

# 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 24, 2017 – 6:00 p.m.**

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC AUDIENCE**

### **PRESENTATIONS**

- May 2017 Bike Month Proclamation

### **FIRST SELECTWOMAN'S REPORT**

### **SELECTMEN ACTION**

- Approve Tax Refunds
- Approve Eagle Scout Project for Duck Shelter at Community Farm of Simsbury
- Accept Donation from the Simsbury Veterans Memorial Inc.
- Approve FY 2018 Town Wide Budget Mailer Format

### **OTHER BUSINESS**

- Update and Discussion on FY18 Budget

### **APPOINTMENTS AND RESIGNATIONS**

- Acknowledge the resignation of Roger Spear (R) as a regular member of the Hometown Hero Committee effective April 11, 2017
- Appoint Emil Dahliquist (D) as a regular member of the Hometown Hero Committee with an expiration date of December 4, 2017

- c) Re-appoint Susan Beardsley, Public Schools Director of Health Services to the Board of Directors of the Farmington Valley Health District for a three year term effective April 24, 2017
- d) Appoint Melissa Appleby, Deputy Director of Administrative Services to the Board of Directors of the Farmington Valley Health District for a three year term effective April 24, 2017
- e) Appoint Ferg Jansen as a Director of the Greater Hartford Transit District with an expiration date of January 31, 2021 per the request of the Executive Director of the Greater Hartford Transit District

**REVIEW OF MINUTES**

- a) Regular Meeting of April 12, 2017

**SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS**

- 1. Personnel
- 2. Finance
- 3. Welfare
- 4. Public Safety
- 5. Board of Education

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

## May 2017

### is Bike Month in Simsbury, CT

Whereas, for more than a century the bicycle has been an utilitarian, economical, environmentally sound and effective means of personal transportation, recreation and fitness; and

Whereas, the Town of Simsbury, Connecticut encourages the use of bicycles as a means of transportation; and

Whereas, the Town of Simsbury, Connecticut recognizes bicyclists as legitimate roadway users and therefore are entitled to legal and responsible use of all public roadway facilities in Simsbury; and

Whereas, the Town of Simsbury, Connecticut encourages the increased use of the bicycle, benefiting all citizens of Simsbury improving air quality, reducing traffic congestion and noise, decreasing the use of and dependence upon finite energy sources, and fostering exercise; and

Whereas, the Town of Simsbury, Connecticut recognizing the use of bicycles as a viable mode of transportation, endeavors to promote safe and responsible bicycling and is committed to incorporating the development of bicycle facilities in the vision for a vibrant downtown Simsbury; and

Whereas, the League of American Bicyclists has established May as National Bicycle Month, and the First Selectman establishes May as Bicycle Month in Simsbury, Connecticut's first town to be designated as a Silver Bicycle Friendly Community; and

Whereas, the Simsbury Bicycle Advisory Committee and the First Selectman encourage all citizens to ride their bicycles to work, to the store, to the park, around their neighborhoods and with friends and family to promote the personal and societal benefits achieved from bicycling.

Now, therefore, I, Lisa Heavner, First Selectwoman of Simsbury Connecticut, do hereby proclaim May 2017 to be Bike Month in Simsbury, Connecticut.

**Lisa Heavner, First Selectwoman, Town of Simsbury, Connecticut**

April 19, 2017



# 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 18, 2017
3. **Date of Board Meeting:** April 24, 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 **\$ 3,893.58**

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					
					\$0.00
					\$0.00
<b>Total 2013</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
List 2014					
					\$0.00
					\$0.00
<b>Total 2014</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
List 2015					
Beason-Brown Sophia	15-02-40087	\$64.02			\$64.02
Tolk L Andrew	15-02-40847	\$51.47			\$51.47
EAN Holdings Ltd	15-03-55062	\$200.23	\$5.56		\$205.79
EAN Holdings Ltd	15-03-55071	\$103.90	\$2.89		\$106.79
EAN Holdings Ltd	15-03-55075	\$125.17	\$3.48		\$128.65
EAN Holdings Ltd	15-03-55087	\$154.15	\$4.28		\$158.43
EAN Holdings Ltd	15-03-55092	\$222.01	\$6.17		\$228.18
EAN Holdings Ltd	15-03-55097	\$37.30	\$1.04		\$38.34
EAN Holdings Ltd	15-03-55101	\$416.81	\$11.58		\$428.39
EAN Holdings Ltd	15-03-55102	\$65.95	\$1.83		\$67.78
EAN Holdings Ltd	15-03-55106	\$40.64	\$1.13		\$41.77
EAN Holdings Ltd	15-03-55111	\$81.43	\$2.26		\$83.69
Enterprise FM Trust	15-03-55342	\$429.59	\$11.93		\$441.52
Honda Lease Trust	15-03-58213	\$186.48	\$5.18		\$191.66
Honda Lease Trust	15-03-58285	\$431.50	\$11.99		\$443.49
Thomas, Montez	15-03-68265	\$338.40	\$9.40	\$42.61	\$390.41
USB Leasing	15-03-68907	\$676.08	\$18.78		\$694.86
Vault Trust	15-03-69115	\$195.80	\$5.44		\$201.24
Wheeler Gina	15-04-83605	\$72.65	\$2.01		\$74.66
					\$0.00
<b>Total 2015</b>		<b>\$3,893.58</b>	<b>\$104.95</b>	<b>\$42.61</b>	<b>\$4,041.14</b>
<b>TOTAL 2013</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL 2014</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL 2015</b>		<b>\$3,893.58</b>	<b>\$104.95</b>	<b>\$42.61</b>	<b>\$4,041.14</b>
					<b>\$4,041.14</b>
<b>TOTAL ALL YEARS</b>		<b>\$3,893.58</b>	<b>\$104.95</b>	<b>\$42.61</b>	<b>\$4,041.14</b>



# Town of Simsbury

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P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Boy Scout Eagle Project – Duck Shelter at Community Farm of Simsbury
2. **Date of submission:** April 11, 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):** Andrew Bessette, Boy Scout Troop 175 Eagle Scout Project Presentation and Jonni Marshall, Education Director, Community Farm 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: Approve building and placement of the Duck Shelter on property of Community Farm of Simsbury and waive all building and permit fees.*
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.):** Eagle Scout project to build a duck shelter for the Community Farm of Simsbury as a service project for the Farm. (Please see drawing of structure and site plan photo). Meetings have taken place with Community Farm of Simsbury farmer, Jenn, and education director, Jonni Marshall, and they approved the building plan and selected the site on which the duck structure will be built. The Boy Scout Mentor for this project is a licensed architect, John Ineson, who will be developing detailed measured drawings using the existing approved building sketch and a complete materials list. This project will begin in approximately 4 weeks and fundraising with Boy

Scout Troop 175 will begin at that time and the goal is to complete building structure by the October, 2017. All costs for the project building and site preparation will be funded as part of the Eagle Scout project. Once fundraising is complete, building supplies will be purchased using these funds and building will begin. A group of Boy Scout volunteers, the project Mentor and several adults will be responsible for building the structure. (See attached Site Plan and Duck Shelter Sketch).

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.):

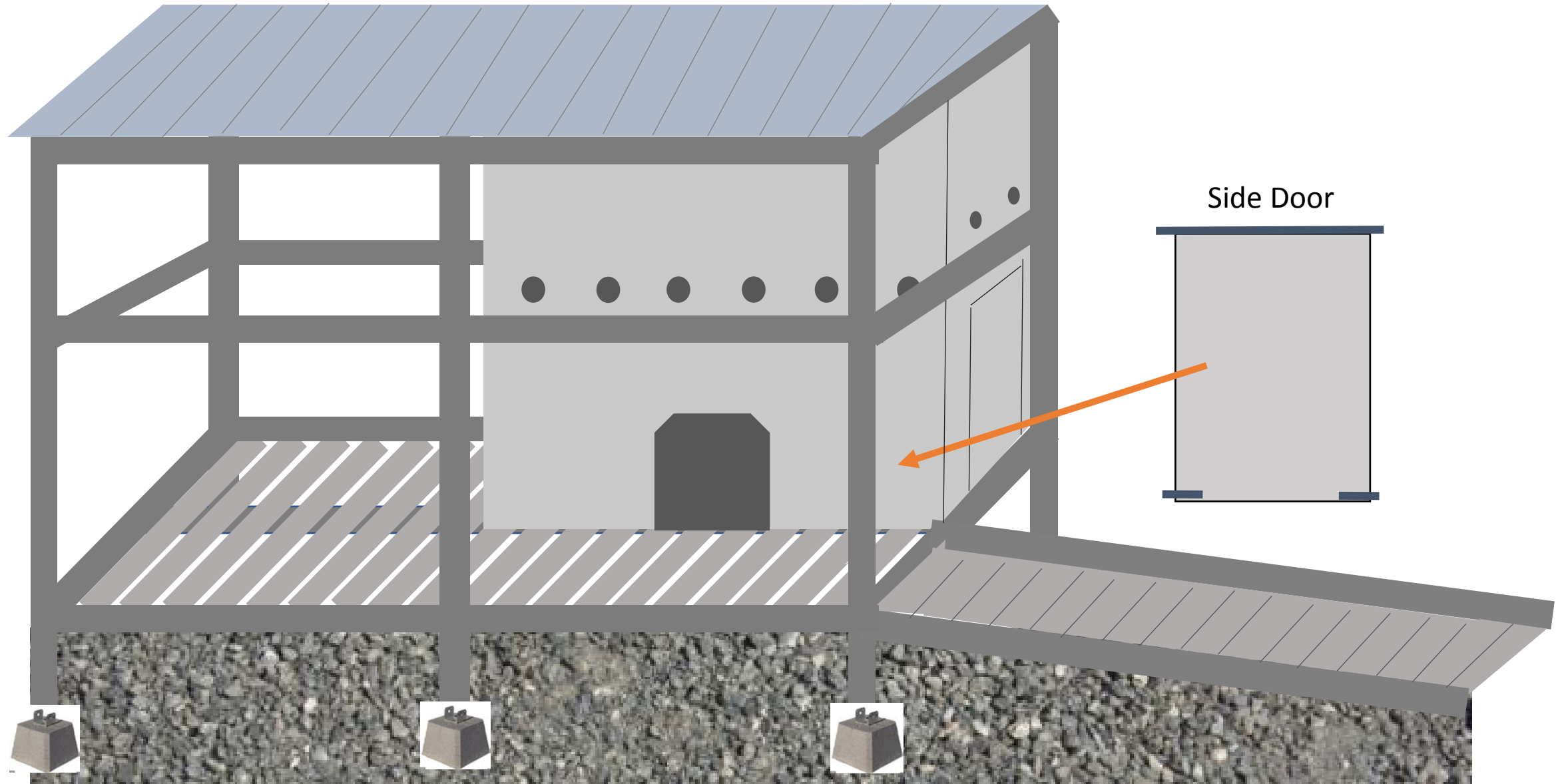
*The following documents are included with this submission and attached hereto:*

- *Duck Shelter on Community Farm of Simsbury Site Plan*
- *Duck Shelter Sketch*



Movable Duck Shelter

**Duck Shelter Structure - 8' x 6' x 6'**  
**Interior Duck House - 4' x 4'**





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933 HOPMEADOW STREET

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SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Simsbury Veterans Memorial, Inc. Donation
2. **Date of submission:** April 24, 2017
3. **Date of Board Meeting:** April 24, 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):  
  
Jerome. F. Shea, Town Engineer
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 the donation of \$27,290.00 from the Simsbury Veterans Memorial, Inc. for the construction of additional improvements for the Simsbury Veterans Memorial project.
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.):
  - i. The construction of the Simsbury Veterans Memorial project was substantially complete on November 11, 2016. Additional improvements to improve access and safety for visitors would be completed with these donated funds.
  - ii. Town of Simsbury and the Simsbury Veterans Memorial, Inc.
  - iii. The Simsbury Veterans Memorial, Inc. has proposed a donation of funds in writing to complete sidewalk and fencing to improve access to the memorial.
  - iv. The proposal and process for this donation have been reviewed by Town Counsel.

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

There is no direct financial impact to the Town of Simsbury. The Town will, however be responsible for future maintenance of this facility.

**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:*

Email dated April 20, 2017 from Leonard Lanza, Chairman of the Simsbury Veterans Memorial, Inc. (SVM) to Jeff Shea requesting acceptance of a donation of \$26,495.00 for additional improvements at the Simsbury Veterans Memorial. SVM will also pay \$795 directly to the contractor, Mountain View Landscaping, Inc. for the installation of 67 additional, inscribed pavers.

## Shea Jeff

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**From:** Len Lanza <lenlanza@comcast.net>  
**Sent:** Thursday, April 20, 2017 9:31 PM  
**To:** Shea Jeff  
**Cc:** Bruce Elliott; jrfoxx@comcast.net; Ray Jennings; Heavner Lisa; P.C. LADA  
**Subject:** Additions to Veterans Memorial

Jeff,

Pursuant to your April 19, 2017, update on the status of several pending items, I submit the following on behalf of Simsbury Veterans Memorial, Inc.:

1. SVM offers a donation in the amount of \$26,495 to the Town of Simsbury for payment to Mountain View Landscaping for the following items:

a. Installation of additional sidewalk - \$21,120

b. Timber guardrail (fencing) – \$5,375

2. SVM will pay \$795 directly to Mountain View Landscaping for the installation of 67 additional, inscribed pavers.

3. It is anticipated that the Board of Selectmen will consider the above offer at its regular meeting on Monday, April 24, 2017. If approval is voted,

it is our hope that construction on said items will begin as soon as possible in order to assure completion prior to Memorial Day.

It continues to be a pleasure to work with you and other staff members as we continue our joint efforts leading to the satisfactory completion of our tribute to all veterans.

With thanks and appreciation,

Len Lanza, Chairman  
Simsbury Veterans Memorial, Inc.

Dear Neighbor,

On Tuesday, June 7th, you will have the opportunity to vote on the 2016-2017 Town and Education budgets and four capital projects. 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:

- \$19,490,444
- 3.30% increase
- \$622,475 in new dollars

### Board of Education

#### Total Budget Request:

- \$67,454,569
- 1.51% increase
- \$1,001,564 in new dollars

### TOWN OF SIMSBURY GENERAL FUND BUDGETS

	Adopted Budget FY2016	Proposed FY2017	Change	
			Dollar	Percentage
Board of Selectmen	\$18,867,969	\$19,490,444	\$622,475	3.30%
Debt Retirement	6,166,819	6,589,819	423,000	6.86%
Board of Education	66,453,005	67,454,569	1,001,564	1.51%
Non-Public School	537,737	541,237	3,500	0.65%
<b>Total Appropriations</b>	<b>\$92,025,530</b>	<b>\$94,076,069</b>	<b>\$2,050,539</b>	<b>2.23%</b>

**Referendum Questions** When you walk into the voting booth on June 7th, the following is what you will be voting on.

#### Operating Budgets

#1 Board of Selectmen Budget

#2 Board of Education Budget

#### Special Revenue Budgets

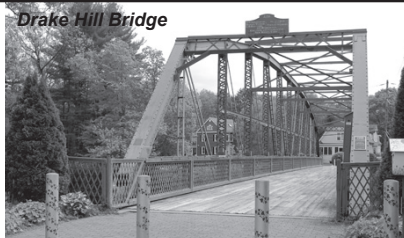
#3 Sewer Fund, Residential Rental Properties, Simsbury Farms, Non Public Schools, Debt Retirement/Capital, and Capital Non-Recurring

#### Capital Projects\*

	Proposed 16-17
#4 Multi-use Connections & Master Plan Updates	\$1,160,000
#5 Highway Pavement Management	\$2,500,000
#6 HJMS hallway improvements, elevator replacement, fire suppression	\$1,950,000
#7 BOE Climate Control Improvement (7 schools)	\$950,000

\*By Town Charter, these projects will be voted on at the June 7th referendum because the cost of each project exceeds 1% of the annual Town Budget.

Drake Hill Bridge



**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...** Now 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

	2011	2012	2013	2014	2015	2016*
Elementary Schools K-6	2,235	2,188	2,075	2,048	1,983	1,932
Middle School 7-8	792	748	727	739	710	684
High School 9-12	1,620	1,565	1,528	1,467	1,440	1,411
<b>Total</b>	<b>4,731</b>	<b>4,647</b>	<b>4,501</b>	<b>4,330</b>	<b>4,133</b>	<b>4,027</b>

\*Projected

### Benchmarking Per Pupil Expenditures 2014-15 Comparative Data

**Simsbury .....\$15,423**

- Per pupil spending is 97th out of 169 of all towns in Connecticut
- Per pupil spending is 11th out of 27 of all towns in the Hartford area
- Per pupil spending is 13th out of 21 of all Demographic Reference Group B towns

**Demographic Reference Group B  
Average .....\$15,723**  
**State Average .....\$16,463**

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,  
June 7th**

**MARK YOUR  
CALENDARS**

**Referendum Vote is  
Tuesday, June 7th**

**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 FY2017  
\$19,490,444  
or 3.30% increase

### Year-by-Year Budget Data

Item	12-13	13-14	14-15	15-16	16-17 proposed
BOS Operating Budget	0.99%	1.71%	1.98%	0.84%	3.30%
BOE Operating Budget	1.46%	1.89%	1.05%	1.30%	1.51%

	10 Year Avg.	5 Year Avg.
BOS Operating Budget	1.58%	1.76%
BOE Operating Budget	2.02%	1.44%

### Have a Question About the Budget?

**Board of Selectmen**  
Lisa Heavner, First Selectman  
tel. (860) 658-3230 or LHeavner@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**  
Barbara Pettijean, Chairman, bpettijeau@simsbury-ct.gov

**Town of Simsbury Finance Department**  
Sean Kimball, Interim Director of Finance  
tel. (860) 658-3282

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)

### Board of Education

Proposed Budget Request 2016-17  
\$67,454,569 or 1.51% increase



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Resignation – Hometown Hero Selection Committee

2. **Date of submission:** April 11, 2017

3. **Date of Board Meeting:** April 24, 2017

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

JoAnn Martin, Executive Assistant – 860-658-3230 – [jmartin@simsbury-ct.gov](mailto:jmartin@simsbury-ct.gov)

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

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

Acknowledge the Resignation of Roger Spear (R) as the Simsbury Historical Society member effective April 11, 2017

6. **Summary of Submission:**

The Hometown Hero Selection Committee was appointed at the March 28, 2016 Board of Selectmen meeting with an expiration date of December 4, 2017 for all members. Roger Spear is unable to participate this year.

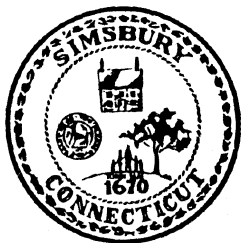
7. **Financial Impact (Include a description of any impact on the finances of the Town of Simsbury):**

N/A

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:*

N/A



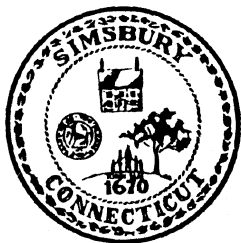
# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Appointment – Hometown Hero Selection Committee
2. **Date of submission:** April 19, 2017
3. **Date of Board Meeting:** April 24, 2017
4. **Individual or Entity making the submission:**  
  
JoAnn Martin, Executive Assistant – 860-658-3230 – [jmartin@simsbury-ct.gov](mailto:jmartin@simsbury-ct.gov)
5. **Action requested of the Board of Selectmen:**  
*The Individual or Entity making the submission requests that the Board of Selectmen:*  
  
Appoint Emil Dahliquist (D) as the Simsbury Historical Society member with an expiration date of December 4, 2017
6. **Summary of Submission:**  
  
Emil Dahliquist will replace Roger Spear as the Simsbury Historical Society member.
7. **Financial Impact (Include a description of any impact on the finances of the Town of Simsbury):**  
  
N/A
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:*  
  
N/A



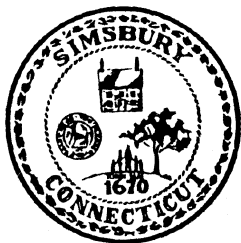
# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Re-appointment – Farmington Valley Health District
2. **Date of submission:** April 20, 2017
3. **Date of Board Meeting:** April 24, 2017
4. **Individual or Entity making the submission:**  
  
Thomas Cooke, Director of Administrative Services – 860-658-3230 – [tcooke@simsbury-ct.gov](mailto:tcooke@simsbury-ct.gov)
5. **Action requested of the Board of Selectmen:**  
*The Individual or Entity making the submission requests that the Board of Selectmen:*  
  
Re-appoint Susan Beardsley to the Board of Directors of the Farmington Valley Health District, pursuant to Connecticut General Statutes § 19a-241(b) for a three year term effective April 24, 2017
6. **Summary of Submission:**  
  
N/A
7. **Financial Impact (Include a description of any impact on the finances of the Town of Simsbury):**  
  
N/A
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:*  
  
N/A



# Town of Simsbury

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## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Appointment – Farmington Valley Health District

2. **Date of submission:** April 20, 2017

3. **Date of Board Meeting:** April 24, 2017

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

Thomas Cooke, Director of Administrative Services – 860-658-3230 – [tcooke@simsbury-ct.gov](mailto:tcooke@simsbury-ct.gov)

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

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

Approve the appointment of Melissa Appleby, Deputy Director of Administrative Services to the Board of Directors of the Farmington Valley Health District, pursuant to Connecticut General Statutes § 19a-241(b) for a three year term effective April 24, 2017

6. **Summary of Submission:**

N/A

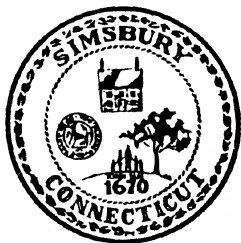
7. **Financial Impact (Include a description of any impact on the finances of the Town of Simsbury):**

N/A

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:*

N/A



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Appoint Ferg Jansen as a Director of the Greater Hartford Transit District
2. **Date of submission:** April 18, 2017
3. **Date of Board Meeting:** April 24, 2017
4. **Individual or Entity making the submission:**

Thomas Cooke, Director of Administrative Services – 860-658-3230 – [tcooke@simsbury-ct.gov](mailto:tcooke@simsbury-ct.gov)

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

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

Approve the appointment of Ferg Jansen as a Director of the Greater Hartford Transit District with an expiration date of January 31, 2021.

6. **Summary of Submission:**

Ferg Jansen has served in this capacity for many years.

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

N/A

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:*

April 13, 2017 letter from Vicki L. Shotland, Executive Director of the Greater Hartford Transit District



April 14, 2017

Lisa L. Heavner  
First Selectperson-Town of Simsbury  
P.O. Box 495  
933 Hopmeadow Street  
Simsbury, CT 06070-1822

Re: Expiration of Term of Transit District Director-Ferguson R. Jansen

Dear Selectwoman Heavner:

According to the records of the Greater Hartford Transit District (the "District"), the term of appointment of Ferguson R. Jansen to the Board of Directors from the Town of Simsbury expired on January 31, 2017.

I respectfully request that if you have not already done so, could you please bring this appointment to the attention of the Board of Selectmen as soon as possible. Mr. Jansen's reappointment date would expire on January 31, 2021.

If the Town Clerk would then advise this office as to the action taken on this specific appointment it would greatly be appreciated.

Thank you so much for your assistance and cooperation regarding this request. Ferg's representation on the board over the years has been an asset to both the District and to your community.

Sincerely yours,

A handwritten signature in cursive script, reading "Vicki L. Shotland".

Vicki L. Shotland  
Executive Director

cc: F. Jansen, Jr.-Director/GHTD

*Greater Hartford Transit District*  
*One Union Place, Hartford, Connecticut 06103*  
*Telephone: (860) 247-5329 Fax: (860) 549-3879*  
*www.hartfordtransit.org*

## **CALL TO ORDER**

The Regular Meeting of the Board of Selectmen was called to order at 6:03 p.m. in the Main Meeting Room of the Town Offices. Present were: First Selectwoman Lisa Heavner; Board members Elaine Lang, Michael Paine, Christopher Kelly and Cheryl Cook. Mr. Askham was absent. Others in attendance included: Thomas Cooke, Director of Administrative Services; Melissa Appleby, Deputy Director of Administrative Services; James Rabbitt, Director of Planning and Development; Gerard Toner, Director of Culture, Parks and Recreation; Ed LaMontagne, Executive Director of the Simsbury Housing Authority and other interested parties.

## **PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

Ms. Heavner asked for a moment of silence for the 75<sup>th</sup> Anniversary of the Bataan Death March of 1942.

## **PUBLIC AUDIENCE**

Joan Coe, 26 Whitcomb Drive, spoke about the budget, the Senior Center, moving SCTV, Library improvements, the Performing Arts Center, Simsbury Ambulance Association, and other issues.

Jack Voorvaart, 11 Westcott Road, spoke about the Community/Senior Center and renovations at Eno Memorial Hall and what he feels needs to be done there.

Ed LaMontagne, 4 George Street, and Chairman of Aging & Disabilities Commission spoke about some questions he has about the proposed ticket booth at the Performing Arts Center. He wants to make sure that the changes comply with ADA regulations.

Robert Kalechman, 781 Hopmeadow Street, spoke about the proposed budget, the Senior Center, Henry James School proposed renovations, a new golf cart for the Performing Arts Center, and other issues.

Rick Anderson, 34 Woodhaven spoke on behalf of the Theater Guild of Simsbury, to let everyone know that there will be a performance of “*Bed Time Stories*” at Eno Memorial Hall on April 22<sup>nd</sup>, 28<sup>th</sup>, and 29<sup>th</sup> at 8 p.m. and April 23<sup>rd</sup> and 30<sup>th</sup> at 2 p.m.

He also spoke about the sound system at Eno Memorial Hall and other issues.

## **PRESENTATIONS**

### **• Connecticut State Firefighters Association Hall of Fame Induction – Kevin Kowalski**

Ms. Heavner said she is very excited to announce that Deputy Chief Kevin Kowalski has received a very important honor from the Connecticut State Firefighters Association. She said this is a very rare and a well deserved honor.

Gary Wilcox, President of the Simsbury Fire District, told everyone some of Mr. Kowalski’s credits during his 43 years of service. He is one of 11 people from our State who was awarded with this induction into the Connecticut State Firefighters Association Hall of Fame.

Mr. Kowalski thanked everyone for this honor and said he loves his job and he works with a great team.

- **Proclamation – Autism Awareness**

Ms. Cook read the following:

**“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 results in significant lifelong impairment of an individual’s ability to learn, develop healthy interactive behaviors, and understand verbal as well as nonverbal communications; 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 2<sup>nd</sup> Day of April 2017”

**FIRST SELECTWOMAN’S REPORT**

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

**SELECTMEN ACTION**

a) **Approve Tax Refunds**

Ms. Cook made a motion to approve tax refunds in the amount of \$3,558.90 as requested and approved by the Tax Collector. Ms. Lang seconded the motion. All were in favor and the motion passed.

**b) Approve a Proclamation marking April 2017 as Fair Housing Month**

Ms. Heavner said 2017 marks the 49<sup>th</sup> anniversary of the passage of the Federal Fair Housing Act.

Mr. LaMontagne said this Act promotes diversity, which is how we build stronger communities.

Mr. Kelly made a motion to approve the Proclamation making April 2017 Fair Housing Month. Ms. Cook seconded the motion. All were in favor and the motion passed.

Ms. Lang read the following:

**“PROCLAMATION**

**WHEREAS**, the year 2017 marks the 49<sup>th</sup> Anniversary of the passage of the Federal Fair Housing Act; Title VII of the Civil Rights Act of 1968, as amended; and.

**WHEREAS**, the 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, commitments 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 12<sup>th</sup> day of April 2017”

**c) 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**

Ms. Heavner said the Ticket Booth is 16’ x 12’ building costing about \$45,000.

Mark Deming, 3 Ryan Circle, representing the Performing Arts Center, spoke about the proposed new ticket booth. They want this booth so they don't have to keep renting the trailer for tickets. He said they are in the process of raising money for this project.

Mr. Deming and Mr. Rabbitt went through the proposed plans for the booth and grounds around it. They discussed ADA regulations. There was discussion on handicap parking, height of the handicap ticket windows and how disabled people will get to events with no issues.

After discussion, Mr. Paine made a motion to refer this project to the Planning Commission and the Culture, Parks and Recreation Commission for further review. Then The Performing Arts Board will come back to this Board for final approval. Ms. Cook seconded the motion. All were in favor and the motion passed.

**d) Appoint Wiggin and Dana, LLP and Erek M. Sharp, Esq. as Retirement Plan Counsel for the balance of the 2015-2017 term**

Ms. Heavner said 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 2015. Mr. Galiette retired in June 2016 and the Town's matters were turned over to Erek M. Sharp, Esq. By a 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 has these options now (1) staying with Reid and Riege and working with a new counsel or (2) continuing to work with Mr. Sharp at Wiggin and Dana; or (3) choosing other counsel altogether. Ms. Heavner said Town staff has recommended we continue to work with Mr. Sharp for the balance of this term.

Ms. Lang made a motion to appoint Wiggin and Dana, LLP and Erek M. Sharp, Esq. as retirement plan counsel for the balance of the 2015-2017 term. Mr. Kelly seconded the motion. All were in favor and the motion passed.

**e) Adopt Town of Simsbury Policy Waiver of Rental Fees for Eno Memorial Hall**

Ms. Heavner the said this Board has routinely waived fees for Eno Memorial Hall at the request of locally based non-for-profit organizations who ask to use the space for charitable and/or cultural events.

Ms. Cook made a motion to adopt the new Town of Simsbury Policy on Waiver of Rental Fees for Eno Memorial Hall as presented. Ms. Lang seconded the motion. All were in favor and the motion passed.

**f) Approve and Execute Letter to State of Connecticut Legislative Leadership**

Mr. Kelly made a motion to approve and execute the letter, contained in this packet, to the State and Connecticut Legislative Leadership. Mr. Paine seconded the motion. All were in favor and the motion passed.

**g) Authorize the First Selectwoman to sign Building Permit Application for Refrigeration Unit at Community Farm**

Ms. Heavner said the Community Farm has received funding to purchase and install a walk-in refrigeration unit that is necessary for their farm operations.

**TOWN OF SIMSBURY – BOARD OF SELECTMEN  
REGULAR MEETING MINUTES – APRIL 12, 2017**

**“Subject to Approval”**

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Joanne Perry, representing Farm to Family dba Gifts of Love and Community Farm of Simsbury said the farm is certified organic. This refrigeration unit is needed as organic foods spoil faster. They distribute to Simsbury Social Services and help people in financial crisis.

Ms. Lang made a motion to approve the installation of a permanent refrigeration unit at the Community Farm that will become the property of the Town and to authorize the First Selectwoman to sign the building permit application for this work. Mr. Paine seconded the motion. All were in favor and the motion passed.

**h) Approve Public Gathering Permit Applications for 2017 Events**

Mr. Toner explained the following events who have submitted completed applications with all required signoffs and are asking for Board approval:

Simsbury Library Bike at Rotary Park	Wednesday, May 17
Simsbury High School Graduation	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

Mr. Paine made a motion to approve the Public Gathering Applications for the 2017 events as listed. Ms. Lang seconded the motion. All were in favor and the motion passed.

**OTHER BUSINESS**

**a) Update and Discussion on FY18 Budget**

Ms. Heavner said the Board of Finance has asked the Board of Selectmen to decrease its budget by \$200,000. If members of the Board have any ideas, please forward them to Mr. Kimball. This issue will be discussed further at the April 24<sup>th</sup> or May meeting.

**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**

Ms. Cook made a motion to appoint Katherine Beal as a regular member of the Public Building Committee with an expiration date of January 1, 2020. Mr. Paine seconded the motion. All were in favor and the motion passed.

**REVIEW OF MINUTES**

**a) Budget Workshop Regular Meeting of March 4, 2017**

There were no changes to the minutes of March 4, 2017 and therefore, the minutes were adopted.

**b) Budget Workshop Regular Meeting of March 7, 2017**

Mr. Paine made a motion to make a correction on page 1, paragraph 8; Ms. Paine to Mr. Paine of the March 7, 2017 meeting. Mr. Kelly seconded the motion. All were in favor and the motion passed.

**c) Regular Meeting of March 13, 2017**

Mr. Kelly made a motion to make a correction on page 9 under Selectmen Liaison and Sub-Committee Reports Personnel; from Mr. Kelly was cancelled to Mr. Kelly informed the Board that the meeting was cancelled. Mr. Paine seconded the motion. All were in favor and the motion passed.

**SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS**

**1. Personnel:**

- a. Review of Project Plan**
- b. Review of Final Recommendations from Personnel Sub-Committee on First Selectperson Stipend**
- c. Proposed Job Description for Review**
- d. Selection of Executive Search Firms for Interview**

Mr. Kelly said none of the above items require a vote. He said the Personnel Sub-Committee is in the process of reviewing the RFP's and making recommendations.

Ms. Heavner recused herself from the meeting.

Mr. Kelly said item b is not something that this Board will be voting on. At the budget meeting there was discussion on the stipend of \$10,000 for the First Selectperson position. There was discussion on the amount of the stipend.

The Board agreed that this is uncharted territory and they are trying to guide the Town Manager with the suggested stipend amount. This will be a very different First Selectperson position. Mr. Kelly said they are trying to be transparent to this open ended process.

Ms. Heavner returned to the meeting.

Mr. Kelly went through the draft Town Manager job description. There was discussion on paragraph 3 under essential job functions. The wording of paragraph 3 needs to be reviewed further. Other wording in the draft should also be checked again.

Mr. Kelly spoke about the RFP. There were eight responses and the Committee has now filtered them down to three firms. They are The Mercer Group, Inc.; Randi Frank Consulting, LLC and Municipal Resources, Inc. Mr. Kelly said the pricing of these three firms is about the same. He would like the Board of Selectmen to give their input on questions that could be asked in the interview process.

- 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.

**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**

Ms. Cook made a motion to adjourn to Executive Session pursuant to CGS §1-200(6)(D) concerning the selection of a site of the lease, sale or purchase of real estate in connection with the redesign of the Senior Center, with Thomas Cooke, Director of Administrative Services and Deputy Director of Administrative Services Melissa Appleby in attendance at 7:50 p.m. Ms. Lang seconded the motion. All were in favor and the motion passed.

**ADJOURN FROM EXECUTIVE SESSION**

Ms. Lang made a motion to adjourn from Executive Session at 8:25 p.m. Ms. Cook seconded the motion. All were in favor and the motion passed.

**ADJOURN**

Ms. Lang made a motion to adjourn at 8:25 p.m. Ms. Cook seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio  
Clerk