

Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Lisa L. Heavner - First Selectwoman

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SIMSBURY BOARD OF SELECTMEN

Main Meeting Room – Simsbury Town Hall – 933 Hopmeadow Street, Simsbury

Regular Meeting – April 12, 2017 – 6:00 p.m.

AMENDED

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATIONS

- Connecticut State Firefighters Association Hall of Fame Induction – Kevin Kowalski
- Proclamation – Autism Awareness

FIRST SELECTWOMAN'S REPORT

SELECTMEN ACTION

- Approve Tax Refunds
- Approve a Proclamation marking April 2017 as Fair Housing Month
- Accept Gift of New Ticket Booth at Performing Arts Center and refer to Culture, Parks & Recreation Commission and Planning Commission pursuant to CGS §8-24 for review
- Appoint Wiggin and Dana, LLP and Erik M. Sharp, Esq. as Retirement Plan Counsel for the balance of the 2015-2017 term
- Adopt Town of Simsbury Policy Waiver of Rental Fees for Eno Memorial Hall
- Approve and Execute Letter to State of Connecticut Legislative Leadership
- Authorize the First Selectwoman to sign Building Permit Application for Refrigeration Unit at Community Farm
- Approve Public Gathering Permit Applications for 2017 Events

OTHER BUSINESS

- a) Update and Discussion on FY18 Budget

APPOINTMENTS AND RESIGNATIONS

- a) Appoint Katherine Beal (R) as a regular member of the Public Building Committee with an expiration date of January 1, 2020

REVIEW OF MINUTES

- a) Budget Workshop Regular Meeting of March 4, 2017
- b) Budget Workshop Regular Meeting of March 7, 2017
- c) Regular Meeting of March 13, 2017

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- 1. Personnel:
 - a. Review of Project Plan
 - b. Review of Final Recommendation from Personnel Sub-Committee on First Selectperson Stipend
 - c. Proposed Job Description for Review
 - d. Selection of Executive Search Firms for Interview
- 2. Finance
- 3. Welfare
- 4. Public Safety
- 5. Board of Education

ADJOURN TO EXECUTIVE SESSION

- a) Pursuant to CGS §1-200(6)(D) concerning the selection of a site or the lease, sale or purchase of real estate in connection with the redesign of the Senior Center

ADJOURN FROM EXECUTIVE SESSION

Possible action

ADJOURN

Most of the documents reviewed by the Board of Selectmen at this meeting can be located at:
<http://www.simsbury-ct.gov/board-of-selectmen>

**PROCLAMATION
AUTISM AWARENESS**

WHEREAS, autism, the fastest growing developmental disability in the United States, affecting more than three million people, is an urgent public health crisis that demands a national response; and,

WHEREAS, autism is the result of a neurological disorder that affects the normal functioning of the human brain, and can affect anyone, regardless of race, ethnicity, gender, or socioeconomic background; and,

WHEREAS, symptoms and characteristics of autism may present themselves in a variety of combinations and can result in significant lifelong impairment of an individual's ability to learn, develop healthy interactive behaviors, and understand verbal as well as nonverbal communication; and,

WHEREAS, the effort to address autism continues, doctors, therapists, and educators can help persons with autism overcome or adjust to its challenges and provide early, accurate diagnosis and the resulting appropriate education, intervention, and therapy that are vital to future growth and development; and,

WHEREAS, ensuring that persons living with autism have access to the lifelong care and services needed to pursue the full measure of personal happiness and achieve their greatest potential; and,

WHEREAS, The Town of Simsbury is honored to take part in the annual observance of Autism Awareness Month and World Autism Awareness Day in the hope that it will lead to a better understanding of the disorder; and,

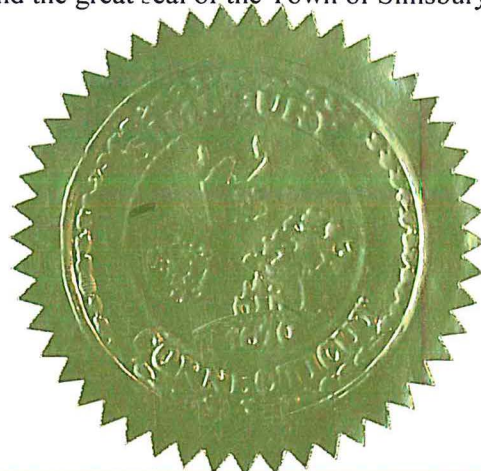
THEREFORE, I, Lisa L. Heavner, First Selectwoman do hereby proclaim April 2017 as **AUTISM AWARENESS MONTH** and April 2, 2017 as **WORLD AUTISM AWARENESS DAY** in Simsbury to raise public awareness of autism and the myriad of issues surrounding autism, as well as to increase knowledge of the programs that have been and are being developed to support individuals with autism and their families.

IN WITNESS THEREOF, I have placed my seal and the great seal of the Town of Simsbury.

Dated the 2nd day of April 2017.



Lisa L. Heavner, First Selectwoman





Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Tax Refunds
2. **Date of submission:** April 5, 2017
3. **Date of Board Meeting:** April 12, 2017
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

Colleen O'Connor- Tax Collector

5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):
Individual or Entity making the submission requests that the Board of Selectmen:

Tax refunds to be approved by State Statue 12-129. Some of the reasons for refunds on cars are –vehicle sold, destroyed, donated, moved out of state or appealed the taxes.

Real Estate refunds are due to the fact that both a bank and an attorney's office pay the taxes because of sale of house or re-finance.

6. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):
7. **Financial Impact** (Include a description of any impact on the finances of the Town of Simsbury):

Approve tax refunds per attached printout in the amount of **\$ 3,558.90**

8. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):
The following documents are included with this submission and attached hereto:

Tax Refunds.xls

	BILL NUMBER	TAX	FIRE	INTEREST	TOTAL
List 2013					
Renaud Scott L	13-03-65334	\$55.71	\$1.79		\$57.50
					\$0.00
					\$0.00
Total 2013		\$55.71	\$1.79	\$0.00	\$57.50

List 2014					
Renaud Scott L	14-03-65252	\$55.68	\$1.79		\$57.47
					\$0.00
Total 2014		\$55.68	\$1.79	\$0.00	\$57.47

List 2015					
Demio Richard A	15-03-54379	\$355.97	\$9.89		\$365.86
Honda Lease Trust	15-03-58201	\$291.74	\$8.10		\$299.84
Honda Lease Trust	15-03-58218	\$563.76	\$15.66		\$579.42
JP Morgan Chase Bank	15-03-59147	\$367.38	\$10.20		\$377.58
JP Morgan Chase Bank	15-03-59150	\$531.68	\$14.77		\$546.45
Mitchell Susan E	15-03-62518	\$11.03			\$11.03
Nissan Infiniti LT	15-03-63398	\$280.87	\$7.80		\$288.67
Renaud Scott L	15-03-65254	\$54.00	\$1.50		\$55.50
Rivera Ismael	15-03-65464	\$48.64	\$1.35		\$49.99
Brewer Kimberly B	15-04-80337	\$52.20	\$1.45		\$53.65
CAB East LLC	15-04-80427	\$133.02	\$3.69		\$136.71
Corbin Alexandra	15-04-80656	\$177.66	\$4.94		\$182.60
Hannon Dennis	15-04-81476	\$30.28	\$0.84		\$31.12
Lotterhos Peter	15-04-82138	\$243.32			\$243.32
Rapport Douglas and Timothy	15-04-82816	\$221.36	\$6.14		\$227.50
Ray James M and Susan C	15-04-82821	\$84.60	\$2.35		\$86.95
Total 2015		\$3,447.51	\$88.68	\$0.00	\$3,536.19

TOTAL 2013		\$55.71	\$1.79	\$0.00	\$57.50
TOTAL 2014		\$55.68	\$1.79	\$0.00	\$57.47
TOTAL 2015		\$3,447.51	\$88.68	\$0.00	\$3,536.19
					\$3,651.16
TOTAL ALL YEARS		\$3,558.90	\$92.26	\$0.00	\$3,651.16



Town of Simsbury

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SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:**

Fair Housing Month Proclamation

2. **Date of submission:**

Thursday, March 30, 2017

3. **Date of Board Meeting:**

Thursday, March 30, 2017

4. **Individual or Entity making the submission:**

Housing Authority of the Town of Simsbury

5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):

The Individual or Entity making the submission requests that the Board of Selectmen:

Request is being made for the Board of Selectman to recognize the month of April 2017 as Fair Housing Month.

6. **Individual(s) responsible for submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.):

Edward J. LaMontagne, Executive Director
860-658-1147
simsburyha@comcast.net

7. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):

2017 marks the 49th anniversary of the passage of the Federal Fair Housing Act. The Housing Authority of the Town of Simsbury would like to recognize that milestone by requesting that the Board of Selectman approve April 2017 as Fair Housing Month.

8. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

Copy of proclamation attached.



Town of Simsbury

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SIMSBURY, CONNECTICUT 06070

Lisa L. Heavner - First Selectwoman

PROCLAMATION

WHEREAS, the year 2017 marks the 49th Anniversary of the passage of the Federal Fair Housing act; Title VIII of the Civil Rights Act of 1968, as amended; and

WHEREAS, this law guarantees that housing throughout the United States should be made available to all citizens without regard to race, color, religion, sex, family status, disability or national origin; and

WHEREAS, equality of opportunity for all is a fundamental policy of this nation, state and city; and

WHEREAS, barriers which diminish the rights and limit the options of any citizen will ultimately diminish the rights of all citizens; and

WHEREAS, the cooperation, commitment and support of all residents of the Town of Simsbury is necessary to removing barriers to the enjoyment of living where one chooses within one's means.

NOW THEREFORE, I LISA L. HEAVNER, FIRST SELECTWOMAN of the Town of Simsbury do hereby Proclaim the month of April 2017 as:

FAIR HOUSING MONTH

And request and encourage every citizen and business of our community to support and endorse Fair Housing; to reaffirm their commitment to Fair Housing for all, and wholeheartedly recognize these rights and responsibilities throughout the year.

IN WITNESS WHEREOF, I have placed my seal and the great seal of the Town of Simsbury.

Dated the 12th day of April 2017

Lisa L. Heavner, First Selectwoman



Town of Simsbury

933 HOPMEADOW STREET

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SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

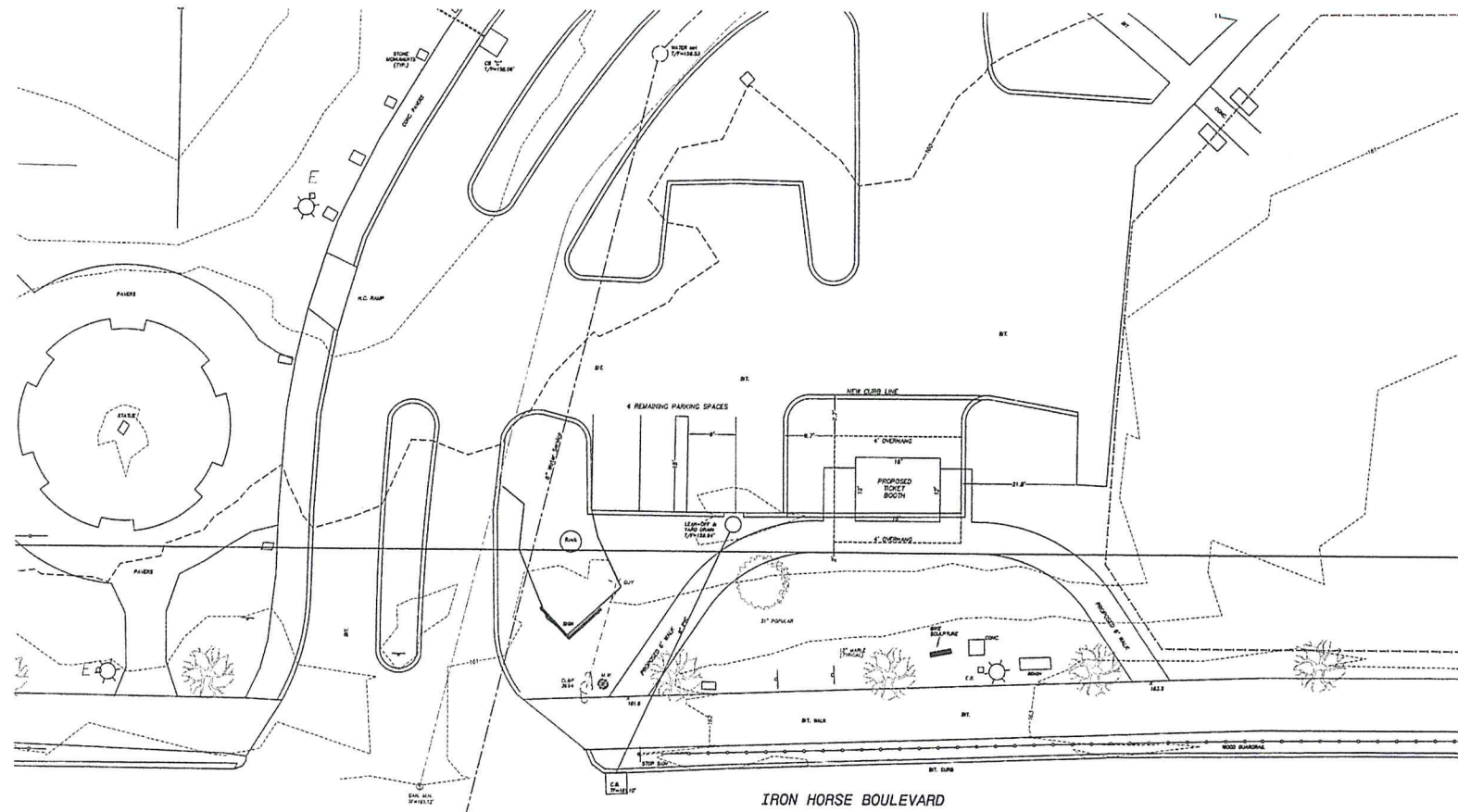
1. **Title of submission:** *Construction of a new ticket booth at the Simsbury Farming Arts Center*
2. **Date of submission:** *3/30/17*
3. **Date of Board Meeting:** *April 12th, 2017*
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting): *SMPAC; MARK DEMING, 3 RYAN CIRCLE, SIMSBURY, CT 06070 - 860-651-8739 me.deming@comcast.net CELL: 860-966-6501*
5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):
The Individual or Entity making the submission requests that the Board of Selectmen: Accept gift of new ticket booth. & refer to Planning Commission pursuant to CAS 8-24 for review
6. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.): *attached*
7. **Financial Impact** (Include a description of any impact on the finances of the Town of Simsbury): *None*
8. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.): *Site Plan signed by surveyor
Conceptual plan drawing - elevation + footprint*

Proposed New Ticket Booth at the Performing Arts Center

The Performing Arts Center (PAC) proposes to construct a new 16'x12' ticket booth building, using standard construction practices, by a licensed contractor between May 15, 2017 and September 30, 2017. All costs associated with this effort will be covered by grants, donations, in-kind services and volunteers. The approximate cost for this project is \$45,000. The Town's only requested financial contribution to this project is to issue the necessary permits and provide the necessary inspections. At the Town's request, the PAC will provide the Town with any contracts associated with this project, for them to review.

Attached documents:

1. Site plan of the proposed location of the new building, signed by a licensed surveyor.
2. Elevation drawing and footprint of the proposed ticket booth.

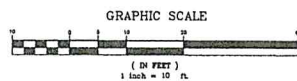


IRON HORSE BOULEVARD

UTILITY STATEMENT

UNDERGROUND UTILITY, STRUCTURE AND FACILITY LOCATIONS DEPICTED AND NOTED HEREON HAVE BEEN COMPILED, IN PART, FROM RECORD DRAWINGS SUPPLIED BY THE RESPECTIVE UTILITY COMPANIES OR GOVERNMENTAL AGENCIES, FROM PUBLIC TESTIMONY AND FROM OTHER SOURCES. THESE LOCATIONS MUST BE CONSIDERED AS APPROXIMATE IN NATURE. ADDITIONALLY, OTHER SUCH FEATURES MAY EXIST ON THE SITE, THE EXISTENCE OF WHICH ARE UNKNOWN TO THIS SURVEYOR. THE SIZE, LOCATION AND EXISTENCE OF ALL SUCH FEATURES MUST BE FIELD DETERMINED AND VERIFIED BY THE APPROPRIATE AUTHORITIES PRIOR TO CONSTRUCTION.

CALL BEFORE YOU DIG 1-800-452-4433



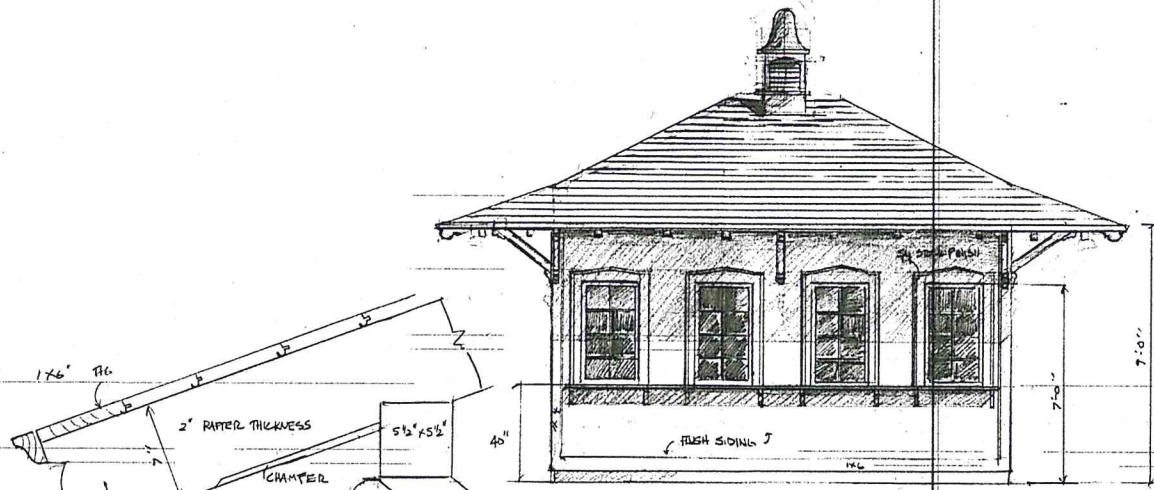
REVISIONS:

TO MY KNOWLEDGE AND BELIEF THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.

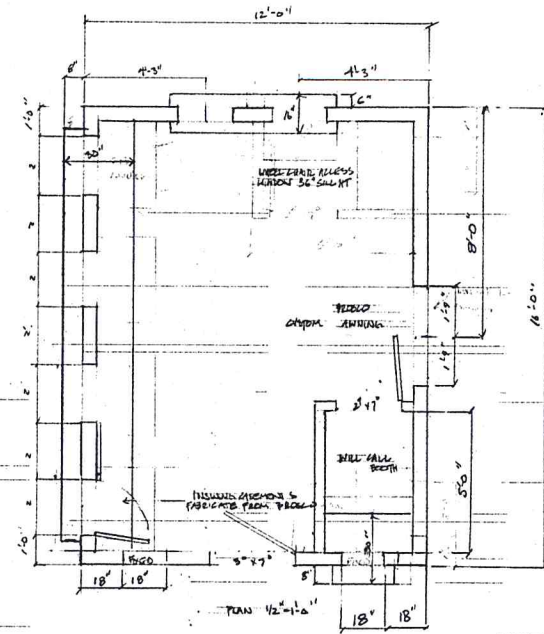
NOT VALID UNLESS LIVE SIGNATURE AND EMBOSSED SEAL IS ATTACHED
DENNO LAND SURVEYING & CONSULTING, LLC
2 TURNER RD. STE. 203 TARIFFVILLE, CT 06081

PROPOSED TICKET BOOTH
PREPARED FOR
TOWN OF SIMSBURY
IRON HORSE BOULEVARD
SIMSBURY, CONNECTICUT

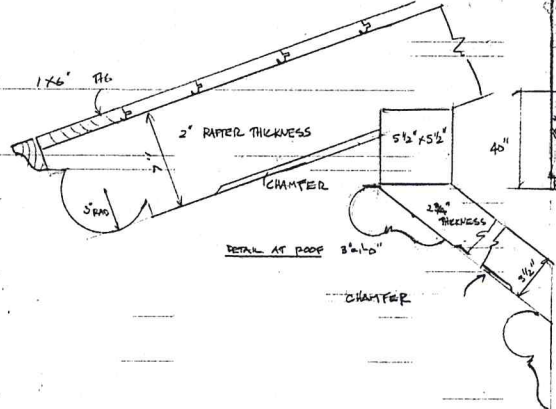
SCALE 1"=10'	DATE 3/14/17	SHEET NO. 1 OF 1
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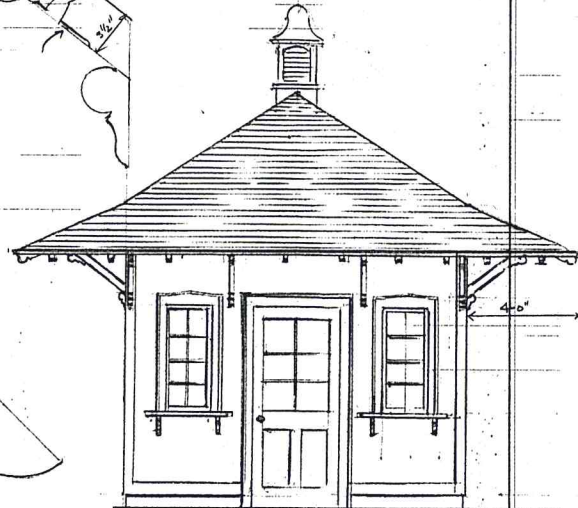
FRONT ELEV 1/2"-1'-0"



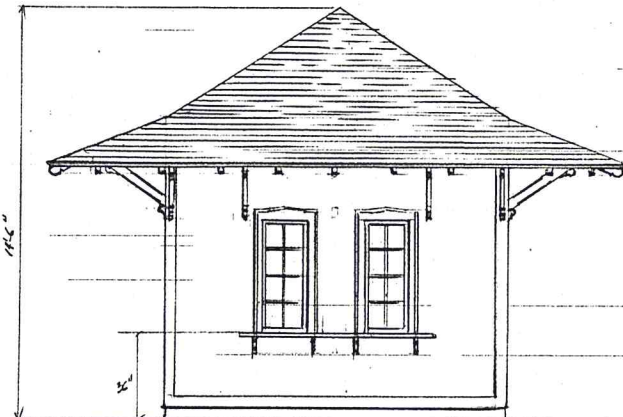
PLAN 1/2"-1'-0"



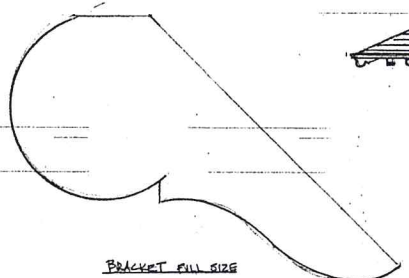
DETAIL AT ROOF 3/4\"-1'-0"



RIGHT ELEV 1/2"-1'-0"



LEFT ELEV 1/2"-1'-0"



BRACKET FULL SIZE

SHOSBORN TICKET BOOTH REB 2017	
RITOPAL CONCEPTUAL	
PLAN / ELEV / DETAILS	

The following documents are included with this submission and attached hereto:

- 1) NARRATIVE Summary
- 2) Site Plan
- 3) Elevation drawing + footprint



Town of Simsbury

933 HOPMEADOW STREET

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SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Appointment of Pension Counsel
2. **Date of submission:** March 22, 2017
3. **Date of Board Meeting:** March 27, 2017
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

Thomas F. Cooke – Director of Administrative Services – tcooke@simsbury-ct.gov

5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):
The Individual or Entity making the submission requests that the Board of Selectmen:

(1) Appoint Wiggin and Dana, LLP and Erek M. Sharp, Esq. as retirement plan counsel for the balance of the 2015-2017 term.

6. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):

The Board of Selectmen re-appointed Reid and Riege, PC and lead attorney John Galiette, Esq. for a second term as retirement plan counsel in December, 2015. Mr. Galiette retired in June, 2016 and the town's pending matters were transferred to Erek M. Sharp, Esq. who has continued to represent the town through the beginning of March.

By letter dated March 9, 2017 the town was notified that Mr. Sharp was leaving the firm and moving his practice to Wiggin and Dana, LLP. The town was provided the options of

(1) staying with Reid and Riege and working with new counsel; (2) continuing to work with Mr. Sharp at Wiggin and Dana; or (3) choosing other counsel altogether.

I recommend that the town continue to work with Mr. Sharp for the balance of this term. Mr. Sharp has developed a working knowledge of the town's defined benefit and defined contribution plans is currently working on some administrative adjustments that rely on that knowledge. It does not make sense at this time to move these projects to different counsel which will result in additional time spent on familiarization with the issues and the plans.

After discussions with counsel at Reid and Riege and Mr. Sharp, I have also determined that Mr. Sharp's billing rate, which will remain the same, is considerably lower than the rates of the counsel assigned to work with us by Reid and Riege. Mr. Sharp has also conducted a conflicts check at Wiggin and Dana and has determined that there are no conflicts with his representation of the town in this capacity.

Utilizing Mr. Sharp's services for the balance of the term is the most cost-efficient and time-efficient course at this point. It also makes sense to issue an RFP for retirement plan counsel for the next term at an appropriate time later this year.

7. Financial Impact (Include a description of any impact on the finances of the Town of Simsbury):

Maintains current pension counsel billing rates.

8. Description of documents included with submission (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

NA



Town of Simsbury

933 HOPMEADOW STREET

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SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Policy on Waiver of Rental Fees
Eno Memorial Hall
2. **Date of submission:** March 22, 2017
3. **Date of Board Meeting:** March 27, 2017
4. **Individual or Entity making the submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):**

Thomas F. Cooke – Director of Administrative Services – tcooke@simsbury-ct.gov

5. **Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**
The Individual or Entity making the submission requests that the Board of Selectmen:

Adopt the attached Town of Simsbury Policy on Waiver of Rental Fees for Eno Memorial Hall.

6. **Summary of Submission (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):**

The Board of Selectmen has routinely waived the rental fees for Eno Memorial Hall at the request of locally based not-for-profit organizations who seek to use the space for charitable and/or cultural events. Because a number of these organizations seek the waiver on a yearly basis and use Eno Memorial Hall for similar purposes each year, the Board of Selectmen requested that a policy be prepared permitting the approval of a waiver on an administrative basis and without the need for a presentation to the Board of

Selectmen. The draft policy establishes criteria for the waiver and a process for obtaining the first and then subsequent waivers. The policy applies only to rental fees – custodial fees are specifically excluded.

A draft policy is hereby submitted for the Board of Selectmen's consideration.

7. Financial Impact (Include a description of any impact on the finances of the Town of Simsbury):

The policy is intended to permit an administrative waiver of fees in place of a similar action by the Board of Selectmen and therefore is financially neutral.

8. Description of documents included with submission (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

Draft Town of Simsbury Policy on Waiver of Rental Fees for Eno Memorial Hall

Town of Simsbury
Policy on Waiver of Rental Fees for
Eno Memorial Hall

I. Purpose

To provide guidelines to Simsbury-based not-for-profit organizations who seek a waiver of rental fees for the use of Eno Memorial Hall, and to provide a process for repeat users to obtain a waiver of these fees without the necessity of submitting a fee waiver request to the Board of Selectmen.

II. Description

Eno Memorial Hall's auditorium is regularly used by local not-for-profit organizations for charitable and/or cultural events. Many of these organizations have asked the Board of Selectmen to waive Eno Memorial Hall's rental fees in the interest of increasing the charitable impact of their events or to control costs related to cultural productions. The Board of Selectmen has granted rental fee waiver requests in the past.

III. Criteria for Consideration for Waiver of Rental Fees

To be considered for a waiver of rental fees at Eno Memorial Hall, the applicant must be a not-for-profit organization based in Simsbury. The event must fit with the schedule of activities at Eno Memorial Hall, must be compatible with Eno Memorial Hall's designation as an historic building and must be acceptable to the staff at Eno Memorial Hall and with the Public Works Department which is responsible for care and maintenance of Eno Memorial Hall.

IV. Application Process

A. Original Submission

Organizations seeking a waiver of fees for the first time must prepare an Agenda Submission Form for submission to the Board of Selectmen explaining the nature of the organization, the nature and dates of the event and demonstrating that the organization meets the criteria for consideration for a waiver of rental fees. The Board of Selectmen will determine whether or not to waive the rental fees. A copy of the Agenda Submission Form is attached hereto. An electronic copy may be found at <http://www.simsbury-ct.gov/board-of-selectmen/files/board-of-selectmen-agenda-form-word-version>.

B. Subsequent Submissions

Subsequent requests for a waiver of rental fees may be submitted to Director of Public Works. Provided that the organization continues to meet the criteria set forth above, a waiver of rental fees may be administratively granted.

V. Policy Exclusions and Conditions

Eno Memorial Hall custodial fees are not covered by this policy and may not be waived. Nothing in this policy shall be construed to guarantee organizations the right to use Eno Memorial Hall or the right to a waiver of rental fees. This policy may be revoked by the Board of Selectmen at any time.



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:**
2. **Date of submission:**
3. **Date of Board Meeting:**
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):
5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):
The Individual or Entity making the submission requests that the Board of Selectmen:
6. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):
7. **Financial Impact** (Include a description of any impact on the finances of the Town of Simsbury):
8. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):
The following documents are included with this submission and attached hereto:



Town of Simsbury

933 HOPMEADOW STREET, SIMSBURY, CONNECTICUT 06070

April 12, 2017

House Speaker Joe Aresimowicz
Senate Majority Leaders Martin Looney and Bob Duff
House Majority Leader Matthew Ritter
Senate Minority Leader Len Fasano
House Minority Leader Themis Klarides

Ladies and Gentlemen:

As members of the Town of Simsbury's Board of Selectmen, we write to alert you to our deep concerns about the Governor's budget as proposed on February 8, 2017. In addition to recommending deep cuts in State aid to Connecticut's cities and towns, the proposed budget takes the unprecedented step of shifting the State's financial liabilities – liabilities that were created by the State and for which the State is clearly responsible – to municipalities. This is both financially untenable and unacceptable public policy.

At the outset, we recognize that the State of Connecticut is facing a serious budget crisis in the current fiscal year and beyond. We further recognize that solutions to the State's fiscal challenges will require sacrifices from all quarters. To succeed over the long term, however, those solutions must be principled and collaborative in nature. They cannot and should not divorce financial deficits from responsibility for those deficits, and they cannot and should not have the effect of financially weakening the towns and cities that make Connecticut strong.

Governor Malloy has recommended that towns be required to pay part of the "annual required contribution" to the Teachers Retirement Fund – a requirement that would add \$3,634,442 in cost to the Town of the Simsbury for a pension plan we did not bargain and have never been responsible for funding. Additional recommendations bring the ***total costs for Simsbury to \$4.3 million***. If this is approved by the State Legislature, Simsbury will be faced with three choices:

1. **Increase taxes on our residents to pay for the State's pension liability and to cover other costs proposed by the Governor.** The Governor's proposed cost shifts to the Town of Simsbury would be a 6.0% tax increase or approximately a 2.25 mill increase.
2. **Use our General Reserve funds to pay for some or all of the State's pension liability.** Simsbury has budgeted responsibly and has strategically built up adequate reserves to earn Moody's Aaa Bond Rating, permitting us to bond for major projects at a low cost. Forcing towns to use their General Reserve funds may end up costing our residents more for borrowing – in addition to using tax dollars for a purpose never contemplated when the General Reserve levels were set.
3. **Significantly decrease services to our residents to make funds available to pay for the State's pension liability.** Simsbury is a wonderful place to live, learn, retire and do business because of our schools, libraries, open spaces, trails, senior center, parks and recreation, social services, public safety and other services. An increase in expenses of this magnitude could force tough choices such as reduced programming at schools, shortened hours at libraries and fewer officers on the roads. The long-term financial health of the State of Connecticut depends upon

the success of towns like Simsbury in offering a high quality of life to attract and keep residents and businesses.

We have two requests to you:

First, it is imperative that the proposed transfer of the State's responsibility for funding its pension plans be rejected as a viable "solution" to the State's budget deficit, and that proposed reductions in State aid be moderated to minimize the potential harm to Simsbury and all towns.

Second, we request that the legislature develop long-term solutions to the State's ongoing budget deficits, instead of cost shifts that result in increased property taxes – the State of Connecticut already over-relies on the regressive property tax to fund municipal core services.

Thank you for your efforts and hard work on behalf of the citizens of Connecticut. We look forward to working with you as we move forward.

Lisa Heavner
First Selectwoman

Chris Kelly
Deputy First Selectman

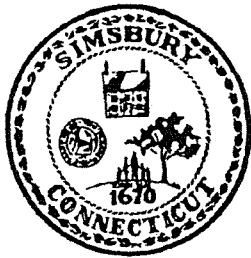
Sean Askham
Selectman

Cheryl Cook
Selectwoman

Elaine Lang
Selectwoman

Michael Paine
Selectman

Cc: Senator Kevin Witkos
Representative John Hampton



Town of Simsbury

66 Town Forest Road, P.O. Box 495, Simsbury, Connecticut 06070

~ Thomas J. Roy, P.E. – Director of Public Works ~

BOARD OF SELECTMEN MEETING **AGENDA SUBMISSION FORM**

1. **Title of submission:** Refrigeration Unit at the Community Farm of Simsbury

2. **Date of submission:** April 3, 2017

3. **Date of Board Meeting:** April 12, 2017

4. **Individual or Entity making the submission:**

Thomas J. Roy, P.E. – Director of Public Works

Joanne Perry, Operations Director – Gifts of Love & Community Farm of Simsbury

5. **Action requested of the Board of Selectmen:**

Approval of the installation of a permanent refrigeration unit at the Community Farm that will become the property of the Town.

Authorize First Selectwoman to sign the building permit application for this work.

6. **Summary of Submission:**

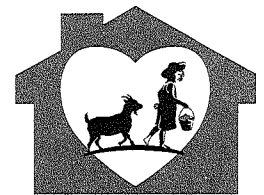
The Community Farm has received funding to purchase and install a walk in refrigeration unit that is necessary for the farm operations. In order to install this unit, the barn will need electrical upgrades. This unit will be a permanent fixture and will become the property of the Town. The total value of the refrigeration unit and the electrical work is \$20,334. Town Counsel has reviewed this request and determined it does not meet the threshold of a substantial improvement, and therefore does not require CGS 8-24 referral.

7. **Financial Impact:** None

8. **Description of documents included with submission:**

- Letter requesting approval dated 3/14/17 from Joanne Perry, Operations Director
- Drawing for side mount refrigeration unit
- Exhibit of electrical configuration

March 14, 2017



Gifts of Love &
Community Farm
of Simsbury

Mr. Thomas J. Roy, PE
Director of Public Works
Town of Simsbury
933 Hopmeadow St.
Simsbury, CT 06070

Dear Tom,

Farm To Family, Inc. dba Community Farm of Simsbury has received funding to purchase and install a walk in refrigeration unit. In order to do so the barn will need electrical upgrades. We are providing the specifications for the new refrigeration unit, quote for unit and quote for electrical upgrades needed for the refrigeration unit. This unit will be a permanent fixture and therefore become the property of the town. We are asking if this is considered a substantial improvement requiring further town approval. The total cost of the project will be \$20,334.

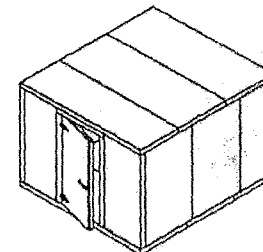
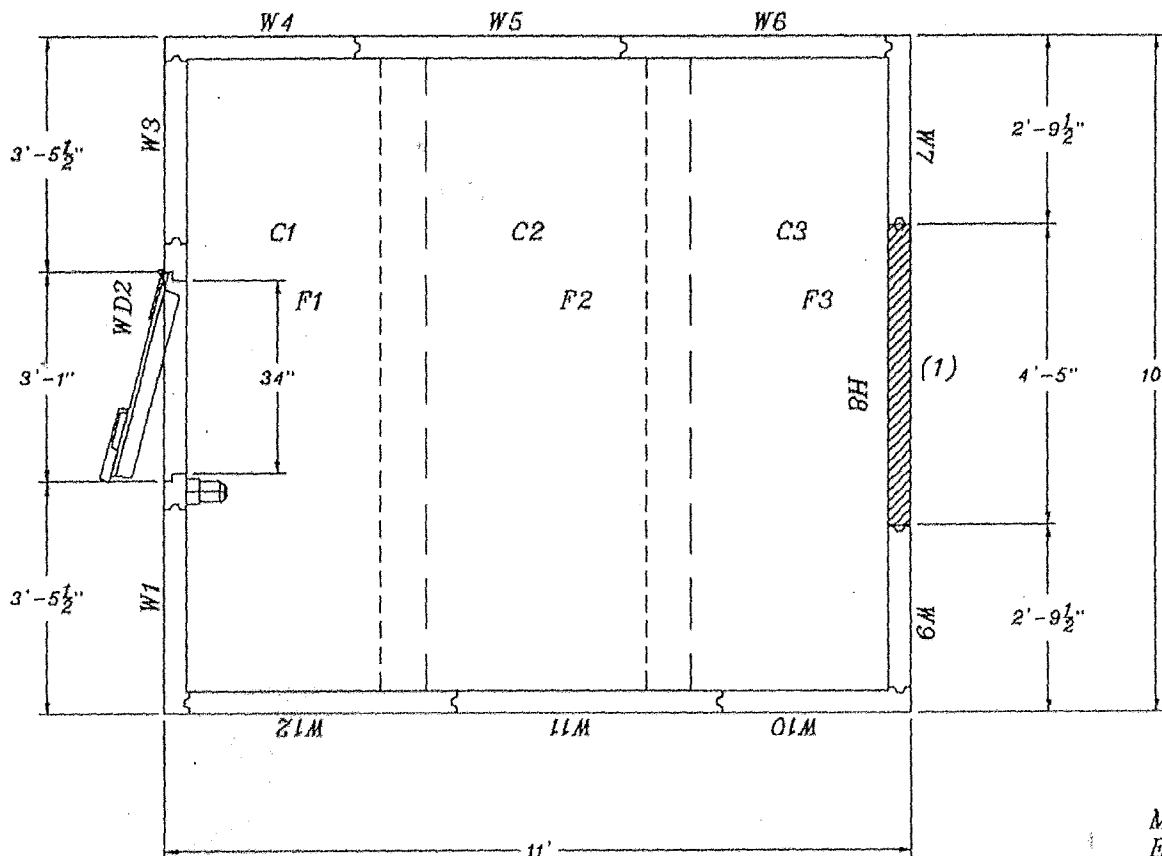
We are incredibly proud of the work going on at the Farm. We are excited about this improvement and how it will help support our increased production and storage of crops. Once again organic fresh produce will be distributed to and by Simsbury Social Services and Gifts of Love in the coming growing season.

We look forward to working with the town on the permitting process. Thanks for your help!

Sincerely,

Joanne Perry
Operations Director

CC: Michael Glidden, CFM, CZEO, Assistant Town Planner



(1) OPENING FOR SIDE MOUNT REFRIDGERATION 22 1/2in. x 53in.

Materials:
Ext Metal: Galvalume
Int Metal: Galvalume
Foam: Extruded

Cooler: 11'-0" x 10'-0" x 7'-6"
3/8" = 1'

Legend

Ceiling - - - - -

Floor - - - - -


PANEL CONFIGURATION SUBJECT TO U.S. COOLER FINAL APPROVAL
A FACSIMILE OF THE SIGNED ORIGINAL OF THIS DRAWING SHALL HAVE THE SAME FORCE AND EFFECT
AS THE ORIGINAL AND SHALL, UPON RECEIPT BY U.S. COOLER CO. INC. BE BINDING ON BOTH PARTIES.

QUOTE DRAWING

Sign below for acceptance

[Signature]

CONFIDENTIAL PROPRIETARY

 U.S. COOLER 401 DELAWARE ST. • QUINCY, IL 62301 TEL 217-228-2424 • 800-831-2666 • FAX 217-228-2424	
CUSTOMER New England Restaurant Supplies	
JOB#	P.O.# P573
DATE 02/21/2017	DRAWN C.C.S. 3.0.30467
DWG. REF 371147-3	APV.

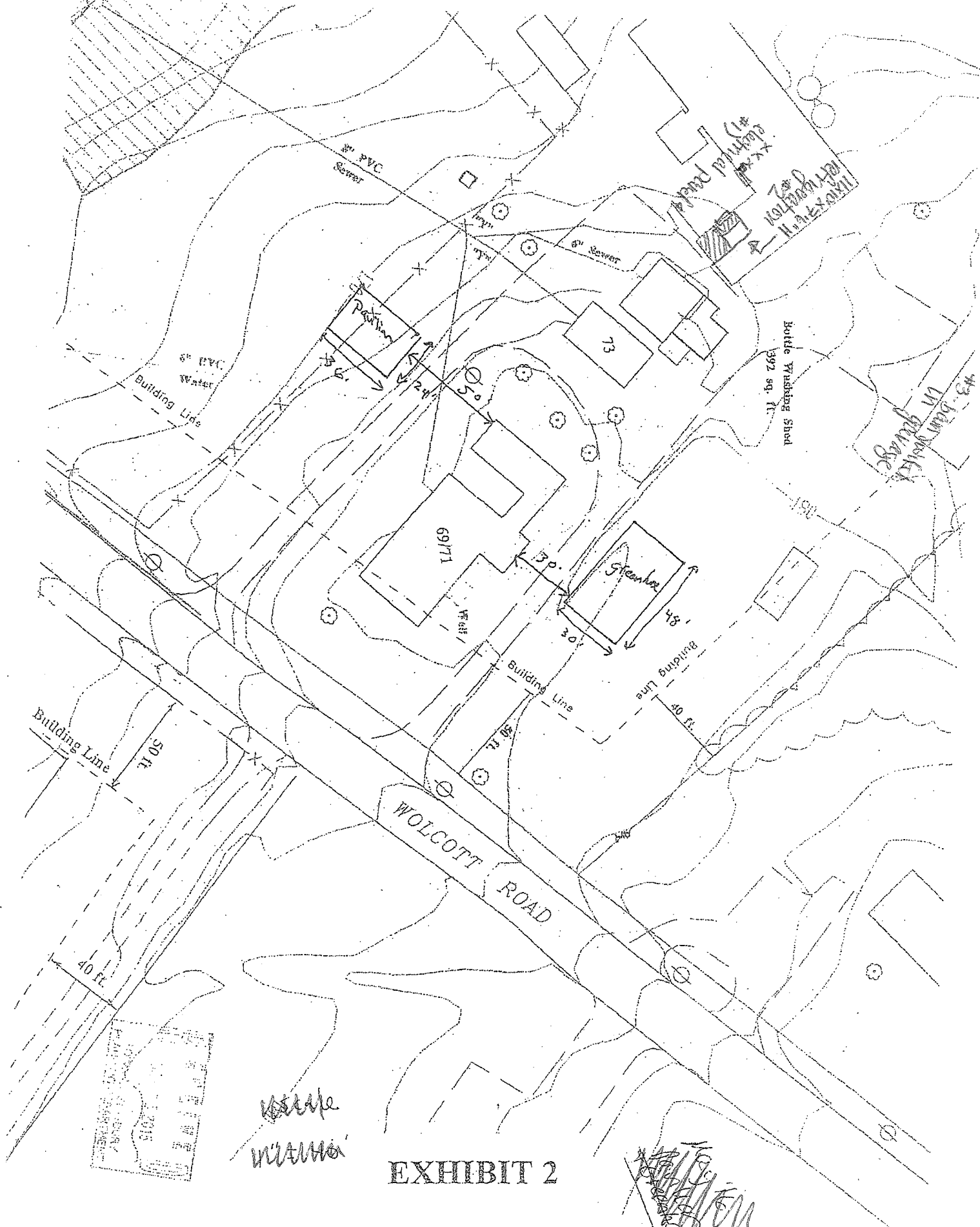


EXHIBIT 2

CFS - Electrical for refrigeration



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Public Gathering Permits – Recommendation for Approval
2. **Date of submission:** April 6, 2017
3. **Date of Board Meeting:** April 12, 2017
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

Gerard G. Toner, Director of Culture, Parks and Recreation

5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):
The Individual or Entity making the submission requests that the Board of Selectmen:

Approve the Public Gathering Applications for the 2017 events listed below.

6. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):

On April 6, a Public Gathering Permit meeting was held for organizations interested in securing permission for an event utilizing town owned property.

Those attending included Assistant Town Planner Mike Glidden, Public Works Director Tom Roy, Lieutenant Fred Sifodaskalakis, Public Works Administrator Ryan Jefferis and me.

Jason Brown of the Farmington Valley Health District was not in attendance and all events will require his approval on the serving of food.

The following have submitted completed applications with all required signoffs and are ready for Board of Selectmen approval:

Simsbury Library Bike at Rotary Park	Wednesday, May 17
Simsbury High School Graduation – Ken Pera	Friday, June 16
SMPAC - Simsbury Community Band Event	Saturday, June 24
SMPAC – Rise Up CT Yoga	Saturday, August 19
SMPAC – Vie for the Kids Dinner	Saturday, September 16
SMPAC – Branham Foundation Event	Sunday, September 24
SMPAC – Main St. Craft Beer Festival	Saturday, October 14

7. Financial Impact (Include a description of any impact on the finances of the Town of Simsbury):

There is no financial impact to the Town.

8. Description of documents included with submission (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

NA



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Simsbury Republican Town Committee:
Board or Commission Appointments/Replacements
2. **Date of submission:** 3/27/2017
3. **Date of Board Meeting:** 04/12/2017
4. **Individual or Entity making the submission**

Robert Heagney-Chairman, Simsbury Republican Town Committee
5. **Action requested of the Board of Selectmen**

Appointment to the:
Public Building Committee
6. **Summary of Submission**

1. Katherine Beal, 12 Hamden Circle
Board: Public Building Committee
Party: R
To fill vacancy left by Mary Lou Patrina

Term Expires 1/01/2020
7. **Financial Impact (Include a description of any impact on the finances of the Town of Simsbury):**
None
8. **Description of documents included with submission**
Copy of Mary Lou Patrinas resignation letter

Feb 7 2017

1 West St, #305 Simsbury CT

Erica Butler

Town Clerk , Simsbury CT.

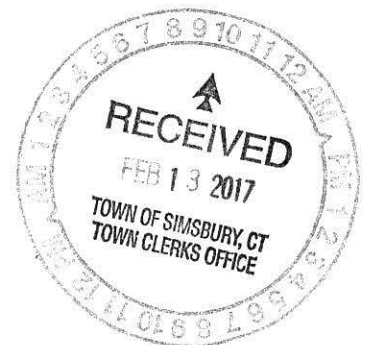
Dear Erica,

Please accept my resignation from the Public Building Committee effective immediately. I have been honored to have had a small part in the upgrading of all of our Public Buildings for the past 29 years.

Sincerely

Mary Lou Patrina

Mary Lou Patrina



CALL TO ORDER

The Regular Budget Workshop Meeting of the Board of Selectmen was called to order at 8:06 a.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectwoman Lisa Heavner; Board members Michael Paine, Sean Askham, Cheryl Cook, Elaine Lang and Christopher Kelly. Others in attendance included: Thomas Cooke, Director of Administrative Services; Sean Kimball, Director of Finance/Treasurer; Melissa Appleby, Deputy Director of Administrative Services; Tom Roy, Director of Public Works; Mickey Le-Cours-Beck; Director of Social Services; Lisa Karim, Library Director; Jeff Shea, Director of Engineering; Rick Bazzano, Director of Technology; Police Chief Ingvertsen, Police Captain Nicholas Boulter; Lieutenant Fred Sifodaskaiskis; James Rabbitt, Director of Planning and Development; Burke LeClair, Board of Education; Anthony Piazza, Superintendent of Water Pollution Control.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE.

There was no public audience at this time.

OVERVIEW OF BUDGET

Ms. Heavner said this is an unsettling time in our State. We probably won't have actual figures from the Governor until about October. We will have some appropriation numbers at the end of April that will help guide us.

Ms. Heaver thanked all the Departments Heads for keeping their budgets as flat as possible. She said the biggest driver of this budget is salaries and benefits.

- **Social Services**

Ms. Heavner said the Social Services budget went up .2%. Ms. LeCours-Beck said their budget is essentially flat with the Dial-a-Ride program is going up 2%. Ms. LeCours-Beck said there was savings in salary due to a position not being filled.

Ms. LeCours-Beck gave a list of their services and how their money is spent.

There was some discussion on needing more staff if the Center/Community Center is enlarged, but Ms. LeCours-Beck doesn't think more staff will be necessary. There was also some discussion on the Dial-a-Ride program and its future.

- **Library**

Ms. Heavner said there was an error in the budget book under Library. She said there was an elimination of a part-time Librarian, but it should be the part-time Circulation Assistant. This would actually be an \$8,000 savings. Mr. Kimball explained where the error is and said the actual numbers are all correct in the budget book.

Ms. Karim said their theme this year is “Real People, Real Dollars, Real Value”. She said the Library attendance has increase by 35%. She said the Library serves as a formal and informal gathering place seeing the number of visitors climb to over 375,000 in FY16. She shared a few human interest stories as well.

Ms. Karim said they hope to expand the Library’s presence beyond its physical location to increase access to the Library services all throughout the community.

She said their budget increased 1.5% due primarily to negotiated salary increases, equipment maintenance, and contractual services. There are two additional hours per week for part-time reference librarians who were added to help meet the goals established by the Library Board of Trustees’ Strategic Plan. The budget decreased in the part-time Library Administration line due to the currently vacant part-time Circulation Assistant.

- **Information Technology**

Ms. Heavner said the Technology budget decreased 12.9% due to the unfilled full time computer position. Increases resulted from negotiated salaries and contractual services due to the elimination of the full-time position. She said their goal is to implement cyber security.

Mr. Bazzano said there are only two full time employees in the Technology Department. He said they oversee the daily operations of the municipality and continue to research and implement technologies that provide costs and administrative efficiencies.

Mr. Bazzano went through some of their accomplishments and said they are a very busy department. He went through trends and key issues and their goals and objectives.

There was some discussion on cyber security. Mr. Bazzano said they are not in a bad position right now. He said a lot has to do with employee awareness and how to handle any possible situations.

- **Culture, Parks and Recreation**

Ms. Heavner said Culture, Parks and Recreation went up 1.8% due to negotiated salaries and increased use of Town assets, including maintenance of the Betty Hudson property. Savings have been realized in capital equipment purchases due to the golf surcharge implemented in FY15 generating approximately \$42,000 per year and from a new hire at a reduced salary.

Mr. Toner said they provide quality leisure opportunities which contribute to the needs and interests of the community. They contribute to Simsbury’s outstanding quality of life.

Mr. Toner said the department is responsible for the maintenance of all parks, fields, trails, the Simsbury Farms Recreational Complex and Golf Course, and for mowing the bike trails. They also host or assist with community events and develop programs to meet the needs of all residents. He said with over one third of Simsbury’s land designated as open space, the Department will be evaluating maintenance and accessibility issues. They are trying to be more pro-active on open space.

He went through the highlights and accomplishments of that Department. He went through some inventory figures. He gave the Board a per capita cost analysis showing expenses for other towns in the State. Mr. Toner said they are discussing how to make people aware of what is available at Simsbury Farms.

- **Public Safety**

Ms. Heavner said the Police Department budget increased 3.7% due to negotiated salary increases and the addition of one dispatch officer for \$57,495. She said savings were found by eliminating a part-time Police Clerk position. There were also some transferred items.

Chief Ingvertsen said his operating budget went down \$7,000. They also found ways to purchase equipment through different means and different programs that are available to them.

Chief said the increases are from salaries and negotiated contracts. They are also asking for one more dispatcher. This budget took a long time to put together. They are always trying to build respect with the community and he gave some examples.

Lieutenant Sifodaskaiskis explained why they need a 7th police dispatcher. He said the dispatchers are the first public safety responder. They are the ones who have to gather all the information needed to make sure the current information is given to whoever needs it. They explain CPR, how to stop bleeding, how to deliver babies, etc.

Lieutenant Sifodaskaiskis said the dispatchers have already received 1306 calls from 7/1/16 to 2/13/17. They not only get the calls, but they have to route the correct staff to the calls. They also have people walk into the Police Department to ask questions along with many, many other functions.

Lieutenant Sifodaskaiskis said he did a survey of dispatchers in surrounding towns. With this 7th dispatcher they will be able to have 2 dispatchers for the 7-3 and 3-11 shifts. They will still have one dispatcher for the midnight shift. The cost for this additional dispatcher is \$56,335.

Therefore, the average increase per taxpayer per year is .017 cents per day. This will allow Simsbury to have the very best service possible.

The Board feels this is a high priority as we must provide the best public service to the community.

Captain Boulter gave the Board a year in review. He said accidents have gone down about 25%; burglaries are down about 42%, etc. They have used Narcan to save five lives. They have worked hard to create trust and confidence in Simsbury. They have a lot of programs that involve the community, like “Shop with a Cop”, “Heroes and Hounds”, etc. as well.

Captain Boulter said this budget will help the Police Department grown and maintain the highest standards for the residents. They also continue in training for different issues that may come up, like people with mental disabilities, children’s issues, etc.

Chief Ingvertsen said he would wish for a part-timer back. The cost for 12 hrs./wk. would be about \$13,000 or \$21,000 for their full hours.

- **Engineering**

Ms. Heavner said the Engineering budget is being increased by 19.3% due to negotiated salaries, the hiring of a new Project Engineer in FY 17 and transferring the cost of GIS from the capital budget to the Engineering budget.

Mr. Shea said they provide professional infrastructure and building design, project management, planning services to effectively sustain and improve the current quality of life for residents and businesses.

Mr. Shea said the increase of 19.3% which is mostly for the project engineer, which was budgeted mid-point of last year. He is an outstanding candidate and his salary should match this. The other increase is for the GIS system support, which was taken out of capital.

Mr. Shea went through their accomplishments and projects they manage. They also support other departments and have worked a lot on the Eno project and the Streetscape project.

Mr. Shea said there are a lot of new projects they will be taking on for the next year, like the Senior/Community Center Project and technical reviews on major applications.

There was some discussion on the GIS system. Mr. Shea said the web hosting is \$5,500 and they have a general data fund of \$5,000 in their budget also.

- **Planning & Community Development**

Ms. Heavner said the Planning & Community Development budget increased by 3.1% due to negotiated salaries, staff training and certifications. She said there is a shortage of building inspectors and she has reached out to the Farmington Valley to see if anyone was interested in sharing a position, but this hasn't worked out yet. Therefore, their budget increased due to additional hours for the building inspector from a part-time to a full-time position.

Mr. Rabbitt said their mission is to engage the Town's residents and provide professional guidance and coordination in a manner which allows them to envision and plan for a desirable and livable Town and to implement and maintain that vision through the implementation of astute use of land controls including form-based development while allocating resources thereby ensuring a high quality of life for all Simsbury generations.

Mr. Rabbitt said his department also provides staff support to a number of elected and appointed Boards and Commissions. They process applications for building permits, process applications for the subdivision of land, and code amendments, applications for construction projects in the historic preservation area and the center district. They also enforce all zoning regulations and many other regulations.

Mr. Rabbitt said they will continue to plan for Simsbury's future in residential and non-residential development. He is asking that Mr. Glidden be allowed to become accredited in the American institute of Certified Planners.

There was some discussion on the POCD and upcoming developments near Simsbury. Mr. Rabbitt said they are trying to be strategic in their approach and therefore asking for additional money. They are trying to make Simsbury an attractive community so more businesses will want to come.

- **Public Works & Water Pollution Control**

Ms. Heavner said the Public Works budget recommended a decrease by 3.1% due to policy changes and maintaining the current conditions of the roads, instead of improving the overall quality of the roads. Excess fund balances in the Town Aid Road Fund is proposed for use or salt purchase and road and drainage supplies.

Mr. Roy said Public Works is really highway, buildings and grounds, water pollution control, and the landfill, which is operated through consultant services. However, water pollution control is funded 100% by user fees.

Mr. Roy went through the key role of the Public Works Department. He said they are preparing for the impact of the State's new MS4 regulations.

Mr. Roy said they paved 12 miles of roadway, held three household Hazardous Waste Collections, acquired new shared equipment as part of a State grant, repaired/replaced 247 storm drains and many other accomplishments.

Mr. Roy said his staff is setting up for more events due to the increasing number of programs at the Senior Center and Library. Staff is also continuing to manage a number of capital improvements to the Public Works facility such as the truck wash, fire sprinklers, water line, new roof, upgraded electrical services and other issues.

Mr. Roy said they will continue to work to improve the management and tracking of all energy procurements as well and implement energy reduction programs and initiatives. They will coordinate with the Director of Planning and other departments to ensure timely land use approvals. They are on call 24 hours a day/365 days per year and they will always come when needed.

Mr. Piazza said they operate the Waste Water Collection Treatment Facility through the Connecticut DEEP Nitrogen Phosphorus Discharge permits. They are co-owners of the plant with Avon and Granby. They are solely funded by user rates and assessments.

Mr. Piazza said the Department is staffed by a Superintendent, and Assistant Superintendent, four Operators, two Maintainers, an Administrative Secretary, Truck Driver, and an Engineering Inspector.

Mr. Piazza said the staff will continue to work with the Town staff on development projects to ensure adequate capacity is available within the plant and collection system. They have a

Mr. Piazza said the Water Pollution Control budget increased by 3.0% due to negotiated salary increases, health insurance increases and other contractual increases. He said savings were found from user fees and do not impact the mil rate.

Mr. Piazza said the WPCA will be approving their budget at their meeting on Thursday, so their budget could possibly change. The Board can vote on their budget and then add the Water Pollution Control budget at their next regular meeting on March 13, 2017

Mr. Roy said they moved \$127,000 to town aid roads for treated salt. They are looking for anyway to reduce the cost of the salt for the Town. They are reducing their paving out of the operating budget also. The highway overtime is remaining flat, but the overall salaries are going up by 2.9%. The changing of street lights will create a big savings.

Ms. Heavner noted that she is very disappointed in the State's budget processing. A lot more discussion needed to be done on our budgets due to the Governor's budget.

There was some discussion on maintenance vs. paving of the roads. Also, road salt is a must have and not really negotiable for the budget process.

Ms. Lang made a motion to adjourn for a lunch break at 12:50 p.m. for 20 minutes. Mr. Paine seconded the motion. All were in favor and the motion passed.

The meeting reconvened at 1:15 pm.

- **Registrar of Voters**

Ms. Heavner said the Registrar of Voters are governed by the Secretary of State’s office and by State statute. They are jointly responsible for the administration of State election laws.

Ms. Heavner said the Registrar of Voters budget was decreased by \$14,916 or 12.8% due to Board of Selectmen approved salary increases and not having to hold a Presidential election in November of 2017.

- **Finance**

Mr. Kimball said the mission of the Finance Department is to provide the highest level of fiscal integrity and department support through prudent policies, training, business practices within its procurement, payroll, accounting and reporting, accounts payable, tax collections and debit management.

Mr. Kimball said the Finance Department was awarded the GFOA Award for Excellence in Financial Reporting for the 18th consecutive year. They closed FY16 with an increase to the general fund reserves, successfully meeting the goal of enabling the Board of Finance to assign \$1.5 million of fund balance to be used to offset the tax loss from the former Hartford Insurance property in FY18 and FY19. He went through their other accomplishments.

Mr. Kimball gave their goals for next year including Cybersecurity policies and procedures. He said the staffing level in the Finance Department continue to be a challenge as they have an ever-increasing work load while a position eliminated in FY14 has never been refilled.

Mr. Kimball said the Finance Department budget increased 8.4% due to anticipated and negotiated salary increases, the inclusion of the UConn IPP Intern and the addition of an asset control system as recommended by the Town’s auditors as part of the FY16 audit. The Board of Finance budget also reflects a decrease in the advertising budget due to Charter language changes to the budget notice requirements.

Mr. Kimball said they initially were going out to bid for the auditor services for this year, but the same firms responded and he did get a figure from Blume Shapiro yesterday.

Mr. Kimball said the mission of the Tax Department is to maintain the financial well-being of the Town through the efficient collection of taxes. Property taxes are the major source of revenue for the Town and do fund the quality services the residents depend on.

He said the Department collected taxes at a rate above 99%, with an increase of people paying online. They had a record collection on one day at over one million dollars, which were all online payments.

Mr. Kimball said the Tax Department budget increased by 2.7% due to negotiated salary increase and contractual increases for quality data processing.

- **Assessor**

Mr. Kimball said the Assessor’s office is responsible for discovering, listing, and valuing property and administering exemption and tax relief programs as required by applicable State and Federal law or local ordinances.

The demolition of The Hartford building and the loss of their taxes combined with new construction and newly-approved sites are roughly 1% less than the previous year. It appears that the October 1, 2017 grand list is likely to have recovered to its 2015 level.

Mr. Kimball said their increase is up 2.4% due to negotiated salary increases and contractual service increases for maintaining maps under GIS. The part-time line item increase is to pay for additional commission clerk hours for Board of Assessment Appeals meetings due to an anticipated increase in revaluation appeals.

There was some discussion on health insurance increases. Mr. Kimball said the advice was to maintain our internal service fund and reserve levels at an appropriate level. The balance could go down another \$700,000 - \$800,000. We are now going into a single defined contribution program. There is now a new line in the budget for the defined contribution plan as well.

- **General Government**
 - **First Selectwoman’s Office/Central Administration**

Ms. Heavner went through her budget and the changes that she made. She said budget increases reflect salary increases, cost associated with the transition of Town Manager, increase in legal fees due to anticipated complex development and union negotiations. She said savings were found by eliminating a part-time communications staff position and UPS pick-up charges. She also eliminated bottled water. She will continue to analyze service needs and adjustments. There are also a few changes in putting certain commissions under the First Selectmen’s budget now.

Ms. Heavner said with Connecticut’s State Government facing significant financial challenges, economic development remains at the forefront of priorities.

There was some discussion on contract negotiations, which has just started and therefore, that amount was best estimated.

Ms. Heavner recused herself for the discussion of the First Selectman’s stipend.

There was discussion on the stipend for the First Selectman’s stipend of approximately 15% of the Town Manager’s salary. It was decided that there should be “place holder” for this salary from between \$10,000 to \$22,000 range. At least half of this should be budgeted for. It was decided that \$5,000 would be placed in Central Administration for the half-year stipend. The duties are set forth in the Charter and the new Board of Selectmen would actually decide the amount of the stipend.

Ms. Heavner returned to the meeting.

Ms. Appleby said the Town Clerk’s office serves as the liaison between local government and the residents, making sure that information is easily accessible and reliably provided, all while delivering the highest quality of customer service.

Ms. Appleby went through the Departments accomplishments and key issues. She said property sales are steady resulting in a good amount of conveyance tax revenue for the Town.

Ms. Appleby said the Town Clerk’s budget decreased by 4.4% primarily due to the hiring of a new Town Clerk at a reduced salary.

- **CNR**

Mr. Shea went through the CNR projects that are being recommended, which total \$416,250. This includes the purchase of 3 patrol vehicles, the replacement of a 1984 utility vehicle and the replacement of a 1989 baseball infield conditioner, some Town Hall upgrades and improvements and some Public Works items.

- **CIP**

Ms. Heavner said the Capital Improvement Program fits the 6.7% Board of Finance guidelines. She is recommending a 15 year bonding on the Henry James Project.

Mr. Shea went through the 18 projects under Capital Improvements. There was some discussion on the Cyber threats and protection issues and on the proposed Senior/Community Center project and SCTV relocation. After discussion it was agreed to change the amount for the Senior/Community Center to \$5.8 million.

Mr. Shea said this is the second phase of the street light purchase project. This will include the Simsbury Farms Complex. Poles need to be replaced so lighting will be replaced as well. They will also look at the Iron Horse parking lots.

Mr. Shea noted that the Friends of the Library will be accepting donations and applying for grants for their projects.

Mr. LeClair spoke about the projects at Henry James Middle School. He said phases I & II are out to bid. He gave the Board a detailed sheet for Phase III and went through it. He said their budget remains at \$22,825,000.

Mr. Burke said this is a long term investment the really needs to be maintained. They will also be applying for grant money for this project. He said the Latimer Lane project and one other project were pushed out further.

There is a school construction reimbursement grant for Phase II in the final legislature process now. He said they would have to apply for a Phase III grant by June 30th at a rate of 35.71% of reimbursement.

Mr. Burke said the proposed project at Simsbury High School would include the complete reconstruction of six tennis courts. The final bid and design will be received within the next few months. The cost estimates are expected to decrease as the level of project design in increased and bid documents are released for competitive pricing contingent upon successful project funding through the CIP.

POSSIBLE ACTION/DISCUSSION

Ms. Heavner thanked all staff for coming in as low as they could on their budgets. Mr. Kimball said if the “wish list” is implemented the budget will be at 3.6%.

There will be a meeting on Tuesday night at the Library at 6 p.m. Mr. Kimball will have the motions ready to discuss and vote on at that time.

ADJOURN

Mr. Askham made a motion to adjourn at 4:07 p.m. Ms. Lang seconded the motion. All were in favor and the motion passed.

Respectfully submitted,
Kathi Radocchio, Clerk

CALL TO ORDER

The Budget Workshop/Regular Meeting of the Board of Selectmen was called to order at 6:05 p.m. in the Large Program Room of the Simsbury Public Library. Present were: First Selectwoman Lisa Heavner; Board members Cheryl Cook, Michael Paine, Christopher Kelly, Sean Askham and Elaine Lang. Others in attendance included Thomas Cooke, Director of Administrative Services; Sean Kimball, Director of Finance/Treasurer; Melissa Appleby, Deputy Director of Administrative Services; Gerard Toner, Director of Culture, Parks and Recreation; Police Chief Ingvertsen, Captain Nicholas Boulter, and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Joan Coe, 26 Whitcomb Drive, spoke about her concerns on the scope and services provided for in the budget that she feels has not directed costs for the needs of the Town. She spoke about issues she has with the proposed budget and why certain items shouldn't be included.

OVERVIEW OF BUDGET

Mr. Kimball gave an overview of the proposed changes made after the March 4th Budget Workshop. He said the Board agreed to add a part-time Police Clerk for 12 hrs./wk.; an increase in the budget for drainage supplies; the First Selectman's Stipend with a corresponding reduction in labor relations; and the auditor's fee reduction.

Mr. Kimball said all of these changes would bring the budget of 3.6% increase with a total budget of \$20,192,804.

Ms. Heavner said the Capital Budget Chart shows that budget at 6.7% for FY18-FY23.

Ms. Heavner said the Water Pollution Control motions will not be made until the next Board of Selectmen meeting as the Water Pollution Control Commission doesn't meet until Thursday, March 9th. This will not affect the mil rate or operating budget.

Ms. Paine said he looked through the budget again to see if he could come up with a way to reduce the budget further, but he didn't come up with anyway to do that. He is comfortable with where the Board is now.

Ms. Lang agreed with Mr. Paine. She feels everyone did a great job to put together this responsible budget.

Ms. Cook also agreed and is comfortable moving forward with this budget.

Ms. Heavner said she met with CCM today and they gave her some advice. She was advised to rely on the money from the April appropriations even though she didn't think it would be the final numbers. The Governor does feel very strongly about shifting some of the pension costs going back to the municipalities. Ms. Heavner said the Governor's proposed budget is an additional 6% on top of our budget.

Mr. Kimball said all included where the Board of Education budget is now and the revenues were are at a total 8.3% increase including the Governor's budget.

There was discussion on the Governor's budget and some other ways to save money. The Governor may not have a total budget until June or July, which is too late for Simsbury. Ms. Heavner said the Board did come in three years in a row flat.

Mr. Kelly spoke about different phases in the budget. He is also pleased with the way the budget is now.

Mr. Askham said everyone worked very hard on this proposed budget and he feels phase two will be challenging. He noted that health, pension and social security are 2% of the increase and that is not negotiable.

POSSIBLE ACTION/DISCUSSION INCLUDING POSSIBLE ACTION ON PREVIOUS BUDGET
WORKSHOP ITEMS

Mr. Askham made a motion to approve the Board of Selectmen 2017-2018 Operating Budget in the amount of \$20,192,804, to include the following changes from the First Selectman's

Proposed Budget:

- \$ 13,747 Inclusion of a part-time Police Clerk at 12 hrs./week
- \$ 127,000 Increase in Road & Drainage Supplies (53410) line for salt
- \$ 5,833 Inclusion of a First Selectman Stipend for FY18 (\$10k annualized over 7 months)
- \$ (2,400) Reduction in auditor fees
- \$ (127,000) Reduction in the Road improvements (58731) for road paving
- \$ (5,833) Reduction in Labor Relations budget

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

Mr. Askham made a motion to approve the Residential Rental Properties 2017-2018 Operating Budget in the amount of \$34,222. Ms. Lang seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to approve the Simsbury Farms Special Revenue Fund 2017-2018 Operating Budget in the amount of \$1,967,955. Ms. Lang seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to approve the Capital and Non-Recurring Fund 2017-2018 Operating Budget in the amount of \$416,250. Ms. Lang seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to add the following new projects to the Capital Improvements Plan for FY 2017-2018 in accordance with Charter Section 803(b):

Park Improvements	\$ 235,000
Regulation Update	\$ 65,000
Finance Security Upgrades	\$ 150,000
Library Lower Level Improvements	\$ 906,048
36 Drake Hill Rd. Dike Analysis	\$ 75,000
Phosphorous Removal Analysis	\$ 150,000
Hayes Road Pump Station Upgrade	\$ 45,000
Tariffville Area Sewer Repairs	\$ 100,000
Water Pollution Control Plan Update	\$ 100,000

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

Mr. Askham made a motion to take out the last 5 line items as the Water Pollution Control budget meeting won't be held until Thursday. These figures will be voted on at the Board of Selectmen meeting on Monday night. Ms. Lang seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to approve the Capital Improvement Program to include the following projects in FY 2017-2018:

SF Rink/Pool Improvements	\$ 950,000
Park Improvements	\$ 235,000
Open Space Planning and Improvements	\$ 150,000
Town-wide Park Master Plan	\$ 102,000
Street Lighting Purchase / Lighting Improvements	\$ 400,000
Iron Horse Blvd. Playground Renovation	\$ 298,000
POCD, Land Use Studies	\$ 35,000
Regulation Update	\$ 65,000
Finance Security Upgrades	\$ 150,000
Senior/Community Center	\$ 5,800,000
Bridge Improvements	\$ 805,000
Cold Storage Facility (Police/DPW Shared)	\$ 380,000
Dam Evaluations and Repairs	\$ 75,000
Town Facilities Master Plan	\$ 400,000
Various Drainage Improvements	\$ 125,000
Library Interior/Parking Renovations	\$ 584,500
Library Lower Level Improvements	\$ 906,048
HJMS - Renovation - Phase 3	\$ 22,825,000
SHS Tennis Court Replacement	\$ 740,000

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

Ms. Heavner said the CGS Section §8-24 voting will be held at the Board of Selectmen meeting on Monday night.

Ms. Heavner reminded everyone that the Board will be presenting this budget to the Board of Finance on March 21st with the Board of Education presenting their budget to the Board of Finance on March 14th.

ADJOURN

Ms. Lang made a motion to adjourn the meeting at 6:33 p.m. Mr. Askham seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:05 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectwoman Lisa Heavner; Board members Sean Askham, Michael Paine, Cheryl Cook, Christopher Kelly and Elaine Lang. Others in attendance included Thomas Cooke, Director of Administrative Services; Attorney Robert DeCrescenzo; Sean Kimball, Director of Finance/Treasurer; Melissa Appleby, Deputy Director of Administrative Services; James Rabbitt, Director of Planning and Development; Ed LaMontagne, Executive Director of the Simsbury Housing Authority; Rich Bazzano, Director of Technology; State Representative John Hampton, and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC HEARINGS

To Discuss 2017 Small Cities Program Application and to Solicit Citizen Input for Renovation and Repair of property owned by the Simsbury Housing Authority

Nancy Wagner, from L. Wagner & Associates, the Grant Administrator for the Town of Simsbury said the Town is proposing to submit a 2017 Small Cities Grant Application to the Department of Housing for Phase II Renovations and Improvements at Virginia Connelly Residence and Dr. Owen L. Murphy Apartments.

Ms. Wagner said the Town currently has a 2015 grant, which they received for roof replacement and site improvements at the same complex. This work is approximately 90% complete with total completion expected this Spring.

She said the work under the proposed 2017 grant will include a new generator, removal of an old underground storage tank and completion of the sidewalks/paving at Virginia Connelly, as well as replacing the front and rear storm doors at 70 housing units at Dr. Owen L. Murphy Apartments.

Mr. LaMontagne said they are applying for a 2017 Small Cities Grant to fund Phase II of this project. The purpose at Virginia Connelly is to fund Phase II which includes repaving and restriping the roadway, install concrete sidewalks, a new generator, have more handicap parking places, and to purchase a new oil tank. At the Owen L. Murphy Apartments the front and rear storm doors will be replaced.

He said the President will be reducing the Small Cities Grant program or eliminating it. He thanked all the Town employees who helped with the grant. It was a lot of hard work.

With no further public comment, Ms. Cook made a motion to adjourn the Public Hearing at 6:10 p.m. Mr. Kelly seconded the motion. All were in favor and the motion passed.

To receive public comment concerning a proposal to adopt a new Chapter 157, Water Shortages

Don Rieger, Secretary of the Conservation Commission, spoke about State Legislation and what Municipalities can do on their own. He said Simsbury is a ground water system. He feels this proposal would be a “tool kit” so the Town can be prepared for water shortages.

Attorney DeCrescenzo said he worked with the Conservation Commission on this proposal and the Commission unanimously approved this proposal.

Representative John Hampton said Connecticut does have an excellent clean water standard and regulations, but it is necessary that we continue to do are part to conserve water for the Town, especially when extreme situations warrant it.

Representative Hampton said water conservation is one of his top priorities and he is in full support of this ordinance to impose water use restrictions in events when there is a water shortage, a state of ground water depletion or a declaration of public drinking water supply emergency issued by the Department of Public Health. He is also in support of giving the Board of Selectmen the authority to adopt a drought management plan to cover all matters of water conservation. He feels a clean, safe and reliable source of water is one of our most precious and vital natural resources.

Joan Coe, 26 Whitcomb Drive, spoke about the supply in our Aquifer and doesn’t feel a problem exists. She feels there is a State ordinance and we should just adopt that one. She wants this proposed ordinance for further study.

Mr. Rieger, speaking on his own behalf, doesn’t feel the State model fits Simsbury’s case. The proposed ordinance offers possible restrictions and is better tailored to our Town.

David Balboni, 13 Fox Den Road, gave some background on the great flood and the different water companies we have. He doesn’t feel this ordinance is needed as we have one of the largest aquifers in the State. People who own their own wells know they need to maintain them.

With no further public comment, Ms. Lang made a motion to adjourn the Public Hearing at 6:27 p.m. Mr. Askham seconded the motion. All were in favor and the motion passed.

Ms. Cook made a motion to amend the agenda to add Appointments and Resignations to acknowledge the resignation of Derek Peterson from the Zoning Commission; appoint Mike Doyle to the Zoning Commission; appoint Evelyn Golden, Maura Ann Fitzgerald Moccia, and Mark Brady to the Economic Development Commission. Also, to adjourn to Executive Session pursuant to § Section 1-200 6d concerning the selection of a site for lease or sale or purchase of real estate in connection with the Senior Center. Ms. Lang seconded the motion. All were in favor and the motion passed.

PUBLIC AUDIENCE

Mr. LaMontagne, 4 George Street, spoke in favor of the Simsbury Ambulance request for supplemental funding in the amount of \$80,000. Their assistance to seniors and persons with disabilities in the Town is immeasurable. He has worked closely with them and they are very knowledgeable, caring and professional.

Ms. Coe, 26 Whitcomb Drive, spoke about her discussions with Town staff on different matters, moving SCTV, a Town survey, a brochure for Town Manager, purchasing items for the Performing Arts Center, and other issues.

PRESENTATIONS

There were no presentations at this time.

FIRST SELECTWOMAN’S REPORT

The First Selectwoman reviewed her report, which was part of the agenda packet.

SELECTMEN ACTION

a) Approve WPCA Budget and CIP items

Ms. Heavner said the Water Pollution Control budget was reviewed during the budget process. The WPCA budget for FY18 was approved by the WPCA Board.

Mr. Askham made a motion to approve the Water Pollution Control 2017-2018 Operating Budget in the amount of \$3,553,972. Ms. Lang seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to approve the following projects to be included with the previously approved FY18 Capital Improvement Program approved by the Board of Selectmen on March 7, 2017:

36 Drake Hill Road Dike Analysis	\$ 75,000
Phosphorous Removal Analysis	\$ 150,000
Hayes Road Pump Station Upgrade	\$ 45,000
Tariffville Area Sewer Repairs	\$ 100,000
Water Pollution Control Plan Update	\$ 100,000

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

b) Approve submission of 2017 Small Cities Program Application for Renovation and Repair of property owned by Simsbury Housing Authority

Ms. Heavner asked the Board to approve the attached Resolution authorizing the First Selectwoman to file an application with the State of Connecticut in order to obtain a Small Cities

Community Development Program Grant for the renovation and repair of property owned by the Simsbury Housing Authority in the amount of \$800,000.

Ms. Cook made a motion: “WHEREAS, Federal monies are available under the Connecticut Small Cities Community Development Block Grant Program administered by the State of Connecticut, Department of Housing pursuant to Public Law 93 – 3 83, as amended; and,

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and,

WHEREAS, it is desirable and in the public interest that the Town of Simsbury make application to the State for \$800,000 in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement therefore, should be offered.

NOW, THEREFORE, BE IT RESOLVED THE Board of Selectmen:

1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of the Connecticut General Statutes; and,
2. That the filing of an application by the Town of Simsbury in an amount not to exceed \$800,000 is hereby approved, and that the First Selectwoman is hereby authorized and directed to file such Application with the Commissioner of the Department of Housing, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, to carry out approved activities and to act as the authorized representative of the Town of Simsbury.”

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

c) Possible Action on adopting a new Chapter 157, Water Shortages

Ms. Heavner said the Board received public comment on this issue during the Public Hearing. She said the ordinance is not mandatory and she supports it. She said water is a fundamental part of life. Ms. Heavner said the Board of Selectmen was elected to make hard decisions.

Mr. Paine does have some concerns at what is going on at the State level which might put the Town in an uncomfortable position. He does support the concept but wants some changes made.

Ms. Lang doesn't think this a perfect solution, but she thinks the passage would raise awareness of what is going on.

Mr. Kelly supports the ordinance as it does mandate all the concerns that were made. It is always better to be thoughtful and proactive on these types of issues.

Ms. Cook also has some concerns about some of the drafting. Some residents have expressed having a voluntary period of conservation measures. She has questions on enforcement and how businesses would be handled as well.

Mr. Askham objects to this ordinance. We don't need to police our residents as they are smart enough to preserve water on their own. This is government overreach.

After more discussion, Ms. Cook made a motion to defer the proposed Chapter 157, Water Shortages ordinance to a Sub-Committee made up of Mr. Paine and Mr. Kelly. Mr. Kelly seconded the motion. Ms. Heavner, Mr. Paine, Ms. Cook, Mr. Kelly and Ms. Lang approved; with Mr. Askham opposing. Therefore, the motion passed.

d) Approve Tax Refunds

Mr. Askham made a motion to approve tax refunds in the amount of \$4,354.84 as requested and approved by the Tax Collector. Ms. Lang seconded the motion. All were in favor and the motion passed.

e) Approve Software License Agreement and provide copy of Database Software Town of Granby Town Clerk's Office

Ms. Heavner said the Board is being asked to approve the software license agreement that is attached to the submission that will provide the Town Clerk's Office, Granby Town Hall with a software database to enter, issue, track and report Absentee Voter Ballots to the SOTS, Simsbury Registrars, and Election Moderators.

She said this agreement has been reviewed and approved by Town Counsel and does carry a financial payment to the Town of Simsbury by the Town of Granby, CT for \$1.00 for the database software. The database that will be provided is void of data.

Mr. Bazzano said this is a simple Microsoft access database to help streamline the Town Clerk's process, which helped Simsbury greatly. Now Granby is asking for it. They have to purchase licensed software.

Mr. Kelly made a motion to approve the software license agreement to the Town of Granby as submitted. Mr. Askham seconded the motion. All were in favor and the motion passed.

f) Approve Request for Supplemental Funding by Simsbury Volunteer Ambulance Association in the amount of \$80,000

Ms. Heavner said this request is being made due to an increase in call volume for ambulance services. There has also been the need for paid staffing of the primary ambulance during weekday hours.

For the first year, this would be a onetime expenditure using Section 809c of the Town Charter, which allows the Board of do this. This would come out of reserves. Then there would be a further in depth study on what is needed in the future.

Mr. Askham said this is the type of issue a onetime transfer is to be used for. The ambulance service is a terrific service for our community.

Mr. Askham made a motion to provide a subsidy of \$80,000 to the Simsbury Volunteer Ambulance Association toward its operating budget. Ms. Lang seconded the motion. All were in favor and the motion passed.

g) Approve Registrars of Voters Redistricting

Ms. Heavner said the Towns voter enrollment has increased by approximately 2000 voters in the last two years, affecting districts disproportionately in order to avoid opening a fifth polling place. The Democratic and Republican Registrars of Voters have been working together to identify neighborhoods to redistrict that will better balance the enrollment numbers. Consideration was also given to polling location parking and street access.

Ms. Heavner read the changes being made. Ms. Cortes said this is an immediate need as they cannot continue to operate Latimer Lane with the number of voters registered there.

Ms. Cotes said they will be sending registered letters to the residents whose locations are being changed. It was suggested that at the budget referendum they could hand out information as well.

Ms. Lang made a motion to approve the redistricting of electors on streets listed on the attached summary. Mr. Askham seconded the motion. All were in favor and the motion passed.

h) Review and discuss waiver of fees for the Simsbury Light Opera Company Event at Eno Hall

Ms. Heavner said the Simsbury Light Opera Company is requesting that the Board waive the use fees for Eno Memorial Hall for March 26-31st; April 1-2nd; April 8-9th. They will cover the overtime expense of the custodial staff.

Ms. Cook asked if there should be a policy in place for these kinds of requests. Ms. Heavner requested that Mr. Cook and Mr. Roy to work on a policy.

Mr. Askham made a motion to waive fees for Eno Memorial Hall for March 26-31st; April 1-2nd and April 8-9th performances by the Simsbury Light Opera Company. Ms. Lang seconded the motion. All were in favor and the motion passed.

i) Accept Donation in the amount of \$2,822.80 from Stop & Shop for the Feed-A-Friend Program

Ms. Heavner said this donation would support the Cheese Day Program and our Food Closet.

Ms. Lang made a motion to accept the donation of \$2,822.80 from Stop & Shop for the Feed-A-Friend Program with our thanks. Ms. Cook seconded the motion. All were in favor and the motion passed.

j) Approve Town of Simsbury Fair Housing Resolution and Equal Opportunity Policies

Ms. Heavner said in connection the with the Town’s commitment to non-discrimination and the recognition of April as Fair Housing Month, the Board is being asked to adopt and authorize the

First Selectwoman to execute and re-issue policies prohibiting discriminatory practices which also provide for enforcement.

Mr. Askham made a motion to adopt and authorize the First Selectwoman to execute and re-issue the following policies prohibiting discriminatory practices which also provide procedures for enforcement:

- Fair Housing Resolution
- Fair Housing Policy Statement
- Title VI Equal Opportunity Statement
- Affirmative Action Policy Statement
- ADA Notice
- Municipal Grievance Procedure

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

k) Appoint Real Estate Firms to represent the Town of Simsbury in its Real Estate transactions for a period ending on January 31, 2019

Ms. Heavner said on January 23, 2017 the Town issued a RFP seeking up to four real estate firms to represent the Town in real estate transactions, including but not limited to the sale of properties owned by the Town as a result of tax foreclosure. Responses were received from six interested firms.

Ms. Lang made a motion to appoint the following real estate firms to represent the Town of Simsbury in its real estate transactions for a period ending on January 31, 2019:

- Coldwell Banker Residential Brokerage – Maura Hammick, Branch V.P.
- Berkshire Hathaway Home Services – Sandy Fine, Office Leader/Director of Sales
- RE/MAX Communities, LLC – Charlie Kaylor, Broker/Owner
- CBRE/New England – John M. McCormick, Executive Vice President

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

OTHER BUSINESS

There was no Other Business at this time.

APPOINTMENTS AND RESIGNATIONS

a) Acknowledge the resignation of Derek Peterson from the Zoning Commission

Ms. Cook made a motion to acknowledge the resignation of Derek Peterson from the Zoning Commission. Mr. Askham seconded the motion. All were in favor and the motion passed.

b) Appoint Mike Doyle, 48 Sunset Hill Road, as a regular member of the Zoning Commission with an expiration date of December 4, 2017

Mr. Kelly made a motion to appoint Mike Doyle as a regular member of the Zoning Commission with an expiration date of December 4, 2017. Ms. Cook seconded the motion. All were in favor and the motion passed.

c) Appoint Evelyn M. Golden, 43 Pine Glen Road, as a regular member of the Economic Development Commission with an expiration date of January 1, 2020

Ms. Cook made a motion to appoint Evelyn Golden as a regular member of the Economic Development Commission with an expiration date of January 1, 2020. Mr. Paine seconded the motion. All were in favor and the motion passed.

d) Appoint Maura Ann Fitzgerald Mocciae, 27 Castlewood Road, Weatogue as a regular member of the Economic Development Commission with an expiration date of January 1, 2020

Ms. Cook made a motion to appoint Maura Ann Fitzgerald Mocciae as a regular member of the Economic Development Commission with an expiration date of January 1, 2020. Mr. Askham seconded the motion. All were in favor and the motion passed.

e) Appoint Mark Brady, 144 ½ Firetown Road, as regular member of the Economic Development Commission with an expiration date of January 1, 2020

Mr. Paine made a motion to appoint Mark Brady as a regular member of the Economic Development Commission with an expiration date of January 1, 2020. Ms. Cook seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of February 27, 2017

Mr. Paine made a correction under HeartSafe Community Designation, on page 1, of the Regular Meeting Minutes of February 27, 2017, the name of Mike Morse being changed to Mike Delehanty.

Ms. Cook made a motion to correct the name of Mike Morse to Mike Delehanty under HeartSafe Community Designations. Ms. Lang seconded the motion. All were in favor and the motion passed.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- 1. Personnel** – Mr. Kelly was cancelled, but will be held next Thursday at 7:00 a.m. in Town Hall
- 2. Finance** – no report at this time
- 3. Welfare** – no report at this time
- 4. Public Safety** – no report at this time
- 5. Board of Education** – no report at this time

Ms. Lang said everyone should read the First Selectwoman’s Report as it has a lot of information on all events in Simsbury.

ADJOURN TO EXECUTIVE SESSION

Ms. Lang made a motion to move into Executive Session and Ms. Cook seconded the motion. The motion was amended to include Director of Administrative Services Tom Cooke and Director of Planning and Community James Rabbitt in the Executive Session. The motion and passed unanimously. The Board of Selectmen moved into Executive Session at 7:37 pm.

- a) Pursuant to § Section 1-200 6d concerning the selection of a site for lease or sale or purchase of real estate in connection with design of the Senior Center**

Mr. Cooke and Mr. Rabbitt were present.

ADJOURN FROM EXECUTIVE SECTION

Ms. Lang made a motion to adjourn from Executive Session. Mr. Askham seconded the motion and it passed unanimously. Executive Session adjourned at 8:27 pm.

No action was taken.

ADJOURN

Ms. Lang made a motion to adjourn the meeting. Mr. Askham seconded the motion and it passed unanimously. The meeting adjourned at 8:27 pm.

Respectfully submitted,

Kathi Radocchio
Clerk



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Personnel Sub-Committee – Update on Town Manager Transition Issues
2. **Date of submission:** March 23, 2017
3. **Date of Board Meeting:** March 27, 2017
4. **Individual or Entity making the submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):**

Personnel Sub-Committee:

Chris Kelly, Chair
Sean Askham
Cheryl Cook

5. **Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**
The Individual or Entity making the submission requests that the Board of Selectmen:

No official action necessary. The Personnel Sub-Committee is seeking comments and suggestions in connection with the attached draft Town Manager position description.

6. **Summary of Submission (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):**

At its meeting on March 23, 2017 the Personnel Sub-Committee took the following actions in connection with the town's transition to a Town Manager/Board of Selectmen form of government:

1. **Executive Search Firm RFP process:** The Sub-Committee will use its meeting on April 5, 2017 to review the executive search firm RFP responses and will subsequently recommend next steps to the full Board of Selectmen.
 2. **Stipend for First Selectman/Selectwoman:** The Sub-Committee voted to affirm the \$10,000 annual stipend as proposed in the Board of Selectmen's Budget (prorated).
 3. **Town Manager Job Description:** The Sub-Committee reviewed the attached draft position description and is forwarding it to the full Board of Selectmen for comments and proposed changes. The Sub-Committee anticipates finalizing the position description with input from the executive search firm once selected.
7. **Financial Impact (Include a description of any impact on the finances of the Town of Simsbury):**
- None
8. **Description of documents included with submission (All documents must be in final form and signed by the appropriate party.):**
- The following documents are included with this submission and attached hereto:*
- Draft Position Description

TOWN OF SIMSBURY

TITLE: Town Manager

DATE: NA

DEPARTMENT: Office of the Town Manager

SALARY RANGE: TBD

POSITION DESCRIPTION:

The Town Manager serves as the chief executive and administrative official of the town. The Town Manager reports to the Board of Selectmen and is responsible for carrying out all acts and policies of the Board of Selectmen and all resolutions and ordinances adopted by the town. The Town Manager shall also be responsible for the administration of the town consistent with the policies established by the Board of Selectmen and for carrying out such other duties and responsibilities as set forth in the Charter of the Town of Simsbury.

ESSENTIAL JOB FUNCTIONS:

- Ensures that all laws and ordinances governing the town, and all resolutions, policies, and other actions of the Board of Selectmen and Town Meeting are faithfully enacted and executed;
- Makes periodic reports to the Board of Selectmen on the conditions and affairs of the town; informs the Board of Selectmen of developments in intergovernmental relations that may impact the town; stays apprised of and monitors pending legislation that may affect municipal operations and finances; receives policy direction from the Board of Selectmen to communicate with elected official offices or lobbyists; and advises the Board of Selectmen of federal and state funding programs and pursues funding from such sources as they may direct;
- Attends Board of Selectmen meetings with full right of participation in discussions but without a right to vote; provides staff services to the Board of Selectmen by preparing agendas, compiling informational packets and providing consultation at Board of Selectmen meetings on agenda items;
- Assists the Board of Finance in the preparation of the annual town report;
- Makes recommendations to the Board of Selectmen concerning the affairs of the town and facilitates the work of the Board of Selectmen in developing policy; recommends to the Board of Selectmen such measures as the Town Manager may deem necessary or expedient; develops and initiates policy proposals and actions for consideration by the Board of Selectmen as may be deemed necessary or expedient for the health, safety, or welfare of the community or for the improvement of administrative

services; and exercises such other powers and duties as may be authorized by ordinance and resolution of the Board of Selectmen not inconsistent with the Charter;

- Keeps the Board of Selectmen fully advised as to the financial condition and anticipated future financial needs of the town and makes recommendations as appropriate;
- Prepares and submits to the Board of Selectmen an annual town operating and capital improvement budget with a description of its important features; assumes responsibility for administration of the adopted budget by appropriately monitoring and managing fiscal activities;
- Assists the Board of Selectmen with the development of long-term goals including economic development for the town and strategies to implement such goals;
- Attends and participates in numerous night and/or early morning meetings or events outside the normal business workday, some of which are prolonged in duration;
- Responsible to the Board of Selectmen for the supervision, direction and administration of all town departments, agencies and offices; administration and coordination of the operations of town departments, agencies and offices, whether appointed by the Board of Selectmen or elected, except those functions expressly reserved or delegated to such bodies by law; and for meeting regularly with department directors and staff members to discuss and act on administrative matters.
- Subject to the approval of the Board of Selectmen and other approvals as required by Charter, appoints and supervises town department directors and other officers and employees of the town, except as otherwise specified in the Charter; develops job descriptions for all administrative officers, subject to the approval of the Board of Selectmen; is responsible for advertising for, hiring, and dismissal of town employees under the Town Manager's direct control, subject to the approval of the Board of Selectmen and except as otherwise specified in the Charter; makes recommendations to the Board of Selectmen regarding wages and benefits for each appointed office and position in the town service.
- Initiates, coordinates and implements short-term and long range policy planning in consultation with department directors;
- Carries out emergency management activities to protect life and property within the town prior to and during an emergency or disaster; expends the necessary funds to assure the smooth operation of town business and the health, safety and well-being of the town and its residents during an emergency or disaster consistent with this Charter;
- Encourages and provides staff support for regional and intergovernmental cooperation;

- Promotes partnerships among the Board of Selectmen, staff and citizens in developing public policy and building a sense of community; interacts with the public on a regular and transparent basis to keep residents and business representatives informed of town policies and procedures; hears and responds to citizen concerns, issues and requests;
- With the approval of the Board of Selectmen and subject to such other limitations as are contained in the Charter and in the General Statutes, enters into contracts or agreements with governmental entities, any person or any other body politic or corporate; and
- Exercises such powers and performs such other duties as may be required by ordinance or resolution of the Board of Selectmen not inconsistent with the Charter;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the functions, operations and structure of municipal government and the principles and practices of public administration;
- Considerable knowledge of Federal, State and local laws, ordinances, regulations and policies relating to municipal government programs and operations;
- Thorough knowledge of municipal financial administration and management including budgeting, pension fund management, debt management and debt issuance;
- Extensive knowledge of and experience with personnel management, public sector labor relations, union contract administration and grievance management;
- Comprehensive knowledge and skill in the application of management theory and techniques;
- Ability to administer policies and procedures, including planning, research, decision making and report development and writing;
- Working knowledge of computer technology, operations and capabilities;
- Knowledge, skill and ability to carry out emergency management operations;
- Knowledge of and commitment to high standards of ethical conduct in the operation of town government;
- Ability to analyze problems and develop and implement programs and activities to address those problems;
- Excellent written and oral communication skills;
- Ability to communicate effectively with town staff, elected officials, members of the public and the press;
- Ability to build a constructive team in which members are committed to the organizational goals and objectives rather than individual concerns;
- Ability to develop consensus among diverse opinions;
- Ability to establish and maintain effective working relationships with subordinates, elected and appointed members of governmental bodies, school officials, members of

the business community, professional, technical, and administrative support staff in a constructive and supportive manner;

- Ability to responsively address requests from citizens, business community and legislators and work collaboratively with individuals and community groups; and
- Ability to remain calm, composed and adaptable in stressful or emergency situations.

WORK ENVIRONMENT AND PHYSICAL/MENTAL DEMANDS:

Work is performed primarily in a moderately quiet, business office setting involving everyday risks and/or discomforts requiring normal safety precautions. Work demands are subject to frequent interruption. The position requires an ability to frequently move throughout town facilities and travel to off-site locations for meetings and hearings. It requires the ability to work under stress from demanding deadlines and changing priorities and conditions. This is a highly visible public administrative position with consequent demands and pressures of office including interaction with public and media exposure. The position requires managing and coordinating multiple priorities and adhering to established time frames and performance standards and working for extended periods at personal computer. In public emergencies, the position requires working excessive hours under extreme pressure.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk, reach with hands and arms, bend, push/pull or lift objects weighing up to 20 pounds. The employee must possess eye-hand coordination necessary to perform moderate manipulative skills such as writing, operating office equipment, and using a keyboard and/or calculator with accuracy. Specific vision abilities required include being able to see objects or materials closely and the ability to adjust focus as in reading and preparing documents or reports, reading from a computer monitor. The employee must be able to read, analyze and interpret financial reports and legal documents and respond effectively to the most sensitive inquiries or complaints. The employee must be able to see objects far away as in driving.

The position requires the ability to communicate orally and in writing in the English language with others on a one to one basis or in group settings or using a telephone. The position also requires the ability to write speeches and make presentations on controversial or complex topics to the Board of Selectmen, rating agencies, and public groups.

The employee must be able to concentrate on fine details with some interruption, and to attend to tasks/functions for extended periods of time. The employee must be able to understand and relate to specific ideas, generally several at a time and to understand and relate to the theories behind several related concepts; and must be able to remember multiple tasks/assignments given to self and others over a long period of time.

REQUIRED MINIMUM QUALIFICATIONS:

Master's degree from an accredited college or university in public administration, finance, or a closely related field preferred; a minimum of seven (7) years progressively responsible experience as a city/town manager, assistant manager, or senior municipal department director in a community of comparable size and complexity, including considerable exposure to public personnel and financial administration; or any combination of education and/or work experience deemed relevant and equivalent to achieve the successful performance of the job by the Board of Selectmen.

A valid Motor Vehicle Operator's license is required with a driving history compliant with the Town's Safe Driving policy.

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



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Personnel Sub-Committee Recommendation
Executive Search Firms
2. **Date of submission:** April 6, 2017
3. **Date of Board Meeting:** April 12, 2017
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

Personnel Sub-Committee

Thomas F. Cooke – Director of Administrative Services – tcooke@simsbury-ct.gov

Melissa A. J. Appleby – Deputy Director of Administrative Services –
mappleby@simsbury-ct.gov

5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):
The Individual or Entity making the submission requests that the Board of Selectmen:

Approve the Personnel Sub-Committee's recommendation to set up interviews of three (3) respondents to the Town of Simsbury's RFP for an executive search firm to be conducted by the full Search Committee.

6. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):

The Personnel Sub-Committee issued a Request for Proposals for Executive Search Firm for the new Town Manager position on March 2, 2017. Responses were due no

later than the close of business on March 31, 2017. Eight firms submitted proposals and a list of the respondents is attached.

At the Personnel Sub-Committee meeting on April 5, 2017 the Committee, the Director of Administrative Services and the Deputy Director of Administrative Services reviewed the proposals and identified three (3) firms they believe provided the best responses to the RFP. The three firms are:

- The Mercer Group, Inc.
- Municipal Resources Inc.
- Randi Frank Consulting LLC

7. Financial Impact (Include a description of any impact on the finances of the Town of Simsbury):

The interview process will have no financial impact on the town. The proposals are all within the amount included for this purpose in the FY17-18 budget. Some cost may be incurred during the current fiscal year – that amount will depend upon the firm selected and negotiations with that firm.

8. Description of documents included with submission (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

Copies of the proposals from the three firms recommended for interview have been provided to the Board of Selectmen in its capacity as Search Committee.

**Firms Responding to the Town of Simsbury's
Request for Proposals – Executive Search Firm for Town Manager Position**

GovHR USA

Jobplex, Inc.

The Mercer Group, Inc.

Municipal Resources Inc.

The Novak Consulting Group

Randi Frank Consulting LLC

Springstead/Waters Executive Search

Strategic Government Resources