



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN

Regular Meeting – October 13, 2021 – 6:00 p.m. - Amended

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

- Email townmanager@simsbury-ct.gov by noon on Wednesday, October 13, 2021 to register to address the Board of Selectmen live through Zoom
- Written comments can be emailed to townmanager@simsbury-ct.gov. Written comments will not be read into the record, but forwarded to all Selectmen via email

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN ACTION

- a) Tax Refund Requests
- b) Gifts of Love Donation/Grant for Farm Stand
- c) Proposed SPIRIT Partnership with First Church for Speaker Series and Application to Hartford Foundation for Public Giving
- d) Proposed Short-Term Rental Ordinance (Schedule a Public Hearing)
- e) Proposed General Fund and Capital Transfers
- f) Budget Status Report

APPOINTMENTS AND RESIGNATIONS

- a) Proposed Appointment of Lydia Tedone to the Sustainability Team
- b) Proposed Reappointments to Economic Development Commission

REVIEW OF MINUTES

- a) Regular Meeting of September 27, 2021

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

COMMUNICATIONS

- a) Memo from M. Capriola, re: Public Gathering Permit, dated October 4, 2021
- b) Technology Task Force 2021 Annual Report, dated October 4, 2021

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** October 13, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector

4. **Action Requested of the Board of Selectmen:**
Maria E. Capriola
If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

Move, effective October 13, 2021 to approve the presented tax refunds in the amount of \$7,052.42, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds.

5. **Summary of Submission:**

Tax refunds need to be issued from time to time for motor vehicles, real property, and personal property. Some of the most common reasons tax refunds need to be issued for motor vehicles include: sale of the vehicle; the vehicle is destroyed; the vehicle is donated; the owner has moved out of state; or, the owner has successfully appealed the taxes. Real estate refunds are typically due to the fact that during the sale or refinancing of a property, both a bank and an attorney's office have paid taxes owed, resulting in an overpayment to the Town. Overpayments of personal property taxes are rare; often overpayments of personal property are due to a person or entity forgetting that they paid in full in July, then also sending the January installment.

In a legal opinion from the Town Attorney dated May 22, 2001, he stated that CGS §12-129 "requires that all applications for tax refunds be referred to the Board (of Selectmen) for their consideration and action." Once approved by the Board of Selectmen, the Town Manager will sign off on tax refund applications. As a reminder, the Tax Collector's Office is responsible for collecting revenue for the Fire District pursuant to Special Act #264 of the Legislature in 1945. However, tax refunds for the Fire District are not under the jurisdiction of nor approved by the Board of Selectmen and are therefore not included in the requested tax refunds presented.

6. **Financial Impact:**

The aggregate amount of all tax refunds as presented is \$7,052.42. The attachment dated October 13, 2021 has a detailed listing of all requested tax refunds.

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

a) Requested Tax Refunds, dated October 13, 2021

REQUESTED TAX REFUNDS
OCTOBER 13, 2021

	BILL NUMBER	TAX	INTEREST	TOTAL
List 2019				
ACAR Leasing Ltd	19-03-50121	\$135.98		\$135.98
Mattingly Celeste A	19-03-61969	\$100.70		\$100.70
Total 2019		\$236.68	\$0.00	\$236.68
List 2020				
ACAR Leasing LTD	20-03-50065	\$904.35		\$904.35
ACAR Leasing Ltd	20-03-50116	\$967.80		\$967.80
CCAP Auto Lease LTD	20-03-52899	\$363.62		\$363.62
CCAP Auto Lease LTD	20-03-52905	\$46.31		\$46.31
Cook Cheryl	20-03-53593	\$91.17		\$91.17
Financial Ser Veh Trust	20-03-55814	\$522.81		\$522.81
Harris Carol	20-03-57555	\$456.03		\$456.03
Huscher Wendy D	20-03-58503	\$58.92		\$58.92
Hussain Syed	20-03-58507	\$217.72		\$217.72
Hussian Syed	20-03-58508	\$203.33		\$203.33
Jesse Rich Ministries Inc	20-03-58835	\$13.54		\$13.54
Johnson Richard W	20-03-58907	\$204.26		\$204.26
Toyota Lease Trust	20-03-68408	\$438.07		\$438.07
USB Lesing LT	20-03-68860	\$111.07		\$111.07
Vault Trust	20-03-69029	\$572.93		\$572.93
Vault Trust	20-03-69034	\$216.87		\$216.87
Vault Trust	20-03-69040	\$190.04		\$190.04
Vault Trust	20-03-69041	\$64.12		\$64.12
Vault Trust	20-03-69045	\$429.17		\$429.17
Vincent Michael	20-03-69244	\$93.90		\$93.90
Vincent Michael	20-03-69248	\$210.06		\$210.06
VW Credit Leasing LTD	20-03-69369	\$320.12		\$320.12
Dermo-Owens Lindsay	20-03-70619	\$119.53		\$119.53
		\$6,815.74	\$0.00	\$6,815.74
TOTAL 2019		\$236.68	\$0.00	\$236.68
TOTAL 2020		\$6,815.74	\$0.00	\$6,815.74
TOTAL ALL YEARS		\$7,052.42	\$0.00	\$7,052.42



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Gifts of Love Donation - Farm Stand
2. **Date of Board Meeting:** October 13, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ryan Pettengill, Gifts of Love Executive Director
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the request from Gifts of Love to build a structure at the community farm property to be used as a farm stand and to waive associated application and permit fees, the following motions are in order:

Move, effective October 13, 2021, to approve the building of a structure for use as a farm stand on the Town's property (farm) leased by Gifts of Love, and to accept the subsequent infrastructure once completed as a donation to the Town.

Further move to authorize the Town Manager to sign the permit and land use applications related to the structure on behalf of the Town of Simsbury.

Further move to approve the waiver of local fees for the permit application fees related to the structure.

5. **Summary of Submission:**

If the Board of Selectmen approves the request, Gifts of Love, at their cost, will build a multi-use storage building, 8' x 12', primarily to act as a farm stand to sell produce, or provide produce at no charge for eligible visitors. This space will not require a slab or foundation, and will sit in the space where an existing temporary stand resides.

Gifts of Love is currently leasing the farm from the Town. As the property owner, the Town (Town Manager) will need to be the signatory on any land use and building permit applications. Further, since the storage building/farm stand is valued at more than \$1,500, the Board would need to accept the asset as a donation.

Gifts of Love has been awarded a grant from the state Department of Agriculture. As part of the grant program, Gifts of Love will be fully funding the cost of the structure that will be used as the farm stand. The granting agency is requesting confirmation from the Town that we are in support and approve of the installation of the farm stand structure.

As we have done in the past for infrastructure projects at the farm, staff is recommending a waiver of local permitting fees.

6. Financial Impact:

There will be no financial impact incurred by the Town. Gifts of Love will cover all costs related to the purchase and construction of the farm stand building.

The estimated value of the building upon completion is \$5,500. Based on this estimated value, town and state permit fees would normally cost \$85.56. However, if the Board of Selectmen approves the waiver of the fees, Gifts of Love will only have to pay \$1.56 in state fees because only the local fees, which total \$84.00, can be waived.

<u>Application</u>	<u>Local Fee</u> <i>(Can be Waived)</i>	<u>State Fee</u> <i>(Can't be Waived)</i>
Building Permit	\$84.00	\$1.56
Administrative Zoning Permit	\$25.00	N/A

7. Description of Documents Included with Submission:

- a) Sample Letter of Support



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

October 13, 2021

To: Jaime Smith, Director, Ag Dev & Res Consr,
CT Department of Agriculture

Re.: Statement from the Town of Simsbury relating to improvements by Gifts of Love to the town-owned farm at 73 Wolcott Rd.

Dear Jaime:

At the October 13, 2021 Board of Selectmen, the Simsbury Board of Selectmen approved the building of a structure for use as a farm stand on the Town's property. Please accept the paragraph below as Simsbury's approval and agreement with Gifts of Love (farm lessee) to make improvements to the farm property.

The Town of Simsbury, which leases the farm at 73 Wolcott Road, Simsbury to Gifts of Love, supports Gifts of Love's proposed improvements to maintain and improve the property, increase public access, and increase farming efficiencies and revenue production. Specifically, to add a stand-alone farm stand to the property for produce sales and CSA distribution outlet.

Regards,

Maria E. Capriola

Maria Capriola
Town Manager

Cc: Ryan Pettengill/Executive Director Gifts of Love



Town of Simsbury

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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed SPIRIT Partnership with First Church of Christ for Let's Talk Series and Application to Hartford Foundation for Public Giving
2. **Date of Board Meeting:** October 13, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community & Social Services *Maria E. Capriola*

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

If the Board of Selectmen supports the proposed partnership between the Simsbury First Church of Christ and the SPIRIT Council for the Let's Talk series, the following motions are in order:

Move, effective October 13, 2021, to extend our support for the Simsbury First Church of Christ grant application to the Hartford Foundation for Public Giving's Community Education on Housing Segregation grant in the amount of \$10,000. The purpose of the grant funds would be to support the Town's Let's Talk series in providing engagement and educational opportunities for town residents around the areas of housing, diversity, and inclusivity.

Should the grant be awarded, further move, to approve the development and execution of a memorandum of agreement between First Church and the Town regarding the Let's Talk series partnership, as approved to form by the Town Attorney. Further move to authorize the Town Manager to execute all necessary documents to finalize this partnership.

5. **Summary of Submission:**

The SPIRIT Council is interested in applying for a grant through the Hartford Foundation for Public Giving in the amount of \$10,000 under the "Community Education on Housing Segregation" to support our Let's Talk series. In order to apply, SPIRIT Council must partner with a 501(c)3, or a faith based organization on the endeavor. The Simsbury First Church of Christ has graciously offered to partner with SPIRIT on the Let's Talk series, and to act as the grant applicant and fiscal agent for the grant, should it be awarded.

The SPIRIT Council is proposing to provide engagement and educational opportunities for town residents around the areas of housing, diversity, and inclusivity. Areas of focus will include housing choice, housing quality, and pathways to more inclusive housing

development in their local communities. Efforts may include securing speakers, facilitators, or other professional services, materials, marketing, or costs for convening.

Should the grant be awarded, staff is recommending that a memorandum of agreement between the parties be developed outlining the duties and responsibilities of the parties engaged in the partnership. This agreement would be developed, reviewed, and approved by the Town Attorney.

6. Financial Impact:

There is no direct cost to the Town. Staffing support and administrative services will continue to be offered in kind. At this time, there is no known cost to the Town associated with having First Church act as Fiscal Agent for the grant.

7. Description of Documents Included with Submission:

- a) Memo from K. Formanek RE: Update Regarding an Application for Hartford Foundation for Public Giving from SPIRIT Council, dated September 30, 2021



Town of Simsbury

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SIMSBURY, CONNECTICUT 06070

Community and Social Services Department
Kristen Formanek, Director

MEMORANDUM

To: Maria Capriola, Town Manager
From: Kristen Formanek, Director of Community and Social Services
Cc: Board of Selectmen
Date: September 30, 2021
Subject: Update regarding an application for Hartford Foundation For Public Giving from SPIRIT Council

Who is Simsbury SPIRIT Council

The Simsbury SPIRIT Council was formed in response to events in Simsbury between late 2018 and early 2019 which caused both the Town and the Board of Education to re-evaluate our community culture with regard to inclusion and diversity. The Board of Education and the Community for Care co-sponsored a Diversity Forum in May 2019. The Department of Justice Community Relations Service was chosen as the facilitator. Following the forum, the DOJ prepared a report of the event.

In September of 2020 the Simsbury SPIRIT Council was launched to move forward on the work to be done as suggested by the report. The Council has since been meeting regularly and has co-hosted an event with Community for Care and has now begun hosting virtual events of their own, known as the Let's Talk Series.

Who is the Hartford Foundation for Public Giving

The Hartford Foundation for Public Giving ("HFPG") is "**HARTFORD'S COMMUNITY FOUNDATION**". They serve 29 towns, more than 750,000 residents, hundreds of nonprofits, and a network of philanthropists with more than 1,200 funds. They "bring together the people, knowledge, investments and passion to make Greater Hartford a more inclusive and positive place to live, work and raise a family."

What is being applied for

The SPIRIT Council is interested in applying for a grant in the amount of \$10,000 under the "Community Education on Housing Segregation". In order to apply, SPIRIT Council must have a 501(c)3, or a Faith Based Organization to act as their Fiscal Agent. The First Church of Christ has graciously offered to act as the Fiscal Agent for the SPIRIT Council and this specific project.

What work is being proposed

The SPIRIT Council is proposing to provide engagement and educational opportunities for town residents around the areas of housing, diversity, and inclusivity. Areas of focus will include housing choice, housing quality, and pathways to more inclusive housing development in their local communities. Efforts may include securing speakers, facilitators, or other professional services; materials, marketing, or costs for convening.

What is the cost to the Town

There is no cost to the Town. Staffing support and administrative services will continue to be offered in kind. There is no cost involved in having First Church act as Fiscal Agent.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Short-Term Rental Ordinance; Schedule Public Hearing
2. **Date of Board Meeting:** October 13, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development; Tom Fitzgerald, Management Specialist; Henry Miga, Building Official
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports scheduling a public hearing for the proposed Short-Term Rental Ordinance, the following motion is in order:

Move, effective October 13, 2021, to set a public hearing to receive public comment on the proposed Short-Term Rental Ordinance for 6:00pm on Monday, November 8, 2021.

5. **Summary of Submission:**
At the October 28, 2019 Board of Selectmen meeting, the Short-Term Rental Ordinance Work Group was established. The Work Group consists of Board of Selectmen members Chris Peterson and Jackie Battos; Bruce Elliott (Zoning); Liz Peterson (Tourism); Ron Jodice (EDC); Holly Beum (Planning); and is assisted by staff members Mike Glidden, Tom Fitzgerald and Henry Miga.

The Work Group first met in January 2020 to start reviewing a draft ordinance that was initially prepared by staff. The Work Group took a hiatus during the earlier stages of the pandemic and resumed their work in spring 2021. The Work Group has prepared the attached proposed Ordinance. The proposed Short-Term Rental Ordinance has also been reviewed by the Town Manager, Town Attorney and Farmington Valley Health District. At their meeting on September 23, 2021 the Work Group decided to forward the proposed ordinance to the Board of Selectmen for a public hearing.

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. We are required to give at least 7 days' notice in a newspaper having general circulation in the town. The Town Clerk also posts the notice in a public place, and copies of the ordinance must be available at the Town Clerk's Office. We also post the ordinance on the Town's webpage. A second hearing must be held if substantive changes are made to the ordinance (as determined by Town Counsel).

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:

There would be staff costs associated with administration and enforcement of the Ordinance. It is difficult at this time to ascertain how much staff time will be required; this will be dependent upon the number of licenses issued and the number of complaints requiring investigation and follow-up.

7. Description of Documents Included with Submission:

a) Proposed Short-Term Rental Ordinance



Town of Simsbury

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TOWN OF SIMSBURY Short-Term Rental Ordinance

Adopted by the Board of Selectmen on [month] [day], [year]

I. Purpose

- A. The purpose of this ordinance is to regulate short term rentals in the Town of Simsbury. By establishing these regulations the Town will be able to monitor short-term rental listings in Simsbury and ensure compliance with Town and State rules, regulations and laws that apply.
- B. This ordinance is adopted pursuant to General Statutes §7-148(b) and §7-148(c)(7).

II. Definitions

- A. **Occupant:** Any person(s), and their guests, who have entered into an agreement with a property owner for the use of the short-term rental.
- B. **Owner:** Any person(s) who holds the legal right to the property or beneficiary of like estate and uses the property as their legal residence.
- C. **Owner's Agent:** Any person who is 18 years or older and has been identified by a property Owner as a local contact. The Owner's Agent is authorized to act for an Owner who cannot be reached, in a reasonable amount of time, through all means of contact identified on their Short-Term Rental Permit.
- D. **Local:** For the purpose of this ordinance local is defined as a straight line distance of 20 miles.
- E. **Owner Occupied:** During the course of the rental period, the owner (as defined above) is present inside the dwelling.
- F. **Primary Residence:** An owner who spends at least 183 days at their property is defined as a primary resident.
- G. **Short-Term Rental:** Any furnished living space rented by a person(s) for a period of one (1) to twenty-nine (29) consecutive days. A short-term rental must have separate sleeping areas established for guests and guests must have at least shared access to one (1) full bathroom and cooking area.
- H. **Sleeping Area:** A sleeping area is defined as a separate space, with a bed provided that the guest(s) of a short term rental have access to. This area must be inside the dwelling and cannot include: tents, outdoor areas, and/or

recreational vehicles. A minimum of 75 square feet of sleeping area per guest shall be provided.

- I. **Authorized Enforcement Agency:** Employees or designees of the town as designated by the Town Manager to enforce this ordinance.
- J. **Event:** A gathering of persons that are occupants of the short-term rental and others that are not guests/occupants. Occasions such as weddings, graduation parties, or other gatherings of people would be considered as an event. Events can be either indoor or outdoor for purposes of this regulation.

III. Permit Required

- A. No one shall offer to rent or operate a short-term rental in the Town of Simsbury without a valid short-term rental permit authorized by the Town of Simsbury and issued in accordance with this ordinance. Failure to secure a permit shall be a violation of this ordinance and subject to fines and enforcement as defined hereinafter.
- B. Only the owner(s) of record of the Premises subject to the permit and eighteen (18) years of age or older may apply for and obtain a short term rental permit.

IV. Application Process for a Short-Term Rental Permit

A. Application Process

- i. An application form as issued by the Planning and Land Use Department must be completed.
 - 1. All information entered on the form must be true and accurate to the applicant's knowledge and belief.
 - 2. The application shall include but not be limited to the following:
 - a. A list of all owner(s) and primary residents of the property, and their contact information.
 - b. Contact information for a Owner's Agent who can be called on in emergency situations if property owner is not responsive.
 - c. The number of separate sleeping spaces made available to guest(s) of the short term rental.
 - d. A signed affidavit attesting to the fact that the Property is in compliance with health and safety rules, zoning and the building and fire safety codes and allowing Town officials the right to perform inspections, both externally and internally, of a short-term rental property when safety violations are suspected.
 - e. [Insert insurance line from CIRMA] - forthcoming
- ii. A new application fee of two hundred dollars (\$200) shall be collected upon the submission of the completed permit application.

- iii. The Director of Planning and Community Development, or his/her designee, shall approve or deny any application for a short-term rental in the Town of Simsbury.
 - iv. An initial safety inspection must be completed by a staff member of the Planning or Building Department before a permit may be issued.
- B. An application must be fully complete when being submitted to the Planning and Land Use Department. The Town will not accept incomplete applications.

C. Limit to Amount of Rentals

- i. No owner may rent the property as a short-term rental under the permit for more than one hundred (100) days during any one year period of their short-term rental permit.
- ii. Only one rental permit is permitted per property.
- iii. Only one portion of a residence or accessory dwelling unit can be used at a property.

D. Parking Requirements

- i. The Town shall determine the number of parking spaces required for each property. Each required parking space shall have an area of not less than nine (9) feet by eighteen (18) feet, plus adequate driveways. All required parking spaces shall be located on paved surfaces.
- ii. No renter may park their vehicle on a public street between the hours of 2:00AM and 5:30AM.

E. Neighbor Notification

- i. Within five (5) days after the date of receipt of the application for an initial permit, the applicant shall submit, as part of the application, the name(s) and address(es) of the owner(s) of record of all property abutting or within one hundred (100) feet of the subject property, as listed on the last-completed grand list of the Town of Simsbury.
- ii. Notice of the permit shall be mailed by the applicant to the owner(s) of record of all property within one hundred (100) feet of the subject property not fewer than ten (10) days after application is filed. The applicant shall provide copies of completed certificate of mailings to Planning Department staff for issuance of permit.
- iii. Applications for permit renewals are not required to notify abutting property owner(s) as outlined above.

F. Owner Present During Rental Period

- i. The owner of a property has the option of being present while renting their property or renting their property while not being onsite during the rental period.

- ii. If choosing to be offsite during a rental period the owner must provide their contact information to the renter as well as to the Town on their permit. If the owner is unable to be in the local area while renting their property an owner's agent must be identified to the renter and to the town in case of emergencies or situations that may arise during the rental period.
- iii. Failure to provide proper contact information of either the property owner or owner's agent while the owner is offsite may result in the revocation of the Short-Term Rental Permit.

G. Accessory Dwellings

- i. Accessory dwellings, as defined by the Town of Simsbury Zoning Regulations, either attached or unattached, are permitted to be used as short-term rentals provided that:
 - 1. They meet the same standards set forth in this ordinance as a traditional single family house;
 - 2. They have at least 1 full bathroom;
 - 3. They have proper, functioning heating and cooling;
 - 4. The unit has received a certificate of zoning compliance from the Zoning Commission.

V. Expiration and Renewal Process of Permit

A. Expiration

- i. All short-term rental permits are valid for two years from date issued.
- ii. Permits become invalid at 11:59 PM on the listed expiration date of the short-term rental permit.

B. Renewal Process

- i. An application for renewal of a short-term rental permit must be submitted to the Planning and Land Use Department at least one (1) month but no more than three (3) months before the expiration date of the current permit.
- ii. Applicants must submit the following forms when applying for a renewal:
 - 1. The previously approved permit;
 - 2. An updated application, if any requested information has changed in the past year;
 - 3. A renewal fee of one hundred thirty dollars (\$130);
 - 4. Copies of sales tax receipts from the previous rental period.
- iii. The Director of Planning and Community Development, or his/her designee, may authorize a renewal inspection of the property before

granting a renewed permit. The Director of Planning and Community Development, or his/her designee, may reject an application for renewal.

- iv. A renewal permit may only be applied for if the owner holds a valid short-term rental permit in the previous two year period that was not revoked by staff. Any permit that has lapsed eight (8) or more months between an expired permit and an application for a renew permit will be treated as a new application for a short-term rental permit and should follow the steps in Section IV, A.

VI. Non-transferability

- A. A short-term rental permit is not transferable to another owner or property.

VII. General Standards

A. Maximum Occupancy

- i. The maximum occupancy for a short-term rental unit shall be 6 persons or two persons per each bedroom in the unit, whichever is less.

B. Safety

- i. A short-term rental property must include:
 - 1. Working smoke and Carbon Monoxide detectors with placement following town/State building codes;
 - 2. A working fire extinguisher shall be located in the dwelling at all times when the property is being used as a short-term rental;
 - 3. A clear path of egress is always visible while the property is available for rent;
 - 4. Properly functioning windows and doors in all livable spaces of the dwelling;
 - 5. Sleeping accommodations are to the state building code.
 - 6. Demonstrate compliance with the Town Zoning Regulations, health and safety codes that may apply as determined by the Farmington Valley Health District, the State Building Code and the State Fire Safety Code.

C. Conduct

- i. Short-term rental guests are subject to all relevant town codes and ordinances. It is up to short-term rental owners to notify their guests of any applicable codes and ordinances and to ensure that they are followed.
- ii. Excessive noise or other disturbances are prohibited.
- iii. No activities in excess of 75 decibels at the property line are allowed.
- iv. Indoor and outdoor events are prohibited.
- v. No guest may spend the night sleeping outdoors.

- vi. Signage advertising the property as a short-term rental is prohibited.

VIII. Enforcement

- A. The authorized enforcement agency, as defined in Section II, has the authority to determine if a violation has occurred and to issue citations to correct any violation found to exist.
- B. Operating a short-term rental without a valid short-term rental permit, as well as using a property as a short-term rental for anything other than the allowed uses stated earlier in this document shall be a violation of this ordinance.
- C. The Authorized Enforcement Agency has the authority to suspend a short-term rental permit until the owner comes into compliance.
 - i. The Authorized Enforcement Agency or his/her designee, shall give the owner up to thirty (30) days to correct the violations.
 - ii. This suspension will not delay the expiration of an owner's short-term rental permit.
 - iii. The Authorized Enforcement Agency, or his/her designee shall have the authority to immediately suspend a short-term rental permit if safety violations are present.
- D. Violations of this ordinance can be assessed fines of up to \$250 in accordance with Section 7-152c of the Connecticut General Statutes.

IX. Revocation Procedure

- A. If any violations found by the authorized enforcement agency, do not get corrected in the allowed timeframe, the Director of Planning and Community Development may revoke an owner's short-term rental permit.
- B. If an owner has their short-term rental permit revoked a new permit may not be granted to that property for 12 months.

X. Appeals

- A. **Permit Appeals.** An appeal must be received in writing and filed with the Town Clerk's Office within ten (10) business days from receipt of the notice of the written decision. For this purpose, notice shall be deemed received three (3) calendar days from the date of the written decision. Hearing on the appeal before the Hearing Officer shall take place at its next meeting, but not to exceed fifteen (15) business days from the date of receipt of the notice of appeal. The decision of the Hearing Officer shall be final. Denial of a Permit Application or of a renewal application is not appealable
- B. **Citation Appeals.** Any person receiving a fine 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 receipt of the notice of the fine. The appeal shall be deemed received by

the Town on the first business day following the day it is filed with and received by the Town Clerk's Office.

- C. Hearing on the appeal before the Hearing Officer shall take place in accordance with General Statutes §7-152c.
- D. The decision of the Hearing Officer may be appealed to Superior Court in accordance with General Statutes §7-152c(g).

DRAFT



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed General Fund and Capital Transfers
2. **Date of Board Meeting:** October 13, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Amy N. Meriwether, Finance Director/Treasurer
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the general fund and capital transfer requests as presented, the following motion is in order:

Move, effective October 13, 2021, to approve the general fund and capital transfers request as presented.

5. **Summary of Submission:**

General Fund Transfers

The general fund ended FY20/21 with a net increase to fund balance of \$909,959 and an unassigned fund balance of \$18,622,777 or 17.57% of General Fund expenditures. Staff is requesting year end transfers in accordance with the attached document "General Fund – Close Out Transfer Requests"

Capital Transfers

The attached document, "Capital Transfer Requests" provides a listing of projects that were completed in FY20/21.

6. **Financial Impact:**
Included in attached documents
7. **Description of Documents Included with Submission:**
 - a) General Fund Schedule of Changes in Fund Balance – Budgetary Basis
 - b) General Fund Close Out Transfer Requests
 - c) General Fund Budget Transfers – Budgetary Basis
 - d) Capital Transfer Requests

**Town of Simsbury
General Fund
Schedule of Changes in Fund Balance - Budgetary Basis
For the Year Ended June 30, 2021**

Fund Balance, July 1, 2020					\$ 18,086,923
	<u>Original Budget</u>	<u>Final Budget</u>	<u>Preliminary Actual</u>	<u>Budget Variance</u>	
Total Revenues and Transfers In	\$ 102,436,546	\$ 102,436,546	\$ 104,314,948	\$ 1,878,402	
Appropriation of Fund Balance	-	2,039,818	-	(2,039,818)	
Total Revenues Less Appr. of Fund Balance	102,436,546	104,476,364	104,314,948	(161,416)	
Total Expenditures and Transfers Out	102,436,546	104,476,364	103,404,988	(1,071,376)	
Net Increase to Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 909,959</u>	<u>\$ 909,959</u>	<u>909,959</u>
Fund Balance, June 30, 2021					\$ <u>18,996,882</u>

Fund Balance Breakdown Preceding Transfers:		
	% of FY22 Expenditures	Balance
Non-Spendable Fund Balance	0.15%	\$ 158,914
Assigned Fund Balance	0.20%	215,191
Unassigned Fund Balance	<u>17.57%</u>	<u>18,622,777</u>
Total Fund Balance, June 30, 2021	<u>17.93%</u>	<u>\$ 18,996,882</u>

**Town of Simsbury
General Fund
Close Out Transfer Requests
For the Year Ended June 30, 2021**

Transfers from General Fund

A Promise to Jordan	Outside Agency Grant Request, Flagged during FY 21/22 budget season by M. Paine	\$	(3,000)
Munis Implementation Software & Contractor	Maintenance fees associated with Finance Plus during the MUNIS conversion, contracted implementation services		(35,000)
Executive Coaching Phase I	Professional development for staff		(3,000)
Executive Coaching Phase II	Professional development for staff		(1,000)
Library Medical Leave of Absence	Staffing costs associated with backfilling hours due to paid medical leave of absence		(35,000)
Building Official/Division Temporary Staffing	Due to significant uptick in residential building permit inspections, temporary assistance needed. Supplemental appropriation approved at BOS and BOF in September		(40,000)
Diversity, equity and inclusion training for staff and BOS	Professional development for staff and Board; CRCOG RFQ anticipated (regional bid)		(15,000)
Policy, Ordinance Equity Review	Special Project; CRCOG RFQ anticipated (regional bid)		(20,000)
Doing Business in Simsbury Guide	Special Project. Update and redesign outdated Doing Business in Simsbury Guide. Includes printing costs. Possible 21-22 EDC work plan item in partnership with the Chamber.		(15,300)
Life Safety Analysis for PAC	Comprehensive life safety analysis for PAC facility		(15,000)
Lieutenant Office Space	Reconfiguration of Police Department offices to accommodate third LT. position (approved administrative reorganization; all positions filled)		(25,000)
Legal Savings to Meadowood Project for Legal	Reallocation of litigation/special project legal savings to Meadowood capital project for Meadowood specific legal expenses		(10,000)
Security Cameras/Equipment - Simsbury Meadows (Rotary Park Playground, Band Shell, Parking area, Other)	Simsbury Meadows has been the subject of significant vandalism, litter, and other nuisance behavior since spring 2021, causing over \$10,000 in damage and countless staff hours to repair and clean the facility		(14,000)
Wood Chipper/Front Loader Purchase	Budgeted in CNR for FY21/22. \$20,000 reflects trade in value. Rather than trading in the existing for DPW, will cycle it down to Parks. Replenish sidewalk maintenance account for design work that took away from actual reconstruction		(20,000)
Sidewalks	Until FY 21/22, expense typically paid once every 2-5 years via year end savings. Budgeting incremental annual amounts in CNR for FY 21/22 moving forward. This expense however covers existing/previous needs prior to new budgeting method. Material crushing is used for a number of DPW functions		(100,000)
Material Crushing	Budgeted in CNR for FY22/23. Possible EDC 21-22 work plan item		(92,000)
Way Finding Signage	Contractor working on other town courts has offered to resurface and paint other courts at cost.		(20,000)
P&R Tennis Courts	Budgeted in CNR for FY22/23 & FY23/24. Sign boards are aging, and one of the two died in September 2021. Boards are heavily used.		(19,000)
Variable Message Sign Boards (two)	Budgeted in CNR for FY23/24. Possibly expedite funding to use as leverage for grant and donation opportunities for a band shell		(32,000)
Simsbury Meadows Public Restroom			(300,000)
Transfer to Capital Reserve Fund			<u>(1,082,210)</u>
Total Transfers from General Fund		\$	<u>(1,896,510)</u>

Transfers to General Fund Assigned Fund Balance

Unsettled Union Contract Wage Increases	\$	114,900.00
Year End Encumbrances		75,290.78
SPIRIT Council		<u>25,000.00</u>
Total Transfers to Assigned Fund Balance	\$	<u>215,190.78</u>

Fund Balance Summary			
		\$	909,959
Net Increase to Fund Balance Before Transfers			909,959
Transfers from General Fund			<u>(1,896,510)</u>
Net Decrease to Fund Balance After Transfers			<u>(986,551)</u>
Fund Balance Post Transfers			
Fund Balance, July 1, 2020			18,086,923
Net Decrease to Fund Balance After Transfers			<u>(986,551)</u>
Fund Balance, June 30, 2021			<u>17,100,372</u>
Fund Balance Breakdown Post Transfers			
Non-Spendable Fund Balance	0.15%		158,914
Assigned Fund Balance	0.20%		215,191
Unassigned Fund Balance	<u>15.78%</u>		<u>16,726,267</u>
Total Fund Balance	<u>16.14%</u>	\$	<u>17,100,372</u>

Town of Simsbury
General Fund
Year End Budget Transfers - Budgetary Basis
For the Year Ended June 30, 2021

	<u>Final Budget</u>	<u>Additional Appopriation</u>	<u>Budget Reduction</u>	<u>Adjusted Budget</u>	<u>Balance</u>
General Government					
Town Manager's Office	\$ 486,444	\$ -	\$ (16,084)	\$ 470,360	\$ -
Planning Department	371,788	-	(86,186)	285,602	-
Finance Department	416,887	-	(1,477)	415,410	-
Information Technology	343,282	-	(17,985)	325,297	-
Building Department	287,666	-	(15,306)	272,360	-
Assessor's Office	298,020	-	(31,349)	266,671	-
Town Clerk	240,183	-	(2,287)	237,896	-
Tax Department	186,927	-	(2,854)	184,073	-
Legal Services	151,000	21,635	-	172,635	-
Elections Administration	132,100	2,335	-	134,435	-
Community Services	134,252	-	(17,292)	116,960	-
Administrative Services	109,236	7,147	-	116,383	-
Board of Finance	45,835	-	(745)	45,090	-
Economic Development Commission	50,650	3,850	-	54,500	-
Land Use Commission	20,200	-	(11,592)	8,608	-
Regional Probate Court	9,502	-	-	9,502	-
Public Buildings Commission	1,625	-	(5)	1,620	-
Tourism Commission	500	-	(500)	-	-
Total General Government	<u>3,286,097</u>	<u>34,967</u>	<u>(203,662)</u>	<u>3,117,402</u>	<u>-</u>
Public Safety					
Police Department	4,923,162	-	(320,894)	4,602,268	-
Dispatch	560,427	-	(32,365)	528,062	-
Animal Control	75,376	-	(7,357)	68,019	-
Emergency Management	6,685	-	(752)	5,933	-
Total Public Safety	<u>5,565,650</u>	<u>-</u>	<u>(361,368)</u>	<u>5,204,282</u>	<u>-</u>
Public Works					
Highway Department	3,055,180	10,333	-	3,065,513	-
Buildings & Maintenance	504,088	-	(10,765)	493,323	-
Engineering	286,290	-	(14,578)	271,712	-
Public Works Administration	290,377	-	(9,877)	280,500	-
Town Office Buildings	149,408	2,610	-	152,018	-
Library	144,460	12,605	-	157,065	-
Eno Memorial Hall	78,975	-	(23,183)	55,792	-
Landfill	69,000	5,865	-	74,865	-
Other Buildings	28,990	-	(2,995)	25,995	-
Total Public Works	<u>4,606,768</u>	<u>31,413</u>	<u>(61,398)</u>	<u>4,576,783</u>	<u>-</u>
Health & Welfare					
Social Service Administration	299,232	-	(428)	298,804	-
Transportaion Services	162,670	-	(25,382)	137,288	-
Senior Center Services	150,927	-	(26,934)	123,993	-
Health Department	192,182	-	-	192,182	-
Total Health & Welfare	<u>\$ 805,011</u>	<u>\$ -</u>	<u>\$ (52,744)</u>	<u>\$ 752,267</u>	<u>\$ -</u>

General Fund
Year End Budget Transfers - Budgetary Basis
For the Year Ended June 30, 2021

	<u>Final Budget</u>	<u>Additional Appopriation</u>	<u>Budget Reduction</u>	<u>Adjusted Budget</u>	<u>Balance</u>
Culture & Recreation					
Library	\$ 1,546,172	\$ -	\$ (78,982)	\$ 1,467,190	\$ -
Parks & Open Space	853,962	-	(4,710)	849,252	-
Memorial Pool	66,934	-	(5,584)	61,350	-
Recreation Administration	60,010	-	(7,029)	52,981	-
Memorial Field	33,900	-	(12,694)	21,206	-
Beautification Committee	4,800	-	(1,423)	3,377	-
Total Culture & Recreation	<u>2,565,778</u>	<u>-</u>	<u>(110,422)</u>	<u>2,455,356</u>	<u>-</u>
Education					
Board of Education	<u>72,860,444</u>	<u>-</u>	<u>-</u>	<u>72,860,444</u>	<u>-</u>
Total Education	<u>72,860,444</u>	<u>-</u>	<u>-</u>	<u>72,860,444</u>	<u>-</u>
Intergovernmental					
Employee Benefits	5,960,720	-	(178,150)	5,782,570	-
Transfer Out - Capital Projects	2,000,000	-	-	2,000,000	-
Transfer Out - Health Insurance Fund	-	-	-	-	-
Liability Insurance	464,620	7,319	-	471,939	-
Transfer Out - Simsbury Farms	185,000	-	(5,000)	180,000	-
Transfer Out - 350th Special Revenue Fund	-	-	-	-	-
Transfer Out - MSP Senior Center	10,480	-	-	10,480	-
Transfer Out - Youth Service Bureau	8,000	-	-	8,000	-
Transfer Out - Athletics Field	2,250	-	-	2,250	-
Contingency Reserve	172,331	-	(172,331)	-	-
Transfer Out - CNR 2016	-	-	-	-	-
Transfer Out - CNR 2019	83,250	-	-	83,250	-
Transfer Out - CNR 2020	83,250	-	-	83,250	-
Transfer Out - CNR 2021	193,700	-	-	193,700	-
Transfer Out - CNR 2018	83,250	-	-	83,250	-
Transfer Out - CNR 2017	68,300	-	-	68,300	-
Total Intergovernmental	<u>9,315,151</u>	<u>7,319</u>	<u>(355,481)</u>	<u>8,966,989</u>	<u>-</u>
Debt Service					
Principal	4,315,000	-	-	4,315,000	-
Interest	<u>1,156,465</u>	<u>-</u>	<u>-</u>	<u>1,156,465</u>	<u>-</u>
Total Debt Service	<u>5,471,465</u>	<u>-</u>	<u>-</u>	<u>5,471,465</u>	<u>-</u>
Total Expenditures	<u>\$ 104,476,364</u>	<u>\$ 73,699</u>	<u>\$ (1,145,075)</u>	<u>\$ 103,404,988</u>	<u>\$ -</u>

**Town of Simsbury
Capital Transfer Requests
For the Year Ended June 30, 2021**

Transfers to Sewer Use Fund

Capital Fund - Storage Building	28,353
Total Transfers to Sewer Use Fund	\$ <u>28,353</u>

Transfers to Town Aid Road Fund

CNR - Snow Plow	880
Total Transfers to Town Aid Road Fund	\$ <u>880</u>

Transfers to/from Capital Reserve

General Fund Reserve	1,082,210
Capital Fund - Open Space - Betty Hudson Property	(1,261)
Capital Fund - Project Planning Fund	4,964
Capital Fund - PW Complex Improvements	(2,093)
Capital Fund - Street Lighting/Lighting Upgrade (Bond Funds)	62,543
Capital Fund - Cold Storage Facility	(4,612)
Capital Fund - Fencing at Bandshell (PAC)	94
Capital Fund - PW Facility Paving & Drainage	(1,992)
Capital Fund - Central School Roof	(2,791)
Capital Fund - School Facility Master Plan	10,549
Capital Fund - District Network Infrastructure	(2,394)
Capital Fund - Underground Storage Tank	(12,171)
CNR Fund - FY16	40,206
CNR Fund - FY17	18,469
CNR - Police Cruisers	(224)
CNR - Building Permit Software	(832)
CNR - Hopbrook Landing Irrigation	48
CNR - Police Body/Dash Cameras	(1,840)
Total Transfers to Capital Reserve	\$ <u>1,188,873</u>

Capital Reserve Summary

Capital Reserve @ 7/1/20	\$ 3,828,456
Transfers to Capital Reserve	<u>1,188,873</u>
Capital Reserve @ 6/30/21	<u>5,017,330</u>

Capital Reserve Breakdown

Assigned	1,760,568
Unassigned	<u>3,256,762</u>
Total Capital Reserve	\$ <u>5,017,330</u>



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Budget Status Report
2. **Date of Board Meeting:** October 13, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Amy N. Meriwether, Finance Director/Treasurer
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
None
5. **Summary of Submission:**

General Fund Overview

As of June 30, 2021, revenues total \$104,314,948 or 102% of budget. Budgetary highlights include:

- Finance department revenues were less than the same period in the prior year by \$1,382,467. This is mainly due to a significant decrease in the Town's investment income as well as a bond premium receipt of \$1,021,941 recorded in the prior year that did not recur in the current year. Total decrease compared to budget was \$89,457. The Town's investment income was \$340,043 less than budget. However, additional COVID grant funding totaling about \$207,000 was received, which assisted in offsetting some of the investment income loss.
- Building department revenues exceeded budgetary estimates of \$504,000 by \$805,557 due to an overwhelming increase in permits being issued.
- Insurance refund revenues exceeded budgetary estimates of \$27,500 by \$61,153.
- Town Clerk revenues exceeded budgetary estimates of \$588,669 by \$308,728 mainly due to an uptick in conveyance and recording fees related to the current housing boom in Simsbury.
- Police revenues exceeded budgetary estimates of \$194,564 by \$40,313 due increases in the following: permit fees, grant funding and charges for services to the Board of Education due to personnel turnover.
- Board of Education revenues exceeded budgetary estimates of \$6,426,589 by \$205,444 due to an unanticipated increase in ECS grant funding.

As of June 30, 2021, expenditures totaled \$103,404,988 or 99% of budget. Budgetary savings totaled \$1,071,376, which was largely made up of personnel vacancies totaling about \$850,000 in the following departments:

- Town Manager's Office
- Land Use Commission
- Assessor's Office
- Town Clerk's Office
- Police
- Dispatch
- Planning
- Engineering
- Senior Center
- Library

The remaining savings were derived from various smaller line items savings due to COVID. Town buildings were closed or only partially open during the year which caused savings in supplies and activities line items. There was also a large decrease in the amount of conferences and professional development attended during the year.

Capital Funds Overview

A summary of all capital projects is included with this submission.

Parks and Recreation (Simsbury Farms) Fund

Parks and Recreation fund revenues exceeded expenditures by \$140,230 as of June 30, 2021. Fund balance increased from \$62,833 to \$203,063.

Current year revenues were \$45,659 more than the same period in the prior year. There was a significant decrease in revenues totaling \$186,214 from Special Programs, Day Camps, swimming and skating activities that were cancelled or reduced because of COVID-19. However, golf course fees offset the noted revenue losses by \$208,555.

Current year expenditures were \$87,080 less than the same period in the prior year. Complex Maintenance and Special Program expenditures decreased by \$50,430 and \$91,420, respectively, as a result of the decreased camps and activities available during COVID-19. Golf expenditures increased by \$51,153 compared to the same period in the prior year. This is due to a large equipment purchase and an increased pension contribution in the current year.

Health Insurance Fund

The Health Insurance Fund revenues exceeded expenditures by \$680,411 as of June 30, 2021. Fund balance increased from \$3,728,490 to \$4,408,901. Reserves as of June 30, 2021 totaled \$5,341,801, or 36% of expected claims. The Town's health insurance consultants recommend reserves at 20-25% of expected claims. As of result of COVID-19, many doctor's appointments and medical procedures need(ed) to be rescheduled.

Sewer Use Fund

The Sewer Use Fund revenues exceeded expenditures by \$397,826 as of June 30, 2021. Fund balance increased from \$6,880,325 to \$7,278,151. This was mainly due to fees and assessments in excess of budget as well as salary and benefits savings from personnel vacancies, conference and professional development savings and overall line item savings due to hybrid work schedules during the pandemic.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

- a) General Fund Statement of Revenues
- b) General Fund Statement of Expenditures
- c) Simsbury Farms Statement of Revenues, Expenditures and Changes in Fund Balance
- d) Health Insurance Fund Statement of Revenues, Expenditures and Changes in Fund Balance
- e) Residential Property Statement of Revenues, Expenditures and Changes in Fund Balance
- f) Sewer Use Fund Statement of Revenues, Expenditures and Changes in Fund Balance
- g) Sewer Assessment Fund Statement of Revenues, Expenditures and Changes in Fund Balance
- h) Special Revenue Funds Statement of Revenues, Expenditures and Changes in Fund Balance
- i) Trust Funds Statement of Revenues, Expenditures and Changes in Fund Balance
- j) Pension Funds Statement of Revenues, Expenditures and Changes in Fund Balance
- k) Capital Projects Summary
- l) Capital Non-Recurring Fund Summary

Town of Simsbury
General Fund
Statement of Revenues
For the Period Ended June 30, 2021
With Comparative Totals for the Period Ended June 30, 2020

	<u>2021</u> <u>Budget</u>	<u>2021</u> <u>Actual</u>	<u>Budget</u> <u>Variance</u>	<u>Percent of</u> <u>Budget</u>	<u>2020</u> <u>Actuals</u>	<u>Variance</u>
General Government						
Tax Department	\$ 92,952,778	93,462,116	\$ 509,338	101%	\$ 91,966,691	\$ 1,495,425
Building Department	504,000	1,309,557	805,557	260%	748,568	560,988
Finance Department	623,631	534,174	(89,457)	86%	1,916,641	(1,382,467)
Town Clerk	588,669	897,397	308,728	152%	716,110	181,288
Town Manager's Office	281,155	285,650	4,495	102%	281,709	3,942
Information Technology	168,983	174,354	5,371	103%	169,830	4,524
Land Use Commission	25,000	30,382	5,382	122%	18,922	11,460
Insurance Refunds	27,500	88,653	61,153	322%	68,241	20,412
Assessor's Office	5,800	5,482	(318)	95%	5,736	(254)
Total General Government	<u>95,177,516</u>	<u>96,787,764</u>	<u>1,610,248</u>	<u>102%</u>	<u>95,892,448</u>	<u>895,316</u>
Public Safety						
Police Department	194,564	234,877	40,313	121%	173,751	61,126
Animal Control	500	195	(305)	39%	295	(100)
Total Public Safety	<u>195,064</u>	<u>235,072</u>	<u>40,008</u>	<u>121%</u>	<u>174,046</u>	<u>61,026</u>
Public Works						
Engineering	20,050	20,000	(50)	100%	20,161	(161)
Eno Memorial Hall	7,000	-	(7,000)	0%	8,250	(8,250)
Highway Department	2,000	43,576	41,576	2179%	-	43,576
Landfill	1,200	-	(1,200)	0%	37,819	(37,819)
Total Public Works	<u>30,250</u>	<u>63,576</u>	<u>33,326</u>	<u>210%</u>	<u>66,230</u>	<u>(2,653)</u>
Health & Welfare						
Elderly/Handicapped Transport	40,720	40,711	(9)	100%	40,739	(28)
Total Health & Welfare	<u>40,720</u>	<u>40,711</u>	<u>(9)</u>	<u>100%</u>	<u>40,739</u>	<u>(28)</u>
Culture & Recreation						
Parks & Recreation	224,499	227,411	2,912	101%	214,065	13,346
Library	16,740	4,085	(12,655)	24%	15,811	(11,726)
Community Gardens	2,500	4,430	1,930	177%	2,806	1,625
Miscellaneous	-	-	-	#DIV/0!	100	(100)
Memorial Pools & Fields	3,400	598	(2,803)	18%	2,537	(1,940)
Total Culture & Recreation	<u>247,139</u>	<u>236,524</u>	<u>(10,615)</u>	<u>96%</u>	<u>235,318</u>	<u>1,205</u>
Education						
Board of Education	6,426,589	6,632,033	205,444	103%	6,332,731	299,302
Total Education	<u>6,426,589</u>	<u>6,632,033</u>	<u>205,444</u>	<u>103%</u>	<u>6,332,731</u>	<u>299,302</u>
Intergovernmental						
Transfer In - Belden Trust	16,100	16,100	-	100%	7,000	9,100
Transfer In - Capital Project Funds	303,168	303,168	-	0%	-	303,168
Total Intergovernmental	<u>319,268</u>	<u>319,268</u>	<u>-</u>	<u>100%</u>	<u>7,000</u>	<u>312,268</u>
Total Revenues	<u>\$ 102,436,546</u>	<u>\$ 104,314,948</u>	<u>\$ 1,878,402</u>	<u>102%</u>	<u>\$ 102,748,512</u>	<u>1,566,436</u>

**Town of Simsbury
General Fund
Statement of Expenditures
For the Period Ended June 30, 2021
With Comparative Totals for the Period Ended June 30, 2020**

	2021 Budget	2021 Actual	Budget Variance	Percent of Budget	2020 Actual	Actuals Variance
General Government						
Town Manager's Office	\$ 486,444	\$ 470,360	\$ (16,084)	97%	\$ 465,165	\$ 5,195
Planning Department	371,788	285,602	(86,186)	77%	268,202	17,400
Finance Department	416,887	415,410	(1,477)	100%	335,110	80,301
Information Technology	343,282	325,297	(17,985)	95%	307,707	17,589
Building Department	287,666	272,360	(15,306)	95%	268,709	3,651
Assessor's Office	298,020	266,671	(31,349)	89%	265,487	1,184
Town Clerk	240,183	237,896	(2,287)	99%	226,147	11,749
Tax Department	186,927	184,073	(2,854)	98%	179,160	4,913
Legal Services	151,000	172,635	21,635	114%	279,169	(106,534)
Elections Administration	132,100	134,435	2,335	102%	103,642	30,793
Community Services	134,252	116,960	(17,292)	87%	108,765	8,195
General Government	109,236	116,383	7,147	107%	91,553	24,829
Board of Finance	45,835	45,090	(745)	98%	45,445	(355)
Economic Development Commission	50,650	54,500	3,850	108%	45,000	9,500
Land Use Commission	20,200	8,608	(11,592)	43%	11,016	(2,407)
Regional Probate Court	9,502	9,502	-	100%	9,502	-
Public Buildings Commission	1,625	1,620	(5)	100%	2,004	(384)
Tourism Commission	500	-	(500)	0%	129	(129)
Historic District Commission	-	-	-	#DIV/0!	-	-
Total General Government	3,286,097	3,117,403	(168,694)	95%	3,011,911	105,491
Public Safety						
Police Department	4,923,162	4,602,268	(320,894)	93%	4,465,232	137,035
Dispatch	560,427	528,062	(32,365)	94%	519,134	8,928
Animal Control	75,376	68,019	(7,357)	90%	67,518	501
Emergency Management	6,685	5,933	(752)	89%	6,931	(998)
Total Public Safety	5,565,650	5,204,282	(361,369)	94%	5,058,816	145,466
Public Works						
Highway Department	3,055,180	3,065,513	10,333	100%	2,938,488	127,025
Buildings & Maintenance	504,088	493,323	(10,765)	98%	464,265	29,058
Engineering	286,290	271,712	(14,578)	95%	218,086	53,625
Public Works Administration	290,377	280,500	(9,877)	97%	281,652	(1,152)
Town Office Buildings	149,408	152,018	2,610	102%	124,338	27,680
Library	144,460	157,065	12,605	109%	141,024	16,041
Eno Memorial Hall	78,975	55,792	(23,183)	71%	57,166	(1,374)
Landfill	69,000	74,865	5,865	108%	57,625	17,239
Other Buildings	28,990	25,995	(2,995)	90%	22,473	3,522
Total Public Works	4,606,768	4,576,783	(29,985)	99%	4,305,118	271,665
Health & Welfare						
Social Service Administration	299,232	298,804	(428)	100%	283,802	15,002
Transportation Services	162,670	137,288	(25,382)	84%	154,769	(17,481)
Senior Center Services	150,927	123,993	(26,934)	82%	146,740	(22,747)
Health Department	192,182	192,182	-	100%	150,960	41,222
Total Health & Welfare	805,011	752,266	(52,745)	93%	736,270	15,996
Culture & Recreation						
Library	1,546,172	1,467,190	(78,982)	95%	1,378,973	88,218
Parks & Open Space	853,962	849,252	(4,710)	99%	789,676	59,576
Memorial Pool	66,934	61,350	(5,584)	92%	63,776	(2,426)
Recreation Administration	60,010	52,981	(7,029)	88%	52,193	787
Memorial Field	33,900	21,206	(12,694)	63%	25,353	(4,147)
Beautification Committee	4,800	3,377	(1,423)	70%	4,980	(1,602)
Total Culture & Recreation	2,565,778	2,455,357	(110,421)	96%	2,314,951	140,406

**Town of Simsbury
General Fund
Statement of Expenditures
For the Period Ended June 30, 2021
With Comparative Totals for the Period Ended June 30, 2020**

	<u>2021 Budget</u>	<u>2021 Actual</u>	<u>Budget Variance</u>	<u>Percent of Budget</u>	<u>2020 Actual</u>	<u>Actuals Variance</u>
Education						
Board of Education	72,860,444	72,860,444	-	100%	71,161,102	1,699,342
Total Education	<u>72,860,444</u>	<u>72,860,444</u>	<u>-</u>	<u>100%</u>	<u>71,161,102</u>	<u>1,699,342</u>
Intergovernmental						
Employee Benefits	5,960,720	5,782,570	(178,150)	97%	5,348,600	433,970
Transfer Out - Capital Projects	2,000,000	2,000,000	-	100%	1,731,941	268,059
Transfer Out - Health Insurance Fund	-	-	-	#DIV/0!	850,000	-
Liability Insurance	464,620	471,939	7,319	102%	442,109	29,830
Transfer Out - Non-Lapsing	-	-	-	#DIV/0!	266,308	-
Transfer Out - Simsbury Farms	185,000	180,000	(5,000)	97%	195,629	(15,629)
Transfer Out - 350th Special Revenue Fund	-	-	-	#DIV/0!	18,000	(18,000)
Transfer Out - MSP Senior Fund	10,480	10,480	-	100%	-	10,480
Transfer Out - Youth Service Bureau	8,000	8,000	-	100%	-	8,000
Transfer Out - Athletics Field	2,250	2,250	-	100%	-	2,250
Contingency Reserve	172,331	-	(172,331)	0%	-	-
Transfer Out - CNR 2016	-	-	-	#DIV/0!	83,250	(83,250)
Transfer Out - CNR 2019	83,250	83,250	-	100%	83,250	-
Transfer Out - CNR 2020	83,250	83,250	-	100%	364,340	(281,090)
Transfer Out - CNR 2021	193,700	193,700	-	100%	-	193,700
Transfer Out - CNR 2018	83,250	83,250	-	100%	83,250	-
Transfer Out - CNR 2017	68,300	68,300	-	100%	68,300	-
Total Intergovernmental	<u>9,315,151</u>	<u>8,966,989</u>	<u>(348,162)</u>	<u>96%</u>	<u>9,534,977</u>	<u>548,321</u>
Debt Service						
Principal	4,315,000	4,315,000	-	100%	4,135,000	180,000
Interest	1,156,465	1,156,465	-	100%	960,833	195,632
Total Debt Service	<u>5,471,465</u>	<u>5,471,465</u>	<u>-</u>	<u>100%</u>	<u>5,095,833</u>	<u>375,632</u>
Total Expenditures	\$ <u>104,476,364</u>	\$ <u>103,404,988</u>	\$ <u>(1,071,376)</u>	<u>99%</u>	\$ <u>101,218,978</u>	\$ <u>3,302,318</u>

Town of Simsbury
Simsbury Farms
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended June 30, 2021
With Comparative Totals for the Period Ended June 30, 2020

	<u>2021 Budget</u>	<u>2021 Actual</u>	<u>2020 Actual</u>	<u>Actuals Variance</u>
Revenues				
Recreation Programs				
Special Programs	\$ 320,961	144,060	\$ 220,454	\$ (76,394)
Day Camps	183,620	98,709	129,064	(30,355)
Miscellaneous	5,000	-	18	(18)
Total Recreation Programs	<u>509,581</u>	<u>242,769</u>	<u>349,535</u>	<u>(106,766)</u>
Simsbury Farms Complex				
Skating	220,000	133,794	213,259	(79,465)
Simsbury Farms Pools	226,979	168,767	138,229	30,538
Vending	24,500	11,668	17,792	(6,124)
Court Rental	22,500	24,152	21,315	2,837
Apple Barn Rental	4,500	(450)	5,254	(5,704)
Miscellaneous	-	-	90	(90)
Total Simsbury Farms Complex	<u>498,479</u>	<u>337,931</u>	<u>395,938</u>	<u>(58,007)</u>
Golf Course				
Golf Course Fees	914,500	1,148,089	939,533	208,555
Golf Surcharge	59,000	81,904	65,607	16,298
Restaurant	26,500	28,488	18,550	9,938
Donations	-	-	8,460	(8,460)
Miscellaneous	-	-	270	(270)
Total Golf Course	<u>1,000,000</u>	<u>1,258,481</u>	<u>1,032,420</u>	<u>226,061</u>
Intergovernmental				
Transfer In - General Fund	180,000	180,000	195,629	(15,629)
Total Intergovernmental	<u>180,000</u>	<u>180,000</u>	<u>195,629</u>	<u>(15,629)</u>
Total Revenues	<u>2,188,060</u>	<u>2,019,181</u>	<u>1,973,522</u>	<u>45,659</u>
Expenditures				
Golf Course	1,001,872	1,003,217	952,065	51,153
Simsbury Farms Complex	518,759	461,981	512,411	(50,430)
Special Programs	367,816	196,187	287,608	(91,420)
Simsbury Farms Administration	249,334	217,565	213,947	3,618
Total Expenditures	<u>2,137,781</u>	<u>1,878,951</u>	<u>1,966,030</u>	<u>(87,080)</u>
Net Change in Fund Balance	50,279	140,230	7,492	
Fund Balance - 7/1	<u>62,833</u>	<u>62,833</u>	<u>68,830</u>	
Fund Balance - 6/30	<u>\$ 113,112</u>	<u>\$ 203,063</u>	<u>\$ 76,322</u>	

Town of Simsbury
Health Insurance Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended June 30, 2021
With Comparative Totals for the Period Ended June 30, 2020

	<u>2021</u> <u>Budget</u>	<u>2021</u> <u>Actual</u>	<u>Budget</u> <u>Variance</u>	<u>2020</u> <u>Actual</u>	<u>Actuals</u> <u>Variance</u>
Revenues					
Premiums	15,337,596	14,575,861	\$ (761,735)	\$ 14,274,790	\$ 301,072
H.S.A Funding	604,000	655,500	51,500	610,097	45,403
Rx Reimbursement	484,243	671,999	187,756	499,869	172,130
Insurance Refunds	-	178,602	178,602	256,740	(78,139)
Miscellaneous	-	83	83	19,261	(19,178)
Total Revenues	<u>16,425,839</u>	<u>16,082,045</u>	<u>(343,794)</u>	<u>15,660,757</u>	<u>421,288</u>
Expenditures					
Claims	14,768,298	13,681,112	(1,087,186)	12,725,522	955,590
H.S.A Funding	604,000	656,100	52,100	610,097	46,003
ASO Fees/Admin Fees	451,969	463,121	11,152	444,975	18,147
Stop Loss Insurance	601,200	601,301	101	484,080	117,221
Total Expenditures	<u>16,425,467</u>	<u>15,401,634</u>	<u>(1,023,833)</u>	<u>14,264,674</u>	<u>1,136,960</u>
Operating Transfers					
Transfer In	-	-	-	850,000	(850,000)
Total Operating Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>850,000</u>	<u>(850,000)</u>
Net Change in Fund Balance	372	680,411	680,039	2,246,083	(1,565,672)
Fund Balance - 7/1	<u>3,728,490</u>	<u>3,728,490</u>		<u>1,482,407</u>	
Fund Balance - 6/30	<u>\$ 3,728,862</u>	<u>\$ 4,408,901</u>		<u>\$ 3,728,490</u>	
IBNR Liability Balance	932,900	932,900		649,000	
Fund Balance	3,728,862	4,408,901		3,728,490	
Total Reserve	<u>4,661,762</u>	<u>5,341,801</u>		<u>4,377,490</u>	

Town of Simsbury
Residential Rental Property Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended June 30, 2021
With Comparative Totals for the Period Ended March 30, 2020

	<u>2021 Budget</u>	<u>2021 Actual</u>	<u>Budget Variance</u>	<u>2020 Actual</u>	<u>Actuals Variance</u>
Revenues					
Rental Income	\$ 67,940	73,746	\$ 5,806	\$ 73,768	\$ (22)
Total Revenues	67,940	73,746	5,806	73,768	(22)
Expenditures					
Operating					
Contractual Services	15,450	10,114	(5,336)	21,299	(11,185)
Facilities Maintenance	1,800	716	(1,084)	(210)	926
Building Improvements	15,000	131	(14,869)	17,000	(16,869)
Water Charges	1,250	1,282	32	1,448	(166)
Sewer Use Fees	1,100	4,950	3,850	968	3,982
Equipment Maintenance	1,250	2,394	1,144	-	2,394
Electric	1,000	-	(1,000)	-	-
Building Supplies	500	-	(500)	740	(740)
Total Operating	<u>37,350</u>	<u>19,587</u>	<u>(17,763)</u>	<u>41,245</u>	<u>(21,658)</u>
Debt Service					
Principal	8,192	8,192	0	8,091	102
Interest	330	436	106	538	(102)
Total Debt Service	<u>8,522</u>	<u>8,629</u>	<u>107</u>	<u>8,629</u>	<u>(0)</u>
Total Expenditures	45,872	28,216	(17,656)	49,873	(21,658)
Operating Transfers					
Transfer Out - Open Space	-	-	-	(7,152)	7,152
Total Operating Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>(7,152)</u>	<u>7,152</u>
Net Change in Fund Balance	22,068	45,530	23,462	16,743	28,787
Fund Balance - 7/1	357,738	357,738		340,995	
Fund Balance - 6/30	\$ 379,806	\$ 403,268		\$ 357,738	

Town of Simsbury
Sewer Use Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended June 30, 2021
With Comparative Totals for the Period Ended June 30, 2020

	2021 Budget	2021 Actual	Budget Variance	Percent of Budget	2020 Actual	Actuals Variance
Revenues						
Assessments	\$ 2,645,997	3,099,122	\$ 453,125	117%	\$ 3,049,791	\$ 49,331
WPCA Fees	505,903	808,161	302,258	160%	687,025	121,136
Intergovernmental Revenues	409,927	273,285	(136,642)	67%	409,927	(136,642)
Interest & Liens	22,212	19,555	(2,657)	88%	22,016	(2,461)
Miscellaneous Grant	22,000	28,408	6,408	129%	50,325	(21,917)
Interest on Investments	7,997	9,898	1,901	124%	73,160	(63,262)
Miscellaneous	-	110,295	110,295	0%	294	110,002
Total Revenues	3,614,036	4,348,725	734,689	120%	4,292,538	56,187
Expenditures						
Operating						
Salaries & Wages	916,949	838,229	(78,720)	91%	806,057	32,172
Utilities	580,412	532,599	(47,813)	92%	481,548	51,052
Benefits	506,046	450,178	(55,868)	89%	413,067	37,110
Supplies	132,290	126,104	(6,186)	95%	109,318	16,787
Public Agency Support	115,000	115,000	-	100%	114,483	517
Machinery & Equipment	88,500	84,905	(3,595)	96%	65,844	19,061
Program Services	71,022	63,759	(7,263)	90%	51,073	12,685
Consultant	48,000	624	(47,376)	1%	16,954	(16,330)
Sewer Extensions	32,000	19,068	(12,932)	60%	39,692	(20,624)
Equipment & Vehicle Maintenance	30,240	22,461	(7,779)	74%	17,063	5,398
Insurance	37,170	37,170	-	100%	20,031	17,139
Facilities Maintenance	17,400	16,584	(816)	95%	15,304	1,280
Travel & Conferences	6,565	1,624	(4,941)	25%	1,457	167
Dues & Subscriptions	1,620	2,608	988	161%	736	1,873
Bond Issuance Expense	-	46,514	46,514	#DIV/0!	-	46,514
Total Operating	2,583,214	2,357,428	(273,288)	91%	2,152,627	204,801
Debt Service						
Principal	1,104,654	1,108,981	4,327	100%	1,082,798	26,182
Interest	160,553	109,491	(51,062)	68%	182,409	(72,918)
Total Debt Service	1,265,207	1,218,472	(46,735)	96%	1,265,207	(46,736)
Total Expenditures	3,848,421	3,575,899	(272,522)	93%	3,417,835	158,065
Operating Transfers						
Transfers Out	(375,000)	(375,000)	-	0%	(414,100)	39,100
Total Operating Transfers	(375,000)	(375,000)	-	0%	(414,100)	39,100
Net Change in Fund Balance	(609,385)	397,826	1,007,211		460,603	
Fund Balance - 7/1	6,880,325	6,880,325			6,406,424	
Fund Balance - 6/30	\$ 6,270,940	\$ 7,278,151			\$ 6,867,027	

Town of Simsbury
Sewer Assessment Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended June 30, 2021
With Comparative Totals for the Period Ended June 30, 2020

	<u>2021</u>	<u>2020</u>	<u>Variance</u>
	<u>Actual</u>	<u>Actual</u>	
Revenues			
Assessments	\$ 208,510	\$ 227,939	\$ 19,429
Interest & Liens	37,126	20,905	(16,221)
Interest on Investments	1,675	17,892	16,217
Total Revenues	<u>247,311</u>	<u>266,736</u>	<u>19,424</u>
Expenditures	50,000	-	(50,000)
Net Change in Fund Balance	197,311	266,736	69,424
Fund Balance - 7/1	<u>1,413,693</u>	<u>1,146,957</u>	
Fund Balance - 6/30	<u>\$ 1,611,004</u>	<u>\$ 1,413,693</u>	

**Town of Simsbury
Special Revenue Funds
Revenues, Expenditures and Changes in Fund Balance
For the Period Ended June 30, 2021**

	<u>Library Programs</u>	<u>Community Services</u>	<u>Narcotics Task Force</u>	<u>D.A.R.E. Program</u>	<u>Block Grant</u>	<u>Police Vehicles</u>	<u>Special Duty</u>
Revenues							
Grants	\$ 6,343	\$ 8,325	\$ -	\$ -	\$ -	\$ -	\$ 39,968
Donations	1,711	9,290	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	592,421
Interest on Investments	-	-	-	-	-	-	-
Miscellaneous	-	475	468	-	-	-	-
Total Revenues	<u>8,054</u>	<u>18,090</u>	<u>468</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>632,389</u>
Expenditures							
Contractual Services	-	8,325	-	-	-	-	-
Supplies & Materials	1,411	92	2,917	-	-	-	-
Program Services	-	1,588	-	-	-	-	346,413
Facilities Maintenance	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-
Public Agency Support	-	100	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-	-
Total Expenditures	<u>1,411</u>	<u>10,104</u>	<u>2,917</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>346,413</u>
Operating Transfers							
Transfers Out	-	-	-	-	-	-	(316,329)
Transfers In	-	-	-	-	-	-	-
Total Operating Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(316,329)</u>
Net Change in Fund Balance	6,643	7,985	(2,449)	-	-	-	(30,353)
Fund Balance - 7/1	<u>74,948</u>	<u>44,667</u>	<u>16,237</u>	<u>1,243</u>	<u>9,704</u>	<u>64,632</u>	<u>151,328</u>
Fund Balance - 6/30	<u>\$ 81,591</u>	<u>\$ 52,652</u>	<u>\$ 13,788</u>	<u>\$ 1,243</u>	<u>\$ 9,704</u>	<u>\$ 64,632</u>	<u>\$ 120,975</u>

**Town of Simsbury
Special Revenue Funds
Revenues, Expenditures and Changes in Fund Balance
For the Period Ended June 30, 2021**

	<u>Social Services Programs</u>	<u>Community Development Grant</u>	<u>Town Aid Road</u>	<u>Preservation of Historic Documents</u>	<u>Town Clerk LOCIP</u>	<u>Expanded Dial-A-Ride</u>	<u>Incentive Housing</u>
Revenues							
Grants	\$ 11,874	\$ -	\$ 373,488	\$ 7,500	\$ -	\$ -	\$ -
Donations	84,078	-	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-	-	-
Charges for Services	-	-	-	43,030	9,372	2,973	-
Interest on Investments	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-
Total Revenues	<u>95,952</u>	<u>-</u>	<u>373,488</u>	<u>50,530</u>	<u>9,372</u>	<u>2,973</u>	<u>-</u>
Expenditures							
Contractual Services	-	-	-	-	-	-	-
Supplies & Materials	16,686	-	-	-	-	-	-
Program Services	50,397	-	-	39,675	-	-	-
Facilities Maintenance	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-
Public Agency Support	-	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-	-
Total Expenditures	<u>67,084</u>	<u>-</u>	<u>-</u>	<u>39,675</u>	<u>-</u>	<u>-</u>	<u>-</u>
Operating Transfers							
Transfers Out	(71,475)	-	(572,500)	-	-	(12,600)	-
Transfers In	-	-	-	-	-	-	-
Total Operating Transfers	<u>(71,475)</u>	<u>-</u>	<u>(572,500)</u>	<u>-</u>	<u>-</u>	<u>(12,600)</u>	<u>-</u>
Net Change in Fund Balance	<u>(42,606)</u>	<u>-</u>	<u>(199,012)</u>	<u>10,855</u>	<u>9,372</u>	<u>(9,627)</u>	<u>-</u>
Fund Balance - 7/1	<u>153,874</u>	<u>234,142</u>	<u>853,533</u>	<u>14,399</u>	<u>51,436</u>	<u>87,579</u>	<u>8,826</u>
Fund Balance - 6/30	<u>\$ 111,268</u>	<u>\$ 234,142</u>	<u>\$ 654,521</u>	<u>\$ 25,254</u>	<u>\$ 60,808</u>	<u>\$ 77,952</u>	<u>\$ 8,826</u>

**Town of Simsbury
Special Revenue Funds
Revenues, Expenditures and Changes in Fund Balance
For the Period Ended June 30, 2021**

	Dog Park	Regional Probate	Clean Energy Task Force	ARP Grand	Simsbury Celebrates	Field Recreation	Simsbury Try-Athlon
Revenues							
Grants	\$ -	\$ -	\$ 2,528	\$ 3,757,833	\$ -	\$ -	\$ -
Donations	398	-	-	-	3,765	-	-
Intergovernmental Revenues	-	24,698	-	-	-	-	-
Charges for Services	-	-	-	-	-	24,066	-
Interest on Investments	-	35	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-
Total Revenues	398	24,733	2,528	3,757,833	3,765	24,066	-
Expenditures							
Contractual Services	-	-	-	-	3,928	-	-
Supplies & Materials	579	10,757	-	-	-	-	206
Program Services	-	8,647	-	-	1,473	-	-
Facilities Maintenance	-	-	-	-	-	-	-
Utilities	-	2,345	-	-	-	4,113	-
Public Agency Support	-	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	9,523	-
Total Expenditures	579	21,750	-	-	5,400	13,636	206
Operating Transfers							
Transfers Out	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	2,250	-
Total Operating Transfers	-	-	-	-	-	2,250	-
Net Change in Fund Balance	(181)	2,983	2,528	3,757,833	(1,635)	12,680	(206)
Fund Balance - 7/1	3,748	26,164	6,715	-	6,875	7,011	12,887
Fund Balance - 6/30	\$ 3,567	\$ 29,147	\$ 9,243	\$ 3,757,833	\$ 5,240	\$ 19,692	\$ 12,681

**Town of Simsbury
Special Revenue Funds
Revenues, Expenditures and Changes in Fund Balance
For the Period Ended June 30, 2021**

	<u>MSP Senior Center</u>	<u>Youth Service Bureau</u>	<u>Simsbury 350th</u>
Revenues			
Grants	\$ 2,400	\$ 15,220	\$ -
Donations	29,091	-	100
Intergovernmental Revenues	-	-	-
Charges for Services	-	-	8,226
Interest on Investments	-	-	-
Miscellaneous	-	-	26,700
	<u>31,491</u>	<u>15,220</u>	<u>35,026</u>
Total Revenues			
Expenditures			
Contractual Services	-	-	32,228
Supplies & Materials	78	22,143	11,864
Program Services	32,522	-	4,024
Facilities Maintenance	-	-	-
Utilities	-	-	-
Public Agency Support	-	-	-
Machinery & Equipment	-	-	-
	<u>32,600</u>	<u>22,143</u>	<u>48,115</u>
Total Expenditures			
Operating Transfers			
Transfers Out	-	-	-
Transfers In	10,480	8,000	-
Total Operating Transfers	<u>10,480</u>	<u>8,000</u>	<u>-</u>
Net Change in Fund Balance	9,371	1,076	(13,089)
Fund Balance - 7/1	<u>24,276</u>	<u>2,585</u>	<u>52,747</u>
Fund Balance - 6/30	<u>\$ 33,647</u>	<u>\$ 3,661</u>	<u>\$ 39,658</u>

**Town of Simsbury
Trust Funds
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended June 30, 2021**

	<u>Eno Wood Trust</u>	<u>Horace Belden Trust</u>	<u>Julia Darling Trust</u>	<u>Kate Southwell Trust</u>	<u>Ellsworth Trust</u>
Revenues					
Trust Distributions	\$ 33,179	\$ 65,494	\$ 28,964	\$ 15,782	\$ -
Interest Income	111	8	12	34	35
Total Revenues	<u>33,290</u>	<u>65,502</u>	<u>28,977</u>	<u>15,816</u>	<u>35</u>
Expenditures					
Salaries & Benefits	-	-	-	-	-
Program Services	-	39,029	16,159	1,239	1,497
Total Expenditures	<u>-</u>	<u>39,029</u>	<u>16,159</u>	<u>1,239</u>	<u>1,497</u>
Operating Transfers					
Transfers Out	(21,000)	-	(7,000)	(9,100)	-
Total Operating Transfers	<u>(21,000)</u>	<u>-</u>	<u>(7,000)</u>	<u>(9,100)</u>	<u>-</u>
Net Change in Fund Balance	12,290	26,473	5,818	5,477	(1,462)
Fund Balance - 7/1	<u>115,927</u>	<u>(746)</u>	<u>12,573</u>	<u>34,353</u>	<u>23,444</u>
Fund Balance - 6/30	<u>\$ 128,217</u>	<u>\$ 25,727</u>	<u>\$ 18,391</u>	<u>\$ 39,830</u>	<u>\$ 21,982</u>

**Town of Simsbury
Pension Trust Funds
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended June 30, 2021**

	<u>General Government</u>	<u>Police</u>	<u>Board of Education</u>	<u>OPEB</u>
Revenues				
Contributions	\$ 1,568,289	\$ 1,053,759	\$ 1,562,006	\$ 1,226,308
Interest & Dividends	453,591	331,271	445,780	370,728
Change in Market Value	5,634,463	4,085,131	5,738,409	4,286,728
Total Revenues	<u>7,656,343</u>	<u>5,470,161</u>	<u>7,746,195</u>	<u>5,883,764</u>
Expenditures				
Retiree Payments	2,139,368	1,204,052	1,668,714	853,496
Admin Expenses	39,321	16,390	40,791	84,664
Custodian Fees	30,456	27,583	23,952	-
Securities Purchased	-	-	-	-
Total Expenditures	<u>2,209,144</u>	<u>1,248,024</u>	<u>1,733,457</u>	<u>938,160</u>
Net Change in Fund Balance	5,447,199	4,222,137	6,012,738	4,945,603
Fund Balance - 7/1	<u>24,914,721</u>	<u>18,037,159</u>	<u>\$ 24,372,129</u>	<u>\$ 17,721,117</u>
Fund Balance - 6/30	<u>\$ 30,361,920</u>	<u>\$ 22,259,296</u>	<u>\$ 30,384,868</u>	<u>\$ 22,666,720</u>

Town of Simsbury
Capital Project Fund
Schedule of Expenditures Compared with Appropriations
For the Period Ended June 30, 2021

Inception Year	Expected Completion	Project	Appropriations			Expenditures			Encumbrances June 30, 2021	Uncommitted Balance June 30, 2021
			Balance June 30, 2020	Current Year	Balance June 30, 2021	Balance June 30, 2020	Current Year	Balance June 30, 2021		
Sewer Fund Projects										
FY10	Spring 2022	Project 2010 - Woodland Street Upgrade	\$ 260,000.00	\$ -	\$ 260,000.00	\$ 243,810.11	\$ 7,545.60	\$ 251,355.71	\$ -	\$ 8,644.29
FY16	Spring 2023	Sewer Main Ext - Woodland Street Upgrade	371,000.00	-	371,000.00	281,284.47	-	281,284.47	-	89,715.53
FY18	December 2021	36 Drake Hill Rd Dike Analysis	75,000.00	-	75,000.00	-	21,325.00	21,325.00	-	53,675.00
FY18	December 2021	Phosphorus Removal Analysis	150,000.00	-	150,000.00	-	54,145.60	54,145.60	-	95,854.40
FY18	March 2021	WPC Plan update	100,000.00	-	100,000.00	5,651.00	-	5,651.00	-	94,349.00
FY19	November 2021	Jet/Flush Truck	175,000.00	-	175,000.00	-	154,479.00	154,479.00	-	20,521.00
FY19	November 2021	Primary Clarifier	75,000.00	-	75,000.00	18,046.03	11,913.57	29,959.60	-	45,040.40
FY20	Spring 2022	Plant Logic Controllers	250,000.00	-	250,000.00	80,059.00	27,778.44	107,837.44	-	142,162.56
FY21	April 2022	Sec Clarifier Weir Covers	-	275,000.00	275,000.00	-	21,050.00	21,050.00	21,050.00	232,900.00
Town Projects										
FY13	On Going	Town Security Measures	77,600.00	-	77,600.00	52,908.51	-	52,908.51	-	24,691.49
FY14	Completed	Open Space - Betty Hudson Property	275,000.00	-	275,000.00	253,908.82	22,351.68	276,260.50	-	(1,260.50)
FY14	Need State Audit	Senior/Community Center Design	321,698.56	-	321,698.56	163,595.68	-	163,595.68	-	158,102.88
FY15	FY23	Bridge Improvements (Design-FY15)	115,000.00	-	115,000.00	76,517.49	(1,770.00)	74,747.49	-	40,252.51
FY15	Spring 2021	Technology Infrastructure	635,395.17	-	635,395.17	544,783.52	26,987.14	571,770.66	-	63,624.51
FY16	December 2021	Weatogue Planning Route 10 and Code Prep	57,000.00	-	57,000.00	6,000.00	21,600.00	27,600.00	-	29,400.00
FY16	FY23	Town Hall Site and Safety Improvements	45,000.00	-	45,000.00	13,620.31	-	13,620.31	-	31,379.69
FY16	Completed	Project Planning Fund	28,000.00	-	28,000.00	21,300.00	1,735.73	23,035.73	-	4,964.27
FY17	December 2023	Multi-Use Connections & Master Plan Updates	1,160,000.00	-	1,160,000.00	181,295.81	91,119.34	272,415.15	-	887,584.85
FY17/FY18	TBD	Open Space Planning Improvements	705,410.00	-	705,410.00	675,519.39	8,835.15	684,354.54	-	21,055.46
FY17/FY18	FY23	Dam Evaluations and Repairs	220,000.00	-	220,000.00	142,856.67	33,123.50	175,980.17	-	44,019.83
FY17	Completed	Public Works Complex Infrastructure Improvements	700,000.00	-	700,000.00	671,054.15	31,038.49	702,092.64	-	(2,092.64)
FY17	FY23	Town Hall Site and Safety Improvements	385,000.00	-	385,000.00	24,072.74	18,075.80	42,148.54	-	342,851.46
FY17	On Going	Land Use Studies	92,500.00	-	92,500.00	19,245.83	3,745.00	22,990.83	-	69,509.17
FY17	Completed	Storage Building	65,000.00	-	65,000.00	36,646.64	-	36,646.64	-	28,353.36
FY18	Completed	Street Lighting Purchase / Lighting Improvements	400,000.00	13,000.00	413,000.00	17,829.11	369,628.29	387,457.40	-	25,542.60
FY18	Completed	Cold Storage Facility	380,000.00	-	380,000.00	384,612.06	-	384,612.06	-	(4,612.06)
FY18	On Going	Town Facilities Master Plan	400,000.00	-	400,000.00	45,494.96	159,475.00	204,969.96	21,275.00	173,755.04
FY18	Completed	Library Interior/Parking Renovations	584,500.00	-	584,500.00	325,192.09	69,703.05	394,895.14	7,800.00	181,804.86
FY18	On Going	Zoning Regulation Update	65,000.00	-	65,000.00	2,500.00	-	2,500.00	-	62,500.00
FY18	FY23	Bridge Improvements	805,000.00	-	805,000.00	227,162.21	54,198.59	281,360.80	-	523,639.20
FY19	FY23	Multi-Use Trail	1,020,000.00	-	1,020,000.00	-	-	-	-	1,020,000.00
FY19	Completed	Highway Pavement Management	845,000.00	-	845,000.00	816,820.01	28,179.99	845,000.00	-	-
FY19	Completed	Greenway Improvements	412,054.01	-	412,054.01	197,398.89	214,655.12	412,054.01	-	-
FY19	Completed	Fencing at Bandshell (PAC)	100,000.00	-	100,000.00	33,000.00	66,906.50	99,906.50	-	93.50
FY20	On Going	Highway Pavement Management	(290,395.15)	1,845,799.99	1,555,404.84	-	1,647,507.53	1,647,507.53	-	(92,102.69)
FY20	On Going	Greenway Improvements	92,705.54	135,000.00	227,705.54	-	(23,858.60)	(23,858.60)	-	251,564.14
FY20	On Going	Sidewalk Reconstruction	(41,164.56)	200,000.00	158,835.44	-	109,075.20	109,075.20	-	49,760.24
FY20	March 2022	Accounting System	350,000.00	-	350,000.00	145,041.03	84,675.00	229,716.03	-	120,283.97
FY20	TBD	Eno Entrance and ADA Improvements	128,840.84	-	128,840.84	-	-	-	-	128,840.84
FY21	Completed	Bike & Pedestrian Crossing	-	169,764.00	169,764.00	-	169,156.73	169,156.73	-	607.27
FY21	Completed	Wing Plow Truck	-	258,000.00	258,000.00	-	236,351.98	236,351.98	9,920.00	11,728.02

Town of Simsbury
 Capital Project Fund
 Schedule of Expenditures Compared with Appropriations
 For the Period Ended June 30, 2021

Inception Year	Expected Completion	Project	Appropriations			Expenditures			Encumbrances June 30, 2021	Uncommitted Balance June 30, 2021
			Balance June 30, 2020	Current Year	Balance June 30, 2021	Balance June 30, 2020	Current Year	Balance June 30, 2021		
FY21	Completed	PW Facility Paving & Drainage	-	330,000.00	330,000.00	-	331,991.59	331,991.59	-	(1,991.59)
FY21	December 2021	Radio System Upgrade	-	1,202,000.00	1,202,000.00	-	390,915.64	390,915.64	-	811,084.36
Education Projects										
FY15	Needs Audit	HJMS Phase 1A	1,255,000.00		1,255,000.00	1,168,449.83	-	1,168,449.83	-	86,550.17
FY15	Needs Audit	Squadron Line Main Office Project	1,050,000.00		1,050,000.00	868,829.61	-	868,829.61	-	181,170.39
FY16/FY17	September 2022	Climate Control Phases 1 (FY16) & 2 (FY17)	3,100,000.00		3,100,000.00	2,447,067.09	568,181.60	3,015,248.69	-	84,751.31
FY16	Completed	Central School Roof Replacement	770,000.00		770,000.00	620,902.49	-	620,902.49	-	149,097.51
FY17	Needs Audit	HJMS Renovation - Phase 2	1,950,000.00		1,950,000.00	1,752,409.38	(35,000.00)	1,717,409.38	-	232,590.62
FY19	March 2022	Boiler Replacement Latimer	900,000.00		900,000.00	-	5,000.00	5,000.00	-	895,000.00
FY19	September 2022	School Security Improvements	850,000.00		850,000.00	808,560.60	28,262.14	836,822.74	-	13,177.26
FY19	Completed	School Facility Master Plan	200,000.00		200,000.00	189,410.52	40.00	189,450.52	-	10,549.48
FY19	Completed	District Network Infrastructure	400,000.00		400,000.00	235,165.30	167,228.34	402,393.64	-	(2,393.64)
FY19	Needs Audit	HJMS Renovation - Phase 3	23,965,620.00		23,965,620.00	16,530,773.81	3,103,103.83	19,633,877.64	-	4,331,742.36
FY20	Completed	Underground Tank Replacement	325,000.00		325,000.00	335,226.17	1,944.84	337,171.01	-	(12,171.01)
FY20	September 2022	District Security Improvements	750,000.00		750,000.00	47,157.50	134,598.32	181,755.82	26,502.00	541,742.18
FY20	October 2021	SHS Partial Roof Replacement	2,600,000.00		2,600,000.00	49,597.46	614,780.45	664,377.91	-	1,935,622.09
FY21	October 2021	District Network Infrastructure	-	500,000.00	500,000.00	-	492,992.05	492,992.05	-	7,007.95
			<u>\$ 49,705,764.41</u>	<u>\$ 4,928,563.99</u>	<u>\$ 54,634,328.40</u>	<u>\$ 30,760,776.29</u>	<u>\$ 9,544,772.22</u>	<u>\$ 40,305,548.51</u>	<u>\$ 86,547.00</u>	<u>\$ 14,242,232.89</u>

Town of Simsbury
Capital Non-Recurring Fund
Schedule of Expenditures Compared with Appropriations
For the Period Ended June 30, 2021

Project	Appropriations			Expenditures			Encumbrances June 30, 2021	Uncommitted Balance June 30, 2021
	Balance June 30, 2020	Current Year	Balance June 30, 2021	Balance June 30, 2020	Current Year	Balance June 30, 2021		
305 FY16 CNR Projects	1,225,013	-	1,225,013	1,210,324.30	-	1,210,324.30	-	14,688.70
300 FY17 CNR Projects	1,134,004	-	1,134,004	1,115,535.22	-	1,115,535.22	-	18,468.78
306 FY18 CNR Projects	1,151,121	-	1,151,121	1,102,138.67	-	1,102,138.67	-	48,982.33
307 FY19 CNR Projects	1,194,450	-	1,194,450	1,095,132.63	101,415.13	1,196,547.76	2,072.38	(4,170.14)
301 CNR Reserve (5 Year Payback)	1,900,000	-	1,900,000	-	-	-	-	1,900,000.00
30170006 CNR Assessor	121,500	60,000	181,500	-	-	-	-	181,500.00
30170007 Deep Water Wind	15,000	-	15,000	350.00	-	350.00	-	14,650.00
30170008 Automated Book Handler	73,640	-	73,640	66,409.30	-	66,409.30	-	7,230.70
30170009 Police Cruisers	-	141,000	141,000	-	141,224.43	141,224.43	-	(224.43)
30170011 Radio Feasibility Study	35,000	-	35,000	-	-	-	-	35,000.00
30170013 Ash Borer Tree Mitigation	-	35,400	35,400	-	26,795.00	26,795.00	5,705.00	2,900.00
30170014 Eno Clock Tower Repairs	21,000	21,000	42,000	-	33,174.00	33,174.00	11,606.00	(2,780.00)
30170015 PW Truck Replacement	-	180,000	180,000	-	170,852.96	170,852.96	-	9,147.04
30170016 PW PU Truck Replacement	40,000	-	40,000	-	35,126.80	35,126.80	-	4,873.20
30170017 Infared Asphalt Trailer	37,000	-	37,000	-	-	-	-	37,000.00
30170019 Sanitary Sewer Lining	100,000	-	100,000	-	-	-	-	100,000.00
30170020 CPR PU Truck Replacement	-	41,839	41,839	-	41,323.00	41,323.00	-	516.00
30170021 Ice Rink Condenser	121,200	13,000	134,200	9,521.51	121,627.00	131,148.51	950.00	2,101.49
30170022 Paddle Court Maintenance	12,000	-	12,000	9,540.00	-	9,540.00	-	2,460.00
30170023 SF Security Fencing	30,000	-	30,000	-	30,000.99	30,000.99	-	(0.99)
30170024 Ice Rink Roof Painting	50,000	-	50,000	-	50,877.37	50,877.37	-	(877.37)
30170025 Playscapes	50,000	-	50,000	-	-	-	-	50,000.00
30170026 Plow & Sander Replacement	15,000	(16)	14,984	14,983.70	-	14,983.70	-	-
30170029 PEGPETIA Tech Equipment	75,310	-	75,310	-	56,667.00	56,667.00	-	18,643.00
30170032 Various Drainage Improvements	-	125,000	125,000	-	4,348.01	4,348.01	-	120,651.99
30170034 Rec/PAC Building Staining	-	85,000	85,000	-	47,567.00	47,567.00	-	37,433.00
30170035 Rink Control Panel	48,000	60,000	108,000	-	86,329.35	86,329.35	4,543.65	17,127.00
30170036 Parking Feasibility Study	-	30,000	30,000	-	13,100.00	13,100.00	-	16,900.00
30170037 P&R Garage Ventilation	-	10,000	10,000	-	-	-	-	10,000.00
30170038 Soft Body Armor	-	21,000	21,000	-	18,537.00	18,537.00	-	2,463.00
30170039 Patrol Supervisor Cruisers	-	110,000	110,000	-	-	-	-	110,000.00
30170040 Sewer Imp - Lining/Root Control	-	100,000	100,000	-	72,384.00	72,384.00	-	27,616.00
30170041 Dial A Ride Van	-	63,000	63,000	-	-	-	-	63,000.00
30170042 Mobile Data Terminals	-	55,000	55,000	-	58,802.43	58,802.43	-	(3,802.43)
30170043 Dump Truck	-	51,000	51,000	-	-	-	36,939.60	14,060.40
30170044 Woodland/Hopmeadow Sewer	-	50,000	50,000	-	54,734.24	54,734.24	5,400.00	(10,134.24)
30170045 Greens Mower	-	45,000	45,000	-	41,819.80	41,819.80	-	3,180.20
30170046 Building Permit Software	-	27,700	27,700	-	28,532.00	28,532.00	-	(832.00)
30170047 Snow Plow	-	20,000	20,000	-	19,120.00	19,120.00	-	880.00
30170049 P&R Signage	-	16,000	16,000	-	-	-	-	16,000.00
30170050 Fingerprint System	-	19,000	19,000	-	-	-	-	19,000.00
30170051 Hopbrook Landing Irrigation	10,000	-	10,000	-	9,952.00	9,952.00	-	48.00
30170052 PW Utility Van	46,000	-	46,000	-	34,815.50	34,815.50	-	11,184.50
30170053 SF Rink Fencing	8,000	-	8,000	-	6,450.00	6,450.00	-	1,550.00
30170055 Police Admin Vehicles	138,000	-	138,000	-	126,293.12	126,293.12	42.08	11,664.80

30170056	Police Body/Dash Cameras	114,580	-	114,580	-	116,419.76	116,419.76	-	(1,839.76)
30170057	Network Storage & Virtual Env	-	130,000	130,000	-	120,936.26	120,936.26	-	9,063.74
30180003	Buses/Vehicles/Equipment	63,911	330,000	393,911	-	239.35	239.35	-	393,671.57
30180004	Ceiling/Floor Replacement	50,000	50,000	100,000	-	-	-	-	100,000.00
30180005	Interior Improvements	70,500	70,500	141,000	-	119,573.50	119,573.50	-	21,426.50
30180006	Plumbing/Electric Modifications	10,000	10,000	20,000	-	2,000.00	2,000.00	-	18,000.00
30180007	Exterior Improvements	58,000	58,000	116,000	-	32,700.00	32,700.00	-	83,300.00
30180009	Equipment	52,000	52,000	104,000	-	360,542.31	360,542.31	7,185.00	(263,727.31)
		\$ 8,070,229	\$ 2,080,423	\$ 10,150,652	\$ 4,623,935.33	\$ 2,184,279.31	\$ 6,808,214.64	\$ 74,443.71	\$ 3,531,720.58



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Appointment of Lydia Tedone to the Sustainability Team

2. **Date of Board Meeting:** October 13, 2021

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 supports the appointment of Lydia Tedone to the Sustainability Team, the following motion is in order:

Move, effective October 13, 2021, to appoint Lydia Tedone (R) as a regular member representing the Board of Education to the Sustainability Team, replacing Jen Batchelar.

5. **Summary of Submission:**
The Sustainability Team was created by a resolution adopted by the Board of Selectmen on February 11, 2019. One of the permanent seats on the Sustainability Team was for the Board of Education. The Town Manager's Office was informed by the Board of Education that they would like to replace their current member (Jen Batchelar) of the Sustainability Team with Lydia Tedone.

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:** Reappointments to the Economic Development Commission
2. **Date of Board Meeting:** October 13, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the reappointments of Robert Crowther and Ronald Jodice to the Economic Development Commission, the following motion is in order:

Move, effective October 13, 2021, to reappoint Robert Crowther (U) and Ronald Jodice (R) to the Economic Development Commission for three year terms retroactive to October 10, 2021 and expiring October 10, 2024.
5. **Summary of Submission:**
The Economic Development Commission was created by the Board of Selectmen at their August 13, 2018 meeting to promote and develop the economic resources of the Town, conduct research into economic conditions and trends, as well as collaborate with the community to promote economic development.

Mr. Crowther, Mr. Jodice and Ms. Freeman have served on the EDC since October 2018. Staff has reached out to all EDC members whose terms are expiring. They have heard back from Mr. Crowther and Mr. Jodice who expressed a desire to continue serving on the EDC. Staff is waiting to hear back from Ms. Freeman. If she would like to continue serving we will bring her reappointment to you at the October 25, 2021 Board of Selectmen meeting.

Peter Van Loon was also appointed in 2018 to the Commission, with a term that also expired October 10, 2021. Mr. Van Loon has expressed a willingness to continue to serve on the Commission until a replacement is found; recruitment for his replacement will be initiated.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) EDC Membership Policy Resolution

Economic Development Commission Membership Policy Resolution

Move effective, August 13, 2018 to establish the desired skill sets and qualifications for the seven (7) Economic Development Commission membership slots as follows:

- (1) Member representing the Simsbury development community, commercial or residential
- (3) Members representing the Simsbury business community
- (1) Member with land use or architectural expertise
- (1) Member with marketing, public relations, or communications expertise
- (1) Member with tourism expertise

The intent of the Board is to fill the seven (7) membership slots with individuals possessing the identified skill sets and qualifications. If however, the Board is unsuccessful in identifying a qualified individual(s) to fulfill one or more of the membership slots, the Board of Selectmen may consider and appoint an individual(s) that possesses any of the desired skill sets identified above. No more than five (5) of the seven (7) members can be from the same political party.

Further move to establish three (3) Economic Development Commission ex-officio membership slots, in addition to the Town Manager as established by ordinance:

- (1) Member of the Board of Selectmen (liaison)
- (1) Member of the Planning Commission
- (1) Member of the Zoning Commission

The Board of Selectmen reserves the right to amend this resolution as necessary to modify membership qualifications for both regular and ex-officio members.

**Economic Development Commission
Membership List**

Member Name	Slot	Term Expiration Date
Robert Crowther	Marketing	10/10/2021
Ron Jodice	Development Community	10/10/2021
Peter Van Loon	Business Community	10/10/2021
Brooke Freeman	Business Community	10/10/2021
Vacant (R)	Business Community	10/10/2023
Tom Earl	Land Use	10/10/2023
Charmaine Seavy	Tourism/Marketing	10/10/2023
Maria Capriola	Town Manager (ex-officio)	-----
Bill Rice	Planning Commission (ex-officio)	12/4/2023
Jackie Battos	Board of Selectmen (ex-officio)	12/6/2021
Diane Madigan	Zonning Commission (ex-officio)	12/4/2023

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:02 p.m. on ZOOM due to COVID-19. Present were: First Selectman Eric Wellman; Deputy First Selectman Sean Askham; Board members Wendy Mackstutis, Jackie Battos, Mike Paine and Chris Peterson. Others in attendance included: Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; Director of Culture, Parks and Recreation Tom Tyburski; and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

- Email written comments to townmanager@simsbury-ct.gov by 12 P.M. on Monday, September 27, 2021, to be read into the records; or
- Email townmanager@simsbury-ct.gov by 12:00 P.M. on Monday, September 27, 2021, to register to address the Board of Selectmen through ZOOM

Joan Coe, 26 Whitcomb Drive, spoke about public audience being suspended at the Police Commission meetings, the Town Manager, and the MOU between the Town Manager and Police Commission.

Bob Hensley, shared his thoughts on the disrepair and lacking of essentials at the Rotary Park area on Iron Horse Boulevard. He also commented on older children using the playground, lack of sand, a piece of equipment placed incorrectly or upside down, and asked if money can be set aside in the budget to address these issues. Ms. Capriola addressed this, saying they have done a public service announcement through social media and the town sites to address the vandalism and litter. They are putting together a cost on how much the vandalism has cost the town, and plan on doing another PSA.

PRESENTATION

a) For All Ages

Mr. Wellman introduced the founder and speaker for the local non-profit group For All Ages, which fosters collaboration between people of various generations. Ms. Bibbins spoke about their mission, their vision and the importance of the work they do. Mr. Sekorski spoke about the various ways they help improve the general health and well-being through programs and events by connecting communities. Ms. Bibbins provided an overview of their ongoing programs, their upcoming events, and invited people to volunteer and help out.

b) Simsbury Meadows Performing Arts Center

Mr. Wellman introduced members of the Performing Arts Center board who shared their vision on Phase 2 of their renovation, which they are calling The Next Act. Mr. Geitz provided an overview of their goal and asked for the town's support in redirecting future capital funds to support their phase 2 addition. Mr. Clegg outlined their vision for the project and Ms. Barnett spoke about their fundraising plans. Ms. Capriola spoke about the possible eligibility of this project to qualify for an EDA (Economic Development Administration) grant, and will be meeting next week with others to review their facilities comprehensively before applying. Mr. Wellman spoke about the letter submitted to help the Performing Arts Center secure dollars through fundraising. Mr. Askham voiced his support stating the letter shows the town's commitment to the facility and added they cannot commit to funds in the out year without going through the budget process. Mr. Paine also voiced his support.

Mr. Askham made a motion to endorse the Simsbury Meadows Performing Arts Center fundraising letter. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

FIRST SELECTMAN’S REPORT

Mr. Wellman, First Selectman, reviewed his First Selectman’s Report.

TOWN MANAGER’S REPORT

Ms. Capriola, Town Manager, reviewed her Town Manager’s Report.

SELECTMEN ACTION

a) Celebrate the work of the 350th Anniversary Committee

The BOS reviewed a slideshow and thanked all members of the committee including the volunteers, donors, staff and sponsors. Ms. Cook provided an update on the giant check as a gift to the town from money left over from the project. The check for \$25,000 was dedicated back to the town which would leave a permanent remembrance for the historic celebration and should cover a welcome pillar at the entrance to the town, as well as a pollinator garden at the Performing Arts Center.

Mr. Askham made a motion, effective September 27, 2021, to offer sincere gratitude, thanks and appreciation to the members of the 350th Anniversary Committee, their volunteers and staff. Ms. Battos seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion, effective September 27, 2021, to proceed with the procurement and installation of a stone welcome pillar and pollinator garden should sufficient funds remain from the 350th Anniversary account. Ms. Battos seconded the motion. All were in favor and the motion passed.

b) Tax Refund Request

Mr. Peterson made a motion, effective September 27, 2021, to approve the presented tax refunds in the amount of \$12,791. Mr. Peterson seconded the motion. All were in favor and the motion passed.

c) Small Town America Civic Volunteer Award

Mr. Wellman provided an overview on the award stating they have the availability to nominate up to two organizations or individuals for the national award which recognizes volunteerism in small towns. In their last meeting he said they discussed nominating the 350th anniversary committee and Cheryl Cook as an individual for her work with the 350th and many other committees.

Mr. Askham made a motion, effective September 27, 2021, to nominate the 350th Anniversary as a committee and Cheryl Cook as an individual, to be the recipients of the Small Town America Civic Volunteer Award. Ms. Battos seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a. Regular Meeting of September 13, 2021

**TOWN OF SIMSBURY – BOARD OF SELECTMEN
REGULAR MEETING MINUTES – SEPTEMBER 27, 2021**

“D r a f t”

Mr. Paine provided an update to the Regular Meeting minutes of September 13, 2021. He had abstained from the vote on the agreement East Granby for the disposal of leaves at Simsbury transfer station. The minutes were adopted with that correction.

b. Regular Meeting of September 21, 2021

There were no changes to the Regular Meeting minutes of September 21, 2021, and, therefore, the minutes were adopted.

LIAISON AND SUB-COMMITTEE REPORTS

1. **Personnel** – no report at this time.
2. **Finance** – no report at this time.
3. **Public Safety** – Mr. Askham provided an update on the cell phone issue stating various groups have been meeting to discuss this issue and confirmed there’s a lot more to come. He also mentioned they are meeting with members of the public to discuss ambulance staffing and coverage required. He said there are no current concerns with SVAA who are providing explementary service, and they are just gathering information to help make improvements. He mentioned the second ambulance has returned to pre-COVID hours from 7am – 7pm, 7 days a week, which yielded nearly 50% reduction in mutual aid calls. Mr. Peterson spoke about the responses to the recent storms and commended the services and staff in the departments who handled everything excellently.
4. **Board of Education** – no report at this time.

COMMUNICATIONS

Nothing to report

EXECUTIVE SESSION

a) Pursuant to CGS §1-200(6)(A), Town Manager’s Annual Performance Review

Ms. Mackstutis made a motion to adjourn to Executive Session pursuant to General Statutes Section 1-200(6)(A): Town Manager’s Annual Performance Review, at 7:33 p.m. and to include all Board members and Ms. Capriola. Mr. Paine seconded the motion. All were in favor and the motion passed.

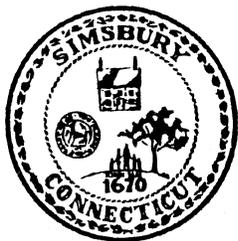
Mr. Askham made a motion to adjourn from executive session at 8:25 p.m. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

ADJOURN

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

Respectfully
submitted,

Marion Lynott
Commission Clerk



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Board of Selectmen
From: Maria Capriola, Town Manager
Cc: Mike Glidden, Director of Planning and Community Development; Tom Hazel, Assistant Town Planner; Tom Tyburski, Director of Culture, Parks and Recreation; Nick Boulter, Chief of Police; Chris Davis, Deputy Chief of Police; Greg Samselski, Police Lt.; Tom Roy, Director of Public Works; Patrick Tourville, Fire Marshal
Date: October 4, 2021
Subject: Administrative Approvals of Public Gathering Permits

This memo is to inform the Board of Selectmen of the public gathering permit that I have approved for the Tariffville Village Association via an administrative approval.

Staff from Planning, Police, Culture, Parks and Recreation, Public Works, the Fire District, and the Farmington Valley Health District reviewed application(s) to ensure compliance and safety measures were addressed prior to approval. Following completion of that process, the following public gathering permit has been approved by me:

Name of Event	Date	Type
Tariffville Trunk or Treat, Parade and Movie Day/Night	October 16, 2021 5pm-9pm with a rain date of October 23,2021	Holiday Event

**** Note due to evolving COVID sector rules from the state capacities for events are ever evolving, Event organizers have been requested to update the committee and the town about any amendments made to the public gatherings so that they may be noted and added to the file.****

Should you have any questions or concerns about the application listed above, please contact me so staff and I can help answer those questions.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

MEMORANDUM

To: Board of Selectmen
From: Technology Task Force
Date: October 4, 2021
Subject: 2021 Annual Report

In accordance with Section 6 of the Technology Task Force Statement of Purpose and Procedures, please accept this memorandum as the 2021 annual report of the Simsbury Technology Task Force (STTF). This memorandum provides an overview of the committee's activities for 2021 as well as the planned activity for 2022.

Shared Services

Understanding that STTF was interested in exploring ways that the Town and Board of Education can further develop shared services related to IT, in June 2019 the Town Manager and Superintendent provided a list of research topics to guide this study. A sub-committee of STTF developed a survey and distributed it to peer towns in February 2020. After work on this project was temporarily stalled due to COVID, the sub-committee presented the results of the study to the Town Manager and Superintendent in January 2021. STTF concluded that the Town and BOE are already collaborating and sharing in ways that are similar to towns that have more formal shared services arrangements, and recommended that staff formally document and reinforce our shared services. With assistance from the sub-committee, staff created a document that outlines the existing areas of collaboration along with the expectations of responsibility for each entity.

Network Storage

STTF supported the IT Manager with the network storage upgrade project funded through the FY21 capital budget, including developing the specifications for the proposed solution and providing input on potential vendors.

Policy Review

In 2021, STTF reviewed the following IT-related policies: Acceptable Use Policy; Remote Access Policy; Social Media and Website Use Policy; and the Incident Response Procedure. No substantive changes were proposed to any of the policies, and all were determined to be serving their intended purpose. In regards to the Incident Response Procedure, it is our understanding that the Public Safety Sub-Committee has discussed holding a tabletop exercise on cyber security. This exercise will test the Incident Response Procedure, and therefore the group decided not to formalize any recommended changes to that document until the tabletop exercise has taken place.

2022 Planning

Beginning with the 2021-2023 term, STTF will meet on a quarterly basis. Because the work of this committee is project-based, special meetings will be scheduled as needed based on the needs of the Town and BOE information technology departments, special projects, and topical issues that arise.