



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## SIMSBURY BOARD OF SELECTMEN

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

Special Meeting – April 13, 2018 – 8:30 a.m.

### PLEDGE OF ALLEGIANCE

### PUBLIC AUDIENCE

### SELECTMEN ACTION

- a) Proposed FY 18/19 Budget Mailer
- b) Recommended Appointment of Police Chief

### ADJOURN





# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed FY 18/19 Budget Mailer
2. **Date of Board Meeting:** April 13, 2018
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Sean Kimball, Finance Director  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports approving the FY 18/19 budget mailer as presented, the following motion is in order:

*Move, effective April 13, 2018 to approve and authorize issuance of the FY 18/19 budget mailer as presented.*

5. **Summary of Submission:**  
For many years, the Town and the Board of Education have jointly issued a budget mailer regarding the proposed operating and capital budgets in advance of the budget referendum. Attached is the proposed FY 18/19 budget mailer. From a process perspective, the Town Attorney and staff at the State Elections Enforcement Commission (SEEC) have reviewed the document to ensure that it does not serve as an advocacy piece for any particular budgetary position or project. The Board of Selectmen have approved the content of the mailer prior to issuance.  
  
The budget referendum has been scheduled for May 1. Both town counsel and staff at the SEEC have reviewed the proposed budget mailer and have indicated that they perceive the content as neutral. If approved by the Board of Selectmen, the FY 18/19 budget mailer will be sent to the printer April 13<sup>th</sup> to ensure timely mail delivery to all residential and commercial properties in town. Hard copies of the budget mailer will be made available at our public locations (Town Hall, Library, Senior Center, Simsbury Farms) and online at [www.simsbury-ct.gov](http://www.simsbury-ct.gov).
6. **Financial Impact:**  
The cost to print and mail the budget mailer is estimated at \$2,314.48. The cost to publish the budget mailer is shared with the Board of Education. Funds for this purpose are budgeted in the administrative services program budget, printing and copying line item; sufficient funds remain in this account for this purpose.
7. **Description of Documents Included with Submission:**
  - a) Proposed FY 18/19 Budget Mailer

Dear Neighbor,

On Tuesday, May 1st, you will have the opportunity to vote on the 2018-2019 Town and Education operating budgets; special revenue budgets, including capital; and the Henry James capital project. The information presented here is intended to help you make an informed choice. Voting will take place at Henry James Memorial School, located at 155 Firetown Road, from 6 a.m. to 8 p.m. Thank you for participating in this important process.

## BUDGET OVERVIEW

### Board of Selectmen

#### Total Budget Request:

- \$21,020,727
- (7.01%) decrease
- \$(1,584,183) reduction in new dollars

### Board of Education

#### Total Budget Request:

- \$69,149,552
- 1.5% increase
- \$1,024,382 in new dollars

### TOWN OF SIMSBURY GENERAL FUND BUDGETS

	Adopted Budget FY2018	Proposed FY2019	Change	
			Dollar	Percentage
Board of Selectmen	\$22,604,910	\$21,020,727	\$(1,584,183)	-7.01%
Debt Retirement/Capital	5,329,825	5,804,600	474,775	8.91%
Board of Education	68,125,170	69,149,552	1,024,382	1.50%
Non-Public School	544,266	543,490	(776)	-0.14%
<b>Total Appropriations</b>	<b>\$96,604,171</b>	<b>\$96,518,369</b>	<b>\$(85,802)</b>	<b>-0.09%</b>

## REFERENDUM QUESTIONS

When you walk into the voting booth on May 1st, the following is what you will be voting on:

#### Operating Budgets

- #1 Board of Selectmen Budget
- #2 Board of Education Budget

#### Special Revenue/Other Budgets

- #3 Sewer Fund, Residential Rental Properties, Simsbury Farms, Non Public Schools, Debt Retirement/Capital, and Capital Non-Recurring

#### Capital Project\*

- #4 HJMS Phase 3 Renovation Proposed 18-19  
\$23,965,620

\*By Town Charter, this project will be voted on at the May 1st referendum because the cost of this project exceeds 2% of the annual Town Budget.



**DID YOU KNOW THAT YOU CAN PAY YOUR TAX BILL ONLINE BY E-CHECK FOR NO ADDITIONAL COST?**



You can also sign up for electronic reminders.

To view and/or pay your bill online, go to: [www.simsbury-ct.gov/tax](http://www.simsbury-ct.gov/tax) and click on "view or pay your bill."

**PLUS...** You can register and pay online for Simsbury Department of Continuing Education classes. Lots of offerings from PreK to senior citizens at [www.simsbury.k12.ct.us/dce](http://www.simsbury.k12.ct.us/dce).

## KEY FACTS ABOUT SIMSBURY PUBLIC SCHOOLS

### ENROLLMENT HISTORY & PROJECTION AS OF OCT. 1

	2016	2017	2018*
Elementary Schools K-6	1,976	1,976	1,974
Middle School 7-8	690	658	614
High School 9-12	1,444	1,405	1,408
<b>Total</b>	<b>4,110</b>	<b>4,039</b>	<b>3,996</b>

\*Projected

### Benchmarking Per Pupil Expenditures 2016-17 Comparative Data

Simsbury ..... \$16,618

- Per pupil spending is 94th out of 169 of all towns in Connecticut
- Per pupil spending is 9th out of 27 of all towns in the Hartford area
- Per pupil spending is 11th out of 21 of all Demographic Reference Group B towns

**Demographic Reference Group B  
Average** ..... \$16,872

**State Average** ..... \$17,407

Source: CT State Department of Education - Bureau of Grants Management





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

# Inside...

- Proposed Board of Selectmen & Board of Education Budgets
- Budget Highlights

*Please don't forget to*

# VOTE

**Tuesday,  
 May 1st**

**MARK YOUR CALENDARS**

**Referendum Vote is Tuesday, May 1st**

**TIME**  
 6 a.m. to 8 p.m.

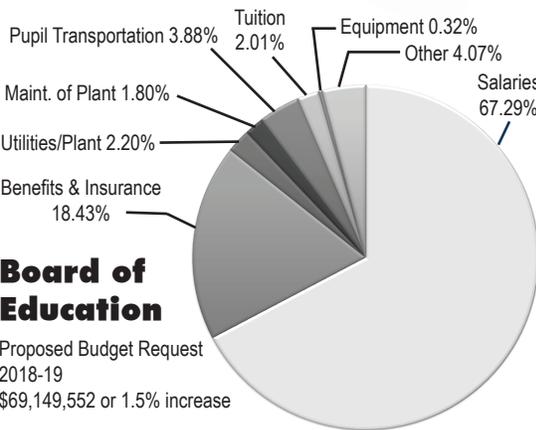
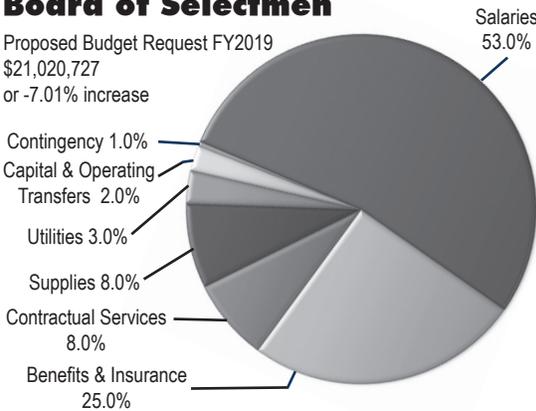
**LOCATION**  
 Henry James Memorial School  
 155 Firetown Road  
 Simsbury, CT

*Simsbury is YOUR town...  
 ...so don't forget to vote!*

## BUDGET PROPOSALS

### Board of Selectmen

Proposed Budget Request FY2019  
 \$21,020,727  
 or -7.01% increase



### Board of Education

Proposed Budget Request 2018-19  
 \$69,149,552 or 1.5% increase

### Year-by-Year Budget Data

Item	14-15	15-16	16-17	17-18	18-19 proposed
BOS Operating Budget	1.98%	0.84%	3.30%	15.98%	-7.01%
BOE Operating Budget	1.05%	1.30%	1.51%	0.99%	1.50%
		10 Year Avg.	5 Year Avg.		
BOS Operating Budget		1.52%	3.02%		
BOE Operating Budget		1.41%	1.27%		

### Have a Question About the Budget?

**Board of Selectmen**  
 Eric Wellman, First Selectman  
 tel. (860) 658-3231 or EWellman@simsbury-ct.gov  
 Maria E. Capriola, Town Manager  
 tel. (860) 658-3230 or townmanager@simsbury-ct.gov

**Board of Education**  
 Tara Donohue Willerup, Chairman  
 tel. (860) 651-7974 or TWillerup@simsbury.k12.ct.us  
 Matthew T. Curtis, Superintendent  
 tel. (860) 651-3362 or MCurtis@simsbury.k12.ct.us

**Board of Finance**  
 Robert Pomeroy, Chairman, RPomeroy@simsbury-ct.gov

For a complete listing of Board members and itemized budget information, please go to:  
[www.simsbury-ct.gov](http://www.simsbury-ct.gov) (BOS and BOF members)  
[www.simsbury.k12.ct.us](http://www.simsbury.k12.ct.us) (BOE members)



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Recommended Appointment of Police Chief

2. **Date of Board Meeting:** April 13, 2018

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

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

If the Board of Selectmen concurs with the recommendations of the Town Manager and Police Commission to appoint Nicholas (Nick) Boulter as Police Chief, the following motion is in order:

*Move, to make a conditional offer of employment to Nicholas (Nick) J. Boulter for the position of Police Chief and to appoint Mr. Boulter to the position effective April 15, 2018, with an annual starting salary of \$134,900 and employment-related benefits assigned to that position.*

5. **Summary of Submission:**

Following former Chief Ingvertsen's retirement announcement, members of the Police Commission formed an executive search committee in early January to find his replacement. Board member Askham, First Selectman Wellman, and Town Manager Capriola were later added to the executive search committee as ex-officio members.

A recruitment was initiated in mid-February and completed in early April. The first round consisted of candidates interviewing with an internal panel of stakeholders and an external panel of current and recently retired Connecticut police chiefs. From that process a finalist emerged. The second round consisted of interviews with additional stakeholders including the leadership team, Fire Chief, and police department personnel. A writing sample and assignments were also required. From that process, a preferred candidate emerged.

By Charter, both I and the Commission need to make a recommendation to the Board of Selectmen regarding a preferred candidate. Final appointing authority for the Police Chief lies with the Board.

At their meeting on April 9<sup>th</sup>, the Police Commission unanimously supported the following motion and identified Nicholas (Nick) J. Boulter as their preferred candidate for Police Chief:

*... to recommend to the Board of Selectmen, conditioned on his successfully passing a background investigation, the appointment effective April 15, 2018 of*

*Interim Chief Nicholas J. Boulter as Simsbury Chief of Police at a salary, inclusive of Educational Stipend, of \$134,900.*

I am also recommending the appointment of Nick Boulter as Police Chief, effective April 15, 2018, with an annual starting salary of \$134,900. I recommend that the offer be conditional based upon successfully passing a background check. The starting salary of \$134,900 incorporates compensation Mr. Boulter currently receives for an educational stipend into his base salary; moving forward he would no longer receive a separate educational stipend.

Mr. Boulter would receive employment related benefits assigned to the Chief position. However, Mr. Boulter is currently participating in the pension plan for uniformed officers, but the Chief is ordinarily enrolled in the pension plan for our general workforce. It is incredibly rare for a person to leave the uniformed officers pension plan for the general administration pension plan and vice versa. As such, we are requesting guidance from pension counsel on how we should handle this matter.

**6. Financial Impact:**

Funds are budgeted within the Police program budget to accommodate the proposed starting annual salary.

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

- a) Letter of Interest and Resume, N. Boulter
- b) Outline of Conditional Offer

Nicholas John Boulter  
PO Box 1093  
Simsbury, CT 06070

February 27, 2018

Simsbury Police Commission/Town Manager  
933 Hopmeadow Street  
Simsbury, CT 06070

Re: Letter of Interest – Chief of Police

Police Commissioners and Mrs. Maria Capriola,

I am applying for the position of Chief of Police. I have been in law enforcement for almost 25 years, serving Simsbury at each rank in the Department for the last 19 years. I served in many assignments within those ranks and now I am looking forward to my service as Interim Police Chief. I have the experience, innovation, knowledge, skills and abilities to successfully lead this Department as Chief of Police.

My law enforcement experience, extensive training (e.g. FBI National Academy), formal education (e.g. Bachelor- U.N.H and Masters-CCSU), volunteerism (e.g. two years of fire service in N.H.), work experience as a residential counselor and life experiences have shaped my community policing philosophy, and my devotion to people, community, and the profession. I have been the Department CALEA and State of Connecticut accreditation manager since 2009. Serving as Lieutenant for almost two years and Captain for nearly six years, I have extensive experience in many areas such as: budgeting and finance management, collective bargaining, crisis management, planning, criminal investigations, policy/program development, implementation and evaluation, and personnel issues.

I always lead by example, exhibit pride in service and believe in teamwork. I live by the highest ethical and professional standards. I look forward to participation in this selection process. It would be an honor and privilege to serve this community as Chief of Police. Thank you for the opportunity.

Sincerely,



Nicholas John Boulter

# Nicholas J. Boulter

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## *EXPERIENCE*

### *SIMSBURY, CT POLICE DEPARTMENT*

March 1999 to Present

#### Captain/Administrative Commander (*August 13, 2012 to present*)

- Executive Officer
- 2<sup>nd</sup> in Command of Department
- CALEA and State of CT Accreditation Manager
- Commander of Detectives, Training, Community Services, Traffic, Animal Control, Records Divisions and Special Projects
- Personnel Manager, Internal Affairs Officer, Public Information Officer, Department Planner and Liaison to Public Schools, Annual Budget Analysis and Preparation

#### Lieutenant /Administrative Commander (*September 23, 2010 to August 13, 2012*)

- Shared 2<sup>nd</sup> in Command status
- CALEA and State of CT Accreditation Manager
- Commander of Detectives, Training, Community Services, Traffic, Animal Control, Records Divisions and Special Projects
- Personnel Manager, Internal Affairs Officer, Public Information Officer, Department Planner and Liaison to Public Schools

#### Training/Administrative Sergeant (*May 28, 2008 to September 23, 2010*)

- Supervision of Communications, Community Services, Traffic, Animal Control and Special Projects
- Responsible for Department Training
- CALEA and State of CT Accreditation Manager
- Field Training and Evaluation Coordinator and Victim/Witness Coordinator
- Quality Assurance, Inventory and Control, Professional Standards

#### Patrol Sergeant (*July 6, 2007 – May 28, 2008*)

- Supervision of Patrol squad (five to seven members)
- Responsible for delivery of emergency and non-emergency services

#### Detective (*January 2007 – July 6, 2007*)

- Lengthy and complex investigations
- Crime scene processing

#### Patrol Officer (*March 4, 1999 – January 2007*)

- Assigned to Patrol (various shifts)
- Baton, OC spray, handcuff and field training instructor
- Field Training Officer and Hostage Negotiator (Regional Crisis Negotiation Team)

February 2018

# Nicholas J. Boulter

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## *MIDDLESEX COMMUNITY COLLEGE*

### Adjunct Instructor (*August 2014 - Present*)

- Instructed CJS 220 Criminal Investigations and CJS250 Police Organization and Administration

## *CENTRAL CONNECTICUT STATE UNIVERSITY*

### Adjunct Instructor (*Fall Semester 2013*)

- Co-Instructed CRM 478 Current Topics on Criminal Justice (Contemporary Policing)

## *AWARDS/RECOGNITIONS*

- Recipient of Connecticut's First *100 Plus CCADV* male leaders Class of 2014
- Chief Samuel J. Luciano Award (graduated 1<sup>st</sup> in POSTC 273 Academy class)
- T.F.C. Allan J. Tuskowski Award (best overall performance in POSTC Academy class)
- Shooting Award (perfect shooting score in POSTC Academy class)
- Mothers Against Drunk Driving Awards (2001 – 2004)
- SPD Professional Policing Award (7 time recipient)
- SPD Medal For Outstanding Service (2007)

## *EDUCATION*

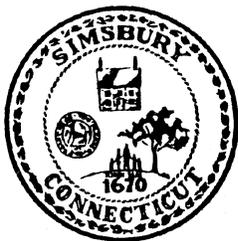
- Federal Bureau of Investigations National Academy (FBI NA) – Session 263 (2016)
- Connecticut Municipal Legal Traffic Authority Program (2015)
- Multiple Executive Level, Management, Supervision and
- Central Connecticut State University - Master of Science in Criminal Justice (2010)
- University of New Hampshire - Bachelor of Arts in Sociology/Minor Justice Studies (1995)

## *COMMITTEES/GROUPS*

- CIRMA Law Enforcement Task Force (*April 2012 – Present*)
- CT Racial Profiling prohibition Project Advisory Board (*October 2012 -2015*)

## *PROFESSIONAL MEMBERSHIPS*

- FBINAA – Federal Bureau of Investigations National Academy Associates
- IACP – International Association of Chiefs of Police



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

*Maria E. Capriola - Town Manger*

April 13, 2018

**Via E-Mail and Regular U.S. Mail**

Nicholas Boulter  
[REDACTED]

**Re: Conditional Offer (*Promotion*)**

Dear Nicholas:

I am very pleased to extend a conditional offer to you for the position of Chief of Police with the Town of Simsbury. This letter describes the benefits, terms and conditions of employment.

The conditions are as follows:

1. A background check which will include a criminal record check, a motor vehicle check and sex offender check. You have already completed the background check authorization form.

The Chief of Police is not represented by a collective bargaining unit and is therefore an unaffiliated position. The current terms and conditions of employment are set forth in the Town of Simsbury's Personnel Rules and Regulations. These will be provided to you via email.

Subject to your meeting the terms as outlined in this conditional offer of employment, and pursuant to Section 5.10 of the Personnel Rules and Regulations, the following information will pertain to your position:

- Your starting salary in this position will be \$134,900. You will no longer be eligible for a separate education stipend.
- You will be paid on a weekly basis.
- In accordance with Section 8 of the Personnel Rules and Regulations entitled "Hours and Conditions of Employment" you would be required to work a minimum of 40 hours per week. Normal business hours are 8:00 a.m. to 5:00 p.m. Mondays through Friday including a one (1) hour unpaid lunch.

Telephone (860) 658-3230

Facsimile (860) 658-9467

[mcapriola@simsbury-ct.gov](mailto:mcapriola@simsbury-ct.gov)

*An Equal Opportunity Employer*

*8:30 - 7:00 Monday*

*8:30 - 4:30 Tuesday through Thursday*

*8:30 - 1:00 Friday*

- In accordance with Section 5 of the Personnel Rules and Regulations entitled “Appointments,” a probationary period of six months from the date of appointment would apply to this position. If necessary, the Town reserves the right to extend this probationary period to one year.
- You will be able to continue to participate in the Town’s defined benefit pension plan. You are currently participating in the pension plan for uniformed officers, but the Chief is ordinarily enrolled in the pension plan for our general workforce. It is incredibly rare for a person to leave the uniformed officers pension plan for the general administration pension plan and vice versa. As such, we are requesting guidance from pension counsel on how we should handle this matter.
- You have the choice of participating in the Town’s medical and dental insurance programs. In the event you elect to participate in these programs, you will pay fifteen percent (15%) of the annual cost of the insurance to the Town if you enroll in the HMO plan option or fifteen percent (15%) if you enroll in the High Deductible Health Plan option.

In the event you elect not to enroll in the Town’s medical plan, you may receive an annual credit of \$2,000 pro-rated and credited on a monthly basis (provided you can demonstrate other medical insurance coverage).

- The Town offers a 457 Deferred Compensation Plan in which you may participate on a voluntary basis. Contributions may be made on either a pre-tax or post-tax (Roth) basis. Information regarding the Plan will be emailed to you.
- You must contribute one and one-half (1.5%) of salary towards the cost of retiree health care (funded by the Other Post-Employment Benefits trust) for a period of 10 years. The ten (10) year period will commence from the time you began contributing to OPEB in any previously held positions with the Town. If you do not elect or are not eligible for retiree health benefits when you separate from the Town of Simsbury your contributions will be refunded to you.
- Life Insurance in an amount equal to two times your annual salary will be provided by the Town.
- Long Term Disability coverage is provided to employees by the Town in accordance with the Town of Simsbury Long Term Disability (LTD) Insurance Plan. Information regarding the LTD plan will be provided to you upon your employment.
- For purposes of vacation accrual, you will receive credit for service time equal to your total years of service with the Town of Simsbury. Your vacation leave accrual balance will remain in place. Moving forward, you will accrue and forfeit vacation leave in a manner consistent with that of unaffiliated department heads.
- You will receive 12 holidays, 3 personal days and one floating holiday annually.
- Your sick leave accrual balance will remain in place. Moving forward, you will accrue sick leave in a manner consistent with that of unaffiliated department heads.

- Tuition reimbursement for up to two courses will be reimbursed per year with prior approval of the Town Manager.
- You will be able to retain your uniform allowance, which is used towards maintaining your required police uniform.
- You will be able to retain your vehicle use privileges.
- Pursuant to 8.50 of the Personnel Rules entitled “Conflict of Interest,” we have an executed Conflict of Interest form on file. There has been a change to that form. You will need to execute this form and return it to my office. As a reminder, you will need to remain in compliance with the Code of Ethics at all times during your employment with the Town. We have enclosed a Conflict of Interest form and a copy of the Code of Ethics.
- Pursuant to Section 8 of the Personnel Rules and Regulations entitled “Hours and Conditions of Employment.” Section 8.20 provides that Full time employees are not allowed to be employed by any entity other than the Town without prior approval of the Town. The Town Manager shall have sole discretion to determine whether the proposed outside employment will interfere with the employee’s duties to the Town and whether to grant or deny approval. Any employee who receives approval and accepts other employment is subject to call to perform his or her regular Town duties first. Once granted, approval may be revoked at any time within the sole discretion of the Town Manager.

Subject to the conditions being met, as outlined in this letter, I will be most pleased to appoint you to the position of Police Chief with an anticipated start date of April 15, 2018.

Please feel free to contact me if you have any questions or concerns. I may be reached at (860) 658-3230.

Sincerely,

Maria E. Capriola

Enclosures

I hereby accept the Town’s conditional offer of employment with the terms and conditions set forth above:

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Nicholas Boulter

Date: \_\_\_\_\_