	0	0	0	18.97	P : WOLCOTT ROAD	30257650	33 MEEHAN ROAD/WOODSTOCK/CT/6281/0
		TOWN	408.14	0	408.14	97.95	0	0	0	530.09	P : WOLCOTT ROAD	30257650	33 MEEHAN ROAD/WOODSTOCK/CT/6281/0
		DIST	12.95	0	12.95	3.69	0	0	0	16.64	P : WOLCOTT ROAD	30257650	33 MEEHAN ROAD/WOODSTOCK/CT/6281/0
		TOWN	383.5	0	383.5	\$20.13	0	0	0	403.63	P : WOLCOTT ROAD	30257650	33 MEEHAN ROAD/WOODSTOCK/CT/6281/0
		DIST	12.32	0	12.32	\$2.00	0	0	0	14.32	P : WOLCOTT ROAD	30257650	33 MEEHAN ROAD/WOODSTOCK/CT/6281/0
										\$2,233.95			
2009-01-0008599	ZAHEDI ALI	TOWN	2,617.52	0	2,617.52	3,926.29	0	0	0	6,567.81	P : WOLCOTT ROAD	30582601	190 A BRITTANY FARMS ROAD/NEW BRITAIN/CT/6053/0
2010-01-0008728	ZAHEDI ALI	DIST	88.25	0	88.25	115.23	0	0	0	203.48	P : WOLCOTT ROAD	30582601	190 A BRITTANY FARMS ROAD/NEW BRITAIN/CT/6053/0
2011-01-0008735	ZAHEDI ALI	TOWN	2,644.08	0	2,644.08	3,490.18	0	0	0	6,158.26	P : WOLCOTT ROAD	30582601	190 A BRITTANY FARMS ROAD/NEW BRITAIN/CT/6053/0
2012-01-0008751	ZAHEDI ALI	DIST	87.39	0	87.39	119.29	0	0	0	206.68	P : WOLCOTT ROAD	30582601	190 A BRITTANY FARMS ROAD/NEW BRITAIN/CT/6053/0
2013-01-0008763	ZAHEDI ALI	TOWN	2,687.78	0	2,687.78	3,064.07	0	0	0	5,755.85	P : WOLCOTT ROAD	30582601	190 A BRITTANY FARMS ROAD/NEW BRITAIN/CT/6053/0
2014-01-0008783	ZAHEDI ALI	DIST	88.25	0	88.25	104.58	0	0	0	192.83	P : WOLCOTT ROAD	30582601	190 A BRITTANY FARMS ROAD/NEW BRITAIN/CT/6053/0
2015-01-0008822	ZAHEDI ALI	TOWN	2,671.54	0	2,671.54	1,602.92	0	0	0	4,298.46	P : WOLCOTT ROAD	30582601	190 A BRITTANY FARMS ROAD/NEW BRITAIN/CT/6053/0
2016-01-0008845	ZAHEDI ALI	DIST	85.64	0	85.64	70.65	0	0	0	156.29	P : WOLCOTT ROAD	30582601	190 A BRITTANY FARMS ROAD/NEW BRITAIN/CT/6053/0
2017-01-0008846	ZAHEDI ALI	TOWN	2,671.54	0	2,671.54	1,122.04	0	0	0	3,817.58	P : WOLCOTT ROAD	30582601	190 A BRITTANY FARMS ROAD/NEW BRITAIN/CT/6053/0
		DIST	88.52	0	88.52	41.16	0	0	0	129.68	P : WOLCOTT ROAD	30582601	190 A BRITTANY FARMS ROAD/NEW BRITAIN/CT/6053/0
		TOWN	355.44	0	355.44	85.31	0	0	0	464.75	P : WOLCOTT ROAD	30582601	190 A BRITTANY FARMS ROAD/NEW BRITAIN/CT/6053/0
		DIST	11.28	0	11.28	3.21	0	0	0	14.49	P : WOLCOTT ROAD	30582601	190 A BRITTANY FARMS ROAD/NEW BRITAIN/CT/6053/0
		TOWN	\$335.98	0	\$335.98	\$17.53	0	0	0	351.51	P : WOLCOTT ROAD	30582601	190 A BRITTANY FARMS ROAD/NEW BRITAIN/CT/6053/0
		DIST	\$10.73	0	\$10.73	\$2.00	0	0	0	12.73	P : WOLCOTT ROAD	30582601	190 A BRITTANY FARMS ROAD/NEW BRITAIN/CT/6053/0
										38,733.39			
2003-01-0003287	HALMAR INCORPORATED	TOWN	153.34	0	153.34	395.62	0	0	0	572.96	P : HOPMEADOW STREET	30840850	522 SALMON BROOK STREET/GRANBY/CT/6035/0

2004-01-0003290	HALMAR INCORPORATED	DIST	4.92	0	4.92	12.92	0	17.84	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2005-01-0003268	HALMAR INCORPORATED	TOWN	158.76	0	158.76	381.02	24	563.78	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2006-01-0003415	HALMAR INCORPORATED	DIST	5.19	0	5.19	12.69	0	17.88	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2007-01-0003205	HALMAR INCORPORATED	TOWN	161.92	0	161.92	359.46	24	545.38	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2008-01-0003211	HALMAR INCORPORATED	DIST	5.19	0	5.19	11.76	0	16.95	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2009-01-0003224	HALMAR INCORPORATED	TOWN	166.42	0	166.42	339.49	24	529.91	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2010-01-0003253	HALMAR INCORPORATED	DIST	5.86	0	5.86	12.22	0	18.08	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2011-01-0003245	HALMAR INCORPORATED	TOWN	1,750.54	0	1,750.54	3,256.01	24	5,030.55	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2012-01-0003227	HALMAR INCORPORATED	DIST	62.1	0	62.1	118.3	0	180.4	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2013-01-0003253	HALMAR INCORPORATED	TOWN	1,780.12	0	1,780.12	2,990.60	24	4,770.72	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2014-01-0003278	HALMAR INCORPORATED	DIST	60.91	0	60.91	94.11	0	115.02	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2015-01-0003285	HALMAR INCORPORATED	TOWN	1,806.74	0	1,806.74	2,710.11	24	4,516.85	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2016-01-0003262	HALMAR INCORPORATED	DIST	60.6	0	60.6	60.9	0	121.5	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2017-01-0003270	HALMAR INCORPORATED	TOWN	327.96	0	327.96	255.81	24	607.77	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2018-01-0003282	HALMAR INCORPORATED	DIST	10.51	0	10.51	8.67	0	19.18	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2019-01-0003294	HALMAR INCORPORATED	TOWN	327.78	0	327.78	196.67	24	544.45	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2020-01-0003306	HALMAR INCORPORATED	DIST	10.86	0	10.86	5.05	0	15.91	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2021-01-0003318	HALMAR INCORPORATED	TOWN	342.26	0	342.26	82.14	24	448.4	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2022-01-0003330	HALMAR INCORPORATED	DIST	10.86	0	10.86	3.1	0	13.96	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2023-01-0003342	HALMAR INCORPORATED	TOWN	\$321.60	0	\$321.60	\$16.88	24	\$338.48	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2024-01-0003354	HALMAR INCORPORATED	DIST	\$10.33	0	\$10.33	\$2.00	0	\$12.33	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2025-01-0003366	HALMAR INCORPORATED	TOWN	3,060.18	1,530.09	1,530.09	849.2	24	5,094.18	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2026-01-0003378	HALMAR INCORPORATED	DIST	677.82	0	677.82	284.68	24	962.50	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2027-01-0003390	HALMAR INCORPORATED	TOWN	707.76	0	707.76	169.87	24	901.63	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2028-01-0003402	HALMAR INCORPORATED	DIST	22.46	0	22.46	6.4	0	28.86	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2029-01-0003414	HALMAR INCORPORATED	TOWN	\$681.06	0	\$681.06	\$35.76	24	\$716.82	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2030-01-0003426	HALMAR INCORPORATED	DIST	\$21.88	0	\$21.88	\$2.30	0	\$24.18	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2031-01-0003438	HALMAR INCORPORATED	TOWN	14.62	0	14.62	38.38	24	53.00	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2032-01-0003450	HALMAR INCORPORATED	DIST	0.47	0	0.47	1.23	0	1.70	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2033-01-0003462	HALMAR INCORPORATED	TOWN	15.14	0	15.14	37.02	24	\$76.16	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2034-01-0003474	HALMAR INCORPORATED	DIST	0.49	0	0.49	1.2	0	\$1.69	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2035-01-0003486	HALMAR INCORPORATED	TOWN	15.44	0	15.44	34.97	24	\$74.41	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2036-01-0003498	HALMAR INCORPORATED	DIST	0.49	0	0.49	2	0	\$2.49	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2037-01-0003510	HALMAR INCORPORATED	TOWN	15.87	0	15.87	33.09	24	\$72.96	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2038-01-0003522	HALMAR INCORPORATED	DIST	0.56	0	0.56	2	0	\$2.56	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2039-01-0003534	HALMAR INCORPORATED	TOWN	180.26	0	180.26	335.29	24	\$539.55	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2040-01-0003546	HALMAR INCORPORATED	DIST	6.39	0	6.39	12.17	0	\$18.56	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2041-01-0003558	HALMAR INCORPORATED	TOWN	183.32	0	183.32	307.97	24	\$515.29	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2042-01-0003570	HALMAR INCORPORATED	DIST	6.39	0	6.39	11.02	0	\$17.41	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2043-01-0003582	HALMAR INCORPORATED	TOWN	186.06	0	186.06	279.09	24	\$489.15	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2044-01-0003594	HALMAR INCORPORATED	DIST	6.27	0	6.27	9.69	0	\$15.96	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2045-01-0003606	HALMAR INCORPORATED	TOWN	187.94	0	187.94	248.08	24	\$460.02	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2046-01-0003618	HALMAR INCORPORATED	DIST	6.21	0	6.21	8.48	0	\$14.69	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2047-01-0003630	HALMAR INCORPORATED	TOWN	191.04	0	191.04	217.78	24	\$432.82	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2048-01-0003642	HALMAR INCORPORATED	DIST	6.27	0	6.27	7.43	0	\$13.70	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2049-01-0003654	HALMAR INCORPORATED	TOWN	178.62	0	178.62	171.48	24	\$374.10	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2050-01-0003666	HALMAR INCORPORATED	DIST	5.84	0	5.84	5.87	0	\$11.71	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2051-01-0003678	HALMAR INCORPORATED	TOWN	177.9	0	177.9	138.76	24	\$340.66	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2052-01-0003690	HALMAR INCORPORATED	DIST	5.7	0	5.7	4.7	0	\$10.40	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2053-01-0003702	HALMAR INCORPORATED	TOWN	177.8	0	177.8	106.68	24	\$308.48	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2054-01-0003714	HALMAR INCORPORATED	DIST	5.7	0	5.7	3.68	0	\$9.38	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2055-01-0003726	HALMAR INCORPORATED	TOWN	177.8	0	177.8	74.68	24	\$276.48	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0
2056-01-0003738	HALMAR INCORPORATED	DIST	5.89	0	5.89	2.74	0	\$8.63	30840850	522 SALMON BROOK STREET /GRANBY/CT/6035/0

2012-01-0008382	WATERS WILLIAM A	TOWN	4,752.24	0	0	4,752.24	4,562.15	24	0	9,338.39	12113100	P : 8 HICKORY HILL ROAD	8 HICKORY HILL ROAD/SIMSBURY/CT/6070/0
2013-01-0008401	WATERS WILLIAM A	TOWN	155.48	0	0	155.48	156.26	0	0	311.74	12113100	P : 8 HICKORY HILL ROAD	8 HICKORY HILL ROAD/SIMSBURY/CT/6070/0
2014-01-0008435	WATERS WILLIAM A	TOWN	4,730.58	0	0	4,730.58	2,839.35	24	0	7,569.93	12113100	P : 8 HICKORY HILL ROAD	8 HICKORY HILL ROAD/SIMSBURY/CT/6070/0
2015-01-0008467	WATERS WILLIAM A	TOWN	151.65	0	0	151.65	125.11	0	0	276.76	12113100	P : 8 HICKORY HILL ROAD	8 HICKORY HILL ROAD/SIMSBURY/CT/6070/0
2016-01-0008480	WATERS WILLIAM A	TOWN	4,939.58	0	0	4,939.58	1,185.50	24	0	6,125.08	12113100	P : 8 HICKORY HILL ROAD	8 HICKORY HILL ROAD/SIMSBURY/CT/6070/0
2017-01-8492	WATERS WILLIAM A	TOWN	4,935.64	0	0	4,935.64	259.12	0	0	5,194.76	12113100	P : 8 HICKORY HILL ROAD	8 HICKORY HILL ROAD/SIMSBURY/CT/6070/0
			158.56			158.56	16.65			44,909.76			
2012-01-0004937	BEDNARCZYK SUSAN M	TOWN	4,013.52	0	0	4,013.52	3,852.98	24	0	7,866.50	30107200	P : 119 EAST WEATOGUE STREET	119 EAST WEATOGUE STREET/SIMSBURY/CT/6070/0
2013-01-0005055	BEDNARCZYK SUSAN M	TOWN	3,997.38	0	0	3,997.38	3,117.96	24	0	7,195.34	30107200	P : 119 EAST WEATOGUE STREET	119 EAST WEATOGUE STREET/SIMSBURY/CT/6070/0
2014-01-0005020	BEDNARCZYK SUSAN M	TOWN	3,995.24	0	0	3,995.24	2,397.14	24	0	6,416.38	30107200	P : 119 EAST WEATOGUE STREET	119 EAST WEATOGUE STREET/SIMSBURY/CT/6070/0
2015-01-0005028	BEDNARCZYK SUSAN M	TOWN	3,995.24	0	0	3,995.24	1,678.00	24	0	5,697.24	30107200	P : 119 EAST WEATOGUE STREET	119 EAST WEATOGUE STREET/SIMSBURY/CT/6070/0
2016-01-0005025	BEDNARCZYK SUSAN M	TOWN	4,171.74	0	0	4,171.74	1,001.21	24	0	5,196.95	30107200	P : 119 EAST WEATOGUE STREET	119 EAST WEATOGUE STREET/SIMSBURY/CT/6070/0
2017-01-524	BEDNARCZYK SUSAN M	TOWN	4,278.62	0	0	4,278.62	224.63	0	0	4,503.25	30107200	P : 119 EAST WEATOGUE STREET	119 EAST WEATOGUE STREET/SIMSBURY/CT/6070/0
			137.45			137.45	14.43			351.88			
										\$38,067.31			
2014-01-0003979	KAVANAH SHEILA ANNE AND MAUREEN T	TOWN	3,048.30	0	2,729.48	318.82	28.69	24	0	371.51	31052570	P : 20 Tanager Circle	10 ARBOR WAY/JAMAICA PLAIN/MA/2130/0
2015-01-0003997	KAVANAH SHEILA ANNE AND MAUREEN T	TOWN	3,048.30	0	0	3,048.30	1,280.29	24	0	4,352.59	31052570	P : 20 Tanager Circle	10 ARBOR WAY/JAMAICA PLAIN/MA/2130/0
2016-01-0003963	KAVANAH SHEILA ANNE AND MAUREEN T	TOWN	3,182.98	0	0	3,182.98	763.91	24	0	3,970.89	31052570	P : 20 Tanager Circle	10 ARBOR WAY/JAMAICA PLAIN/MA/2130/0
2017-01-3962	KAVANAH SHEILA ANNE AND MAUREEN T	TOWN	\$3,522.92	0	0	\$3,522.92	\$184.95	0	0	\$3,707.87	31052570	P : 20 Tanager Circle	10 ARBOR WAY/JAMAICA PLAIN/MA/2130/0
			\$113.17			\$113.17	\$11.88			\$12,805.69			
2014-01-0005646	MYKETYK JOHN AND JACQUELINE D	TOWN	3,938.80	0	1,227.65	2,711.15	854.01	24	0	3,589.16	31434400	P : 198 STRATTON BROOK ROAD	198 STRATTON BROOK ROAD/WEST SIMSBURY/CT/6092/0
2015-01-0005655	MYKETYK JOHN AND JACQUELINE D	TOWN	3,938.80	0	0	3,938.80	1,654.30	24	0	5,617.10	31434400	P : 198 STRATTON BROOK ROAD	198 STRATTON BROOK ROAD/WEST SIMSBURY/CT/6092/0
2016-01-0005621	MYKETYK JOHN AND JACQUELINE D	TOWN	4,112.82	0	0	4,112.82	997.08	24	0	5,123.90	31434400	P : 198 STRATTON BROOK ROAD	198 STRATTON BROOK ROAD/WEST SIMSBURY/CT/6092/0
2017-01-5620	MYKETYK JOHN AND JACQUELINE D	TOWN	3,981.08	0	0	3,981.08	209.01	0	0	4,190.09	31434400	P : 198 STRATTON BROOK ROAD	198 STRATTON BROOK ROAD/WEST SIMSBURY/CT/6092/0
			127.89			127.89	13.43			19,020.50			
2012-01-0007056	SAMUELS MENACHEM MENDEL AND BLUMAY	TOWN	5,076.30	0	2,538.15	2,538.15	2,322.41	24	0	4,884.56	31835200	P : 21 MOUNTAIN VIEW ROAD	141 HOPMEADOW STREET/WEATOGUE/CT/6089/0
2013-01-0007080	SAMUELS MENACHEM MENDEL AND BLUMAY	TOWN	5,055.88	0	0	5,055.88	3,943.59	24	0	9,023.07	31835200	P : 21 MOUNTAIN VIEW ROAD	141 HOPMEADOW STREET/WEATOGUE/CT/6089/0
			161.99	0	0	161.99	133.64	0	0	295.63			
										14,203.66			
							Owner	Homes		\$129,006.92			

January 31, 2019

***VIA REGULAR MAIL and
CERTIFIED MAIL RETURN
RECEIPT REQUESTED***

NAME
STREET ADDRESS
TOWN, STATE ZIP CODE

Re: Notice of Demand for Payment for Taxes Due
PROPERTY ADDRESS, Simsbury, Connecticut

To Whom It May Concern:

This is to inform you that the Town of Simsbury (the "Town") has retained Updike, Kelly & Spellacy, P.C. to collect amounts due and owing on outstanding real estate taxes, and, if applicable, sewer use, sewer assessment and other charges due to the Town of Simsbury.

In accordance with Connecticut General Statute §12-155, you are hereby demanded to make payment for the taxes and other charges due to the Tax Collector, amounts of said taxes and charges being levied on the above property and listed on the attached page, plus interest and fees.

The amount due as of January 31, 2019 is **\$DELINQUENT AMOUNT**. This amount due includes interest, fees and charges as of January 31, 2019 only. Additional interest, charges, fees and collection costs will accrue on properties subject to tax sale.

Be advised that if your payment IN FULL is not received by 1:00 p.m. on February 15, 2019, the Town of Simsbury will proceed with a Tax Sale (public auction) of your property. This is being done in accordance with Connecticut General Statute §12-157 to enforce collection of the amounts due. Payment in full is required to remove your property from the sale. Partial payments or pledges of future payments will not prevent our including the property in the sale.

If you have filed a formal appeal of your property tax assessment, and are paying your statutory obligation under Conn. Gen. Stat. §12-117a, please advise us immediately as my clients records do not indicate this to be the case.

Payment should be remitted to my attention at Updike, Kelly & Spellacy, P.C., 100 Pearl Street, P.O. Box 231277, Hartford, Connecticut 06123-1277, or you may pay in person at the Town of Simsbury Tax Collectors office at 933 Hopmeadow Street, Simsbury, Connecticut. Any outstanding sewer use or other charges, or marshal fees due at the time of the sale, will also be

Page 2
January 31, 2019

collected in full at the sale. Also note that additional collection costs and charges may accrue prior to **February 15, 2019**, as title searches of sale properties are presently being requested. You will be responsible for payment of these costs, as well as all costs that accrue once the tax sale process has commenced.

You will receive a series of mailings from us prior to the tax sale. Questions concerning the sale should be directed to the undersigned.

You will receive duplicate copies of this notice; one by regular mail, and one by certified mail.

Please give me a call immediately to discuss the resolution of this matter without the need to commence legal proceedings.

Respectfully,
Town of Simsbury

Robert M. DeCrescenzo, Esq.
Town Attorney

RMDe/psm

Draft 2019 Simsbury Tax Sale Calendar

Sale Date: May 18, 2019

On or before January 31, 2019	Finalize List of 20 Properties Calculate Initial amounts due for Demand Notice Initiate title search on each property Prepare documents, database and mailings
January 31, 2018	Mail Demand Notice (15 days to pay)
30 Days	Prepare Preliminary Information Packet
February 15, 2019	Last day to pay on Demand Notices
Two weeks from Demand Notice	Review Title Searches Prepare legal descriptions of properties Prepare list of lienholders for mailings Prepare preliminary bids Prepare First Notices of Sale for filing, mailing and posting
March 1, 2019	1st Notice of Sale
11 weeks prior to the sale date	Post 1 st Notice of Sale on Town Hall Bulletin Board File 1 st Notice of Sale in the Town Clerk's Office Mail 1 st Notice of Sale to Taxpayers & all lienholders, encumbrancers, Post 1 st Notice of Sale and related materials on website 1 st Publication of the Notice of Sale in the Newspaper
April 1, 2019	2nd and 3rd Notices of Sale
to	Send and publish notices as required by General Statutes section 12-157
May 1, 2019	
May 18, 2019	TAX SALE DATE Bidder registration, 9 a.m. Tax Sale, 10 a.m., Town Hall



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY TAX SALE POLICY

Adopted by the Board of Selectmen on July 9, 2018

I. Purpose

The purpose of this policy is to establish parameters for conducting tax sales for properties seriously delinquent in their property tax payments, sewer use fees or sewer assessments.

II. Background

Pursuant to CGS §12-155, the Collector of Revenue “may enforce by levy and sale any lien upon real estate for such taxes or he may levy upon and sell such interest of such person in any real estate as exists at the date of the levy,” the process for which is set forth in CGS §12-157, Method of selling real estate for taxes.

A tax sale is a public auction of property for which the owner has failed to pay property taxes, sewer use fees or sewer assessments owed to a municipality. The tax collector of the municipality arranges and conducts the tax sale personally or through an attorney.

III. Policy

Tax sales will only be conducted on seriously delinquent accounts. Accounts will be considered seriously delinquent if:

1. A real estate delinquency on a single parcel is at least 3 Grand Lists late or \$25,000, whichever is first; or
2. A real estate delinquency on a single parcel which is abandoned or any vacant land and one year delinquent regardless of tax amount due; or
3. A sewer use fee or sewer assessment that is 5 years delinquent regardless of the amount due.

IV. Process

In the ordinary course of business the Collector of Revenue will do, or cause to be done the following:

1. Mail property tax bills to all owners of record, as set out in the Grand List and the subsequent Rate Book/Bill, at their last known address;
2. Mail delinquent bills/reminders in August and February, and when partial payments are made;

3. Use due diligence to research new addresses and/or new owners;
4. Mail Demand Notices in October and Demand Notices again in April; and
5. Mail Intent to Lien Notices in April and file liens on the land records in May.

Each September and February, the Collector of Revenue will attend to seriously delinquent accounts, as defined in Section III of this policy, on a more intense basis. The Collector of Revenue will take the following steps to encourage payment on seriously delinquent accounts:

1. Construct reports listing the parcels/owners which meet the above criteria;
2. Research contact information and make contact with the owners either in writing or by phone.
3. Issue a demand specifying the tax sale as a consequence.

If the record owner does not satisfy the debt, the Collector of Revenue shall meet and confer with the Finance Director and Town Manager to review all seriously delinquent accounts and determine if enforced action is warranted. Should the Town Manager determine that enforced action is warranted, he or she will advance the recommended properties to the Board of Selectmen for consideration of a tax sale.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Quarterly Budget Status Report
2. **Date of Board Meeting:** January 28, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Amy N. Meriwether, Finance Director/Treasurer
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
No action is needed. This item is informational only. The Board of Finance reviewed these materials at their January 15, 2019 meeting.

5. **Summary of Submission:**

General Fund Overview

The fiscal year 2018/2019 general fund budget is proceeding without issue. As of December 31, 2018, revenues total \$51,468,957 or 53% of the budget. Expenditures total \$41,022,265 or 43% of the budget. Below is a summary of budgetary highlights:

- Tax Revenue – Collections total \$48,681,665 or 55% of budget.
- Education Cost Sharing Grant – The State of Connecticut is estimating Simsbury's FY2018/19 entitlement to be \$6,039,516. This exceeds budgetary estimates of \$5,402,105 by \$637,411.
- Investment Revenue – Investment earnings were budgeted at \$175,000. Interest earnings to date total \$158,308 or 90% of budget.
- The State owned property exemption revenue was budgeted at \$2,339. Actual payments received totaled \$35,655 or \$33,316 in excess of budgetary estimates.
- CIRMA Distribution – The Town received \$38,301 as part of its participation in CIRMA's Member's Equity Distribution program. These funds were not included in the FY2018/19 budget, and therefore, is excess revenue to the Town.
- FEMA Reimbursement – The Town received notification on December 10, 2018 that we will be receiving a reimbursement for the October 2011 winter storm in the amount of \$119,933. These are unanticipated funds and will be in excess of the FY2018/19 budgeted revenues.

- Expenditures are proceeding according to budget and there are not items of note at this time.

Simsbury Farms Overview

The Simsbury Farms Fund expenditures exceeded revenues by \$424,454 as of December 31, 2018. Fund balance decreased from \$30,679 to (\$393,775).

In comparison to the same period last year, revenues are down \$70,083, not including the general fund contribution. The following revenue line items make up the majority of this decrease: Golf Course Fees (\$60,998), and Restaurant Revenue (\$19,186). Poor weather severely and negatively impacted golf course revenues. The payment for the golf course restaurant lease has since been received.

Expenditures increased \$46,580 compared to the same period last year. The breakdown of the increase is as follows:

- Increase in Simsbury Farms Administration expenditures of \$34,837 mainly related to timing of expenditure payments. Insurance expenditures were paid earlier in the current year than that of the prior year.
- Increase in Special Program expenditures of \$10,853 due to a ski program that was offered in the current year but not offered in the prior year.
- Increase in Simsbury Farms Complex expenditures of \$16,492 due to an increase in seasonal staff wages.
- Decrease in Golf Course expenditures of \$15,602 due to a decrease in agriculture supply purchases.

Capital Projects

The Simsbury Farms Golf Course Improvements, Fund 524, is showing a negative/over budget balance of \$9,609 for work performed on the fifth hole of the golf course. This work is being reimbursed by the Simsbury Farms Men's club.

In accordance with Town policy, if no expenditures have been incurred against a capital project for a period of two years the funding is automatically returned to the General Fund or subject to re-appropriation. There are two projects approved in FY16 that fall within these guidelines:

- Hopmeadow/Center Area Sewer Repairs –\$135,000
- Weatogue Planning Route 10 and Code Prep –\$57,000

Management requested the re-appropriation of these projects for completion by the end of calendar year 2019. This request was approved by the Board of Finance at their January 15, 2019 regular meeting.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

- a) General Fund Statement of Revenues
- b) General Fund Statement of Expenditures
- c) Simsbury Farms Statement of Revenues, Expenditures and Changes in Fund Balance
- d) Capital Projects Summary

**Town of Simsbury
General Fund
Statement of Revenues
For the Period Ended December 31, 2018**

	2019 Budget	2019 Actual	Budget Variance	Percent of Budget	Dec 31 Estimated	Estimated Variance	Percent of Estimated
General Government							
Tax Department	\$ 87,800,198	\$ 48,681,665	\$ 39,118,533	45%	\$ 43,900,099	\$ 4,781,566	111%
Building Department	798,000	342,899	455,101	57%	375,000	(32,101)	91%
Town Clerk	598,700	257,747	340,953	57%	265,390	(7,643)	97%
Finance Department	394,065	402,096	(8,031)	-2%	418,136	(16,040)	96%
Assessor's Office	144,539	35,655	108,884	75%	68,855	(33,200)	52%
Town Manager's Office	125,000	124,500	500	0%	124,500	0	100%
Land Use Commission	30,000	12,596	17,404	58%	12,000	596	105%
Miscellaneous	-	38,198	(38,198)	0%	-	38,198	0%
Total General Government	89,890,502	49,895,357	39,995,145	44%	45,163,980	4,731,378	110%
Public Safety							
Police Department	63,563	5,702	57,861	91%	10,500	(4,798)	54%
Animal Control	500	180	320	64%	270	(90)	67%
Total Public Safety	64,063	5,882	58,181	91%	10,770	(4,888)	55%
Public Works							
Eno Memorial Hall	2,500	1,000	1,500	60%	1,250	(250)	80%
Engineering	350	175	175	50%	175	(0)	100%
Highway Department	-	3,013	(3,013)	0%	-	3,013	0%
Landfill	-	370	(370)	0%	-	370	0%
Total Public Works	2,850	4,557	(1,707)	-60%	1,425	3,132	320%
Health & Welfare							
Elderly/Handicapped Transport	6,000	-	6,000	100%	-	-	0%
Total Health & Welfare	6,000	-	6,000	100%	-	-	0%
Culture & Recreation							
Library	49,000	13,627	35,373	72%	24,500	(10,873)	56%
Community Gardens	2,500	-	2,500	100%	-	-	0%
Memorial Pools & Fields	1,500	1,050	450	30%	900	150	117%
Total Culture & Recreation	53,000	14,677	38,323	72%	25,400	(10,723)	58%
Education							
Public Schools	5,501,954	1,548,484	3,953,470	72%	1,552,484	(4,000)	100%
Total Education	5,501,954	1,548,484	3,953,470	72%	1,552,484	(4,000)	100%
Intergovernmental							
Transfer In - Designated Fund Balance	1,000,000	-	1,000,000	100%	-	-	0%
Total Intergovernmental	1,000,000	-	1,000,000	100%	-	-	0%
Total Revenues	\$ 96,518,369	\$ 51,468,957	\$ 45,049,412	47%	\$ 46,754,059	\$ 4,714,899	110%

Town of Simsbury
General Fund
Statement of Expenditures
For the Period Ended December 31, 2018
With Comparative Totals For the Period Ended December 31, 2017

	2019 Budget	2019 Actual	Budget Variance	Percent of Budget	2018 Actual	Actuals Variance
General Government						
Town Manager's Office	\$ 456,825	\$ 233,283	\$ 223,542	51%	\$ 302,232	\$ (68,949)
Finance Department	322,007	155,540	166,467	48%	146,067	9,473
Building Department	291,911	134,089	157,822	46%	98,363	35,726
Assessor's Office	252,546	126,547	125,999	50%	128,412	(1,864)
Town Clerk	226,809	104,515	122,294	46%	105,319	(805)
Information Technology	204,413	80,778	123,635	40%	69,949	10,828
Community Development	188,539	92,026	96,513	49%	87,312	4,713
Planning Department	173,430	56,648	116,782	33%	80,168	(23,520)
Tax Department	168,126	92,228	75,898	55%	96,694	(4,466)
Legal Services	151,000	66,656	84,344	44%	104,913	(38,257)
Elections Administration	120,572	72,687	47,885	60%	56,871	15,817
Community Services	108,872	83,872	25,000	77%	52,015	31,857
Administrative Services	98,889	39,758	59,131	40%	29,894	9,865
Economic Development Commission	46,000	45,000	1,000	98%	45,379	(379)
Audit Services	38,000	35,000	3,000	92%	31,600	3,400
Land Use Commission	22,100	4,599	17,501	21%	7,158	(2,559)
Board of Finance	6,600	715	5,885	11%	751	(35)
Regional Probate Court	5,426	-	5,426	0%	-	-
Historic District Commission	1,400	61	1,339	4%	162	(101)
Public Buildings Commission	1,225	765	460	62%	753	12
Tourism Commission	645	-	645	0%	1	(1)
Total General Government	<u>2,885,335</u>	<u>1,424,769</u>	<u>1,460,566</u>	<u>49%</u>	<u>1,444,014</u>	<u>(19,246)</u>
Public Safety						
Police Department	4,784,371	2,301,182	2,483,189	48%	2,329,871	(28,689)
Animal Control	70,581	34,588	35,993	49%	33,294	1,294
Emergency Management	6,685	4,853	1,832	73%	-	4,853
Total Public Safety	<u>4,861,637</u>	<u>2,340,623</u>	<u>2,521,014</u>	<u>48%</u>	<u>2,363,165</u>	<u>(22,542)</u>
Public Works						
Highway Department	2,970,226	1,382,568	1,587,658	47%	1,178,390	204,178
Buildings & Maintenance	479,657	225,529	254,128	47%	219,781	5,747
Public Works Administration	270,179	118,807	151,372	44%	127,316	(8,509)
Engineering	265,288	128,834	136,454	49%	135,992	(7,158)
Town Office Buildings	145,890	33,176	112,714	23%	58,398	(25,222)
Library	131,639	41,644	89,995	32%	49,452	(7,809)
Eno Memorial Hall	71,975	19,093	52,882	27%	21,842	(2,749)
Landfill	71,500	57,578	13,922	81%	13,178	44,400
Other Buildings	32,272	7,790	24,482	24%	6,776	1,014
Memorial Pool	24,716	18,648	6,068	75%	20,919	(2,271)
Total Public Works	<u>4,463,342</u>	<u>2,033,666</u>	<u>2,429,676</u>	<u>46%</u>	<u>1,832,043</u>	<u>201,622</u>
Health & Welfare						
Social Service Administration	258,572	102,285	156,287	40%	103,197	(912)
Senior Center Services	152,720	71,271	81,449	47%	73,656	(2,385)
Health Department	134,239	67,120	67,120	50%	65,131	1,989
Transportation Services	123,621	42,128	81,493	34%	51,089	(8,961)
Outreach Services - Elderly	24,408	11,677	12,731	48%	11,523	155
Total Health & Welfare	<u>693,560</u>	<u>294,481</u>	<u>399,079</u>	<u>42%</u>	<u>304,596</u>	<u>(10,114)</u>
Culture & Recreation						
Library	1,474,097	752,975	721,122	51%	684,517	68,458
Parks & Open Space	674,541	307,707	366,834	46%	322,904	(15,197)
Recreation Administration	49,522	24,336	25,186	49%	29,290	(4,954)
Memorial Pool	28,692	19,971	8,721	70%	17,071	2,900
Memorial Field	26,951	8,207	18,744	30%	11,249	(3,042)
Beautification Committee	4,620	1,935	2,685	42%	1,418	517
Total Culture & Recreation	<u>2,258,423</u>	<u>1,115,131</u>	<u>1,143,292</u>	<u>49%</u>	<u>1,066,449</u>	<u>48,682</u>

**Town of Simsbury
General Fund
Statement of Expenditures
For the Period Ended December 31, 2018
With Comparative Totals For the Period Ended December 31, 2017**

	2019 Budget	2019 Actual	Budget Variance	Percent of Budget	2018 Actual	Actuals Variance
Education						
Board of Education	69,693,042	25,329,180	44,363,862	36%	30,944,717	(5,615,538)
Total Education	<u>69,693,042</u>	<u>25,329,180</u>	<u>44,363,862</u>	<u>36%</u>	<u>30,944,717</u>	<u>(5,615,538)</u>
Intergovernmental						
Employee Benefits	4,781,745	3,138,033	1,643,712	66%	2,970,797	167,236
Insurance	485,715	372,395	113,320	77%	432,621	(60,226)
Transfer Out - Health Insurance Fund	-	1,000,000	(1,000,000)	0%	-	1,000,000
Transfer Out - Capital Projects	1,741,500	1,741,500	-	100%	315,000	1,426,500
Transfer Out - Simsbury Farms	100,000	100,000	-	100%	70,000	30,000
Transfer Out - Contingency Reserve	89,670	-	89,670	0%	-	-
Transfer Out - CNR 2014	-	-	-	0%	83,250	(83,250)
Transfer Out - CNR 2016	83,250	83,250	-	100%	83,250	-
Transfer Out - CNR 2019	83,250	83,250	-	100%	-	83,250
Transfer Out - CNR 2015	83,250	83,250	-	100%	83,250	-
Transfer Out - CNR 2018	83,250	83,250	-	100%	83,250	-
Transfer Out - CNR 2017	68,300	68,300	-	100%	68,300	-
Total Intergovernmental	<u>7,599,930</u>	<u>6,753,228</u>	<u>846,702</u>	<u>89%</u>	<u>4,189,718</u>	<u>2,563,510</u>
Debt Service						
Principal	3,365,000	1,595,000	1,770,000	47%	1,100,000	495,000
Interest	698,100	136,188	561,913	20%	393,001	(256,814)
Total Debt Service	<u>4,063,100</u>	<u>1,731,188</u>	<u>2,331,913</u>	<u>43%</u>	<u>1,493,001</u>	<u>238,186</u>
Total Expenditures	\$ <u>96,518,369</u>	\$ <u>41,022,265</u>	\$ <u>55,496,104</u>	<u>43%</u>	\$ <u>43,637,704</u>	\$ <u>(2,615,439)</u>

Town of Simsbury
Simsbury Farms
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2018
With Comparative Totals for the Period Ended December 31, 2017

	<u>2019 Budget</u>	<u>2019 Actual</u>	<u>2018 Actual</u>	<u>Actuals Variance</u>
Revenues				
Recreation Programs				
Special Programs	\$ 424,200	\$ 106,339	\$ 90,356	\$ 15,983
Sponsorships/Advertising	4,500	-	-	-
Playgrounds	-	9,487	15,705	(6,217)
Total Recreation Programs	<u>428,700</u>	<u>115,827</u>	<u>106,060</u>	<u>9,766</u>
Simsbury Farms Complex				
Skating	218,000	49,640	48,531	1,109
Simsbury Farms Pools	189,400	46,543	40,517	6,027
Vending	29,900	14,293	13,059	1,234
Court Rental	24,000	18,659	21,375	(2,716)
Apple Barn Rental	3,500	1,347	1,746	(399)
Miscellaneous	-	20	2,091	(2,071)
Total Simsbury Farms Complex	<u>464,800</u>	<u>130,502</u>	<u>127,319</u>	<u>3,184</u>
Golf Course				
Golf Course Fees	920,000	342,705	403,704	(60,998)
Golf Surcharge	42,000	15,091	17,939	(2,848)
Miscellaneous	26,500	3,000	22,186	(19,186)
Total Golf Course	<u>988,500</u>	<u>360,796</u>	<u>443,829</u>	<u>(83,032)</u>
Intergovernmental				
Transfer In - General Fund	100,000	100,000	70,000	30,000
Total Intergovernmental	<u>100,000</u>	<u>100,000</u>	<u>70,000</u>	<u>30,000</u>
Total Revenues	<u>1,982,000</u>	<u>707,125</u>	<u>747,208</u>	<u>(40,083)</u>
Expenditures				
Golf Course	901,398	470,450	486,052	(15,602)
Simsbury Farms Complex	479,736	265,092	248,601	16,492
Special Programs	388,078	268,236	257,382	10,853
Simsbury Farms Administration	212,771	127,801	92,964	34,837
Total Expenditures	<u>1,981,983</u>	<u>1,131,579</u>	<u>1,084,999</u>	<u>46,580</u>
Net Change in Fund Balance	17	(424,454)	(337,791)	
Fund Balance - 7/1	<u>30,679</u>	<u>30,679</u>	<u>30,679</u>	
Fund Balance - 12/31	<u>\$ 30,696</u>	<u>\$ (393,775)</u>	<u>\$ (307,112)</u>	

**Town of Simsbury
Capital Project Funds
Schedule of Expenditures Compared with Appropriations
For the Period Ended December 31, 2018**

Fund	Inception Year	Expected Completion	Project	Appropriations			Expenditures			Encumbrances December 31, 2018	Uncommitted Balance December 31, 2018
				Balance June 30, 2018	Current Year	Balance June 30, 2018	Balance June 30, 2018	Current Year	Balance December 31, 2018		
Sewer Fund Projects											
319	FY10	December 2019	Project 2010 - Phelps	\$ 260,000.00	\$ (15,000.00)	\$ 245,000.00	\$ 162,221.04	\$ 69,320.40	\$ 231,541.44	\$ 3,200.00	\$ 10,258.56
315	FY13	April 2019	Project 2013 - Bushy	272,320.00	15,000.00	287,320.00	266,376.77	4,000.00	270,376.77	-	16,943.23
321	FY13	Completed	Wolcott Pump Station	1,378,500.00	-	1,378,500.00	1,008,080.31	30,502.00	1,038,582.31	10,625.00	329,292.69
390	FY15	Completed	Sewer Main Extensions	156,000.00	-	156,000.00	56,879.69	99,119.94	155,999.63	-	0.37
513	FY16	2020	Sewer Main Extensions - Waterset	371,000.00	-	371,000.00	-	251,406.26	251,406.26	-	119,593.74
515	FY16	Fall 2019	Hopmeadow/Center Area Sewer repairs	135,000.00	-	135,000.00	-	-	-	-	135,000.00
540	FY17	Completed	Sewer Main Extensions/Repairs - Massaco St.	104,000.00	-	104,000.00	83,593.00	-	83,593.00	-	20,407.00
541	FY17	Fall 2019	Hopmeadow/Center Area Sewer Repairs	100,000.00	-	100,000.00	-	-	-	-	100,000.00
543	FY17	Completed	Oxidation Ditch Dissolved Oxygen Control	27,000.00	-	27,000.00	16,119.64	-	16,119.64	-	10,880.36
558	FY18	Summer 2019	36 Drake Hill Rd Dike Analysis	75,000.00	-	75,000.00	-	-	-	-	75,000.00
559	FY18	Spring 2019	Phosphorus Removal Analysis	150,000.00	-	150,000.00	-	-	-	-	150,000.00
560	FY18	Completed	Hayes Road Pump	45,000.00	-	45,000.00	20,004.35	-	20,004.35	-	24,995.65
561	FY18	Fall 2019	Tariffville Area Sewer	100,000.00	-	100,000.00	-	-	-	-	100,000.00
562	FY18	Spring 2019	WPC Plan update	100,000.00	-	100,000.00	-	-	-	-	100,000.00
326	FY19	June 2019	Jet/Flush Truck	-	175,000.00	175,000.00	-	-	-	-	175,000.00
332	FY19	Fall 2020	Tariffville Sewer	-	100,000.00	100,000.00	-	-	-	-	100,000.00
334	FY19	June 2019	Primary Clarifier	-	75,000.00	75,000.00	-	-	-	-	75,000.00
335	FY19	June 2019	Plant H2O Sys Rehab	-	80,000.00	80,000.00	-	-	-	-	80,000.00
Town Projects											
281-44110	FY13	December 2019	Town Security Measures	77,600.00	-	77,600.00	46,383.51	-	46,383.51	-	31,216.49
336	FY14	December 2019	Open Space - Betty Hudson Property	275,000.00	-	275,000.00	243,101.19	4,035.00	247,136.19	-	27,863.81
340	FY15	December 2019	Center Area Charrette Infrastructure	540,000.00	-	540,000.00	279,884.44	-	279,884.44	-	260,115.56
346	FY14	December 2019	Senior/Community Center Design	321,698.56	-	321,698.56	155,488.93	6,069.00	161,557.93	-	160,140.63
355	FY14	January 2019	Town Teledata	125,000.00	-	125,000.00	122,627.12	-	122,627.12	-	2,372.88
383	FY15	Completed	Multi Use Trail Connections/Master Plan Updates	212,000.00	-	212,000.00	82,118.24	-	82,118.24	-	129,881.76
385	FY15	December 2019	Bridge Improvements (Design-FY15)	115,000.00	-	115,000.00	48,319.34	-	48,319.34	-	66,680.66
387	FY15	September 2019	Technology Infrastructure	635,395.17	-	635,395.17	495,359.12	-	495,359.12	-	140,036.05
502	FY16	Completed	Park Improvements	508,000.00	-	508,000.00	456,086.09	51,914.00	508,000.09	-	(0.09)
504	FY16	December 2019	Weatogue Planning Route 10 and Code Prep	57,000.00	-	57,000.00	-	-	-	-	57,000.00
506	FY16	January 2019	Municipal Building Renovations	50,000.00	-	50,000.00	35,787.44	11,112.56	46,900.00	-	3,100.00
509	FY16	December 2019	Town Hall Site and Safety Improvements	45,000.00	-	45,000.00	11,120.31	2,250.00	13,370.31	-	31,629.69
510	FY16	May 2019	Portable Generator / Generator Infrastructure	80,000.00	-	80,000.00	48,317.20	7,008.00	55,325.20	-	24,674.80
511	FY16	December 2019	Project Planning Fund	28,000.00	-	28,000.00	9,800.00	-	9,800.00	-	18,200.00
522	FY17	Completed	Veterans Memorial (STEAP Grant)	480,495.00	-	480,495.00	412,978.28	-	412,978.28	-	67,516.72
523	FY17	December 2020	Multi-Use Connections & Master Plan Updates	1,160,000.00	-	1,160,000.00	40,245.69	41,472.06	81,717.75	-	1,078,282.25
524	FY17	Completed	SF Golf Course Improvements	125,000.00	-	125,000.00	92,642.28	41,966.39	134,608.67	-	(9,608.67)
525	FY17	Completed	Greenway Improvements	240,000.00	-	240,000.00	237,474.91	-	237,474.91	-	2,525.09
526	FY17/FY18	December 2019	Open Space Planning Improvements	540,000.00	-	540,000.00	49,566.52	12,650.50	62,217.02	-	477,782.98
527	FY17	May 2019	Street Lighting Purchase / Lighting Improvements	937,321.92	-	937,321.92	872,935.86	2,607.50	875,543.36	-	61,778.56
528	FY17	Completed	Highway Pavement Management	2,500,000.00	-	2,500,000.00	2,395,571.42	101,359.32	2,496,930.74	-	3,069.26
529	FY17/FY18	December 2022	Dam Evaluations and Repairs	220,000.00	-	220,000.00	78,219.83	18,373.00	96,592.83	-	123,407.17
530	FY17	July 2019	Public Works Complex Infrastructure Improvements	450,000.00	-	450,000.00	184,092.87	-	184,092.87	-	265,907.13
531	FY17	December 2019	Town Hall Site and Safety Improvements	385,000.00	-	385,000.00	-	-	-	-	385,000.00
532	FY17/FY18	Completed	Plan of Conservation & Development	165,000.00	-	165,000.00	86,830.16	-	86,830.16	-	78,169.84
533	FY17	May 2019	Portable Generator Infrastructure	175,000.00	-	175,000.00	20,477.16	-	20,477.16	-	154,522.84
536	FY17	December 2019	Land Use Studies	92,500.00	-	92,500.00	-	-	-	9,500.00	83,000.00
544	FY17	November 2019	Storage Building	65,000.00	-	65,000.00	-	-	-	-	65,000.00
547	FY18	Completed	SF Rink/Pool Improvements	950,000.00	-	950,000.00	897,516.79	24,649.55	922,166.34	-	27,833.66
548	FY18	Completed	Park Improvements	311,000.00	-	311,000.00	277,152.85	29,676.18	306,829.03	-	4,170.97
549	FY18	December 2019	Street Lighting Purchase / Lighting Improvements	400,000.00	-	400,000.00	-	-	-	-	400,000.00
550	FY18	June 2019	Iron Horse Blvd Playground Renovation	298,000.00	-	298,000.00	234,510.41	1,800.00	236,310.41	-	61,689.59
551	FY18	December 2019	Finance Security Upgrades	230,000.00	-	230,000.00	74,822.59	4,097.54	78,920.13	-	151,079.87
552	FY18	June 2019	Eno Memorial Hall Renovations	300,000.00	-	300,000.00	2,576.59	224,109.72	226,686.31	-	73,313.69
553	FY18	July 2019	Cold Storage Facility	380,000.00	-	380,000.00	-	-	-	-	380,000.00

**Town of Simsbury
Capital Project Funds
Schedule of Expenditures Compared with Appropriations
For the Period Ended December 31, 2018**

Fund	Inception Year	Expected Completion	Project	Appropriations			Expenditures			Encumbrances December 31, 2018	Uncommitted Balance December 31, 2018
				Balance June 30, 2018	Current Year	Balance June 30, 2018	Balance June 30, 2018	Current Year	Balance December 31, 2018		
554	FY18	December 2019	Town Facilities Master Plan	400,000.00		400,000.00	8,640.17	-	8,640.17	-	391,359.83
555	FY18	September 2019	Library Interior/Parking Renovations	584,500.00		584,500.00	13,040.00	-	13,040.00	-	571,460.00
556	FY18	August 2019	Library Lower Level Improvements	906,048.00		906,048.00	82.61	5,625.23	5,707.84	658,100.00	242,240.16
557	FY18	December 2019	Zoning Regulation Update	65,000.00		65,000.00	-	-	-	-	65,000.00
564	FY18	June 2020	Bridge Improvements	805,000.00		805,000.00	-	-	-	-	805,000.00
565	FY18	June 2019	Drainage Improvements	125,000.00		125,000.00	81,903.81	41,223.87	123,127.68	-	1,872.32
325	FY19	August 2019	Sidewalk Resurface		250,000.00	250,000.00	-	22,642.00	22,642.00	-	227,358.00
338	FY19	June 2019	Ashbore Tree Mig		85,000.00	85,000.00	8,000.00	-	8,000.00	77,000.00	-
342	FY19	December 2023	Multi-Use Trail		1,020,000.00	1,020,000.00	-	-	-	-	1,020,000.00
345	FY19	June 2019	Highway Pavement Management		845,000.00	845,000.00	-	576,898.92	576,898.92	-	268,101.08
538	FY19	July 2019	Greenway Improvements		275,000.00	275,000.00	-	-	-	-	275,000.00
Education Projects											
377	FY14	June 2019	Boiler Replacement Squadron Line	850,000.00		850,000.00	742,716.45	-	742,716.45	-	107,283.55
393	FY15	Completed	HJMS Phase 1A	1,255,000.00		1,255,000.00	1,168,299.83	-	1,168,299.83	-	86,700.17
394	FY15/FY16	June 2019	SHS Turf Field Replacement	910,000.00		910,000.00	862,911.19	-	862,911.19	-	47,088.81
395	FY15	Completed	Squadron Line Main Office Project	1,050,000.00		1,050,000.00	867,602.43	-	867,602.43	-	182,397.57
519	FY16	Completed	District Network Infrastructure	200,000.00		200,000.00	188,776.96	-	188,776.96	11,223.04	-
520	FY16/FY17	January 2020	Climate Control Phases 1 (FY16) & 2 (FY17)	3,100,000.00		3,100,000.00	2,171,928.14	11,065.00	2,182,993.14	-	917,006.86
521	FY16	January 2020	Central School Roof Replacement	770,000.00		770,000.00	620,602.49	-	620,602.49	-	149,397.51
545	FY17	Completed	District Network Infrastructure	450,000.00		450,000.00	409,418.22	33,528.00	442,946.22	-	7,053.78
546	FY17	Completed	HJMS Renovation - Phase 2	1,950,000.00		1,950,000.00	1,751,859.38	-	1,751,859.38	-	198,140.62
563	FY18	June 2019	SHS Tennis Court Replacement		740,000.00	740,000.00	523,786.03	27,048.90	550,834.93	-	189,165.07
381	FY19	September 2020	Boiler Replacement Latimer		900,000.00	900,000.00	-	-	-	-	900,000.00
382	FY19	January 2020	School Security Improvements		850,000.00	850,000.00	-	330,577.85	330,577.85	31,738.10	487,684.05
386	FY19	January 2020	School Facility Master Plan		200,000.00	200,000.00	-	208.07	208.07	-	199,791.93
388	FY19	January 2020	District Network Infrastructure		400,000.00	400,000.00	-	136,595.16	136,595.16	106,205.54	157,199.30
537	FY19	June 2021	HJMS Renovation - Phase 3		23,965,620.00	23,965,620.00	-	266,336.61	266,336.61	822,935.45	22,876,347.94
				\$ 30,168,378.65	\$ 29,960,620.00	\$ 60,128,998.65	\$ 19,024,849.65	\$ 2,491,248.53	\$ 21,516,098.18	\$ 1,730,527.13	\$ 36,882,373.34



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** FY17/18 Comprehensive Financial Audit
2. **Date of Board Meeting:** January 28, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Amy N. Meriwether, Finance Director/Treasurer
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
No action is needed. This item is informational only. The Board of Finance reviewed these materials at their January 15, 2019 meeting.

5. **Summary of Submission:**

The Town's annual financial audit has been completed by the audit firm, BlumShapiro, for the year ended June 30, 2018. BlumShapiro issued an unmodified "clean" opinion on the Town of Simsbury's financial statements. Financial statement highlights are noted below along with the corresponding financial report page numbers for reference:

Governmental Activities – Page 15

- Net Position increased \$3.3M
- Capital Assets increased approximately \$3M and Debt decreased approximately \$6M as a result of payments on bonds and loans and a decreased OPEB liability

General Fund

- Fund balance = \$16.8M, an increase of \$2.6M from prior year – Page 18
- Unassigned fund balance = \$14.38M, 13.55% of general fund expenditures – Page 16
- Budgetary revenues came in at \$334K less than budget – Page 72
- Budgetary expenditures came in at \$2.49M less than budget – Page 74
- Tax collections were 99.40% for the current year grand list – Page 117

Other Governmental Funds – Capital

- Fund balance = \$10.59M, a decrease of \$5.85M due to capital project long term financing not yet in place – Page 18

Internal Service Fund – Page 101

- Medical – Net position decreased from \$851K to (\$122,695). This has been corrected in FY18/19. During the FY18/19 budgeting process the Board of Finance moved \$1M into this fund
- Dental – Net position increased \$68K to \$378,948

Fiduciary Funds

- Pension Trust Fund – Net position increased \$3.4M to \$64,094,279 – Page 105
- Pension Liability - \$16.7M, 79.32% funded – Page 49
- OPEB Trust Fund – Net position increased \$1.2M to \$15,414,275 – Page 105
- OPEB Liability – 5.96M, 72.11% Funded – Page 60

In relationship with the annual audit, BlumShapiro has put together a letter of management advisory comments. There were two new comments issued in the current audit and updates to previously issued comments. Current year recommendations are as follows:

1. Year End Cut Off – There were immaterial capital fund transactions recorded to the incorrect fiscal year. Auditor recommendation is to review and enhance procedures over year end cutoff to ensure all significant expenditures are recorded in the appropriate fiscal year.

Management Response: Finance Director has implemented the use of purchase orders which should eliminate the noted issue.

2. Grant Reporting – There were immaterial discrepancies noted between grant reporting on ED141's and the State Single Audit reports. Grant reports submitted to the state should be reviewed by Finance prior to submission to ensure proper documentation.

Management Response: ED141's are currently submitted by the Social Services Department. The Finance Director will work with Social Services to develop a system of grant review prior to the submission of the ED141's.

Prior year recommendation updates are as follows:

1. Pension and OPEB Trust Funds – The Town does not record the fiscal year investment activity for Pension and OPEB Trust Funds on their financial management system

Management Response: The Town is now recording the pension and OPEB activity in the general ledger on a quarterly basis.

2. Capital Asset Reporting – There is no indication of assets purchased with grant funds, the current year accumulated depreciation did not include the depreciation on the additions from a prior year, construction in progress information should be maintained and updated annually, and capital assets are being maintained on a stand-alone Excel spreadsheet.

Management Response: The Town is currently looking into capital asset software to accommodate proper capital asset maintenance and reporting.

3. Internal Controls – The following items were noted:

- The Finance Specialist has the ability to set up new vendors, print checks and mail checks.

- The capital asset, insurance allocations and debt schedules are prepared at year end by the Finance Director, with no secondary review.
- Bank reconciliations were not reviewed timely by the Finance Director.
- Journal entries made by the Finance Director and Assistant Finance Director are not reviewed.

Management Response:

- *In the upcoming budget, the Finance Department will be requesting a budgeted position to the finance department to enhance the town's internal controls*
- *The Assistant Finance Director will be trained on capital asset management, insurance allocations and debt schedule preparation. The Finance Director will serve as the second reviewer.*
- *Bank reconciliations are now being reviewed in a timely manner.*
- *Journal entries entered by the Assistant Finance Director are reviewed by the Finance Director and journal entries entered by the Finance Director are reviewed by the Assistant Finance Director.*

4. Fraud Risk Assessment – Auditors recommend the Town and Board of Education have a Fraud Risk Assessment performed.

Management Response: The Finance Department will include the request for a fraud risk assessment during the upcoming budgeting process.

5. Accounting Procedures Manual – Auditors recommend the Town and Board of Education develop a comprehensive accounting procedures manual for their finance offices.

Management Response: The Town and Board of Education are in the process of creating an accounting procedures manual. The Town has started to accumulate all relevant written procedures/instructions into one common subdirectory on the Finance network drive, but due to current staffing levels has not been able to assemble a formal manual.

6. Positive Pay – The Town should consider implementing a Positive Pay System with the bank.

Management Response: The Town is currently looking into integrating positive pay with a potential software update in the future.

BlumShapiro also performed additional required audits over Federal and State grants received by the Town. Both audits of Federal and State funding received unmodified “clean” opinions. There were no material weaknesses or significant deficiencies identified.

The Comprehensive Annual Financial Report, Federal Single Audit Report and State Single Audit Report can be found at <https://www.simsbury-ct.gov/finance/pages/comprehensive-annual-financial-reports>.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

- a) Comprehensive Annual Financial Report (https://www.simsbury-ct.gov/sites/simsburyct/files/uploads/simsbury_comprehensive_annual_financial_report.pdf)
- b) Federal Single Audit Report
- c) State Single Audit Report
- d) Audit Communication Letter
- e) Management Advisory Letter

TOWN OF SIMSBURY, CONNECTICUT

FEDERAL SINGLE AUDIT REPORT
JUNE 30, 2018

blumshapiro
accounting • tax • advisory

**TOWN OF SIMSBURY, CONNECTICUT
FEDERAL SINGLE AUDIT REPORT
JUNE 30, 2018
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Independent Auditors' Report on Compliance for Each Major Federal Program; Report on Internal Control over Compliance; and Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

To the Members of the Board of Finance
Town of Simsbury, Connecticut

Report on Compliance for Each Major Federal Program

We have audited the Town of Simsbury, Connecticut's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on the Town of Simsbury, Connecticut's major federal program for the year ended June 30, 2018. The Town of Simsbury, Connecticut's major federal program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for the Town of Simsbury, Connecticut's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Town of Simsbury, Connecticut's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination of the Town of Simsbury, Connecticut's compliance.

Opinion on Each Major Federal Program

In our opinion, the Town of Simsbury, Connecticut, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2018.

Report on Internal Control over Compliance

Management of the Town of Simsbury, Connecticut, is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Town of Simsbury, Connecticut's internal control over compliance with the types of requirements that could have a direct and material effect on the major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for the major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Town of Simsbury, Connecticut's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Simsbury, Connecticut, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Town of Simsbury, Connecticut's basic financial statements. We issued our report thereon dated December 27, 2018, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Blum, Shapiro & Company, P.C.

West Hartford, Connecticut
December 27, 2018

**TOWN OF SIMSBURY, CONNECTICUT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2018**

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Passed Through to Subrecipients	Total Federal Expenditures
United States Department of Agriculture				
<i>Passed Through the State of Connecticut Department of Education:</i>				
Child Nutrition Cluster:				
National School Lunch Program	10.555	12060-SDE64370-20560	\$ 62,400	
National School Lunch Program	10.555	12060-SDE64370-20560	204,223	
School Breakfast Program	10.553	12060-SDE64370-20508	<u>36,683</u>	
				\$ 303,306
State Administrative Expenses for Child Nutrition	10.560	12060-SDE64165-20524		<u>68</u>
Total United States Department of Agriculture				<u>303,374</u>
United States Department of Housing and Urban Development				
<i>Passed Through the State of Connecticut Department of Housing:</i>				
Community Development Block Grants/State's program and Non-Entitlement Grants in Hawaii	14.228	12060-DOH46920-20730	2,202	
Community Development Block Grants/State's program and Non-Entitlement Grants in Hawaii	14.228	12060-DOH46930-20730	<u>254,466</u>	
				<u>256,668</u>
United States Department of Homeland Security				
<i>Passed Through the State of Connecticut Department of Emergency Services and Public Protection:</i>				
Emergency Management Performance Grants	97.042	12060-DPS32160-21881	\$ <u>11,912</u>	<u>11,912</u>
United States Department of Education				
<i>Passed Through the State of Connecticut Department of Education:</i>				
Special Education Cluster (IDEA):				
Special Education_Grants to States	84.027	12060-SDE64370-20977-2018	598,299	
Special Education_Grants to States	84.027	12060-SDE64370-20977-2017	389,681	
Special Education_Preschool Grants	84.173	12060-SDE64370-20983-2018	342	
Special Education_Preschool Grants	84.173	12060-SDE64370-20983-2017	<u>26,440</u>	
				1,014,762
Title I Grants to Local Educational Agencies	84.010	12060-SDE64370-20679-2018	10,658	
Title I Grants to Local Educational Agencies	84.010	12060-SDE64370-20679-2017	<u>93,163</u>	
				103,821
Career and Technical Education -- Basic Grants to States	84.048	12060-SDE64370-20742-2018		26,735
Improving Teacher Quality State Grants	84.367	12060-SDE64370-20858-2018	32,683	
Improving Teacher Quality State Grants	84.367	12060-SDE64370-20858-2017	<u>29,205</u>	
				61,888
<i>Passed Through the Capital Region Education Council:</i>				
English Language Acquisition State Grants	84.365	12060-SDE64370-20868-2018	7,525	
<i>Passed Through the State of Connecticut Department of Education:</i>				
English Language Acquisition State Grants	84.365	12060-SDE64370-20868-2018	18,917	
English Language Acquisition State Grants	84.365	12060-SDE64370-20868-2017	<u>2,720</u>	
				<u>29,162</u>
Total United States Department of Education				<u>1,236,368</u>
United States Department of Health and Human Services				
<i>Passed Through the Capital Area Substance Abuse Council:</i>				
Block Grants for Prevention and Treatment of Substance Abuse	93.959			<u>5,342</u>
Total Federal Awards			\$ <u>11,912</u>	\$ <u>1,813,664</u>

The accompanying notes are an integral part of this schedule

**TOWN OF SIMSBURY, CONNECTICUT
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2018**

1. BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the Town of Simsbury, Connecticut, under programs of the federal government for the year ended June 30, 2018. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Because the Schedule presents only a selected portion of the operations of the Town of Simsbury, Connecticut, it is not intended to, and does not, present the financial position, changes in fund balance, changes in net position or cash flows of the Town of Simsbury, Connecticut.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported using the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

3. NONCASH AWARDS

Donated commodities in the amount of \$62,400 are included in the Department of Agriculture's National School Lunch Program, CFDA #10.555. The amount represents the market value of commodities received.

4. INDIRECT COST RECOVERY

The Town of Simsbury, Connecticut, has elected not to use the 10% de minimis indirect cost rate provided under Section 200.414 of the Uniform Guidance.

**Independent Auditors' Report on Internal Control over
Financial Reporting and on Compliance and Other Matters
Based on an Audit of Financial Statements Performed in
Accordance with *Government Auditing Standards***

To the Members of the Board of Finance
Town of Simsbury, Connecticut

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Simsbury, Connecticut, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Town of Simsbury, Connecticut's basic financial statements, and have issued our report thereon dated December 27, 2018.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town of Simsbury, Connecticut's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Simsbury, Connecticut's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Simsbury, Connecticut's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town of Simsbury, Connecticut's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Simsbury, Connecticut's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Simsbury, Connecticut's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Blum, Shapiro & Company, P.C.

West Hartford, Connecticut
December 27, 2018

**TOWN OF SIMSBURY, CONNECTICUT
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS
 FOR THE YEAR ENDED JUNE 30, 2018**

I. SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? _____ yes X no
- Significant deficiency(ies) identified? _____ yes X none reported
- Noncompliance material to financial statements noted? _____ yes X no

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? _____ yes X no
- Significant deficiency(ies) identified? _____ yes X none reported

Type of auditors' report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516(a)? _____ yes X no

Major programs:

CFDA #	Name of Federal Program or Cluster
84.027/84.173	Special Education Cluster

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? X yes _____ no

II. FINANCIAL STATEMENT FINDINGS

No matters were reported.

III. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

No matters were reported.

step forward →

TOWN OF SIMSBURY, CONNECTICUT

STATE SINGLE AUDIT REPORT
JUNE 30, 2018

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**TOWN OF SIMSBURY, CONNECTICUT
STATE SINGLE AUDIT REPORT
JUNE 30, 2018
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Independent Auditors' Report on Compliance for Each Major State Program; Report on Internal Control over Compliance; and Report on the Schedule of Expenditures of State Financial Assistance Required by the State Single Audit Act

To the Members of the Board of Finance
Town of Simsbury, Connecticut

Report on Compliance for Each Major State Program

We have audited the Town of Simsbury, Connecticut's compliance with the types of compliance requirements described in the Office of Policy and Management's *Compliance Supplement* that could have a direct and material effect on each of the Town of Simsbury, Connecticut's major state programs for the year ended June 30, 2018. The Town of Simsbury, Connecticut's major state programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts and grants applicable to its state programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the Town of Simsbury, Connecticut's major state programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the State Single Audit Act (C.G.S. Sections 4-230 to 4-236). Those standards and the State Single Audit Act require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major state program occurred. An audit includes examining, on a test basis, evidence about the Town of Simsbury, Connecticut's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major state program. However, our audit does not provide a legal determination of the Town of Simsbury, Connecticut's compliance.

Opinion on Each Major State Program

In our opinion, the Town of Simsbury, Connecticut, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major state programs for the year ended June 30, 2018.

Report on Internal Control over Compliance

Management of the Town of Simsbury, Connecticut, is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Town of Simsbury, Connecticut's internal control over compliance with the types of requirements that could have a direct and material effect on each major state program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major state program and to test and report on internal control over compliance in accordance with the State Single Audit Act, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Town of Simsbury, Connecticut's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a state program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a state program will not be prevented, or detected and corrected on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a state program that is less severe than a material weakness in internal control over compliance yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the State Single Audit Act. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of State Financial Assistance Required by the State Single Audit Act

We have audited the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Simsbury, Connecticut, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Town of Simsbury, Connecticut's basic financial statements. We issued our report thereon dated December 27, 2018, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of state financial assistance is presented for purposes of additional analysis as required by the State Single Audit Act and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of state financial assistance is fairly stated in all material respects in relation to the basic financial statements as a whole.

Blum, Shapiro & Company, P.C.

West Hartford, Connecticut
December 27, 2018

**TOWN OF SIMSBURY, CONNECTICUT
SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE
FOR THE YEAR ENDED JUNE 30, 2018**

State Grantor/Pass-Through Grantor/ Program Title	State Grant Program Core-CT Number	Expenditures
Department of Education		
Sheff Settlement	11000-SDE64370-12457	\$ 165,496
Youth Service Bureau Enhancement	11000-SDE64370-16201	5,798
Child Nutrition State Match	11000-SDE64370-16211	10,105
Health Foods Initiative	11000-SDE64370-16212	19,219
Adult Education	11000-SDE64370-17030	89,737
Health & Welfare-Private School Pupil	11000-SDE64370-17034	15,213
School Breakfast Program	11000-SDE64370-17046	11,576
Youth Service Bureaus	11000-SDE64370-17052	14,000
Open Choice Program	11000-SDE64370-17053	\$ 1,358,862
Open Choice Early Beginnings	11000-SDE64000-17053	<u>94,500</u>
		1,453,362
Magnet Schools	11000-SDE64370-17057	<u>13,200</u>
Total Department of Education		<u>1,797,706</u>
Connecticut State Library		
Connecticard Payments	11000-CSL66051-17010	16,469
Historic Document Preservation	12060-CSL66094-35150	<u>4,000</u>
Total Connecticut State Library		<u>20,469</u>
Department of Environmental Protection		
Multi Use Trail Connection	12052-DEP43314-64002	<u>40,246</u>
Department of Transportation		
Bus Operations	12001-DOT57931-12175	44,729
Town Aid Road Grants-Municipal	12052-DOT57131-43455	183,544
Town Aid Road-STO	13033-DOT57131-43459	99,495
Small Town Economic Assistance	12052-DOT57191-40532	10,191
Dial-A-Ride	12000-DOT57000-12379	<u>4,740</u>
Total Department of Transportation		<u>342,699</u>
Department of Emergency Services and Public Protection		
Enhanced 911 Telecommunication Fund	12060-DPS32741-35190	<u>735</u>

The accompanying notes are an integral part of this schedule

TOWN OF SIMSBURY, CONNECTICUT
SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2018

State Grantor/Pass-Through Grantor/ Program Title	State Grant Program Core-CT Number	Expenditures
Department of Social Services		
Neighborhood Facilities	12052-DSS60783-43510	\$ 34,335
Medicaid Reimbursements	11000-DSS60000-16020	<u>5,112</u>
Total Department of Social Services		<u>39,447</u>
Office of Policy and Management		
Reimbursement to Towns - Tax Loss On State Property	11000-OPM20600-17004	2,339
Reimbursement Property Tax-Disability Exemption	11000-OPM20600-17011	1,386
Property Tax Relief For Veterans	11000-OPM20600-17024	5,785
Local Capital Improvement	12050-OPM20600-40254	449,233
Municipal Purposes & Projects	12052-OPM20600-43587	<u>77,648</u>
Total Office of Policy and Management		<u>536,391</u>
Total State Financial Assistance Before Exempt Programs		<u>2,777,693</u>
Exempt Programs		
Department of Education		
Education Cost Sharing	11000-SDE64370-17041-82010	5,290,146
Excess Cost - Student Based	11000-SDE64370-17047	<u>1,239,392</u>
Total Department of Education		<u>6,529,538</u>
Office of Policy and Management		
Municipal Stabilization Grant	11000-OPM20600-17104	202,098
Grants To Towns	12009-OPM20600-17005	<u>28,478</u>
Total Office of Policy and Management		<u>230,576</u>
Total Exempt Programs		<u>6,760,114</u>
Total State Financial Assistance		<u>\$ 9,537,807</u>

The accompanying notes are an integral part of this schedule

**TOWN OF SIMSBURY, CONNECTICUT
 NOTES TO SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE
 FOR THE YEAR ENDED JUNE 30, 2018**

NOTE 1 - BASIS OF PRESENTATION

The accompanying schedule of expenditures of state financial assistance (the Schedule) includes the state grant activity of the Town of Simsbury, Connecticut, under programs of the State of Connecticut for the year ended June 30, 2018. Various departments and agencies of the State of Connecticut have provided financial assistance through grants and other authorizations in accordance with the General Statutes of the State of Connecticut. Because the Schedule presents only a selected portion of the operations of the Town of Simsbury, Connecticut, it is not intended to, and does not, present the financial position, changes in fund balance, changes in net position or cash flows of the Town of Simsbury, Connecticut.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Town of Simsbury, Connecticut, conform to accounting principles generally accepted in the United States of America as applicable to governmental organizations. The information in the Schedule is presented based upon regulations established by the State of Connecticut, Office of Policy and Management.

Expenditures reported on the Schedule are presented on the modified accrual basis of accounting. In accordance with Section 4-236-22 of the Regulations to the State Single Audit Act, certain grants are not dependent on expenditure activity and, accordingly, are considered to be expended in the fiscal year of receipt. These grant program receipts are reflected in the expenditures column of the Schedule.

NOTE 3 - LOAN PROGRAMS

In accordance with Section 4-236-23(a)(4)(F) of the Regulations to the State Single Audit Act, the notes to the schedule of expenditures of state financial assistance shall include loans and loan activities. The following is a summary of the various loan program activity for the year ended June 30, 2018:

Department of Economic and Community Development:

Eno Renovation Bond:

<u>Issue Date</u>	<u>Interest Rate</u>	<u>Original Amount</u>	<u>Balance Beginning</u>	<u>Issued</u>	<u>Retired</u>	<u>Balance Ending</u>
6/10/94	1%	\$ 220,638	\$ 60,126	\$ -	\$ 7,951	\$ 52,175

Department of Environmental Protection:

Clean Water Funds:

<u>Issue Date</u>	<u>Interest Rate</u>	<u>Original Amount</u>	<u>Balance Beginning</u>	<u>Issued</u>	<u>Retired</u>	<u>Balance Ending</u>
3/28/08	2%	\$ 21,037,216	\$ 11,716,683	\$ -	\$ 1,040,376	\$ 10,676,307

**Independent Auditors' Report on Internal Control over
Financial Reporting and on Compliance and Other Matters
Based on an Audit of Financial Statements Performed in
Accordance with *Government Auditing Standards***

To the Members of the Board of Finance
Town of Simsbury, Connecticut

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Simsbury, Connecticut, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Town of Simsbury, Connecticut's basic financial statements, and have issued our report thereon dated December 27, 2018.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town of Simsbury, Connecticut's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Simsbury, Connecticut's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Simsbury, Connecticut's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town of Simsbury, Connecticut's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Simsbury, Connecticut's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Simsbury, Connecticut's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Blum, Shapiro & Company, P.C.

West Hartford, Connecticut
December 27, 2018

**TOWN OF SIMSBURY, CONNECTICUT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2018**

I. SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? _____ yes X no
- Significant deficiency(ies) identified? _____ yes X none reported
- Noncompliance material to financial statements noted? _____ yes X no

State Financial Assistance

Internal control over major programs:

- Material weakness(es) identified? _____ yes X no
- Significant deficiency(ies) identified? _____ yes X none reported

Type of auditors' report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with Section 4-236-24 of the Regulations to the State Single Audit Act?

_____ yes X no

The following schedule reflects the major programs included in the audit:

<u>State Grantor and Program</u>	<u>State Core-CT Number</u>	<u>Expenditures</u>
Department of Education:		
Open Choice	11000-SDE64370-17053	\$ 1,358,862
Open Choice Early Beginnings	11000-SDE64000-17053	94,500
Department of Transportation:		
Town Aid Road Grants-Municipal	12052-DOT57131-43455	183,544
Town Aid Road-STO	13033-DOT57131-43459	99,495
Dollar threshold used to distinguish between type A and type B programs:		\$ 200,000

II. FINANCIAL STATEMENT FINDINGS

No matters were reported.

III. STATE FINANCIAL ASSISTANCE FINDINGS AND QUESTIONED COSTS

No matters were reported.

To the Members of the Board of Finance
Town of Simsbury, Connecticut

We have audited the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Simsbury, Connecticut, for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 3, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Simsbury, Connecticut, are described in Note 1 to the financial statements. Management has adopted the provisions of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, GASB Statement No. 81, *Irrevocable Split-Interest Agreements* and GASB Statement No. 85, *Omnibus 2017*. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were as follows:

Management's estimate of the net pension liability is based on an actuarial valuation utilizing various assumptions and estimates approved by management.

Management's estimate of the net other post employment benefit (OPEB) liability is based on an actuarial valuation utilizing various assumptions and estimates approved by management.

Management's estimate of the useful lives of governmental activities capital assets, which are used in computing depreciation in the government-wide financial statements.

Management's estimate of the incurred but not reported claims is based on the Town's claims processing vendor utilizing various assumptions and estimates of future health care costs.

We have evaluated the key factors and assumptions used to develop the above estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent and clear. There were sensitive disclosures with regard to the restatements of the June 30, 2017 net position of governmental activities and fund financial statements as disclosed in Note 6 to the financial statements.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 27, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

In connection with the audit, we have issued a management letter with suggestions for improvements to controls.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Finance and management of the Town of Simsbury, Connecticut, and is not intended to be and should not be used by anyone other than these specified parties.

Blum, Shapiro & Company, P.C.

West Hartford, Connecticut
December 27, 2018

To the Board of Finance
Town of Simsbury, Connecticut

In planning and performing our audit of the financial statements of the Town of Simsbury, Connecticut, as of and for the year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the Town of Simsbury, Connecticut's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Simsbury, Connecticut's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Simsbury, Connecticut's internal control.

We noted the following matters involving the internal control over financial reporting and its operation that we offer as constructive suggestions for your consideration as part of the ongoing process of modifying and improving accounting controls and administrative practices.

CURRENT RECOMMENDATIONS

Year End Cut-Off

During the performance of our audit procedures over the capital projects funds in the current year, we noted immaterial transactions that were recorded to the incorrect period.

Recommendation - We recommend that the Town review and enhance procedures over year-end cutoff to ensure that all significant expenditures are recorded in the appropriate fiscal year.

Grant Reporting

During the current year there were immaterial discrepancies noted between grant reporting on ED141's and the state single audit reports. Grant reports submitted to the state (outside of the board of education grants) should be reviewed by Finance prior to submission to ensure proper documentation.

Recommendation - We recommend that the Town implement procedures to ensure grant reporting (outside of the Board of Education) be reviewed by the Finance Department prior to submission to state or federal agencies.

PRIOR YEAR RECOMMENDATIONS (UPDATED)

Pension and OPEB Trust Funds

The Town does not record the fiscal year investment activity for Pension and OPEB Trust Funds on their financial management system. Although they did provide the information for the audit, it did not reconcile with the information the actuaries were reporting in calculating the Net Pension and OPEB liabilities and related disclosures. These amounts were

corrected during the audit, and the corrected figures were presented in the Town's financial statements. The Town should record all trust fund activity within their financial management system and provide accurate and timely information to the actuaries for financial statement reporting.

Recommendation - We recommend that the Town review the Pension and OPEB investment statements and post journal entries to the financial management system on at least a quarterly basis. The information should be recorded separately for each plan to ensure easy reconciliation to the actuarial reports. Current year receivables and payables should be reviewed and posted as part of the Town's fiscal year-end close procedures prior to sending information to the actuaries to ensure proper information is used to calculate the required financial liabilities and related disclosures.

2018 Update: The Town is now recording the pension and OPEB funds in the general ledger. They have implemented a process to make entries on a quarterly basis from the statements to the general ledger.

Capital Asset Reporting

The implementation of Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statement and Management's Discussion and Analysis for State and Local Governments*, required significant changes to the reporting of capital assets. Although the Town compiled the information for inclusion in the financial statements in accordance with the standard, the following issues were noted in the data received:

- There is no indication of assets purchased with grant funds.
- The current year accumulated depreciation did not include the depreciation on the additions from a prior year.
- Construction in progress information should be maintained and updated annually.

We also noted that the Town is maintaining capital assets on stand-alone Excel spreadsheets.

Recommendation - Due to the complexity and volume of these assets, we recommend that policies and procedures be developed and formalized to control the operation of the capital asset management system. These policies should address capitalization thresholds, useful lives and salvage values for the various asset types, as well as the depreciation method to be used. We also recommend a capital asset inventory be performed to ensure all of the Town's assets are properly accounted for. Capital outlay should be analyzed to ensure construction in progress is properly recorded in the year the expenditures are incurred. Finally, at the end of each year, the Finance Department should work with other department heads to determine any additions or deletions in their department in the current year and also if any assets have been impaired.

2018 Update: The Town is currently assessing their options regarding software and tracking of capital assets. The Town is also looking to add a budgeted position to the finance department to enhance the town's internal controls specifically regarding the segregation of duties

Internal Controls

As part of the annual audit, we are required to obtain an understanding of the Town's internal control environment in order to assess the overall risk of material misstatement in the financial statements. We are also required to obtain audit evidence that these controls are documented properly. In the current year, we noted various functions that were performed by the same individual as follows:

- The Finance Specialist at the Town has the ability to set up new vendors, print checks and mail checks.
- The capital asset, insurance allocations and debt schedules are prepared at year end by the Finance Director, with no secondary review.

We also noted the following areas where proper review was not being performed:

- Bank reconciliations were not reviewed timely by the Finance Director.
- Journal entries made by the Finance Director and Assistant Finance Director are not reviewed.

Recommendation - We recommend appropriate controls be put in place to segregate the above processes and enhance controls at the Town, to prevent erroneous postings to the general ledger and reduce the opportunity for fraudulent activities.

2018 Update: The Town is looking to add a budgeted position to the finance department to enhance the town's internal controls specifically regarding the segregation of duties. The Finance Director has implemented procedures for timely review of bank reconciliations and review of journal entries by the Assistant Finance Director.

Fraud Risk Assessment

It is estimated that U.S. businesses, including municipalities, lose up to 7% of annual revenue to fraud. Municipalities are especially vulnerable due to the large amounts of cash collected in the tax collector's office, in addition to decentralized cash collection points such as transfer stations, student activities, recreation programs, etc. Although fraud may take many forms, asset misappropriation is the most common. Internally, fraudulent disbursements and inventory theft account for most asset misappropriation frauds. This type of fraud often goes undetected for several years. Current economic and business conditions have created an environment in which the risk of fraud has increased dramatically.

During the annual audit, we do obtain an understanding of both the Town's and Board of Education's internal controls and assess the risk of fraud and whether or not the financial statements would be materially misstated due to these risks; however, an audit is designed to provide reasonable, but not absolute assurance. Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform an examination of all transactions, there is a risk that material misstatements or noncompliance or fraud may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs.

During our discussions with management, we noted that neither the Town nor the Board of Education has performed a fraud risk assessment. The objectives of a Fraud Risk Assessment are to gather perceptions of fraud risk and to promote fraud awareness and prevention across the entity. The Fraud Risk Assessment process starts with the gathering of information on the population of fraud risks that may apply to the entity. This includes consideration of various types of possible fraud schemes, scenarios and opportunities to commit fraud. This information is then used to assess the relative likelihood and potential significance of identified fraud risk based on historical information, known fraud schemes and interviews with staff and management. A report is prepared documenting fraud risk within the entity and setting forth suggested policies and procedures to help prevent and detect fraud.

Recommendation - We recommend that both the Town and Board of Education have a Fraud Risk Assessment performed. A Fraud Risk Assessment is designed to proactively identify fraud risk, pinpoint opportunities to reduce the cost of fraud, determine if adequate fraud prevention exists and to help create cost-effective fraud prevention and detection policies and procedures.

2018 Update: The Town and the Board of Education are in the process of implementing this recommendation.

Accounting Procedures Manual

Prior Year Recommendation - During the June 30, 2011 audit, it was noted that the Town's finance office and the Board of Education's finance office do not have an accounting procedures manual. We recommend the Town and the Board of Education consider the development of a comprehensive accounting procedures manual for their finance offices. A comprehensive accounting procedures manual would include, but is not limited to, the documentation of formalized control policies and procedures relating to daily, weekly, monthly and year-end procedures. It would also address year-end closing processes and financial statement presentation. This manual may be used to provide guidance to employees regarding their delegated responsibilities and allow for smoother transitions if turnover occurs.

2018 Update: The Town and the Board of Education are in the process of creating an accounting procedures manual. The Town has started to accumulate all relevant written procedures/instructions into one common subdirectory on the Finance network drive, but due to current staffing levels has not been able to assemble a formal accounting manual.

Positive Pay System

Prior Year Recommendation - During the June 30, 2011 audit, it was noted that the Town should consider implementing a Positive Pay system with the bank. Positive Pay is an automated fraud detection tool offered by most banks. It is a service that matches the account number, check number and dollar amount of each check presented for payment against a list of checks previously authorized and issued by the Town. All three components of the check must match exactly or it will not pay. There is generally a fee charged by the bank for Positive Pay, although some banks now offer the service for free. We believe that this service will further enhance the checks and balances necessary for strong controls over cash.

2018 Update: The Town is currently looking into integrating positive pay with a potential software update in the future.

This letter should be read in conjunction with our report on Internal Control over Financial Reporting and on Compliance Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* dated December 27, 2018.

This communication is intended solely for the information and use of management, Members of the Board of Finance, Town Council, others within the organization, and federal and state awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Blum, Shapiro & Company, P.C.

West Hartford, Connecticut
December 27, 2018



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed 2019 Aquatics and Day Camp Fee Schedules

2. **Date of Board Meeting:** January 28, 2019

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Tom Tyburski, Director of Culture, Parks and Recreation *Maria E. Capriola*

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectman supports the proposed 2019 aquatics and day camp fee schedules as presented the following motion is in order:

Move, effective January 28, 2019 to approve the 2019 fee schedules for aquatics and day camp programs as presented.

5. **Summary of Submission:**
For 2019, Culture, Parks and Recreation Department staff is proposing small increases to some aquatic facility fees and summer day camp program rates. This process involved a review of fees charged by other local municipalities for like services as well as review of our facility and program usage over the past three years.

The proposed fee schedules will be reviewed by the Culture, Parks and Recreation Commission at their January 24, 2019 meeting. If the Commission does not endorse this proposal and additional work is needed, the matter can be tabled to a future date.

6. **Financial Impact:**
Based on the average of the last three years of participation, the 2019 recommended aquatics fee schedule changes are projected to generate an estimated additional \$7,572 in revenue. Based on the average of the last three years of day camp participation, the 2019 recommended day camp fee schedule changes are projected to generate an estimated additional \$12,450 in revenue. In aggregate, these changes are projected to generate an additional \$20,022 in revenue. These revenues support expenditures in the Culture, Parks and Recreation special revenue fund.

7. **Description of Documents Included with Submission:**
a) 2019 Aquatics and Day Camp Proposed Fee Schedules
b) 2019 Aquatic and Day Camp Fee Local Survey

2019 AQUATIC AND DAY CAMP FEES

ANNUAL RECREATION FEES	2016	2017	2018	2019 Proposed	Projected Additional Revenue				
Aquatics									
Season Passes	Presale/In Season	Presale/In Season	Presale/In Season	Presale/In Season					
Family of 4 **	\$125.00/\$165.00	\$125.00/\$175.00	\$125.00/\$175.00	\$130.00/\$199.00	\$ 5,280.00				
Individual	\$70.00/\$90.00	\$70.00/\$95.00	\$70.00/\$95.00	\$75.00/\$109.00	\$ 207.00				
Additional	\$20.00/\$27.00	\$20.00/\$25.00	\$20.00/\$25.00	\$25.00/\$29.00	\$ 892.00				
Senior	\$35.00/\$45.00	\$35.00/\$45.00	\$35.00/\$45.00	\$35.00/\$45.00	\$ -				
Non Resident Family of Four	\$175.00/\$230.00	\$175.00/\$230.00	\$175.00/\$230.00	\$180.00/\$269.00	\$ 489.00				
Non Resident Individual	\$125.00/\$145.00	\$95.00/\$145.00	\$95.00/\$145.00	\$100.00/\$159.00	\$ 38.00				
Non Resident Additional	\$55.00/\$65.00	\$55.00/\$60.00	\$55.00/\$60.00	\$60.00/\$69.00	\$ 72.00				
Non Resident Senior	\$55.00/\$65.00	\$40.00/\$45.00	\$50.00/\$60.00	\$50.00/\$65.00	\$ -				
Session Fees									
Resident	\$5.00	\$5.00	\$5.00	\$5.00	\$ -	\$4,329	potential income from \$1 rate increase		
Non-resident	\$7.00	\$7.00	\$7.00	\$7.00	\$ -	\$1,264	potential income from \$1 rate increase		
After 6:00 p.m. Resident	\$2.50	\$2.50	\$2.50	\$3.00	\$ 108.00				
After 6:00 p.m. Non-Resident	\$3.50	\$3.50	\$3.50	\$4.00	\$ 21.00				
Discount Card	\$50/\$70 - 11 visits	\$50/\$70 - 11 visits	\$50/\$70 - 11 visits	\$50/\$70 - 11 visits	\$ -				
Learn-to-Swim	\$40.00/\$50.00	\$40.00/\$50.00	\$ 40.00/\$50.00	\$ 40.00/50.00	\$ -				
Swim Team	\$135.00	\$140.00	\$140.00	\$145.00	\$ 465.00				
Pool Rental (per 2 hrs.)	\$425.00	\$450.00	\$450.00	\$450.00	\$ -				
				TOTAL	\$ 7,572.00				
Day Camps									
Summer Explorers (formerly Stuff to Do)	160.00**	165.00	\$165.00	\$175	\$5,700				
Jr. Explorers (formerly Koala Kids)	95.00	105.00	\$105.00	\$195	\$6,750	going to full day			
Awesome Explorers (formerly Awesome Adventure)	250.00	260.00	\$265.00	\$235	\$ -	removing one trip			
Playground Explorers (discontinuing program in 2019)	145/280/65 170/305/85	190/340/95	\$235.00						
			(1 child season pass option only)	TOTAL	\$12,450				
** Pass rates are discounted prior to June 1									
<p align="center">Special Promotions and Discounts: When Culture, Parks and Recreation Staff finds it to be in the best interest of the Town, from time to time, they may exercise their discretion to issue special promotions and discounts to encourage use of Town recreational facilities and programs. Any such special promotion or discount shall be approved by the Town Manager prior to implementation.</p>									

2019 AQUATIC AND DAY CAMP FEES

Program and Facility Participation Numbers 2016-2018 Seasons				
	2016	2017	2018	3yr Avg.
Summer Explorers (formerly Stuff to Do)	541	555	615	570
Jr. Explorers (formerly Koala Kids)	131	137	123	130
Awesome Explorers (formerly Awesome Adventure)	182	159	116	152
Season Passes	2016	2017	2018	3yr Avg.
Family of 4 **	499	459	469	476
after May 31	83	113	105	100
Individual	17	18	22	19
after May 31	7	6	10	8
Additional	154	142	137	144
after May 31	24	56	50	43
Senior	22	16	31	23
after May 31	1	11	14	9
Non Resident Family of Four	33	34	22	30
after May 31	8	13	10	10
Non Resident Individual	2	1	4	2
after May 31	2	2	2	2
Non Resident Additional	9	12	5	9
after May 31	2	0	7	3
Non Resident Senior	3	3	8	5
after May 31	2	2	4	3
Session Fees	2016	2017	2018	3yr Avg.
Resident	5131	3623	4234	4329
Non Resident	1401	1164	1227	1264
After 6:00 p.m. Resident	237	98	314	216
After 6pm Non-resident	35	27	67	43
Discount Card Res	35	51	27	38
Discount Card Non Res	7	6	3	5
Learn-to-Swim	630	608	560	599
Swim Team	79	108	93	93
Pool Rental (per 2 hrs.)	\$425		\$2,250	\$891.66

2019 Aquatics and Day Camp Fees - Local Area Survey

Town	Full Day Camp Rate	Adventure Camp Rate	Summer Pool Season Pass (Family)	Individual Season Pass	Sr. Season Pass	Daily Swim Admission	Swim Lesson Fee
Avon	\$180	\$299 (5 trips)	\$160	\$80	\$25	\$6 res, \$8 non	\$42
Granby	\$175 (prior to 5/1, \$185 after)	\$240 (1wk), \$425 (2wk)	\$80 (pond)	\$35	\$30	\$4 adults, \$3kids	NA
Simsbury	\$175	\$235	130 (before 6/1) \$199 (after 6/1)after	\$75 (before June 1) \$109 (after June 1)	\$35 (before June 1) \$45 (after June 1)	\$5 res, \$7 non	\$40 with membership \$50 without
Canton	\$165 (early bird), \$175 (after)	\$210	\$115 (fam of 6)	\$60	\$20	\$5	\$55 (2 wk member price), \$70 (2 wk non member)



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Improvements to Storage Barn at the PAC and Fee Waiver Request
2. **Date of Board Meeting:** January 28, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the request from the Simsbury Performing Arts Center to proceed with erecting a roof structure addition to the storage barn and to waive associated application and permit fees, the following motions are in order:

Move effective January 28, 2019, to authorize the Town Manager to sign applications related to the proposed roof structure addition to the Simsbury Performing Arts Center Barn on behalf of the Town of Simsbury.

Move, effective January 28, 2019 to approve the request for the fee waivers corresponding to the proposed roof structure addition to the Simsbury Performing Arts Center Barn subject to design approval by Land Use Commissions.
5. **Summary of Submission:**
The Simsbury Performing Arts Center is looking to design, fabricate and install a roof structure to the east side of the Performing Arts Center barn. This will allow proper coverage and shelter of the 1,300 event chairs from the elements. The current method of placing tarps over the chairs has been ineffective and has allowed the wear and tear on the chairs to happen at a rate faster than normal. The placement of the structure on the east side of the barn would make it in the rear of the building and would increase the aesthetics of the property.

The Simsbury Performing Arts Center is going to fund the project through its operating budget and other contributions but is requesting a waiver of the fees associated with the Inlands/Wetlands Permit application, Zoning Commission application, administrative zoning permit application, and the Building Permit application. The Town is the owner of the storage barn, and I would need to sign-off on permit and land use applications as a result.

The Town does not have a fee waiver ordinance or policy. However, from time to time the Town has granted fee waiver requests to non-profit agencies and individuals conducting community service projects, or to non-profit groups maintaining or adding to

the Town's infrastructure and assets. Since the storage barn is a town asset, and should the project receive all necessary permits and land use approvals, the Board will need to accept the donation (improvements to the barn) at a future date.

6. Financial Impact:

As estimated by the Simsbury Performance Arts Center, the total value of the project is \$7,000. Based on this estimated value, town and state permit fees would normally cost \$654.82. However, if the Board of Selectmen approves the waiver of the fees, the SPAC will only have to pay \$121.82 in state fees because only the local fees, which total \$533, can be waived.

The table below illustrates the fees that would be subject to the waiver request:

<u>Application</u>	<u>Local Fee</u> <i>(Can be Waived)</i>	<u>State Fee</u> <i>(Can't be Waived)</i>
Inland Wetlands	\$180.00	\$60.00
Zoning Commission	\$230.00	\$60.00
Building Permit	\$98.00	\$1.82
Administrative Zoning Permit	\$25.00	N/A

7. Description of Documents Included with Submission:

- a) Letter from Missy DiNunno, Executive Director, to Board of Selectmen, dated January 10, 2019



January 10, 2019

Board of Selectmen
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Dear Board of Selectmen,

On behalf of Simsbury Performing Arts Center, Inc. and its Board of Directors, I am writing to inform you of our organization's intent to design, fabricate and install a roof structure which will be attached to the east side of the Performing Arts Center barn. Pending necessary permit approvals, once complete, the covered structure will provide much needed shelter from the elements for our 1300 event chairs during the active summer season. Previous methods of storage which involved tarping the chairs and leaving them outside, have proven quite unsuccessful in limiting exposure to weather and overall wear and tear. The new shed would allow for full coverage and further support a lengthier life span for this valuable equipment. Placement of the structure on the east side (rear) of the barn would also eliminate the need to place chairs on the south side of the barn, therefore making the overall appearance of the Simsbury Meadows property more aesthetically pleasing for patrons, residents and visitors.

Simsbury Performing Arts Center, Inc., through its general operating budget and donor contributions, intends to fund all facets of the project, however would request approval from the Town for a waiver of fees associated with the submission of an Inland Wetlands Permit Application and subsequent Building Permit Application. Upon completion, the structural addition would have an estimated value of \$7,000. With this in mind, I would like to respectfully request that the Board of Selectmen accept our organization's offer to donate the roof structure addition and waive associated permit fees to complete the project.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Missy DiNunno".

Missy DiNunno
Executive Director

22 Iron Horse Blvd
P.O. Box 245
Simsbury, CT 06070



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Old-Growth Forest Network Designation for Belden Forest
2. **Date of Board Meeting:** January 28, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Tom Tyburski, Director of Culture, Parks and Recreation; Robin Newton, Assistant Town Planner
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board is in support of seeking an Old-Growth Forest Network designation for Belden Forest, the following motion is in order:

Move, effective January 28, 2019 to authorize Town Manager Maria E. Capriola to sign application materials to include Belden Forest in the Old-Growth Forest Network and to execute the Old Growth Forest Network's Memorandum of Agreement should our application be accepted.

5. **Summary of Submission:**
Belden Forest is a town owned open space parcel acquired in 1946 from Anna Genevieve McLean and Josephine Pomroy Hendrick. Belden Forest is an approximately 120 year old forest consisting of primarily white pine and birch trees, located on 40.2 acres in the Simsbury Center area (map attached). The forest can be accessed from the east side of Beldenwood Road approximately 500 feet east of the intersection with Firetown Road (marked by a white Town open space marker). It can also be less easily reached from Boy Scout Hall off Route 10. The parcel has four deed restrictions as follows:
 - Lifetime use was granted to both Anna Genevieve McLean and Josephine Pomroy Hendrick and their survivor. These individuals were permitted to remove up to five (5) cords of fire wood and four thousand (4,000) feet of lumber suitable for boards from the property.
 - Excluding the above noted exception, no trees upon the property shall be cut down except as may be required in accordance with good standard of forestation.
 - The property will be maintained in as heavy wooded condition as at present.
 - Property to be maintained as a park and no structures are to be constructed.

At its January 2, 2019 meeting, the Open Space Committee endorsed seeking an Old-Growth Forest Designation for Belden Forest. The Conservation Commission at its January 15, 2019 meeting discussed the request for support of the Town seeking the Old

Growth Forest Designation for Belden Forest. After a lengthy discussion, the Board made a recommendation for the Board of Selectmen to seek the Old Growth Forest Designation with the caveats that: 1) a Forest Management Plan is developed and approved; 2) signage and parking for the area are updated; 3) trail maintenance be conducted to remove hazardous tree limbs; and 4) establish a funding mechanism for the upkeep of Belden Forest. These items were deemed important if the public is being invited and encouraged to visit the forest for passive recreational purposes. If the Board of Selectmen seeks to proceed with any of the four noted supplemental recommendations from the Conservation Commission, staff will need additional time to research resources required to implement those recommendations.

The Old-Growth Forest Network (OGFN) is a national nonprofit working to create a network of older and old-growth forests within each county in the U.S. where forests grow naturally. The network is comprised of old growth or future old growth forests that are accessible to the public and protected from logging. Currently the network has 90 forests protected in 21 states, but none in Connecticut. If the Town applies for the designation and it is accepted, the Town would execute a memorandum of agreement (attached). OGFN will participate in a designation event of the Town's choosing and will provide the town with a metal plaque to be displayed at a location of the Town's choosing – i.e., inside Town Hall, at the forest entrance, etc.

OGFN designation has neither legal implications nor restrictions. It is primarily a statement of community support. It does not restrict any activities or uses of the forest. The Old-Growth Forest Network recommends that best practices for managing OGFN included forests be based on the goals of 1) allowing the forest to evolve in a natural state, and 2) keeping the forest open to passive recreation for people of all ages. Several of the deed restrictions for the parcel are consistent with the goals of the OGFN designation. Basic ongoing monitoring and management of the parcel should continue. Conditions should be assessed periodically to ensure no adverse conditions represent a threat to the public or to the forest.

The Open Space Committee believes that including Belden Forest in the OGFN would bring positive public recognition for this "pocket forest" located in the center of town and put the Town of Simsbury in a position of leadership on open space issues. This recognition may also help engage individuals and local groups like the Scouts that may visit the forest regularly. Belden Forest being included in the OGFN will hopefully increase its visitation by community members and can also serve a focal point of eco-tourists who travel to see Old-Growth Forests across the country.

Belden Forest is currently one of four town properties with a forest management plan; through research and consultation with staff, I do not believe that the Belden Forest Management Plan was formally adopted. If Belden is designated as an Old-Growth Forest, the Forest Management Plan for that parcel would not be appropriate for implementation.

The Town Attorney has reviewed the attached Old Growth Forest Network's Memorandum of Agreement and it does not appear to include any obligations or restrictions on the Town regarding the future use and management of the Belden Forest.

6. Financial Impact:

Often forests with the OGFN designation see increased visitation and provide economic benefits to local communities. People seek out Old-Growth and future Old-Growth Forests as places to frequently visit. If the Board of Selectmen wishes to proceed with any of the four noted supplemental recommendations of the Conservation Commission, staff will need additional time to research resources required to implement those recommendations.

7. Description of Documents Included with Submission:

- a) Conservation Commission Memo to BOS, dated January 24, 2019
- b) Map of Belden Forest
- c) Old-Growth Forest Networks Memorandum of Agreement
- d) Memo from M. Glidden, re: Review of Land Records for Onion Mountain, Belden Forest, and Ethel Walker Wood, dated January 22, 2018
- e) Legal Opinion from Town Attorney, re: Stewardship of Town Open Space, dated October 21, 2016



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Office of Community Planning and Development

To: Board of Selectmen

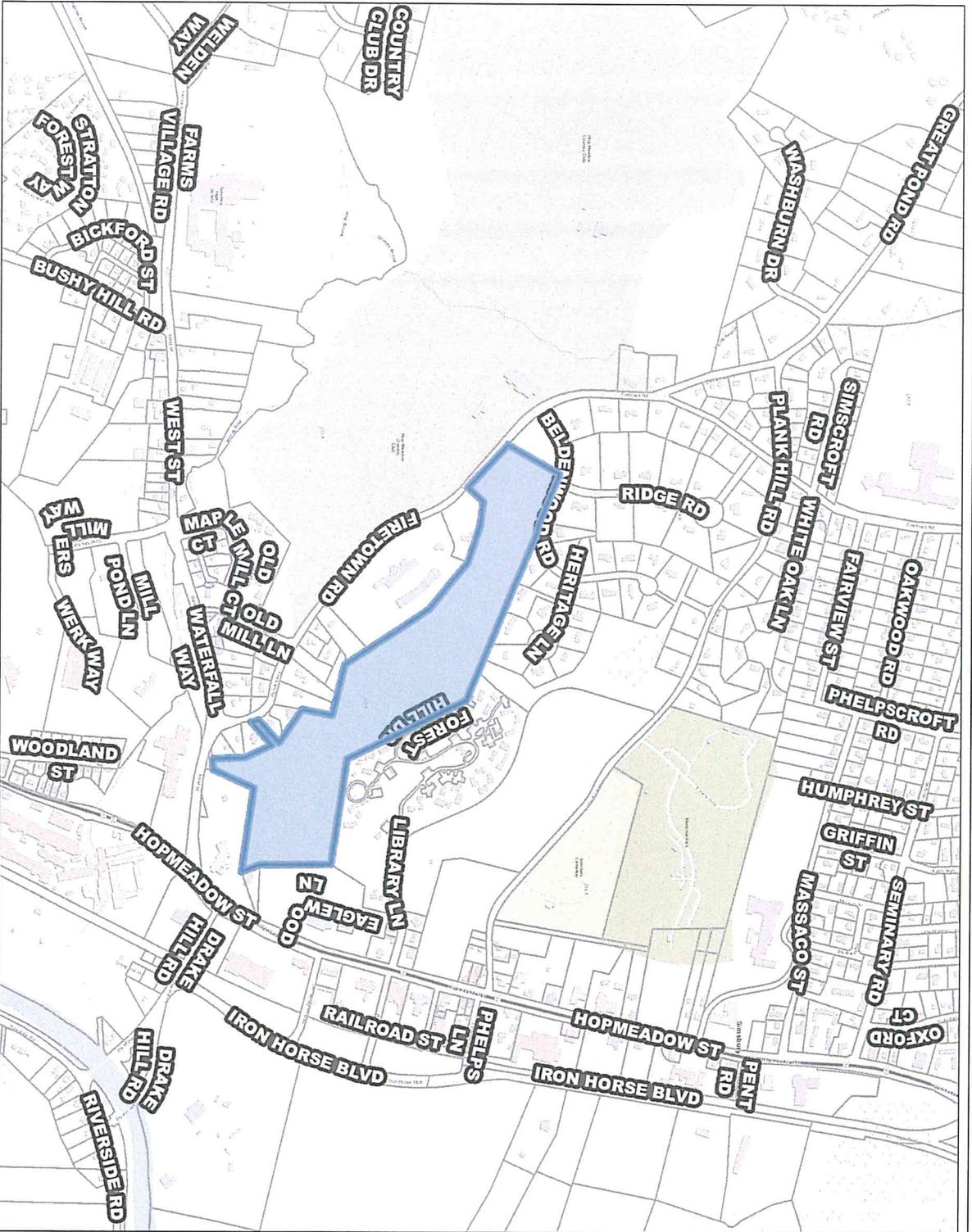
From: Conservation Commission

Date: January 24, 2019

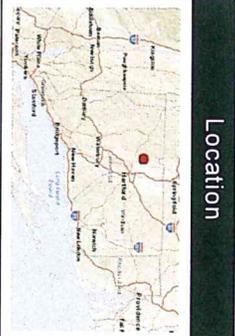
Re: Recommendation for Belden Forest Old Growth Forest Designation

The Conservation Commission at its January 15, 2019 meeting discussed the request for support of the Town seeking the Old Growth Forest Designation for Belden Forest. After a lengthy discussion, the Board made a recommendation for the Board of Selectmen to seek the Old Growth Forest Designation with the caveats that a Forest Management Plan is developed and approved, that there is updated signage and parking for the area, maintenance of the trails to remove hazardous tree limbs is carried out and that the Board establish a funding mechanism for the upkeep of Belden Forest. These items were deemed important if the public is being invited and encouraged to visit the forest for passive recreational purposes.

Town of Simsbury, CT



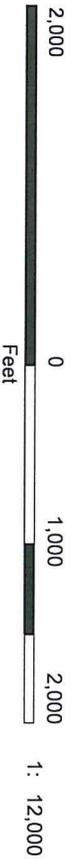
- Legend**
- Parcels
 - Street Labels
 - Town Border
 - Citations



Notes

Belden Forest

This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.





OLD-GROWTH FOREST NETWORK

MEMORANDUM OF AGREEMENT

To include a forest in the Old-Growth Forest Network

Recognizing that less than 1% of the eastern US forests, and less than 5% of the western US forests, have remained undisturbed long enough to develop old-growth characteristics.

Recognizing that many species of plants, animals, and fungi are most successful in older forests.

Recognizing that the older forests are best at purifying the air and the water, and creating fertile soil.

Recognizing that most humans consider older forests to be the most beautiful forests, and will travel to see them.

Recognizing that ecotourism is economically beneficial for nearby communities.

Recognizing that all people, but especially the younger generations, need contact with natural areas.

Therefore

The *Old-Growth Forest Network* shall be established. Every county where forests can grow will be invited to designate at least one forest to be part of the network. These forests shall serve as examples of baseline conditions and allow old-growth characteristics to develop naturally. These forests will be open to visitation by all ages.

For Hartford County in the State of Connecticut, a forest to be designated as part of the network shall be Belden Forest which is owned by the Town of Simsbury.

(Signature of landowner's representative)

(Signature of OGFN representative)

(Date)

(Date)

(Printed name of landowner representative)

(Printed name of OGFN representative)

(Title of landowner representative)

(Title of OGFN representative)

Mailing Address for Landowner: _____



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Date: January 22, 2018
To: Conservation Commission

From: Michael Glidden CFM CZEO, Assistant Town Planner

Re: Review of Land Records for Onion Mountain, Belden Forest, and Ethel Walker Woods property

Staff has reviewed the land records for the three noted properties above to research history of why the properties were purchased by the Town of Simsbury and whether the properties contain environmental restrictions which may prevent certain forestry activities. Copies of the deeds for these properties have been attached to this correspondence for the Commission's interest. A brief summary of each deed is provided.

Belden Forest - Volume 84 Page 83 Simsbury Land Records

The Town of Simsbury acquired this property in 1946 from Anna Genevieve McLean and Josephine Pomroy Hendrick. The property is located north west of the existing public library. An aerial photograph of the property is attached below:



Telephone (860) 658-3200
Facsimile (860) 658-9467

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www.simsbury-ct.gov

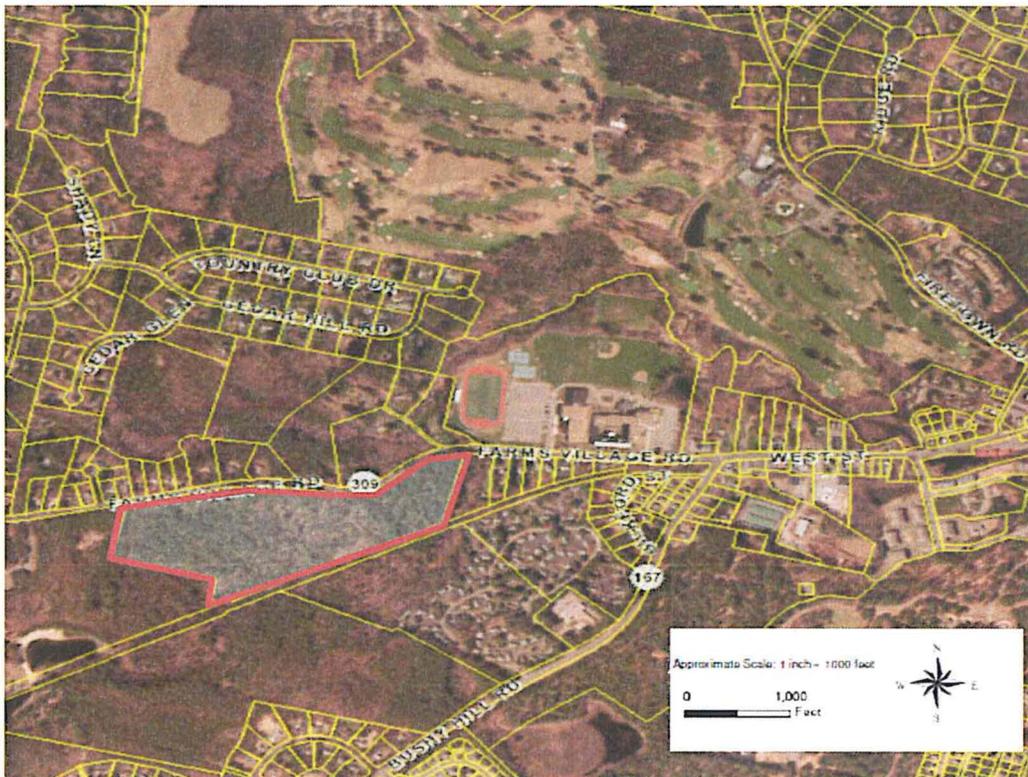
8:30 - 7:00 Monday
8:30 - 4:30 Tuesday through Thursday
8:30 - 1:00 Friday

The deed contained some restrictions/conditions which the Town of Simsbury agreed to as part of the land transfer:

- *Lifetime use was granted to both Anna Genevieve McLean and Josephine Pomroy Hendrick and their survivor. These individuals were permitted to remove up to five (5) cords of fire wood and four thousand (4,000) feet of lumber suitable for boards from the property.*
- *Excluding the above noted exception, no trees upon the property shall be cut down except as may be required in accordance with good standard of forestation*
- *The property will be maintained in as heavy wooded condition as at present.*
- *Property to be maintained as a park and no structures are to be constructed*

Darling Hilles Property Volume 147 Page 335 Simsbury Land Records

The Town of Simsbury acquired this property in 1964 from Susan Morse Hilles. The property is located north west of the existing public library. An aerial photograph of the property is attached below:

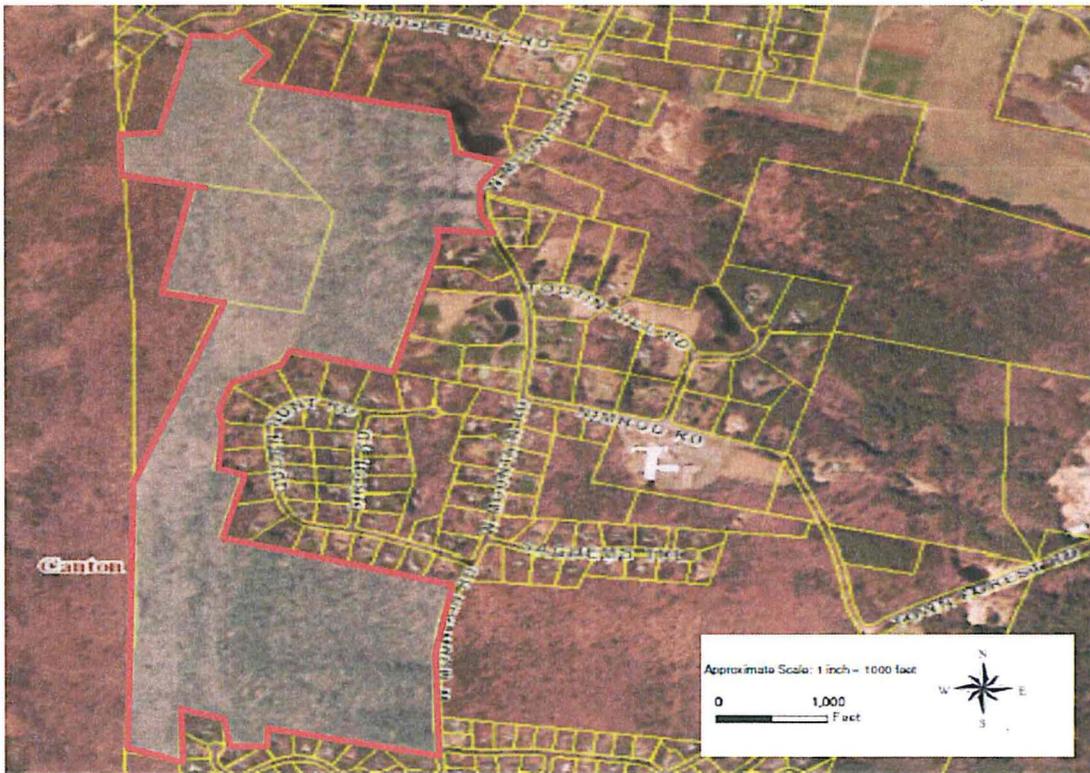


The deed contained some restrictions/conditions which the Town of Simsbury agreed to as part of the land transfer:

- **The conveyance was a gift in memory of Susan Alice Ensign Morse and Julia Whiting Ensign Darling for use as a woodland type park and recreational area for residents of the Town of Simsbury**

Onion Mountain Park – Volume 163 Page 57 Simsbury Land Records

The Town of Simsbury acquired this property in 1967. The purchase was funded by state grants. An aerial photograph of the property is attached below:

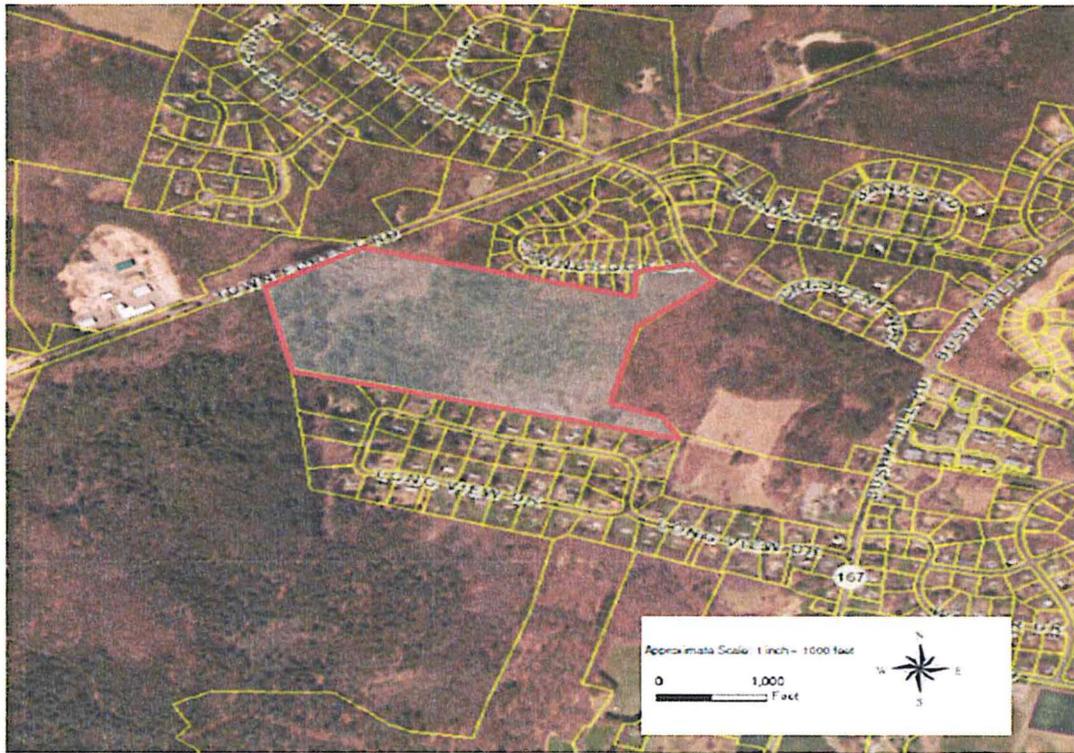


The deed contained some restrictions/conditions which the Town of Simsbury agreed to as part of the land transfer:

- *The land shall not be conveyed or converted to any use other than recreational or conservation purposes (as defined in said Section 7-131c CGS)*
- *The covenants and agreements shall run with the land in favor of the State of Connecticut*

Stratton Brook Forest – Volume 286 Page 214 Simsbury Land Records

The Town of Simsbury acquired this property in 1985. The purchase was from the Ethel Walker School Incorporated. An aerial photograph of the property is attached below:



The deed contained some restrictions/conditions which the Town of Simsbury agreed to as part of the land transfer:

- *The property is subject to a 50 ft wide easement for access in favor of St Alban's Church*

Ethel Walker Woods – Volume 740 page 33 and Volume 798 Page 385 Simsbury Land Records

The Town of Simsbury acquired the property from the Ethel Walker School in 2007 which was clarified in 2010. An aerial photograph of the property is attached below:



The deed contained some restrictions/conditions which the Town of Simsbury agreed to as part of the land transfer:

- *Exhibit D of the deed in Volume 740 Page 33 Seq 13 of the Simsbury Land Records outlines the permitted and prohibited activities within the conservation easement*
- *Trail maintenance is permitted*
- *Forestry management operations such as removal of trees is permitted provided that a forestry management plan is developed and approved by the holder of the easement*

QUIT-CLAIM DEED

from

Anna Genevieve McLean, at al, individually, and Josephine Pomroy Hendrick et al, Trustees under Will of H. Arthur Pomroy

to

The Town of Simsbury

KNOW ALL MEN BY THESE PRESENTS, That We, Anna Genevieve McLean, James P. Hendrick, both of the Town of Simsbury, County of Hartford, and State of Connecticut; Josephine Pomroy Hendrick, also known as Fanny Josephine Hendrick, of the City, County and State of New York, and Grace H. Eustis, formerly Grace V. Hendrick, of Valley, County of Park and State of Wyoming, individually; and Josephine Pomroy Hendrick, of the City, County and State of Wyoming, and James P. Hendrick, of the Town of Simsbury, County of Hartford and State of Connecticut, as Trustees under the Will of H. Arthur Pomroy, late of New York City, acting herein by virtue of a power of sale contained in Paragraph Ninth, Clause II, of the Will of said decedent, in loving memory of Horace Belden, late of Simsbury, Connecticut, and for divers good causes and considerations thereunto moving, especially for one (1) Dollar and other valuable consideration, received to our full satisfaction of The Town of Simsbury, a municipal corporation of the State of Connecticut, have remised, released, and forever QUIT-CLAIMED, and do by these presents, for ourselves, and our heirs and successor, justly and absolutely remise, release, and forever QUIT-CLAIM unto the said Town of Simsbury, its successors and assigns forever, all the right, title, interest, claim and demand which we, the said Anna Genevieve McLean, Josephine Pomroy Hendrick, James P. Hendrick, and Grace H. Eustis, have individually, and all the right, title, interest, claim and demand which the said H. Arthur Pomroy had at the time of his decease, or which we, the said Josephine Pomroy Hendrick, Grace H. Eustis and James P. Hendrick, as Trustees, have or ought to have in and to a certain piece or parcel of land, containing 40.2 acres, more or less, situated in the Town of Simsbury, County of Hartford and State of Connecticut, and being more particularly bounded and described as follows:

Beginning at a merestone in the North line of Firetown Road, with North Coordinate about 379,948.82 and East Coordinate about 482,134.74, marking the boundary between land of the Grantors and of The Simsbury Development Company and running thence Southeasterly along Firetown Road 383 feet, more or less, to a merestone and land of the Estate of George P. McLean; thence Northeasterly 145 ft. more or less, to a merestone; thence Easterly 869 feet, more or less, to a merestone; thence Southeasterly 356 feet, more or less, to a merestone; thence Southeasterly 677 feet, more or less, to a merestone and land of Olive J. Whitehead, Hollace W. Sprague and Mary W. Luccock, the last four courses being along land of the Estate of George P. McLean; thence Easterly along land of said Whitehead, et al, Elma Roberts Hall and of Rev. J. W. Welch, et al, 370 feet, more or less, to a merestone; thence southerly along land of said Welch, et al to other land of Grantors at a point 200 feet North of the North line of Firetown Road; thence Easterly along other land of Grantors 210 feet, more or less; thence southwesterly along other land of Grantors and 4 feet East of Grantors garage 200.0 feet, more or less, to a point in the Northerly line of Firetown Road, which is 150.0 feet from the Southeast corner of land of Welch, et al; thence Southeasterly along Firetown Road 50 feet, more or less; thence Northeasterly along other land of Grantors 200 feet; thence Southeasterly to a point 50 feet East of the Northeast corner of the Kelly Lot, a point 50 feet East of the northeast corner of the Kelly Lot, so-called; thence Southerly and parallel with the East line of the Kelly Lot 211 feet, more or less, to the North line of the New York, New Haven, & Hartford Railroad Company; thence Easterly along said New York, New Haven & Hartford Railroad Company 105 feet, more or less, to other land of the Grantors; thence Northeasterly along land of Grantors and of the First Ecclesiastical Society 301 feet, more or less; thence Easterly along land of the First Ecclesiastical Society 574 feet, more or less, to the Southeast corner of land of Grantors; thence in a generally Northerly direction to a merestone, with North Coordinate of about 378,267.67 and East Coordinate of about 584,958.86; thence in a general Northerly direction about 294.2 feet to a merestone; thence continuing along same azimuth 200.00 feet to a point; thence in a general Westerly direction 729.58 feet to a merestone; thence in a general North-northerwesterly direction 902.5 feet to a merestone; thence in a general Northwesterly direction 211.6 feet to a merestone; thence in a general Northwesterly direction 1,401.9 feet to a merestone; thence in a general southwesterly direction 410.7 feet to a merestone on the Northerly line of Firetown Road and point of beginning.

And being bounded,

Northerly, by land of The Simsbury Development Company

Easterly, by land of The Simsbury Development Company, land of The First Ecclesiastical Society and land of the Estate of George P. McLean and other land of the Grantors, partly by each.

Southerly, by Firetown Road, land of the Estate of George P. McLean, land of Olive Whitehead, et al, land of Elna R. Hall, land of Reverend, J. W. Welch, et al, other land of the Grantors.

Land of the New York, New Haven & Hartford Railroad Company, and land of the First Ecclesiastical Society, partly by each, and

Westerly, by land of The Simsbury Development Company, land of Rev. J. W. Welch, et al, and other land of the Grantors, partly by each.

The right is reserved during the lifetime of Josephine Pomroy Hendrick and Anna Genevieve McLean and the survivor of them to cut and remove each year from the above premises amount of wood not in excess of approximately five (5) cords of fire wood and approximately four thousand (4,000) feet of lumber suitable for boards.

The said Town of Simsbury by the acceptance of this deed agrees as follows:

That the premises above described shall be held in perpetuity exclusively for public park purposes and shall be called "Horace Belden Forest Park."

That subject to the right to cut wood reserved to the said Josephine Pomroy Hendrick and Anna Genevieve McLean as aforesaid, no trees upon the above described premises shall be cut down except as may be required in accordance with good standard of forestation and that the premises will, as far as possible, be maintained in as heavily wooded condition as at present.

That the premises will be maintained in suitable condition for public use as a park and that no structures will be erected thereon except small arbors, summer houses, tool sheds or other accessory structures appropriate to park purposes, provided, however, the Grantee shall have the right to lay out, construct and maintain a fifty (50) foot road running from Firetown Road in a Northerly direction across the Southeasterly portion of the property herein conveyed to the adjoining property of The Simsbury Development Company.

In the event that the aforesaid agreements are not complied with, or that the premises cease to be used for public park purposes, then in either of these events, the premises above described shall revert to the Grantors, and to their respective heirs, successors and assigns.

TO HAVE AND TO HOLD, the premises unto it, the said Town of Simsbury and to its successors and assigns, to the only use and behoof of the said Town of Simsbury, its successors and assigns forever, so that neither we, the said Anna Genevieve McLean, Josephine Pomroy Hendrick, James P. Hendrick and Grace H. Eustis, individually, nor any other person or persons in our name and behalf, shall or will hereafter claim or demand any right or title to the premises or any part thereof, subject to the conditions, aforesaid, but they and every of them shall by these presents be excluded and forever barred.

And we, Josephine Pomroy Hendrick, Grace H. Eustis and James P. Hendrick, as Trustees, aforesaid, do hereby covenant with the said Town of Simsbury, its successors and assigns, that we have full power and authority, as trustees aforesaid, to grant and convey the above described premises in manner and form aforesaid, and for ourselves and our successors, do further covenant to warrant and defend the same to it, the said Town of Simsbury, its successors and assigns, against the claims of any persons whomsoever, claiming by, from or under us, as trustees, aforesaid, subject, however, to the conditions aforesaid.

IN WITNESS WHEREOF: We, Anna Genevieve McLean, James P. Hendrick, Josephine Pomroy Hendrick, also known as Fanny Josephine Hendrick, and Grace H. Eustis, formerly Grace V. Hendrick, individually, and we, Josephine Pomroy Hendrick, Grace H. Eustis and James P. Hendrick, Trustees under the will of H. Arthur Pomroy, have hereunto set their hands and seals this 25th day of December, 1946.

Signed, sealed and delivered in the presence of

William S. Foley Warrenton

Tom Frost Warrenton

Joan Patterson

Henry C. Fellstone

Anna Genevieve McLean (L.S.)

Individually

James P. Hendrick (L.S.)

Individually

Josephine Pomroy Hendrick (L.S.)

Individually

Grace H. Eustis (L.S.)

Individually

Josephine Pomroy Hendrick (L.S.)

Individually

Josephine Pomroy Hendrick (L.S.)
Grace H. Eustis, (L.S.)
James P. Hendrick (L.S.)

Trustees under the Will of H.
 Arthur Pomroy.

DISTRICT OF COLUMBIA

ss. December 25th, 1946.

WASHINGTON

Personally appeared James P. Hendrick, Josephine Pomroy Hendrick, also known as Fanny Josephine Hendrick, and Grace H. Eustis, formerly Grace V. Hendrick, signers and sealers of the foregoing instrument, and acknowledged the same to be their free act and deed, before me.

Harry C. Feldstone, Notary
 Public

DISTRICT OF COLUMBIA

ss. Jan. 14, 1947
 December 25th, 1946

WASHINGTON

Personally appeared Josephine Pomroy Hendrick, Grace H. Eustis and James P. Hendrick, Trustees aforesaid, signers and sealers of the foregoing instrument and acknowledged that they executed the same as Trustees under the Will of H. Arthur P. Pomroy, deceased, and that the same is their free act and deed as Trustees aforesaid, before me.

Harry C. Feldstone, Notary
 Public

Jan. 14, 1947

Since this deed is a conveyance of realty as a bona fide gift, without actual consideration, no documentary tax stamps are required.

COMMONWEALTH OF VIRGINIA

ss. Dec. 26th, 1946.

FAVQUIER COUNTY

Personally appeared Anna Genevieve McLean, signer and sealer of the foregoing instrument and acknowledged the same to be her free act and deed, before me.

A.N. Keys Notary Public
 My commission expires Dec. 7, 1948

Received for Record Dec. 31, 1946 at 7:05 P.M.

RECORDED BY: Charles W. Hall
 Town Clerk

AGREEMENT

by and between

Anna Genevieve McLean, et al, individually,
and Josephine Pomroy Hendrick,
et al, Trustees under Will
of H. Arthur Pomroy

and
The Town of Simsbury

THIS AGREEMENT made this 25th day of December, 1946 by and between Anna Genevieve McLean, James P. Hendrick, both of the Town of Simsbury, County of Hartford and State of Connecticut; Josephine Pomroy Hendrick, also known as Fanny Josephine Hendrick, of the City, County and State of New York, and Grace H. Eustis, formerly Grace V. Hendrick, of Valley, County of Park and State of Wyoming, individually; and Josephine Pomroy Hendrick, of the City, County and State of New York; Grace H. Eustis, of Valley, County of Park and State of Wyoming, and James P. Hendrick, of the Town of Simsbury, County of Hartford and State of Connecticut, as trustees under the Will of H. Arthur Pomroy, late of New York City; hereinafter referred to as "the parties of the first part", and The Town of Simsbury, a municipal corporation of the State of Connecticut, hereinafter referred to as the "Town".

W I T N E S S E T H :

WHEREAS, the parties of the first part have conveyed to the Town a certain piece or parcel of land more particularly described and set forth in a deed from the parties of the first part to the Town, said property to be used for park purposes subject to certain terms and conditions, and

WHEREAS, by the terms of said deed the Town is given the right to lay out, construct and maintain a fifty (50) foot road running from Firetown Road in a northerly direction across the southeasterly portion of the property described in the aforesaid deed to the adjoining property of The Simsbury Development Company, and

WHEREAS, the laying out, constructing and maintenance of said road will impair and interfere with a septic tank and dry well of the parties of the first part appurtenant to the house known as the Fahey House located on the property of the parties of the first part immediately adjacent on the West to the public highway, and

WHEREAS, the Town has indicated its willingness to move said septic tank and dry well.

NOW THEREFORE, in consideration of the aforesaid conveyance and One (1) Dollar and other valuable consideration, it is agreed between the parties hereto as follows:

(1) The Town herewith agrees that if, as and when it begins construction of the aforesaid road, it will dig and remove and relocate said septic tank and

Continued

and dry well upon that portion of the premises of the parties of the first part immediately adjacent to the West, at a place to be designated by them, at is own expense, and to lay and connect sewerage pipes with said relocated septic tank and dry well, and said Fahey House.

(2) The parties of the first part herewith agree to give the Town a right of entry upon their property immediately adjacent to the West for purposes of laying out, constructing and installing the aforesaid septic tank, dry well and pipes in connection therewith.

IN WITNESS WHEREOF: the parties hereto have hereunto set their hands and seals this 31st day of December, 1946.

Signed, sealed and delivered in the presence of:

Edward G. Fellows
Charles W. Hall

The Town of Simsbury

By: O. Phelps Case
William C. Hall Y
Richard E. Curtiss
Selectmen

Witnesses as to parties of the first part:

A. N. Kays Warrenton Jr.
William S. Foley " "
Joan Patterson
Harry C. Feldstone

Anna Genevieve McLean
Individually
James P. Hendrick
Individually
Josephine Pomroy Hendrick
Individually
Grace H. Eustis
Individually

Received for Record December 31, 1946
at 7 P.M.

RECORDED BY: Charles W. Hall
Town Clerk

Josephine Pomroy Hendrick (L.S.
Grace H. Eustis L.S.
James P. Hendrick L.S.

Hilles / Darling Property

VOL. 147 PAGE 333 1.

KNOW ALL MEN BY THESE PRESENTS

THAT I, SUSAN MORSE HILLES, of the Town of Hamden, County of New Haven and State of Connecticut, for divers good causes and considerations thereunto moving, especially for One Dollar (\$1.00) received to my full satisfaction of the Town of Simsbury, a municipal corporation having its territorial limits within the County of Hartford and State of Connecticut, have remised, released and forever quit-claimed, and do by these presents, for myself and heirs, justly and absolutely remise, release and forever QUIT-CLAIM unto the said Town of Simsbury, its successors and assigns forever, all such right and title as I, the said Susan Morse Hilles, have or ought to have in or to the following piece or parcel of land situated in said Town of Simsbury, County of Hartford and State of Connecticut, and more particularly bounded and described as follows:

An undivided 1/2 interest in a certain piece or parcel of land bounded: Northerly by Farms Village Road; Easterly by land now or formerly of Jennie L. Fletcher; Southerly by land formerly of the Central New England Railroad Company, now supposed to belong to the State of Connecticut, and by land of the State of Connecticut; and Westerly by land now or formerly of the State of Connecticut; containing about thirty-five and one-half (35 1/2) acres.

Together with all water rights, dam rights, flowage rights and canal rights.

Said premises are subject to such rights of way as appear of record.

Being the same premises described as the Fourth Piece in the Inventory on file in the Simsbury Probate Court in the Estate of Susan A. E. Morse, deceased, and the same piece conveyed to me, the said Susan Morse Hilles, by Committee Deed of Christopher M. Dawson, Committee for the Estate of Susan A. E. Morse, deceased, dated June 18, 1953.

Said premises are conveyed to said Town of Simsbury as a gift in memory of Susan Alice Ensign Morse and Julia

Whiting Ensign Darling, for use as a woodland type park and recreational area for residents of the Town of Simsbury.

The consideration for this deed is less than Fifty Dollars (\$50.00).

TO HAVE AND TO HOLD, the premises unto it, the said Town of Simsbury, and to its successors and assigns, to the only use and behoof of the said Town of Simsbury, its successors and assigns forever, so that neither I, the said Susan Morse Hilles, nor any person or persons in my name and behalf shall or will hereafter claim or demand any right or title to the premises or any part thereof, but they and everyone of them shall by these presents be excluded and forever barred.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 22nd day of May, nineteen hundred and sixty-four.

Signed, sealed and delivered in the presence of:

Margaret R. Looney
MARGARET R. LOONEY
HUNNINGTON T. DAVE
HUNNINGTON T. DAVE

Susan Morse Hilles (L.S.)
Susan Morse Hilles

STATE OF CONNECTICUT)
 ; ss. New Haven, May 22, 1964
COUNTY OF NEW HAVEN)

Personally appeared Susan Morse Hilles, signer and sealer of the foregoing Instrument, and acknowledged the same to be her free act and deed, before me.

Margaret R. Looney
Notary Public
MARGARET R. LOONEY

Received for Record... 6/11/64
at... and recorded by
Town Clerk



Orig

Onion Mt

VOL. 163 PAGE 57

DEDICATION AGREEMENT

TO ALL PEOPLE TO WHOM THESE PRESENTS SHALL COME, GREETING:

KNOW YE, THAT the TOWN OF SIMSBURY, a municipal corporation specially chartered under the laws of the State of Connecticut and located within Hartford County in said State, hereinafter called "TOWN", has purchased certain land within said Town, which land is more fully described as follows:

Two certain pieces or parcels of land located in the Town of Simsbury, County of Hartford, State of Connecticut, and located on the westerly side of West Mountain Road.

First Piece: Known as the Robert W. Boenig piece, located on the westerly side of West Mountain Road, containing 127.7 acres, more or less, and being more particularly bounded and described as follows:

Beginning at a merestone in the westerly highway line of West Mountain Road, which marks the northeasterly corner of land now or formerly of J. Goodwin, which merestone is a southeasterly corner of the land herein described; thence N, 70° 58' W, 350.3' to a merestone; thence S, 7° 21' E, a distance of 99.9', more or less, to a merestone; thence S, 29° 10' W, a distance of 1,181.3', more or less, to a merestone and land now or formerly of A. R. Missal; the last three courses being along land now or formerly of J. Goodwin and H. D. Phillips, partly along each; thence N, 63° 40' W, 398.73'; thence N. 62° 25' W, 279.71' to a merestone; thence S, 45° 20' W, 107.97' to an iron pin; thence S, 65° 58' W, a distance of 362' more or less, to an iron pin in the land now or formerly of M. L. Castellani, the last four courses being along land now or formerly of D. L. Smith and A. R. Missal, partly along each; thence S, 37° 11' W, 248.45', S, 7° 54' W, 193.75', S, 25° 22' W, 297.75', S, 60° 44' E, 195.77', S, 28° 39' W, 575.36' to an iron pin, the last five courses being along lands now or formerly of M. L. Castellani, T. W. Edwards, S. M. Mona and A. R. Missal, partly along each; thence S, 60° 56' E, along lands now or formerly of A. R. Missal, M. H. Pope, W. A. Latham, J. O. McCahon, K. V. Knebel, L. D. Connor and J. A. Welch, partly along each, a distance of 1,546.5', more or less, to the westerly highway line of West Mountain Road; thence running generally in a southerly direction along the westerly highway line of West Mountain Road, a distance of 1,512', more or less, to land now or formerly of Peter H. Peterson; thence N, 63° 00' W, a distance of 1,198', more or less, to an iron pin; thence S, 10° 45' W, 150', more or less, to an iron pin; thence N, 75° 05' W, a distance of 208', more or less, to an iron pin; thence N, 10° 25' E, a distance of 200', more or less, to an iron pin; thence N, 63° 00' W, a distance of 257', more or less, to an iron pin and the Canton-Simsbury Town Line; thence running generally in a northerly direction along the Simsbury-Canton Town Line, a distance of 2,625', more or less; thence N, 28° 15' E, along an easterly line of John S. Murtha, et al, a distance of 1,114', more or less, to an iron pin in the southerly line of the Second Parcel hereinafter described; thence S, 64° 35' E, 511', more or less, to an iron pin; thence N, 25° 25' E, a distance of 905', more or less, to an iron pin; thence N, 22° 05' W, a distance of 164', more or less, to an iron pin and land now or formerly of L. S. Comstock, the last three courses being along the

Second Parcel hereinafter described; thence continuing in the same course, N, 22° 05' W, a distance of 769', more or less, to an iron pin; thence N, 24° 15' E, 371', more or less, to an iron pin at a fence corner and land now or formerly of R. B. Darlington, the last two courses being along land now or formerly of L. S. Comstock; thence S, 63° 55' E, a distance of 670', more or less, to a concrete monument, along land now or formerly of R. B. Darlington and G. B. Cooper, partly along each, a distance of 670', more or less, to a concrete monument and land of the Village Water Company; thence S, 64° 28' E, 529', more or less, to an iron pin; thence S, 5° 33' E, a distance of 331', more or less, to an iron pin; thence S, 48° 18' E, a distance of 270', more or less, to an iron pin in the westerly highway line of West Mountain Road, the last three courses being along land now or formerly of the Village Water Company; thence S, 64° 28' E, 529', more or less, to an iron pin; thence S, 5° 33' E, a distance of 331', more or less, to an iron pin; thence S, 48° 18' E, a distance of 270', more or less, to an iron pin in the westerly highway line of West Mountain Road, the last three courses being along land now or formerly of the Village Water Company; thence running generally in a southerly direction along the westerly highway line of West Mountain Road, a distance of 635', more or less, to the merestone at the point or place of beginning.

And being shown as "56.4 acres ±" and "71.3 acres ±" on Sheets #1 and #2 on a certain map entitled, "Property of Robert W. Boenig, Under Option by I. R. Stich Associates, Inc. of West Hartford, Connecticut, Located in the Towns of Simsbury and Canton, Connecticut, May, 1966, Scale 1" = 100'" and certified substantially correct, Edw. Bazzell, Registered Land Surveyor, which map is on file in the Town Clerk's Office of the Town of Simsbury, County of Hartford and State of Connecticut.

Second Piece: Known as the Joseph W. Pattison piece, located on the westerly side and in the rear of West Mountain Road, containing 20 acres, more or less, and being more particularly bounded and described as follows:

Beginning at an iron pin in the southerly line of the herein described property, which iron pin is located a distance of 1,114' N, 28° 15' E, from the Simsbury-Canton Town Line, as measured along an easterly line of land now or formerly of John S. Murtha, et al, and which point is a northeasterly corner of land now or formerly of John S. Murtha, et al; thence N, 64° 35' W, 378', more or less, to an iron pin; thence running generally in a northeasterly direction along an easterly line of John S. Murtha, et al, a distance of 956', more or less, to an iron pin and land now or formerly of L. S. Comstock, the last two courses being along land now or formerly of John S. Murtha, et al; thence S, 69° 25' E, along land now or formerly of L. S. Comstock, 779', more or less, to an iron pin and the First Piece hereinbefore described; thence S, 22° 05' E, 164', more or less, to an iron pin; thence S, 25° 25' W, a distance of 905', more or less, to an iron pin; thence N, 64° 35' W, a distance of 511', more or less, to the iron pin at the point or place of beginning, the last three courses being along the First Piece hereinbefore described.

And being shown as "Ogden Homes Inc. 20 acres ±" on Sheet #1 of the hereinbefore referred to map.

WHEREAS, the Town intends to use said land for recreational and conservation purposes as defined in Section 7-131c of the Connecticut General Statutes, Revision of 1958, Revised to 1966; and

WHEREAS, the Town has received a State grant-in-aid for the acquisition of said land for conservation, recreational and open space purposes.

NOW, THEREFORE, in consideration of said grant-in-aid, Town covenants and agrees with the State of Connecticut that said land shall not be conveyed or converted to any use other than recreational or conservation purposes (as defined in said Section 7-131c), except with the approval of the State Council on Agriculture and Natural Resources as provided in Section 7-131i of the Connecticut General Statutes, Revision of 1958, Revised to 1966. Said covenants and agreements shall run with the land in favor of the State of Connecticut and shall be binding upon the Town of Simsbury, its successors and assigns.

IN WITNESS WHEREOF, the TOWN OF SIMSBURY has caused these presents to be executed and its seal to be hereunto affixed by Russell S. Shaw, its First Selectman, hereunto duly authorized, this 3rd day of March, 19667.

Signed, Sealed and Delivered
in the Presence of:

Thomas S. Whitman
Thomas S. Whitman

Marian E. McCormick
Marian E. McCormick

TOWN OF SIMSBURY

By: Russell S. Shaw (IS)

Its First Selectman
Duly Authorized

Stratton Brook

2626

VOL 286 PAGE 0214

STATUTORY FORM WARRANTY DEED

THE ETHEL WALKER SCHOOL, INCORPORATED, a Connecticut corporation whose principal office is in Simsbury, Connecticut ("Grantor") for consideration paid, grants to THE TOWN OF SIMSBURY, a municipal corporation whose territorial limits are within the County of Hartford and State of Connecticut ("Grantee") with WARRANTY COVENANTS a parcel of land situated in the Town of Simsbury, County of Hartford and State of Connecticut, on the westerly side of Stratton Brook Road.

Said premises are shown as "Area: 65.00 Acres" on a map entitled "Map of Land to be Conveyed to Town of Simsbury Stratton Brook Road Simsbury Connecticut Scale 1' = 100'--April 1985" prepared by Hodge Surveying Associates, P.C., which map is to be filed in the office of the Simsbury Town Clerk, said premises are bounded and described as follows:

Beginning at a point on the westerly side of Stratton Brook Road at the northeasterly corner of land now or formerly of the Grantee and a southeasterly corner of the land herein described; thence running S 64° 41' 14" W, 619.00 feet to a point; thence running S 31° 55' 51" W, 710.91 feet to a point; thence running S 51° 45' 18" E, 394.00 feet to a point; thence running S 27° 00' 02" E, 165.00 feet to a point; the last four (4) courses being along said land now or formerly of the Grantee; thence running S 28° 17' 03" W along land now or formerly of The Missionary Society of the Diocese of Connecticut, 47.62 feet to a point; thence running N 61° 32' 23" W along land shown as "Mountain View Park Subdivision" on said map, 2,610.11 feet to a point; thence running N 02° 51' 20" E, 787.16 feet along other land of the Grantor to a point on the southerly side of Town Forest Drive; thence running N 77° 52' 23" E, along Town Forest Drive, 719.42 feet to land now or formerly of the State of Connecticut; thence running S 60° 14' 42" E along said land now or formerly of the State of Connecticut, 813.98 feet to a point; thence running S 61° 32' 11" E, 368.05 feet to a point; thence running S 62° 04' 36" E, 611.42 feet to a point; thence running N 27° 44' 37" E, 238.97 feet to Fawnbrook Lane, the last three (3) courses being along land shown as "Fawnbrook Subdivision" on said map; thence running S 62° 07' 55" E along Fawnbrook Lane, 30.52 feet to a point; thence running along Fawnbrook Lane in a curve to the left having a radius of 384.08 feet a distance of 300.47 feet to a point; thence running S 66° 27' 25" E, 22.31 feet to Stratton Brook Road; thence running southerly along Stratton Brook Road in a curve to the left, having a radius of 674.36 feet a distance of 205.06 feet to the point of beginning.

Said premises are conveyed together with (a) a right of way along the northerly boundary of land now or formerly of the Parish of St. Alban's Church, which right of way was reserved by Grantor in a deed from Grantor to said Parish of St. Alban's Church dated November 17, 1967 and recorded in Volume 168 at Page 58 of the Simsbury Land Records; and (b) such rights which Grantor may now have by virtue of a reservation contained in said deed to the Parish of St. Alban's Church of the right to draw water from a water storage tank and other rights appurtenant thereto, as set forth in said deed.

Grantor excepts and reserves for itself, its successors and assigns, a 50 foot wide easement for access, by foot and motor vehicle, to other land of Grantor adjoining on the west and south. Grantor shall have the right to pave, maintain and repair a road within the easement area. The location of this easement shall be

CONVEYANCE TAX PAID
\$ <u>NIL</u> Receipt # <u>62389</u>
<i>Maureen G. Gresh</i>
Town Clerk, Simsbury, Conn.

as shown on the aforesaid map, but Grantee shall have the right to relocate said easement over other portions of the premises, provided that (a) if no paved road has been constructed in the easement area at the time of its relocation, the construction of a paved road in the new location shall be no more costly than in the original location, or (b) if a paved road has been constructed in the easement area at the time of its relocation, Grantee shall construct an equivalent paved road in the new location, at no expense to Grantor before the relocation becomes effective.

Signed this 19th day of April, 1985.

Witnessed by:

Ann J. Angelo
Ann J. Angelo

THE ETHEL WALKER SCHOOL, INCORPORATED

Deborah R. Trumbly
Deborah R. Trumbly

By Claudia R. Burch
Claudia R. Burch
Its President

STATE OF CONNECTICUT)
) ss. Simsbury
COUNTY OF HARTFORD)

The foregoing instrument was acknowledged before me this 19th day of April, 1985, by Claudia R. Burch, President of The Ethel Walker School, Incorporated, on behalf of the corporation, as her and its free act and deed.

Ann J. Angelo
Ann J. Angelo
Notary Public
My Commission Expires:
March 31, 1989



Ethel Walker Woods

Doc ID: 000491310013 Type: LAN
BK 740 PG 33-45

CONSERVATION EASEMENT AND AGREEMENT

TO ALL PEOPLE TO WHOM THESE PRESENTS SHALL COME, GREETING:

WHEREAS, The Ethel Walker School, Incorporated ("School"), a Connecticut nonstock corporation, having a mailing address of 230 Bushy Hill Road, Simsbury, CT 06070, (hereinafter , together with its successors and assigns, GRANTOR) holds title to 50+/- acres of real property, (hereinafter the "Protected Property");

WHEREAS, in addition to its considerable value as a natural area and source of public drinking water, said property is also a scenic resource of the State of Connecticut and can provide significant aesthetic and recreational opportunities for the general public;

WHEREAS, the preservation of the above mentioned land will yield a significant public benefit by protecting the quality of associated riverine and drinking water, maintaining the scenic qualities of the property, and conserving the important habitats and the wildlife associated with them;

WHEREAS, the parties intend that the Grantor will remain the fee owner of the Protected Property and the use of the Protected Property shall be subject to the restrictions set forth in this Conservation Easement;

WHEREAS, The Town of Simsbury, a municipal corporation specially chartered under the laws of the State of Connecticut will be the Holder of the Conservation Easement, after this called "Holder".

WHEREAS, the anticipated use of the land by the Grantor is consistent with the Holder's conservation and preservation interests, and the Grantor has a shared interest with Holder in seeing that these conservation-minded practices continue;

WHEREAS, the parties to this conservation easement agree that limited public recreation on said property can be provided without significant impact to the natural resources on said property, conservation of those resources having been the primary reason for its acquisition by Holder;

NOW, THEREFORE, GRANTOR, for One Dollar and other good and valuable consideration received to its full satisfaction of the HOLDER, and in consideration of the mutual covenants, terms, conditions and restrictions herein contained, GRANTOR, its successors and assigns, do hereby give, grant, bargain, sell, convey and confirm in perpetuity unto the HOLDER and its successors or assigns forever with Warranty Covenants, a Conservation Easement, of the nature and character and to the extent hereinafter set forth, over the Protected Property, as described in Exhibit A, attached hereto.

1. Purpose. It is the purpose of this Conservation Easement to assure that the Protected Property will be retained forever predominantly in its undeveloped, natural, scenic, forested, and/or open space condition as an important scenic resource, to preserve important wetland and upland habitat, to provide opportunities for public recreation, and for the protection of water quality and the public water supply (hereinafter "Conservation Values or Interests"), while preventing any use of the Protected Property that will significantly impair or interfere with the Conservation Values or Interests of the Protected Property, described above. It is the intent of this easement that any management activities or alterations of the natural landscape or provision for access or recreation shall be consistent with the conservation purposes above.

2. Development Rights and Restrictions. No building, residential dwelling, structure, billboard or other advertising structure, parking lot, driveway, road or other temporary or permanent structure or improvement requiring construction shall be placed upon the Protected Property except as provided hereinbelow, the following reservations to be consistent with the conservation purposes above:

- a) Grantor reserves the right to maintain existing driveways, footpaths, trails and other minor surface alterations; to excavate and fill as necessary to accomplish permitted building, recreational, equestrian and silvicultural activities, and to construct, maintain and reconstruct additional unpaved footpaths, trails, or minor, roofless rustic improvements necessary or appropriate to assure safe passage, prevent erosion, or to enhance or protect the natural habitat.
- b) Grantor reserves the right to use the Protected Property for all purposes for which the Protected Property is currently used, including but not limited to, its athletic, recreational, educational and

NO CONVEYANCE TAX COLLECTED
[Signature]
ASST. TOWN CLERK, SIMSBURY, CT
Book: 740 Page: 33

Equestrian Program and for no other purpose, for the benefit of Grantor, and its students, employees and invitees. The term "Equestrian Program" shall mean School's equestrian program which is more particularly described on Exhibit B hereto and Grantor may also use the Protected Property for all activities designated as Permitted Activities on the Summary Description of the Conservation Area attached hereto and incorporated herein as Exhibit D.

- c) In furtherance of its Equestrian Program, Grantor shall have the right from time to time to install, maintain, repair and replace permanent and temporary jumps and fences of different heights on the Protected Property. It is understood that the installation of said jumps and fences may require the placement of poles and posts into the ground. From time to time School may move or redesign its cross country course to accommodate changing terrain conditions and/or equestrian procedures and to accommodate any change in regulations or standards of the USEF- United States Equestrian Federation, USEA- United States Eventing Association, NEHC- New England Horseman's Council, or CHJA- Connecticut Hunter-Jumper Association and any replacement or additional organizations governing equestrian eventing.
 - d) To ensure public safety on specific days when equestrian events or forest management activities or trail management activities are taking place on the Protected Property, the School may temporarily close public access to the Protected Property in order to safely conduct such activities. Such access shall be restored upon termination of the equestrian event or forest or trail management activity.
 - e) All rights reserved herein by the Grantor may only be exercised subject to all applicable governmental permits and approvals required by law. Nothing herein shall commit the Holder to grant any such approval or permit.
 - f) Grantor reserves the right to manage and monitor the Protected Property for the protection of specific habitat and/or species, for the conservation of natural resources, including water, and to preserve and enhance its use as a recreational and educational resource, including equestrian use. Such management activities may include, but are not limited to:
 - 1) The rerouting or closing of trail segments or public access points that pose a substantial threat to protected species, provided that a system of public access trails remains open to the public at all times;
 - 2) The mowing and maintenance of fields;
 - 3) Grantor may engage in sound forest management practices, including, but not limited to: (a) selective pruning and cutting to implement recreation and other uses allowed under the provisions of this easement, and to prevent, control or remove hazards, disease or insect damage, fire, or to preserve the present condition of the Protected Property including vistas, woods roads, and trails, or (b) forestry practices in accordance with a plan prepared by a professional forester (which may include the State Forester) designed to protect the conservation values or interests of the Protected Property, including without limitation, scenic and wildlife habitat values.
 - 4) The removal of trees, shrubs and other vegetation in connection with the goals and uses permitted under this Easement as part of an approved Forest Management Plan;
 - 5) The right to grant access to the site for research;
 - 6) Use of the property for educational and outreach purposes, including limited attendance walks and on-site stewardship training programs.
- f) Grantor reserves the right to access the Protected Property at any time by foot, horseback or by non-motorized vehicles or motorized vehicles as is reasonably necessary in exercising any of the reserved rights of Grantor herein or in the exercise of management of the Protected Property, emergency access or egress, or as required by the police, fire officials, or emergency response units or other local, state or federal government agents in carrying out their lawful duties, or as otherwise required by State or Federal law.

Grantor agrees that the activities or uses contemplated above shall not unreasonably interfere with the use of the Protected Property by the general public. Grantor may enter into an agreement with one or more other entities to assist it in fulfilling its management responsibilities. All rights not specifically granted are hereby reserved by Grantor.

3. Provision of Public Recreation. The Grantor agrees to allow the public access to the Protected Property from dawn to dusk to use the trails and trail systems as depicted on the Trail Map attached as Exhibit C for passive recreation as they may exist or be developed. The public shall be defined as any resident of any municipality, state, country or nation. The Grantor may develop passive recreational facilities and support facilities for those passive activities on the Protected Property if none exists. Passive recreation shall be defined as recreational trail usage (non-motorized). Dogs are allowed on the Protected Property provided they are kept on a leash at all times. Other recreational uses consistent with the provisions of this agreement may be allowed on the Protected Property, provided that they are designed and implemented in a manner that minimizes the potential impact to resource protection purposes hereinabove stated.

Grantor agrees to develop and maintain a network of trails as generally shown on Exhibit C to be used by the public for passive recreation. There shall be no public camping, hunting, fires of any sort, collection of plants, fruits or wildlife, or feeding of wildlife except in connection with Grantor classroom activities, no destruction of wildlife or habitat, application of pesticides or herbicides except as permitted pursuant to an approved Forest Management Plan,

4. Other activities. No commercial, industrial, quarrying, or mining activities are permitted on the Protected Property, nor are uses permitted which are or have the potential to be detrimental to drainage, flood control, water quality, erosion control, soil conservation, wildlife or the land and water areas in their natural conditions, diking, draining, filling, dredging or removal of wetlands, or mining activities.

5. Water Protections and Waste Disposal. The use of chemical herbicides, pesticides, fungicides, fertilizers and other agents must be limited to prevent any demonstrable adverse effect on wildlife, waters, and other important conservation interests to be protected by this Easement.

It is forbidden to dispose of or to store rubbish, garbage, debris, abandoned equipment, parts thereof, or other unsightly, offensive, toxic or hazardous waste material on the Protected Property except that vegetative waste may be composted, and other waste generated by permitted uses on the Protected Property may be stored temporarily in appropriate containment for removal at reasonable intervals, subject to all applicable local, state, and federal laws and regulations.

The Grantor covenants and represents that, to the best of Grantor's knowledge, no hazardous substance or toxic waste exists nor has been generated, treated, stored, used, disposed of, or deposited in or on the Protected Property, and that there are not now any underground storage tanks located on the Protected Property.

6. Costs and Taxes. Grantor acknowledges that the Holder has no possessory rights in the Protected Property, nor any responsibility or right to control, maintain, or keep up the Protected Property. Grantor is responsible to pay and discharge when due all property taxes and assessments and to avoid the imposition of any liens that may impact Holder's rights hereunder. Grantor is responsible for all costs and responsibility of ownership, control, operation, maintenance, and upkeep of the Protected Property and will, to the fullest extent permitted by law, defend, release, relieve, hold harmless, and indemnify Holder, its officers, directors, agents, and employees there from and from any claims for damages which arise there from, except for harm caused by the negligent act or misconduct of Holder, its officers, agents, employees or contractors, or as may arise out of its workers' compensation obligations. This provision shall not be construed as a waiver of sovereign immunity.

Grantor shall pay before delinquency all taxes, assessments, fees, and charges of whatever description levied on or assessed against the Protected Property by competent authority (collectively "taxes"), and shall furnish Holder with satisfactory evidence of payment upon request. In order to assure the continued enforceability of this Conservation Easement, Holder is authorized but in no event obligated to make or advance any payment of taxes, upon three (3) days prior written notice to Grantor, in accordance with any bill, statement, or estimate procured from the appropriate authority, without inquiry into the validity of the taxes or the accuracy of the bill, statement, or estimate, and the obligation created by such payment shall bear interest until paid by Grantor at the lesser of two (2) percentage points over the prime rate of interest from time to time announced by Chemical Bank of New York or the maximum rate allowed by law. Holder shall have the right to place a lien on property of the Grantor in the event that the payment is not reimbursed to Holder within thirty (30) days.

7. Subdivision Limitation and Subsequent Transfers. The Protected Property must remain as an entity in a single ownership, and may not be divided, subdivided, partitioned or otherwise separated into parcels or lots.

Grantor agrees that the terms, conditions, restrictions, and purposes of this grant or reference thereto will be inserted by Grantor in any subsequent deed or other legal instrument by which the Grantor divests either the fee simple title or possessory interest in the Protected Property; and Grantor further agrees to notify Holder or any pending transfer at least thirty (30) days in advance.

8. Miscellaneous.

a) Grantor represents that as of the date of this grant there are no liens or mortgages outstanding against the Protected Property, which are prior in right to this Conservation Easement. The rights of the Holder to enforce the terms, restrictions and covenants created under this easement shall not be extinguished by foreclosure of any mortgage or any publicly or privately placed lien, regardless of any subsequently placed mortgage or lien.

b) If any provision(s) of this Conservation Easement or the application thereof to any person or circumstance is found to be invalid, the remainder of the provisions of this Conservation Easement and the application of such provisions to persons or circumstances other than those as to which it is found to be invalid, shall not be affected thereby.

c) Any uncertainty in the interpretation of this Conservation Easement should be resolved in favor of conserving the Protected Property in its natural and scenic state, **consistent with its right to maintain all current uses.**

d) If this Easement is extinguished by court order, or the powers of eminent domain, the proceeds of any taking or sale of the unrestricted property shall be divided between Grantor and Holder in the same proportion as the value of their respective interests, so calculated, as of the date of this grant, excepting any part of such proceeds attributable to improvements to the Protected Property made after the date of this grant. Holder will use such proceeds for its conservation purposes.

9. Remedies and Enforcement.

a) This Conservation Easement granted hereby constitutes a conservation restriction on the Protected Property in favor of the Holder and its successors and assigns pursuant to CGS Section 47-42a, as amended. Pursuant to CGS Section 47-42b, as amended, this Conservation Easement shall not be unenforceable on account of lack of privity of estate or contract or lack of benefit to particular land. Pursuant to CGS Section 47-42c, this Conservation Easement may be enforced by injunction or proceedings in equity, or in any other manner permitted by law. It is further agreed by the parties that the Public Recreation Easement granted hereby may be enforced at law or in equity.

b) The failure or delay of the Holder, for any reason whatsoever, to enforce this Conservation Easement shall not constitute a waiver of its rights and Grantor hereby waives any defense of laches, prescription, or estoppel.

c) Grantor is not responsible for injury to or change in the Protected Property resulting from "acts of God" so called, such as, but not limited to, fire, flood, storm, and earth movement, or from any prudent action taken by Grantor under emergency conditions to prevent, abate, or mitigate significant injury to the Protected Property resulting from such causes. If a Court (or other decision maker chosen by mutual consent of the parties) determines that this Conservation Easement has been breached, Grantor will reimburse Holder for any reasonable costs of enforcement, including court costs, reasonable attorneys' fees, and any other payments ordered by such Court.

d) The terms and conditions of said easement hereinabove set forth shall be binding upon and inure to the benefit of the Holder and its successors or assigns. However, said Conservation Easement shall not entitle the Holder or its successors or assigns to any right of entry or use of the Protected Property except as provided herein and for periodic inspections in a reasonable manner and at reasonable times to ensure compliance with the conservation and recreation purposes above.

e) The captions herein have been inserted solely for convenience of reference and are not a part of this Conservation Easement and shall have no effect upon construction or interpretation.

10. Notices. Any notice to Holder required hereunder must be made by certified mail, return receipt

requested, addressed to:

State of Connecticut
Department of Environmental Protection
Office of the Commissioner
79 Elm Street
Hartford, CT 06106

or such other address as may be furnished in writing.

Any notice to Grantor required hereunder must be made by certified mail, return receipt requested, addressed to each of the following:

The Ethel Walker School Incorporated
230 Bushy Hill Road
Simsbury, CT. 06070
Attention: Head of School

or such other address as may be furnished in writing.

Any notices to Holder or requests for Holder consent, required or contemplated hereunder, must include, at a minimum, sufficient information to enable the Holder to determine whether proposed plans are consistent with the terms of this Conservation Easement and the conservation and recreation purposes hereof.

11. Assignment of Holder's Interest. The Holder shall have the right, but not the obligation, to assign its interest in this Conservation Easement to the State of Connecticut at any time, provided that the Holder delivers advance written notice to the Grantor of its intention. Except as set forth in this Paragraph 11, the Holder's interest in this Conservation Easement shall not be assigned.

12. Binding on Successors. This Conservation Easement shall be deemed a covenant running with the land and shall be binding upon the parties and also upon their heirs, personal representatives, assigns, and other successors in interest.

SIGNATURE PAGE FOLLOWS

EXHIBIT A

The land upon which this permanent conservation will be granted by The Ethel Walker School, Incorporated is described further by means of the following property description.

A certain piece or parcel of land referred to as Conservation Easement #1 on a map or plan entitled "Property Survey Showing Proposed Parcels to be Conveyed to The Town of Simsbury Ethel Walker School Bushy Hill Road (Route 167) & Town Forest Road Simsbury, Connecticut Milone & MacBroom 99 Realty Drive Cheshire, Connecticut 06410 Scale 1"=100' Date: March 2, 2007 Sheets 1 of 5 through 5 of 5" which map or plan is on file with the Town Clerk of the Town of Simsbury to which reference may be had and which piece or parcel of land is more particularly described as follows:

TO WIT:

Area: 1,968,380 square feet, 45.188 acres

A certain parcel of land situated in the Town of Simsbury, County of Hartford, and State of Connecticut being more particularly bounded and described as follows:

Beginning at a point on the westerly streetline of Bushy Hill Road (Route 167), said point being marked by a CHD Monument located 303.97 feet northeasterly of the division line between Parcel C and land now or formerly of Ethel Walker School when measured along said streetline;

thence running North 38°-06'-23" West 52.51 feet to a point, thence turning and running South 83°-24'-48" West 259.39 feet to a point, thence turning and running North 88°-10'-21" West 45.90 feet, all along land now or formerly of Ethel Walker School, to a point;

thence running along a counterclockwise curve, having a radius of 350.00 feet, 280.25 feet to a point, thence turning and running North 67°-18'-37" West 133.28 feet to a point, thence turning and running North 16°-13'-44" East 670.04 feet to a point, thence turning and running North 07°-17'-40" West 143.65 feet to a point, thence turning and running North 27°-20'-13" East 167.55 feet, all along Parcel C, to a point;

thence running South 62°-39'-47" East 30.00 feet to a point, thence turning and running North 27°-20'-13" East 263.28 feet to a point, thence turning and running North 19°-08'-14" East 95.47 feet to a point, thence turning and running North 70°-51'-05" West 210.54 feet, all along land now or formerly of Ethel Walker School, to a point;

thence running North 16°-16'-20" East 1,253.07 feet along Parcel C to a point;

thence running South 70°-50'-51" East 604.28 feet along land now or formerly of Marjorie L. Clark, land now or formerly of Michael J. Robinson and Tracey L. Robinson, along Wren Way, land now or formerly of David L. Lardie and Jo-Ann M. Lardie and land now or formerly of John J. Paschkewitz, each in part, to a point;

thence running South 19°-09'-09" West 1,250.28 feet to a point, thence turning and running South 40°-23'-39" West 211.04 feet to a point, thence turning and running along a clockwise curve, having a radius of 105.00 feet, 121.87 feet to a point, thence turning and running South 16°-53'-52" West 190.13 feet to a point, thence turning and running South 73°-06'-08" East 186.17 feet to a point, thence turning and running North 16°-53'-52" East 257.32 feet to a point, thence turning and running South 76°-11'-20" East 565.70 feet to a point, thence turning and running South 14°-45'-52" West 47.77 feet to a point, thence turning and running South 75°-14'-08" East 207.26 feet, all along land now or formerly of Ethel Walker School, to a point;

thence running South 14°-45'-52" West 294.33 feet to a point, thence turning and running South 15°-53'-08" West 127.35 feet to a point, thence turning and running along a clockwise

curve, having a radius of 720.00 feet, 259.71 feet to a point, thence turning and running along a clockwise curve, having a radius of 560.00 feet, 355.29 feet to a point, thence turning and running along a counterclockwise curve, having a radius of 825.00 feet, 302.69 feet, all along the westerly streetline of Bushy Hill Road (Route 167), to the point of the beginning.

Excluding a rectangular parcel measuring 256.00 feet by 135.00 feet located within the above-described easement area.

Being more particularly bounded and described on a map entitled: "Property Survey, Showing Proposed Parcels to be Conveyed to the Town of Simsbury, Ethel Walker School, Bushy Hill Road (Route 167) & Town Forest Road, Simsbury, Connecticut," Dated: March 2, 2007, Scale: 1"=100' and Prepared by: Milone & MacBroom, Inc.

AND

A certain piece or parcel of land referred to as Conservation Easement #2 on a map or plan entitled "Property Survey Showing Proposed Parcels to be Conveyed to The Town of Simsbury Ethel Walker School Bushy Hill Road (Route 167) & Town Forest Road Simsbury, Connecticut Milone & MacBroom 99 Realty Drive Cheshire, Connecticut 06410 Scale 1"=100' Date: March 2, 2007 Sheets 1 of 5 through 5 of 5" which map or plan is on file with the Town Clerk of the Town of Simsbury to which reference may be had and which piece or parcel of land is more particularly described as follows:

TO WIT:

Area: 170,590 square feet, 3.916 acres

A certain parcel of land situated in the Town of Simsbury, County of Hartford, and State of Connecticut being more particularly bounded and described as follows:

Beginning at a point on the westerly streetline of Bushy Hill Road (Route 167) at the division line between land now or formerly of Everett R. Granger and Theresa A. Granger and the parcel herein described;

thence running North 55°-30'-49" West 212.81 feet along land now or formerly of Everett R. Granger and Theresa A. Granger to a point;

thence running North 16°-13'-44" East 483.84 feet to a point, thence turning and running South 67°-18'-37" East 121.96 feet to a point, thence turning and running along a clockwise curve having a radius of 250.00 feet, 211.33 feet to a point, thence turning and running South 18°-52'-41" East 105.62 feet to a point, thence turning and running along a counterclockwise curve having a radius of 250.00 feet, 85.33 feet to a point, thence turning and running South 38°-26'-07" East 50.15 feet, all along Parcel C, to a point;

thence running along a clockwise curve, having a radius of 1,600.00 feet, 363.97 feet along the westerly streetline of Bushy Hill Road (Route 167) to the point of beginning.

Being more particularly bounded and described on a map entitled: "Property Survey, Showing Proposed Parcels to be Conveyed to the Town of Simsbury, Ethel Walker School, Bushy Hill Road (Route 167) & Town Forest Road, Simsbury, Connecticut," Dated: March 2, 2007, Scale: 1"=100' and Prepared by: Milone & MacBroom, Inc.

Said property is subject to the following permitted encumbrances:

1. Rights in and to land formerly set apart by the State of Connecticut for a highway, bounding on the west of a parcel conveyed by David Stuart Dodge to The Ethel Walker School, Incorporated, by Deed dated June 25, 1917 and recorded in Volume 59 at Page 221 of the Simsbury Land Records. AFFECTS Dodge Parcel, First Piece Only.
2. Rights in and to land formerly set apart by the State of Connecticut for a highway, bounding on the west of a parcel conveyed by David Stuart Dodge to The Ethel Walker School, Incorporated, by Deed dated June 25, 1917 and recorded in Volume 59 at Page 221 of the Simsbury Land Records. AFFECTS Dodge Parcel, First Piece and Second Piece.
3. Right of Way Easement for electric distribution system from The Ethel Walker School, Inc. to The Simsbury Electric Company, dated January 30, 1920 and recorded February 14, 1920 in Volume 59 at Page 369 of the Simsbury Land Records (Map No. 71). AFFECTS Dodge Parcel, First Piece and Second Piece.
4. Easement from for electric distribution easement from The Ethel Walker School, Incorporated to The Simsbury Electric Company, dated May 19, 1923 and recorded May 29, 1923 in Volume 63 at Page 122 of the Simsbury Land Records. AFFECTS Dodge Parcel, First Piece and Second Piece. Note: Some property of The Simsbury Electric Co. was transferred to The Ethel Walker School, Inc. by instrument dated May 21, 1942 and recorded June 5, 1942 in Volume 79 at Page 28 of the Simsbury Land Records.
5. Indenture of indefinite term between Simsbury Electric Company and The Ethel Walker School, Inc., dated May 21, 1942 and recorded June 4, 1942 in Volume 79 at Page 30 of the Simsbury Land Records. AFFECTS Dodge Parcel, First Piece and Second Piece.
6. Easement for drainage from The Ethel Walker School, Incorporated to the State of Connecticut, dated September 18, 1952 and recorded November 4, 1952 in Volume 100 at Page 121 of the Simsbury Land Records (Map No. 446). AFFECTS Dodge Parcel, First Piece and Second Piece.
7. Drainage right of way from The Ethel Walker Smith Company, Inc. to the State of Connecticut, dated July 19, 1961 and recorded in Volume 134 at Page 212B of the Simsbury Land Records (Map No. 964). AFFECTS Dodge Parcel, First Piece and Second Piece.
8. Reservation of ten-foot right of way for pedestrian and vehicular traffic, as set forth in a Quit Claim Deed from The Ethel Walker Smith Company, Incorporated to The Ethel Walker School, Incorporated, dated September 26, 1962 and recorded October 11, 1962 in Volume 140 at Page 177 of the Simsbury Land Records (Map No. 1062). Note: Both the burdened parcel and the benefited parcel are now owned by The Ethel Walker School, Incorporated. AFFECTS Dodge Parcel, First Piece and Second Piece.
9. Any rights which may exist in an old road shown on a map entitled "Property of George F. Chandler surveyed for Ethel Walker School, Inc. Simsbury, Conn. Scale: 1 inch - 100 feet Sept., 1931 H.S. Freeman, Civil & Consulting Engineer West Hartford, Conn." (Map No. 111). AFFECTS Chandler Parcel.
10. Right of way of the Town of Simsbury in and to an old abandoned highway, sometimes called the Pent Road, as set forth in a Warrantee Deed from Kate Stocking to Wilbur F. Stocking, dated and recorded February 28, 1919 in Volume 59 at Page 310 and in a Warranty Deed from Davis D. Stocking to Wilbur F. Stocking, dated February 19, 1921 and recorded March 26, 1921 in Volume 59 at Page 447; all of the Simsbury Land Records. AFFECTS Wilbur F. Stocking Parcel
11. Right to maintain water pipes and to obtain a supply of water, as described in a Warrantee Deed from Charles M. Andrews and Evangeline W. Andrews to The Ethel Walker School, Inc., dated December 8, 1919 and recorded December 11, 1919 in Volume 59 at Page 353 of the Simsbury Land Records. AFFECTS Andrews Parcel.
12. The effect, if any, of an Option to repurchase properties known as "Four Corners" (Bushy Hill Road) and "Pumping Station" (186 Stratton Brook Road) as set forth in an Agreement by and between The Ethel Walker School, Inc. and Charles M. Andrews and Evangeline W. Andrews, dated December 10, 1919 and recorded December 12, 1919 in Volume 59 at Page 351 of the Simsbury Land Records. AFFECTS Andrews Parcel.
13. Any right to draw water from a water storage tank and other rights appurtenant thereto, which Grantor may have by virtue of a reservation contained in a Warranty Deed from The Ethel Walker School, Incorporated to the Parish of St. Alban's Church dated November 17, 1967 and recorded in Volume 168 at Page 58; as set forth in a Warranty Deed from The Ethel Walker School, Incorporated to The Town of Simsbury, dated April 19, 1985 and recorded April 24, 1985 in Volume 286 at Page 214; all of the Simsbury Land Records. Note: The map cited in the deed in Volume 168 at Page 58 is not on file. AFFECTS Andrews Parcel.
14. Reservation of right to have water supplied from a spring and pumping station situated on subject

premises, as reserved by Charles M. Andrews and Evangeline W. Andrews in a Warranty Deed to Ethel Walker School, Inc., dated December 8, 1919 and recorded December 11, 1919 in Volume 59 at Page 353 of the Simsbury Land Records. AFFECTS 186 STRATTON BROOK ROAD

15. The effect, if any, of an Option to repurchase properties known as "Four Corners" (Bushy Hill Road) and "Pumping Station" (186 Stratton Brook Road) as set forth in an Agreement by and between The Ethel Walker School, Inc. and Charles M. Andrews and Evangeline W. Andrews, dated December 10, 1919 and recorded December 12, 1919 in Volume 59 at Page 351 of the Simsbury Land Records. AFFECTS 186 STRATTON BROOK ROAD
16. Fifty-foot building line as shown on Subdivision Map (Map No. 832 of the Simsbury Land Records). AFFECTS 42 LONGVIEW DRIVE
17. Real Estate Development Permanent Easement from Sidney Moss Real Estate, Inc. to the Southern New England Telephone Company, dated November 2, 1956 and recorded November 5, 1956 in Volume 117 at Page 130 of the Simsbury Land Records. AFFECTS 42 LONGVIEW DRIVE
18. Easement from Garwood Construction Company, Inc. to The Hartford Electric Light Company, dated October 2, 1969 and recorded November 6, 1969 in Volume 181 at Page 36 of the Simsbury Land Records. AFFECTS 42 LONGVIEW DRIVE
19. Drainage Right of Way from Garwood Construction Company, Inc. to Town of Simsbury, dated May 22, 1972 and recorded September 6, 1972 in Volume 199 at Page 997 of the Simsbury Land Records. AFFECTS 42 LONGVIEW DRIVE
20. The effect, if any, of notes and conditions on a Map entitled "Property of Edson C. Stocking, Bushy Hill Road, Simsbury, Connecticut, Scale 1"=100', August 1967 Office of Harold R. Sanderson, C.E. & L.S., Bloomfield, Connecticut" (Map No. 1292). AFFECTS Bushy Hill Road Assessor's MBL D14-318-9A
21. Building setback line, notes and conditions shown on Maps Nos. 1745 and 1747. Note: The deed of acquisition by The Ethel Walker School, Incorporated, cites a subdivision map of "Woodhaven" dated November 28, 1973. The maps of "Woodhaven" filed on the Simsbury Land Records are dated November 18, 1974 and revised March 25, 1975. AFFECTS 38 Woodhaven Drive
22. Restrictive covenant that subject premises be used only for residential and noncommercial recreational purposes, as set forth in a Warranty Deed from Helen S. Kaman to Roger P. Morgan, Trustee, dated and recorded March 7, 1975 in Volume 213 at Page 485 of the Simsbury Land Records. AFFECTS 38 Woodhaven Drive.
23. Electric Distribution Easement from Roger P. Morgan, Trustee, Mary G. Young and Helen Kaman to The Hartford Electric Light Company, dated May 30, 1975 and recorded June 23, 1975 in Volume 214 at Page 1044 of the Simsbury Land Records. AFFECTS 38 Woodhaven Drive

EXHIBIT B

EQUESTRIAN PROGRAM

1. Training of horses and riders by riding over the Protected Property, which may include jumping over jumps and fences of different heights which School has placed on the Protected Property.
2. Pleasure riding by students, instructors and invitees of School on the Protected Property.
3. Undertaking competitive horse shows and riding events on the Protected Property, which may include a cross country course involving the placement of jumps and fences on the Protected Property over which horses and riders jump. Riders may be school students or may have no affiliation with School.
4. Pasturing and exercising horses in paddocks on the Protected Property.
5. Allowing horses to roam in fenced in pastures on the Protected Property.

EXHIBIT C

Trail System Map

EXHIBIT C

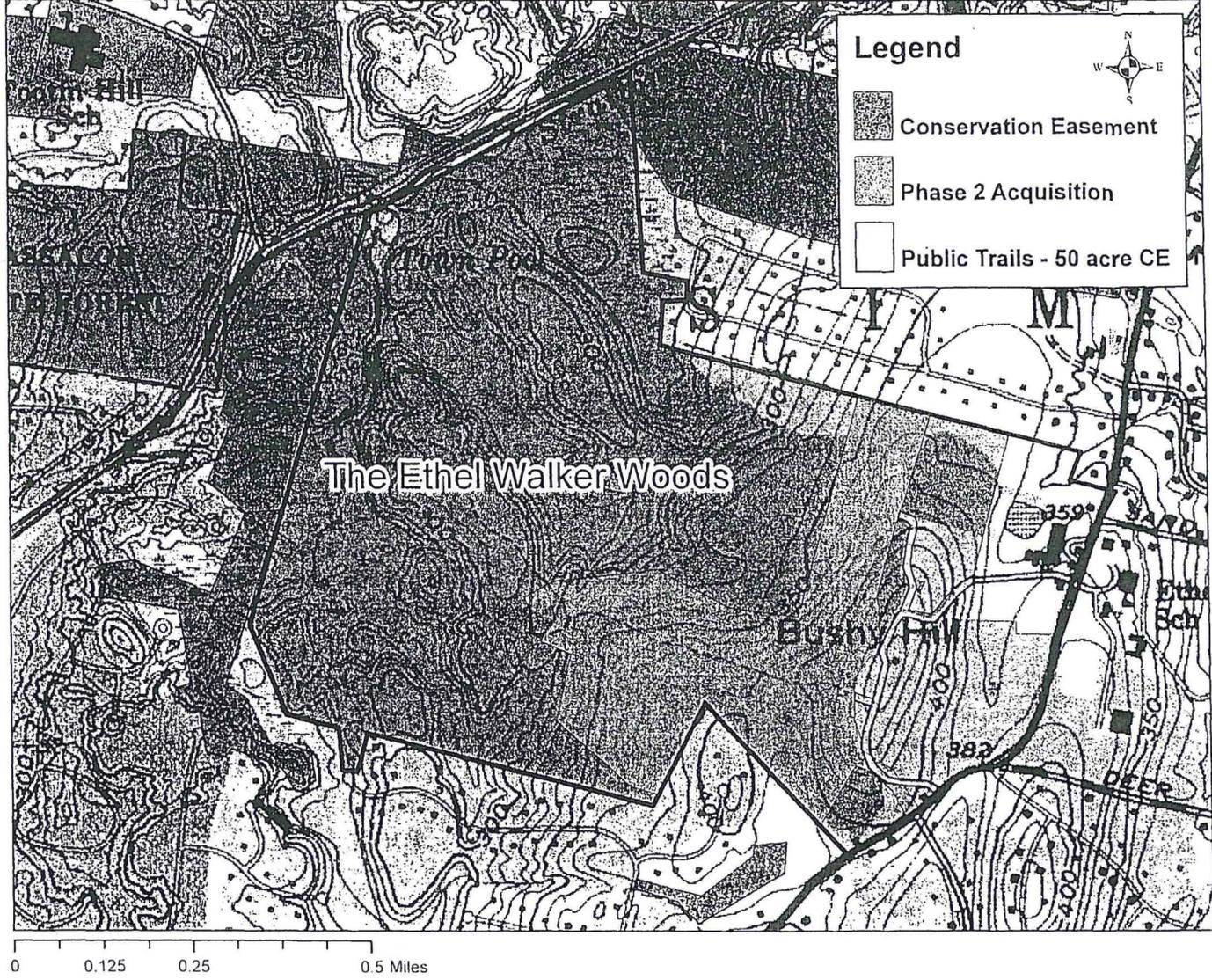


Exhibit D

Summary of Agreed Upon Uses and Restrictions from executed June 14, 2007 Letter of Agreement between TPL and The Ethel Walker School

Uses and Restrictions: The Conservation Easement will allow the following uses and establish the following restrictions.

1. Prohibitions:

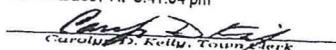
- a. Subdivision of the property;
- b. The construction or placing of buildings, roads, billboards or other advertising, or other structures on or above ground except in accordance with a recreational or equestrian use by the School;
- c. The dumping or placing of soil or other substances or material as landfill, or dumping of trash, ashes, waste, rubbish, garbage, junk, or unsightly or offensive materials;
- d. Public Camping;
- e. Fires of any sort;
- f. The removal or destruction of trees, shrubs or other vegetation except as allowed pursuant to 2. below;
- g. The collecting of plants, fruits or wildlife, or the feeding of wildlife except in connection with School classroom activities;
- h. The destruction of wildlife or its habitat, the application of pesticides or herbicides except as allowed pursuant to 2.c below, or any other activity or use which is or has the potential to be detrimental to drainage, flood control, water quality, erosion control, soil conservation, wildlife or the land and water areas in their natural conditions;
- i. Diking, draining, filling, dredging or removal of wetlands;
- j. Motorized off-road vehicles except in connection with the maintenance of the property and/or emergency access or egress;
- k. Commercial or Industrial activities of any sort;
- l. Mining or removal of soils from the encumbered property;
- m. The cutting and/or removal of standing dead trees or lying logs unless they constitute a public hazard;
- n. Hunting;
- o. Paving of trails, parking lots, or any other area within the boundary of the Conservation Easement;
- p. No trash receptacles will be placed on the property. What is brought in shall be brought out.

1. Permitted Activities

- a. Public Access will be permitted from dawn to dusk;
- b. The property owner will be permitted to remove trees, shrubs, or other vegetation as part of a Forest Management Plan to be submitted to and approved by the holder(s) of the Conservation Easement, and subject to bi-annual review and revision as necessary and in connection with the activities of f. and g. below;
- c. The property owner will be permitted to maintain existing fields on the property by mowing as necessary;
- d. Fishing will be allowed. A current DEP fishing permit will be required;
- e. Dogs will be allowed, but must be on a leash at all times;
- f. Horseback riding, equestrian events and the holding of equestrian competition in connection with the School;
- g. Construction of riding trails and jumps with the prohibitions in 1. above whether such uses are temporary or permanent;
- h. Such other uses as are not inconsistent with the prohibitions above

Maintenance and Enforcement: Enforcement of the provisions of the Conservation Easement shall be the responsibility of the holder of the Conservation Easement.

Received for Record at Simsbury, CT
On 07/12/2007 At 3:41:04 pm


Carol D. Kelly, Town Clerk

Allyson L. Clarke

Land Acquisition & Management Division
Department of Environmental Protection
79 Elm Street
Hartford, CT 06106-5127

Doc ID: 000907110002 Type: LAN
BK 798 PG 385-386

VOLUME _____
AGE _____

**ASSIGNMENT OF ETHEL WALKER SCHOOL
CONSERVATION EASEMENT AND AGREEMENT**

For good and valuable consideration, the receipt and sufficiency which is hereby acknowledged, the Town of Simsbury (the "Assignor"), a municipal corporation having its territorial limits within the County of Hartford, State of Connecticut, specially chartered under the laws of the State of Connecticut, hereby assigns, transfers and sets over to The State of Connecticut, (the "Assignee"), its successors and assigns forever, an undivided one-half interest in and to Assignor's right, title and interest in the Conservation Easement and Agreement from Ethel Walker School to the Town of Simsbury, dated June 18, 2007 and recorded in the Simsbury land records in Volume 740 at Page 33. It is the intention of this Assignment to assign Assignor's rights related to the Conservation Easement and Agreement so that the respective rights thereunder may be exercised by either the Assignor, the State of Connecticut, or both. The land which the Conservation Easement encumbers is more fully described on Schedule A, attached.

TO HAVE AND TO HOLD the above assigned rights and easements unto it, the said Assignee, its successors and assigns forever.

IN WITNESS WHEREOF, the Assignor has duly executed this instrument effective as of July 7, 2010.

TOWN OF SIMSBURY

Mary A. Glassman
Mary A. Glassman
First Selectman
Duly Authorized
July 7, 2010
Date

WITNESSES

[Signature]
Name Kevin B. Kane
[Signature]
Name Richard M. Scibitzke

STATE OF CONNECTICUT)
COUNTY OF HARTFORD) SS. TOWN OF SIMSBURY

The foregoing instrument was acknowledged before me this 7th day of July, 2010, by Mary A. Glassman, First Selectman, Town of Simsbury, Connecticut.

[Signature]
Commissioner of the Superior Court
Notary Public
My Commission Expires 12-31-2014

STATE OF CONNECTICUT

The foregoing Assignment is accepted this 15th day of July, 2010, by Amey W. Marrella, Commissioner, Department of Environmental Protection, pursuant to Connecticut General Statute Section 7-131d(e).

WITNESSES

[Signature]
Name Michael Bosley
[Signature]
Name Armon [unclear]

STATE OF CONNECTICUT)
COUNTY OF HARTFORD) SS. CITY OF HARTFORD

The foregoing instrument was acknowledged before me this 14th day of July, 2010, by Amey W. Marrella, Commissioner, Department of Environmental Protection, State of Connecticut.

[Signature]
Commissioner of the Superior Court
Notary Public
My Commission Expires 2/28/2013

STATUTORY AUTHORITY
Connecticut General Statute
Section 7-131d(e)

APPROVED AS TO FORM

Richard Blumenthal
Attorney General
[Signature]
By: William B. Gendling
Associate Attorney General

7/29/10
Date

SCHEDULE A

The land upon which a permanent conservation easement has been placed is described further by means of the following property description.

A certain piece or parcel of land situated in the Town of Simsbury, County of Hartford, and State of Connecticut shown as "CONSERVATION EASEMENT #1 IN FAVOR OF TOWN OF SIMSBURY 1,949,210 S.F. 44.748 AC." and "CONSERVATION EASEMENT #2 IN FAVOR OF TOWN OF SIMSBURY 170,590 S.F. 3.916 ACRES" on a map or plan entitled "Property Survey Showing Proposed Parcels to be Conveyed to The Town of Simsbury Ethel Walker School Bushy Hill Road (Route 167) & Town Forest Road Simsbury, Connecticut" certified substantially correct by Robert A. Jackson, Jr., L.S. #11347, Milone & MacBroom, 99 Realty Drive, Cheshire, Connecticut 06410, (203) 271-1773 Fax (203) 272-9733 www.miloneandmacbroom.com, Scale 1"=100' Date: March 2, 2007 Sheet 3 of 5 Revised 3/3/09 on file with the Town Clerk in the Town of Simsbury as Map #3867 and Sheet 5 of 5 Dated March 2, 2007, Revised 3/3/09 on file with the Town Clerk of the Town of Simsbury as Map #3868, being more particularly bounded and described as follows:

CONSERVATION EASEMENT #1 – 44.748 ACRES:

Beginning at a point on the westerly street line of Bushy Hill Road (Route 167), said point being the southeasterly corner of the herein described parcel, marked by a CHD Monument, located 303.97 feet northeasterly of the division line between Parcel C and land now or formerly of Ethel Walker School when measured along said street line;

thence running North 38°-06'-23" West 52.51 feet to a point, thence running South 83°-24'-48" West 259.39 feet to a point, thence running North 88°-10'-21" West 45.90 feet, all along land now or formerly of Ethel Walker School, to a point;

thence running northwesterly along a curve to the left, having a radius of 350.00 feet and an arc length of 295.86 feet to a point, thence running North 67°-18'-37" West 133.28 feet, all along parcel C, to a point, said point being the southwesterly corner of the herein described parcel and an easterly point along land entitled "Parcel C To Be Deeded to The Town of Simsbury" on said map;

thence running North 16°-13'-44" East 670.04 feet to a point, thence running North 07°-17'-40" West 143.65 feet to a point, thence running North 27°-20'-13" East 167.55 feet, all along said Parcel C, to a point;

thence running South 62°-39'-47" East 30.00 feet to a point, thence running North 27°-20'-13" East 263.28 feet to a point, thence running North 19°-08'-14" East 95.47 feet to a point, thence running North 70°-51'-05" West 210.54 feet, all along land now or formerly of Ethel Walker School, to a point;

thence running North 16°-16'-20" East 1,253.07 feet again along said Parcel C to a point, said point bring the northeasterly corner of said Parcel C and the northwesterly corner of the herein described parcel ;

thence running South 70°-50'-51" East 604.28 feet along land now or formerly of Marjorie L. Clark, land now or formerly of Michael J. Robinson and Tracey L. Robinson, along Wren Way, land now or formerly of David L. Lardie and Jo-Ann M. Lardie and land now or formerly of John J. Paschkewitz, each in part, to a point; said point being the northeasterly corner of the herein described parcel;

thence running South 19°-09'-09" West 1,250.28 feet to a point, thence running South 40°-23'-39" West 211.04 feet to a point, thence running southwesterly along a curve to the right, having a radius of 105.00 feet and an arc length of 121.87 feet to a point, thence running South 16°-53'-52" West 190.13 feet to a point, thence running South 73°-06'-08" East 186.17 feet to a point, thence running North 16°-53'-52" East 257.32 feet to a point, thence running South 76°-11'-20" East 565.70 feet to a point, thence running South 14°-45'-52" West 47.77 feet to a point, thence running South 75°-14'-08" East 207.26 feet, all along land now or formerly of Ethel Walker School, to a point on the westerly street line of Bushy Hill Road;

thence running South 14°-45'-52" West 294.33 feet to a point, thence running South 15°-53'-08" West 127.35 feet to a point, thence running southwesterly along a curve to the right, having a radius of 720.00 feet and an arc length of 259.71 feet to a point, thence running southwesterly along a curve to the right having a radius of 560.00 feet and an arc length of 355.29 feet to a point, thence running southwesterly along a curve to the left having a radius of 825.00 feet and an arc length of 302.69 feet, all along the westerly street line of said Bushy Hill Road (Route 167), to the point of the beginning.

Excluding two rectangular parcels known as "Excluded Area 1 N/F Ethel Walker School" and "Excluded Area 2 N/F Ethel Walker School" as shown on the afore referenced plan, the first measuring 256.00 feet by 135.00 feet and the second measuring 160.00 feet by 120.00 feet, located within the above-described easement area.

CONSERVATION EASEMENT #2 – 3.916 ACRES:

Beginning at a point on the westerly street line of Bushy Hill Road (Route 167) at the northeast corner of land now or formerly of Everett R. Granger and Theresa A. Granger and the southeast corner of the parcel herein described;

thence running North 55°-30'-49" West 212.81 feet along land of said Granger to a point being the southwesterly corner of the parcel herein described;

thence running North 16°-13'-44" East 483.84 feet to a point being the northwesterly corner of the parcel herein described, thence running South 67°-18'-37" East 121.96 feet to a point, thence running southeasterly along a curve to the right having a radius of 250.00 feet and an arc length of 211.33 feet to a point, thence running South 18°-52'-41" East 105.62 feet to a point, thence running southeasterly along a curve to the left having a radius of 250.00 feet and an arc length of 85.33 feet to a point, thence running South 38°-26'-07" East 50.15 feet, all along Parcel C, to a point, being the northeasterly corner of the parcel herein described;

thence running southwesterly along a curve to the right, having a radius of 1,600.00 feet and an arc length of 363.97 feet along the westerly street line of Bushy Hill Road (Route 167) to the point of beginning.



UKS
MERITAS LAW FIRMS WORLDWIDE

Robert M. DeCrescenzo
(t) 860.548.2625
(f) 860.548.2680
rdcrescenzo@uks.com

October 21, 2016

Lisa L. Heavner
First Selectman
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Re: Stewardship of Town Open Space

Dear Lisa:

You have asked me to outline the roles and responsibilities of the Open Space Committee and the Conservation Commission regarding the stewardship and management of the Town's open space areas.

The Open Space Committee is defined in Charter Section 616. The role of the Committee is to "assist and advise the Board of Selectmen in identifying and evaluating land deemed suitable for acquisition and preservation and administering the fund for land acquisition and preservation".

The Conservation Commission is defined in Charter Section 605. The role of the Conservation commission is to exercise "all the powers and duties, not inconsistent with this Charter, as are now or may hereafter be conferred or imposed on such Commission and on the Town Forest Commission by Sections 7-131, 7-131a, 22a-42 and 22-42a of the Connecticut General Statutes".

Those powers and duties are defined in General Statutes §7-131a, which states that the conservation commission "may supervise and manage municipally-owned open space or park property upon delegation of such authority by the entity which has supervisory or management responsibilities for such space or property".

The Open Space Committee's role is to "identify and evaluate land deemed suitable for acquisition and preservation". Once the open space land is acquired by the Town, the Conservation Commission is charged with authority to manage the land if that authority is delegated to the Commission. Therefore, under the Charter, the management of the Town's open space areas is more appropriately within the powers and duties of the Conservation Commission, not the Open Space Committee as defined by the Town Charter.

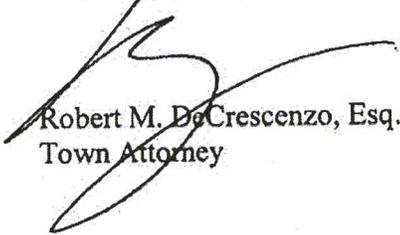
Updike, Kelly & Spellacy, P.C.

100 Pearl Street ■ PO Box 231277 ■ Hartford, CT 06123 (t) 860.548.2600 (f) 860.548.2680 www.uks.com
1395594

Lisa L. Heavner
Page 2
October 21, 2016

I trust this responds to your inquiry. Should you have any questions, please do not hesitate to contact me.

Very truly yours,



Robert M. DeCrescenzo, Esq.
Town Attorney

RMDe/psm



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Abatement for Volunteer Firefighters and Ambulance Personnel Work Group

2. **Date of Board Meeting:** January 28, 2019

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*

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

If the Board of Selectmen supports creating a Tax Abatement for Volunteer Firefighters and Ambulance Personnel Work Group, the following motions are in order:

Move, effective January 28, 2019 to establish a work group of the Board of Selectmen to review and assess the Tax Abatement for Volunteer Firefighters and Ambulance Personnel.

Further move to appoint Sean Askham and Chris Peterson to the Tax Abatement for Volunteer Firefighters and Ambulance Personnel Work Group.

5. **Summary of Submission:**

Policy review on a regular basis ensures the Town's policies remain effective and in compliance with best practice. The Fire District has requested an update to the current Tax Abatement for Volunteer Firefighters and Ambulance Personnel Ordinance (Chapter 141, Article 5).

If the Board of Selectmen establishes a work group to review this matter, the group would be tasked with reviewing the Fire District's proposed changes as well as exploring other possible updates to the current ordinance. If a Tax Abatement for Volunteer Firefighters and Ambulance Personnel work group is established, Deputy Town Manager Melissa Appleby and I will serve as the lead staff members to support the work group. Board members Askham and Peterson have agreed to assist with this initiative and serve on the work group should it be established.

6. **Financial Impact:**

The 2017 tax abatement list of volunteer firefighters and ambulance members consisted of 12 ambulance volunteers and 61 volunteer firefighters, for a 2017 total abatement value of \$62,326.38.

7. Description of Documents Included with Submission:

- a) Chapter 141 Article V, Tax Abatement for Volunteer Firefighters and Ambulance Personnel
- b) Memo from M. Capriola, re: Tax Abatement for Volunteer Firefighters and Ambulance Personnel, dated January 10, 2019
- c) Memo from Kevin Kowalski, Chief Administrative Officer Simsbury Fire District, re: Simsbury Town Ordinance Article V
- d) Summary of 2016 and 2017 Volunteer Firefighters and Ambulance Personnel Tax Abatements

Chapter 141. Taxation

Article V. Tax Abatement For Volunteer Firefighters and Ambulance Personnel

§ 141-16. Purpose.

The Town of Simsbury is desirous of showing its appreciation for the faithful and courageous performance of the duties performed by the Simsbury Volunteer Fire Company and the Simsbury Volunteer Ambulance Association personnel in the Town of Simsbury and to encourage others to become firefighters and ambulance personnel. These reasons have provided for the Town to establish a tax abatement program pursuant to Section 12-81 of the Connecticut General Statutes as amended by Public Act No. 99-272, Section 6, for volunteer fire and ambulance personnel on the conditions set forth in this section and §§ 141-17 through 141-121.

§ 141-17. Abatement schedule.

[Amended 4-25-2016]

Each volunteer firefighter of the Simsbury Volunteer Fire Company and each volunteer of the Simsbury Volunteer Ambulance Association (collectively "volunteer") who is eligible pursuant to § 141-18 to receive a tax abatement shall have his or her real estate and/or motor vehicle property taxes owed to the Town of Simsbury for the current fiscal year abated in an amount equal to the lesser of the total amount of his or her real estate and/or motor vehicle property taxes owed to the Town of Simsbury for such fiscal year or an amount as calculated in the following schedule:

Column A	Column B
Years of Volunteer Service to Simsbury Volunteer Fire Company and/or Simsbury Volunteer Ambulance Association	Dollar Amount of Taxes Abated
2	\$500
5 or more	\$1,000

§ 141-18. Eligibility.

[Amended 6-25-2007; 4-25-2016]

- A. To be eligible for the tax abatement pursuant to § 141-17 for any fiscal year, an eligible volunteer shall, on or before April 30 prior to such fiscal year, present to the Tax Collector a written statement certified to by the Chief of the Simsbury Volunteer Fire Company or the President of the Simsbury Volunteer Ambulance Association, which statement shall include the name and address of said volunteer, that said volunteer has served as an active volunteer in good standing for the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association for not less than the two immediate preceding calendar years, and the total number of years of service of said volunteer. "Volunteer in good standing" for members of the Simsbury Volunteer Fire Company shall be defined as set forth in the bylaws of the Simsbury Volunteer Fire Company. "Volunteer in good standing" for members of the Simsbury Volunteer Ambulance Association shall be defined as a regular ambulance volunteer who has done 288 qualifying hours in the year preceding October 1. "Years of service" shall not be deemed to have been interrupted by medical leave authorized by the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association, leave for military service for the United States of America, or leave covered under the Connecticut Workers' Compensation Act.

- B. A person who terminates his or her volunteer service to the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association shall, upon his or her return to volunteer service to the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association, be eligible for the tax abatement provided under Section § 141-17 only after he or she completes one full calendar year of volunteer service. Such volunteer's total years of service shall then include any previous years of volunteer service to the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association.
- C. Any person who terminates his or her volunteer service to the Simsbury Volunteer Fire Company or the Simsbury Volunteer Ambulance Association for five or more years shall lose any credit for any previous years of service.

§ 141-19. Application.

The tax abatement provided under this article shall be applied first against any real property taxes owing to the Town of Simsbury and then against any motor vehicle taxes owing to the Town of Simsbury. In the event that the tax to which the abatement is applied is paid in installments, then the abatement shall be applied 50% to each installment. The tax abatement provided under this article shall be applicable for any real property or motor vehicle owned by a volunteer and eligible for such abatement regardless of whether such property is owned individually, jointly or as tenant in common with one or more other persons, provided that said ownership interest is recorded in the name of the volunteer on the Simsbury Grand List. For property acquired by the volunteer during the Grand List Year, the abatement shall be prorated in the same manner and to the same degree as the underlying tax liability. The tax abatement provided under this article only applies to taxes owed to the Town of Simsbury by volunteers in good standing who are Simsbury residents.

§ 141-20. Records.

The Tax Collector of the Town of Simsbury shall maintain a record of all taxes abated in accordance with this article.

§ 141-21. Interlocal agreements.

The Town of Simsbury may enter into interlocal agreements with other municipalities for the purpose of providing tax relief to volunteer firefighters or ambulance personnel who live in one municipality but who volunteer their services in another municipality.

§ 141-22. Effective date.

[Amended 4-25-2016]

Revised §§ 141-17 and 141-18 of this article shall take effect and shall be applicable to taxes owing beginning with taxes on the Grand List of October 1, 2015. For the October 1, 2014, Grand List, the tax abatement schedule that was in effect prior to this amendment shall remain in full force and effect.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Board of Selectmen Members
From: Maria E. Capriola, Town Manager
Date: January 10, 2019
Subject: Tax Abatement for Volunteer Firefighters and Ambulance Personnel

Attached for your reference, please find a letter from the Fire District regarding proposed changes to Chapter 141, Article 5 of our code of ordinances, Tax Abatement for Volunteer Firefighters and Ambulance Personnel. I received the letter today and have included it as a communication.

For your January 28th meeting I will prepare materials for your packet with a suggested approach for working to update the ordinance. I look forward to working with you on this matter.

Simsbury Fire District

871 Hopmeadow Street • Simsbury, Connecticut • 06070

Kevin J. Kowalski
Chief Administrative Officer

Phone 860- 658-1971
Fax 860- 658-5611

January 9, 2019

Ms. Maria Capriola
Simsbury Town Manager
933 Hopmeadow st.
Simsbury CT 06070

Re : Simsbury Town Ordinance Article V

Dear Ms. Capriola:

Over the last week the Assessors and Tax office has uncovered an anomaly with the Tax Abatement for Volunteer Firefighters and Ambulance personnel. Apparently, during the last revision of the Ordinance to streamline the abatement values and clarify the procedural requirements to receive said benefit, the last paragraph was deleted as an unintended consequence.

Only the first paragraph in 141-18 was to be modified out of the three. The last (forth) paragraph was deleted. This paragraph was as follows:

141-18

D. Any volunteer who a) has served for a minimum of 25 years of service as an active volunteer in good standing as defined in this § 141-18 of this Article V; b) terminates his or her volunteer service; and c) is otherwise eligible for the tax abatement program defined in this Article V, shall continue to receive a tax abatement in the amount of \$1,000 as set forth in § 141-17 of this Article V per annum as long as they continue to reside and own property in the Town of Simsbury. [Added 6-25-2007]

During the minutes of the meetings in 2016 and during discussions with all principles of the town there were no problems with this section. In fact this section had it's own public hearing in 2007.

I believe it was a clerical oversight to drop this section. It may even have been as simple as not including the second page of the adoptive change. I would respectfully request that we add this section back at our earliest convenience, by the means necessary. I would also request that the effective date be as stated in the last revision.

As stated :

Revised §§ 141-17 and 141-18 of this article shall take effect and shall be applicable to Revised §§ 141-17 and 141-18 of this article shall take effect and shall be applicable to taxes owing beginning with taxes on the Grand List of October 1, 2015. For the October 1, 2014, Grand List, the tax abatement schedule that was in effect prior to this amendment shall remain in full force and effect. taxes owing beginning with taxes on the Grand List of October 1, 2015. For the October 1, 2014, Grand List, the tax abatement schedule that was in effect prior to this amendment shall remain in full force and effect.

I would also like to request that while we would need to go to public hearing, we would look at two additional minor changes that would better clarify some questions that have recently come up.

- 1) Amend in section D above as it currently states :
as long as they continue to reside and own property in the Town of Simsbury. To : as long as they continue to own and occupy property in the Town of Simsbury.

The change is the “reside” to “occupy”. This question has come up as to the definition.

- 2) Clarify section 141-21

This section states that the Town may enter into an agreement with other towns. We may want to add language to the effect that the town who is receiving the benefit of the volunteer firefighter who resides in Simsbury and receives a tax abatement from Simsbury will make Simsbury whole financially.

I want to thank you for your assistance in this matter as this Tax Abatement program is a very large part of our retention program. Our Firefighters do not receive any “pay per call” and we want to have them continue as firefighters for the long term. This is a tremendous incentive to have them stay at least 25 years. 25 years as a volunteer firefighter protecting the citizens and visitors is a very large cost savings to the community.

I look forward to your instruction on how to press forward.

Kevin J Kowalski

Amount Received Totals

	2016	2017	Total
Volunteer Ambulance	\$7,500.00	\$9,373.64	\$16,873.64
Volunteer Fire*	\$57,506.43	\$52,952.74	\$110,459.17
	\$65,006.43	\$62,326.38	\$127,332.81

*The Volunteer Firefighter value includes the amount received by Avon from Simsbury for each year. That total equals \$4,000 with the amount being \$2,500 in 2016 and \$1,500 in 2017.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Social Media and Website Use Policy
2. **Date of Board Meeting:** January 28, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Melissa A.J. Appleby, Deputy Town Manager
Maria E. Capriola
4. **Action Requested of the Economic Development Commission:**
If the Board of Selectmen supports sending referrals to the Technology Task Force and to advisory and elected bodies that have an existing social media or web presence for consideration, the following suggested motion is in order:

Move, effective January 28, 2019, to refer the proposed Social Media and Website Use Policy to the Technology Task Force and to advisory and elected bodies that have an existing social media or web presence, with a request that comments be sent back by March 1, 2019.

5. **Summary of Submission:**
Over the summer, the Economic Development Work Group discussed the concept of a Social Media Policy. This proposed (new) Social Media and Website Use Policy attempts to establish standards and procedures for the creation of social media and website accounts for the Town of Simsbury. Attached is the draft Social Media and Website Use Policy prepared by the Economic Development Work Group and endorsed at their January 8th meeting.

Staff has completed the following:

- Consulted with the Town Attorney to ensure the policy doesn't infringe upon first amendment rights (free speech)
- Consulted with the Town Attorney regarding whether or not the Board of Selectmen has the authority to authorize the creation or deletion of social media accounts and websites for other Town elected bodies, or to govern their content
- Consulted with Labor Counsel regarding any potential collective bargaining implications (i.e. mandatory v. permissive subject of bargaining)
- Collected feedback from department heads regarding the draft policy
- Provided the policy to union leadership with no concerns noted

The Economic Development Work Group is recommending that the Policy be referred to the Technology Task Force and to and advisory and elected bodies that have an existing social media or web presence. Since this matter is not urgent, and a number of bodies

will be reviewing the Policy; it is suggested by staff that referral responses be requested by March 1, 2019.

Pursuant to Section 2 of the Town's Personnel Rules and Regulations, administrative and personnel policies are adopted by resolution of the Board of Selectmen and the Town Manager is responsible for execution and implementation. If adopted, this Policy will be made available to Town employees, boards, commissions, and committees.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

a) Draft Social Media and Website Use Policy



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY SOCIAL MEDIA AND WEBSITE USE POLICY *Adopted by the Simsbury Board of Selectmen on INSERT DATE, 2019*

I. Purpose

The purpose of this policy is to provide standards and procedures for the establishment and appropriate use of Town of Simsbury social media and website accounts.

Social media and website accounts may serve as a mechanism for authorized Town employees and officials to disseminate information and communicate with members of the public regarding official town business and public service announcements. The Town recognizes that social media is an evolving communications tool with new resources constantly emerging and becoming available.

II. Applicability

This policy applies to all Town employees, elected officials, and appointed officials, whether paid or unpaid, and covers the use of all Town information technology resources and online platforms.

III. Effective Date

This policy shall remain in effect until revised or rescinded. The Town reserves the right to amend this policy as necessary.

IV. Policy

The Town of Simsbury's social media outlets and websites shall serve primarily to disseminate information from the Town and communicate with members of the public regarding official Town business. Examples include but are not limited to: Town meetings, public hearings, and information sessions; activities, events or programs sponsored or co-sponsored by the Town; Town programs, services, and projects; forms; fees; policies; and topical or seasonal Town issues. The Town's social media accounts are not intended to serve as public fora. The Town's official website (www.simsbury-ct.gov), and any other domains owned by the Town, will remain the Town's primary method of internet communication.

V. Account Management

- A. Town Departments.** Social media accounts and websites established by Town departments are subject to approval by the Town Manager or his/her designee. Department directors will be responsible for managing the content and upkeep of any social media accounts and websites they create. The Town Manager or his/her designee has the discretion and authority to eliminate, disable, or suspend the use of social media accounts and websites by Town departments.
- B. Elected and Appointed Bodies.** Social media accounts and websites established by elected and appointed bodies are subject to approval by the Board of Selectmen. Department directors will be responsible for managing the content and upkeep of any elected and appointed bodies' social media accounts and websites they are assigned to by the Town Manager or his/her designee. The Board of Selectmen may eliminate, disable, or suspend the use of social media accounts and websites by elected and appointed bodies. In the event of an emergency or exigent circumstances, the Town Manager or his/her designee may eliminate, disable, or suspend the use of social media accounts and websites by elected and appointed bodies.
- C. Contact Information.** All of the Town's social media sites shall use the Town's authorized contact information for account setup, monitoring, and access. The Town's social media accounts do not belong to a specific person and access will be transferred by the Town to staff members responsible for managing content as appropriate.

VI. Content Management

- A. Communicating an Official Town Position on Social Media.** Employees and advisory bodies are not authorized to take a policy position and speak on behalf of the Town through social media unless authorized by the Board of Selectmen; this is not intended to prohibit or restrict an appointed official from speaking on behalf of oneself on a personal social media account or website regarding a matter of Town business so long as it is disclosed that the individual is not speaking on behalf of the advisory body or Town.

Any social media account or website bearing the name of the Town of Simsbury, but that is not an official account or website of the Town, shall display a disclaimer indicating that it is not an official account or website of the Town.

- B. Conduct on Social Media.** All authorized persons managing content for the Town's social media sites shall conduct themselves at all times as professional representatives of the Town and in a manner consistent with the Town's policies.
- C. Content.** Social media content should include information from the Town regarding official Town business. Examples include, but are not limited to: Town meetings, public hearings, and information sessions; activities, events or programs sponsored or

co-sponsored by the Town; Town programs, services, and projects; forms; fees; policies; and topical or seasonal Town issues.

- i. Social media content should complement and be consistent with other established Town communication tools.
- ii. Content should never include profane, foul, obscene, or other inappropriate language, photos, videos, or graphics.
- iii. Content for an official Town social media account or website should be nonpartisan in nature, and users should not “share” any content that is partisan in nature. The Town’s social media accounts should not “follow” any political entity, local business, or other special interest groups. This does not include not-for-profit organizations, civic groups, or governmental agencies that serve Simsbury residents.

D. Responses from the Town. All authorized persons managing content should be aware that content posted by the public to social media sites may require a response from the Town. Users shall not provide lengthy responses or engage in debate through the social media forum. If comments provided by the public require a comprehensive response, those responses should be provided via private message, email, mail, or telephone.

E. Public Records. Content posted through the Town’s social media accounts are subject to public records and record retention laws, rules, regulations and policies. Postings must not disclose information that may be confidential or exempt from disclosure under the Freedom of Information Act (FOIA). All content maintained in a social media format, including a list of subscribers and posted communication, may be a public record subject to public disclosure. Records should be retained in accordance with the relevant record retention laws.

VII. Violations of Policy

Violations of this policy may be subject to discipline up to and including termination without lower levels of discipline having been issued depending on the nature and severity of the offense or offenses. Any discipline issued shall be in accordance with procedures outlined in the employees’ relevant collective bargaining agreements or the Town Personnel Rules as applicable.

When it is determined that content has been posted that is not consistent with this policy, the Town Manager or his/her designee may authorize its immediate removal.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Remote Access Policy
2. **Date of Board Meeting:** January 28, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Melissa A.J. Appleby, Deputy Town Manager
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports adopting the Remote Access Policy, the following motion is in order:

Move, effective January 28, 2019 to adopt the Remote Access Policy as presented.

5. **Summary of Submission:**
In December 2016, Blum Shapiro submitted a report to the Town entitled "IT Operational Assessment – Findings and Recommendations," which analyzed existing technology operations and identified potential improvements. One of Blum Shapiro's findings was that the Town should develop formally documented information technology security policies, plans and procedures. Since that time, staff has worked with the Technology Task Force to develop the Acceptable Use Policy (adopted by the Board of Selectmen in November 2016) and an Incident Response Procedure, which clarifies staff roles and responsibilities and establishes a procedure for responding to cyber threats.

The Remote Access Policy is part of this ongoing effort to develop more formal policies and procedures related to IT governance, and cyber security in particular. This policy details the requirements for securing remote access to the Town's internal network and systems by employees, consultants, and third party vendors. This includes the approval process for authorizing remote access users, and parameters for approved devices (including required security controls).

This draft was approved by the Technology Task Force at their December 4, 2018 meeting and includes feedback from the Town Attorney.

Pursuant to Section 2 of the Town's Personnel Rules and Regulations, administrative and personnel policies are adopted by resolution of the Board of Selectmen and the Town Manager is responsible for execution and implementation. If adopted, this Policy will be made available to Town employees, boards, commissions, and committees.

6. **Financial Impact:**
None

7. **Description of Documents Included with Submission:**
 - a) Draft Remote Access Policy



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY

Remote Access Policy

Adopted by the Board of Selectmen on [month] [day], [year]

Purpose

This policy defines objectives, responsibilities and requirements for securing remote user access using Virtual Private Network (VPN) and other technologies to connect to the Town of Simsbury internal network and information systems.

Remote access is for the sole convenience of the Town of Simsbury and shall not be construed as conferring any independent rights upon the individual or firm granted such access through this Policy. Remote access rights may be cancelled at any time by the Town Manager for any reason or for no reason in her sole discretion.

Scope

This policy applies to all Town employees, consultants, third party vendors and others that are granted access to Simsbury's network and information systems. This policy applies to all remote access used to conduct Town business.

Definitions

Virtual Private Network (VPN): technology used to extend Simsbury's private network across the internet. VPNs only provide secure access into Simsbury's network. VPNs do not provide Internet connectivity. Examples of VPNs include firewall-based VPN client software, Virtual desktops, and Web-based remote access services such as Webex, Logmein and Bomgar.

Requirements

- Secure remote access is strictly for authorized employees, vendors, contractors and agents of the Town of Simsbury. Anyone authorized for remote access must not at any time allow any unauthorized individuals to use their connection, share their password, or provide other information needed to gain access to the town of Simsbury networks.
- Only those remote access clients and operating systems approved by the Simsbury Information Technology (IT) Department are permitted. All clients will be configured to meet approved standards and requirements for authentication, encryption and auditing. The IT department will maintain a list of approved users; the list is not under change control for this document and will be maintained separately.
- All connections to the Town of Simsbury networks and information systems will be logged and monitored.
- Remote access users are responsible for acquiring and using their own Internet service to access the Town's networks.

- At no time will the Town of Simsbury be responsible for covering any costs associated with acquiring or using personal internet services or devices.
- VPN accounts for authorized users will only be created at the request of the user's department head or division director who must submit a signed request to the Town Manager. VPN accounts will be created on an individual basis, secured with assigned credentials, including a username and password. Shared accounts are not permitted. Every remote access user must have a unique set of credentials.
- Remote access clients will only be installed on Town of Simsbury issued laptops or other equipment as directed by the IT Manager. The Town will not provide support for remote access clients installed on vendors' or individual users' personal devices.
- Vendors with remote access credentials will comply with security controls as specified in their written agreement or contract with the Town of Simsbury, including the privacy disclosure statement.
- Modifying or reconfiguring the remote access clients, the computer, its operating system or other network equipment for the purpose of bypassing required security controls is not permitted at any time.
- All devices (such as computers, laptops, servers, wireless access points and mobile phones) that are connected to the Town networks via remote access technologies must use the most up-to-date end point protection (firewall, malware and anti-virus services), current operating system patches and manufacturer supported operating systems.
- Remote connections will be configured to enforce inactivity timeouts.
- Use of the Town's remote access technology constitutes consent to this policy.

Responsibilities

All users are responsible for familiarizing and complying with the Remote Access Policy. The Town of Simsbury's IT staff is responsible for deploying and maintaining software and technologies in support of this policy.

Enforcement

Employees that are found to have violated this policy may be subject to discipline up to and including termination without lower levels of discipline having been issued depending on the nature and severity of the offense or offenses. Any discipline issued shall be in accordance with procedures outlined in the employees' relevant collective bargaining agreements or the Town Personnel Rules as applicable.

Third-party vendors that are found to have violated this policy may be subject to a termination of their contract with the Town.

In addition, disclosure to law enforcement agencies may be required for violations of applicable laws and regulations.

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Eric Wellman; Board members; Sean Askham, Chery Cook, Michael Paine, Chris Peterson and Christopher Kelly. Others in attendance included Town Manager Maria Capriola, Deputy Town Manager Melissa Appleby, Assistant Town Planner Michael Glidden, and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Helen Peterson, 20 Longview Drive, spoke in favor of the proposed Old Growth Network Designation for Belden Forest.

Diane Nash, 5 Merrywood Lane, spoke in favor of the proposed Old Growth Network Designation for Belden Forest.

Joan Coe, 26 Whitcomb Drive, spoke about the vaping epidemic impacting school age children as well as pill addiction and distribution within the school system, volunteerism and delivery of services by Simsbury Volunteer Ambulance and the way neighboring towns contract with AMR (American Medical Response) for ambulance services, the Simsbury Farms Golf Course and other matters.

Pat Weisbrich, 3 Lenora Drive, spoke about her property, and an Eversource transmission line easement that is attached to her property. Ms. Weisbrich discussed history with Eversource, as well as the relationship between property owners and Eversource. The purpose of her presentation was to alert the town to what is happening with the removal of trees on her property.

PRESENTATION

a) Simsbury 350th Committee Presentation

Steven Antonio, Chair of 350th Committee, presented to the Board, the proposed plans for the anniversary celebration for informational purposes. Mr. Antonio gave a brief overview and presented an organizational chart, Partner Groups and Fiscal Partner (Simsbury Main Street Partnership), committees involved in the planning, activities planned, and ideas for fundraising. Mr. Askham and Ms. Cook asked questions regarding the anticipated budget.

Sarah Nielsen, Executive Director of Main Street Partnership, also spoke about the financial needs and budget for the celebration, as well as requests that will be made in future meetings for use of the Performing Arts Center.

b) Trail of Thanks Presentation

Joe Buda gave presentation to the Board about the proposed Trail of Thanks. Mr. Buda described the Trail of Thanks, which is a historically themed outdoor public attraction focusing on Simsbury’s ancient history. Proposed locations were discussed, as well as the benefits, which include increased tourism. Mr. Buda showed what would be featured on the sites and the locations of proposed stops and timetable of completion. The emphasis would be on Native American history.

FIRST SELECTMAN’S REPORT

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

TOWN MANAGER’S REPORT

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

Mr. Askham made a motion to add Proposed Appointments and Reappointments to various Appointed Committees and Boards to the agenda. Ms. Cook seconded the motion. All were in favor and the motion passed.

SELECTMEN ACTION

a) Tax Refund Requests

Ms. Cook made a motion, effective January 14, 2019 to approve the presented tax refunds in the amount of \$8,923.48 and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds. Mr. Askham seconded the motion. All were in favor and the motion passed.

b) Proposed Donation from Garrity Asphalt Reclaiming, Inc.

Mr. Askham made a motion, effective January 14, 2019, to accept a donation from Garrity Asphalt Reclaiming, Inc. in the amount of \$5,000 for the purpose of supporting Simsbury Community and Social Services Department programs that assist residents in need. Ms. Cook seconded the motion. All were in favor and the motion passed.

c) Proposed Revisions to Naming Rights Policy and Naming of Simsbury Public Library Program Room 2 and New Program Room

Mr. Askham mad a motion effective January 14, 2019 to revise the Naming Rights Policy as presented. Motion was seconded by Mr. Kelly. All were in favor and the motion passed.

Mr. Kelly made a motion, effective January 14, 2019, to approve naming Library Program Room 2 the Weatogue Room and naming the new Program Room, anticipated to be completed in May 2019, the Tariffville Room. Mr. Paine seconded the motion. All were in favor and the motion passed.

d) Proposed Revisions to Circulation Assistant Job Description and Job Title

Ms. Cook made a motion, effective January 14, 2019, to approve the proposed modifications to the job description and to change the job title for the Circulation Assistant position to the Library Services Assistant (Adult Department) as presented. Mr. Kelly seconded the motion. All were in favor and the motion passed.

e) Proposed Amendment to all Culture, Parks, and Recreation Fee Schedules

Mr. Askham made a motion, effective January 14, 2019, to accept the proposed language regarding special promotions and discounts as an amendment to all Culture, Parks and Recreation fee schedules. Mr. Paine seconded the motion. All were in favor and the motion passed.

f) Old-Growth Forest Network Designation for Belden Forest

Mr. Paine made a motion, to refer consideration of the Old-Growth Forest Network Designation for Belden Forest to the Conservation Commission. The purpose of this referral is to seek the Commission’s viewpoint on designating Belden Forest as an Old-Growth Forest. A referral response is respectfully requested prior to January 28, 2019. Mr. Peterson seconded the motion. All were in favor and the motion passed.

g) Discussion Regarding Sale and Distribution of Tobacco/Nicotine/Vaping Products

The Board discussed the dangers of vaping. Statistics were shared regarding delivery of nicotine and marijuana and the amount delivered per cartridge. Board members expressed concerns. Mr. Wellman asked if the Board would support the First Selectman signing a letter, drafted by the Farmington Valley Collaborative, advocating for state legislation to raise the minimum age to purchase vaping products from the current age of 18 to a proposed age of 21.

Ms. Cook made a motion, effective January 14, 2019 to authorize First Selectman Eric Wellman to sign the attached letter on behalf of the Board and the Town. Mr. Askham seconded the motion. All were in favor and the motion passed.

APPOINTMENTS AND RESIGNATIONS

a) Proposed Appointment to the Simsbury Board of Education

Mr. Askham made a motion, effective January 14, 2019 to appoint Brian M. Watson (R) as a regular member of the Board of Education, with a term expiring December 2, 2019. Ms. Cook seconded the motion. All were in favor and the motion passed

b) Resignation of Lori Feldman from the Economic Development Commission

Mr. Peterson made a motion, to accept the resignation of Lori Feldman (D) as a member of the Economic Development Commission retroactive to December 27, 2018. Ms. Cook seconded the motion. All were in favor and the motion passed.

c) Proposed Appointments and Reappointments to Various Appointed Committees and Boards

Reappointments:

- **Aging and Disability:** Mr. Kelly made a motion, effective January 14, 2019 to appoint the following people as presented:
 - Mary S. Fleet (R) as a regular member with a term expiring January 1, 2023
 - Anne Erickson (R) as a regular member with a term expiring January 1, 2023
 - Susan Krinsky (R) as a regular member with a term expiring January 1, 2023
 - Edward LaMontagne (U) as a regular member with a term expiring January 1, 2023

Motion was seconded by Mr. Paine. All were in favor and the motion passed.

- **Board of Ethics:** Ms. Cook made a motion, effective January 14, 2019 to appoint the following people as presented:
 - Andrew Brazer, Jr (R) as a regular member with a term expiring January 1, 2023

- Lynn Raccio (U) as a regular member with a term expiring January 1, 2023

Motion was seconded by Mr. Peterson. All were in favor and the motion passed.

- **Historic District:** Ms. Cook made a motion, effective January 14, 2019 to appoint Mark Nyquist (R) as an alternate member with a term expiring January 1, 2024. Motion was seconded by Mr. Peterson. All were in favor and the motion passed.

Appointments:

- **Board of Ethics:** Ms. Cook made a motion to appoint Gary Kevorkian (R) as a regular member with a term expiring January 1, 2021. Motion was seconded by Mr. Paine. All were in favor and the motion passed.
- **Building Code Board of Appeals:** Mr. Paine made a motion to appoint Todd Thode (R) as a regular member with a term expiring January 1, 2022. Motion was seconded by Ms. Cook. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of December 17, 2108

There were no changes to the minutes for the Regular Meeting of December 17, 2018, and, therefore, the minutes were adopted.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- a) **Personnel** – no report at this time.
- b) **Finance** – no report at this time.
- c) **Welfare** – no report at this time.
- d) **Public Safety** – no report at this time.
- e) **Board of Education** – no report at this time.

Ms. Cook thanked everyone who participated in the Community for Care program on January 9, 2019.

COMMUNICATIONS

- a) **Memo from R. Newton, re: Try Simsbury Updated Approval Conditions, dated January 2, 2019** – Mr. Askham thanked staff for following up on the matter regarding the river height, and encouraged a continued focus on river depth and safe environment for the race.
- b) **Memo from M. Capriola, re: Golf Course Restaurant Contract Extension, dated January 3, 2019**
- c) **Memo from M. Capriola, re: Anticipated Budget Increases for the Farmington Valley Health District, dated January 7, 2019**
- d) **Memo from M. Capriola, re: Tax Abatement for Volunteer Firefighters and Ambulance Personnel, dated January 10, 2019**
- e) **FY17/18 Annual Report**

ADJOURN TO EXECUTIVE SESSION

- a) **Pursuant to CGS §1-200(6)(B) concerning Pending Claims and Litigation – Martin v. Simsbury**

Mr. Askham made a motion to adjourn to Executive Session including Town Manager Maria Capriola, Deputy Town Manager Melissa Appleby, and Attorney Jonathan Zellner at 7:25 p.m. Mr. Paine seconded the motion. All were in favor and the motion passed.

ADJOURN

Mr. Askham made a motion to adjourn from Executive Session. Mr. Paine seconded the motion and it passed unanimously. Executive Session adjourned at 7:50 pm.

Mr. Askham made a motion to adjourn the meeting. Mr. Paine seconded the motion and it passed unanimously. The meeting adjourned at 7:50 pm.

Respectfully submitted,

Kimberly Rathbun
Clerk



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Eric Wellman - First Selectman

Sent via E-mail

January 16, 2019

Senator Kevin Witkos
Senate Republican Office
LOB Room 3400
Hartford, CT 06106

State Representative John Hampton
Legislative Office Building, Room 5007
Hartford, CT 06106-1591

Dear Senator Witkos & Representatives Hampton:

We are writing to alert you to our serious concerns regarding the use of tobacco, nicotine and e-cigarette/vaping products by adolescents and young adults. While, these products pose health risks to all residents, individuals under the age of twenty-one are particularly vulnerable.

During recent Board of Selectmen meetings and Community for Care forums Simsbury officials have been discussing the dangers of vaping and e-cigarettes on our youth, particularly youths in our school system, and the potential of increasing the tobacco purchasing age from its current requirement of 18 years old to 21 years old. The rising rate of teenagers using these addictive devices and smoking methods is something that needs to be discussed and acted upon on a state level.

Tobacco use continues to be the leading cause of preventable death in the nation and is a known cause of cancer, heart disease and respiratory diseases.ⁱ Additionally, nicotine, a component of traditional tobacco products and e-cigarettes, is highly addictive and often serves as a gateway to other drugs, especially for youth, an age group that is particularly susceptible to nicotine's addictive qualities. While high taxes on tobacco products, existing smoke-free laws, and comprehensive tobacco cessation programs have proven to reduce tobacco use and save lives, we feel that further action should be taken to prevent youth and adolescent access, and addiction, to tobacco, nicotine and e-cigarette products.ⁱⁱ

It is our understanding that the General Assembly considered taking action on this important public health issue during the 2018 legislative session via Raised Bill No. 164, "An Act Raising the Legal Age to Purchase Tobacco to Twenty-one," which proposed raising the minimum legal age (MLA) to purchase tobacco, nicotine, and e-cigarette products. Unfortunately, as you may

know, no action was taken on R.B. 164 during the 2018 session and in response, several Connecticut municipalities, including members of the Farmington Valley Collaborative, began exploring the possibility of adopting local legislation that would raise the MLA for these products within the borders of the municipality in an effort to combat youth tobacco and e-cigarette use locally.

While protecting the health and safety of our residents is a critical function of a municipality, the adoption of comprehensive statewide legislation such as R.B. 164, rather than a patchwork of local ordinances, is essential to ensuring the health of all Connecticut youth, regardless of the Town in which they live. Further, as a practical matter, in a time when state government constantly requests that municipalities regionalize and establish practices that prevent unnecessary duplications of effort, the state should take the lead in addressing this matter and prevent 169 communities from spending the time, effort, and money to individually legislate this issue.

We were encouraged to see the article in the December 27, 2018 edition of the Hartford Courant entitled “State anti-vaping measures eyed” which indicated that several members of the General Assembly are interested in addressing the issue of underage use of tobacco and e-cigarette/vaping products.ⁱⁱⁱ In addition to reconsidering the 2018 proposal to raise the MLA for all tobacco, nicotine and e-cigarette products to age twenty-one, we understand that legislators are also considering proposals that would ban the use of flavorings in e-cigarettes, levy a new tax on e-cigarette products, and/or regulate the internet sale of e-cigarettes.

While each of these proposals should be given due consideration by the General Assembly, the Collaborative urges the legislature to prioritize legislation to raise the MLA, as the initial age of tobacco use is critical to the likelihood of continued use and addiction. The U.S. Department of Health and Human Services (DHHS) reports that approximately 95 percent of adult smokers began smoking before the age of twenty-one.^{iv} Alternatively, adults who have not tried smoking by their early twenties will most likely never smoke. Even cigarette manufacturers agree with these statistics. In 1982, a researcher from R.J. Reynolds Tobacco Company reported that *“If a man has never smoked by age 18, the odds are three-to-one he never will. By age 24, the odds are twenty-to-one.”*^v

Additionally, delaying legal access to tobacco products will not only protect youth aged 18-21, it will also help to keep these products out of our schools, as high school students who have reached the MLA often serve as a social source of tobacco for their underage classmates.^{vi} This is especially important as DHHS reports that about 75 percent of adult smokers first try smoking before the age of 18.^{vii}

While data on the long-term benefits of legislation limiting youth and young adult access to tobacco and e-cigarette products, particularly raising the MLA, are limited, the movement to increase the minimum drinking age to twenty-one in the 1980s offers us an understanding of the likely public health benefits that a raised MLA can offer. In particular, raising the minimum drinking age has been associated with reduced alcohol consumption among youth and young adults, and has resulted in fewer alcohol-related crashes among this age group.^{viii}

In comparison, it is likely that raising the MLA will significantly reduce the number of young people who begin smoking at all; reduce deaths related to smoking; and improve the overall

health of the adolescent and youth population.^{ix} These hypotheses are reflected in data available from states and cities that have already implemented legislation to raise the MLA, such as California, New York City and Chicago.^x

As the 2019 legislative session begins, the Farmington Valley Collaborative urges the members of the General Assembly to continue to study and consider each of these proposals, particularly the proposal to raise the MLA, with the goal of adopting comprehensive legislation aimed at preventing adolescents and young adults from accessing these dangerous products in the short term, and improving overall public health over the long term.

Please do not hesitate to contact us with questions.

At the January 14, 2019 Board of Selectmen meeting the Board unanimously authorized First Selectman Eric Wellman to sign on behalf of all Selectmen.

Sincerely,



Eric Wellman
First Selectman, Town of Simsbury

ⁱ U.S. Department of Health and Human Services. *The Health Consequences of Smoking: 50 Years of Progress. A Report of the Surgeon General*. Atlanta, GA: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2014.

ⁱⁱ Increasing the Minimum Legal Sale Age for Tobacco Products to 21. (n.d.). Retrieved January 2, 2019, from <https://www.tobaccofreekids.org/assets/factsheets/0376.pdf>

ⁱⁱⁱ Lurye, R. (2018, December 27). Lawmakers eye anti-vaping measures like flavor ban, e-cigarette tax - Hartford Courant.

^{iv} U.S. Department of Health and Human Services. Substance Abuse and Mental Health Services Administration. Center of Behavioral Health Statistics and Quality. National Survey on Drug Use and Health, 2014.

^v RJ Reynolds, "Estimated Change in Industry Trend Following Federal Excise Tax Increase," September 10, 1982, Bates Number 513318387/8390.

^{vi} Institute of Medicine (now the National Academy of Medicine), *Public Health Implications of Raising the Minimum Age of Legal Access to Tobacco Products*, Washington, DC: The National Academies Press, 2015.

^{vii} U.S. Department of Health and Human Services, 2014.

^{viii} Wagenaar, AC and Toomey, TL, "Effects of Minimum Drinking Age Laws: Review and Analyses of the Literature from 1960 to 2000," *J Stud Alcohol*, Supplement No. 14: 206-225, 2002; Hedlund, JH, Ulmer, RG, and Preusser, DF, "Determine Why There are Fewer Young Alcohol-Impaired Drivers, DOT HS 809 348, Final Report," U.S. Department of Transportation, National Highway Traffic Safety Administration, September 2001.

^{ix} Institute of Medicine, 2015.

^x Increasing the Minimum Legal Sale Age for Tobacco Products to 21



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

To: Maria Capriola, Town Manager
From: Amy Meriwether, Finance Director
Date: January 23, 2019
Re: Proposed Capital and CNR Policy Update

At a special meeting on October 22, 2018 the Board of Finance reviewed year end close results and management recommended year end transfers for the fiscal year ended June 30, 2018. Two such recommendations included funding the remaining balances owed to the FY2015/16 – FY2017/18 CNR funds and transferring additional funds into the Capital Reserve Fund to be used in future budget years as a way to implement a cash to capital program. These recommendations were outside the scope of the established Capital and CNR policies. It was the consensus of the Board to review the Capital and CNR policy for possible update.

The Board of Finance established a work group consisting of Board of Finance members, Rob Pomeroy and Lisa Heavner, to review the Capital and CNR policy for possible update. The group was tasked with reviewing a revised draft Capital and CNR policy as presented by management. After review and discussion, several edits were made to the policy and a final draft was prepared for review by the full Board of Finance.

The full Board of Finance has further reviewed and discussed the proposed policy at its meetings on November 13, 2018, December 3, 2018 and January 19, 2019. Edits of the policy were requested and subsequently made by management. The most recently revised draft will be presented at the Board of Finance's regular meeting on February 19, 2019.

Please find attached the most recently revised draft for review.

As part of the capital and CNR policy discussion, the Board of Finance is still reviewing the concept of eliminating the five year payback period for the CNR Fund. Staff will be presenting an analysis to the Board of Finance on this item at their February 19th meeting.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY CAPITAL PLANNING AND FINANCING POLICY STATEMENT *Adopted by the Simsbury Board of Finance on November XX, 2018*

I. Introduction & Purpose

The use and purpose of this policy is to promote consistency and continuity in decision making related to capital improvement planning and to set the general parameters within which capital spending decisions are made. This policy establishes the general financing goals and the specific elements that comprise a long-range planning and financing strategy, including capital financing guidelines and the transfer of funds to and from the Capital Projects Funds, Capital and Non-Recurring Fund and Capital Reserve Fund.

The goals of this policy statement are to:

1. Make a strong commitment to the strategic management of the Town's capital financing process.
2. Promote financial stability and focus attention on the Town's long term financial capacity to meet capital needs.
3. Designate acceptable parameters of debt issuance and management.
4. Provide a framework for monitoring capital financing practices and results.
5. Effectively communicate the Town's priorities and plans for undertaking capital projects to internal and external stakeholders.
6. Provide a framework for monitoring capital financing practices and results.

II. Effective Date

This policy shall remain in effect until revised or rescinded. The Town reserves the right to amend this policy.

III. Definitions and Guidelines

1. Capital Project is defined as any project, resulting in or contributing to the acquisition of, or addition to, a capital asset with an anticipated cost equal to or exceeding \$10,000 for equipment purchases, \$20,000 for building improvements and \$100,000 for infrastructure improvements and with an anticipated life equal to or exceeding (5) five years for equipment purchases, and (10) ten years for buildings, improvements and infrastructure.

2. The capital plan shall be prepared and updated annually by the Town Manager and Finance Director and present programmatic needs and priorities for a (6) six year period.
3. The first year of the (6) six year capital plan will be adopted annually by the Board of Selectmen and the Board of Finance as part of the budgeting process.
4. Future operating costs associated with new capital projects and assets will be projected and included in operating budget forecasts.
5. Each capital project submitted for consideration shall identify operating budget impacts and potential financing methods available.
6. The Town shall take the appropriate actions to maintain its "Aaa" credit rating and strategically utilize debt service expenditures.
7. The Town Manager and Finance Director will recommend the optimum mix and financing sources for all capital projects, in conjunction with the adopted Debt Management Policy.
8. Whenever possible, capital costs should be financed by means other than borrowing. Borrowing ~~shall~~ should be limited to infrastructure or facility improvement projects with an estimated life expectancy of at least 15 years and cost of at least \$250,000.
9. Capital projects financed through the issuance of general obligation bonds shall be financed for a period no longer than 10 years unless specifically authorized by the Board of Finance and, when practical, for a period which does not exceed the useful life of the asset.
10. Maintenance Scheduling - The Town intends to set aside sufficient revenues to finance ongoing maintenance needs and to provide periodic replacement and renewal to keep its capital facilities and infrastructure systems in good repair to maximize a capital asset's useful life and to avoid unnecessary borrowing.

IV. Capital Projects Fund(s) Policy

The Capital Project Fund(s) is used to account for the financial resources used for the acquisition of major pieces of equipment, vehicles in the fleet, studies (if related to a larger capital project), professional services, building improvements, land acquisitions, building acquisitions or construction of major capital facilities and capital infrastructure improvements.

This fund may receive contributions from the sale of town owned buildings and property, transfers from the General Fund, transfers from the Capital Reserve Fund, unexpended balances of completed capital projects in the Capital Projects Fund(s), grants and donations.

If applicable, funds shall be invested in accordance with the Town's investment policy.

V. Capital and Non-Recurring Fund Policy

The Capital and Non-Recurring Fund is established to provide for small capital and non-recurring expenditures which would distort year to year budget comparison. Non-

recurring is to mean an expenditure that occurs no more frequently than once in a five year period.

Capital items and studies of single or aggregate cost that exceed \$10,000 but are less than \$250,000 shall be accounted for as expenditures in the capital and non-recurring fund. The Capital and Non-Recurring Fund will also include fleet purchases that are less than ~~\$250,000~~\$100,000 per vehicle.

The Town shall not fund on-going operating expenditures from the Capital and Non-Recurring Fund.

This fund may receive contributions from transfers from the General Fund, transfers from the Capital Reserve Fund, transfers from Special Revenue Funds, unexpended balances of completed capital projects in the Capital Projects Fund(s), grants and donations. ~~Funding shall be transferred into the Capital and Non-Recurring Fund in the fiscal year for which the projects are budgeted/adopted.~~

If applicable, funds shall be invested in accordance with the Town's investment policy.

VI. Capital Reserve Fund Policy

The Capital Reserve Fund is established to allow more flexibility, to serve as a future source of cash to capital financing of capital projects, and to provide a revenue source for emergency capital needs such as an emergency repair to a building not covered by insurance. It is a part of the Town's capital financing strategy and seeks to fund to a level deemed sufficient to fully fund recurring expenditures for replacement capital equipment and maintaining public facilities that do not meet the Town's general obligation bond issuance guidelines.

The target funding level shall be an amount sufficient to fund the capital fund budget -cash to capital plus ~~\$50,000~~ \$200,000. This is to ensure a sufficient balance remains in the Capital Reserve Fund for unanticipated needs or emergencies. Purchases utilizing the Capital Reserve Fund shall be authorized by the Town Manager or her/his designee and the Director of Finance and shall be approved by the Board of Finance prior to expenditure. In the event of an emergency where an expenditure is made without prior approval by the Board of Finance, the expenditures shall be brought to the Board of Finance for ratification as soon as possible. The Town Manager or her/his designee shall attempt to reach the Chairperson of the Board of Finance prior to the emergency expenditure and the Chair shall advise members of the Board of Finance as soon as possible of the emergency. An emergency is defined as an urgent event or circumstance requiring and expenditure to preserve life or property or to address unique and serious circumstances that could not have been reasonably foreseen and which require immediate attention.

This fund may receive contributions from the sale of town owned buildings and property, transfers from the General Fund, transfers from Special Revenue Funds, unexpended

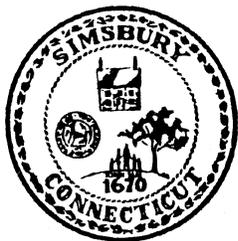
balances of completed capital projects in the Capital and Non-Recurring Fund and Capital Projects Fund(s), grants, donations and interest from investments.

If applicable, funds shall be invested in accordance with the Town's investment policy.

VII. Accounting Guidelines

The following are a list of specific accounting practices related to capital transactions:

1. On the first day of the fiscal year, the General Fund appropriations to the Capital Projects Fund(s), Capital and Non-Recurring fund and Capital Reserve Fund will be transferred.
2. On the first day of the fiscal year, the Capital Reserve Fund appropriations to the Capital Projects Fund(s) and the Capital and Non-Recurring Fund will be transferred.
3. All bond proceeds will be deposited directly into the Capital Projects Fund(s).
4. Proceeds from the sale of town property will be deposited directly into the Capital Projects Fund or Capital Reserve Fund upon recommendation by the Board of Finance
5. Interest earned by the Capital Projects Fund(s) for the entire fiscal year will be transferred into the Capital Reserve Fund on the last day of the fiscal year, if applicable.
6. Grant funds, including school construction progress payments will be deposited into the Capital Projects Fund(s).
7. All debt service payments and debt issuance costs will be paid from the General Fund and/or Debt Service Fund.
8. All capital projects expenditures will be paid directly from the Capital Projects Fund(s).



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Board of Selectmen
From: Maria Capriola, Town Manager
Cc: Colleen O'Connor, Revenue Collector; Amy Meriwether, Finance Director
Date: January 24, 2019
Subject: HB 5765: Bill Passed To Establish a Tax Deferment Program for Federal Shutdown Affected Employees

This memo is to inform you of HB 5765, which recently passed both houses of the General Assembly and was signed into law by Governor Lamont. This law is intended to provide relief and assistance to federal employees affected by the federal shutdown. Under this law, municipalities have the option to establish a program to defer the due date of specific real estate and personal property taxes, motor vehicle taxes, water or sewer rates, charges or assessment payments owed by affected employees of the ongoing federal shutdown. Municipalities and subdivisions establishing the program must not charge or collect interest on an affected individual's taxes, rates, charges or assessments, or any portion thereof, that became due during the period in which the individual met the eligibility criteria. Once the individual is no longer eligible for the program, he or she must pay the deferred amounts within 60 days, without interest or penalty; after 60 days, any unpaid amount is subject to interest and penalties applied retroactively to the tax payment's original due date. A legislative body of a municipality may vote to establish this program.

Although the scope of the bill is well intentioned, staff and the Town Attorney have reviewed the newly passed law and have some initial concerns. One is a matter of equity; how would Simsbury distinguish the hardship suffered by federal employees on furlough from any other resident that is permanently laid off from their job? We also envision material problems with proof of affected employee status and general administration of the deferral, particularly since most property taxes are held in escrow by a mortgage company.

The Connecticut Municipal Tax Collector's Association is following this issue closely. They are working on developing an eligibility form for qualified residents to complete but it is not yet ready. Their hope is that this form could be used by municipalities to create uniformity across towns.

Our Town Attorney shared that the towns of West Hartford and Rocky Hill have passed a version of this resolution at the local level already. I have reached out to my counterparts in the region and other than Canton no other communities have yet adopted this program. The

Town Attorney has prepared a sample resolution (attached) should the Board of Selectmen wish to proceed with adopting this program.

To date, our Revenue Collector and our Social Services department have not received any requests for assistance from furloughed federal employees.

Staff and I will be monitoring this closely and I will keep you informed as new information is presented to me. Attached to this memo I have attached HB 5765 for reference. I have also attached a document from COST that describes parts of the bill that I think may be informational for you and Simsbury residents.

RESOLUTION ESTABLISHING A TAX DEFERMENT PROGRAM
FOR FEDERAL EMPLOYEES AFFECTED BY THE SHUTDOWN

WHEREAS, the current shutdown of the Federal Government has impacted certain Federal Employees (“affected employee”), including those that are taxpayers of the Town; and

WHEREAS, HB 5765, defines "Affected employee" as a federal employee who, during the shutdown, is (A) a resident of this state, and (B) required to work as a federal employee without pay or furloughed as a federal employee without pay;

WHEREAS, on January 22, 2019, the State of Connecticut passed HB 5765 permitting municipalities to defer of real estate, motor vehicle and personal property taxes for affected employees of the Federal Government impacted by the shutdown; Now, therefore, be it

RESOLVED, that the Board of Selectman, pursuant to HB 5765, hereby establish a deferment program to defer the due date of taxes on real property, personal property or motor vehicles, or water or sewer rates, charges or assessments, owed by affected employees as defined by HB 5765; and be it further

RESOLVED, that the Board of Selectman directs the Tax Collector to administer the deferment program, so that the Town will not to be charge or collect interest on any tax, rate, charge or assessment or part thereof that is payable by an affected employee and which became due during the period when such individual was an affected employee.

RESOLVED, that those affected employees seeking to participate in the Town’s deferment program shall prove their eligibility by providing the tax collector with proof of Federal Employment and sign an affidavit stating that they are (a) a resident of this state, (b) the department of the federal government they are employed by, (c) that they are required to work as a federal employee without pay or furloughed as a federal employee without pay, and (d) they they will no longer be an affected employee when the branch of the Federal Government they are employed by is funded and its employees are called back to work.

RESOLVED, that each tax, rate, charge or assessment deferred under a program established pursuant to this section shall be due and payable without interest or penalty not later than sixty days after the date on which an individual is no longer

an affected employee. Thereafter, any portion of the tax, rate, charge or assessment or installment or portion thereof which remains unpaid and all interest and penalties otherwise provided by law shall apply retroactively to the original due date for the tax, rate, charge or assessment or installment or portion thereof. All provisions of the general statutes relating to continuing, recording and releasing property tax liens and the precedence and enforcement of taxes, rates, charges and assessments shall remain applicable to any deferred tax, rate, charge or assessment or installment or portion thereof.

RESOLVED, that nothing in this section shall affect interest or penalties on, or lien rights or collection of, any tax, rate, charge or assessment due before December 22, 2018, or after the date on which an individual is no longer an affected employee.



General Assembly

January Session, 2019

Bill No. 5765

LCO No. 3300



Referred to Committee on No Committee

Introduced by:

REP. ARESIMOWICZ, 30th Dist.

REP. RITTER M., 1st Dist.

REP. KLARIDES, 114th Dist.

SEN. LOONEY, 11th Dist.

SEN. DUFF, 25th Dist.

SEN. FASANO, 34th Dist.

***AN ACT ESTABLISHING THE FEDERAL SHUTDOWN AFFECTED
EMPLOYEES LOAN PROGRAM AND PROVIDING ADDITIONAL
ASSISTANCE TO FEDERAL EMPLOYEES.***

Be it enacted by the Senate and House of Representatives in General
Assembly convened:

1 Section 1. (*Effective from passage*) As used in this section and sections
2 2 to 7, inclusive, of this act:

3 (1) "Affected employee" means a federal employee who, during the
4 shutdown, is (A) a resident of this state, and (B) required to work as a
5 federal employee without pay or furloughed as a federal employee
6 without pay;

7 (2) "Authority" means the Connecticut Housing Finance Authority;

8 (3) "Bank" means a bank or an out-of-state bank, each as defined in
9 section 36a-2 of the general statutes;

10 (4) "Credit union" means a Connecticut credit union or a federal

11 credit union, each as defined in section 36a-2 of the general statutes;

12 (5) "Department" means the Department of Banking;

13 (6) "Eligible financial institution" means a bank or credit union that
14 has a physical presence in this state and is in good standing;

15 (7) "Good standing", with respect to a bank or credit union, means
16 that the bank or credit union is not subject to (A) a formal agreement
17 with the Office of the Comptroller of the Currency, (B) a consent order
18 or cease and desist order issued by the Federal Deposit Insurance
19 Corporation, (C) a consent order or cease and desist order with the
20 department, (D) a letter of understanding and agreement or consent
21 order issued by the National Credit Union Administration, or (E) a
22 finding by the department that the bank or credit union has failed to
23 comply with a provision of sections 2 to 5, inclusive, of this act;

24 (8) "Grace period" means the ninety-day period after an affected
25 employee's federal agency is funded; and

26 (9) "Shutdown" means the federal fiscal year 2019 partial
27 government shutdown that began on December 22, 2018.

28 Sec. 2. (*Effective from passage*) (a) The authority shall administer a
29 federal shutdown affected employee loan program to guarantee the
30 repayment of loans made by an eligible financial institution to an
31 eligible affected employee pursuant to sections 1 to 5, inclusive, of this
32 act. Subject to the cessation of new claim approvals under subsection
33 (d) of section 5 of this act, the authority shall submit all approved
34 claims to the State Treasurer, who shall pay from the General Fund
35 any and all claims submitted by the authority.

36 (b) Any bank or credit union may apply to the department to
37 participate in the loan guarantee program. Not later than one business
38 day after receiving the application, the department shall determine
39 whether the financial institution is an eligible financial institution and

40 immediately notify the bank or credit union and the authority of such
41 determination. Any eligible financial institution may make loans to
42 affected employees in accordance with sections 1 to 5, inclusive, of this
43 act.

44 (c) Each eligible financial institution that makes a loan pursuant to
45 sections 1 to 5, inclusive, of this act, shall notify the authority in
46 writing not later than one business day after making the loan,
47 specifying such information about the borrower as the authority may
48 request.

49 Sec. 3. (*Effective from passage*) An eligible financial institution may
50 make a loan to an affected employee, provided:

51 (1) The affected employee has provided to the financial institution
52 (A) proof of the employee's status, income and residence in this state,
53 and (B) the amount of unemployment compensation benefits under
54 chapter 567 of the general statutes the employee has received and has
55 been deemed eligible to receive during the shutdown. Such proof may
56 include a paystub or bank statement, a federal employee identification
57 card, the federal tax identification number of the employee's employer
58 and a sworn affidavit from such employee indicating that such
59 employee (i) is currently a federal employee residing in this state, (ii)
60 may be eligible to receive back-pay when the shutdown ends, and (iii)
61 is not receiving a loan from any other financial institution pursuant to
62 this section.

63 (2) The amount of the loan shall not exceed (A) the lesser of (i) five
64 thousand dollars, or (ii) the affected employee's most recent monthly
65 after-tax pay, (B) less four times the amount, if any, the affected
66 employee has reported to the institution under subdivision (1) of this
67 section related to any weekly unemployment compensation benefits
68 the employee has received or has been deemed eligible to receive
69 during the shutdown.

70 (3) The loan is made in accordance with the eligible financial

71 institution's underwriting policy and standards, provided further that
72 the affected employee's creditworthiness shall not be a factor used for
73 the purposes of determining eligibility.

74 (4) The loan agreement shall not (A) require repayment during the
75 grace period, or (B) charge interest on the principal amount before or
76 during the grace period or for one hundred eighty days after the grace
77 period, provided after such one-hundred-eighty-day period, the
78 eligible financial institution may charge interest or fees in accordance
79 with the financial institution's lending policy and the terms of the
80 underlying loan agreement.

81 (5) The loan agreement shall require that the affected employee
82 repay the loan in full not later than one hundred eighty days after the
83 end of the grace period by making at least three, and no more than six,
84 equal installment payments. The loan agreement shall not contain a fee
85 or penalty for the prepayment or early payment of the loan.

86 (6) The eligible financial institution shall (A) refer the affected
87 employee to the United Way of Connecticut 2-1-1 Infoline program,
88 and (B) offer credit counseling services or refer such employee to
89 nonprofit credit counselors.

90 Sec. 4. (*Effective from passage*) An affected employee who has
91 received a loan pursuant to section 2 or 3 of this act may apply to the
92 same eligible financial institution for an additional loan for each thirty-
93 day period such employee remains an affected employee, provided no
94 affected employee may receive more than three loans under the
95 program, and each such employee shall be required to update the
96 institution as to the amount of unemployment compensation benefits
97 under chapter 567 of the general statutes the employee has received
98 and has been deemed eligible to receive during the shutdown. Each
99 additional loan shall be made in accordance with section 3 of this act.

100 Sec. 5. (*Effective from passage*) (a) On and after one hundred eighty
101 days from the end of the grace period, an eligible financial institution

102 that has made a good-faith effort to collect the outstanding principal
103 from a loan issued pursuant to this section and sections 1 to 4,
104 inclusive, of this act may make a claim to the authority for recovery of
105 an amount equal to the outstanding principal for such loan, including
106 for such loans issued on or after January 18, 2019, but prior to (1) the
107 effective date of this section, or (2) the department's determination of
108 eligibility. Prior to the authority's approving and submitting a claim to
109 the State Treasurer, such eligible financial institution shall demonstrate
110 to the satisfaction of the authority that the eligible financial institution
111 has made a good-faith effort to collect the outstanding principal from
112 the eligible employee in accordance with the financial institution's loan
113 servicing and collection policies. Upon payment of a claim, (A) the
114 loan shall be assigned to the state, and (B) the authority shall have the
115 right to continue collection efforts on the loan.

116 (b) The authority shall maintain records in the regular course of
117 administration of the loan guarantee program, including a record of
118 loans issued and of payments made to honor loan guarantees issued
119 under this section. The authority shall regularly review such records to
120 determine total loans issued and identify duplicative applications. The
121 authority shall report to the Labor Department the names of the
122 affected employees who have received a loan under the program, and
123 the Labor Department shall provide to the authority information
124 concerning such employees' unemployment compensation benefits. If
125 the authority determines that an affected employee misrepresented
126 unemployment compensation benefits, the affected employee may be
127 deemed ineligible for additional loans under section 4 of this act.

128 (c) The authority may terminate any loan guarantee if the financial
129 institution misrepresents any information pertaining to the guarantee
130 or fails to comply with any requirements of this section in connection
131 with the guarantee of the underlying loan.

132 (d) If the amounts expended to honor loan guarantees under the
133 program exceed ten per cent of total loans issued, the authority shall

134 immediately cease to approve claims and shall notify the State
135 Treasurer and each eligible financial institution of the total amount of
136 payments made and that the authority has ceased honoring loan
137 guarantees.

138 (e) Any interest deferred or not charged related to a loan issued
139 pursuant to this section and sections 1 to 4, inclusive, of this act shall
140 be exempt from all state taxes that may be applicable to such interest
141 amounts as they relate to an affected employee. Eligible financial
142 institutions shall disclose to affected employee borrowers in the signed
143 affidavit or loan documents that there may be federal tax consequences
144 to the program loans.

145 (f) No new loan applications shall be submitted under the program
146 after the shutdown ends. The program shall expire upon the
147 repayment of all loans made under the program and, for all loans in
148 default, the repayment of claims made under the program, or the
149 cessation of new claim approvals under subsection (d) of this section.

150 Sec. 6. (*Effective from passage*) Upon the passage of federal legislation
151 or the issuance of federal guidance from the United States Department
152 of Labor or another federal agency which allows an affected employee
153 to receive benefits under chapter 567 of the general statutes, such
154 affected employee may be eligible for unemployment benefits
155 pursuant to said chapter and such federal legislation or guidance
156 during the period of the shutdown. If the shutdown ends and an
157 affected employee is paid by the federal government for any period of
158 time the affected employee worked without pay during the shutdown,
159 the affected employee shall reimburse the Unemployment
160 Compensation Benefit Fund in an amount equal to the unemployment
161 benefits the affected employee received for the period of the
162 shutdown.

163 Sec. 7. (*Effective from passage*) (a) Notwithstanding the provisions of
164 the general statutes or of any special act, charter, special act charter,

165 home-rule ordinance, local ordinance or other local law, any
166 municipality, as defined in section 7-148 of the general statutes, or any
167 subdivision of a municipality, may, by a vote of its legislative body, or,
168 in any town in which the legislative body is a town meeting, by a vote
169 of the board of selectmen, establish a deferment program to defer the
170 due date of taxes on real property, personal property or motor
171 vehicles, or water or sewer rates, charges or assessments, owed by
172 affected employees.

173 (b) Upon establishment of a deferment program, a municipality or
174 subdivision thereof shall not charge or collect interest on any tax, rate,
175 charge or assessment or part thereof that is payable by an affected
176 employee and which became due during the period when such
177 individual was an affected employee.

178 (c) Eligibility shall be determined by the municipality. Evidence of
179 eligibility for a deferment may include the proof listed in subdivision
180 (1) of section 3 of this act. Individuals need not receive unemployment
181 benefits or participate in the federal shutdown affected employee loan
182 program for purposes of being an affected employee. Municipalities
183 may require individuals to recertify eligibility on a periodic basis of
184 not less than thirty days.

185 (d) Each tax, rate, charge or assessment deferred under a program
186 established pursuant to this section shall be due and payable without
187 interest or penalty not later than sixty days after the date on which an
188 individual is no longer an affected employee. Thereafter, any portion
189 of the tax, rate, charge or assessment or installment or portion thereof
190 which remains unpaid and all interest and penalties otherwise
191 provided by law shall apply retroactively to the original due date for
192 the tax, rate, charge or assessment or installment or portion thereof. All
193 provisions of the general statutes relating to continuing, recording and
194 releasing property tax liens and the precedence and enforcement of
195 taxes, rates, charges and assessments shall remain applicable to any
196 deferred tax, rate, charge or assessment or installment or portion

197 thereof.

198 (e) Nothing in this section shall affect interest or penalties on, or lien
199 rights or collection of, any tax, rate, charge or assessment due before
200 December 22, 2018, or after the date on which an individual is no
201 longer an affected employee.

This act shall take effect as follows and shall amend the following sections:

Section 1	<i>from passage</i>	New section
Sec. 2	<i>from passage</i>	New section
Sec. 3	<i>from passage</i>	New section
Sec. 4	<i>from passage</i>	New section
Sec. 5	<i>from passage</i>	New section
Sec. 6	<i>from passage</i>	New section
Sec. 7	<i>from passage</i>	New section



COST LEGISLATIVE UPDATE



Assistance for Employees Affected by Shutdown

The state legislature is voting today on HB-5765, which is aimed at assisting federal employees affected by the partial government shutdown. Under the bill, affected employees are eligible for up to three loans, each equal to their monthly after-tax pay, up to \$5,000, less unemployment benefits. The bill prohibits interest on the loans for 270 days.

Property Tax Deferment Program

Section 7 of the bill also authorizes municipalities and municipal subdivisions to establish a program to defer the due dates for an affected employee's real and personal property or motor vehicles taxes, or water or sewer rates, charges or assessment payments. The municipality's legislative body (or if the legislative body is a town meeting, its board of selectmen) may vote to establish the program. The bill's authorization applies regardless of conflicting statute, special act, charter, or local or home rule ordinance provisions. *Click [here](#) to review the bill and summary, which may change prior to today's vote.*