

# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Lisa L. Heavner - First Selectwoman

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## **SIMSBURY BOARD OF SELECTMEN**

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

**Regular Meeting – October 11, 2017 – 6:00 p.m.**

### **AMENDED**

#### **PLEDGE OF ALLEGIANCE**

#### **PUBLIC AUDIENCE**

#### **PRESENTATIONS**

- "Seeking the Greatest Good" Award – Rich Correia, Simsbury Main Street Partnership

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

#### **SELECTMEN ACTION**

- Approve Tax Refunds
- Approve Fee Schedules for Simsbury Farms Ice Rink and Paddle Tennis Courts as recommended by the Culture, Parks & Recreation Commission
- Approve Acceptable Use Policy
- Approve Tentative Agreement between the Town of Simsbury and The International Brotherhood of Police Officers, Local No. 458 (IBPO)
- Accept Donation in the amount of \$30,495 from the Simsbury Veterans Memorial Inc.

#### **OTHER BUSINESS**

#### **APPOINTMENTS AND RESIGNATIONS**

- Acknowledge the resignation of Thomas A. Doran (R) as a regular member of the Board of Education effective October 6, 2017

Telephone (860) 658-3230  
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LHeavner@simsbury-ct.gov  
[www.simsbury-ct.gov](http://www.simsbury-ct.gov)  
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8:30 – 7:00 Monday  
8:30 – 4:30 Tuesday through Thursday  
8:30 – 1:00 Friday

**SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS**

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

**ADJOURN**

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



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

## **BOARD OF SELECTMEN MEETING** **AGENDA SUBMISSION FORM**

1. **Title of Submission:** Presentation - "Seeking the Greatest Good" Award
2. **Date of Submission:** 9/27/17
3. **Date of Board Meeting:** 10/11/17
4. **Individual or Entity making the submission:** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):  
Rich Correia, President, SMSP
5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):

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

No action requested

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

Rich Correia, on behalf of the Simsbury Main Street Partnership Inc., is awarding Robert and Judy Sturgis with the "Seeking the Greatest Good" award to exemplary property owners who have given back to the Simsbury community.

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

No financial impact to the Town

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

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

Narrative Attached

**Subject:** Presentation for 10/11 Meeting

**From:** simmainst [<mailto:simmainst@sbcglobal.net>]

**Sent:** Thursday, October 05, 2017 9:28 AM

**To:** Martin JoAnn

**Cc:** Rich Correia ([richcorreia@gmail.com](mailto:richcorreia@gmail.com))

**Subject:** RE: Presentation for 10/11 Meeting

Robert and Judy Sturgis embody the idea of putting the community above all else, and they have shown that in the three decades of owning and managing property in downtown Simsbury. With 20 businesses in their mixed use building in our historic district, they have served as a small business incubator for businesses that could not afford space otherwise, and took a chance on owners that others would not. In additon, they donate considerable time and money to many local charities including the Simsbury Land Trust and the Village for Children and Families through their charitable foundation. Robert and Judy role models for our community and Simsbury is lucky to have them. It is with great pleasure that the Simsbury Main Street Partnership Board of Directors presents the "SeekingThe Greatest Good" award, named after Simsbury's native son, to the Sturgis family.

S

Sarah Nielsen  
Executive Director,  
Simsbury Main Street Partnership, Inc.  
933 Hopmeadow Street, P.O. Box 3  
Simsbury, CT 06070  
860-651-8577  
[simmainst@sbcglobal.net](mailto:simmainst@sbcglobal.net)  
[www.ShopSimsbury.com](http://www.ShopSimsbury.com)



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Tax Refunds
2. **Date of submission:** October 3, 2017
3. **Date of Board Meeting:** October 11, 2017
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

Colleen O'Connor- Tax Collector

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

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

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

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

Approve tax refunds per attached printout in the amount of **\$ 3,083.59.**

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

Tax Refunds.xls

|                      | BILL NUMBER | TAX            | FIRE          | INTEREST      | TOTAL          |
|----------------------|-------------|----------------|---------------|---------------|----------------|
| <b>List 2014</b>     |             |                |               |               |                |
|                      |             |                |               |               | \$0.00         |
|                      |             |                |               |               | \$0.00         |
|                      |             |                |               |               | \$0.00         |
|                      |             |                |               |               |                |
| <b>Total 2014</b>    |             | <b>\$0.00</b>  | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b>  |
|                      |             |                |               |               |                |
| <b>List 2015</b>     |             |                |               |               |                |
| Donohue Daniel M     | 15-3-54692  | \$23.83        | \$0.66        |               | \$24.49        |
|                      |             |                |               |               | \$0.00         |
|                      |             |                |               |               | \$0.00         |
|                      |             |                |               |               | \$0.00         |
|                      |             |                |               |               |                |
| <b>Total 2015</b>    |             | <b>\$23.83</b> | <b>\$0.66</b> | <b>\$0.00</b> | <b>\$24.49</b> |
|                      |             |                |               |               |                |
| <b>List 2016</b>     |             |                |               |               |                |
| Koon Robert          | 16-1-01248  | \$581.68       | \$18.46       |               | \$600.14       |
| Enterprise FM Trust  | 16-3-55622  | \$81.22        | \$2.62        |               | \$83.84        |
| Golinski Gregory     | 16-3-57157  | \$146.41       | \$4.72        |               | \$151.13       |
| Hennesey Kevin       | 16-3-58131  | \$28.40        | \$0.92        |               | \$29.32        |
| Honda Lease Trust    | 16-3-58520  | \$231.04       | \$7.45        |               | \$238.49       |
| Honda Lease Trust    | 16-3-58557  | \$179.95       | \$5.80        |               | \$185.75       |
| Honda Lease Trust    | 16-3-58636  | \$56.54        | \$1.82        |               | \$58.36        |
| Taylor Matthew       | 16-3-68578  | \$119.85       | \$3.87        |               | \$123.72       |
| VCFS Auto Leasing Co | 16-3-69638  | \$155.56       | \$5.02        |               | \$160.58       |
| Wheeler Gina         | 16-3-70323  | \$40.14        | \$1.29        |               | \$41.43        |
| Aker Timothy J       | 16-3-50221  | \$104.16       | \$3.36        |               | \$107.52       |
| Aldouri Hajar R      | 16-3-50251  | \$53.32        | \$1.72        |               | \$55.04        |
| Aldouri Raad         | 16-3-50253  | \$14.72        | \$0.47        |               | \$15.19        |
| Boardman Lawrence L  | 16-3-51632  | \$147.00       | \$4.74        |               | \$151.74       |
| Carbone, Salvatore   | 16-3-52665  | \$36.30        | \$1.17        |               | \$37.47        |
| Crane Justin T       | 16-3-53891  | \$185.07       | \$5.97        |               | \$191.04       |
| Derr Richard A       | 16-3-54584  | \$7.13         | \$0.23        |               | \$7.36         |
| Diamond Todd L       | 16-3-54645  | \$26.17        | \$0.85        |               | \$27.02        |
| Eno Jackson F        | 16-3-55608  | \$246.26       |               |               | \$246.26       |
| Ger Kaiyuan          | 16-3-56813  | \$15.65        | \$0.50        |               | \$16.15        |
| Ger Kaiyuan          | 16-3-56814  | \$8.37         | \$0.27        |               | \$8.64         |
| Gumienny Barbara     | 16-3-57635  | \$88.44        | \$2.85        |               | \$91.29        |
| Gumienny Barbara     | 16-3-57636  | \$109.09       | \$3.52        |               | \$112.61       |
| Haroon Sirajaldeen   | 16-3-57874  | \$15.81        | \$0.51        |               | \$16.32        |
| Joseph Jithu         | 16-3-59423  | \$31.15        | \$1.00        |               | \$32.15        |
| Schwartz Barry       | 16-3-66906  | \$24.33        | \$0.78        |               | \$25.11        |
| Schwartz Barry       | 16-3-66910  | \$40.92        | \$1.32        |               | \$42.24        |
| Schwartz Barry       | 16-3-66911  | \$83.89        | \$2.71        |               | \$86.60        |
| Vincent Michael J    | 16-3-69740  | \$189.10       | \$6.10        |               | \$195.20       |
| Zehren John C        | 16-3-70940  | \$12.09        | \$0.39        |               | \$12.48        |
|                      |             |                |               |               | \$0.00         |
|                      |             |                |               |               | \$0.00         |
|                      |             |                |               |               | \$0.00         |
|                      |             |                |               |               | \$0.00         |

|                        |  |                   |                |               |                   |
|------------------------|--|-------------------|----------------|---------------|-------------------|
|                        |  |                   |                |               |                   |
| <b>Total 2016</b>      |  | <b>\$3,059.76</b> | <b>\$90.43</b> | <b>\$0.00</b> | <b>\$3,150.19</b> |
|                        |  |                   |                |               |                   |
|                        |  |                   |                |               |                   |
|                        |  |                   |                |               |                   |
| <b>TOTAL 2014</b>      |  | <b>\$0.00</b>     | <b>\$0.00</b>  | <b>\$0.00</b> | <b>\$0.00</b>     |
|                        |  |                   |                |               |                   |
| <b>TOTAL 2015</b>      |  | <b>\$23.83</b>    | <b>\$0.66</b>  | <b>\$0.00</b> | <b>\$24.49</b>    |
|                        |  |                   |                |               |                   |
| <b>TOTAL 2016</b>      |  | <b>\$3,059.76</b> | <b>\$90.43</b> | <b>\$0.00</b> | <b>\$3,150.19</b> |
|                        |  |                   |                |               |                   |
|                        |  |                   |                |               | \$3,174.68        |
| <b>TOTAL ALL YEARS</b> |  | <b>\$3,083.59</b> | <b>\$91.09</b> | <b>\$0.00</b> | <b>\$24.49</b>    |





# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Approval of Ice Rink and Paddle Tennis Court Fees
2. **Date of submission:** October 2, 2017
3. **Date of Board Meeting:** October 11, 2017
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

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

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

Approve the attached fee schedule for the Simsbury Farms Ice Rink and Paddle Tennis Courts as recommended by the Culture, Parks and Recreation Commission at their September 28 meeting.

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

At their regular meeting on September 28, the Culture, Parks and Recreation Commission discussed the 2017/18 fee schedules for the Simsbury Farms Ice Rink and Paddle Tennis Courts. After increasing fees last year, it was the feeling of the Commission that any fee increases should be modest and made to address increased

operating costs. Staff had also looked at rental rates and daily admission rates of comparable facilities.

The attached fees were approved unanimously.

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

The proposed fees will generate additional revenues at the ice rink and maintain at least the same level for the paddle tennis courts.

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

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

The proposed fee schedule, approved by the Commission, is attached.

| <b>ANNUAL RECREATION FEES</b> | 2013          | 2014          | 2015          | 2016          | 2017            |
|-------------------------------|---------------|---------------|---------------|---------------|-----------------|
| <b>SKATING</b>                |               |               |               |               | C.P. & R. Comm. |
| Season Passes                 |               |               |               |               | Recommended     |
| Family of 4                   | \$75.00       | \$85.00       | \$85.00       | \$90.00       | \$90.00         |
| Individual                    | \$40.00       | \$45.00       | \$45.00       | \$50.00       | \$50.00         |
| Additional                    | \$20.00       | \$25.00       | \$25.00       | \$30.00       | \$30.00         |
|                               |               |               |               |               |                 |
| Daily Fees                    |               |               |               |               |                 |
| Resident                      | \$3.00/\$4.00 | \$3.00/\$4.00 | \$3.00/\$4.00 | \$3.00/\$4.00 | \$3.00/\$4.00   |
| Non-Resident                  | 5.00/6.00     | 5.00/6.00     | 5.00/6.00     | 5.00/6.00     | 5.00/6.00       |
| Learn-to-Skate                | \$50.00       | \$50.00       | \$50.00       | \$55.00       | \$60.00         |
| Skate Sharpening              | \$6.00        | \$7.00        | \$7.00        | \$7.00        | \$7.00          |
| Skate Rentals                 | \$4.00        | \$5.00        | \$5.00        | \$5.00        | \$5.00          |
| Rink Rentals (per hour)       |               |               |               |               |                 |
| Resident                      |               |               |               |               |                 |
| Prime time                    | \$220.00      | \$230.00      | \$230.00      | \$240.00      | \$250.00        |
| Non-prime time                | \$185.00      | \$195.00      | \$195.00      | \$200.00      | \$210.00        |
| Non-resident                  |               |               |               |               |                 |
| Prime time                    | \$235.00      | \$245.00      | \$245.00      | \$255.00      | \$270.00        |
| Non-prime time                | \$210.00      | \$220.00      | \$220.00      | \$230.00      | \$240.00        |
| Simsbury High School          | \$160.00      | \$165.00      | \$165.00      | \$175.00      | \$185.00        |
| Simsbury Youth Hockey         | \$200.00      | \$210.00      | \$210.00      | \$215.00      | \$225.00        |
|                               |               |               |               |               |                 |
|                               |               |               |               |               |                 |
|                               |               |               |               |               |                 |
| <b>PADDLE TENNIS</b>          |               |               |               |               |                 |
| Day Time - Walk-up            | \$8.00        | \$8.00        | \$8.00        | \$10.00       | \$10.00         |
| Rental - days                 | \$15.00       | \$15.00       | \$15.00       | \$16.00       | \$16.00         |
| Rental - evenings             | \$20.00       | \$26.00       | \$26.00       | \$30.00       | \$30.00         |
| Long Term - days (6 wks)      |               |               |               |               |                 |
| Long Term - eve (6 wks)       |               |               |               |               |                 |
| Season Rate (20) - days       | \$350.00      | \$350.00      | \$350.00      | \$350.00      | \$350.00        |
| Season Rate (20) - eves       | \$450.00      | \$495.00      | \$495.00      | \$540.00      | \$540.00        |
|                               |               |               |               |               |                 |
|                               |               |               |               |               |                 |
|                               |               |               |               |               |                 |
|                               |               |               |               |               |                 |
|                               |               |               |               |               |                 |
|                               |               |               |               |               |                 |
|                               |               |               |               |               |                 |
| programfees1718               |               |               |               |               |                 |



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Acceptable Use Policy
2. **Date of submission:** October 2, 2017
3. **Date of Board Meeting:** October 11, 2017
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

Chris Kelly – Deputy First Selectman – [ckelly@simsbury-ct.gov](mailto:ckelly@simsbury-ct.gov)

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

Melissa Appleby – Deputy Director of Admin. Services – [mappleby@simsbury-ct.gov](mailto:mappleby@simsbury-ct.gov)

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

Approve the Acceptable Use Policy

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

In December 2016, Blum Shapiro submitted a report to the Town entitled "IT Operational Assessment – Findings and Recommendations," which analyzed existing technology operations and identified potential improvements. One of Blum Shapiro's findings was that the Town should develop formally documented IT security policies, plans and procedures.

In an effort to address this issue, the Town's Technology Task Force developed an Acceptable Use Policy. This policy outlines the acceptable use of technology and communications resources provided by the Town to employees, members of boards, committees and commissions, contractors, consultants and temporary employees. The policy addresses network access, use of email and internet, management of electronic files, and other matters that seek to protect the security of Town information.

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

While there is no direct financial impact, this policy is being implemented in order to reduce the risks associated with the misuse of data and systems that can result in substantial costs or potential legal issues.

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

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

Acceptable Use Policy

# **TOWN OF SIMSBURY ACCEPTABLE USE POLICY**

## **Overview**

The Town of Simsbury (the “Town”) provides Town employees and, on occasion, members of boards, committees and commissions, contractors, consultants and temporary employees (the “Users”) with technology and communications resources which are intended to facilitate official business of the Town. All use of such resources shall be conducted in an honest, ethical, and legal manner that conforms to applicable license agreements, contracts and policies regarding their intended use. The IT Department is responsible for protecting both employees and the Town from illegal or damaging actions by individuals, either knowingly or unknowingly.

## **Purpose**

The purpose of this policy is to outline the acceptable use of the technology and communications resources available to Users. These resources include but are not limited to computing, electronic communications, printing, mobile devices, file storage and telephone systems. This policy is in place to protect both Users and the Town. Inappropriate use exposes the Town to risks that could lead to loss or misuse of data and systems resulting in substantial costs or potential legal issues.

All systems, communications and stored information transmitted, received or contained in those systems are the property of the Town. All Users are responsible for exercising good judgment regarding the use of technology and information in accordance with Town policies and standards, and federal and local laws and regulations.

## **Policy**

### ***Security of Town Information***

Town information, regardless of where it is stored, is the property of the Town. Users may access, use or share Town information only to the extent it is authorized and necessary to fulfill assigned job duties. Users have a responsibility to immediately report the theft, loss or unauthorized disclosure of Town information to the Technology Manager.

Town information, including e-mail, is public record, and retention and disposition of those records are authorized by retention schedules issued by the State of Connecticut. Town departments may retain downloaded files in hard copy, electronically, or by a combination of these two means. Town departments are responsible for developing filing systems that include downloaded files and are responsible for instructing employees on appropriate use of these systems.

### ***Access to Internal Network***

All mobile and computing devices that connect to the internal network must comply with the minimums stated in Simsbury’s Access Policy.

System level and user level passwords must comply with the Simsbury Access Policy. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited. All computing devices must be secured with a password-protected screensaver with

## **TOWN OF SIMSBURY ACCEPTABLE USE POLICY**

the automatic activation feature set to 10 minutes or less. Users must lock the screen or log off when the device is unattended.

### ***Downloading or Opening Files***

Users must use extreme caution when clicking links, downloading files or opening email attachments from any party, including known senders, as they may contain malicious or illegal content. Users who question the intent of links, files or attachments from known senders should verify intent through other means of communication prior to opening.

### **Procedures**

1. ***Electronic Mail:*** The e-mail system should only be used for Town business. The Town reserves the right to monitor all electronic mail communications to ensure that they are being used in accordance with this policy. As noted above, e-mails are public records and are subject to State and Federal disclosure laws and record retention requirements (CGS Chapter 14, Sec. 1-211).
2. ***Internet Access:*** To the extent that Users are given access to the internet to facilitate the conduct of Town business, Users have the responsibility to use these resources in accordance with State and Federal Law. Users may only access the internet through the Town-owned firewall. The Town uses internet content filtering and usage monitoring technology. Monitoring includes but is not limited to websites accessed and the amount of time spent by any User on a web site.
3. ***Social Media:*** “Social media” includes all means of communicating or posting information on the internet, including but not limited to blogs, personal websites, social networking or affinity websites, web bulletin boards or chat rooms.

Use of social media from the Town’s systems is subject to monitoring. Limited and occasional use of the Town’s systems for social media purposes is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate the Town’s policies, is not detrimental to the Town’s best interests, and does not interfere with a User’s regular work duties.

Town e-mail addresses may not be used for social networks, blogs, or other online tools for personal use. The Town’s intellectual property may not be used in connection with any social media activity.

Before creating online content, Users should consider their responsibilities to the Town. Confidentiality of private and proprietary information, including protected health information, must be maintained. Users must express only their own opinions and make clear that their views do not represent the views of the Town.

# **TOWN OF SIMSBURY ACCEPTABLE USE POLICY**

## **Appropriate Use**

Internet use on Town resources shall be for business matters directly related to the operational activities of the Town. Users are responsible for exercising good judgment regarding the reasonableness of personal use. Incidental personal use of the computer systems may be permitted solely for the purpose of e-mail transmissions and access to the internet on a limited, occasional basis. Such incidental personal use of the computer systems shall not interfere in any manner with work responsibilities, and is subject to all rules, including monitoring of all such use.

## **Prohibited Activities**

The following activities are strictly prohibited:

- Activities that could cause congestion and disruption of networks and systems, including but not limited to consuming excessive system resources, e.g. music or video streaming.
- Solicitation or proselytizing for commercial ventures, religious, or political causes, outside organizations, or other non-job related solicitations.
- Downloading of any software or programs from the internet without the prior express permission of the Technology Manager.
- Unlawful activities, threats, harassment, slander, defamation or gambling.
- Accessing, downloading or storing any materials that promote discrimination on the basis of race, color, national origin, age, marital status, sex, political affiliation, religion, disability, gender identification or sexual preference.
- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including but not limited to the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Town.
- Revealing your account password to others or allowing use of your account by others.

## **Unusual Occurrences**

All matters relating to unusual occurrences must be reported immediately to the Technology Manager. When something unusual occurs, Users are advised to record information such as steps taken and warnings from the computer. This will aid the Technology Department in diagnosing the situation.

## **Monitoring and Compliance**

Use of the Town's technology and communications resources constitutes consent to monitoring of usage activity and is conditioned upon strict adherence to this policy. Users should not have any expectation of privacy regarding any items stored or transmitted via the Town's information technology resources. The First Selectman/Selectwoman or Town Manager reserves the right to audit network activity and internet access on a periodic basis to ensure compliance with this policy. Any employee who violates this policy shall be subject to disciplinary action and possible loss or suspension of associated IT privileges.





# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Simsbury Veterans Memorial, Inc. Donation
2. **Date of submission:** October 3, 2017
3. **Date of Board Meeting:** October 11, 2017
4. **Individual or Entity making the submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):**

Jerome. F. Shea, Town Engineer

5. **Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**  
The Individual or Entity making the submission requests that the Board of Selectmen accept the donation of \$30,495.00 from the Simsbury Veterans Memorial, Inc. for the construction of additional improvements for the Simsbury Veterans Memorial project including the new sidewalk connection to the parking lot and deglazing of the black granite pavers
6. **Summary of Submission (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):**
  - i. The construction of the Simsbury Veterans Memorial project was substantially complete on November 11, 2016. Additional improvements to improve access and safety for visitors would be completed with these donated funds.
  - ii. Town of Simsbury and the Simsbury Veterans Memorial, Inc.
  - iii. The Simsbury Veterans Memorial, Inc. has proposed a donation of funds to complete sidewalk to improve access to the memorial and improve safety.
  - iv. The proposal and process for this donation have been reviewed by the Town's counsel.

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

There is no direct financial impact to the Town of Simsbury.

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

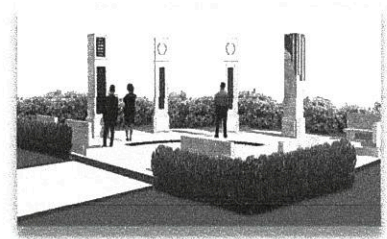
*The following documents are included with this submission and attached hereto:*

Letter dated September 19, 2017 from Leonard Lanza, Chairman of the Simsbury Veterans Memorial, Inc. (SVM) to Lisa Heavner / Board of Selectmen requesting acceptance of a donation of \$30,495.00 for additional improvements at the Simsbury Veterans Memorial.

# **Simsbury Veterans Memorial, Inc.**

PO Box 1101, Simsbury, CT 06070

[simsburyveteransmemorial.com](http://simsburyveteransmemorial.com)



**SEPTEMBER 19, 2017**

Dear Lisa Heavner / Board of Selectman, Town of Simsbury;

A check for \$30,495.00 (thirty thousand four hundred and ninety-five dollars) from Simsbury Veterans Memorial, Inc (SVM) to the Town of Simsbury was hand delivered to Jeff Shea on today's date as a donation for the Simsbury Veterans Memorial. This donation is consistent with commitments made by SVM, Inc for improvements to the Simsbury Veterans Memorial including the new sidewalk (\$26,495) and for the deglazing of the black granite pavers (\$4,000).

We want to thank the Town of Simsbury for their continuing partnership in this project and the excellent work that was performed by all involved. Especially that of the town engineer, Jeff Shea., for his management of the project. He worked seamlessly with the team and shared our passion for the memorial.

We look forward to future efforts that are of mutual benefit to the Town of Simsbury and the veterans of Simsbury. As previously stated, If and when SVM is dissolved this work will be continued by the initiatives of Simsbury's American Legion and Veterans of Foreign Wars Posts.

Warmest Regards

**Len Lanza**

**CHAIRMAN, SVM, INC**



# Town of Simsbury

933 HOPMEADOW STREET, SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Resignation

2. **Date of submission:** 10/09/2017

3. **Date of Board Meeting:** 10/11/2017

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

Thomas A. Doran, 10 Wyngate, Simsbury

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

Accepts the resignation of Thomas A. Doran, 10 Wyngate, Simsbury, as a Regular Member of the Board of Education

6. **Summary of Submission**

Regular Member: Thomas A. Doran

Board: Board of Education

Party: R

Effective: 10/6/2017

Full Term of Office: 12/3/2015 – 12/2/2019

7. **Financial Impact:**

NONE

8. **Description of documents included with submission** *The following documents are included with this submission and attached hereto:*

Resignation letter received from Thomas A. Doran

Erica Butler  
Town Clerk  
933 Hopmeadow Street  
Simsbury CT 06070

Dear Erica,

I am writing to you today to officially tender my resignation from The Simsbury Board of Education effective immediately. I've moved to the Pittsburgh to take a new job.

It has been a very rewarding experience for me to be a part of the work done by the Simsbury Board of Education. I'd like to thank my fellow board members for their professionalism in tackling some very difficult issues over the years.

I'd also like to thank Matt Curtis and the entire Administrative team for their hard work and responsiveness to my many questions.

Last, I'd like to thank the parents and children of Simsbury who entrusted in me a very important duty. I did endeavor to complete my service with all students in mind.

I wish you all the best and look forward to hearing about the continued success of the Town and Schools.

If I can be of further assistance please call. Thanks again for everything.

Sincerely,



Tom Doran  
860-372-2420



## **CALL TO ORDER**

The Regular Meeting of the Board of Selectmen was called to order at 6:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectwoman Lisa Heavner; Board members Michael Paine, Cheryl Cook, Christopher Kelly, Elaine Lang and Sean Askham. Others in attendance included: Thomas Cooke, Director of Administrative Services; Melissa Appleby, Deputy Director of Administrative Services; Muhammed Razzaq, UConn Intern; Thomas Roy, Director of Public Works; James Rabbit, Director of Planning and Community Development; Sean Kimball, Director of Finance/Treasurer; Senator Kevin Witkos; State Representative John Hampton, and other interested parties.

## **PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

Ms. Heavner said this meeting is being started with a heavy heart as the Town has lost two great public servants –Michael Jepeal of the Fire District and Michael Lauren of the Public Building Committee. She asked for a moment of silence. Our thoughts and prayers are with their families.

Ms. Heavner said this meeting will begin with a Public Hearing to receive public comments and questions from those who did not participate in a focus group for the Town Manager selection process. There will also be a public audience for the Regular Meeting.

Ms. Heavner asked for amendments to the agenda for the Regular Meeting.

Mr. Kelly made a motion to amend the agenda to:

1. Add a budget update from Senator Witkos and State Representative John Hampton under Presentations
2. Approve the use of Town Hall parking lot for the Harvest Food Drive Collection for the Simsbury Food Closet before item a
3. To authorize the First Selectwoman to submit a grant application for the CIRMA Excellence in Risk Management Award/Grant for the Department of Public Works after item d

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

## **PUBLIC HEARING**

**To receive public comments from individuals who did not participate in one of the focus groups an opportunity to provide input into the Town Manager selection process**

Mr. Askham, Ms. Cook and Mr. Kelly gave a power-point presentation on how the Charter was reviewed and how there will be a change in the form of government. The residents of Simsbury voted to adopt the new Charter at a Referendum.

Mr. Kelly spoke about the First Selectman/Board of Selectmen roles. He then spoke about the Town Manager form of government and the use of an outside consultant firm to help select the candidate.

Ms. Cook said the new Charter will become effective December 4, 2017. The new Board will ratify the final appointment/employment of the Town Manager.

Don Jutton, consultant, spoke about the three focus groups that were held and how the Town Manager position will be formulated. He said the Town received 40 resumes, with only 16 meeting minimum qualifications. The committee has now set out essays for those applicants. Then the committee will end up with about 8-10 applicants. Then the interview process will begin with phone interviews and then interviews here.

Marc Lubetkin, 107 East Weatogue, and of The Red Stone Pub, asked about minutes or recordings of the focus groups. He spoke about having a “building friendly” community and his experience when coming to open a business in Town. He doesn’t agree with the decision of the Sub-Committee to not have minutes from the focus groups. He wants the Town Manager to be small business friendly.

Mr. Jutton explained the process again and what the timeframe was. Mr. Cooke also explained the Sub-Committee’s process and decision.

Joan Coe, 26 Whitcomb Drive, said she has been a proponent of a Town Manager form of government for over 30 years. She also spoke about documentation of the focus groups. She hopes the new Town Manager is someone who listens to the residents.

Robert Kalechman, 971 Hopmeadow Street, spoke about the focus groups being held at 7:30 a.m. and how some residents just can’t make that time. He wants to be sure the Town Manager is very well qualified. He thinks a lot of people are confused about the Town Manager form of government.

### **CLOSE PUBLIC HEARING**

After no further comment, Mr. Askham made a motion to close the Public Hearing at 6:40 p.m. Ms. Lang seconded the motion. All were in favor and the motion passed.

### **PUBLIC AUDIENCE**

Mike Rinaldi, Pinnacle Mountain Road, spoke about the State’s financial troubles and said Conn. is one of the States that pays the highest taxes in the U.S. He doesn’t feel the Town does a good job at what they do. He feels the Simsbury schools are excellent, but feels the 6<sup>th</sup> grade needs to be put with middle school.

Ms. Coe, 26 Whitcomb Drive, spoke about a FOI hearing, conflict of interests, the Simsbury Volunteer Ambulance Association, the Police Department, Town Manager, and other issues.

Robert Kalechman, 971 Hopmeadow Street, spoke about the First Selectman position, the Veteran’s monument, the Betty Hudson property, corruption, CBIA and other issues.

### **PRESENTATIONS**

Representative Hampton said there have been many developments last week. The Senate and House passed a budget with no increase in taxes. The Governor said he was going to veto it.

Senator Witkos said there is a lot of misinformation out there. This week they are going back into session for just one bill. He does not feel that there will be a budget by October 1<sup>st</sup>. There is some movement in the multi-dimensional budget. On 10/21 schools will be getting 20% of payment they would normally get. The rest comes in May.

There was some discussion on the employee pension fund. This money is handled by Statute.

Mr. Witkos said they are now awaiting legal advice and looking at new strategies for the budget.

- **Mailbox Policy – Thomas Roy, Director of Public Works**

Mr. Roy explained the policy on the plow trucks hitting mailboxes in Town. He said mailboxes have to be 9” from the curb to the mailbox and need to be 41-45” high.

Mr. Roy said if a Town truck does hit a mailbox there is an investigation and then a letter is sent to the owner. The Town does reimburse \$25 for the mailbox and \$25 for the post if directly hit by the plow.

### **SELECTMEN ACTION**

Ms. Heavner said Mr. Hampton submitted a request to use the Town Hall Parking lot on Sunday, October 8<sup>th</sup> from 12 – 2 p.m. for a Harvest Food Drive. This would also require an area where Paul Lanza would be able to park his truck in order for residents to stop by and drop off donations.

Ms. Lang made a motion to approve the use of the Town Hall parking lot, located at 933 Hopmeadow Street, for a Harvest Food Drive Collection in support of the Simsbury Food Closet. Ms. Cook seconded the motion. All were in favor and the motion passed.

#### **a) Approve Tax Refunds**

Ms. Cook made a motion to approve tax refunds in the amount of \$9,586.36 as requested and approved by the Tax Collector. Ms. Lang seconded the motion. All were in favor and the motion passed.

#### **b) Appoint Kristen Formanek as Director of Community and Social Services**

Ms. Heavner said Ms. Formanek served as the Director of Social Services for the Town of East Windsor since 2014. She will replace Mickey Le-Cours Beck. She then introduced Ms. Formanek.

Ms. Formanek said she is excited and honored to join Simsbury. She does bring a wealth of experience and passion to serve the public. She was just at the Community Center and served pizza to the seniors and enjoyed it.

Ms. Cook made a motion to approve the appointment of Kristen Formanek as Community and Social Services Director. Ms. Lang seconded the motion. All were in favor and the motion passed.

#### **c) Approve FY17 Budget Transfers and Supplemental Appropriations to close Capital Projects**

Ms. Heavner said there will be a net of \$106,191 going back to the general fund.

Mr. Kimball went through the budget departments. He explained the Intra and Inter department transfers. He said this was a favorable year on the Board of Selectmen budget. He said we would be able to cover Simsbury Farms with a transfer of approximately \$124,000. Ms. Heavner said a lot of Simsbury Farms issues were due to the rain.

Mr. Askham made a motion to approve the Intra-department transfers. Mr. Paine seconded the motion. All were in favor and the motion passed.



Mr. Kelly made a motion to approve the Inter-department transfers with attached document. Ms. Lang seconded the motion. All were in favor and the motion passed.

**d) Authorize a Bid Waiver for the purchase of a Bobcat Compact Track Loader**

Ms. Heavner said under the procurement ordinance the Town is permitted to use the NJPA to procure this equipment.

Mr. Roy said he is requesting the Board to authorize a Bid Waiver to allow the Department to purchase this equipment from a local dealer which would provide the Town with a savings of \$3,451.

Mr. Askham made a motion to authorize a Bid Waiver for the purchase of a Bobcat Compact Track Loader with a value of \$68,788. Ms. Lang seconded the motion. All were in favor and the motion passed.

**e) Authorize the First Selectwoman to submit a grant application for the CIRMA Excellence in Risk Management Award/Grant for the Department of Public Works**

Mr. Roy said CIRMA put out an Excellence in Risk Management Award this year to promote risk management. There are different categories and he will probably apply for two awards. His Department values and promotes safety in the work place and they have worked very hard to promote a culture of safety within the Department. They work with OSHA to help with training as well.

Ms. Cook made a motion to authorize the First Selectwoman to submit a grant application for the CIRMA Excellence in Risk Management Award/Grant for the Department of Public Works. Mr. Paine seconded the motion. All were in favor and the motion passed.

**f) Authorize the First Selectwoman to execute Solar Power Purchase Agreements**

Ms. Heavner said the first year savings at the Department of Public Works and Simsbury Farms Facility would be approximately \$13,546 and \$21,160 respectively with this solar project. Over the life of these two projects the Town is estimated to save over \$1.1M based on an annual electrical price increase of 3%.

Mr. Roy said the Town has an opportunity to have solar arrays placed on the Department of Public Works and Simsbury Farms Facility that will provide significant savings over the next 20 years. If there are any leaks they are responsible. If a new roof needs to be installed, they will take the panels off and then replace them. This is the kind of solar he residents want. We are just leasing the panels that Lodestar Energy LLC and Asante Energy own.

Ms. Lang made a motion to authorize the First Selectwoman to execute the necessary agreements with our selected developers, Asante Energy and Lodestar Energy LLC and their partners Eversource Energy and CT Green Bank to allow for the installation of rooftop mounted Solar PV arrays at the DPW campus on Town Forest Road and the skating rink at Simsbury Farms to be part of a pair of Power Purchase Agreements (one for each site) with a term of 20 years, subject to approval of Culture, Parks and Recreation and Town Counsel. Mr. Paine seconded the motion. All were in favor and the motion passed.

**FIRST SELECTWOMAN'S REPORT**

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

### **OTHER BUSINESS**

**a) Update on Connecticut Department of Economic and Community Development (DECD) proposed response to Amazon’s HQ2 RFP**

Ms. Heavner said she did submit a few sites, as asked, to Amazon.

Mr. Rabbitt said Amazon announced a nationwide search for HQ2 headquarters around September 10<sup>th</sup>. They are looking for a 500,000 sq. ft. of office space.

Mr. Rabbit said they met with Hartford Metro and other communities on the 14<sup>th</sup> and tried to make sense of the RFP and how to evaluate it. He said they did submit the Greenberg Parcel on 34 Hopmeadow Street; The Silverman Group, 200 Hopmeadow Street; Ensign-Bickford Realty Corporation, 437 Hopmeadow Street; and Downtown Area/Iron Horse Blvd. for their review, even though we don’t think we would be a good fit for 50,000 more people to come into Town.

Ms. Heavner said this helped us to open our eyes to the future and now we know what property we have out there for possible development by corporations. It was a great exercise in economic development.

### **APPOINTMENTS AND RESIGNATIONS**

**a) Acknowledge the resignation of Kathleen Coffey (U) as a regular member of the Housing Authority effective September 14, 2017**

Ms. Lang made a motion to acknowledge the resignation of Kathleen Coffey as a regular member of the Housing Authority effective September 14, 2017 with thanks. Ms. Cook seconded the motion. All were in favor and the motion passed.

**b) Appoint Amy Muska as a representative of Simsbury High School to the Community for Care Committee**

Mr. Paine made a motion to appoint Amy Muska as a representative of Simsbury High School to the Community for Care Committee. Ms. Lang seconded the motion. All were in favor and the motion passed.

**c) Appoint Jennifer M. Whitman (U) as a regular member of the Culture, Parks and Recreation Commission with an expiration date of January 1, 2018**

Ms. Heavner said this appointment would be tabled as there wasn’t a submission at this time.

### **REVIEW OF MINUTES**

**a) Regular Meeting of September 11, 2017**

There were no changes to the Regular Meeting minutes of September 11, 2017 and, therefore, the minutes were adopted.

**b) Special Meeting of September 15, 2017**

There were no changes to the Special Meeting minutes of September 15, 217, and, therefore, the minutes were adopted.

**SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS**

**1. Personnel** – Mr. Kelly said the Sub-Committee decided not to have a residency requirement for the Town Manager at this time. This is not an occupational requirement as an absolute necessity for a high performing Town Manager. However, this individual will have to access Simsbury in a timely manner if there is an emergency.

Mr. Kelly made a motion not to have a residency requirement for the Town Manager. Mr. Askham seconded the motion. All were in favor and the motion passed.

**2. Finance** – no report at this time.

**3. Welfare** – no report at this time.

**4. Public Safety** – no report at this time.

**5. Board of Education** – no report at this time.

Ms. Lang asked everyone to read the First Selectwoman’s report as there is a lot of information on Tourism and other activities.

Ms. Cook said Community for Care had a great program on teen stress, which will be shown on SCTV.

**ADJOURN**

Mr. Askham made a motion to adjourn at 8:30 p.m. Ms. Lang seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio  
Clerk