



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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## SIMSBURY BOARD OF SELECTMEN

Main Meeting Room – Simsbury Town Hall – 933 Hopmeadow Street, Simsbury  
Regular Meeting – May 30, 2018 – 6:00 p.m.

### PLEDGE OF ALLEGIANCE

### PUBLIC HEARINGS

- a) Proposed Stormwater Connection Ordinance
- b) Neighborhood Assistance Act (NAA) Program Proposals

### PUBLIC AUDIENCE

### FIRST SELECTMAN'S REPORT

### TOWN MANAGER'S REPORT

### SELECTMEN ACTION

- a) Proposed Stormwater Connection Ordinance
- b) Neighborhood Assistance Act (NAA) Proposals
- c) Recommended Appointment of Culture, Parks & Recreation Director
- d) Handicapped Parking Awareness Month
- e) Henry James Memorial School Renovation – Phase III

### APPOINTMENTS AND RESIGNATIONS

- a) Proposed Reappointment of Oliver Dickins (D) as a Regular Member of the Housing Authority with an Expiration Date of April 21, 2023
- b) Proposed Appointment of Heather Dawson (D) as a Regular Member of the Recycling Committee with an Expiration Date of December 2, 2019

### REVIEW OF MINUTES

- a) Special Meeting of May 21, 2018



**SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS**

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

**COMMUNICATIONS**

- a) Simsbury Farms Natural Gas Conversion memo, dated May 21, 2018
- b) SMPAC Letter regarding Event Parking, dated May 17, 2018

**ADJOURN TO EXECUTIVE SESSION**

- a) Pursuant to CGS §1-200(6)(B) concerning Pending Claims and Litigation – Deepwater Wind Appeal, Petition 1313

**ADJOURN FROM EXECUTIVE SESSION**

Possible action

**ADJOURN**

**TOWN OF SIMSBURY  
PUBLIC HEARING NOTICE**

Notice is hereby given pursuant to Section 404 of the Charter of the Town of Simsbury that the Board of Selectmen will hold a public hearing on Wednesday, May 30, 2018 at 6:00 p.m. in the Main Meeting Room of Town Hall, 933 Hopmeadow Street, Simsbury, CT 06070 to receive public comment concerning a proposed ordinance, Stormwater Connection Ordinance. Copies of the proposed ordinance can be found on the Town of Simsbury's website, [www.simsbury-ct.gov](http://www.simsbury-ct.gov) on the Board of Selectmen's page. Hard copies are available at the Town Clerk's Office, 933 Hopmeadow Street, Simsbury, CT.

**Public Hearing Date: Wednesday, May 30, 2018 at 6:00 p.m.**



**TOWN OF SIMSBURY  
PUBLIC HEARING NOTICE**

Notice is hereby given that the Board of Selectmen will hold a public hearing on Wednesday, May 30, 2018 at 6:05 p.m. in the Main Meeting Room of Town Hall, 933 Hopmeadow Street, Simsbury, CT 06070 to receive public comment concerning the proposed approval by the Board of Selectmen of the proposals of the Simsbury Volunteer Ambulance Association and Simsbury Grange for benefits under the Neighborhood Assistance Act (NAA) as set forth in the completed Form NAA-01, Connecticut Neighborhood Assistance Act (NAA) Program Proposals. Copies of the proposals can be found on the Town of Simsbury's website, [www.simsbury-ct.gov](http://www.simsbury-ct.gov) on the Board of Selectmen's page. Hard copies are available at the Town Clerk's Office, 933 Hopmeadow Street, Simsbury, CT.

**Public Hearing Date: Wednesday, May 30, 2018 at 6:05 p.m.**





# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Stormwater Connection Ordinance
2. **Date of Board Meeting:** May 30, 2018
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Jerome F. Shea, Town Engineer; Thomas J. Roy,  
Director of Public Works *Maria E. Capriola*

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

If the Board of Selectmen supports adopting the proposed Stormwater Connection Ordinance as presented and dated May 22, 2018, the following motion is in order:

*Move, effective May 30, 2018, to adopt the proposed Stormwater Connection Ordinance as presented, which shall be effective 21 days after publication in a newspaper having circulation within the Town of Simsbury. Further move to authorize a summary of the adopted ordinance be published.*

5. **Summary of Submission:**

The purpose of the Stormwater Connection Ordinance is to establish legal authority for compliance with the new MS4 Stormwater General Permit. This ordinance is required to be adopted by July 1, 2018 in accordance with the DEEP MS4 General Permit. The new MS4 Stormwater General Permit requires regulated institutions and municipalities to establish an enforceable legal authority to:

- Prohibit illicit discharges to its storm sewer system such as the dumping/disposal of materials in the MS4
- Investigate suspected illicit discharges
- Control discharge of spills
- Remove/eliminate illicit discharges, including from those properties not owned/operated by permittee and discharge in the MS4, as soon as possible upon detection
- Implement appropriate enforcement procedures and actions

To ensure that appeals are received in writing, please note that the draft ordinance provided this evening has one proposed revision to Section 15, Appeal of Notice of Violation, as follows:

*"The notice of appeal must be received **in writing and filed with the Town Clerk's Office** within ten (10) business days from the date of the Notice of Violation."*

Section 404 of the Town Charter sets forth the requirements for a public hearing on and publication of an ordinance. The Board of Selectmen is required to have at least one

public hearing on a new or amended ordinance. The public hearing held earlier this evening was properly noticed. A second hearing must be held if substantive changes are made to the ordinance (as determined by Town Counsel).

Following the public hearing this evening, the Board of Selectmen can do one of two things: 1) approve adoption of the Stormwater Connection Ordinance as presented, or with modifications that are not substantive in nature, or 2) table adoption of the proposed ordinance until your June 11<sup>th</sup> meeting if additional time is needed to consider public comment received at the hearing.

Once the ordinance is passed, it must be filed with the Town Clerk and posted in its entirety or in summary form within 10 days after final passage. The Board of Selectmen would have to approve use of a summary. The ordinance would become effective on the twenty-first day after final publication. General Code will assign the Chapter number to this new ordinance.

**6. Financial Impact:**

The implementation of the illicit discharge detection program will have financial impacts to the town through increased dry weather testing requirements of outfalls and staff time to investigate illicit discharges detected. Following implementation of the ordinance, and based on experience, staff will be able to estimate the costs of implementing the required ordinance and present those costs as part of the FY 19/20 budgeting process.

Extraordinary costs associated with the investigation and testing to detected illicit discharges may be recouped by the Town under the ordinance. Abatement costs may also be collected from the owner of the property responsible for the illicit discharge.

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

- a) Draft Stormwater Connection Ordinance, dated May 22, 2018
- b) Sample Authorized Enforcement Agent Designation Letter

**DRAFT**  
**TOWN OF SIMSBURY**  
**STORMWATER CONNECTION ORDINANCE**  
**May 22, 2018**

**SECTION 1. PURPOSE AND INTENT.**

The purpose of this ordinance is to provide for the health, safety, and general welfare of the citizens of the Town of Simsbury through the regulation of non-storm water discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This ordinance establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this ordinance are:

- (1) To prohibit and eliminate illicit connections and discharges to the municipal separate storm sewer system
- (2) To establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with this ordinance

**SECTION 2. DEFINITIONS.**

For the purposes of this ordinance, the following shall mean:

Authorized Enforcement Agency: employees or designees of the town as designated by the Town Manager to enforce this ordinance.

Best Management Practices (BMPs): schedules of activities, practices (and prohibitions of practices), structures, vegetation, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants to waters of the state consistent with state, federal or other equivalent and technically supported guidance. BMPs also include treatment requirements, operating procedures, and practices to control site runoff, spillage or leaks, sludge or waste disposal, or drainage from material storage.

Clean Water Act. The federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.), and any subsequent amendments thereto.

Construction Activity. Any activity associated with construction at a site including, but not limited to, clearing and grubbing, grading, excavation, and dewatering.

Hazardous Materials. Any material, including any substance, waste, or combination

thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

Illegal Discharge. Any direct or indirect non-storm water discharge to the storm drain system, except as exempted in Section 7 of this ordinance.

Illicit Connections. An illicit connection is defined as either of the following: Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drain system including but not limited to any conveyances which allow any non-storm water discharge including sewage, process wastewater, and wash water to enter the storm drain system and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by an authorized enforcement agency or, any drain or conveyance connected from a commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency.

Industrial Activity. Activities subject to NPDES Industrial Permits as defined in 40 CFR, Section 122.26 (b)(14).

National Pollutant Discharge Elimination System (NPDES) Storm Water Discharge Permit. means a permit issued by EPA (or by a State under authority delegated pursuant to 33 USC § 1342(b)) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

Non-Stormwater Discharge. Any discharge to the storm drain system that is not composed entirely of storm water.

Person. Any individual, association, organization, partnership, firm, corporation or other entity recognized by law and acting as either the owner or as the owner's agent.

Pollutant. Anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordinances, and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.

Premises. Any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.

Storm Drainage System. Publicly-owned facilities by which storm water is collected and/or conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.

Stormwater. Waters consisting of rainfall runoff, including snow or ice melt, during a rain event.

Stormwater Pollution Prevention Plan. A document which describes the Best Management Practices and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges to Stormwater, Stormwater Conveyance Systems, and/or Receiving Waters to the Maximum Extent Practicable.

Wastewater. Any water or other liquid, other than uncontaminated storm water, discharged from a facility.

### **SECTION 3. APPLICABILITY.**

This ordinance shall apply to all water entering the storm drain system generated on any developed and undeveloped lands unless explicitly exempted by an authorized enforcement agency.

### **SECTION 4. RESPONSIBILITY FOR ADMINISTRATION.**

The Town Manager shall administer, implement and enforce the provisions of this ordinance. Any powers granted or duties imposed upon an authorized enforcement agency may be delegated in writing by the Town Manager to persons or entities acting in the beneficial interest of or in the employ of the town.

### **SECTION 5. SEVERABILITY.**

The provisions of this ordinance are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this Ordinance.

### **SECTION 6. ULTIMATE RESPONSIBILITY.**

The standards set forth herein and promulgated pursuant to this ordinance are minimum standards; therefore this ordinance does not intend nor imply that compliance by any person will ensure that there will be no contamination, pollution, nor unauthorized discharge of pollutants.

## **SECTION 7. DISCHARGE PROHIBITIONS.**

### Prohibition of Illegal Discharges.

No person shall discharge or cause to be discharged into the municipal storm drain system or watercourses any materials, including but not limited to pollutants or waters containing any pollutants that cause or contribute to a violation of applicable water quality standards, other than storm water.

The commencement, conduct or continuance of any illegal discharge to the storm drain system is prohibited except as described as follows:

(a) The following discharges are exempt from discharge prohibitions established by this ordinance: uncontaminated ground water discharges including, but not limited to, pumped ground water, foundation drains, water from crawl space pumps and footing drains; irrigation water including, but not limited to, landscape irrigation and lawn watering runoff; residual street wash water associated with sweeping; discharges or flows from firefighting activities (except training); and naturally occurring discharges such as rising ground waters, uncontaminated ground water infiltration (as defined at 40 CFR 35.2005(20)), springs, diverted stream flows and flows from riparian habitats and wetlands.

(b) Any non-stormwater discharge to the MS4 authorized by a permit issued pursuant to Section 22a-430 or 22a-430b of the Connecticut General Statutes is also authorized under this ordinance.

### Prohibition of Illicit Connections.

(a) The construction, use, maintenance or continued existence of illicit connections to the storm drain system is prohibited.

(b) This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.

(c) A person is considered to be in violation of this ordinance if the person connects a line conveying sewage to the MS4, or allows such a connection to continue.

## **SECTION 8. SUSPENSION OF MS4 ACCESS.**

### (a) Suspension due to Illicit Discharges in Emergency Situations

The authorized enforcement agency may, without prior notice, suspend MS4 discharge access to a person when such suspension is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the

health or welfare of persons, or to the MS4 or Waters of the United States. If the violator fails to comply with a suspension order issued in an emergency, the authorized enforcement agency may take such steps as deemed necessary to prevent or minimize damage to the MS4 or Waters of the United States, or to minimize danger to persons.

(b) Suspension due to the Detection of Illicit Discharge

Any person discharging to the MS4 in violation of this ordinance may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. The authorized enforcement agency will notify a violator of the proposed termination of its MS4 access. The violator may petition the authorized enforcement agency for a reconsideration and hearing.

A person commits an offense if the person reinstates MS4 access to premises terminated pursuant to this Section, without the prior approval of the authorized enforcement agency.

**SECTION 9. INDUSTRIAL OR CONSTRUCTION ACTIVITY DISCHARGES.**

Any person subject to an industrial or construction activity NPDES storm water discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the authorized enforcement agency prior to the allowing of discharges to the MS4.

**SECTION 10. MONITORING OF DISCHARGES.**

A. Applicability.

This section applies to all facilities that have storm water discharges associated with industrial activity, including construction activity.

B. Access to Facilities.

(a) The Department of Public Works shall be permitted to enter and inspect facilities subject to regulation under this ordinance as often as may be necessary to determine compliance with this ordinance. If a discharger has security measures in force which require proper identification and clearance before entry into its premises, the discharger shall make the necessary arrangements to allow access to representatives of the authorized enforcement agency.

(b) Facility operators shall allow the authorized enforcement agency ready access to all parts of the premises for the purposes of inspection, sampling, examination and copying of records that must be kept under the conditions of an NPDES permit to discharge storm water, and the performance of any additional duties as defined by state and federal law.

(c) The authorized enforcement agency shall have the right to set up on any permitted

facility such devices as are necessary in the opinion of the authorized enforcement agency to conduct monitoring and/or sampling of the facility's storm water discharge.

(d) The authorized enforcement agency has the right to require the discharger to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the discharger at its own expense. All devices used to measure stormwater flow and quality shall be calibrated to ensure their accuracy.

(e) Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the operator at the written or oral request of the authorized enforcement agency and shall not be replaced. The costs of clearing such access shall be borne by the operator.

(f) Unreasonable delays in allowing the authorized enforcement agency access to a permitted facility is a violation of a storm water discharge permit and of this ordinance. A person who is the operator of a facility with a NPDES permit to discharge storm water associated with industrial activity commits an offense if the person denies the authorized enforcement agency reasonable access to the permitted facility for the purpose of conducting any activity authorized or required by this ordinance.

(g) If the authorized enforcement agency has been refused access to any part of the premises from which stormwater is discharged, and he/she is able to demonstrate probable cause to believe that there may be a violation of this ordinance, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this ordinance or any order issued hereunder, or to protect the overall public health, safety, and welfare of the community, then the authorized enforcement agency may seek issuance of a search warrant from any court of competent jurisdiction.

**SECTION 11. REQUIREMENT TO PREVENT, CONTROL, AND REDUCE STORM WATER POLLUTANTS BY THE USE OF BEST MANAGEMENT PRACTICES.**

The authorized enforcement agency will adopt requirements identifying Best Management Practices for any activity, operation, or facility which may cause or contribute to pollution or contamination of storm water, the storm drain system, or waters of the U.S. The owner or operator of a commercial or industrial establishment shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the municipal storm drain system or watercourses through the use of these structural and non-structural BMPs. Further, any person responsible for a property or premise, which is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the municipal separate storm sewer system. Compliance with all terms and conditions of a valid NPDES permit authorizing the discharge of storm water associated with industrial activity, to the

extent practicable, shall be deemed compliance with the provisions of this section. These BMPs shall be part of a stormwater pollution prevention plan (SWPP) as necessary for compliance with requirements of the NPDES permit.

**SECTION 12. WATERCOURSE PROTECTION.**

Every person owning property through which a watercourse passes, or such person's lessee, shall keep and maintain that part of the watercourse within the property free of trash, debris, excessive vegetation, and other obstacles that would pollute, contaminate, or significantly retard the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.

**SECTION 13. NOTIFICATION OF SPILLS.**

Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into storm water, the storm drain system, or water of the U.S. said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials said person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, said person shall notify the authorized enforcement agency in person or by phone or facsimile no later than the next business day. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the authorized enforcement agency within three business days of the phone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

**SECTION 14. ENFORCEMENT.**

A. Notice of Violation.

Whenever the designated enforcement officer finds that a person has violated a prohibition or failed to meet a requirement of this Ordinance, the authorized enforcement agency may order compliance by written notice of violation to the responsible person. Such notice may require without limitation:

- (1) The performance of monitoring, analyses, and reporting;
- (2) The elimination of illicit connections or discharges;

- (3) That violating discharges, practices, or operations shall cease and desist;
- (4) The abatement or remediation of storm water pollution or contamination hazards and the restoration of any affected property; and
- (5) Payment of a fine or penalty to recoup costs incurred by the Department of Public Works;
- (6) Suspension of any discharge to the MS4 system consistent with Section 8 of this ordinance; and
- (7) The implementation of source control or treatment BMPs.

If abatement of a violation and/or restoration of affected property is required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Where elimination is not possible within 60 days of source confirmation, a schedule for its elimination will be set for no more than 180 days.

Said notice shall further advise that, should the violator fail to remediate or restore within the established deadline, the work will be done by a designated governmental agency or a contractor and the expense thereof shall be charged to the violator.

**SECTION 15. APPEAL OF NOTICE OF VIOLATION.**

Any person receiving a Notice of Violation may appeal the determination of the authorized enforcement agency. The notice of appeal must be received **in writing and filed with the Town Clerk's Office** within ten (10) business days from the date of the Notice of Violation. Hearing on the appeal before the Hearing Officer shall take place within thirty (30) business days from the date of receipt of the notice of appeal. The decision of the Hearing Officer shall be final.

**SECTION 16. ENFORCEMENT MEASURES AFTER APPEAL.**

If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation, or, in the event of an appeal, within thirty (30) business days of the decision of the municipal authority upholding the decision of the authorized enforcement agency, then representatives of the authorized enforcement agency shall enter upon the subject private property and are authorized to take any and all measures necessary to abate the violation and/or restore the property. It shall be unlawful for any person, owner, agent or person in possession of any premises to refuse to allow the government agency or designated contractor to enter upon the premises for the purposes set forth above.

**SECTION 17. COST OF ABATEMENT OF THE VIOLATION.**

Within ten (10) business days after abatement of the violation, the owner of the property will be notified of the cost of abatement, including administrative costs. The property owner may file a written protest objecting to the amount of the assessment within ten (10) business days. If the amount due is not paid within a timely manner as determined by the decision of the municipal authority or by the expiration of the time in which to file an appeal, the charges shall become a special assessment against the property and shall constitute a lien on the property for the amount of the assessment.

Any person violating any of the provisions of this article shall become liable to the Town of Simsbury by reason of such violation. The liability shall be paid in not more than 12 equal payments. Interest at the rate of one and one half percent (1 ½%) percent per month shall be assessed on the balance beginning on the first day following discovery of the violation.

**SECTION 18. INJUNCTIVE RELIEF.**

It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this Ordinance. If a person has violated or continues to violate the provisions of this ordinance, the authorized enforcement agency may petition for a preliminary or permanent injunction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

**SECTION 19. COMPENSATORY ACTION.**

In lieu of enforcement proceedings, penalties, and remedies authorized by this Ordinance, the authorized enforcement agency may impose upon a violator alternative compensatory actions, such as storm drain stenciling, attendance at compliance workshops, creek cleanup, etc.

**SECTION 20. VIOLATIONS DEEMED A PUBLIC NUISANCE.**

In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this Ordinance is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken.

**SECTION 21. PENALTIES.**

Any person that has violated or continues to violate this ordinance shall be liable to prosecution to the fullest extent of the law, and shall be subject to a penalty of \$100 dollars per violation per day and subject to penalties through the civil and criminal courts.

The authorized enforcement agency may recover all attorney's fees court costs and other expenses associated with enforcement of this ordinance, including sampling and monitoring expenses.

**SECTION 22. REMEDIES NOT EXCLUSIVE.**

The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the authorized enforcement agency to seek cumulative remedies.

**SECTION 23. EFFECTIVE DATE.**

This ordinance shall be in full force and effect 21 days after its final passage and adoption. All prior ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Effective Date: \_\_\_\_\_, 2018.

Public Hearing: \_\_\_\_\_  
Adoption by Board of Selectmen: \_\_\_\_\_  
Publication Date: \_\_\_\_\_  
Filed with the Town Clerk: \_\_\_\_\_  
Town Clerk Attest: \_\_\_\_\_



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

*Maria E. Capriola - Town Manager*

**Sent via E-Mail**

July XX, 2018

[Name]

[Position Title]

**Re: Designation as Authorized Enforcement Agent - Stormwater Connection Ordinance**

Dear [Name],

This letter is to designate you as an Authorized Enforcement Agent of the Town of Simsbury's Stormwater Connection Ordinance in accordance with Chapter XXX of the Code of the Town of Simsbury. Chapter XXX, Section 2 indicates that this designation is to be given by the Town Manager. As an Authorized Enforcement Agent, you are granted the authority to enforce the ordinance, including the ability to issue written notices of violation in accordance with Section 14.

Thank you for serving in this capacity.

Regards,

Maria E. Capriola  
Town Manager



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Neighborhood Assistance Act Program Proposals
2. **Date of Board Meeting:** May 30, 2018

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

*Maria E. Capriola*

4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen is supportive of submitting applications to the Neighborhood Assistance Act Program, the following motion is in order:

*Move, effective May 30, 2018, to approve the Neighborhood Assistance Act Program applications as presented and to authorize Town Manager, Maria E. Capriola to submit the applications to the Department of Revenue Services. Further move to designate Deputy Town Manager, Melissa A.J. Appleby as the municipal liaison.*

5. **Summary of Submission:**  
In early April 2018, the Town issued a press release announcing that the 2018 Neighborhood Assistance Act (NAA) applications were available to tax-exempt organizations. This program provides a tax credit to businesses that make cash investments in qualifying community programs conducted by tax-exempt or municipal agencies. Examples of qualifying community programs include energy conservation projects, neighborhood assistance, job training, education, community services, and crime prevention.

In order to obtain benefits under this program, organizations were asked to complete and submit an application to the Town Manager's Office. The Town Manager's Office has received two NAA program proposals. The Simsbury Grange is seeking funds for an energy conservation project, including the installation of new windows, insulation, updated lighting, and other repairs to reduce energy costs and ensure the sustainability and longevity of the Grange. The Simsbury Volunteer Ambulance Association is seeking funds to support the replacement of an ambulance.

Applications for municipal programs must be submitted to the Department of Revenue Services by July 2, 2018. The Department will issue a list of approved programs by September 1, 2018. Businesses interested in funding any of the approved programs must submit a Neighborhood Assistance Business Act Application to the Department of Revenue Services between September 15 and October 1, 2018.

6. **Financial Impact:**  
Minimal staff time will be needed to administer the application process.

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

- a) Simsbury Volunteer Ambulance Association Submission
- b) Simsbury Grange Submission



**Municipality:** Simsbury

## Form NAA-01

### 2018 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

#### Part I — General Information

Name of tax exempt organization/municipal agency: \_\_\_\_\_  
Simsbury Volunteer Ambulance Association, Inc.

Address: P.O. Box 301, 4 Old Mill Lane, Simsbury CT

Federal Employer Identification Number: 06-6062402

Program title: Ambulance Replacement

Name of contact person: Michael Delehanty

Telephone number: (860) 658-7213

Email address: mdelehanty@simsburyems.com

**Total NAA funding requested** (\$250 minimum, \$150,000 maximum): \$ 133,644.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

Yes       No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

## Part II — Program Information

Check the appropriate description of your program:

### 100% credit percentage

- Energy conservation; or  
 Comprehensive college access loan forgiveness (see Conn. Gen Stat. §12-635(3)).

### 60% credit percentage

- Job training/education for unemployed persons aged 50 or over;  
 Job training/education for persons with physical disabilities;  
 Program serving low-income persons;  
 Child care services;  
 Establishment of a child day care facility;  
 Open space acquisition fund; **or**  
 Other (specify): Emergency Medical Services, Not for Profit Agency

Description of program: \_\_\_\_\_

SVAA is the provider of Emergency medical Services in the Town of Simsbury. We will not receive funding from the Town. As a 501c3 organization, SVAA solicits donations.

This new ambulance will replace an older vehicle in daily service. SVAA has held a capital fund drive by direct mail for the purpose of funding this new ambulance purchase. We realized net proceeds of \$46,356 from this campaign. As the balance of the funding is realized, we anticipate the design and production of the ambulance will be completed in approximately twelve months.

Need for program: \_\_\_\_\_

Current ambulance has approximately 150,000 miles and must be replaced. Due to development trends, and a growing and aging Town population, SVAA has seen a steady increase in EMS calls over the last five years. This has led to a need to operate a second ambulance during the peak hours, and has accelerated the ambulance replacement schedule.

Neighborhood area to be served: \_\_\_\_\_

Simsbury, with mutual aid to Canton, Granby and East Granby

Plan to implement the program: \_\_\_\_\_

Large and medium sized businesses will be solicited for donations under this program. This program will be administered by staff and volunteers at SVAA.

**Timetable:**

Program start date: 12/23/17

Program completion date: 12/23/19

**The program completion date must not be more than two years from the program start date. A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.**

**Part III — Financial Information**

**Program Budget:**

Complete in full. Expenditures must equal or exceed total funding.

**Sources of Revenue:**

NAA funds requested \$133,644.00

Other funding sources - itemized sources:

a) Capital fund drive- direct mail \$50,775.00

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

**Total Funding:** \$184,419.00

**Proposed Program Expenditures:**

Direct operating expenses - itemized description:

a) Direct mail funding appeal \$4,419.00

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

Administrative expenses - itemized description:

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

**Total Proposed Expenditures:** \$4,419.00

**Part IV — Municipal Information**

**To be completed by the municipal agency overseeing implementation of the program**

Name of municipal agency overseeing implementation of the program: _____ Town of Simsbury _____
Mailing address: _____ 933 Hopmeadow Street, Simsbury CT 06070 _____
Name of municipal liaison: <u>Melissa Appleby, Deputy Town Manager</u> _____
Telephone number: <u>860-658-3230</u>
Fax number: <u>860-658-9467</u>
Email address: <u>mappleby@simsbury-ct.gov</u> _____

<p style="text-align: center;"><b>Post-Project Review</b></p> <p style="text-align: center;">Is a post-project review required for this proposal?</p> <p style="text-align: center;"><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p style="text-align: center;">If <b>Yes</b>, date post-project review due:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>
---

# 2018 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01**, *2018 Connecticut Neighborhood Assistance Act (NAA) Program Proposal*. Incomplete applications will **not** be accepted. Direct inquiries to Department of Revenue Services (DRS), Neighborhood Assistance Act Program, Attn: Research Unit, 450 Columbus Blvd Ste 1, Hartford CT 06103-1837, or call **860-297-5687**.

---

## Part I General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

**Program Title:** Assign a unique program title to each program for which your organization is making an application.

**Federal Form 990:** Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

## Part II Program Information

**Description of Program:** Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

**Need for Program:** Demonstrate a need for this program. For example, provide relevant statistics.

**Neighborhood Area to Be Served:** Describe the neighborhood or municipality this program will serve.

**Plan to implement the program:** Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

**Timetable:** Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

## Part III Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

**Sources of Revenue:** The budget must include the requested NAA funding and any other anticipated revenue sources.

**NAA Funding Requested:** Indicate the total amount your organization is requesting for its program. This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

**Other Funding Sources:** Provide a detailed description(s) and the amount(s) of all funding sources.

**Proposed Program Expenditures:** The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

**Direct Operating Expenses:** Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

## Part IV Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

**Municipal Liaison:** The municipality must designate an individual to serve as a liaison with DRS for all NAA matters.

**Post-Project Review:** Any program receiving \$25,000 or more in NAA funding is required to provide a post-project review, prepared by a certified public accounting firm, to the municipality overseeing the program. This review must be submitted to the municipality no later than three months after the program completion date.

# Return of Organization Exempt From Income Tax

**2017**

Open to Public Inspection

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.  
Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

Department of the Treasury  
Internal Revenue Service

**A** For the 2017 calendar year, or tax year beginning \_\_\_\_\_, and ending \_\_\_\_\_

**B** Check if applicable:  
 Address change  
 Name change  
 Initial return  
 Final return/terminated  
 Amended return  
 Application pending

**C** Name of organization **SIMSBURY VOLUNTEER AMBULANCE ASSOC, INC.**  
 Doing business as \_\_\_\_\_  
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite  
**P.O. BOX 301, 4 OLD MILL LANE**  
 City or town State ZIP code  
**SIMSBURY CT 06070**  
 Foreign country name Foreign province/state/county Foreign postal code

**D** Employer identification number  
**06-6062402**

**E** Telephone number  
**(860) 658-7213**

**G** Gross receipts \$ **952,703**

**F** Name and address of principal officer:  
**MICHAEL DELEHANTY P.O. BOX 301, 4 OLD MILL LANE, SIMSBURY,**  
 H(a) Is this a group return for subordinates?  Yes  No  
 H(b) Are all subordinates included?  Yes  No  
 If "No," attach a list. (see instructions)

**I** Tax-exempt status:  501(c)(3)  501(c) ( ) ◀ (insert no.)  4947(a)(1) or  527

**J** Website: **WWW.SIMSBURYEMS.COM** H(c) Group exemption number ▶ \_\_\_\_\_

**K** Form of organization:  Corporation  Trust  Association  Other ▶ \_\_\_\_\_ L Year of formation: **1957** M State of legal domicile: **CT**

Part I Summary			
Activities & Governance	<b>1</b> Briefly describe the organization's mission or most significant activities: <b>PROVIDE EMERGENCY MEDICAL SERVICES</b>		
	<b>2</b> Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	<b>3</b> Number of voting members of the governing body (Part VI, line 1a) . . . . .	<b>3</b>	<b>7</b>
	<b>4</b> Number of independent voting members of the governing body (Part VI, line 1b) . . . . .	<b>4</b>	<b>7</b>
	<b>5</b> Total number of individuals employed in calendar year 2017 (Part V, line 2a) . . . . .	<b>5</b>	<b>17</b>
	<b>6</b> Total number of volunteers (estimate if necessary) . . . . .	<b>6</b>	
	<b>7a</b> Total unrelated business revenue from Part VIII, column (C), line 12 . . . . .	<b>7a</b>	<b>0</b>
<b>b</b> Net unrelated business taxable income from Form 990-T, line 34 . . . . .	<b>7b</b>	<b>0</b>	
Revenue	<b>8</b> Contributions and grants (Part VIII, line 1h) . . . . .	Prior Year	Current Year
	<b>9</b> Program service revenue (Part VIII, line 2g) . . . . .	81,074	147,106
	<b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d) . . . . .	895,588	805,389
	<b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) . . . . .	1,416	208
	<b>12</b> Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12) . . . . .	978,078	952,703
Expenses	<b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1–3) . . . . .	0	0
	<b>14</b> Benefits paid to or for members (Part IX, column (A), line 4) . . . . .	0	0
	<b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10) . . . . .	628,083	597,466
	<b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e) . . . . .	0	0
	<b>b</b> Total fundraising expenses (Part IX, column (D), line 25) ▶ <b>8,752</b>		
	<b>17</b> Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e) . . . . .	368,805	462,665
<b>18</b> Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25) . . . . .	996,888	1,060,131	
<b>19</b> Revenue less expenses. Subtract line 18 from line 12 . . . . .	-18,810	-107,428	
Net Assets or Fund Balances	<b>20</b> Total assets (Part X, line 16) . . . . .	Beginning of Current Year	End of Year
	<b>21</b> Total liabilities (Part X, line 26) . . . . .	1,674,327	1,577,423
	<b>22</b> Net assets or fund balances. Subtract line 21 from line 20 . . . . .	76,482	87,006
		<b>1,597,845</b>	<b>1,490,417</b>

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**

Signature of officer \_\_\_\_\_ Date \_\_\_\_\_

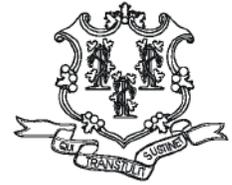
Type or print name and title \_\_\_\_\_

**Paid Preparer Use Only**

Print/Type preparer's name Preparer's signature Date Check  if self-employed PTIN  
**MICHAEL SOLAKIAN MICHAEL SOLAKIAN 4/18/2018 P01260810**

Firm's name ▶ **SOLAKIAN AND COMPANY, LLC** Firm's EIN ▶ **46-1036695**  
 Firm's address ▶ **P.O. BOX 716, NORTH BRANFORD, CT 06471** Phone no. **(203) 483-8115**

May the IRS discuss this return with the preparer shown above? (see instructions)  Yes  No



Municipality: Simsbury

**Form NAA-01**  
**2018 Connecticut Neighborhood Assistance Act (NAA)**  
**Program Proposal**

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

**Part I — General Information**

Name of tax exempt organization/municipal agency: \_\_\_\_\_  
Simsbury Grange / filed as part of Connecticut State Grange Patrons of Husbandry

Address: 236 Farms Village Rd., West Simsbury, CT 06092 (mail to P.O. Box 364, West Simsbury, CT 06092)

Federal Employer Identification Number: 06-0945695

Program title: Energy Efficiency and Conservation at the Grange

Name of contact person: Susan Masino

Telephone number: (860) 651-6790

Email address: susan.masino@trincoll.edu

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 22,000.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

Yes       No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

## Part II — Program Information

Check the appropriate description of your program:

### 100% credit percentage

- Energy conservation; or  
 Comprehensive college access loan forgiveness (see Conn. Gen Stat. §12-635(3)).

### 60% credit percentage

- Job training/education for unemployed persons aged 50 or over;  
 Job training/education for persons with physical disabilities;  
 Program serving low-income persons;  
 Child care services;  
 Establishment of a child day care facility;  
 Open space acquisition fund; or  
 Other (specify): \_\_\_\_\_

Description of program: \_\_\_\_\_

The Simsbury Grange is an all-volunteer grassroots organization that serves the community in many ways. We are non-partisan and non-denominational. We host the only official Connecticut Agricultural Fair in the Farmington Valley (free admission). Our building can be rented for very reasonable rates and recently we were able to get our kitchen recertified for commercial use. We provide an inexpensive space for exercise classes, food preparation, music and magic performances, family and community gatherings, and more. We spearhead a biannual electronic recycling event and take any amount of TV's, computers, equipment, etc. at no cost.

Need for program: \_\_\_\_\_

We revived the Simsbury Grange over 6 years ago, inheriting an old building. We updated the kitchen and aim to keep all Grange events and our rental fee affordable and accessible, and we are dedicated to our mission and serve people of all ages. Our building is old, but well-built, We need new windows, insulation, updated lighting, and other repairs to reduce energy costs and ensure the sustainability and longevity of our Grange. The National Grange is 150 years old in 2017, our Community Grange was founded in 1931.

Neighborhood area to be served: \_\_\_\_\_

Our certified fair, our events and our building serves primarily the Farmington Valley but also a broader region. We see a similar geographic reach for our biannual electronic recycling. Vendors at our annual fair (which draws 300-400 attendees annually) come from a wider area - for example community gardeners and students from Hartford, and small businesses from farther afield in Connecticut. We recently won a state Grange award for best community partnership for the nation's first "Read and Seed" in Hartford. In short, the visitors to our Grange are most likely from the Farmington Valley, but our reach extends beyond and includes Hartford.

Plan to implement the program: \_\_\_\_\_

We have obvious needs and specific estimates for improvements that we have been unable to implement (noted above) We will use identified local businesses. We received a very small portion of requested NAA funding in 2017 but hope to achieve full funding this year. Grange members have agreed to spearhead specific aspects of this program and we will schedule one major project (i.e. insulation, windows) during each quarter. We will easily be able to initiate and supervise completion of the work within the 2 year timeline even if we face unexpected delays with inspections, contractors, etc.

**Timetable:**

Program start date: Sept 2018

Program completion date: August 2020

**The program completion date must not be more than two years from the program start date. A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.**

**Part III — Financial Information**

**Program Budget:**

Complete in full. Expenditures must equal or exceed total funding.

**Sources of Revenue:**

NAA funds requested	<u>\$23,500.00</u>
Other funding sources - itemized sources:	
a) <u>rental income</u>	<u>\$250.00</u>
b) <u>donation from Grange members</u>	<u>\$500.00</u>
c) <u>fair income</u>	<u>\$250.00</u>
d) _____	_____

**Total Funding:** \$24,500.00

**Proposed Program Expenditures:**

Direct operating expenses - itemized description:	
a) <u>energy efficient door and replacement windows, upstairs</u>	<u>\$14,900.00</u>
b) <u>insulation</u>	<u>\$1,800.00</u>
c) <u>ductless split air conditioner / heat pump (primary unit)</u>	<u>\$7,000.00</u>
d) <u>ductless split air conditioner / heat pump (second unit)</u>	<u>\$2,000.00</u>

Administrative expenses - itemized description:	
a) <u>administrative and oversight costs @10%</u>	<u>\$2,200.00</u>
b) _____	_____
c) _____	_____
d) _____	_____

**Total Proposed Expenditures:** \$27,900.00

**Part IV — Municipal Information**

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: _____ Town of Simsbury
Mailing address: _____ 933 Hopmeadow Street
Name of municipal liaison: <u>Melissa Appleby</u>
Telephone number: <u>860-658-3230</u>
Fax number: <u>860-658-9467</u>
Email address: <u>mappleby@simsbury-ct.gov</u>

<p style="text-align: center;"><b>Post-Project Review</b></p> <p style="text-align: center;">Is a post-project review required for this proposal?</p> <p style="text-align: center;"><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p style="text-align: center;">If <b>Yes</b>, date post-project review due:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>
---

# 2018 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01**, *2018 Connecticut Neighborhood Assistance Act (NAA) Program Proposal*. Incomplete applications will **not** be accepted. Direct inquiries to Department of Revenue Services (DRS), Neighborhood Assistance Act Program, Attn: Research Unit, 450 Columbus Blvd Ste 1, Hartford CT 06103-1837, or call **860-297-5687**.

---

## Part I General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

**Program Title:** Assign a unique program title to each program for which your organization is making an application.

**Federal Form 990:** Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

## Part II Program Information

**Description of Program:** Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

**Need for Program:** Demonstrate a need for this program. For example, provide relevant statistics.

**Neighborhood Area to Be Served:** Describe the neighborhood or municipality this program will serve.

**Plan to implement the program:** Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

**Timetable:** Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

## Part III Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

**Sources of Revenue:** The budget must include the requested NAA funding and any other anticipated revenue sources.

**NAA Funding Requested:** Indicate the total amount your organization is requesting for its program. This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

**Other Funding Sources:** Provide a detailed description(s) and the amount(s) of all funding sources.

**Proposed Program Expenditures:** The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

**Direct Operating Expenses:** Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

## Part IV Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

**Municipal Liaison:** The municipality must designate an individual to serve as a liaison with DRS for all NAA matters.

**Post-Project Review:** Any program receiving \$25,000 or more in NAA funding is required to provide a post-project review, prepared by a certified public accounting firm, to the municipality overseeing the program. This review must be submitted to the municipality no later than three months after the program completion date.

2/22/18, 8:38 PM

Form **990-N** **Electronic Notice (e-Postcard)** OMB No. 1545-2085

Department of the Treasury for Tax-Exempt Organization not Required to File Form 990 or 990-EZ. **2016**

Internal Revenue Service Open to Public Inspection

**A** For the **2016** Calendar year, or tax year beginning **2016-10-01** and ending **2017-09-30**

**B** Check if available  
 Terminated for Business  
 Gross receipts are normally \$50,000 or less

**C** Name of Organization: **CONNECTICUT STATE GRANGE PATRONS OF HUSBANDRY**  
**36 Rocklyn Drive, West**  
**Simsbury, CT, US, 06092**

**D** Employee Identification Number **06-0945695**

**E** Website: **F** Name of Principal Officer: **Barbara Chapman**  
**36 Rocklyn Drive, West**  
**Simsbury, CT, US, 06092**

**Privacy Act and Paperwork Reduction Act Notice:** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

**Note:** This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

*Simsbury #197* 2/22/18, 9:49 PM

e-Postcard Filing Confirmation

 **Confirmation**

[Home](#) | [Security Profile](#) | [Logout](#)

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** CONNECTICUT STATE GRANGE PATRONS OF HUSBANDRY
- **EIN:** 060945695
- **Tax Year:** 2016
- **Tax Year Start Date:** 10-01-2016
- **Tax Year End Date:** 09-30-2017
- **Submission ID:** 10065520180531760634
- **Filing Status Date:** 02-22-2018
- **Filing Status:** Accepted

**MANAGE FORM 990-N SUBMISSIONS**



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Recommended Appointment of Culture, Parks and Recreation Director – **REVISED SUBMISSION FORM**
2. **Date of Board Meeting:** May 30, 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 Culture, Parks and Recreation Commission to appoint Thomas J. Tyburski as Culture, Parks and Recreation Director, the following motion is in order:

*Move, to make a conditional offer of employment to Thomas J. Tyburski for the position of Culture, Parks and Recreation Director and to appoint Mr. Tyburski to the position effective June 26, 2018, with an annual starting salary of \$112,500 and employment-related benefits assigned to that position.*

5. **Summary of Submission:**

Following the announcement of Gerry Toner's planned retirement on June 1<sup>st</sup>, a recruitment process was initiated to find his replacement. Finalists for the position participated in first and second round interviews with stakeholders including: the Town Manager and Deputy Town Manager; Commission members; multiple Board of Selectman members; the leadership team; departmental staff; and external Parks and Recreation Directors. Additionally, finalists were required to complete writing samples and a DISC assessment, which evaluates how an individual's characteristics and traits impact their work and leadership style. From that process, a preferred candidate emerged.

I have identified Mr. Thomas J. Tyburski as the preferred candidate for the Director of Culture, Parks and Recreation position. Mr. Tyburski currently serves as the Parks and Recreation Director for the Town of Granby, where he has served in that capacity for seven years. Prior to his tenure in Granby, he worked as a recreation supervisor with the Town of Simsbury for twelve years and as an assistant operations manager of the International Skating Center of Connecticut for two years. He holds a bachelor's degree in recreation management from Springfield College. He is a certified Parks and Recreation Professional (CPRP).

Mr. Tyburski is available to begin work on a part-time basis on June 26<sup>th</sup>. He is able to begin work full-time on July 2<sup>nd</sup>. Gerry Toner is able to remain on staff on a limited basis during the transition.

Pursuant to the Charter, "prior to appointing or removing the Director of Culture, Parks and Recreation, the Town Manager shall also consult with and obtain the approval of the Culture, Parks and Recreation Commission." Final appointing authority for the Director of Culture, Parks and Recreation lies with the Board of Selectmen. At their May 24, 2018 special meeting, the Culture, Parks and Recreation Commission unanimously approved the appointment of Mr. Tyburski to the position, with an effective date of June 26, 2018 and a recommended annual starting salary of \$112,500.

I recommend that the offer be conditional based upon Mr. Tyburski successfully passing a background check. Mr. Tyburski would receive employment related benefits assigned to the Director of Culture, Parks and Recreation position and would be a non-union employee.

**6. Financial Impact:**

Sufficient funds are budgeted in the parks and recreation budget to support this starting salary.

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

- a) Letter of Interest and Resume, T. Tyburski
- b) Outline of Conditional Offer

Thomas J. Tyburski



March 22, 2018

Eric Gomes  
Human Resources Coordinator  
Town of Simsbury, CT  
933 Hopmeadow Street  
Simsbury, CT 06070

Dear Mr. Gomes,

Please accept the enclosed materials as a formal application for the position of Director of Culture, Parks and Recreation with the Town of Simsbury. I strongly believe that the position's requirements and my qualifications are an excellent match and that I would be an asset to your town's already successful parks and recreation department.

I offer the Town of Simsbury a candidate experienced in planning and supervising a variety of recreation and leisure programs. Since assuming my current position as Director of Recreation and Leisure Services in Granby, CT., I have gained a much greater understanding of facility design and building and park maintenance. Under my direction, Department annual revenues have increased each year and annual revenues have more than doubled in six years. The Department's visibility in the community has risen as many new special events and activities have been held to positively engage the community and showcase our facilities. I have also continued to seek out professional development opportunities, receiving the Certified Parks and Recreation Professional (CPRP) and Certified Playground Safety Inspector (CPSI) designations during my career. I am also active within the Connecticut Parks and Recreation Association, currently serving a second term on the Board of this professional organization. All of these valuable experiences have prepared me to be the Director of Culture, Parks and Recreation with your town.

I have enclosed my resume and have also completed the Town of Simsbury's online employment application for your consideration and welcome the opportunity to discuss with you how I can contribute to Simsbury's recreation programs and outstanding community.

Sincerely,

Thomas J. Tyburski

# *Thomas J. Tyburski*

---

## **SUMMARY OF QUALIFICATIONS**

Dedicated recreation professional with twenty-four years of experience. Effective leadership skills based on motivation, positive feedback and delegation. Results-oriented team player with outstanding communication and interpersonal skills. Extensive knowledge of program planning, facility management, budget preparation, and current customer service practices.

## **EDUCATION**

**Springfield College**, Springfield, MA.

Bachelor of Science in Recreation Management, 1995.

## **PROFESSIONAL EXPERIENCE**

Granby Recreation and Leisure Services Department, Granby, CT. (2011-present)

### **Recreation and Leisure Services Director**

- ♦Has overseen an increase in annual program revenues of \$345,323 (121%) in six years
- ♦Fully funded, through collected revenues, 1.5 new administrative positions to handle increased activity
- ♦Modernized Department's activity registration procedures by utilizing online software tool and website
- ♦Assisted in design and planning of two successful recreation facility projects
- ♦Participates in discussion group with Town Manager and other Dept. Heads concerning Town projects
- ♦Directs a variety of popular special events including family concerts, shows, and seasonal activities
- ♦Initiated development of website and electronic marketing strategies for programs and events
- ♦Prepares a variety of marketing materials to gain exposure for recreation programs
- ♦Responsible for interviewing, hiring, training, supervising, and evaluating seasonal staff
- ♦Prepares Department's annual budget and provides recommendations for major projects
- ♦Maintains equipment inventory and orders supplies as needed

Simsbury Culture, Parks and Recreation Dept., Simsbury, CT. (1999-2011)

### **Recreation Supervisor**

- ♦Increased program revenues by \$436,000 (573%) in eleven years
- ♦Created a highly successful summer adventure program for teens
- ♦Directed a variety of popular special events including family concerts, shows, and parties
- ♦Initiated development of department website and electronic marketing strategies of programs and events
- ♦Prepared a variety of marketing materials to gain exposure for recreation programs
- ♦Secured cost-effective sponsorships for programs/events
- ♦Supervised a comprehensive summer program including day/sport camps and enrichment programs
- ♦Responsible for the interviewing, hiring, training, supervising, and evaluating of seasonal staff
- ♦Assisted with annual budget preparations
- ♦Maintained equipment inventory and orders supplies as needed

International Skating Center of Connecticut, Simsbury, CT. (1997-1999)

### **Assistant Operations Manager**

- ♦Coordinated hockey programs for clients of all ages
- ♦Produced weekly employee schedules for a variety of departments
- ♦Responsible for interviewing and evaluating potential employees
- ♦Assisted with event and ice show productions
- ♦Inspected facility daily and assisted with required maintenance

### **Shift Manager**

- ♦Responsible for all aspects of a world-renowned ice skating facility during shift
- ♦Led effort to provide excellent customer service to diverse populations
- ♦Assisted with personnel decisions
- ♦Handled cash reconciliations and deposits

Mulberry Childcare Centers Inc, Windsor, CT. (1996-1999)

### **Program Director/Area Supervisor**

- ♦Coordinated a unique and exciting before and after school child care program
- ♦Supervised five programs, that included over 20 staff and approximately 150 children
- ♦Planned weekly themes and daily lessons
- ♦Supervised Stay & Play Summer Adventure Camp
- ♦Responsible for all financial aspects of program including budget, tuition collection, and purchasing
- ♦Provided for the health, safety, and well being of children in program

Granby Parks and Recreation Department, Granby, CT. (1993-1996)

### **Program Coordinator**

- ♦Planned and scheduled department's fall and winter programs
- ♦Created a Fall/Winter recreation program guide that reached every household in community
- ♦Conducted NYSCLA coaching clinics for youth soccer, basketball, and baseball coaches
- ♦Coordinated activities with private cultural and recreation organizations
- ♦Assisted Director with budget preparations and recommended fee schedules

### **Recreation Internship**

- ♦Supervised Day Camp and Waterfront staff
- ♦Led CIT program for Day Camp
- ♦Assisted Director with development of staff policies and procedures
- ♦Utilized available local media to advertise and gain exposure for many of department's programs
- ♦Handled all aspects of customer service operation

### **Assistant to Recreation Director**

- ♦Analyzed evaluation forms
- ♦Aided Director in developing Bloodborne Pathogens Policy
- ♦Assisted in the planning and development of the department's summer programs
- ♦Initiated and facilitated adult softball program

## **CERTIFICATIONS**

Certified Parks and Leisure Professional, October 2007

Certified Playground Safety Inspector, currently expired

Certified in Adult, Infant, and Child CPR and First Aid

## **Professional Organizations**

Connecticut Parks and Recreation Association, Member, currently serving a second term on Board

Connecticut Parks Association, Member

National Recreation and Parks Association, Member

New England Parks Association, Member

## **REFERENCES**

Gerry Toner, Recreation Director, Town of Simsbury, CT 860-408-4682

William F. Smith, Former Town Manager, Town of Granby, CT 860-653-4660

Amy Watt, Recreation Supervisor, Town of Vernon, CT 860-870-3520

Geoffrey Porter, Recreation Coordinator, Town of Farmington, CT 860-675-2540



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

*Maria E. Capriola – Town Manger*

May 30, 2018

Mr. Thomas Tyburski  
[REDACTED]

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

**RE: Conditional Offer of Employment**

Dear Thomas:

As Town Manager, I am very pleased to extend a conditional offer of employment to you for the position of Director of Culture, Parks and Recreation with the Town of Simsbury. The appointment is effective June 25, 2018, beginning on a part-time basis, with full-time hours beginning July 2, 2018. This letter describes the benefits, terms and conditions of employment.

This appointment is contingent upon the satisfactory completion of the following conditions:

1. A post offer/pre-employment medical examination, including a drug test and basic physical, demonstrating the ability to perform the essential functions of the position, as required. The pre-employment medical exam is conducted at Doctor's Treatment Center (7 Mill Pond Rd, Granby, CT 06035). Please contact JoAnn Martin in the Town Manager's Office at 860-658-3230 to schedule an appointment.
2. A background check which will include motor vehicle records, criminal history, financial and credit records, educational records, employment records and reference checks.
3. In addition, please provide us with a copy of your diplomas from the educational institutions from which you have received degrees.

A drug screening and background check authorization form will be emailed to you and must be returned to my office prior to conducting the medical examination.

The Director of Culture, Parks and Recreation position 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.

Telephone (860) 658-3230

Facsimile (860) 658-9467

[townmanager@simsbury-ct.gov](mailto:townmanager@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

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:

- You will be paid an annual salary of \$112,500.
- You will be paid on a weekly basis.
- Once you begin full-time work on July 2, 2018, 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 operating hours to the public for Simsbury Farms is 9 a.m. to 4:30 p.m., Monday through Friday. This position staffs the Culture, Parks and Recreation Commission and may be required to attend Board of Selectman meetings. As a result, evening hours outside of the normal business hours will occasionally be required to accommodate work assignments. The Town Manager may, in her discretion, authorize flex time for you.

- 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.
- A copy of the current position description for this position is enclosed.
- You will have the option of participating in either the Defined Benefit pension plan or the Defined Contribution plan.

You are currently a terminated vested participant in the Town of Simsbury Retirement Income Plan. If you elect to re-enter the Defined Benefit plan, you will be required to contribute seven percent (7%) of your salary to the plan. You will be credited with prior service with the Town for purposes of vested service.

If you elect the Defined Contribution plan you have the option of contributing 2% or 4% to the plan on a pre-tax basis. The Town will contribute 2% or 7% of salary, respectively. Town contributions are vested on a 5 year graded basis.

You must elect your pension option within the first thirty (30) days of employment with the Town.

- The Town offers a 457 Deferred Compensation plan that you may participate in on a voluntary basis. Contributions may be made on a pre-tax or post-tax (Roth) basis. More information will be made available to you upon your employment.
- 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 twenty percent (20%) 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.

A medical plan summary and rate sheet will be emailed to you.

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).

- New employees contribute 2.0% of pay for a period of 10 years into an Other Post Employment Benefit (OPEB) trust fund. 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 Insurance Plan which you have already received.
- In accordance with Section 9 of the Personnel Rules entitled "Employee Benefits," and in consideration of your previous municipal service, you will accrue vacation at a rate of four (4) weeks per year.
- You will receive twelve (12) holidays, three (3) personal days and one (1) floating holiday annually.
- Paid sick leave for a period not to exceed six months.
- Tuition reimbursement for up to two courses will be reimbursed per year with prior approval of the Town Manager.
- Pursuant to 8.50 of the Personnel Rules entitled "Conflict of Interest," you will need to execute a conflict of interest 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

Thomas Tyburski  
May 30, 2018  
Page 4

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 Director of Culture, Parks and Recreation position with an anticipated start date of June 25, 2018.

Please feel free to contact my office if you have any questions.

Sincerely,

Maria E. Capriola

Enclosures (4)

cc: Culture, Parks and Recreation Commission  
Debra Sweeney, Assistant Finance Director  
Eric Gomes, Employee Benefits and Human Resources Coordinator

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

---

Thomas Tyburski

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



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Handicapped Parking Awareness Month
2. **Date of Board Meeting:** May 30, 2018
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Edward J. LaMontagne, Chairman, Aging and Disability Commission *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports designating June of 2018 as Handicapped Parking Awareness Month, the following motion is in order:  
  
*Move effective May 30, 2018, to designate June of 2018 as Handicapped Parking Awareness Month in the Town of Simsbury.*
5. **Summary of Submission:**  
The Town of Simsbury Aging and Disability Commission, as part of its Action Plan, seek to educate the Simsbury community regarding the appropriateness and legality of using handicapped parking. Usage of handicapped parking spaces is for authorized users. Motorists should not park their vehicles in the hash marks accompanying handicapped parking spaces so that users of those spaces are not prevented from entering or exiting their vehicles such as handicapped vans that are wheelchair accessible.  
  
The Commission started the Handicapped Parking Awareness program in 2012. The Commission will send out press releases to various media outlets and distribute posters as a method of educating the community. The Commission will also work with SCTV and the business community to help get the message out to the public.  
  
The Simsbury Police Department posts this information on its social media accounts. The Police Department also communicates this information to its staff and directs them to pay particular attention to handicapped parking compliance during the month of June.
6. **Financial Impact:**  
Indirect costs will be incurred for staff time dedicated to information dissemination and compliance/enforcement activities.
7. **Description of Documents Included with Submission:**
  - a) Handicapped Parking Awareness Flyer

# HANDICAPPED PARKING AWARENESS



*Park in between the lines*  
*“Just one minute is 60 seconds too long”*



*Town of Simsbury*



*Aging and Disability Commission*



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Henry James Memorial School Renovation – Phase III
2. **Date of Board Meeting:** May 30, 2018
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Burke LaClair, Business Manager, Simsbury Public Schools *Maria E. Capriola*

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

Action of the Board of Selectmen is required to authorize the Board of Education to apply for a Connecticut school construction grant for the Henry James Memorial School Renovation – Phase III. Additionally, a referral of the project to the Public Building Committee and authorization of preparation of schematic drawings and specifications must be made.

The following three resolutions must be read into the record.

- a. “**RESOLVED** that the Board of Selectmen authorizes the Town of Simsbury Board of Education to apply to the Office of School Construction Grants & Review and to accept or reject a grant for the Henry James Memorial School Extension/Alteration – Phase III Project.”
  - b. “**RESOLVED** that the Board of Selectmen hereby establishes the permanent Public Building Committee as the building committee for the proposed Henry James Memorial School Extension/Alteration – Phase III Project.”
  - c. “**RESOLVED** that the Board of Selectmen authorizes the preparation of schematic drawings and outline specifications for the proposed Henry James Memorial School Extension/Alteration – Phase III Project.”
5. **Summary of Submission:**  
The Henry James Renovation Project – Phase III was included in year one of the Town’s Capital Improvement Program for 2019-24 at an estimated cost of \$23,965,620 and with an estimated state reimbursement of \$5,741,619. On May 1, 2018 the voters approved the project funding at referendum.

As was the case with the prior two phases, the first step is for the Board of Education to apply to the Office of School Construction Grants & Review by June 30, 2018. The resolutions above are required by the state as part of the grant process.

Once the project is referred to the Public Building Committee, an architect's agreement needs to be finalized and the project needs to be designed in order to review with the state in anticipation of going out to public bid. The construction period is estimated at 18 months and the earliest construction could start would be April 2019.

**6. Financial Impact:**

At the May 1, 2018 referendum, voters approved a capital project to renovate the Henry James Memorial School in the amount of \$23,965,620 and to authorize bonds and notes in the same amount to finance the appropriation. The project was part of the Capital Improvement Plan presented and approved by the Board of Selectmen and Board of Finance during the FY 18/19 budgeting process.

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

- a) Six Year Capital Improvement Program Summary
- b) HJMS Project – Phase III, Public Building Committee dated February 5, 2018

**TOWN OF SIMSBURY  
CAPITAL IMPROVEMENT PROGRAM SUMMARY  
FISCAL YEARS 2019-2024**

	Estimated Cost	1st Year Source of Funds	FY2019	FY2020	FY 2021	FY 2022	FY 2023	FY 2024
<u>Culture, Parks &amp; Recreation</u>								
1 Muti-Use Connections & Master Plan Updates	\$ 600,000			\$ 600,000				
2 SF Rink/Pool Improvements	\$ 200,000					\$ 200,000		
3 Park Improvements	\$ 265,000			\$ 265,000				
4 Athletic Field Improvements	\$ 290,000					\$ 290,000		
5 Greenway Improvements	\$ 1,775,000	Cash	\$ 275,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
6 Open Space Planning and Improvements	\$ 150,000				\$ 150,000			
7 Townwide Park Master Plan	\$ 100,000			\$ 100,000				
8 Irrigation Renewal Project	\$ 300,000			\$ 300,000				
<b>9 Simsbury Farms Apple Barn Renovations</b>	<b>\$ 2,600,000</b>							<b>\$ 2,600,000</b>
<b>10 Multi- Use Trail - Town of Simsbury / Bloomfield</b>	<b>\$ 1,020,000</b>	S	<b>\$ 1,020,000</b>					
<b>Total</b>	<b>\$ 7,300,000</b>		<b>\$ 1,295,000</b>	<b>\$ 1,565,000</b>	<b>\$ 450,000</b>	<b>\$ 790,000</b>	<b>\$ 300,000</b>	<b>\$ 2,900,000</b>
<u>General Government/Social Services/Public Safety</u>								
11 Senior/Community Center	\$ 8,800,000						\$ 8,800,000	
<b>12 Simsbury Volunteer Ambulance</b>	<b>\$ 180,000</b>			<b>\$ 180,000</b>				
<b>13 Document Management System / Scanning Services</b>	<b>\$ 325,000</b>						<b>\$ 325,000</b>	
<b>14 Radio System Upgrade/Replacement</b>	<b>\$ 3,500,000</b>					<b>\$ 3,500,000</b>		
<b>Total</b>	<b>\$ 12,805,000</b>		<b>\$ -</b>	<b>\$ 180,000</b>	<b>\$ -</b>	<b>\$ 3,500,000</b>	<b>\$ 9,125,000</b>	<b>\$ -</b>
<u>Facilities Management</u>								
15 Bridge Improvements	\$ 900,000					\$ 900,000		
16 Highway Pavement Management	\$ 5,145,000	Cash	\$ 845,000	\$ 850,000	\$ 850,000	\$ 850,000	\$ 875,000	\$ 875,000
17 Dam Evaluations and Repairs	\$ 650,000			\$ 300,000	\$ 350,000			
18 Sidewalk Resurfacing	\$ 1,150,000	Cash	\$ 250,000	\$ 300,000	\$ 300,000	\$ 300,000		
19 Town Facilities Master Plan Implementation	\$ 1,500,000			\$ 500,000		\$ 500,000		\$ 500,000
20 Townwide Bridge / Culvert Inventory and Evaluation	\$ 205,000				\$ 205,000			
21 Townwide Drainage Master Plan Update	\$ 305,000				\$ 305,000			
22 Various Drainage Improvements	\$ 400,000			\$ 125,000		\$ 125,000		\$ 150,000
23 Town Wide Mapping Update	\$ 155,000				\$ 155,000			
<b>24 Ash Borer Tree Mitigation</b>	<b>\$ 185,000</b>	Cash	<b>\$ 85,000</b>	<b>\$ 100,000</b>				
<b>25 Municipal Building Renovations</b>	<b>\$ 3,150,000</b>					<b>\$ 300,000</b>	<b>\$ 2,850,000</b>	
<b>26 Public Works Facility Paving and Storm Drainage</b>	<b>\$ 328,000</b>			<b>\$ 328,000</b>				
<b>Total</b>	<b>\$ 14,073,000</b>		<b>\$ 1,180,000</b>	<b>\$ 2,503,000</b>	<b>\$ 2,165,000</b>	<b>\$ 2,975,000</b>	<b>\$ 3,725,000</b>	<b>\$ 1,525,000</b>

**Note: Bold Text indicates new projects for FY 2019**

Funding Sources:

Bonds = Municipal Bonds

S = State Grant Assistance

Cash =General fund Cash Contribution

**TOWN OF SIMSBURY  
CAPITAL IMPROVEMENT PROGRAM SUMMARY  
FISCAL YEARS 2019-2024**

	Estimated Cost	1st Year Source of Funds	FY2019	FY2020	FY 2021	FY 2022	FY 2023	FY 2024
<b>Water Pollution Control</b>								
28 Holcomb Area Trunk Line Sewer	\$ 2,700,000	SUF/S	\$ -	\$ 310,000	\$ 2,390,000			
29 36 Drake Hill Rd. Dike Analysis	\$ 600,000	SUF	\$ -	\$ 300,000	\$ 300,000			
30 Phosphorous Removal Analysis	\$ 725,000	SUF	\$ -	\$ 725,000				
31 Tariffville Sewer Rehabilitation	\$ 100,000	SAF	\$ 100,000					
32 Primary Clarifier Rehabilitation	\$ 75,000	SUF	\$ 75,000					
33 Plant Water System Rehabilitation	\$ 80,000	SUF	\$ 80,000					
34 1999 Jet / Flusher Truck Replacement	\$ 175,000	SUF	\$ 175,000					
<b>Total</b>	<b>\$ 4,455,000</b>		<b>\$ 430,000</b>	<b>\$ 1,335,000</b>	<b>\$ 2,690,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOWN PROJECT TOTAL:</b>								
	<b>\$ 38,633,000</b>		<b>\$ 2,905,000</b>	<b>\$ 5,583,000</b>	<b>\$ 5,305,000</b>	<b>\$ 7,265,000</b>	<b>\$ 13,150,000</b>	<b>\$ 4,425,000</b>
<b>GRANTS/OTHER FUNDING:</b>								
10 Multi- Use Trail - Town of Simsbury / Bloomfield	\$ (1,020,000)	S	\$ (1,020,000)					
28 Holcomb Area Trunk Line Sewer	\$ (2,700,000)	SUF/S	\$ -	\$ (310,000)	\$ (2,390,000)			
29 36 Drake Hill Rd. Dike Analysis	\$ (600,000)	SUF	\$ -	\$ (300,000)	\$ (300,000)			
30 Phosphorous Removal Analysis	\$ (725,000)	SUF	\$ -	\$ (725,000)				
31 Tariffville Sewer Rehabilitation	\$ (100,000)	SUF	\$ (100,000)					
32 Primary Clarifier Rehabilitation	\$ (75,000)	SUF	\$ (75,000)					
33 Plant Water System Rehabilitation	\$ (80,000)	SUF	\$ (80,000)					
34 1999 Jet / Flusher Truck Replacement	\$ (175,000)	SUF	\$ (175,000)					
<b>Total</b>	<b>\$ (5,475,000)</b>		<b>\$ (1,450,000)</b>	<b>\$ (1,335,000)</b>	<b>\$ (2,690,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL TOWN AMOUNT Requested:</b>								
	<b>\$ 33,158,000</b>		<b>\$ 1,455,000</b>	<b>\$ 4,248,000</b>	<b>\$ 2,615,000</b>	<b>\$ 7,265,000</b>	<b>\$ 13,150,000</b>	<b>\$ 4,425,000</b>

Note: Bold Text indicates new projects for FY 2019

Funding Sources:

Bonds = Municipal Bonds

S = State Grant Assistance

Cash =General fund Cash Contribution

**TOWN OF SIMSBURY  
CAPITAL IMPROVEMENT PROGRAM SUMMARY  
FISCAL YEARS 2019-2024**

	Estimated Cost	1st Year Source of Funds	FY2019	FY2020	FY 2021	FY 2022	FY 2023	FY 2024
<b>Board of Education</b>								
35 School Facilities Master Planning / Reconfiguration Study	\$ 200,000	Cash	200,000					
36 District Network Infrastructure	\$ 800,000	Bonds	\$ 400,000		\$ 400,000			
37 HJMS - Renovation - Phase 3 (LMC/STEM focus, auditorium)	\$ 23,965,620	Bonds/S	\$ 23,965,620					
38 SHS Stadium Renovations Phase 1 (Restrooms, kitchen)	\$ 980,000				\$ 980,000			
39 SHS Stadium Renovations Phase 2 (Storage)	\$ 400,000						\$ 400,000	
40 SHS Stadium Bleachers and Press Box Replacement	\$ 725,000				\$ 725,000			
41 SHS Stadium Visitor's Bleachers Replacement	\$ 225,000							\$ 225,000
42 SHS Turf Field #2 Construction (lighting included)	\$ 1,550,000			\$ 1,550,000				
43 SHS Partial Roof Replacement	\$ 2,600,000			2,600,000				
44 Latimer Lane Renovation	\$ 6,800,000					6,800,000		
45 Boiler Replacement - Latimer Lane	\$ 900,000	Bonds	\$ 900,000					
46 HJMS Tennis Court Replacement	\$ 500,000			500,000				
47 School Security Improvements	\$ 850,000	Bonds	850,000					
48 Building Maintenance Improvements	\$ -							
<b>BOARD OF ED PROJECT TOTAL:</b>	<b>\$ 40,495,620</b>		<b>\$ 26,315,620</b>	<b>\$ 4,650,000</b>	<b>\$ 2,105,000</b>	<b>\$ 6,800,000</b>	<b>\$ 400,000</b>	<b>\$ 225,000</b>
<b>GRANTS/OTHER FUNDING:</b>								
37 HJMS - Renovation - Phase 3	\$ (5,741,619)	S	\$ (5,741,619)					
43 SHS Partial Roof Replacement	\$ (780,000)	S		\$ (780,000)				
44 Latimer Lane Renovation	\$ (2,258,280)	S		\$ (2,258,280)				
<b>Total</b>	<b>\$ (8,779,899)</b>		<b>\$ (5,741,619)</b>	<b>\$ (3,038,280)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL BOE AMOUNT Requested:</b>	<b>\$ 31,715,721</b>		<b>\$ 20,574,001</b>	<b>\$ 1,611,720</b>	<b>\$ 2,105,000</b>	<b>\$ 6,800,000</b>	<b>\$ 400,000</b>	<b>\$ 225,000</b>
Funding Sources:      Bonds = Municipal Bonds      S = State Grant Assistance      Cash = General Fund Cash Contribution								
<b>GRAND TOTAL FOR CAPITAL PROJECTS:</b>	<b>\$ 79,128,620</b>		<b>\$ 29,220,620</b>	<b>\$ 10,233,000</b>	<b>\$ 7,410,000</b>	<b>\$ 14,065,000</b>	<b>\$ 13,550,000</b>	<b>\$ 4,650,000</b>
<b>GRAND TOTAL LESS REIMBURSEMENTS:</b>	<b>\$ 64,873,721</b>		<b>\$ 22,029,001</b>	<b>\$ 5,859,720</b>	<b>\$ 4,720,000</b>	<b>\$ 14,065,000</b>	<b>\$ 13,550,000</b>	<b>\$ 4,650,000</b>



# HJMS PROJECT – PHASE III

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February 5, 2018

Public Building Committee

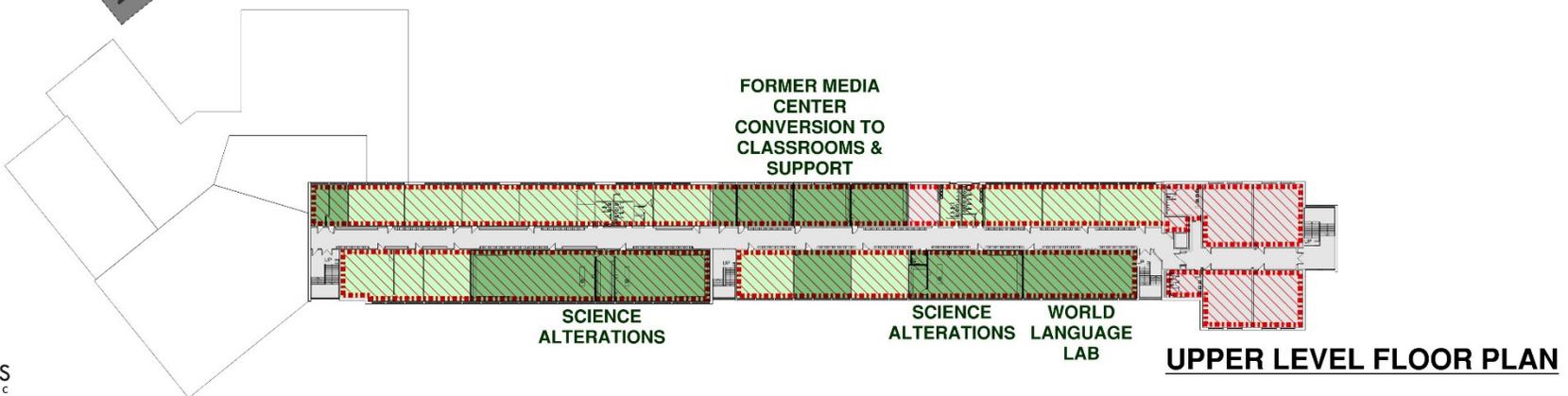
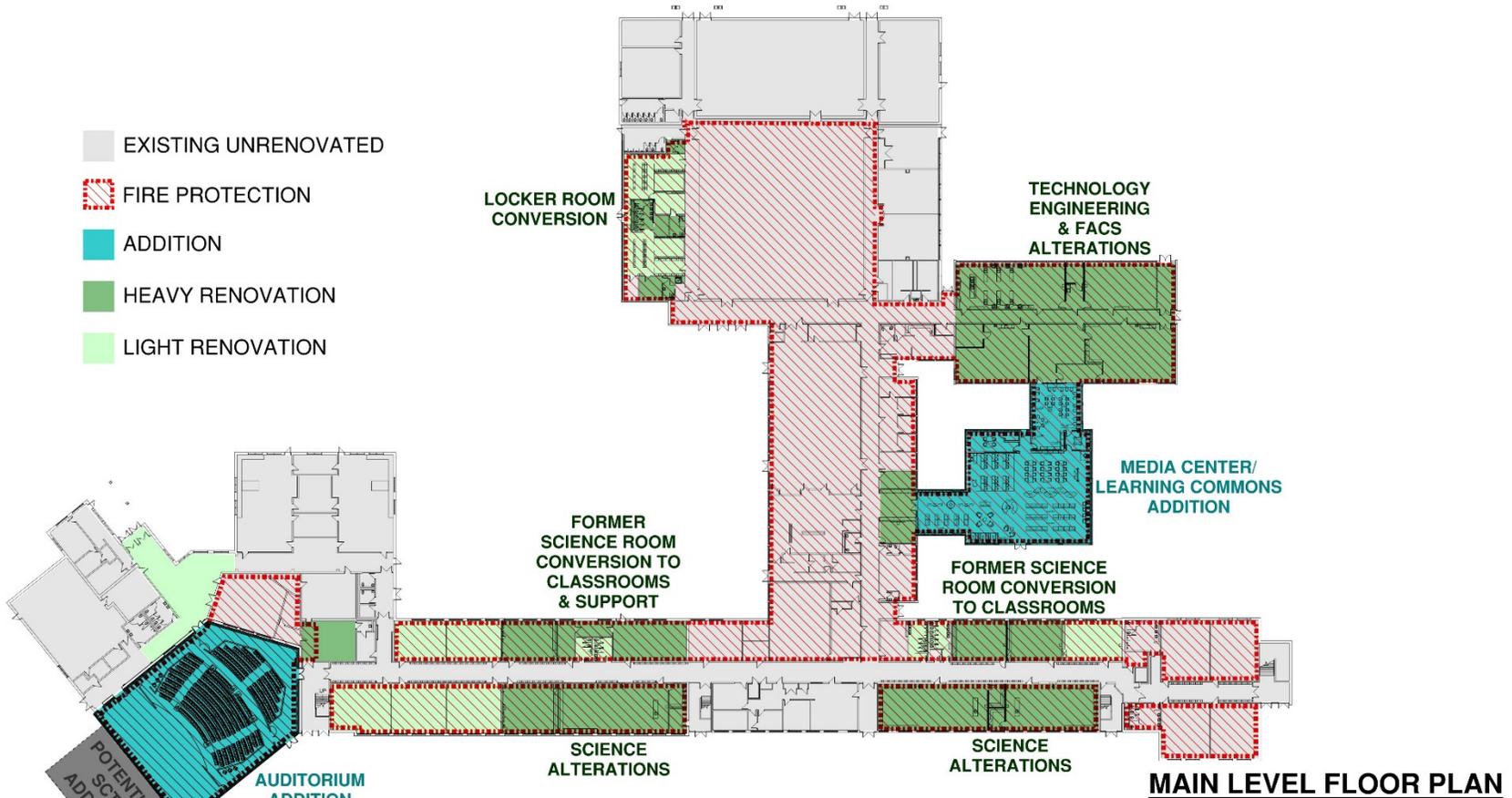
# HJMS Renovation – Phase III

2

- New Library Media Center addition
- New science classrooms and STEM focus
- Auditorium addition
- Renovation of Technology Engineering/Family and Consumer Science wing
- Classroom renovations
- Completion of Fire Suppression System

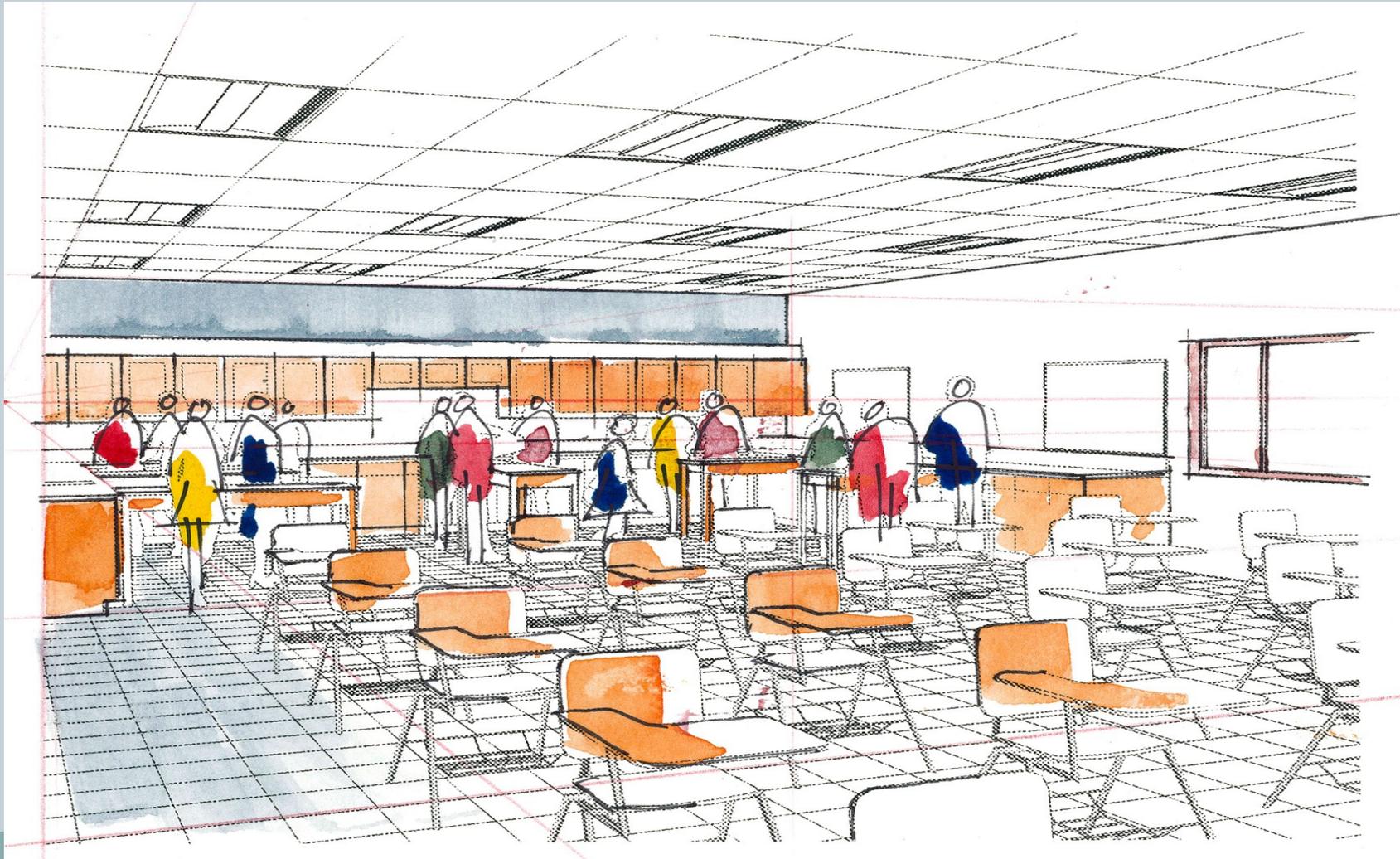
**Architect's conceptual cost estimate – updated  
for inflation: \$23,965,620**

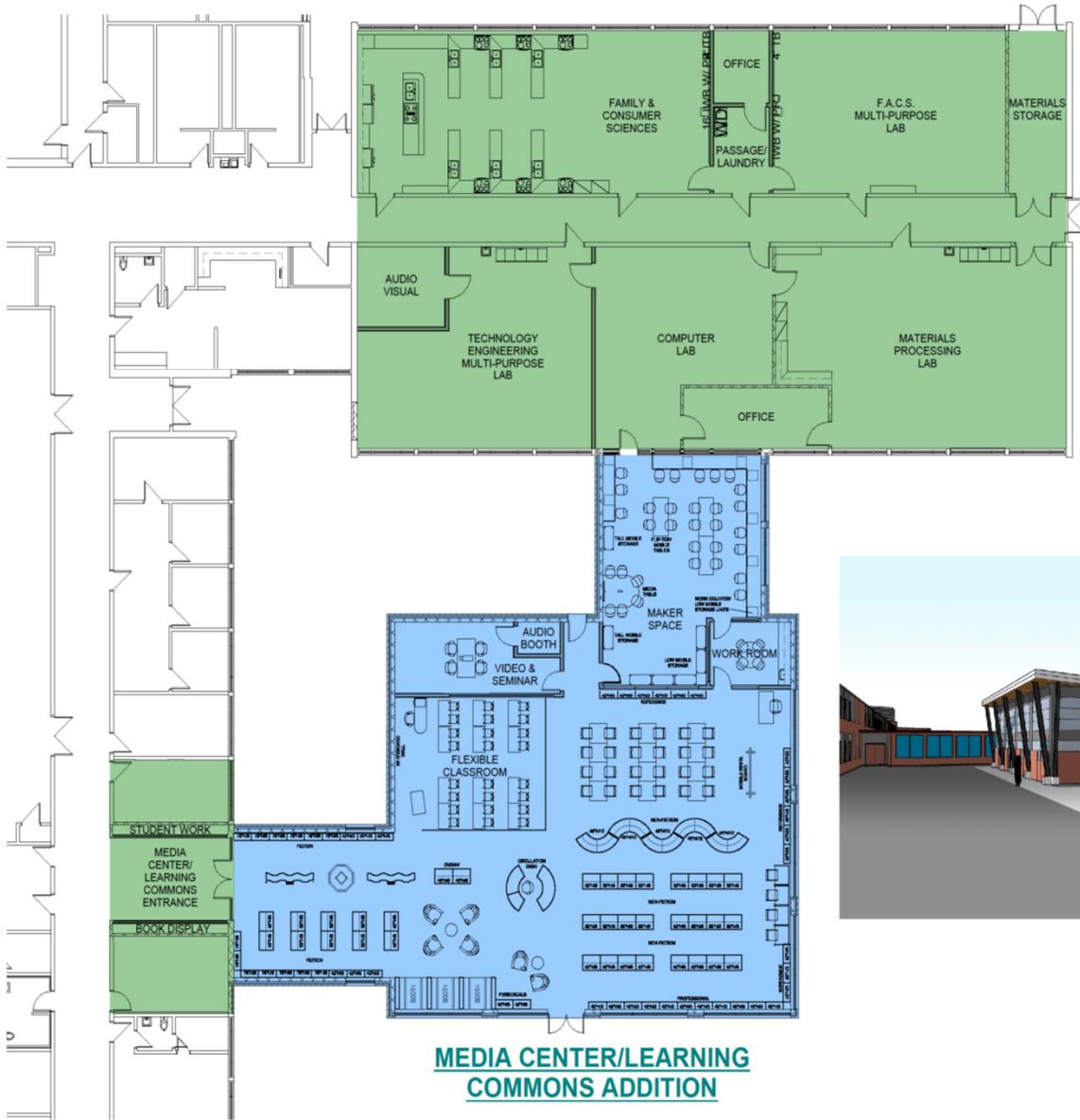
- EXISTING UNRENOVATED
- FIRE PROTECTION
- ADDITION
- HEAVY RENOVATION
- LIGHT RENOVATION



# Science CLAB Concept

4





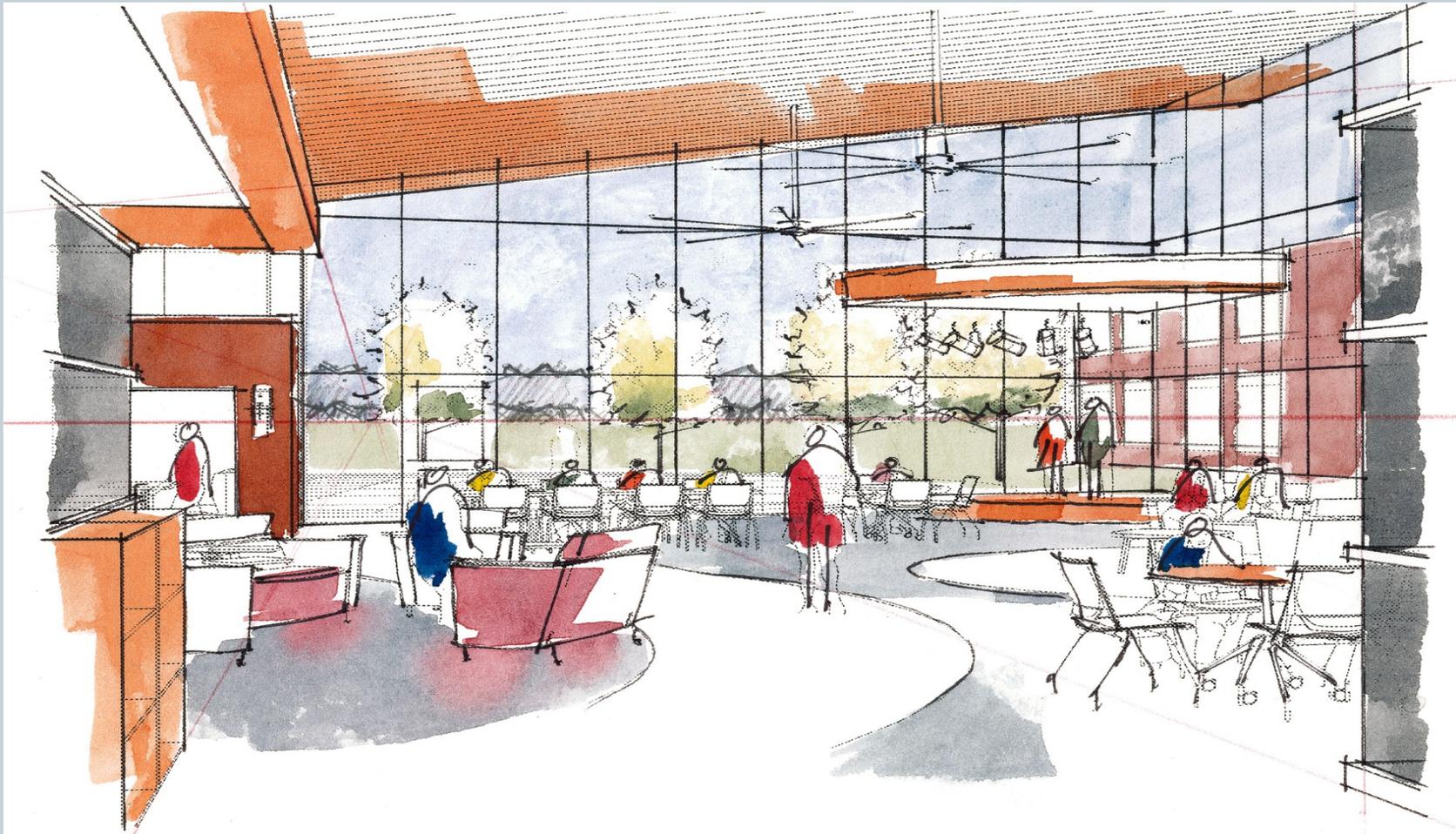
**TECHNOLOGY ENGINEERING  
AND FAMILY & CONSUMER  
SCIENCES ALTERATIONS**

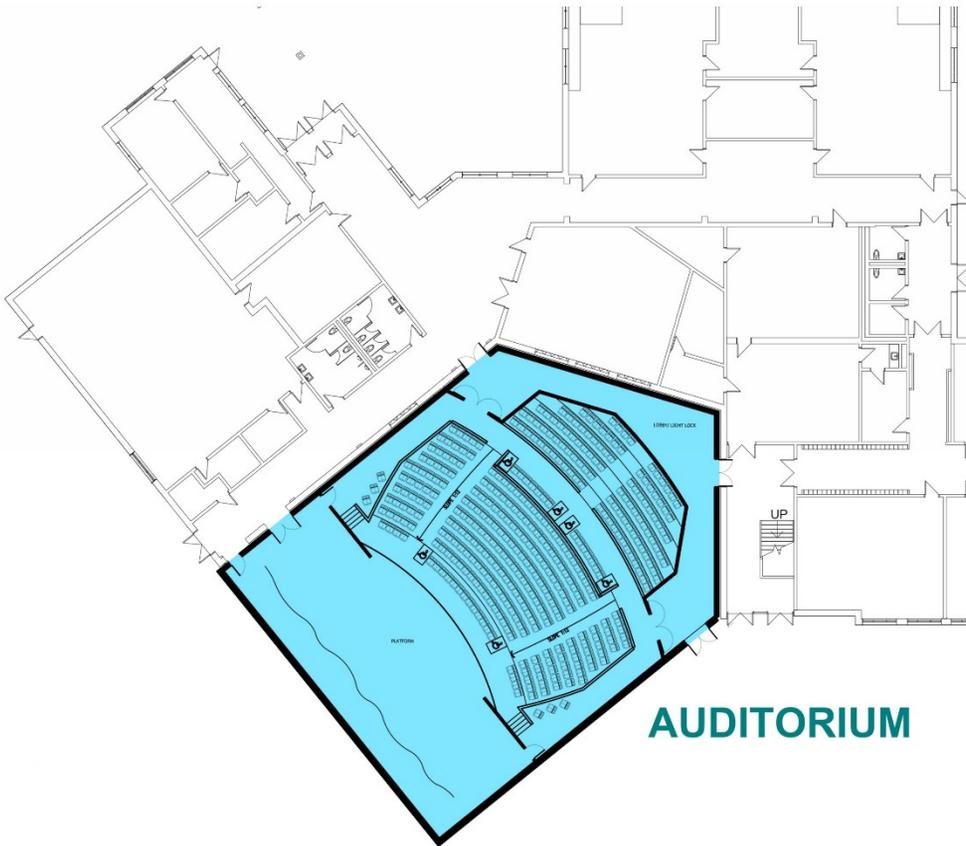
**MEDIA CENTER/LEARNING  
COMMONS ADDITION**



# HJMS Library Media Center Concept

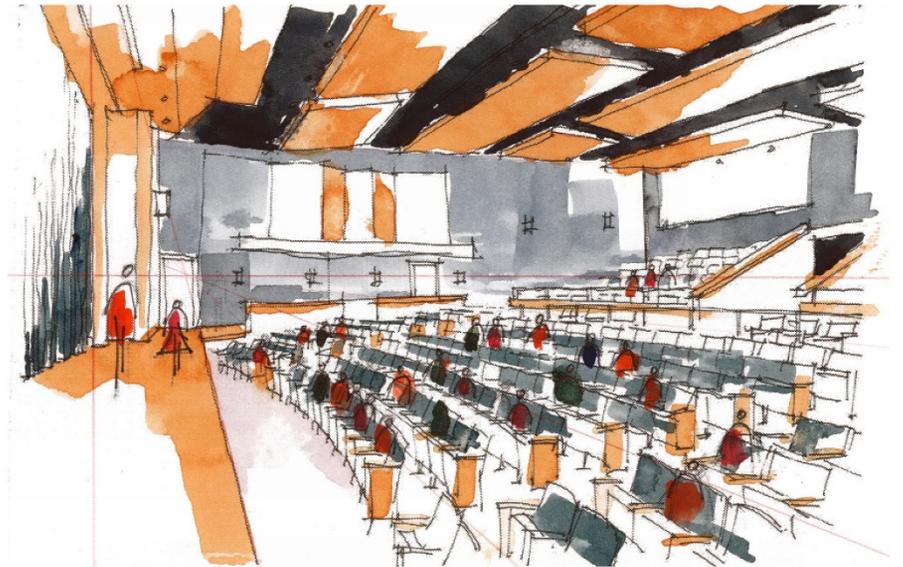
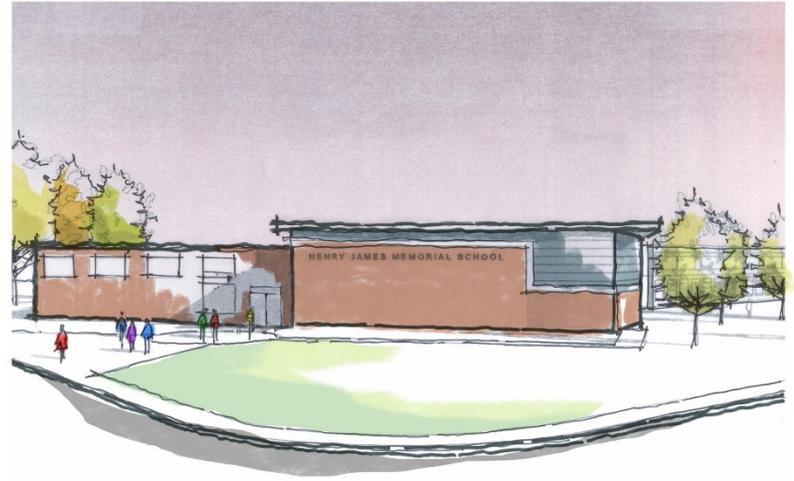
6





AUDITORIUM

MAIN LEVEL FLOOR PLAN



# Professional Cost Estimate

- Detailed cost estimate completed based on current level of design development
- Includes 5,800 sq. ft. library media center addition and 7,500 sq. ft. auditorium as originally estimated
- Budget of \$23,965,620 assumes 2019 construction start and 18 month duration



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Appointment to Housing Authority
2. **Date of Board Meeting:** May 30, 2018
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the recommendation from the Simsbury Democratic Town Committee, the following motion is in order:  
  
*Move, effective May 30, 2018 to re-appoint Oliver Dickins (D) as a regular member of the Housing Authority with a term expiring April 21, 2023.*
5. **Summary of Submission:**  
The Simsbury Democratic Town Committee has recommended the re-appointment of Oliver Dickins to the Housing Authority as a regular member with a term expiring April 21, 2023.
6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**  
None



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Appointment to Recycling Committee
2. **Date of Board Meeting:** May 30, 2018
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the recommendation from the Simsbury Democratic Town Committee, the following motion is in order:  
  
*Move, effective May 30, 2018 to appoint Heather Dawson (D) as a regular member of the Recycling Committee with a term expiring December 2, 2019.*
5. **Summary of Submission:**  
The Simsbury Democratic Town Committee has recommended the appointment of Heather Dawson to the Recycling Committee as a regular member with a term expiring December 2, 2019.
6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**  
None

TOWN OF SIMSBURY – BOARD OF SELECTMEN  
SPECIAL MEETING MINUTES – MAY 21, 2018  
(Subject to Approval)

**CALL TO ORDER**

The Special Meeting of the Board of Selectmen was called to order at 4:31 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Eric Wellman (by phone); Deputy First Selectman Christopher Kelly; Board members Michael Paine, Cheryl Cook, and Chris Peterson. Selectman Sean Askham was absent. Others in attendance included: Town Manager Maria Capriola; Deputy Town Manager Melissa Appleby; Interim Finance Director/Treasurer Christine Hutton; Human Resources Coordinator Eric Gomes; Director of Public Works Tom Roy; Town Clerk Ericka Butler; Town Engineer Jeff Shea; and other interested parties.

**PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

**PUBLIC AUDIENCE**

None

**SELECTMEN ACTION**

**a) Recommended Appointment of Finance Director/Treasurer**

Ms. Capriola provided an overview of the recruitment process that took place following Sean Kimball’s planned resignation from service. She noted that finalists participated in two rounds of interviews with stakeholders including: the Town Manager and Deputy Town Manager; Board of Finance members; the First Selectman; the Board of Selectman liaison to the Board of Finance; the leadership team; departmental staff; the Superintendent and School Business Manager; and external Finance Directors. Finalists were also required to complete writing samples and a DISC assessment, which evaluates how an individual’s characteristics and traits impact their work and leadership style.

Ms. Capriola said that she identified Amy N. Meriwether as the preferred candidate for this position, and the Board of Finance unanimously approved that recommendation at a special meeting on May 17, 2018. She described Ms. Meriwether’s strong background in municipal finance, her governmental auditing experience with Blum Shapiro, and her experience as an accountant in the private sector. She said that Ms. Meriwether is available to begin work on a part-time basis on June 26, and will begin working full-time on August 27.

Mr. Wellman said that Ms. Meriwether’s skills will serve the Town well. Ms. Cook offered her congratulations, and noted that Mr. Askham sent his congratulations as well.

Ms. Cook made a motion to make a conditional offer of employment to Amy N. Meriwether for the position of Finance Director/Treasurer and to appoint Ms. Meriwether to the position effective June 26, 2018, with an annual starting salary of \$134,900 and employment-related benefits assigned to that position. Mr. Paine seconded the motion. All were in favor and the motion passed unanimously.



Ms. Meriwether thanked the Board for the opportunity to serve in this role, and said that she is looking forward to working together to serve the community.

Mr. Kelly thanked Ms. Hutton for her continued service as Interim Finance Director.

**REVIEW OF MINUTES**

**a) Regular Meeting of May 14, 2018**

There were no changes to the Regular Meeting Minutes of May 14, 2018, and, therefore, the minutes were adopted.

**ADJOURN**

Ms. Cook made a motion to adjourn the meeting. Mr. Paine seconded the motion and it passed unanimously. The meeting adjourned at 4:39 p.m.

Respectfully submitted,

Melissa Appleby, Deputy Town Manager



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

*Culture, Parks and Recreation Department*

May 21, 2018

To: Maria Capriola, Town Manager

From: Gerard G. Toner, Director

At their regular meeting on April 27, the Culture, Parks and Recreation Commission addressed the conversion of propane use to natural gas at the Simsbury Farms Recreation Complex. Discussion with Connecticut Natural Gas (CNG) has been ongoing for approximately 15 years regarding the feasibility of running natural gas lines into the Simsbury Farms Recreation Complex.

Due to the lines currently being extended as far as the Southeast corner of the facility and the volume of propane that is used annually, CNG has agreed to initiate this transition. They have indicated that they will require a six to eight week notice to begin work and will complete the process in three to four weeks. We have recommended an early September installation.

CNG estimates that utilizing three meters and based on current usage, the Town will save over \$13,000 annually. The first year will see a savings of approximately \$8,000 due to the one time conversion expense. The attached e-mail from Michael Borea, dated March 20, 2018, outlines the calculation of the cost saving involved in the conversion.

Please contact me for any further information.

**RE: Simsbury Parks and Recreation Propane Usage**

Michael M Borea [Michael.Borea@uinet.com]

Sent: Tuesday, March 20, 2018 12:12 PM

To: Toner Gerard

Gerry -

As discussed on the phone, below I have listed the summary page of my rate analysis with the estimated annual savings over propane. I used the 18,410 gallons of propane used at a price of \$2.04.

Please let me know if you need anything else on this.

Assuming 3 gas meters:

Estimated Annual Alternative Fuel Cost		
Alt Fuel	Annual Cost	
Propane	18,410	Gal's
Alt. Fuel Cost	\$2.04	/Gal
Total Alt Cost	\$37,556.07	
Est. Annual Savings \$13,829.81 36.824%		

Assuming 4 gas meters:

Estimated Annual Alternative Fuel Cost		
Alt Fuel	Annual Cost	
Propane	18,410	Gal's
Alt. Fuel Cost	\$2.04	/Gal
Total Alt Cost	\$37,556.07	
Est. Annual Savings \$11,066.39 29.468%		

Thanks,

Mike  
 Michael Borea  
 Commerical & Residential - New Construction, Sales  
 76 Meadow St 2nd Floor, East Hartford, CT 06108  
 Telephone 203.795.7603  
 Fax 860.727.3326  
 michael.borea@uinet.com

In the interests of the environment,  
 please print only if necessary and recycle.



May 17, 2018

Maria Capriola  
Town of Simsbury  
933 Hopmeadow Street  
Simsbury, CT 06070

Dear Maria,

I write today as follow-up to a discussion we had recently concerning large scale concerts and subsequent impact to local business access due to an increased demand for event parking. In the spirit of community, and in an effort to further support those local businesses who have consistently supported our organization, know that SMPAC intends to make every effort to better mitigate the parking challenges.

Included along with this correspondence please find an updated parking graphic, which is now prominently featured in the "Plan Your Visit" portion of our website (<http://simsburymeadowsmusic.com/plan-your-visit/parking/>). It is our hope that this map will serve to better educate patrons, not only in identifying parking areas available for their use, but also highlight the need to respect local businesses by refraining from parking in areas solely designated for their respective patrons.

In addition, I intend to work hand in hand with our contracted security vendor, USA Security, to provide additional coverage as needed to deter concert patrons from parking in restricted areas (i.e. Fitzgerald's).

As we move forward into the season, please do not hesitate to contact me should you receive additional feedback regarding this matter.

Sincerely,

Missy DiNunno  
Executive Director

