

# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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## **SIMSBURY BOARD OF SELECTMEN**

**Regular Meeting – February 14, 2022 – 6:00 p.m.**

**Main Meeting Room, Simsbury Town Hall**

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC AUDIENCE**

- Written comments can be emailed to [townmanager@simsbury-ct.gov](mailto:townmanager@simsbury-ct.gov). Written comments will not be read into the record, but forwarded to all Selectmen via email

### **PRESENTATIONS**

- a) Council of Small Towns (COST) Legislative Update

### **FIRST SELECTMAN'S REPORT**

### **TOWN MANAGER'S REPORT**

### **SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS**

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

### **SELECTMEN ACTION**

- a) Tax Refund Requests
- b) Donation from Hartford Federal Credit Union
- c) Proposed Purpose and Procedures for Community for Care
- d) Appointment of Interim Planning and Community Development Director
- e) Recreation Coordinator Classification
- f) Proposed 2022 Simsbury Golf Course Fee Schedule
- g) Proposed 2022 Aquatics and Day Camp Fee Schedule

### **APPOINTMENTS AND RESIGNATIONS**

- a) Proposed Appointment to Community for Care
- b) Proposed Appointments of Friends of Simsbury Farms Board
- c) Proposed Appointments to the Technology Task Force
- d) Proposed Appointment to Business Development Committee
- e) Appointment of Mark Orenstein to the Library Board of Trustees
- f) Reappointment of Susan Masino to the Open Space Committee
- g) Proposed Appointments and Reappointments to Various Boards, Commissions, Committees

**REVIEW OF MINUTES**

- a) Regular Meeting of January 24, 2022
- b) Special Meeting of January 27, 2022
- c) Special Meeting of February 7, 2022

**COMMUNICATIONS**

- a) Memo from T. Roy re: Pine Hill Neighborhood - Sanitary Sewers, dated February 10, 2022
- b) Draft Letter from Board of Selectmen re: State Police Firing Range
- c) Memo from M. Capriola re: Proposed Granby/Simsbury Chamber of Commerce Merger, dated February 7, 2022

**EXECUTIVE SESSION**

- a) Pursuant to CGS 1-200(6)(b) Exemption for Pending Claims and Litigation: Henry James Memorial School Claim Settlement

**ADJOURN**



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Council of Small Towns (COST) Legislative Update
2. **Date of Board Meeting:** February 14, 2022
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
This item is informational; no action is needed this evening. If however, there is proposed legislation that the Board either strongly supports or opposes, I can prepare draft resolutions and correspondence on your behalf for review and consideration at an upcoming meeting.
5. **Summary of Submission:**  
The Connecticut Council of Small Towns (COST) has provided us with a legislative update, with some items that may be of interest to Simsbury. Betsy Gara, Executive Director of COST, will be present to help provide an overview of the attached legislation and answer questions you might have.

Also attached are COST's 2022 Legislative Priorities.

Also of note is that DEEP has included the following proposal in their legislative package:

### **An Act Concerning the Feeding of Dangerous Animals**

Expands authority under the existing statute concerning the feeding of wild animals to restrict the intentional feeding of wild canids (coyotes and foxes), wild felids (bobcats), and ursids (bears), collectively defined as potentially dangerous animals, on private land and enable DEEP to adopt regulations that would prohibit or restrict the unintentional feeding of wild canids (coyotes and foxes), wild felids (bobcats), and ursids (bears) on private land when there is a determination of a public safety threat. This authority is currently limited to prohibiting or restricting the feeding of wildlife on state owned property. This change would enable DEEP to address public safety issues that arise from the feeding of bears and coyotes on private property and would likely reduce the need for more aggressive responses.

6. **Financial Impact:**  
Simsbury would receive \$9,737,781 in statutory Formula Aid in the Governor's proposed budget.

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

- a) COST Legislative Agenda, 2022
- b) Legislative Update for the Board of Selectmen, dated February 14, 2022



# 2022 Legislative Platform







## **2022 LEGISLATIVE PRIORITIES**

### **FISCAL STABILITY**

- Provide towns with predictable revenue streams by preserving municipal aid at existing levels, maintaining the scheduled phase-in of changes to the Education Cost Sharing (ECS) formula, and releasing municipal aid in a timely manner;
- Continue to use a portion of the state's Rainy Day budget surplus to reduce the state's unfunded pension liabilities and alleviate pressure to cut municipal aid or shift teachers' pension costs to municipalities.

### **INFRASTRUCTURE INVESTMENT**

- Support continued investment in local infrastructure by maintaining adequate funding for the Town Aid Road program, Local Capital Improvement Program, Clean Water Fund, and other infrastructure programs;
- Target increased state and federal funding to support the Local Bridge Program and assist municipalities in improving the safety of bridges and culverts;
- Enhance the Small Town Economic Assistance Program by 1) increasing funding and the cap on grants; 2) allowing towns to "bank" awards to fund long-term projects; and 3) providing greater flexibility in meeting match requirements;
- Maximize the use of federal funding to address local and regional infrastructure needs.

### **TECHNOLOGY**

- Extend the authority of municipalities to hold virtual or hybrid in-person/virtual board and commission meetings;
- Address broadband challenges in unserved/underserved areas by 1) requiring the Public Utilities Regulatory Authority (PURA) to adopt One Touch Make Ready regulations to streamline the process for connecting fiber to utility poles; and 2) targeting federal funding and utilizing the Connecticut Education Network as the "middle mile" to extend broadband to underserved/unserved areas;
- Provide towns with meaningful relief from unfunded mandates, including allowing municipalities to post legal notices online instead of in newspapers.



## **2022 LEGISLATIVE PRIORITIES**

### **EDUCATION**

- Ensure that costs to upgrade school facilities to address indoor air quality issues are eligible for reimbursement under the School Construction grant program;
- Provide towns with greater flexibility to control education spending by revising the Minimum Budget Requirement and addressing unpredictable special education costs;
- Modernize the statutes governing regional school districts.

### **PUBLIC HEALTH & SAFETY**

- Address concerns regarding the incidence of juvenile crime in our communities, including car thefts and break-ins;
- Support efforts to address mental health concerns facing children and adults.

### **PROPERTY TAX REFORM**

- Ensure that efforts to enact property tax reform, such as eliminating the tax on motor vehicles, imposing local property tax caps, or adopting or expanding property tax exemptions, fully consider the impact 1) on local revenues needed to fund critical services, including education, public safety, and public health; and 2) the property tax burden on homes and businesses;
- Facilitate efforts to assist municipalities in expanding opportunities to share/regionalize the delivery of services in ways that will reduce costs and improve efficiencies.

### **SOLID WASTE MANAGEMENT**

- Address municipal solid waste management concerns by 1) providing funding and supporting the implementation of the recommendations of the Connecticut Coalition for Sustainable Materials Management (CCSMM); and 2) funding and taking immediate action to extend the viability of the Materials Innovation & Recycling Authority (MIRA) and other Waste to Energy facilities until long-term solutions become available.



### **FISCAL STABILITY**

- 1) Provide towns with predictable revenue streams by preserving municipal aid at existing levels, maintaining the scheduled phase-in of changes to the Education Cost Sharing (ECS) formula, and releasing municipal aid in a timely manner;
- 2) Continue to use a portion of the state's Rainy Day budget surplus to reduce the state's unfunded pension liabilities and alleviate pressure to cut municipal aid or shift teachers' pension costs to municipalities;
- 3) Provide towns with greater authority to manage local budgets and respond to changes in municipal funding by a) providing towns with greater flexibility to reduce education spending under the Municipal Budget Requirement (MBR); c) allowing towns to reopen collective bargaining agreements to negotiate savings if education aid is reduced by a significant percentage or changes are needed to facilitate consolidation/shared services agreements;
- 4) Protect the ability of towns to maintain adequate budget reserves; and
- 5) Provide towns with stable, alternative revenue sources, such as authorizing towns to charge a fee for tax exempt properties equal to the services provided for police, fire, emergency services and roads.

### **INFRASTRUCTURE INVESTMENT**

- 1) Support investment in local infrastructure by maintaining adequate funding for the Town Aid Road, the Local Capital Improvement Program (LoCIP), Clean Water Fund, and the

- Local Transportation Capital Improvement Program (LOTICIP) and releasing funding in a timely manner;
- 2) Target increased state and federal funding for the Local Bridge Program to assist municipalities in improving the safety of bridges and culverts;
  - 3) Enhance the Small Town Economic Assistance Program by a) increasing funding and the cap on grants; b) allowing towns to "bank" awards to fund long-term projects; and c) providing greater flexibility in meeting match requirements;
  - 4) Maximize the use of federal funding to address local and regional infrastructure needs;
  - 5) Enhance opportunities to revitalize communities by expanding the Historic Preservation Tax Credit and brownfields remediation programs;
  - 6) Continue to support efforts to incentivize and facilitate Transit-Oriented Development; and
  - 7) Enhance efforts to promote tourism.

### **EDUCATION**

- 1) Reaffirm the state's constitutional obligation to fund education for all students;
- 2) Ensure that upgrades to school facilities to address indoor air quality issues are eligible for reimbursement under the School Construction grant program;
- 3) Continue to promote efforts to ensure that municipalities and boards of education work together to consolidate non-educational expenditures and functions to improve efficiencies and reduce costs;
- 4) Maintain the scheduled phase-in of changes to the Education Cost Sharing (ECS) formula to provide municipalities with predictable revenue streams;





- 5) Assist towns in managing special education costs by a) authorizing Regional Education Service Centers to provide increased special education services to school districts; b) lowering the reimbursement threshold; c) shifting the burden of proof in special education hearings from the school district to the claimant, consistent with federal standards; and d) requiring the state to pay 100% of the costs of special education for severe-needs students; and
- 6) Facilitate the ability of local and regional boards of education to share certain educational services, such as foreign language instruction, curriculum development, Advanced Placement courses, and special education.

#### REGIONAL SCHOOL DISTRICTS

- 1) Allow the use of a five-year rolling average for determining Average Daily Membership in regional schools for purposes of calculating member town allocation;
- 2) Update the statutes governing the creation and management of regional school districts, including providing districts with greater authority to manage school facilities; and
- 3) Require regional school districts to establish finance boards consisting of representatives from member towns to provide input on budget issues.

#### ENERGY & ENVIRONMENT

- 1) Implement the recommendations of the Connecticut Coalition for Sustainable Materials Management (CCSMM) to help address municipal solid waste management concerns, including a) expanding efforts to promote glass only

- recycling; b) implementing Extended Producer Responsibility (EPR) programs to other products; c) requiring municipalities to adopt pay-as-you-throw programs; and d) expanding opportunities for organics collection;
- 2) Provide funding for and take action to extend the viability of the Materials Innovation & Recycling Authority (MIRA) and other Waste to Energy facilities until long-term solutions become available;
- 3) Assist communities in funding climate resiliency initiatives to address flooding, infrastructure, and other concerns;
- 4) Increase funding for the Open Space & Watershed Acquisition grant program;
- 5) Assist towns in complying with the MS4 Stormwater General Permit by reducing burdensome paperwork requirements, and targeting grants and training to assist towns in compliance;
- 6) Reduce the impact of road salt and deicing chemicals on equipment and water resources by encouraging the use of Green Snow Pro training and certification;
- 7) Increase the cap on Virtual Net Metering to assist municipalities in moving forward with projects;
- 8) Provide more flexibility to assist municipalities in siting solar arrays on closed landfills;
- 9) Support the Connecticut Green Bank's efforts to leverage financing to invest in environmental infrastructure projects such as structures, facilities, and improvement projects related to water, climate adaptation and resiliency; and
- 10) Authorize the Green Bank's Commercial Property Assessed Clean Energy Program (C-PACE) to finance the installation of (1) zero-emission vehicle refueling infrastructure and (2) resilience improvements.



## HOUSING

- 1) Participate in the newly created Commission on CT's Development and the Future to develop recommendations to address the state's housing needs;
- 2) Continue to provide grants and technical assistance to support municipalities in completing affordable housing plans;
- 3) Assist municipalities in increasing water and sewer capacity to support housing and economic development by prioritizing funding for water system interconnections and sewer systems; and
- 4) Continue to incentivize and facilitate Transit-Oriented Development.

## MANDATE RELIEF

- 1) Refrain from adopting any new or expanded unfunded mandates that drive up the cost of local government;
- 2) Provide towns with greater flexibility to reduce education spending under the Minimum Budget Requirement (MBR);
- 3) Reduce construction costs for municipal projects by revising the prevailing wage threshold for municipal public works renovation projects to \$500,000 and rejecting efforts to expand such requirements;
- 4) Develop a defined contribution plan for new hires under the Municipal Employees Retirement System;
- 5) Eliminate the requirement that towns publish legal notices in newspapers and allow towns to post such notices on their municipal websites, consistent with state courts and state agencies; and
- 6) Enact modest changes to binding arbitration laws to reduce costs for

property taxpayers, including allowing parties to mutually agree to have their case heard by a single neutral arbitrator randomly appointed from a panel of neutral arbitrators by the State Board of Mediation.

## PROPERTY TAXES

- 1) Allow towns to charge a fee on tax exempt properties equal to the services provided to support police, fire, emergency services, and infrastructure if the Payment in Lieu of Taxes (PILOT) program is not fully funded;
- 2) Ensure that efforts to enact property tax reform, such as eliminating the tax on motor vehicles, imposing local property tax caps, or adopting or expanding property tax exemptions, fully consider the impact a) on local revenues needed to fund critical services, including education, public safety, and public health; and b) the property tax burden on homes and businesses;
- 3) Clarify that group homes subsidized by federal, state, or local funding are subject to property taxes; and
- 4) Address concerns regarding the assessment of property taxes on commercial solar arrays.

## PUBLIC HEALTH

- 1) Continue to assist municipalities in addressing public health and safety COVID-19 related challenges, including providing adequate resources to support local and regional health districts and first responders;
- 2) Step up efforts to address the state's opioid crisis;
- 3) Assist municipalities in addressing water quality/supply issues stemming



from PFAS, sodium chloride, and other contaminants by targeting state and federal funding for testing, treatment, remediation and developing alternative sources of drinking water, including the extension of public water service to areas affected by contaminated private wells; and

- 4) Support efforts to address mental health concerns facing children and adults.

#### **PUBLIC SAFETY**

- 1) Ensure adequate state trooper staffing levels and highway traffic safety improvements;
- 2) Address concerns regarding the incidence of juvenile crime, including car thefts and break-ins;
- 3) Protect the viability of the Resident State Trooper program and expand efforts to allow towns to share Resident State Troopers or partner with other local law enforcement agencies;
- 4) Provide adequate funding to municipalities for the purchase of body/dashboard cameras and data storage and retrieval costs;
- 5) Prohibit on a statewide basis the intentional feeding of bears and coyotes;
- 6) Coordinate efforts among the state, towns, and utilities to remove dead and decaying trees along roads and other public areas; and
- 7) Reinstate provisions authorizing volunteer fire departments to recover costs from responding to highway incidents.

#### **REGIONAL/SHARED SERVICES PROGRAMS**

- 1) Support efforts to facilitate cost effective regional/shared services programs by a) adequately funding the regional Councils of Government; b) removing statutory/regulatory impediments that undermine efforts to regionalize/share services; and c) revising the Municipal Employees Relations Act (MERA) to address issues that may undermine regional consolidation efforts or shared services agreements; and
- 2) Reject efforts to force the consolidation of services/programs that do not achieve savings or improve efficiencies based on a comprehensive cost-benefit analysis.


#### **TECHNOLOGY**

- 1) Extend the authority of municipalities to hold virtual or hybrid in-person/virtual board and commission meetings beyond 4/30/22;
- 2) Address broadband challenges in unserved/underserved areas by a) supporting efforts to ensure that the Public Utilities Regulatory Authority (PURA) adopts One Touch Make Ready regulations to streamline the process for connecting fiber to utility poles; and b) Targeting federal funding and utilizing the Connecticut Education Network as the "middle mile" to extend broadband to underserved/unserved areas.



## WORKFORCE DEVELOPMENT

- 1) Expand educational programs to assist assessors in obtaining certification in a timely, cost-effective manner;
- 2) Assist municipalities in sharing certain positions, such as building officials and planners; and
- 3) Work with the state's colleges and universities to promote municipal career opportunities for various positions, including finance directors, assessors, planners, and building officials.



*If you have any questions or would like to discuss COST's Legislative Platform, please contact COST's Executive Director Betsy Gara at [bgara@ctcost.org](mailto:bgara@ctcost.org) or 860-841-7350.*



## **LEGISLATIVE UPDATE**

### **BOARD OF SELECTMEN, TOWN OF SIMSBURY**

**FEBRUARY 14, 2022**

#### **GOVERNOR'S PROPOSED BUDGET**

##### **▪ MUNICIPAL AID**

Governor's Proposed Budget includes \$2.85 billion in statutory formula municipal aid grants, including Town Aid Road, Local Capital Improvement Program (LoCIP), Pequot Mohegan grants, Municipal Grants in Aid, Payment in Lieu of Taxes and a newly created Motor Vehicle Tax Reimbursement Grant.

##### **▪ ECS FUNDING**

**Updating the Education Cost Sharing Formula to Ensure Consistent Phase-In Process for All Municipalities** - Current law dictates the process by which districts are phased-in towards their fully-funded Education Cost Sharing (ECS) grant. The process is intended to gradually increase the grants of some districts, while gradually decreasing the grants of other districts until FY 2030, when all districts will receive their fully funded ECS grant as determined by the statutory formula. As currently structured, this phase-in process results in an anomaly that applies the phase-in process differently for 31 districts than it does for other municipalities. Therefore, minor technical changes are proposed to ensure that the phase-in of the ECS formula occurs consistently. These changes include holding districts harmless to their FY 2022 grants in FY 2023 rather than to their FY 2021 grants, replacing the current static phase-in percentages with dynamic phase-in percentages, and basing a district's ECS entitlement on a comparison between their prior year grant and their fully funded grant, rather than a comparison between their FY 2017 grant and their fully funded grant. These changes will honor the phase in process and ensure that every district gradually and consistently moves closer to their fully-funded grant.

##### **▪ AIR QUALITY IN SCHOOLS**

In response to the heightened awareness of the importance of providing a safe and healthy environment for learning brought about by the pandemic and by the 2021 School Facility Survey produced by the Department of Administrative Services (DAS), \$90 million is provided through CSFRF to DAS to support air quality enhancements. This funding will augment educational recovery efforts and supplement local investments designed to produce a safe learning environment for Connecticut's students, teachers, and other school staff.





- **SPECIAL EDUCATION**

The Governor's proposed budget level funds excess costs grant for special education. However, legislative leaders are interested in considering changes to special education to address costs, which can be very unpredictable.

- **CAR TAX CAP**

The Governor proposes lowering the limit on car tax rates from 45 mills to 29 mills. Municipalities impacted by this policy would be reimbursed by the state for lost revenue, so this tax burden would not simply shift to homeowners. Reducing the tax limit on cars to 29 mills would impact over 100 municipalities that tax more than 1.7 million motor vehicles across the state.

- **SOLID WASTE MANAGEMENT**

Governor's Proposed budget includes a funding mechanism to provide assistance to towns in addressing solid waste management issues due to the impending closure of the Materials Innovation & Recycling Authority (MIRA) in July 2022. The funding would be available to towns to cover the launch costs of the various programs, such as organics collection, pay as you throw and Extended Producer Responsibility programs, such as gas cylinders, smoke detectors, and packaging. It does not appear that there is much support for mandating that municipalities adopt pay as you throw programs.

In addition, the governor has noted that it would cost \$400 million to upgrade the MIRA facility and that given Environmental Justice issues, upgrading the facility is not part of his proposal. The Environment Committee is meeting with COST and MIRA to discuss this issue because although we support other efforts to minimize the amount of municipal solid waste that is generated, MIRA must remain viable until long-term solutions are implemented.

In addition, the legislature's Environment Committee has already raised 3 EPR bills this session, including: EXTENDED PRODUCER RESPONSIBILITY FOR CERTAIN CYLINDERS, EXTENDED PRODUCER RESPONSIBILITY FOR CONSUMER PACKAGING, EXTENDED PRODUCER RESPONSIBILITY FOR TIRES.



## ▪ **BROADBAND**

Governor Lamont's proposal includes the following initiatives:

- **Expanding Connecticut Education Network (CEN) Broadband to Remaining Municipalities and Libraries** - A total of \$19.8 million is proposed to connect the 70 libraries, 6 councils of government, and 51 municipalities not yet connected to CEN. This project would also redirect 40 municipal town hall fiber connections currently attached to the Public Safety Digital Network and directly attach them to CEN. This investment will provide dedicated, fiber-based internet services entailing improved bandwidth, reliability, download/transfer speeds, and better cybersecurity at lower costs to these anchor institutions.
- **CEN Charter School Fiber Internet Connectivity Program Public K-12** - A total of \$850,000 is recommended to provide public charter schools with access to CEN's flexible high-speed Internet service.
- **Upgrading the Connecticut Education Network to NextGen CEN** - \$38.3 million is recommended to support an infrastructure update to CEN, which provides internet to more than 650 member institutions throughout the state. The proposed investments will also bolster the capacity and resiliency of the network, ensuring equitable access to high-quality Internet for all connected schools, colleges, universities, libraries, municipal offices, and state government agencies.
- **Funding Broadband Infrastructure Buildout in Low-Income and Multi-Family Homes, and Businesses** - An additional investment of \$4 million is proposed for buildout of broadband infrastructure from street-curb to businesses and residences (fiber to the home) for low-income residents, particularly those in multi-family dwellings, as a critical component to digital equity. Curb-to-home buildout in low-income communities will make it easier for residents to get connected to wired broadband networks. When combined with funds previously allocated by the legislature, a total of \$14 million will be directed to this initiative.
- **Providing Grants for Broadband Infrastructure in Underserved** - Building on an initial \$10 million allocation by the legislature, an additional \$14 million is proposed for grants to help bring broadband service to underserved areas of the state, bridging the digital divide and promoting digital equity.
- **Connecticut's rail commuters** - Governor Lamont proposes committing \$23 million from CSFRF to improving connectivity on our rail lines and attracting more residents to our state.
- **One Touch Make Ready** – The Public Utilities Regulatory Authority (PURA) is exploring efforts to implement a One Touch Make Ready process as part of Docket 19-01-52RE01.



## **JUVENILE CRIME**

Governor Lamont's proposal to address juvenile crime includes the following proposals:

1. Extend the six-hour maximum hold time to eight hours if the officer is seeking to contact parents or file an order of detention.
2. Designate auto theft and related offenses as serious juvenile offenses on a second offense - If a child has already been adjudicated delinquent once for auto theft, designate subsequent offenses as serious juvenile offenses, making it easier to detain those children temporarily in the limited circumstances where it is necessary.
3. Allow local police to access juvenile records directly - Police officers should be able to access recent juvenile records (within 90 days) through direct electronic means, while they continue to be able to make requests for full report.
4. Require children arrested for auto theft or related offenses who have previously been adjudicated delinquent for one of those offenses to be placed on electronic monitoring if released from detention.

### **▪ OPIOID ABUSE**

Governor Lamont's proposal establishes the Opioid Settlement Advisory Committee and requires settlement dollars be spent on substance use disorder abatement infrastructure, programs, services, supports and resources for prevention, treatment, recovery and harm reduction.

### **▪ MENTAL HEALTH**

Governor's proposed budget includes \$160 million for new behavioral health services. In addition, the Public Health Committee raised a bill which is expected to be a comprehensive proposal to address mental health issues facing adults, teenagers, and children.

### **▪ FEDERAL INFRASTRUCTURE FUNDING – STATE MATCH**

The proposed budget authorizes \$75.0 million to provide the state match towards projects allowed under the federal IIJA. This will serve as the initial first year match towards an estimated \$6 billion of federal infrastructure funds available to the State of Connecticut. These funds will be used for a variety of purposes, including, but not limited to, water infrastructure improvements, electric vehicle charging improvements, and resilient infrastructure.



- **PRIVATE WELLS**

Governor Lamont is calling for the protection of public health through revised testing requirements for private wells and semi-public wells. This proposal will require newly constructed private wells and semipublic wells and all private wells and semi-public wells that are part of a real estate transaction to be tested for total coliform, nitrate, nitrite, sodium chloride, iron, manganese, hardness, turbidity, pH, sulfate, apparent color, odor, arsenic, and uranium. Funding is provided in DPH to support the personnel and systems changes necessary to implement these important changes. In addition, the legislature's Energy & Technology Committee has raised a bill to address concerns regarding private contaminated wells.



## **Governor's Proposed Budget Revisions for FY23**

### **Statutory Formula Aid for Simsbury**

Adult Education - \$15,452

ECS Funding - \$6,996,426

Local Capital Improvement Program (LoCIP) - \$164,623

Motor Vehicle Tax Reimbursement - \$2,006,464

Municipal Grants in Aid - \$77,648

Payment in Lieu of Taxes - \$99,702

Town Aid Road - \$377,467

**Total Statutory Formula Aid - \$9,737,781**

*Note: The Governor's proposed budget revisions may be revised by the Appropriations Committee and Finance Committee which have a deadline of April 8 and April 7, respectively, to approve a budget and tax/bond package, which must be approved by the House and Senate. The legislature adjourns on May 4. Also, budgeted appropriations may differ from final grant amounts made by the CT State Department of Education (CSDE) to towns and school districts because final grant calculations take additional statutory provisions into account. Therefore, towns and school districts should wait for final grant amounts to be released by the CSDE before finalizing these amounts in their budgets.*





# 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:** February 14, 2022
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 February 14, 2022 to approve the presented tax refunds in the amount of \$122,775.77, 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 \$122,775.77. The attachment dated February 14, 2022 has a detailed listing of all requested tax refunds. The large refunds to Pride and Corelogic were due to receiving duplicate payments.

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

- a) Requested Tax Refunds, dated February 14, 2022

REQUESTED TAX REFUNDS  
FEBRUARY 14, 2022

	BILL NUMBER	TAX	INTEREST	TOTAL
<b>List 2020</b>				
Jenns Christine L	20-01-00457	\$30.18		\$30.18
Lereta: Berry	20-01-00650	\$3,584.25		\$3,584.25
Brandon John C	20-01-00890	\$9.46		\$9.46
Cirilli Michael & Nancy	20-01-01512	\$90.00		\$90.00
Heske Christopher	20-01-03500	\$243.35		\$243.35
Jacobus Glenn	20-01-03824	\$132.92		\$132.92
Majocha Michael	20-01-04935	\$731.91		\$731.91
McDonalds Real Estate Co	20-01-05213	\$757.08		\$757.08
Pride Operating LLC	20-01-06462	\$14,092.35		\$14,092.35
Pride Operating LLC	20-01-06463	\$15,232.42		\$15,232.42
Rockas, Leo - Rev Trust	20-01-06914	\$4,662.88		\$4,662.88
Lereta: Rosenberg-Bricker	20-01-07002	\$7,077.23		\$7,077.23
Sampieri Norita C	20-01-07180	\$615.40		\$615.40
Schwarz Ruth	20-01-07350	\$311.72		\$311.72
Shea Margaret Ann	20-01-07465	\$202.07		\$202.07
The Silvio Brighenti Family LLC	20-01-07563	\$1,423.83		\$1,423.83
Sun, Lu	20-01-08010	\$4,259.13		\$4,259.13
Webber Meyers...Sunlight Const	20-01-08080	\$100.00		\$100.00
Vickers Linda A	20-01-08490	\$66.75		\$66.75
Lereta: Wasserlauf	20-01-08620	\$2,885.81		\$2,885.81
Posadas LLC	20-02-40692	\$82.49		\$82.49
Cordner William F Jr	20-03-53664	\$19.83		\$19.83
Downie, Anne J	20-03-54868	\$66.00		\$66.00
Fitzpatrick Candace	20-03-55892	\$396.36		\$396.36
Joeckel Robert E	20-03-58860	\$126.82		\$126.82
JP Morgan Chase	20-03-59047	\$656.54		\$656.54
Marut, B	20-03-61619	\$25.92		\$25.92
Miller Richard B Jr	20-03-62455	\$21.85		\$21.85
Rogers James A	20-03-65563	\$102.28		\$102.28
Vella Anthony T	20-03-69161	\$169.84		\$169.84
VW Credit Leasing Ltd	20-03-69365	\$259.82		\$259.82
Weisel Robert J / Ann G	20-03-69681	\$70.41		\$70.41
Wozniak Valeria A	20-03-70156	\$355.47		\$355.47
Bobinski Heather R	20-04-80369	\$173.14		\$173.14
Boothby, Clyde	20-04-80378	\$91.63		\$91.63
CCAP auto Lease Ltd	20-04-80612	\$190.37		\$190.37
Chavez Nancy L	20-04-80658	\$304.79		\$304.79
Fendrich Michael	20-04-81166	\$218.10		\$218.10
Honda Lease Trust	20-04-81697	\$156.99		\$156.99
VW Credit Leasing Ltd	20-04-83954	\$153.83		\$153.83
Corelogic (13 properties)	various	\$62,624.55		\$62,624.55
<b>Total 2020</b>		<b>\$122,775.77</b>	<b>\$0.00</b>	<b>\$122,775.77</b>
<b>TOTAL 2020</b>		<b>\$122,775.77</b>	<b>\$0.00</b>	<b>\$122,775.77</b>
<b>TOTAL ALL YEARS</b>		<b>\$122,775.77</b>	<b>\$0.00</b>	<b>\$122,775.77</b>



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Donation from Hartford Federal Credit Union
2. **Date of Board Meeting:** February 14, 2022
2. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community and Social Services *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports acceptance of the Hartford Federal Credit Union donation, the following motion is in order:  
  
*Move, effective February 14, 2022, to accept a donation from Hartford Federal Credit Union in the amount of \$2,000 for the purpose of supporting Simsbury Community and Social Services Department's Food Programs.*
5. **Summary of Submission:**  
Hartford Federal Credit Union has provided a financial donation in the amount of \$2,000 to the Community and Social Services Department's Food programs. The donation will be used to provide emergency food assistance to Simsbury residents in need.  
  
Chapter 100 of our Code of Ordinances, "Gift Policy," Section 100-2 "Monetary Donations" states that no donation of more than \$1,500 may be accepted without Board of Selectmen approval. If the donation is accepted I will direct staff to send a thank you letter to Hartford Federal Credit Union.
6. **Financial Impact:**  
The \$2,000 donation from Hartford Federal Credit Union will be used to provide emergency food assistance to Simsbury residents in need. The funds would be deposited into a Social Services special revenue fund used for this purpose.
7. **Description of Documents Included with Submission:**  
None



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Purpose and Procedures for Community for Care
2. **Date of Board Meeting:** February 14, 2022
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community and Social Services *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the proposed procedures, the following motion is in order:  
  
*Move, February 14, 2022 to approve the proposed purpose and procedures for the Community for Care Committee.*
5. **Summary of Submission:**  
In 2013 and 2014 there were significant events involving substance abuse and mental health concerns, including the tragedy in Newtown. At that time, leaders in our community had a desire to address these issues in a collaborative manner, while also providing an opportunity to share resources.  
  
The Community for Care Committee was officially formed by the Board of Selectmen at its meeting on January 27, 2014. The Committee continues to be appointed by the Simsbury Board of Selectmen. It was formed to bring town and school officials together along with community members to discuss, communicate, and problem-solve issues of mental health and substance abuse in our community. The committee meets four times each year. They strive to provide a community-based program around the noted areas of concern.  
  
At the time of its creation, the Committee did not have a purpose and procedures document. Attached please find a proposed purpose and procedures statement for the Committee.
6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**
  - a) Proposed Purpose and Procedures for Community for Care





# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

## **SIMSBURY COMMUNITY FOR CARE STATEMENT OF PURPOSE AND PROCEDURE**

*Approved by Board of Selectmen on ###*

### **1. Purpose**

- A. The Simsbury Community for Care (C4C) is an established Committee of the Town, supported by the Simsbury Community and Social Services Department. The Committee was formed to bring town and school officials together with community members to discuss, communicate and problem-solve issues of mental health and substance abuse in our community. The Committee meets four times each year.
- B. The Community for Care Committee provides resources that can give those in need the support they need to face challenges. The Committee provides psychoeducational programming to the community with a focus on mental health and substance abuse disorder.
- C. The Community for Care Committee is the Local Prevention Council for the Town of Simsbury, Department of Community and Social Services. Community for Care is committed to the prevention of substance use in our whole community, particularly our youth.

### **2. Effective Date**

This policy shall remain in effect until revised or rescinded. The Town reserves the right to amend this policy as necessary.

### **3. Goals**

- A. The goals of Community for Care are:
  - 1) To use community resources as the first source of action in addressing mental health and substance abuse.
  - 2) To promote community awareness of programs and services to those who are struggling with mental health concerns or substance use disorder.
  - 3) To collaborate with Simsbury Public Schools to provide education and resources to Simsbury youth and their families.

#### 4. **Composition/Voting/Meetings**

- A. The size of the Board shall not exceed 7 persons. Membership on the Committee shall comprise representatives from agencies or organizations which have direct responsibility, contact or concern with our community members. Membership is also composed of private citizens who have an interest in the work being done by the Committee. Staff liaisons are ex-officio members with full participation rights, but are non-voting members and do not count towards the appointed composition of the Committee.
- B. The Department of Community and Social Services, or their designee, shall provide staff assistance to the Committee with the Director or their staff designee acting as staff liaison. The Town will aspire to have a staff liaison from both the Police Department and Board of Education. The Police Chief and Superintendent of Schools may assign such liaisons.
- C. The Director of Community and Social Services, in consultation with C4C, will make recommendations to the Board of Selectmen for appointments to C4C for members representing outside agencies. Regarding members of the public, the Personnel Sub-Committee will make recommendations to the Board of Selectmen for appointment. The Board of Selectmen may alternatively choose to seek recommendations from the Committee.
- D. Beginning December 6, 2021, members shall have two (2) year terms coterminous with the Board of Selectmen.
- E. A Chair and Vice Chair shall be elected by voting members of the Committee on an annual basis.
- F. Any member of C4C may be removed by the Board of Selectmen, upon the recommendation of the Town Manager, for cause. Such member will be afforded an opportunity for a public meeting with the Board of Selectmen prior to a final decision being made regarding their status for removal. The purpose of the public meeting is to give the member an opportunity to be heard in person before the Board of Selectmen prior to a final decision being made.
- G. Any member who is absent from more than fifty (50) percent of C4C meetings during any twelve (12) month period may be removed from the C4C, and the vacancy shall be filled as outlined in Section 4C. An exception may be granted by and at the discretion of the Town Manager due to a member's illness or other extenuating circumstances.
- H. Each Committee representative shall have one vote at meetings. As ex-officio members, staff liaisons do not have voting rights.
- I. A quorum shall be determined by the number of appointed members, with a quorum being one more than half the number of members. A quorum is not needed to run a meeting if no action is being taken. A quorum must be present for formal action to be taken.

- J. Meetings should be held at least four times per year, but may be held more often if necessary to meet its purpose. Attendance shall be recorded in the minutes of the meeting.
- K. Regular meeting schedules shall be established annually and filed in accordance with Connecticut General Statutes, currently no later than January 31<sup>st</sup> annually.
- L. Committee meetings are open to the public, and guests may make comments during the portion of the meeting agenda that permits public audience.
- M. A member of the Committee will act as secretary and record all minutes and actions.
- N. The Community and Social Services Department shall be responsible for administrative tasks associated with scheduling and cancelling meetings, and distributing minutes, as well as other duties that may be necessary.
- O. Organization of programs and presentations will be conducted by appointed C4C members, with staff support.
- P. The Committee shall follow Roberts Rules of Order and may establish additional rules and/or procedures to govern the conduct of meetings, and review those rules and procedures on an annual basis. All FOIA rules and regulations will be adhered to.

5. **Expenses**

- A. **No Compensation, Reimbursement of Expenses.** Members of the Committee shall receive no compensation for their services. However, members shall be reimbursed for necessary expenses incurred in the performance of their official duties, when such funds are available in the Town's approved budget and authorized in advance by the Director of Community and Social Services.
- B. **Commitment of Town Funds.** In the performance of its duties, the Committee shall not incur any expense, or obligate the Town to pay any expense, unless funds have been appropriated by the Town specifically for the use of the Committee and authorized in advance by the Director of Community and Social Services.



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Appointment of Interim Planning and Community Development Director

2. **Date of Board Meeting:** February 14, 2022

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 concurs with the recommendation of the Town Manager to appoint Thomas Hazel as Interim Planning and Community Development Director, the following motion is in order:

*Move, to appoint Thomas Hazel to the position of Interim Planning and Community Development Director retroactive to January 1, 2022 until such time that this motion is superseded by the appointment of another interim or permanent Planning and Community Director<sup>5</sup>. Further move to increase Mr. Hazel's salary to \$96,056<sup>6</sup> (on an annualized basis) during his interim appointment as Planning and Community Development Director and that his other employment related benefits as an affiliated employee remain in place. At the conclusion of his service as Interim Planning and Community Development Director, Mr. Hazel shall be permitted to return to his position as Assistant Town Planner with the salary and employment related benefits assigned to that position.*

5. **Summary of Submission:**  
As you know, a recruitment for Planning Director is underway. The job description of the Assistant Town Planner allows for that individual to serve in the Director's capacity as needed and assigned. Mr. Thomas Hazel, our Assistant Town Planner, has been serving as Acting Director since January 1, 2022.

I am recommending Mr. Hazel be appointed as the Interim Planning and Community Development Director. Mr. Hazel has served the Town of Simsbury admirably since February 2020. Prior to his tenure in Simsbury, he worked as an Inland Wetlands Agent/ Environmental Planner with the Town of Windsor for six years and as a Code Enforcement Officer for the Town of Windham for two and a half years. He holds a bachelor's degree in Natural Resources Management and Engineering from the University of Connecticut. Mr. Hazel is a certified zoning enforcement officer (CZEO). I

<sup>5</sup> A recruitment is currently underway and this would not be an indefinite appointment.

<sup>6</sup> This amount will be adjusted accordingly upon settlement of the successor collective bargaining agreement

am confident that Mr. Hazel will serve the Town well in this interim capacity during this staffing transition.

The Charter is silent on interim appointments. The Town Attorney has recommended that for interim appointments, we utilize a process similar to the appointment process for permanent positions as outlined in the Charter. The Charter does not require review of the permanent Planning and Community Development Director appointment by the various land use bodies; however, the Charter does designate the Board of Selectmen as the final appointing authority upon receiving a recommendation of a preferred candidate from the Town Manager.

Should the Board of Selectmen approve the interim appointment and associated compensation for Mr. Hazel, I will execute a memorandum of agreement with the union confirming those terms.

**6. Financial Impact:**

Salary savings exist in the Department's budget. There is no negative budgetary impact associated with the interim compensation for Mr. Hazel.

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

None





# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Recreation Coordinator Classification
2. **Date of Board Meeting:** February 14, 2022
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 Selectmen supports the creation of the proposed Recreation Coordinator classification, the following motion is in order:

*Move, effective February 14, 2022 to create the classification of Recreation Coordinator and to approve the proposed job description as presented. Further move to approve placing the position at an hourly rate of pay between \$25.13 - \$30.03/hour.*

5. **Summary of Submission:**

For more than 25 years, the Culture, Parks and Recreation Department had a programming staff that consisted of two full time Recreation Supervisors. In FY 19/20 a staffing reduction of one full-time Recreation Supervisor took effect due to financial challenges associated with the Parks and Recreation special revenue fund. At the time of the staffing reduction, staff indicated that there would likely be a need for some part-time and/or contracted support to assist with programming.

In absence of a second programming staff member, the Culture, Parks and Recreation Director is covering many programming responsibilities for the department, which is not the highest and best use of his time. Programming assistance is needed in order for the Culture, Parks and Recreation Department to fulfill its mission of creating outstanding recreational, natural, and cultural experiences to enrich and enhance our community for this and future generations.

Just prior to the onset of the pandemic, management evaluated its organizational needs moving forward for the department. One of those needs was to establish a part-time recreation coordinator position, estimated for 25 hours per week. A job description has been prepared and is attached. The Director of Culture, Parks and Recreation, Management Specialist, Employee Benefits and Human Resources Coordinator and Town Manager were involved in preparing the job description. An external and internal salary analysis was conducted to determine a recommended pay range for the classification.

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

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

The Personnel Sub-Committee reviewed and approved the proposed creation of the Recreation Coordinator classification at their March 12, 2020 meeting. They also endorsed the proposed job description and pay range.

This position was slated to go before the previous Board of Selectmen but was delayed due to the start of the COVID-19 pandemic. Now that the Revenue Fund is in a stable condition, and in advance of the upcoming camp/summer season, staff has a desire to finalize the creation of this position classification.

**6. Financial Impact:**

The Parks and Recreation Fund is and has been in a more stable position since the reduction in force occurred in early July 2019. \$39,927 is allocated as a placeholder in the Parks and Recreation Special Revenue Fund budget for part-time programming position(s) and/or consulting help.

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

a) Proposed Job Description – Recreation Coordinator

## **Town of Simsbury**

**TITLE:** Recreation Coordinator

**GROUP:** Unaffiliated

**SALARY RANGE:** \$25.13-30.03 per hr, up to 25 hours per week

**DEPARTMENT:** Culture, Parks and Recreation

**DATE:** February 14, 2022

**FLSA:** Non-Exempt

### **POSITION DESCRIPTION:**

This position performs intermediate professional work managing a variety of recreation programs as well as related work as required. Duties include: planning and supervising recreation programs; scheduling programs and events; supervising program staff; monitoring budgets of assigned programs; maintaining appropriate records and files; preparing reports. Work is performed under regular supervision and limited supervision is exercised over subordinate program staff. Position reports to Director of Culture, Parks and Recreation. Flexible scheduling as needed to complete assigned tasks.

### **ESSENTIAL JOB FUNCTIONS:**

- Plans, organizes and supervises assigned recreation programs such as year round after school sport and enrichment programs, summer and school vacation specialty camps and general youth, teen, adult and senior programs.
- Coordinates facility issues and needs for assigned off-site and on-site recreation programs.
- Coordinates and leads seasonal special events and trips.
- Coordinates, supports and/or leads various summer and vacation camps as assigned
- Assists with coordination and supervision of youth sport programs.
- Manages and schedules part-time and seasonal program staff.
- Interviews, hires, trains, supervises and evaluates part-time and seasonal personnel.
- Coordinates recruitment, screening and use of volunteers within the Department.
- Hires contractors as needed for special events and program instruction. Ensures Town's purchasing procedures are adhered to in selection and oversight of contractors.
- Communicates with clients, citizens, supervisors and staff.
- Coordinates CPR and related first responder training to staff; maintains related records.
- Assists in monitoring budgets and enrollment for assigned recreation programs.
- Assists in office work and program registration.
- Orders and maintains supplies for recreation programs.
- Solicits donations and funds for programs and special events.
- Prepares news releases flyers, social media postings, and other promotional material with information about assigned recreation programs and events.
- Ensures safe environment for participants and staff.
- Coordinates background screening for seasonal and part time staff and volunteers.
- Performs related tasks as required.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- General knowledge of the equipment and techniques necessary to successfully conduct recreation programs; general knowledge of the methods involved in organizing, conducting, promoting and supervising recreation activities.
- Some knowledge of computer software appropriate to programs such as MyRec.com and Munis.

- General knowledge of first aid methods and necessary safety precautions to be used in recreation work.
- Ability to express ideas clearly both orally and in writing.
- Ability to establish and maintain effective working relationships with participants, associates and the general public.

### **REQUIRED PHYSICAL AND MENTAL HEALTH EFFORT AND ENVIRONMENTAL CONDITIONS:**

(The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The list is not all-inclusive and may be supplemented as necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- This work requires the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside environmental conditions, noise, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

### **MINIMUM QUALIFICATIONS:**

Any combination of education and experience equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, sports or leisure sciences, physical education or related field and some experience in organized recreation programs.

### **SPECIAL REQUIREMENTS:**

Possession of or ability to obtain a driver's license valid in the State of Connecticut within three months of employment. Possession of CPR and first aid certification within three months of employment.

*The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Simsbury and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.*



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed 2022 Simsbury Farms Golf Course Fee Schedule
2. **Date of Board Meeting:** February 14, 2022
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 is in concurrence with the recommendation of the Culture, Parks and Recreation Commission and supports the proposed 2022 Simsbury Farms Golf Course Fee Schedule as presented, the following motion is in order:  
  
*Move, effective February 14, 2022 to approve the 2022 fee schedule for the Simsbury Farms Golf Course as presented.*
5. **Summary of Submission:**  
For the 2022 season at the Simsbury Farms Golf Course, staff is proposing small increases ranging from \$1 to \$2 to the weekday and weekend "special" green fees (combined prices for greens/carts valid during the typically slower periods on the course). For 2022, we are proposing increases to golf cart rental prices of \$1 per round. The fee schedule was recommended unanimously by the Culture, Parks and Recreation Commission at their January 27, 2022 meeting.
6. **Financial Impact:**  
Based on staff's revenue projections, the 2022 Golf Course fee schedule changes (Greens & Cart "Specials" and regular golf cart rentals) are projected to generate an estimated additional \$17,421 in revenue for the golf course.
7. **Description of Documents Included with Submission:**
  - a) Proposed 2022 Simsbury Farms Golf Course Annual Fee Schedule

**SIMSBURY FARMS GOLF COURSE ANNUAL FEE SCHEDULE**

DAILY GREENS FEES	2018	2019	2019	2020	2021	2022		2022
	BOS Approved	Surcharge	One Rate (includes surcharge)	One Rate (includes surcharge)	2021 Rates inc. surcharge	2022 Proposed Rates inc. surcharge	Increase or Decrease Amt	Increased Revenue Projection (based on 3yr avg)
<b>RESIDENT</b>								
18 hole weekdays	\$ 34.00	\$ 3.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	-	\$ -
9 hole weekdays	\$ 20.00	\$ 1.50	\$ 22.00	\$ 22.00	\$ 23.00	\$ 23.00		
18 hole weekends	\$ 35.00	\$ 3.00	\$ 42.00	\$ 42.00	\$ 44.00	\$ 44.00		
9 hole weekends	\$ 21.00	\$ 1.50	\$ 24.00	\$ 24.00	\$ 25.00	\$ 25.00		
jr./sr. 18 hole weekdays	\$ 26.00	\$ 3.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	-	\$ -
jr./sr. 9 hole weekdays	\$ 16.00	\$ 1.50	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	-	\$ -
						Est. new revenue		\$0
Active Military	1/2 price	2.00/3.00	\$24.00/\$12.00	\$24.00/\$12.00	\$25.00/\$13.00	\$25.00/\$13.00		
Weekday Special	\$ 48.00	\$ 3.00	\$ 50.00	\$ 50.00	\$ 51.00	\$ 52.00	\$ 2.00	\$ 2,362.00
Senior Special	\$ 42.00	\$ 3.00	\$ 45.00	\$ 45.00	\$ 46.00	\$ 47.00	\$ 1.00	\$ 1,856.00
Twilight Special (wkday after 6)	\$ 15.00	\$ 2.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	-	\$ -
Weekend Special - after 1:00	\$ 50.00	\$ 3.00	\$ 53.00	\$ 53.00	\$ 55.00	\$ 57.00	\$ 2.00	\$ 1,743.00
Junior Weekend Rate (after 12)		\$3/\$1.50	\$32/\$19	\$32/\$19	\$32/\$19	\$32/\$19		\$ -
						Est. new revenue		\$ 5,961
<b>SEASON PASSES</b>	2018 Rate inc. surcharge	Current Surcharge	2019 Rate inc. surcharge	2020 Rates inc. surcharge	2021 Rates inc. surcharge	2022 Proposed Rates inc. surcharge	Increase or Decrease Amt	
Adult - unlimited	\$ 1,280.00	\$ 100.00	\$ 1,280.00	\$ 1,330.00	\$ 1,380.00	\$ 1,380.00		
Adult - limited	\$ 825.00	\$ 50.00	\$ 825.00	\$ 850.00	\$ 900.00	\$ 900.00		
Senior Citizen - Limited	\$ 675.00	\$ 50.00	\$ 675.00	\$ 700.00	\$ 725.00	\$ 725.00		
Senior Citizen - Unlimited	\$ 1,150.00	\$ 100.00	\$ 1,150.00	\$ 1,200.00	\$ 1,250.00	\$ 1,250.00		
Junior	\$ 450.00	\$ 50.00	\$ 450.00	\$ 475.00	\$ 475.00	\$ 475.00	-	
Junior - 10 week	\$ 300.00	\$ 50.00	\$ 300.00	\$ 325.00	\$ 350.00	\$ 350.00		
Junior - Non-res. 10 week	\$ 350.00	\$ 50.00						
Junior - Non-resident	\$ 520.00	\$ 50.00						
Adult Non Resident - Unlimited	\$ 1,575.00	\$ 100.00	\$ 1,575.00	\$ 1,625.00	\$ 1,675.00	\$ 1,675.00		
Sr. - Non-res. Weekday	\$ 875.00	\$ 50.00	\$ 875.00	\$ 900.00	\$ 925.00	\$ 925.00		
Sr. - Non-res. Unlimited	\$ 1,455.00	\$ 100.00	\$ 1,455.00	\$ 1,505.00	\$ 1,555.00	\$ 1,555.00		
						Est. new revenue		\$ -
	2017	2018	2019	2020	2021	2022		2022
<b>CARTS</b>	Rate	Rate	Rate	Rate	Rate	Proposed Rates inc. surcharge	Increase or Decrease Amt	Increased Revenue Projection
18 holes	\$ 18.00	\$ 18.00	\$ 18.00	\$ 19.00	\$ 19.00	\$ 20.00	\$ 1.00	\$ 4,152.00

9 holes	\$ 11.00	\$ 11.00	\$ 11.00	\$ 12.00	\$ 12.00	\$ 13.00	\$ 1.00	\$ 4,795.00
Sr. 18 holes	\$ 16.00	\$ 16.00	\$ 16.00	\$ 17.00	\$ 19.00	\$ 20.00	\$ 1.00	\$ 4,714.00
Sr. 9 holes	\$ 10.00	\$ 10.00	\$ 10.00	\$ 11.00	\$ 12.00	\$ 13.00	\$ 1.00	\$ 2,373.00
Cart Value Cards (11 for 10) Sr. 18	\$ 160.00	\$ 160.00	\$ 160.00	\$ 170.00	\$ 190.00	\$ 200.00	\$ 10.00	\$ 383.00
Cart Value Cards (11 for 10) Adult 18	\$ 180.00	\$ 180.00	\$ 180.00	\$ 190.00	\$ 190.00	\$ 200.00	\$ 10.00	\$ 433.00
Cart Value Cards (11 for 10) Sr. 9	\$ 100.00	\$ 100.00	\$ 100.00	\$ 110.00	\$ 120.00	\$ 130.00	\$ 10.00	\$ 137.00
Cart Value Cards (11 for 10) Adult 9	\$ 110.00	\$ 110.00	\$ 110.00	\$ 120.00	\$ 120.00	\$ 130.00	\$ 10.00	\$ 117.00
<b>RANGE BALLS</b>							after pro split	<b>\$ 11,460.00</b>
Small (30)	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00		
Medium (60)	\$ 8.00	\$ 8.00	\$ 8.00	\$ 9.00	\$ 9.00	\$ 9.00		
Large (90)	\$ 12.00	\$ 12.00	\$ 12.00	\$ 13.00	\$ 13.00	\$ 13.00		
Senior (60)	\$ 7.00	\$ 7.00	\$ 7.00	\$ 8.00	\$ 9.00	\$ 9.00		
Range Pass (12)	\$ 40.00	\$ 40.00	\$ 40.00	\$ 50.00	\$ 50.00	\$ 50.00		
Range Pass (28)	\$ 90.00	\$ 90.00	\$ 90.00	\$ 100.00	\$ 100.00	\$ 100.00		
Range Pass (45)	\$ 136.00	\$ 136.00	\$ 136.00	\$ 156.00	\$ 156.00	\$ 156.00		
					<b>Total</b>		<b>New Revenues</b>	<b>\$ 17,421.00</b>





# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed 2022 Aquatic Facility and Day Camp Fee Schedule
2. **Date of Board Meeting:** February 14, 2022
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 is in concurrence with the recommendation of the Culture, Parks and Recreation Commission and supports the proposed 2022 Aquatic Facility and Day Camp Fee Schedule as presented, the following motion is in order:  
  
*Move, effective February 14, 2022, to approve the 2022 fee schedule for Aquatics Facilities and Day Camp programs as presented.*
5. **Summary of Submission:**  
For 2022, Culture, Parks and Recreation Department staff is proposing increases to some aquatic facility fees and summer day camp program rates to primarily meet the increasing seasonal staff costs due to the increased minimum wage rate<sup>7</sup>. The fee schedules were recommended by the Culture, Parks and Recreation Commission at their January 27, 2022 meeting. 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 five years, not including 2020.
6. **Financial Impact:**  
Based on the average of the last five years of participation (not including 2020), the 2022 recommended Aquatics fee schedule is projected to generate an estimated additional \$29,025 in additional revenue for our aquatics program. Based on the average of the last five years of day camp participation (not including 2020), the 2022 recommended Day Camp fee schedule is projected to generate an estimated additional \$26,020 in additional revenue for our day camp program.
7. **Description of Documents Included with Submission:**
  - a) Proposed 2022 Aquatics and Day Camp Fee Schedule

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<sup>7</sup> The state minimum wage is increasing to \$14/hr on July 1, 2022

## 2022 AQUATIC AND DAY CAMP FEES

ANNUAL RECREATION FEES	2017	2018	2019	2020	2021 Approved	2022 Proposed	Projected Additional Revenue (based on 4 yr. avg)
<b>Aquatics</b>							
Season Passes	<b>Presale/In Season</b>	<b>Presale/In Season</b>	<b>Presale/In Season</b>	<b>Presale/In Season</b>	<b>Presale/In Season</b>		
Family of 4 **	\$125.00/\$175.00	\$125.00/\$175.00	\$130.00/\$199.00	\$145/\$200	\$155/\$210	<b>\$170/\$230</b>	\$9,345
Individual	\$70.00/\$95.00	\$70.00/\$95.00	\$75.00/\$109.00	\$80/\$110	\$85/\$115	<b>\$90/\$125</b>	\$240
Additional	\$20.00/\$25.00	\$20.00/\$25.00	\$25.00/\$29.00	\$25/\$30	\$30/\$35	<b>\$35/\$45</b>	\$1,135
Senior	\$35.00/\$45.00	\$35.00/\$45.00	\$35.00/\$45.00	\$40/\$50	\$40/\$50	<b>\$45/\$60</b>	\$315
Non Resident Family of Four	\$175.00/\$230.00	\$175.00/\$230.00	\$180.00/\$269.00	\$200/\$300	\$210/\$300	<b>\$230/\$320</b>	\$900
Non Resident Individual	\$95.00/\$145.00	\$95.00/\$145.00	\$100.00/\$159.00	\$110/\$170	\$115/\$175	<b>\$120/\$185</b>	\$30
Non Resident Additional	\$55.00/\$60.00	\$55.00/\$60.00	\$60.00/\$69.00	\$60/\$70	\$70/\$80	<b>\$75/\$90</b>	\$75
Non Resident Senior	\$40.00/\$45.00	\$50.00/\$60.00	\$50.00/\$65.00	\$55/\$70	\$60/\$75	<b>\$65/\$85</b>	\$55
Session Fees							
Resident	\$5.00	\$5.00	\$5.00	\$5.00	\$7.00	<b>\$7.00</b>	
Non-resident	\$7.00	\$7.00	\$7.00	\$8.00	\$9.00	<b>\$9.00</b>	
After 6:00 p.m. Resident	\$2.50	\$2.50	\$3.00	\$3.00	\$5.00	<b>\$5.00</b>	
After 6:00 p.m. Non-Resident	\$3.50	\$3.50	\$4.00	\$5.00	\$7.00	<b>\$7.00</b>	
Discount Card (Res/Non-Res)	\$50/\$70 - 11 visits	\$50/\$70 - 11 visits	\$50/\$70 - 11 visits	\$50/\$80 - 11 visits	\$70/\$90 - 11 visits	\$70/\$90 - 11 visits	
Learn-to-Swim	\$40.00/\$50.00	\$ 40.00/\$50.00	\$ 40.00/50.00	\$50/\$60	\$50/\$60	<b>\$55/\$65</b>	\$7,000
Swim Team	\$140.00	\$140.00	\$145.00	\$155.00	\$160.00	<b>\$170.00</b>	\$950
Pool Rental (per 2 hrs.)	\$450.00	\$450.00	\$450.00	\$450.00	\$500.00	<b>\$500.00</b>	\$ -
			<b>TOTAL</b>				<b>\$ 20,045.00</b>
<b>Day Camps</b>							
Camp Stuff-Ta-Doo							
	165.00	\$165.00	\$175	\$195	\$205	<b>\$219</b>	\$8,904
Koala Kids							
	105.00	\$105.00	\$195 & \$105	\$120	\$125		
Awesome Adventure							
	260.00	\$265.00	\$235	\$265	\$275	<b>\$285</b>	
Playground Explorers	145/280/65						
(discontinuing program in 2019)	190/340/95	\$235.00					
		(1 child season	<b>TOTAL</b>				<b>\$8,904</b>
** Pass rates are discounted prior to June 1		pass option only)					
<b>Special Promotions and Discounts:</b> 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.							



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Appointment to Community for Care
2. **Date of Board Meeting:** February 14, 2022
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community and Social Services *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the proposed appointment, the following motion is in order:  
  
*Move, effective February 14, 2022 to appoint Lydia Tedone as a regular member of the Community for Care Committee with a term expiring December 4, 2023.*
5. **Summary of Submission:**  
As consistent with past practice, the submission has been reviewed by the Committee as well as the Director of Community and Social Services. Appointments to this Committee are conterminous with the Board of Selectmen.  
  
Ms. Tedone (R) has been a Simsbury resident for 35 years. She holds her Bachelor's degree in business administration from Bentley College. She has been on the Board of Education since 1997 and was its Chair from 2011 to 2015. She also sat on the 2012 charter revision commission.  
  
Ms. Tedone is a member of several education boards, including the National School Board Association; the Connecticut Association of Boards of Education, of which she was president in 2011; and the Capitol Region Education Council, which she chaired in 2007 and 2008.
6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**  
None



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Appointments of Friends of Simsbury Farms Board Members
2. **Date of Board Meeting:** February 14, 2022
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 Selectmen supports the recommendation from the Friends of Simsbury Farms Board and the Culture, Parks and Recreation Commission regarding Board member appointments, the following motion is in order:

*Move, effective February 14, 2022 to appoint the following people to the Friends of Simsbury Farms Board:*

*Thomas Cross, with a term expiring December 31, 2022*  
*Greg Werk, with a term expiring December 31, 2022*  
*Gerard Wetjen, with a term expiring December 31, 2022*  
*David Bush, with a term expiring December 31, 2023*  
*Michael Pendergast, with a term expiring December 31, 2023*  
*Sam Roundy, with a term expiring December 31, 2023*  
*Gerard Toner, with a term expiring December 31, 2023*

5. **Summary of Submission:**

The Friends of Simsbury Farms is a 501c3 non-profit organization, created in January 2016 with the intent to plan, form, coordinate, and monitor charitable donations for the benefit of the Simsbury Farms Recreation Complex. The Friends of Simsbury Farms, Inc. bylaws provide that with respect to subsequent members of the Board of Directors<sup>8</sup>, the Town's Board of Selectmen appoint at least a majority of the members of the Board after consultation with the Town's Culture, Parks and Recreation Commission. There is currently a total of 11 members on the Friends Board, with 7 individuals being proposed for appointment by the Board of Selectmen. The Friends of Simsbury Farms Board of Directors may elect a minority of the members of the Board, if any. As such, the Board of Selectmen controls the majority of the appointments to the Board of Directors. Members serve for two-year terms.

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<sup>8</sup> Confirmed with Town Attorney December 10, 2018

At their January 27, 2022 meeting the Culture, Parks and Recreation Commission unanimously voted to recommend the proposed names to the Friends of Simsbury Farms Board of Directors.

**6. Financial Impact:**

None

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

a) Friends of Simsbury Farms, Inc. Bylaws

# **Friends of Simsbury Farms**

## **BYLAWS**

### **ARTICLE I: NAME AND PURPOSES**

Section 1: The name of this organization is the Friends of Simsbury Farms, Inc.

Section 2: The purposes of the organization is to plan, form, coordinate, and monitor Charitable Donations and/or Bequests for the benefit of the Simsbury Farms Recreation Complex.

### **ARTICLE II: MEMBERSHIP**

Section 1: As per the Organization's Articles of Incorporation the Board of Directors shall be composed of seven (7) members who shall be recommended by the Town of Simsbury's Culture Parks and Recreation Commission and approved by the Town's Board of Selectmen.

Section 2: If any vacancy occurs on the BOD during the term of any Director, said vacancy shall be filled by the CPR Commission for the remainder of said term

Section 3: All BOD appointments shall be consistent with the Minority Representation Statute, Section 9-167A of the Connecticut General Statutes as amended.

### **ARTICLE III: OFFICERS**

Section 1: The Board of Directors shall consist of a Chairman and a Vice-Chairman as well as a member of the Culture Parks and Recreation Commission and (4) other members recommended by the Culture Parks and Recreation Commission. The Board of Directors will appoint a Secretary and Treasurer who will be officers of the Corporation.

Section 2: The officers shall be elected by the BOD itself at the January meeting and shall hold office for three years.

Section 3: If any vacancy shall occur, the office shall be filled by election of the BOD as a whole.

### **ARTICLE IV: DUTIES OF THE OFFICERS**

Section 1: The Chairman shall preside over all the meetings of the BOD and shall be the executive officer of the organization. He/She shall represent the BOD before the public, either personally or through delegates, and shall perform all other functions usually attributed to that office. The Secretary shall insure that proper notices of meetings are communicated to the Directors and Town.

Section 2: The Vice-Chairman, in the absence of the Chairman, shall preside over meetings of the BOD and assume other executive functions usually attributed to a Vice-Chairman.

Section 3: A Recording Secretary (an officer of the entity) shall insure that accurate minutes of all BOD meetings are kept. The Recording Secretary shall insure that a log of organization's minutes is kept and will insure that all BOD members are provided copies of the minutes. The Recording Secretary shall further see that such minutes are duly filed with Town agencies and officials as necessary.

Section 4: The Board will appoint a Treasurer (an officer of the entity) to account for all funds received and/or disbursed by The Friends of Simsbury Farms.

Section 5: The Board will adopt policies for receipt and expenditures of all funds entrusted to its care to include an annual financial audit.

## ARTICLE V: MEETINGS

Section 1: Regularly scheduled meetings of the Commission shall be held at least on a quarterly basis. The Chairman or a majority of the members of the Board to conduct necessary business may call additional meetings.

Section 2: Meetings shall start at 7:30 p.m. The public is invited to address the Directors on any topic related to the organization's purposes at the start of every meeting. Such time shall be limited to thirty minutes unless the Board agrees to extend such time.

## ARTICLE VI: COMMITTEES

Section 1: Advisory Committees to the Board may consist of such committees as may be determined by the BOD including, but not limited, to the following:

1. Simsbury Farms Complex
2. Golf Course

Section 2: All Advisory Committees shall report, as necessary, to the Board as a whole.

Section 4: Advisory Committees shall be solely advisory in nature and shall be approved and appointed by the Board as a whole. Such Advisory Committees shall serve until, in the opinion of the Board, the purpose of the Advisory Committee is accomplished.

## ARTICLE VII: AMENDMENTS

Section 1: The By-Laws may be amended by at least two thirds vote of the members present at any regular meeting of the Board, provided that proposed amendments have been previously studied by the Board and that copies of such amendments have been sent to each member of the Board at least two calendar weeks in advance of a publicized meeting for the expressed purpose of bringing about an amendment.

## ARTICLE VIII: QUORUM

Section 1: At least **four (4)** members of the Board must be in attendance at an official meeting to satisfy the aspects of a quorum.

## ARTICLE IX: AUTHORITY

Section 1: Robert's Rules of Order shall be the parliamentary authority for the Board on all procedures not covered by the By-Laws and such standing rules as the Commission may adopt.

Section II: The Town of Simsbury's Director of Parks and Recreation shall have oversight on the Board and its actions and shall report activities of the Friends of Simsbury Farms to the Town's Board of Selectmen.

## ARTICLE X: DISOLUTION

Section 1: If for any reason the Friends of Simsbury Farms were to be dissolved any funds remaining in any financial instruments owned by the Corporation will be transferred to the Town of Simsbury's Simsbury Farms Special Revenue Fund.





# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Appointments to the Technology Task Force

2. **Date of Board Meeting:** February 14, 2022

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 the recommendation of the Personnel Sub-Committee, the following motion is in order:

*Move, effective February 14, 2022, to appoint Robert Perissi, Stephen Alexander, and Prashant Sathyamangalam as regular members of the Technology Task Force with terms ending December 4, 2023.*

5. **Summary of Submission:**

The Technology Task Force is a nine-member committee, with three vacancies. On February 7<sup>th</sup>, the Personnel Sub-Committee interviewed six candidates for the vacant slots. The Personnel Sub-Committee is recommending the appointment of Robert Perissi, Stephen Alexander, and Prashant Sathyamangalam.

6. **Financial Impact:**

None

7. **Documents Included with Submission:**

a) Volunteer Applications: R. Perissi, S. Alexander, P. Sathyamangalam





**Simsbury, CT**  
933 Hopmeadow Street

Phone: (860) 658-3200

## Volunteer Form

*Good Government Starts with You*

**Date Submitted:** January 15, 2020

**Name:** Narayana prashant V Sathyamangalam

[REDACTED]

[REDACTED]

[REDACTED]

**Email Address:** [REDACTED]

**Party Affiliation:** N/A

**Current Occupation/Employer:** Cognizant technologies

**Narrative:** I can spend 10-12 hrs a week. I work as an cloud architect with over 22 yrs experience in IT field.

Been working working on cloud and on-Prem IT infrastructure from past 6 + yrs.

**Board(s) / Committee(s):** ☐ CLEAN ENERGY TASK FORCE  
☐ TECHNOLOGY TASK FORCE



**Simsbury, CT**  
933 Hopmeadow Street

Phone: (860) 658-3200

## Volunteer Form

*Good Government Starts with You*

**Date Submitted:** January 15, 2020

**Name:** Robert Perissi

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Party Affiliation:**

**Current Occupation/Employer:** IT Systems & Strategy Leader MOTT Corporation

**Narrative:** Can meet as needed with enough notice. Been in IT entire career over 20 years. Manage the IT infrastructure and strategy for a manufacturer in Farmington CT. Have intimate knowledge of modern enterprise IT solutions in small and large scale deployments.

**Board(s) / Committee(s):** \_\_\_ TECHNOLOGY TASK FORCE



**Simsbury, CT**  
933 Hopmeadow Street

Phone: (860) 658-3200

## Volunteer Form

*Good Government Starts with You*

**Date Submitted:** December 31, 2019

**Name:** Stephen E Alexander

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Party Affiliation:** R

**Current Occupation/Employer:** Information Security Analyst / MassMutual

**Narrative:** I have been involved in technology for my entire career, starting in 1985 upon college graduation. I have specifically been involved in information security for the past 20 years for two Fortune 250 companies: Circuit City in Richmond, Virginia (until 2008), then MassMutual (Fortune 100 company) since then. I hold my CISSP (Certified Information Security Systems Professional) designation, originally obtained in January of 2004. I have lived in Simsbury since 2016 with my wife, a direct descent of a Simsbury founding (Case) family that has lived here for the entire 350 years of the town's existence. Finally, I have been a licensed amateur radio (ham) operator since 1979, holding a General Class license since the early 2000s (originally licensed in 1979).

**Board(s) / Committee(s):** ☐ COMMUNICATIONS COMMITTEE OF THE NORTH CENTRAL EMERGENCY MANAGEMENT S  
☐ TECHNOLOGY TASK FORCE



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Appointment to the Business Development Committee
2. **Date of Board Meeting:** February 14, 2022
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 recommendation of the Town Manager, the following motion is in order:  
  
*Move, effective February 14, 2022, to appoint Derek Peterson as a regular member of the Business Development Committee with a term ending August 13, 2022.*
5. **Summary of Submission:**  
The Business Development Committee consists of five members and one alternate member appointed by the Board of Selectmen to two-year terms. Membership composition is as follows: one member of the Board of Selectmen; one alternate member of the Board of Selectmen; one member of the Board of Finance; one member of the Zoning Commission; one member of the Economic Development Commission; and one member at large, who is an elector of the community with expertise related to economic and business development. The Town Manager serves as an ex-officio non-voting member of the Committee with full participation rights. The Town Manager serves as the administrative chair and makes recommendations for Committee appointments to the Board of Selectmen.  
  
I am recommending the appointment of Board of Finance member Derek Peterson to this Committee. Mr. Pomeroy was serving in the Board of Finance membership slot. Since Mr. Pomeroy is no longer serving on the Board of Finance, this appointment would be to complete the remainder of his term on this Committee.
6. **Financial Impact:**  
None
7. **Documents Included with Submission:**  
a) Fee Waiver and Tax Abatement Program Guidelines



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

## TOWN OF SIMSBURY

### **Fee Waiver and Tax Abatement Program Guidelines** *Adopted by the Board of Selectmen on February 8, 2021*

#### **1. Purpose**

The goal of economic development is to improve the life of community residents by retaining and expanding existing businesses and attracting new businesses. Simsbury's Fee Waiver and Tax Abatement Program support the town's economic development.

The specific goals of the Simsbury Fee Waiver and Tax Abatement Program include one or more of the following: generating additional tax revenue, lasting employment opportunities, providing quality goods and services, improving the aesthetics of the community, preserving an historic site, providing desirable recreational and entertainment opportunities.

This policy is intended to provide guidelines; it does not prohibit the Board of Selectmen from taking any action it deems appropriate as allowable by statute.

#### **2. Effective Date**

This policy shall be effective immediately and shall remain in effect until revised or rescinded.

#### **3. Types of Businesses Targeted by This Policy**

- Corporate headquarters and satellite offices
- Research and high technology facilities
- Advanced technology manufacturing facilities (only applies to job creation and real estate growth, does not apply to personal property growth)
- Existing Simsbury business expansion
- Mixed-use development of a building or site
- Affordable housing units or housing units developed for underserved populations.
- New or existing recreational or entertainment businesses
- Historical preservation
- Re-development of properties in certain neighborhoods (e.g. Tariffville, downtown, North village)
- Green/sustainable improvements
- Appropriate entrepreneurial businesses

#### **4. Types of Assistance Available**

- A. **Tax Abatement** – the assessment of real property may be reduced for a period of time
- The town may reduce the assessment of real property as allowed by Connecticut General Statutes Chapter 203, Sec. 12-65b, as amended from time to time. Any written agreement entered into under this statute shall normally not be for a period longer than ten years, with a maximum average abated not to exceed a range of 40-60%. The Town

reserves the right to cap the total abatement amount granted. However, these guidelines do not prohibit the Board of Selectmen from taking any action it deems appropriate as allowable by statute.

- B. Waiving or Reducing of any Town Permit Fees** – reduction amount is variable depending on impact of proposed project. The town may waive up to 50% of any town permit fees upon determination that such a fee waiver would encourage the development or expansion of quality businesses, especially those in the targeted industries. The Town reserves the right to cap the total amount of fees waived. Sewer fees and fire code fees are not applicable for this potential reduction in fees.

## **5. Application Requirements and Procedures**

- **Step 1**

Applicant submits a Business Development Assistance Application (supplied by the town) to the Planning Department. The Planning Director will review the application to evaluate its consistency with the most current Plan of Conservation and Development. The Assessor and Finance Director will then complete an analysis regarding the anticipated value of the improvements, and will prepare various abatement scenarios for review.

These departmental analyses are forwarded to the Town Manager for review. The Town Manager will submit scenarios based upon the guidelines established in this Policy to the Business Development Committee (BDC).

The BDC consists of five members and one alternate member appointed by the Board of Selectmen to two year terms. Membership composition is as follows: one member of the Board of Selectmen; one alternate member of the Board of Selectmen; one member of the Board of Finance; one member of the Zoning Commission; one member of the Economic Development Commission; and one member at large, who is an elector of the community with expertise related to economic and business development. The Town Manager serves as an ex-officio non-voting member of the Committee with full participation rights. The Town Manager serves as the administrative chair and makes recommendations for Committee appointments to the Board of Selectmen.

- **Step 2**

The Business Development Committee and Town Manager will review and confer on the application and provided scenarios. The Town Manager, with assistance from staff, will resolve any issues with the applicant.

- **Step 3**

The Business Development Committee and the Town Manager make a final recommendation to the Board of Selectman.

- **Step 4**

Upon approval by the Board of Selectman, the Town Manager will work with the applicant and the town attorney to draft a legal contract that assures that all the provisions of the Tax Abatement Program will be met. The contract will include a provision for verifying that minimum investments or job creation have been met.

- **Step 5**

In order for the incentive to become legal the Board of Selectman must approve the final Business Development Incentive(s) in contract form by majority vote. The Board of Selectman shall then authorize the Town Manager to sign the proposed final contract as approved in form.

*Note: the Fee Waiver and Tax Abatement Program is completely separate from the statutorily required local land use approval process. Response timeframes associated with each step in the process are dependent upon staff workload capacity, as well as the availability of the members of the Business Development Committee and the Board of Selectmen in order to meet in a timely manner within the requirements set forth in the Freedom of Information Act.*

## **6. Transparency**

A portion of the town website shall be dedicated to tax abatement information which would include awards and abatement documents

## **7. Accountability**

Tax abatements will not be granted if the contractually required minimum real estate and/or personal property investment has not occurred. If the tax abatement is linked to job creation and/or retention, the abatement will not be granted until the minimum required new jobs has been verified; annual reporting thereafter will be required to verify that the agreed upon minimum number of new jobs have been retained at their Simsbury location.



## **Economic Development Strategies – To Attract and Retain Businesses**

The Town of Simsbury is committed to the strategies and aspirations listed below.

### **1. Diversification and broadening of tax base to minimize tax increases**

- Increase Grand List value in order to minimize tax increases

### **2. Streamline planning and zoning practices**

- Continue updating land use regulations
- Implement suggestions received from local businesses to simplify and make transparent all permitting and zoning requirements
- Consolidate land use bodies and allow administrative approvals by staff

### **3. Maintain Simsbury's quality of life offerings**

- Maintain excellent school system, attractive parks and trails, library, social services, senior center, well maintained infrastructure

### **4. Business retention – stay in touch with businesses**

- Continue EDC outreach such as surveys, meetings and visits to ensure the concerns and needs of our businesses are addressed by town government
- Partner and collaborate with Chamber of Commerce, Main Street Partnership, and Business and Career Center
- Maintain and update marketing materials to promote Simsbury as a place to live, work and play
- Promote state programs (Small Business Incentive Program, Grow Connecticut Rebate Program, etc.) available to business community

### **5. Make infrastructure improvements**

- Make investments in critical infrastructure: transportation, technological (fiber optics, band width), and building infrastructure. Maintain proper stewardship of town resources

### **6. Support Entrepreneurs and current town businesses**

- Fund and support the Library's Business Resource and Career Center and our partner organizations such as the Chamber and Main Street
- EDC led effort to facilitate co-working spaces for entrepreneurs
- Maintain EDC outreach practices
- Assign ombudsmen from EDC to work directly with businesses interested in moving to Simsbury or eager to stay in town

### **7. Provide diverse housing options**

- Continue to support the development of varied housing options that address the range of needs in our community, including affordable housing units and housing units for underserved populations



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Appointment of Mark Orenstein to the Library Board of Trustees
2. **Date of Board Meeting:** February 14, 2022
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Trish Munroe, Town Clerk  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen accepts the recommended appointment, the following motion is in order:  
  
*Move, effective February 14, 2022, to appoint Mark Orenstein as a regular member of the Library Board of Trustees with a term ending December 4, 2023 to fill a vacancy created by the resignation of Amber Abbuhl.*
5. **Summary of Submission:**  
The Town Clerk has received from the Democratic Town Committee the recommendation to appoint Mark Orenstein (D) as a regular member of the Library Board of Trustees. Mr. Orenstein would be filling the vacancy created by Ms. Abbuhl's resignation from the Library Board of Trustees. Pursuant to our Charter, since the vacancy occurred mid-term, it must be filled by a member of the same political party, in this case a Democrat. The appointee will serve until December 4, 2023, which is the date the newly elected Library Board of Trustees member will assume their position with a term ending December 1, 2025.  
  
Mr. Orenstein previously served on the Library Board of Trustees from December, 2015 until December, 2021.
6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission**  
None



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Reappointment of Susan Masino to the Open Space Committee
2. **Date of Board Meeting:** February 14, 2022
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Trish Munroe, Town Clerk  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen accepts the recommended appointment, the following motion is in order:  
  
*Move, effective February 14, 2022, to reappoint Susan Masino as a regular member of the Open Space Committee with a term ending December 4, 2023.*
5. **Summary of Submission:**  
Susan Masino (U) has been a valuable member of the Open Space Committee since 2018. Initially she was a part of a competitive interview process by the Personnel Sub-Committee in August 2018 to identify the Board of Selectmen's appointed community member to the Committee.  
  
Ms. Masino is an engaged member of the Committee, and Simsbury Community, who has played a large role in assisting Town Staff on updating the Open Space Acquisition Policy, the Natural Stewardship Policy, the Meadowood Land Purchase, and many others.  
  
Pursuant to Section 615 of the Charter three of the eight membership slots are at large slots. Past practice has been having the Town Committees fill one spot each with someone from their respective parties, and the Board of Selectmen appointing someone who is Unaffiliated.
6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission**  
None



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Reappointments to Various Boards, Commissions, and Committees

2. **Date of Board Meeting:** February 14, 2022

3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Trish Munroe, Town Clerk

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

*Maria E. Capriola*  
The Town Clerk has received the following recommendation for appointments/re-appointments to various boards, commissions, and committees from the Democratic Town Committee. If the Board of Selectmen supports the recommendations, the following motions are in order:

*Move, effective February 14, 2022, to re-appoint Mark Scully as a Regular Member of the Clean Energy Task Force with a term ending January 1, 2024.*

*Move, effective February 14, 2022, to re-appoint Amy McLean Salls as a Regular Member of the Clean Energy Task Force with a term ending January 1, 2024.*

*Move, effective February 14, 2022, to re-appoint Richard Cortes as an Alternate Member of the Building Code Board of Appeals with a term ending January 1, 2024.*

*Move, effective February 14, 2022, to re-appoint Lori Coppinger as a Regular Member of the Culture, Parks, and Recreation Commission with a term ending January 1, 2026.*

*Move, effective February 14, 2022, to re-appoint Rachel Wellman as a Regular Member of the Culture, Parks, and Recreation Commission with a term ending January 1, 2026.*

*Move, effective February 14, 2022, to re-appoint Richard Cortes as a Regular Member of the Public Building Committee with a term ending January 1, 2026.*

*Move, effective February 14, 2022, to re-appoint Francis Kelly as a Regular Member of the Public Building Committee with a term ending January 1, 2026.*

*Move, effective February 14, 2022, to re-appoint Ryan Burns as a Regular Member of the Public Building Committee with a term ending January 1, 2026.*

*Move, effective February 14, 2022, to re-appoint Michael Park as a Regular Member of the Water Pollution Control Authority with a term ending January 1, 2026.*

*Move, effective February 14, 2022, to re-appoint Jerry Sheehan as a Regular Member of the Water Pollution Control Authority with a term ending January 1, 2026.*

*Move, effective February 14, 2022, to re-appoint Steven Antonio as a Regular Member of the Fair Rent Commission with a term ending November 30, 2025.*

*Move, effective February 14, 2022, to re-appoint Helen Peterson as a Regular Member of the Fair Rent Commission with a term ending November 30, 2025.*

*Move, effective February 14, 2022, to re-appoint Helen Peterson as a Regular Member of the Open Space Committee with a term ending December 4, 2023.*

**5. Summary of Submission:**

The Town Clerk has received these recommended reappointments from the Democratic Town Committee.

**6. Financial Impact:**

None

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

None

TOWN OF SIMSBURY – BOARD OF SELECTMEN  
REGULAR MEETING MINUTES – JANUARY 24, 2022  
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**CALL TO ORDER**

The Regular Meeting of the Board of Selectmen was called to order at 6:01 p.m. on Zoom due to COVID-19. Present were: First Selectman Wendy Mackstutis; Deputy First Selectman Amber Abbuhl; Board members Heather Goetz, Sean Askham, Chris Peterson and Eric Wellman. Others included: Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; Director of Culture, Parks and Recreation Tom Tyburski; Town Clerk Trish Munroe, and other interested parties.

**PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

**PUBLIC HEARING**

**a) Use of funds received by the Town through the American Rescue Plan Act (ARPA)**

- email [townmanager@simsbury-ct.gov](mailto:townmanager@simsbury-ct.gov) by noon Monday, January 24, 2022 to register to address the Board of Selectmen live through Zoom
- written comments emailed to the [townmanager@simsbury-ct.gov](mailto:townmanager@simsbury-ct.gov) by Monday, January 24, 2022 will be read into the records

Susan Masino made a plea about doing things that need to be done but still haven't been done. She wants to be proactive with different issues. She spoke open spaces and understanding ecology, dredging ponds and health and well-being issues.

Elizabeth Burt, 12 Woods Lane, spoke about funding for the Pine Hill Homeowners Association sewers. They pay taxes and really need assistance for funding this project.

Jacqueline Crockett, 7 Brook Lane, said this is not the first time the Pine Hill Homeowners Association has asked for help with their sewers. The Homeowners Association has raised some funds, but it is not enough, and they really need help with this project.

Barbara Conroy, 8 Middle Lane, said the Pine Hill sewer pipes are not up to code and they really need to be replaced.

Jerry Litner, 22 Massacco Street, said there are two rounds of money coming in and he feels some of the money should be spent on the Flower Bridge. He will send the Selectmen, staff and Commissions a 21 page report on the Bridge corrosion. This Bridge is iconic to the community and should be saved.

Joan Coe spoke about the HVAC system at Town Hall, Police Department facility issues, air conditioning in schools, storage at Simsbury Farms, the SCTV space, pickle-ball courts, etc. She feels this funding should be used to serve long term problems.

Michael Ganis, Middle Lane, said the Pine Hill residents met with the WPCA on November 3, 2021 after it became evident that they could possibly receive some help from the Town about their sewer issues. Therefore, he is also asking for ARPA funding as they are an ecological disaster waiting to happen.

**TOWN OF SIMSBURY – BOARD OF SELECTMEN  
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Dan Diodato said that he would like the Board to consider the important environmental issue of the Pine Hill sewer system so the residents aren't displaced. This funding would be very beneficial to the homeowners.

Joyce Martins, 8 Woods Lane, requested that some of the funding go to the sewer issues at Pine Hills.

Gary Wilcox, President of the Simsbury Fire District, said there doesn't seem to be any consideration to include the Fire District in the ARPA funding. He said they are a separate municipal organization with separate taxing authority, and he would like to use a proportional share of these funds for the Fire District.

Ms. Mackstutis said the Board received some letters, which are in the Board's packet: Brandon Robertson asked for funding for the Farmington Valley Health District, which is a regional organization. Also, from The Friends of Simsbury Farms asked for some funding to help with the 50<sup>th</sup> anniversary project.

Ms. Mackstutis and Ms. Abbuhl read other letters on this issue.

Michael Smith feels the money should go back to the government. He feels it would help the country as we have to pay it back one way or the other anyways.

April Smith feels the money should be divided evenly amongst homeowners and not apartment dwellers.

Sandra Fleet asked the Selectmen to consider funding the Housing Authority, which provides affordable housing for the elderly and disabled. There are unforeseen expenses during this pandemic that they could use help with.

Jan Litner, Secretary of the Old Drake Hill Flower Bridge, said the Bridge has been a respite and haven during the pandemic. This land is a very special place that needs major repair and she would like some of the ARPA funding to be spent on this property.

Janice Johnston also spoke about the Old Drake Hill Flower Bridge being a great attraction for the Town. She said the Bridge is in desperate need of repair and maintenance and some funding should go to this.

Brin Brown also spoke about the Old Drake Hill Flower Bridge as it is a great outdoor place for respite.

Stuart and Gail Yaffee would like to use some of the ARPA funding for pickle-ball courts. Pickle-ball is a great activity, especially for older residents.

Richard Giorgio asked for improvements to the outdoor recreation areas. He asked that portable bathrooms, a pond pavilion, removal of weed from the bottom of the pond. He also spoke about Dewey property having a picnic area and boat launch.

Pat Pursell said needs for the ARPA funds have arisen since COVID-19. She said people need to stay active and one way to do so is with pickle-ball. She feels Simsbury have dedicated courts.

Rich Murphy also spoke about seniors having restricted activities during COVID-19. He also wants some funding for pickle-ball courts in Tariffville.



Nancy Murphy said pickle-ball is a great activity for seniors. She would also like some funding for pickle-ball courts.

David Hartwell said he would like some of the funding to construct six pickle-ball courts as it is gaining in popularity.

Florie Manasia also spoke about pickle-ball courts. She said there should also be indoor pickle-ball courts so they can be used all year round.

Charlotte Couchon asked that some ARPA funding be used for the pickle-ball courts at Tariffville Park.

Borden Schofield said he supports the Town for the betterment of all residents. He is also asking for some funding for pickle-ball.

Mary and John Verbeke wrote in support of using some of the ARPA funding for pickle-ball. They are also asking that a bike path be created from Tariffville Park to the rail-trail.

The Simsbury Police Commission asked that the ARPA funding be spent on their 2023 fiscal year priorities as stated in their memorandum which was submitted to the Board on November 23, 2021. This includes more officers and CNR funding.

Nick Mason said he understands the competing needs of the residents. He said the Old Drake Hill Flower Bridge brings economic vitality to the Town. He would like the bridges upkeep and maintenance kept up.

Christine Boswell was advocating for pickle-balls courts at Tariffville Park. She feels it will revitalize the Tariffville neighborhoods. The courts would provide many benefits to Simsbury residents.

Maxine Asnis wrote about the Old Drake Hill Flower Bridge as it is a focal point of the Town, especially during the pandemic.

Diana Yeisley, Chairman of Aging and Disability, requested that the Board advocate funding for movable and accessible pathways for the handicapped to help navigate difficult facilities as they have less access for events and need to be included in every activity.

Diane Nash spoke about seniors being forgotten or ignored. They pay taxes and could use expanded busing services, less expensive delivery costs, freezing taxes, etc.

Evelyn Holland asked that the maintenance of the Old Drake Hill Flower Bridge be funded with some of the ARPA money. Tourism is very important to our Town and this is a great outdoor space. This Bridge needs many repairs.

Kristi Warters said the Old Drake Hill Flower Bridge is a wonderful place. It is very important to repair this Bridge and help is needed to maintain the Bridge.

Deeg Mackay and Sharene Wassell asked that some the ARPA funding go to the Drake Hill Flower Bridge as it is in need of upgrading and maintaining.

Ms. Mackstutis said there are a lot of ideas on how to spend the funding out there. COVID relief is one of the main priorities. The Board will also be looking at capital items and items that have a big impact to our residents. Residents can still email their thought to the Board for review after closing this hearing. There will be a future public hearing on these issues. The funding needs to be assigned by 2024 and the money needs to be spent by 2026. The Board has to vote on all of the uses.

Mr. Askham said there are a lot of different projects that the funding can be used for, and that this highest need areas will be prioritized.

Mr. Wellman said the work group is continuing to meet and he encouraged residents to watch the meetings.

Mr. Wellman made a motion to close the Public Hearing at 6:58 p.m. Mr. Askham seconded the motion. All were in favor and the motion passed.

### **PUBLIC AUDIENCE**

- email [townmanager@simsbury-ct.gov](mailto:townmanager@simsbury-ct.gov) by noon Monday January 24, 2022 to register to address the Board of Selectmen live through Zoon
- written comments can be mailed to [townmanager@simsbury-ct.gov](mailto:townmanager@simsbury-ct.gov) by Monday, January 24, 2022. Written comments will not be read into the record but forwarded to all Selectmen via email

Bob Patricelli spoke about the State Police Firing Range. He spoke about the important meeting with State staff about reconsidering rebuilding the firing range in Simsbury. It was a flat denial for reconsideration. However, they did release a final consultant report on this issue. Because of the flood plain the building 14 ft. above the ground. He is urging the Board to take a position on this matter and to write a letter to the State in opposition of this project.

Joan Coe, 26 Whitcomb Drive, spoke about the Personnel Sub-Committee and union grievances, planning and community development interim director, and toxic work environments. She also spoke about an article in the Hartford Courant about a sticker on a car. This is being investigated. Ms. Coe also spoke about Meadowood Triangle and other issues.

Art House, East Weatogue Street, spoke about the State Police Firing Range and how it doesn't fit in a suburban neighborhood. He feels the State Police deserve an indoor modern facility when they can be trained with realistic events. He doesn't feel this building will look good sitting on stilts.

Christine Traficante spoke about the ambulance service being slow due to staffing issues. She is asking that the Simsbury ambulance be staffed with two ambulances 24/7. She spoke of her own wait-time experience. She asked about getting response time data, about a Selectman attending the Ambulance meetings and why two ambulances aren't scheduled 24/7. She would like steps to be taken to reduce the time for residents to get help.

Carl Meyer said they have been asking for data from the ambulance for five months now, but haven't received anything. He and 500 petitioning residents are asking for two ambulances to be staffed 24/7. He read some letters he received about wait times for emergencies. He thinks it is time to bid on this service.

## **PRESENTATION**

### **a) Police Commission Budget Priorities**

Ms. Mackstutis said this presentation has been postponed.

## **FIRST SELECTMAN’S REPORT**

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

## **TOWN MANAGER’S REPORT**

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

Mr. Wellman made a motion to amend the agenda to add two appointments under Appointment and Resignations. Ms. Abbuhl seconded the motion. All were in favor and the motion passed.

Mr. Goetz made a motion to amend the agenda to add discussion on a draft letter to the Commissioner of Department of Administrative Services regarding the State Police Firing Range renovation project to Communications. Mr. Askham seconded the motion. All were in favor and the motion passed.

## **SUB-COMMITTEE AND LIAISON REPORTS**

- a) Personnel** – no report at this time.
- b) Finance** – no report at this time.
- c) Public Safety** – Mr. Askham said there will be a presentation on the Ambulance situation on February 14<sup>th</sup> at 5 p.m. before the regular Board of Selectmen meeting
- d) Board of Finance** –no report at this time.

Mr. Wellman said the SPIRIT Council will hold a 4-part historical awareness of race series in February. These are virtual programs that can be registered for on the Library website.

## **SELECTMEN ACTION**

### **a) Tax Refund Requests**

Mr. Wellman made a motion, effective January 24, 2022, to approve the presented tax refunds, in the amount of \$23,386.64, and to authorize Maria E. Capriola to execute the tax refunds. Mr. Peterson seconded the motion. All were in favor and the motion passed.

### **b) Ground License Renewal - Barndoor Hills Agricultural Property**

Ms. Capriola said there are a number of agricultural parcels owned by the Town. This parcel has been leased by the current farmer since 2016 without any issues. The recommendation is to lease this parcel again to this farmer for a three year lease.

Mr. Peterson made a motion, effective January 24, 2022, to authorize the Town Manager to execute an amendment to the current Ground License with the Hall Family for a 3 year extension of the Ground License for the Town owned agricultural property at Barndoor Hills Road “East” (Parcels A & C – 17 acres) and the storage of produce in an existing Town owned barn located on parcel ID E04207001 (aka Barndoor Hill triangle). Mr. Askham seconded the motion. All were in favor and the motion passed.

### **APPOINTMENTS AND RESIGNATION**

#### **a) Proposed Re-appointments and resignations of various Boards/Commissions**

Mr. Askham made a motion, effective January 24, 2022, to approve the appointments/re-appointments as presented in the attached documents on the Board of Selectmen agenda. Mr. Wellman seconded the motion. All were in favor and the motion passed.

#### **b) Appointment of Jackie Battos as an alternate member of the Zoning Commission**

Mr. Askham made a motion, effective January 24, 2022, to appoint Jackie Battos as an Alternate Member of the Zoning Commission. Ms. Goetz seconded the motion. All were in favor and the motion passed.

#### **c) Resignation of Robert Helfand from the Board of Ethics**

Ms. Abbuhl made a motion to accept the resignation of Robert Helfand as a Regular Member of the Board of Ethics retroactive to January 18, 2022 with our thanks. Mr. Wellman seconded the motion. All were in favor and the motion passed.

Mr. Wellman made a motion, effective January 24, 2022, to appoint Christine Boswell as a Regular member of Culture, Parks and Recreation, with a term expiring January 1, 2026, and Tucker Salls as an Alternate Member of the Zoning Commission with a term expiring December 4, 2023. Ms. Abbuhl seconded the motion. All were in favor and the motion passed.

### **REVIEW OF MINUTES**

#### **a) Regular Meeting January 10, 2022**

Ms. Abbuhl made a motion to adopt the Regular Meeting minutes of January 10, 2022 with corrections under Liaison and Sub-Committee Reports. Ms. Abbuhl’s remarks in the second paragraph should not be about parking standards; Public Act 21-29 is in regards to governing accessory dwelling units (ADUs), and the Zoning Commission voted to opt out of the State statute and will send the Board of Selectmen an analysis that shows what the statute dictates regarding ADUs and what the Town of Simsbury regulations are. Mr. Askham seconded the motion. All were in favor and the motion passed.

### **COMMUNICATIONS**

#### **a) Memo from T. Munroe re: Discontinuing the issuance of Sporting Licenses by the Town Clerk’s office, dated January 10, 2022**

TOWN OF SIMSBURY – BOARD OF SELECTMEN  
REGULAR MEETING MINUTES – JANUARY 24, 2022  
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Ms. Capriola said the new Town Clerk is taking an opportunity to evaluate services provided by the Town and how efficiencies might be able to be achieved. The Town is not required to issue sporting licenses; they can be obtained online at the DEEP website, or in person at Dick’s Sporting Goods.

Ms. Munroe spoke about her staff being stretched and they are trying to streamline things. There are not many fishing/hunting licenses being distributed each year, and the Town only receives \$1 per transaction. Sometimes it takes over 15 minutes per transaction.

After discussion about these licenses being a service to residents, it was decided that this is a needed service to provide to the residents.

**b) Memo from T. Munroe re: Notification of number of Electors and number of Polling Places, dated January 10, 2022** – there was no discussion at this time.

**c) Memo from E. Wellman re: State Police Firing Range**

Mr. Wellman said he learned that the State Police were looking at different options for the firing range. They chose to renovate the location in Simsbury even though it floods and would be on stilts. He is advocating the Board that the State Police need and deserve a training facility, but it doesn’t need to be in a residential area where automatic fire can be heard.

After discussion about this issue and how it is being discussed with Senator Witkos and Representative Hampton, it was decided to discuss further at the February Board of Selectmen meeting.

**ADJOURN**

Mr. Askham made a motion to adjourn at 8:05 p.m. Ms. Goetz seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio  
Clerk

**CALL TO ORDER**

The Special Meeting of the Board of Selectmen was called to order at 4:03 p.m. in the Main Meeting Room at the Simsbury Town Hall. Present were: First Selectman Wendy Mackstutis; Deputy First Selectman Amber Abbuhl; Board members Eric Wellman, Sean Askham, Chris Peterson, Heather Goetz. Others in attendance included Town Manager Maria Capriola and Deputy Town Manager Melissa Appleby.

**CONTINUATION OF BOARD OF SELECTMEN GOAL SETTING DISCUSSION FROM THE  
DECEMBER 11, 2021 MEETING**

Ms. Mackstutis opened the meeting, stating that this is a continuation of the goal-setting session that took place in December. Ms. Capriola recapped where the discussion left off.

The Board discussed items that fell into the following categories:

- Parks & Recreation
- Infrastructure
- Transparency/Communication (new topic area)
- Fostering an Engaged, High Quality Workforce
- Transportation
- Economic Development

Ms. Mackstutis asked for an overview of the next steps in the process for setting the goals for the 2021-2023 term. Ms. Capriola said that staff will work to condense and organization the ideas, and will circulate the list to the Board for prioritization.

**ADJOURNMENT**

Mr. Askham made a motion to adjourn the meeting at 6:35 p.m. Mr. Wellman seconded the motion, and the motion passed unanimously.

Respectfully submitted,

Melissa Appleby  
Deputy Town Manager

**TOWN OF SIMSBURY – BOARD OF SELECTMEN  
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**CALL TO ORDER**

The Special Meeting of the Board of Selectmen was called to order at 12:00 p.m. on Zoom. Present were: First Selectman Wendy Mackstutis; Deputy First Selectman Amber Abbuhl; Board members Eric Wellman, Sean Askham, Chris Peterson, Heather Goetz. Members of the Police Commission in attendance included: Jenna Caulfield; Mike Long; Terry Fogarty; Tenesha Grant; and Travis Schweizer. Staff in attendance included Town Manager Maria Capriola; Deputy Town Manager Melissa Appleby; Chief Nick Boulter; and Deputy Chief Chris Davis.

**PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

**Presentation and Discussion of Police Commission FY 22/23 Budget Priorities**

Jenna Caulfield, Chair of the Police Commission, made a presentation on the Commission’s FY22/23 budget priorities. This presentation is for discussion purposes only; the Board of Selectmen took no action.

Ms. Caulfield outlined the request for additional personnel in the Police Department, noting the increase in mandatory overtime, increased time spent on body camera data, and other factors contributing to the need. Members of the Board of Selectman asked questions regarding the mandatory overtime data.

Mr. Askham said that it would be helpful to have the data presented on an annualized basis, and Ms. Abbuhl requested the baseline data to understand how this trend has changed over time. Mr. Peterson also asked for additional information about how our needs have changed to drive this request. Ms. Caulfield said that there are also departmental functions being performed by officers that should be handled by administrative personnel, such as fingerprinting and accreditation. Mr. Long noted that the Commission has made staffing requests every year, so this request is cumulative.

Mr. Peterson feels that the police officers need to be on the streets and not doing fingerprinting, background checks and other administrative jobs. Ms. Mackstutis said there is only one part-time clerk and asked if another position was open at this time. Ms. Caulfield said they are not looking for a part-time clerk at this time, but there is an administrative position open. Chief Boulter said that the full-time clerk position was eliminated several years ago.

Chief Boulter noted there were 738 contacts for fingerprinting last year, which offers the opportunity for interactions between police officers and the community. Ms. Caulfield said that the budget request reflects the priorities of the Police Commission. She spoke to the added demands on the Police Department, and stated that they asked for four officers in 2018 and only received one.

Ms. Caulfield reviewed the capital budget requests. She said the requested new staffing would not result in a need for additional cruisers but they will have onboarding expenses, which are in the budget proposal. Their sidearms are 10 years old and they need to make changes to keep up with new advancements.

Mr. Wellman feels the Board can do something to address the immediate issues and asked about a work group to discuss a long-term staffing plan. Ms. Caulfield agreed with a work group study, however, there would be a cost associated with that.

Mr. Peterson spoke about the immediate needs and the changes that would be permanent. He spoke about the need to consider what taxpayers can afford.



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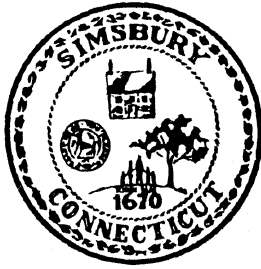
After further discussion, Ms. Mackstutis said all this information will be discussed at the upcoming budget meetings.

**ADJOURNMENT**

Mr. Wellman made a motion to adjourn the meeting at 12:58 p.m. Ms. Abbuhl seconded the motion, and the motion passed unanimously.

Respectfully submitted,

Kathi Radocchio  
Clerk



# Town of Simsbury

66 TOWN FOREST ROAD, WEST SIMSBURY, CONNECTICUT 06092

~ Department of Public Works ~

## **Memorandum: Pine Hill Neighborhood – Sanitary Sewers**

**To:** Board of Selectmen, WPCA  
**CC:** Maria Capriola, Amy Meriwether, Tony Piazza  
**From:** Thomas J. Roy, PE - Director of Public Works  
**Date:** February 10, 2022

---

Based on recent discussions regarding the need for new sanitary sewers for the Pine Hill Neighborhood, I have summarized the history and salient issues concerning this subject:

### Background/History:

In the early 1900s, Ensign Bickford constructed the Pine Hill subdivision to provide housing for employees and their families. During this time, Ensign Bickford built a number of similar subdivisions in Town, all for the purpose of providing employee housing.

The Pine Hill subdivision consists of 40 single-family homes located on Pine Hill Road, Woods Lane, Stebbins Brook and South Road (see attached map). All of the roads within this neighborhood are private roads and all roadway maintenance, including snow removal and paving, is the responsibility of the homeowners' association. The Pine Hill Homeowners' Association (HOA) was established in March 1975.

As part of the construction of the Pine Hill subdivision, Ensign Bickford installed sanitary sewers to serve all of the homes in the development. These sewers were constructed using 6-inch diameter clay tile pipe, which was a common material for sewer construction at this time. Ensign Bickford constructed, owned and maintained the sanitary sewers and was responsible for all maintenance and repairs. This was Ensign Bickford's practice for all of their employee housing. It is our understanding that, with the creation of the HOA in 1975, Ensign Bickford transferred the ownership and maintenance responsibilities of the sewer system to the HOA.

Like all infrastructure, clay tile sanitary sewers will not last forever, and a life span of 50 years is a reasonable expectation. Clay tile pipe typically has shorter lengths (3 feet), so there are more joints, which allow for tree roots to find their way into the system. The short pipe segments are also more prone to offset joints and pipes cracking/collapsing. All of these issues may cause blockages in the sanitary sewer.

### Town Efforts:

In May 2003, the former Director of Public Works and the former WPCA Superintendent met with the representatives of the Pine Hill Homeowners' Association to propose a project to replace portions of the sewer collection system. The Simsbury WPCA cleaned portions of the

system and attempted to video inspect the lines. Due to the small size of the lines, a complete video inspection could not be completed. With the problems discovered while cleaning, in addition to the size and type of piping, replacement of the complete system was recommended. The HOA was offered three options for replacing the sewer system:

1. The HOA could design and build a new system, with the Town coordinating the project.
2. The WPCA/Town would design, build and finance, with the benefitted owners repaying the project over 10 years.
3. The HOA could apply for a CT DEEP clean water fund loan, which would require getting on the priority list and being selected. This would result in a 2% loan with a 20-year payback. Implementation would take several years, due to DEEP approval.

For all three of these projects, once completed, the WPCA would own and maintain the sewers moving forward. Ultimately, the HOA chose not to implement any of the options presented.

In researching our WPCA records, we found that the WPCA provided a cleaning service to the Pine Hill Homeowners' Association from 1998 through 2014 at a minimal charge. Our records do not show a clear indication as to why this work was done on a private system (the WPCA does not routinely work on private systems). In 2014, new leadership staff at the WPCA ended this practice. The HOA is currently contracted with Ace Electric Sewer Service for the annual cleaning work.

In 2015, the association contacted the Town requesting information on and potential costs for the replacement of the sanitary sewers. Public Works provided a memo to Lisa Heavner, First Selectwoman, with a condition analysis and a cost estimate for the project (memo attached). The rough cost estimate for the new sanitary sewers was \$532,500 (\$13,313/home). This value did not include roadway reconstruction.

On November 3, 2021, Tom Roy, Director of Public Works, and Tony Piazza, WPCA Superintendent, held an informational meeting with members of the Pine Hill neighborhood to discuss a potential project for the replacement of sanitary sewers. At this meeting, several options were presented, including: full replacement; replacement in stages; or possibly lining the sewers. Following the meeting, the HOA requested that the WPCA conduct a partial video inspection of the Pine Hill sewers to help the residents determine their options. The WPCA authorized this work on the private system and the work was completed shortly after. The results showed significant deterioration in the pipe, offset joints and root intrusion: the condition is such that replacement is recommended.

An updated preliminary cost estimate for this work is \$650,000 (\$16,250/home) and includes the replacement of all sanitary sewers, laterals as near as practical to each home and the repaving of the roadways in the subdivision. The roads are in poor condition and the HOA will need to repave these roads at some point in the near future regardless of the sewer work.

#### Similar Private Systems:

Privately-owned sanitary sewers are common and, in Simsbury, there are currently 37 private systems (see attached list). These systems include apartments as well as residential developments. For all of the private systems, the WPCA does not provide any free services and all of the sewer users pay the full annual sewer user fee.

Some of the more notable private systems include Dyno Nobel and Maple Court. Dyno Nobel owns a number of sewer lines within their plant and along Woodland Street (a public street). The WPCA has been working on reconstructing the sanitary sewer in the Woodland Street neighborhood, at the request of Dyno Nobel. This is an extensive project with a cost of \$1.6M that is being fully borne by Dyno Nobel. When the project is completed (summer 2022), the WPCA will own and maintain the newly-installed sewers. Dyno Nobel will continue to own the sanitary sewers on their property.

Similarly, the residents of Maple Court, a small subdivision off of West Street, requested that the WPCA replace their old private sewer system in 2015. The WPCA designed and constructed a new sewer at the cost of \$170,500 which included replacing the roadways within this private development. Each of the 17 homes impacted by this project was assessed a fee of \$12,180. If the homeowners chose to finance the project, the annual fee was \$1,218 per home.

Next Steps:

The sanitary sewers in Pine Hill are in poor condition and need to be replaced. The WPCA has the ability to design and manage the construction of new sewers and to assess the 40 property owners for their equal share of the project cost. If any of the homeowners were to petition the WPCA (simple letter request), the WPCA could then vote to initiate a project, where staff would:

- canvas the neighborhood to determine interest;
- develop a preliminary design and more accurate cost estimate;
- hold a public hearing to present the preliminary design and cost estimate to the impacted property owners;
- following the public hearing, the WPCA would vote on whether to move forward with the project.

Under normal circumstances, the vote from the WPCA would allow for the project to move forward; however, with the system being on private roads, the WPCA would need the approval of the property owners via the HOA. We have heard ancillary reports from residents that they do not believe they can find enough votes within the HOA to support this project.

If no action is taken and the sewer system within this development continues to deteriorate, the CT DEEP could condemn the system and issue a Consent Order to the Simsbury WPCA to take over the failed system. If this was to occur, the WPCA would then assess all of the expenditures to bring the system into compliance on the residents of Pine Hill. Depending on the nature of the system failure and the Consent Order, there could be fees/fines or other costs associated with a notice of violation.

Although sewer construction is eligible under the ARPA guidelines, the project must meet the requirements of the EPA Clean Water State Revolving Fund (CWSRF). With this being a private system, we contacted CT DEEP Bureau of Water Management, as the administrators of the CWSRF, for clarification on qualifications. They responded that private systems are not covered under the CWSRF unless they are part of an HOA with taxing authority. Without meeting the CWSRF requirements, this project would presumably be ineligible.

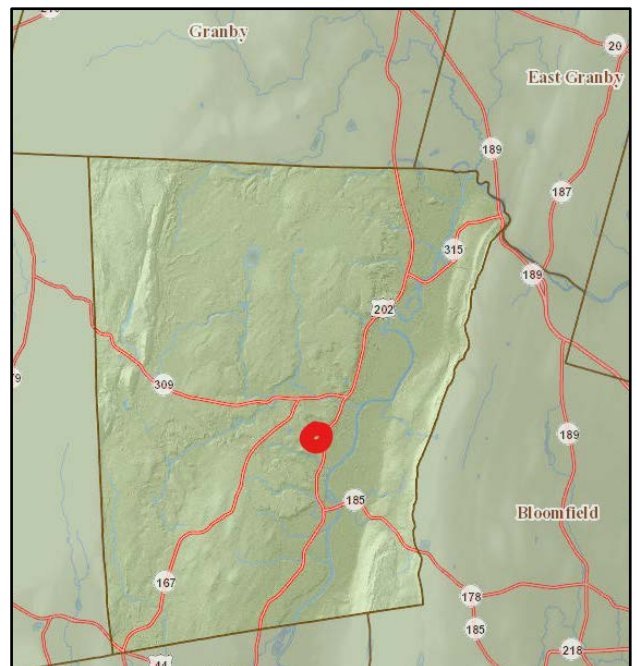
Both Tony Piazza, WPCA Superintendent, and I are available to answer any questions you may have on this subject.

Attachments:

- Neighborhood Map
- Pine Hill Sewer Analysis Memo 2015
- List of Private Sewers in Simsbury



# Pine Hill Neighborhood Simsbury, CT





# Town of Simsbury

66 TOWN FOREST ROAD, P.O. BOX 495, SIMSBURY, CONNECTICUT 06070

~ Department of Public Works ~

## **Memorandum: Pine Hill Sewer and Roadway Analysis**

**To:** Lisa Heavner, First Selectman  
**CC:** Tony Piazza, Jeff Shea  
**From:** Thomas J. Roy, Director of Public Works  
**Date:** June 5, 2015

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At your request, I have reviewed both sanitary sewers and the roadways in the Pine Hill neighborhood:

### Condition Review:

The Town reviewed the conditions of the sanitary sewer in this area and the Woodland Street neighborhood back in 2008. At this time the general consensus was that the old outdated sanitary sewer was in poor condition, with misaligned pipes, root intrusion and limited access for maintenance. These sewers are private and do not meet the standards for a public sewer as established by the Simsbury Water Pollution Control Authority. This system connects to the public sewers near the intersection of Route 10 and Pine Hill Drive.

A visual inspection of the roadways in this development found a range of roadway conditions and a number of drainage issues, specifically damaged concrete gutter swales. In reviewing the roadways, it appeared that Stebbins Brook Lane, Middle Lane, Woods Lane and South Road are in poor condition and will require resurfacing. The section of Pine Hill Drive from the curve to the cul-de-sac was in fair to below average condition and should be resurfaced in the near term, but this may be deferred for a period of time.

### Repair/Replacement Costs:

Budgetary numbers for the installation of a new sanitary sewer system is \$532,500 based on 40 homes being connected and all sewers being constructed by the WPCA for acceptance as public sewers. This value also includes the cost to install new laterals to each home (this cost is typically borne by the homeowner and not included in the cost or assessment from the WPCA).

This is a preliminary estimate intended to give an order of magnitude of cost for this work. If the residents in the Pine Hill neighborhood were interested in pursuing this further, a more detailed engineering estimate would be prepared as part of the WPCA sanitary sewer application process. With the homes in this area being located on private roads, suitable maintenance easements would be required for all mainline sewers. If the neighborhood determined an interest in having new sewers installed the cost could be financed, through the WPCA for a period of 10-years.

The costs for repaving the various roadways is based on \$12.00 per square yard to cover the cost of basic repairs, shim course, a 1 1/2" top coat of traditional asphalt and curbing.

If the residents in this neighborhood were interested in pursuing new sanitary sewers, I believe the amount of disturbance to the roadways would justify including the roadway resurfacing costs as part of the sanitary sewer assessment. This would allow all these costs to be included in the 10-year payment plan through the WPCA. The WPCA would need to review this and make a final determination on including of the roadway repairs as part of a sewer installation project..

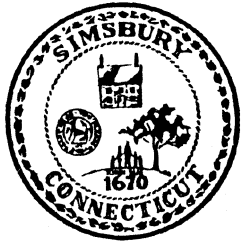
If you have any questions on the information presented or if you would like more information, please let me know.



# Private Sanitary Sewer Systems that discharge into Simsbury's Sewer System

1. Simsmore Square (522-544 Hopmeadow Street), north of manhole (6-46).
2. Dyno-Nobel Plant: includes Woodland Street and the line that runs south and west of the plant to Hopmeadow Street. This line accepts wastewater from Pine Hill Homeowners/Pine Hill Condos.
3. Pine Hill Homeowners HOA, 1975: includes Middle Lane, Pine Hill Drive, South Road, Stebbins Brook Lane, and Woods Lane.
4. Davey Bickford Homeowners, 1975: includes Bickford Street, and Davey Street.
5. Pine Hill Condos, 1981: includes the line running by the side of Hopmeadow Street, south from Pine Hill Drive. The streets include Gillette Court, Pine Hill Drive, and Wiggins Farm Road.
6. Hazelmeadow Homeowners, 1979/1986: includes Mathers Crossing, Riverview Circle, and Tamarack Lane.
7. The Knoll, 1986: includes Knoll Lane; our main runs East/West through the driveway to feed Trainor Drive.
8. Riverwalk Condos, 1987: the South Interceptor runs along the east side of the property.
9. Canal Place 1983/85: includes the homes of Canal Place, Alan Drive, Jodi Lane, and Selma Court.
10. Talcott Acres, 1979: condos.
11. The Meadow Apartments, 1976
12. Tower View, 1984: condos, including Hilltop Drive.
13. 82-86 Hopmeadow, 2007: this is Chubb Insurance. The South Interceptor runs along the east side of the property.
14. Simsbury Commons Mall, 1983: line that runs at the rear of the mall.
15. Ethel Walker School
16. Westminster School
17. Powder Forest Homes, 2006: includes Ashton Circle, Bantry Road, Baron's Court, Carson Way, Elgin Way, Erin's Way, Greenwich Circle, Meeting House South, Power's Court, and Ronan's Way.
18. Willow Arms Apartments, 55 Elm Street Tariffville
19. Governor's Bridge Condos, 1983: Mallard Circle, Quail Circle, Tanager Circle, Teal Circle, Whitewater Turn, and Wood Duck Lane are all private.

20. Brettonwood Drive, 1997: located close to the Granby line.
21. Wolcott Woods Condos, 1987: includes Wolcott Woods Road.
22. Simsbury Landing, 1986: condo complex is private.
23. Ely Lane, 1984: apartments
24. Hoskins Crossing Apartment Complex, 1977
25. Heritage Glen condos, 1968: includes Library Lane, Forest Hill Dr and Carriage Drive.
26. McLean Home, 1967: includes Bailey Drive, Holly Farm Lane, and Sarah Lane.
27. Old Mill Homes, 1977
28. Holly Farm Lane, 2010
29. Brettonwood Dr, 1997
30. Simsbury Housing Authority, 1992
31. Tunxis Place Apartments, 1977
32. 36-44 Albany Turnpike (Hoffman's), 2007
33. Dorset Crossing, 2014
34. The Ridge, 2018
35. Grist Mill Commons, 1989
36. Aspen Glen, 2017
37. Cob Tail Way, 1987: this is a private community septic system.



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

February 15, 2022

Michelle Gillman, Incoming Commissioner Department of Administrative Services  
450 Columbus Blvd.  
Hartford, CT 06103

Dear Incoming Commissioner Gillman,

As the elected leaders of our community, we are asking the state to re-evaluate its planned \$2M investment in the State Police Firing range in Simsbury and instead seek an alternative location. This letter is to share our concerns about keeping the range in Simsbury. Instead, we ask that the state invest in a training facility that better meets the needs of the State Police while respecting the quality of life of nearby residents. The current location in Simsbury leads to frequent flooding, comes with heightened environmental risk, and is in a populated area that adversely affects the quality of life for thousands of people.

It is undisputable that the current State Police Training Facility in Simsbury is seriously deteriorated and unsuitable for modern public safety training purposes. Our State Police need and deserve a facility that meets the training needs of a modern department. But to try to replace it with a small and inadequate facility on stilts in a floodplain in Simsbury would be an unfortunate compromise.

The proper requirements for a modern training facility were laid out in the State's presentation to the Town of Griswold in July 2018, when it sought approval to acquire up to 100 acres for a modern facility, including 55,000 SF of newly built indoor space. Importantly, the Department of Public Safety and Security (DESPP) emphasized the need for flexible facilities that could support modern tactical training in varying light conditions and at different times of the day.

After being rejected by Griswold, the state in 2019 developed a plan with four options for a new facility, and three of those options involved creating a new indoor facility of 100,000 to 125,00 SF. It is not clear what happened to those options, but we do know that the state abandoned looking for alternatives to the current site and announced plans to go ahead in Simsbury in August of 2021.

Problems with the Simsbury site include:

- The population of Simsbury has grown 25% since the range was built and the noise poses a nuisance for residents who live and work as far as a mile away. Elementary school students can hear semi-automatic gun fire when they're outside at recess. Homeowners hear the crack of gunfire even on evenings and weekends.
- We are not informed of hours of operation, making it difficult for Simsbury residents to know when to expect noise to be emanating from the facility.

- At 12.5 acres, the site is too small to meet the needs of the State Police. The Griswold plan would have been set on 100 acres and nearly ten times the square footage.
- The site is in a high-risk flood zone that floods regularly.
- There is a risk of lead pollution to surrounding surface water ponds and streams, and to the groundwater. The consultant report found no evidence that the State Police have “mined the berms” to periodically remove lead. The site is immediately adjacent to a working Aquarion Water Company well.

We understand that since the firing range is located on state land, it is largely exempt from local review and permitting. That being said, Simsbury would welcome and appreciate an opportunity for our staff to review and comment on floodplain and wetland applications before the state.

The Town of Simsbury believes it is imperative for the town and state to engage in good communication and information sharing on this project. Sharing information that is of community interest such as parking, traffic, noise concerns and environmental concerns should be a priority for all involved. The Simsbury Board of Selectmen respectfully requests to have DEEP and/or the Connecticut State Police attend a Board of Selectmen meeting and conduct an informational presentation on the project in May or June of this year. This will allow the Selectmen as well as our residents to be updated on the current site and any future plans. Additionally, we believe there would be value in our residents having a formal opportunity to provide comment on the project, such as through a public hearing.

This letter was endorsed by the full Board of Selectmen at their meeting on February 14, 2022. We look forward to hearing from you and beginning a dialogue on this project.

With Regards,

Wendy Mackstutis  
First Selectman

Amber Abbuhl  
Deputy First Selectman

Sean Askham  
Selectman

Heather Goetz  
Selectman

Chris Peterson  
Selectman

Eric Wellman  
Selectman



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

## MEMORANDUM

**To:** Board of Selectmen  
**From:** Maria Capriola, Town Manager  
**Date:** February 7, 2022  
**Subject:** Proposed Granby/Simsbury Chamber of Commerce Merger

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Per the attached correspondence, the Board of Directors for the Simsbury and Granby Chambers of Commerce are recommending a merger of the two organizations. I believe this merger will not only grow collaboration between the two business communities, but it will also expand capacity and opportunities for the organization. I am supportive of this merger. Melissa is currently on the Chamber Board of Directors, and also supports the merger.

Two information sessions will be held by the Chamber of Commerce to review the merger proposal (both sessions will cover the same information):

[Tuesday, Feb 15 6:00 p.m. - 7:30 p.m. Info Session 1](#)

[Thursday, Feb 17 8:00 a.m. - 9:30 a.m. Info Session 2](#)

Members of both organizations will electronically vote on the merger in early March. The Town is currently a member of the Chamber; staff will plan to vote in favor of the merger unless there is objection from the Board.

To our esteemed members of the Granby Chamber of Commerce and the Simsbury Chamber of Commerce:

Local Chambers of Commerce are dedicated to supporting the success and well-being of their business communities. The realization has occurred that through collaboration these organizations can bring greater value to our members and provide a better platform for future prosperity.


The Granby and Simsbury Chambers of Commerce began discussions regarding the benefits to their respective members of merging into one organization. Some of the benefits of a merged organization to our collective members are as follows:

- Increased exposure for members
- Increased business opportunities for members
- More successful events
- Increased member engagement
- Increased influence to advocate for local businesses
- Larger member network

In November of 2021, the Granby and Simsbury Chambers' Board of Directors voted yes to recommend to their respective memberships to merge into one organization. Each member business will have the opportunity to accept or deny the merger proposal in the first quarter of 2022. If both memberships vote to accept the merger proposal, the merged organization will officially begin June 1, 2022. Prior to the membership vote, virtual informational sessions with opportunity for Q&A will be scheduled for members. These will take place via Zoom on Tuesday, February 15 and Thursday, February 17 (times TBA).

Both Chambers' Boards of Directors believe this proposed merger aligns with our mission, vision and values as organizations. It is our hope that we may evolve together as business communities to create opportunities for success by providing resources, support, and cultivation of relationships allowing our members to connect, grow, and thrive.

Submitted respectfully for your consideration,

  
Joe Beale

President Simsbury Chamber of Commerce

  
Bob Marx

President Granby Chamber of Commerce