



# Town of Simsbury

933 HOPMEADOW STREET

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 – May 22, 2017 – 6:00 p.m.**

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC AUDIENCE**

### **PRESENTATIONS**

- Memorial Day Parade Wounded Warrior Bake Sale
- Legislative Update from State Representative John Hampton
- Performing Arts Center – Audited Financial Results for 2016
- Explanation of Siting Council Role in Deepwater Wind Proposal – Attorney Robert DeCrescenzo

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

### **SELECTMEN ACTION**

- a) Approve Tax Refunds
- b) Discussion and Possible Action on Fiscal Year 2018 Budget
- c) Set Date for Automatic Referendum, pursuant to Section 406 of the Town Charter, for Tuesday, June 13, 2017 from 6:00 a.m. to 8:00 p.m. at Henry James Memorial School
- d) Approve Public Gathering Permit for May 26, 2017 Event
- e) Authorize the First Selectwoman to enter into a contract on behalf of the Town of Simsbury with Municipal Resources, Inc. to assist the town with recruitment of a Town Manager subject to review and approval by Town Counsel
- f) Approve Registrar of Voters Redistricting Addendum

### **OTHER BUSINESS**

Telephone (860) 658-3230  
Facsimile (860) 658-9467

LHeavner@simsbury-ct.gov  
[www.simsbury-ct.gov](http://www.simsbury-ct.gov)  
An Equal Opportunity Employer

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

**APPOINTMENTS AND RESIGNATIONS**

- a) Appoint Regina Kathleen Pynn (D) as a regular member of the Clean Energy Task Force with an expiration date of December 4, 2017

**REVIEW OF MINUTES**

- a) Special Meeting of May 8, 2017
- b) Regular Meeting of May 8, 2017

**SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS**

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

**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>

# SUPPORT OUR HEROES



## BAKE SALE

**Memorial Day – May 29, 2017**  
**12:30pm**

**Martocchio Music** (*Parking Lot*)  
1 Massaco Street, Simsbury, CT

AND

**The Simsbury ABC House**  
835 Hopmeadow Street, Simsbury, CT



**All proceeds will benefit the Wounded Warrior Project**  
**[www.woundedwarriorproject.org](http://www.woundedwarriorproject.org)**

For more information and to donate baked goods visit:  
[www.woundedvetsstrong.com](http://www.woundedvetsstrong.com) or email: [woundedvetsstrong@gmail.com](mailto:woundedvetsstrong@gmail.com)

**SIMSBURY PERFORMING ARTS CENTER, INC.**

Financial Statements  
Independent Auditors' Report

December 31, 2016 and 2015

# **SIMSBURY PERFORMING ARTS CENTER, INC.**

## **Table of Contents**

**December 31, 2016 and 2015**

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WHITTLESEY & HADLEY, P.C.

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www.whcpa.com



INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
Simsbury Performing Arts Center, Inc.

We have audited the accompanying financial statements of Simsbury Performing Arts Center, Inc. (a nonprofit organization), which comprise the statements of financial position as of December 31, 2016 and 2015, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Simsbury Performing Arts Center, Inc. as of December 31, 2016 and 2015, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

*Whittlesey & Hawley, P.C.*

Hartford, Connecticut  
April 17, 2017

# SIMSBURY PERFORMING ARTS CENTER, INC.

## Statements of Financial Position

December 31, 2016 and 2015

|  | 2016              | 2015             |
|--|-------------------|------------------|
| <b><u>Assets</u></b>   |                   |                  |
| Cash   | \$ 89,925         | \$ 70,697        |
| Accounts receivable  | 500               | -                |
| Inventory  | 2,262             | 2,331            |
| Equipment, net of accumulated depreciation,<br>\$913 and \$-0-, respectively | 17,347            | -                |
| Total assets   | <u>\$ 110,034</u> | <u>\$ 73,028</u> |
| <br><b><u>Liabilities and Net Assets</u></b>                                 |                   |                  |
| Liabilities:   |                   |                  |
| Accounts payable and accrued expenses  | \$ 5,249          | \$ 1,479         |
| Total liabilities  | <u>5,249</u>      | <u>1,479</u>     |
| Net assets:  |                   |                  |
| Unrestricted   | 86,985            | 71,549           |
| Temporarily restricted   | 17,800            | -                |
| Total net assets   | <u>104,785</u>    | <u>71,549</u>    |
| Total liabilities and net assets   | <u>\$ 110,034</u> | <u>\$ 73,028</u> |

The accompanying notes are an integral part of the financial statements.



# SIMSBURY PERFORMING ARTS CENTER, INC.

## Statements of Activities

For the years ended December 31, 2016 and 2015

|  | 2016              | 2015             |
|--|-------------------|------------------|
| <b>Changes in Unrestricted Net Assets:</b>           |                   |                  |
| Operating revenues and support:                      |                   |                  |
| Event revenue  | \$ 188,612        | \$ 216,731       |
| Concession sales                                     | 94,473            | 175,830          |
| Contributions and sponsorships                       | 91,026            | 85,081           |
| Total operating revenues and support                 | <u>374,111</u>    | <u>477,642</u>   |
| Operating expenses:                                  |                   |                  |
| Event expenses                                       | 235,311           | 313,067          |
| Facility management                                  | 64,511            | 71,666           |
| Costs of concessions                                 | 19,690            | 26,017           |
| Management and general                               | 33,879            | 43,861           |
| Development  | 5,284             | 10,227           |
| Total operating expenses                             | <u>358,675</u>    | <u>464,838</u>   |
| Change in unrestricted net assets                    | <u>15,436</u>     | <u>12,804</u>    |
| <b>Changes in Temporarily Restricted Net Assets:</b> |                   |                  |
| Contributions  | <u>17,800</u>     | <u>-</u>         |
| Change in temporarily restricted net assets          | <u>17,800</u>     | <u>-</u>         |
| Change in net assets                                 | 33,236            | 12,804           |
| Net assets, beginning of year                        | <u>71,549</u>     | <u>58,745</u>    |
| Net assets, end of year                              | <u>\$ 104,785</u> | <u>\$ 71,549</u> |

The accompanying notes are an integral part of the financial statements.

# SIMSBURY PERFORMING ARTS CENTER, INC.

## Statements of Cash Flows

For the years ended December 31, 2016 and 2015

|   | <u>2016</u>             | <u>2015</u>             |
|---|-------------------------|-------------------------|
| <b>Cash flows from operating activities:</b>  |                         |                         |
| Change in net assets  | \$ 33,236               | \$ 12,804               |
| Adjustments to reconcile change in net assets to<br>net change in cash from operating activities: |                         |                         |
| Depreciation  | 913                     | -                       |
| (Increase)/decrease in assets:  |                         |                         |
| Accounts receivable   | (500)                   | -                       |
| Inventory   | 69                      | (121)                   |
| Increase/(decrease) in liabilities:   |                         |                         |
| Accounts payable and accrued expenses   | 3,770                   | (3,196)                 |
| Net change in cash from operating activities  | <u>37,488</u>           | <u>9,487</u>            |
| <b>Cash flows from investing activities:</b>  |                         |                         |
| Purchase of equipment   | <u>(18,260)</u>         | <u>-</u>                |
| Net change in cash from investing activities  | <u>(18,260)</u>         | <u>-</u>                |
| Net change in cash  | 19,228                  | 9,487                   |
| Cash at beginning of year   | <u>70,697</u>           | <u>61,210</u>           |
| Cash at end of year   | <u><u>\$ 89,925</u></u> | <u><u>\$ 70,697</u></u> |

The accompanying notes are an integral part of the financial statements.

# SIMSBURY PERFORMING ARTS CENTER, INC.

## Notes to the Financial Statements

December 31, 2016 and 2015

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### NOTE 1 – ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

#### Organization

Simsbury Performing Arts Center, Inc. (the “Simsbury PAC”) is a non-profit organization located in Simsbury, Connecticut whose mission is to manage and enhance, the Performing Arts Center at Simsbury Meadows to provide the residents of Simsbury and the surrounding communities with entertainment, educational and charitable events. The Performing Arts Center at Simsbury Meadows is owned by the Town of Simsbury. Simsbury PAC has a facility operation agreement with the Town of Simsbury to manage and conduct the operations of the Performing Arts Center.

#### Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting.

#### Basis of Presentation

The presentation follows the recommendations of the Financial Accounting Standard Board (FASB) Accounting Standard Codification (ASC) Topic 958 *Not-for-Profit Entities Presentation of Financial Statements*, in which Simsbury PAC reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Unrestricted – Unrestricted net assets are contributions that are not restricted by the contributor that are used for general activity of Simsbury PAC and its programs.

Temporarily Restricted – Temporarily restricted net assets represent contributions that are restricted by the contributor either as to purpose or as to time of expenditure.

Permanently Restricted – Permanently restricted net assets are subject to explicit donor-imposed or other restrictions requiring that the principal be maintained permanently by the organization.

Simsbury PAC had no permanently restricted net assets at December 31, 2016 and 2015.

#### Equipment

Equipment acquisitions that exceed \$5,000 are capitalized as cost and depreciated over their estimated useful lives of ten to fifteen years using the straight-line method.

#### Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### Credit Risk

Simsbury PAC maintains its cash in bank accounts which at times may exceed federally insured limits. Simsbury PAC has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk on cash.

**NOTE 1 – ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):**

Inventory

Inventory of concession beverages and supplies is stated at cost using the first-in, first-out method.

Revenue Recognition Policy

Event revenues consist primarily of licensing and facility fees from third parties for the right of use of the Performing Arts Center at Simsbury Meadows. Revenues are recognized at the time of the event.

Concessions sales are recorded as revenue at point of sale.

All contributions, including unconditional promises to give, are considered to be available for unrestricted use unless specifically restricted by the donor. Contributions and sponsorships received that are designated for future periods or restricted by the donor for specific purposes are reported as temporarily restricted or permanently restricted support that increases those net asset classes. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. However, if a restriction is fulfilled in the same time period in which the contribution is received, the support is reported as unrestricted.

Subsequent Events Measurement Date

Simsbury PAC has monitored and evaluated any subsequent events for footnote disclosures or adjustments required in its financial statements for fiscal year ended December 31, 2016 through April 17, 2017, the date on which financial statements were available to be issued.

Advertising

Advertising costs are charged to expense during the fiscal year that the related performance occurs. Advertising costs consist primarily of print, internet, radio, and brochures. Advertising expense for the years ended December 31, 2016 and 2015 was \$7,118 and \$6,395, respectively.

Donated Services

A substantial number of volunteers have donated significant amounts of time to Simsbury PAC's activities. Simsbury PAC recognizes contributed services when the service requires specialized skills that would typically need to be purchased if not provided by the contribution. There are no donated services that meet revenue recognition criteria and as such they have not been reflected in the accompanying financial statements.

**NOTE 2 – INCOME TAXES:**

Simsbury PAC is a non-profit corporation that has been determined to be exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code.

**NOTE 3 – COMMITMENT:**

Simsbury PAC has entered into a facility operation agreement with the Town of Simsbury for the purpose of managing and conducting operations of the Performing Arts Center at Simsbury Meadows for the period beginning January 1, 2017 and expiring December 31, 2019. Under this agreement, Simsbury PAC will reimburse administrative costs incurred in connection with preparation of the facility for each concert season. This fee of \$2,500 shall be paid at the conclusion of each season on November 1.





# 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:** May 16, 2017
3. **Date of Board Meeting:** May 22, 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 \$ 234.47

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   |
|                   |             |          |        |          | \$0.00   |
|                   |             |          |        |          |          |
| Total 2013        |             | \$0.00   | \$0.00 | \$0.00   | \$0.00   |
| List 2014         |             |          |        |          |          |
|                   |             |          |        |          | \$0.00   |
|                   |             |          |        |          | \$0.00   |
|                   |             |          |        |          | \$0.00   |
|                   |             |          |        |          |          |
| Total 2014        |             | \$0.00   | \$0.00 | \$0.00   | \$0.00   |
| List 2015         |             |          |        |          |          |
| Honda Lease Trust | 15-03-58112 | \$93.24  | \$2.59 |          | \$95.83  |
| Honda Lease Trust | 15-03-58276 | \$141.23 | \$3.92 |          | \$145.15 |
|                   |             |          |        |          | \$0.00   |
|                   |             |          |        |          | \$0.00   |
|                   |             |          |        |          | \$0.00   |
|                   |             |          |        |          | \$0.00   |
|                   |             |          |        |          | \$0.00   |
|                   |             |          |        |          | \$0.00   |
|                   |             |          |        |          | \$0.00   |
|                   |             |          |        |          | \$0.00   |
|                   |             |          |        |          | \$0.00   |
|                   |             |          |        |          | \$0.00   |
|                   |             |          |        |          |          |
|                   |             |          |        |          |          |
|                   |             |          |        |          |          |
| Total 2015        |             | \$234.47 | \$6.51 | \$0.00   | \$240.98 |
|                   |             |          |        |          |          |
|                   |             |          |        |          |          |
|                   |             |          |        |          |          |
| TOTAL 2013        |             | \$0.00   | \$0.00 | \$0.00   | \$0.00   |
|                   |             |          |        |          |          |
| TOTAL 2014        |             | \$0.00   | \$0.00 | \$0.00   | \$0.00   |
|                   |             |          |        |          |          |
| TOTAL 2015        |             | \$234.47 | \$6.51 | \$0.00   | \$240.98 |
|                   |             |          |        |          |          |
|                   |             |          |        |          | \$240.98 |
|                   |             |          |        |          |          |
|                   |             |          |        |          |          |
| TOTAL ALL YEARS   |             | \$234.47 | \$6.51 | \$0.00   | \$240.98 |



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Public Gathering Permit – Recommendation for Approval
2. **Date of submission:** May 10, 2017
3. **Date of Board Meeting:** May 22, 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 Application for the Party at the PAC on May 26.

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 May 9, a Public Gathering Permit application was submitted by David Ryan for a "Party at the PAC" on May 26. The application was distributed by e-mail to the committee for their review.

Those on the e-mail distribution included Assistant Town Planner Mike Glidden, Public Works Director Tom Roy, Lieutenant Fred Sifodaskalakis, Jason Brown of the Farmington Valley Health District, and Mike Delehanty of the Simsbury EMS.

Dave Ryan was also copied and was able to respond to any questions on the event.

After reviewing the application, the committee unanimously recommended that the event be forwarded to the Board of Selectmen for approval.

**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:** Selection of Municipal Resources, Inc.  
to Conduct Search for Town Manager
2. **Date of submission:** May 16, 2017
3. **Date of Board Meeting:** May 22, 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](mailto:tcooke@simsbury-ct.gov)  
Melissa A.J. Appleby – Deputy Director of Administrative Services –  
[mappleby@simsbury-ct.gov](mailto: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:*

Authorize the First Selectwoman to enter into a contract on behalf of the Town of Simsbury with Municipal Resources, Inc. to assist the town with recruitment of a Town Manager subject to review and approval by Town Counsel.

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 May 9, 2017 the Executive Search Committee interviewed three finalist executive search firms for possible selection to assist the town with the recruitment and hiring of a Town Manager. The firms included Municipal Resources, Inc., The Mercer Group, Inc.

and Randi Frank Consulting, Inc. Cost proposals for the firms were comparable and included variable estimated costs for consultant expenses, off-site candidate interviews and other factors.

Based on the interviews and the information provided in the responses to the town's request for proposals, Municipal Resources, Inc. was identified as the best candidate for the recruitment process.

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

The town's proposed budget for FY2018 includes funds allocated for this purpose and those funds are sufficient to cover the costs of this project. Municipal Resources, Inc. has agreed that payments will not be due in the current fiscal year.

**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

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Registrar of Voters Redistricting Addendum
2. **Date of submission:** May 16, 2017
3. **Date of Board Meeting:** May 22, 2017
4. **Individual or Entity making the submission** Karen Cortés, Democratic Registrar of Voters, 860-658-3267 and Michele Potvin-Piecuch, Republican Registrar of Voters, 860-658-3269.
5. **Action requested of the Board of Selectmen:** The Registrars of Voters request addition of certain addresses to the redistricting plan approved by the Board of Selectmen on March 13, 2017.
6. **Summary of Submission** The following addresses have been identified as being located within the redistricting boundaries: Bushy Hill Road, numbers 468, 480, 482, 484, 488, and 492 to be changed to Tootin Hills School; Hopmeadow Street, numbers 999, 1001, 1003, 1075, 1079, 1083, 1087, 1091 to be changed to Tariffville School.
7. **Financial Impact** None
8. **Description of documents included with submission:** *The following documents are included with this submission and attached hereto: None*



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Democratic Party Nomination
2. **Date of submission:** May 8, 2017
3. **Date of Board Meeting:** May 22, 2017
4. **Individual or Entity making the submission:** Simsbury Democratic Town Committee,  
Thomas Frank, Chair, Nominations Committee, 19 Banbury Drive, West Simsbury, CT 06092

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

:

Respectfully request approval of the following appointment to the **Clean Energy Task Force** following nomination by the Simsbury Democratic Town Committee on 04/19/2017 to fill a vacancy created by the resignation of Melissa Osborne (D). This nominee is a registered voter enrolled in the Democratic Party.

Regina Kathleen Pynn; 25 Walker Drive, Simsbury CT 06070  
Regular Member, Clean Energy Task Force with a term ending 12/04/2017.

6. **Summary of Submission:** Simsbury Democratic Town Committee requests approval of the above named individual to the office and term indicated.
7. **Financial Impact:** None known
8. **Description of documents included with submission:**

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

None

## **CALL TO ORDER**

The Special Meeting of the Board of Selectmen was called to order at 5:30 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectwoman Lisa Heavner; Board members Cheryl Cook, Sean Askham, and Elaine Lang. Absent were: Christopher Kelly and Michael Paine. Others in attendance included Thomas Cooke, Director of Administrative Services, Tom Roy, Director of Public Works, Gerard Toner, Director of Culture, Parks & Recreation; Sean Kimball, Director of Finance/Treasurer; Melissa Appleby, Deputy Director of Administrative Services; Jerome Shea, Town Engineer, and other interested parties.

## **PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

## **SELECTMEN ACTION**

### **a) Approval of the Hometown Hero Nominees**

Ms. Heavner said this award was initiated in 1986 by Governor William O'Neill a part of the 350<sup>th</sup> Anniversary of the founding of Connecticut. All towns were invited to designate residents as “Hometown Heroes” for any service or deed that made the community a better place in which to live.

Ms. Heavner said the 2017 Hometown Hero Selection Committee was made up of Michael Paine, Tom Horan, Emil Dahlquist, T.J. Donohue, Len Lanza, and herself. They review nominations of individuals who have demonstrated selfless and altruistic behavior which contributes to the betterment of the Town.

Ms. Cook made a motion to approve Hometown Hero Nominees Leonard Lanza and Ieke Scully. Ms. Lang seconded the motion. All were in favor and the motion passed.

## **PRESENTATIONS**

### **• Hometown Hero Awards Presentation Ceremony:**

#### **•Leonard Lanza**

Ms. Cook said she was thrilled to present this award to Mr. Lanza. She said Mr. Lanza has been Commander of Metacomet VFW Post 1926, and he assumes his post as the Commander of the American Legion Post 84 next month. His longtime volunteer efforts go back to 1969 with the Town's Tercentenary Committee. Mr. Lanza is extensively involved with the Memorial Day Parades and Veterans Day Planning Committees. He has also been a member of the Farmington Valley Association, for Retarded and Handicapped (FAVARH) since 1963. We are all profoundly grateful for all he has done and congratulate him on this award.

TOWN OF SIMSBURY – BOARD OF SELECTMEN  
SPECIAL MEETING MINUTES – MAY 8, 2017

“Subject to Approval”

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Mr. Lanza thanked everyone and said this is a tremendous Town to live in. Simsbury was on his list of top 10 places to live and he is very glad he moved here. He started as a custodian and then became a teacher, Vice Principal and then Principal. He is very happy he moved here and doesn't want to go anywhere else.

• **Ieke Scully**

Ms. Heavner noted that Ms. Scully couldn't attend the meeting tonight, but Mr. Scully would be accepting the award for her.

Ms. Lang said it was her tremendous honor to present this award to her friend Ms. Scully. She has amazing energy. Ms. Lang said Ieke is an “import from Virginia” when she married Mark Scully from Simsbury. She started helping as an assistant den leader and as a Pack chairman of Cub Scout Pack 276. Ms. Scully is a member of First Church where she taught Sunday school and loves singing in the choir. She supports various non-profits including the Farmington River Watershed Association and Simsbury Land Trust and Simsbury Historical Society. Ieke is currently helping to organize the first historic house tour in 22 years for this June 4<sup>th</sup>. All these efforts have contributed to Simsbury becoming Ieke's hometown.

Mr. Scully said Ms. Scully was very honored and humbled to receive this award. She was very upset that she couldn't be here to receive it herself. She is proud to be a Simsbury resident and feels Simsbury has a great, rich history and the resources need to be used. She thanked everyone for this honor.

**ADJOURN**

Mr. Askham made a motion to adjourn at 5:45 p.m. Ms. Cook 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 6:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectwoman Lisa Heavner; Board members Sean Askham, Elaine Lang, and Cheryl Cook. Absent were: Michael Paine 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; Jerome Shea, Town Engineer; Gerard Toner, Director of Culture, Parks and Recreation, and other interested parties.

## **PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

## **PUBLIC AUDIENCE**

Joan Coe, 26 Whitcomb Drive, spoke about the Senior Center, conflict of interests, the Performing Arts Center, air pistols, C-tech, the Veteran’s Memorial, and other issues.

Robert Kalechman, 781 Hopmeadow Street, spoke about the Memorial Day Parades, the War Memorial, politicians, and other issues.

Sue Masino, 41 Madison Lane, spoke about activities at The Grange, the electronics recycling from 9-12 at Andy’s Market and the proposed “Carry In, Carry Out” agenda item.

Mark Orenstein, 82 Old Meadow Plain Road, said there would be high definition cameras in the meeting room at the next meeting. He also spoke about the State and Town budgets.

## **PRESENTATIONS**

- **Memorial Day Parades**

John Fox and John Lamb were introduced as co-leaders of the Memorial Observation Committee.

Mr. Voss told everyone about the Memorial Day Parade and observances. The Parade in Tariffville will begin at 9 a.m., with services to follow at St. Bernard’s Cemetery. The Simsbury Parade will begin at 1:30, with services to follow at the Veteran’s Memorial at the Library. This is the 100<sup>th</sup> Anniversary of the Memorial Day Parade in Simsbury. The theme this year is 1917. This year there is an alternative place for observations in case of inclement weather. The services will be held at Trinity Church and Eno Memorial Hall.

## **FIRST SELECTWOMAN’S REPORT**

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

**SELECTMEN ACTION**

**a) Approve Tax Refunds**

Mr. Askham made a motion to approve tax refunds in the amount of \$1,360.97 as requested and approved by the Tax Collector. Ms. Lang seconded the motion. All were in favor and the motion passed.

**b) Refer FY 2018 Capital Projects to the Planning Commission for CGS Section 8-24 referral**

Ms. Heavner said the budget is not complete, but changes could be made if needed. The FY 18 Board of Selectmen Approved Capital Projects are:

|  |              |
|--|--------------|
| 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 Renovations          | \$ 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   |
| 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   |
| HJMS – Renovation – Phase 3                      | \$22,825,000 |
| SHS Tennis Court Replacement                     | \$ 740,000   |

Mr. Askham made a motion to refer the capital projects previously approved by the Board of Selectmen to the Planning Commission in accordance with §8-24. Ms. Cook seconded the motion. All were in favor and the motion passed.



**c) Discuss and Possible Action for Fiscal Year 2018 Budget**

Ms. Heavner said the Board of Finance asked that the Board of Selectmen reduce their proposed budget by \$200,000. She went through two options to be considered.

After some discussion on both options, Mr. Askham made a motion to recommend the approval of option B, with Operating reductions of \$92,895 and Capital Cash reductions of \$112,000 – totaling \$204,895. Ms. Lang seconded the motion. All were in favor and the motion passed.

**d) Approve the recommendation of the Culture, Parks & Recreation Commission to transition to a “Carry In, Carry Out” policy for trash removal for Town owned parks, fields and other properties effective July 1, 2017**

Mr. Toner said this is in response to the budget situation of the last few years. He said they did a trial of “Carry In, Carry Out” and it worked very well. The organization had no problem doing this when asked. This is also being done for safety, reduction of illegal dumping, pests and animals, etc.

Ms. Cook made a motion to approve the recommendations of the Culture, Parks and Recreation Commission to transition to a “Carry In, Carry Out” policy for trash removal for Town owned parks, fields, and other properties effective July 1, 2017. Mr. Askham seconded the motion. All were in favor and the motion passed.

**e) Authorize the First Selectwoman to enter into an Agreement for Shared Professional Service with the Town of Bloomfield for Deputy Building Official**

Ms. Heavner said the Deputy would be an employee of Simsbury and he would be contracted out to Bloomfield. The payment from Bloomfield would go into the general fund.

Ms. Cook made a motion to authorize the First Selectwoman to enter into an Agreement for Shared Professional Service with the Town of Bloomfield for Deputy Building Official pending needed approvals. Ms. Lang seconded the motion. All were in favor and the motion passed.

**OTHER BUSINESS**

There was on other business at this time.

### **APPOINTMENTS AND RESIGNATIONS**

- a) **Appoint Jerome Shea, Town Engineer to the Board of Directors of the Farmington Valley Health District for a three year term effective May 8, 2017**

Mr. Askham made a motion to appoint Jerome Shea, Town Engineer, to the Board of Directors of the Farmington Valley Health District for a three year term effective May 8, 2017. Ms. Lang seconded the motion. All were in favor and the motion passed.

### **REVIEW OF MINUTES**

- a) **Regular Meeting of April 24, 2017**

There were no changes made to the minutes of April 24, 2017 and, therefore, the minutes were adopted.

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

1. **Personnel** – no report at this time.
2. **Finance** – no report at this time.
3. **Welfare** – no report at this time.
4. **Public Safety** – Mr. Askham said there will be a Public Safety Committee meeting next Thursday to review the PAC storm contingencies, etc. Mr. Askham also asked everyone to slow down as there will be more bikes and children on the roads. Please obey the speed limits.
5. **Board of Education** – no report at this time.

Ms. Cook said Committee for Care will be hosting the Harlem Rockets vs. Simsbury Dream Team on Wednesday, May 10<sup>th</sup> at 6:00 p.m. at the Simsbury High School. This will be a great night of basketball and information about community health resources. There will be information on mental health, addictions and therapies.

### **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**

Mr. Askham made a motion to adjourn into Executive Session pursuant to CGS §1200(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 at 7:17 p.m. Ms. Cook seconded the motion. All were in favor and the motion passed.

**ADJOURN FROM EXECUTIVE SESSION**

Mr. Askham made a motion to adjourn from Executive Session at 7:35 p.m. Ms. Lang seconded the motion. All were in favor and the motion passed.

**ADJOURN**

Mr. Askham made a motion to adjourn at 7:35 p.m. Ms. Lang seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio  
Clerk