



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Watch Board of Selectmen meetings LIVE and rebroadcast on Comcast Channels 96, 1090, Frontier Channel 6071 and LIVE streamed or on-demand at www.simsburytv.org

SIMSBURY BOARD OF SELECTMEN

Main Meeting Room – Simsbury Town Hall – 933 Hopmeadow Street, Simsbury
Regular Meeting – October 16, 2019 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATION

- a) Clean Energy Task Force: Proposed Energy Plan

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN ACTION

- a) Tax Refund Requests
- b) Proposed Friends of Simsbury Farms Donation
- c) Proposed Stop & Shop Feed A Friend Donation
- d) Proposed Archdiocese of Hartford Donation
- e) Proposed Public Gathering Permit – Trinity Church 2019 Trunk or Treat Event
- f) Proposed Revisions to Library Job Descriptions
- g) Proposed Contract Amendment and Extension for Eastside of Barndoor Hills Road (Agriculture/Ground License)
- h) Proposed Eversource Easement – Ryan Circle

APPOINTMENTS AND RESIGNATIONS

- a) Resignation of Chris Kelly from the Retirement Plan Sub-Committee
- b) Resignation of Joe Buda as the Simsbury Representative to the Capital Region Tourism Committee
- c) Resignation of Anneliese Frank from the Design Review Board
- d) Resignation of Cheryl Lauben as an Alternate Member of the Aging and Disability Commission
- e) Appointment of Sheree Landerman as the Simsbury Representative to the Capital Region Tourism Committee
- f) Appointment of Jennifer Caulfield to the Police Commission

REVIEW OF MINUTES

- a) September 23, 2019
- b) September 30, 2019



SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

COMMUNICATIONS

- a) Letter from the Connecticut Association of Street & Highway Officials RE: 2019 Distinguished Service Award

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Clean Energy Task Force: Proposed Energy Plan
2. **Date of Board Meeting:** October 16, 2019

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Mark Scully, Clean Energy Task Force

Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
This item is informational. If however, the Board is prepared to support the concept of an Energy Plan, the following motion is in order:

Move, effective October 16, 2019 to support the concept of an Energy Plan for the Town of Simsbury and to respectfully request that the Clean Energy Task Force gather stakeholder input on a proposed Energy Plan.

5. **Summary of Submission:**
Mark Scully, Chair of The Clean Energy Task Force, and Tom Roy will be giving the Board of Selectmen an informational presentation on the proposed Energy Plan (attached). The Clean Energy Task Force was created to help the Town meet statewide clean energy and efficiency goals to make Simsbury a cleaner and greener town.

To date, the Clean Energy Task Force has shared the proposed plan with me, Selectman Mike Paine (Clean Energy Task Force liaison), Eric Wellman, and several staff members. If the Board is supportive of further exploring the concept of an energy plan, it is recommended that various stakeholder groups (such as but not limited to EDC, Public Building Committee, land use agencies, etc.) be consulted for feedback.

6. **Financial Impact:**
None at this time. Implementation of the plan could result in expenditures for the Town, but in some instances also yield savings. A financial analysis of projects or initiatives associated with the plan would be recommended at a future date, and prior to final adoption of an energy plan.

7. **Description of Documents Included with Submission:**
- Presentation Slides
 - Proposed Energy Plan



Simsbury's Plan for a Clean Energy Future

Board of Selectmen Meeting, October 16, 2019

Presented by the Simsbury Clean Energy Task Force

100PercentCT

Simsbury: A Clean Energy Leader

- 2008 – Clean Energy Task Force formed to advise BoS on energy issues.
- 2008 – Received \$15,000 Aquarion Water grant
- 2014 – BoS signed Clean Energy Communities Pledge
 - Participation to date: 24% of residents, 23% of businesses
- 2014 – Solarize Simsbury results in approx. 80 new solar arrays
 - Installed capacity 664 kW, est. annual production 692,000 kWh
- 2016 – Small Business Energy Advantage (SBEA) program promoted small businesses energy upgrades
- 2016 – First electric vehicle charging station installed at Town Hall.
- 2016 – \$10,000 Bright Ideas Grant funded weatherization upgrades to town-owned rental properties.
- 2017 – BoS passed a resolution supporting 100PercentCT goals.
- 2017 – 15 kW solar array installed on Simsbury High School through \$40,500 Clean Energy Communities grant.
- 2017 – DPW purchased streetlights from Eversource, re-lamped w/ LEDs.
- 2017 – Ground-mounted solar array installed at Simsbury Community Farm.
- 2019 – Solar arrays installed at Public Works and Skating Center.
- 2019 – Sustainable Simsbury team submits application to Sustainable CT municipal certification program.



Energy Plan Provides a Roadmap for Building on these Accomplishments

- Plan endorsed by the Clean Energy Task Force on August 19, 2019
- Includes 1-year and 5-year plans for Municipal and Residential/Business
 - Approved by Sustainable CT for both
- Supports State goal of 40% renewable power by 2030
- Anticipate strong town support (from 2016 POCD survey)
- Next steps: engage the broader community
 - Town Staff
 - Boards & Commissions (including Board of Education)
 - Business Community
 - Public
- We expect the plan to evolve through engagement,
 - We are seeking broad support before asking for your approval.



Energy Plan Table of Contents

- Introduction
- Simsbury's Energy by the Numbers
- Overview of Goal: 100% Renewable Energy by 2050
- Building Blocks
 - Energy Efficiency in Buildings
 - Heating and Cooling
 - Renewable Energy
 - Transportation
 - Microgrids
- Action Plan: 1-year and 5-year for
 - Municipality
 - Residents & Businesses
- Additional Resources & Appendix



We Ask For:

- Your engagement
- Your enthusiasm
- Your guidance, candor and recommendations

The Clean Energy Task Force is committed to making this work for all of Simsbury, especially the young ones.



2019 Simsbury Energy Plan

Clean Energy Task Force



Introduction

Energy is the lifeblood of life in Simsbury. We use it to heat and cool our homes and business, to run our appliances and to travel to work and play. It is also one of the largest expenditures for our residents and businesses.

In a recent survey of town residents, over 80% of respondents agree or strongly agree that Simsbury should be a leader in promoting energy efficiency and renewable energy in both town buildings and also among residents and businesses.¹ [2017 POCD, p. 94]

The Simsbury Clean Energy Task Force has prepared this Energy Plan to help guide the town toward greater energy efficiency and sustainability. Carrying out this plan will yield many benefits to town residents and businesses, including:

- **Savings:** We estimate that the town can reduce its energy expenditures significantly. And, we can keep more of the money we spend right here in town.
- **Health:** By reducing our reliance on fossil fuels and electrifying heating, cooling and transportation, we will improve air quality, leading to a range of health benefits, including notably lower asthma rates.
- **Comfort:** By making our homes and businesses more energy efficient, they also become more comfortable.
- **Resiliency:** Through greater reliance on local energy generation and a more modern electric grid, the town can weather storms, outages and natural catastrophes longer and more safely.

In 2018, the State of Connecticut's set a goal of producing 40% of its electric power through renewables by 2030. This energy plan aims to achieve this goal for Simsbury as well. Our ultimate goal is to get to 100% renewable energy for Simsbury and the state by 2050.

¹2017 Plan of Conservation and Development, p. 94]



Simsbury High School Principal Andrew O'Brien showcases the new 15 kW solar array atop the school

We recognize that it will be difficult to achieve this vision. But, it is both achievable – even with today's technology – and realistic – as other cities and states have set similar aspirations and timelines. By fostering a culture of conservation throughout the entire community and by making the right choices, Simsbury can address energy and climate change challenges in a meaningful way. Now is the time for the Town to lead by example and launch our community into an affordable, resilient, and clean energy future.

Simsbury Clean Energy Task Force
June 2019

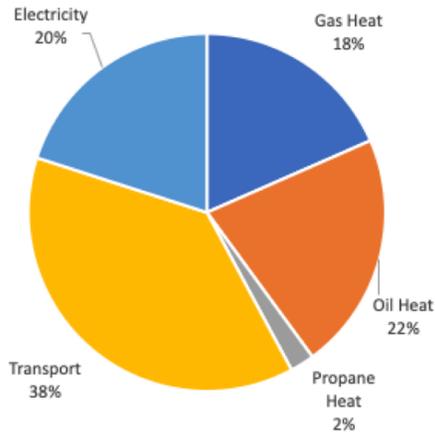
Simsbury's Energy by the Numbers

We estimate that in 2018, Simsbury:

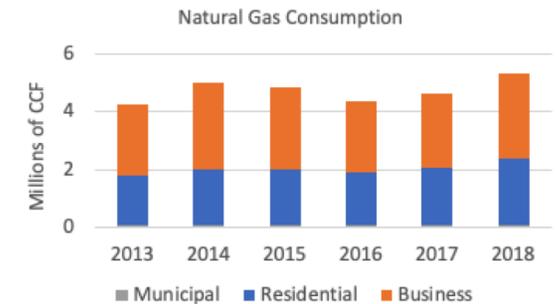
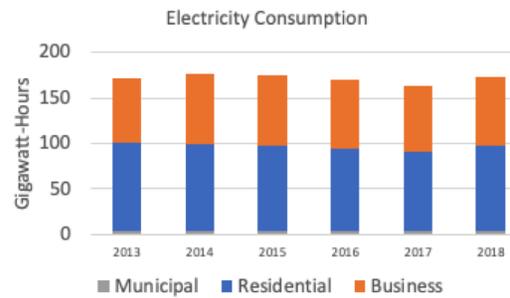
- spent \$78.5 million on energy, or \$3,230 per person.
- consumed the energy equivalent of 844,594 megawatt-hours, or 35 per person.
- generated 228,783 tons of greenhouse gases (GHG), or 9.4 tons per person.

These amounts include the entire town (i.e., residents, businesses, the Town of Simsbury and the Board of Education), and they include heating, transportation and electricity. These figures are shown in detail in the appendix to this report.

As seen in the graph below, 40% of the town's energy is spent on heating, split fairly evenly between natural gas and oil. Another 38% goes to transportation and 20% to electricity. (Source: Simsbury Clean Energy Task Force Analysis)

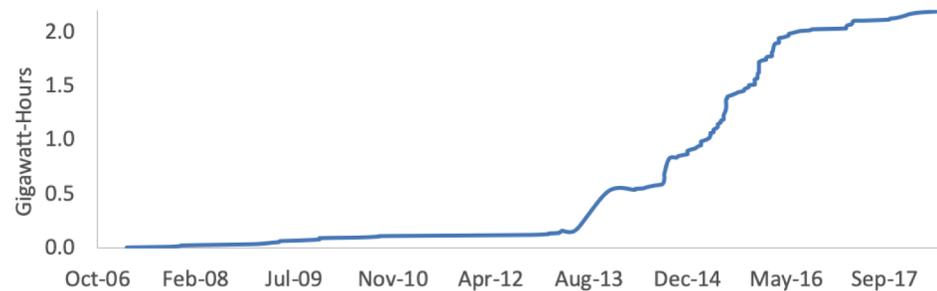


Both electricity and natural gas consumption declined slightly between 2014 and 2016, but have increased since 2017. Natural gas usage has increased by 21% in just two years. (Source: Enerize CT)



Simsbury has roughly 175 solar arrays in town, capable of producing roughly 2.3 gigawatt-hours of electricity each year, or 1.4% of current consumption. Roughly half of these arrays were added in 2014, when Simsbury conducted a "Solarize" campaign. (Source: CT Green Bank) We estimate that the town could locally site 120 gigawatt-hours of solar energy, including the Tobacco Valley Solar Project, currently under construction.

Annual Solar Energy Production

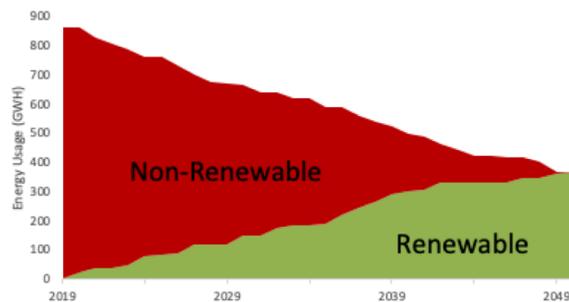


Simsbury aims to use 100% renewable energy by 2050

The path to 100% renewable energy comprises two complementary actions:

- Overall energy consumption must be decreased dramatically by a combination of energy efficiency and electrification of heating, cooling and transportation.
- Electricity consumed in town must come from clean, renewable sources.

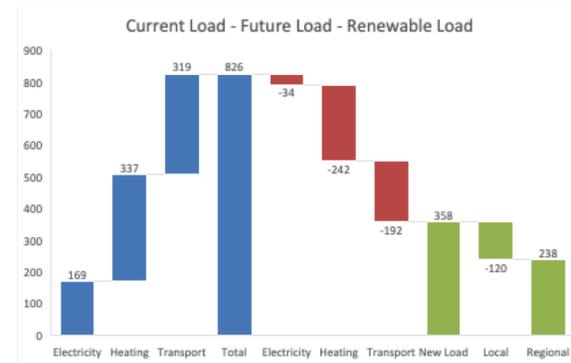
These complementary actions are visible in the declining overall consumption and increasing renewables in the chart below.



The key elements of this energy plan are:

1. Reduce our energy usage by improving the efficiency of our buildings, both public and private.
2. Transition heating and cooling to high-efficiency heat pumps.
3. Promote the responsible development of renewable energy in town, including residential rooftop solar, community shared solar, commercial solar and solar carports. For remaining energy needs, pursue regional solutions and advocate for a cleaner grid.
4. Promote public transportation and the transition to electric vehicles through various measures, including planning for sufficient charging opportunities.
5. In collaboration with Eversource, modernize the local electric grid to enable higher levels of renewable energy

The chart below is another way of visualizing Simsbury's path to 100% renewable energy. The blue bars on the left side of this graph represent the town's current energy usage, expressed in a common unit: gigawatt-hours. The red bars represent the potential reduction in energy usage through efficiency and electrification, resulting in a vastly reduced energy load. The green bars represent the sources of local and regional renewable energy to meet this need.



Energy Reduction Targets

As seen in these two graphs, Simsbury aims to reduce energy consumption by over half in roughly thirty years. Because these reductions will be accomplished in part through “fuel switching” (e.g., from gasoline to electric vehicles), we do not set reduction targets for each fuel type. In fact, we expect electricity usage to more than double over this period.

Simsbury's 2050 energy target can be achieved through modest annual reductions of 2.8% per year. **Based on our initial analysis, we are selecting a 3% annual reduction target for all town sectors: residents, businesses and municipality. Over a five-year period, the targeted reduction is therefore just under 16%.** As our analysis of the town's energy usage develops, we may differentiate this target by sector and year. Together with the Dept. of Public Works, the Clean Energy Task Force will monitor town energy usage using existing online monitoring tools and update this analysis annually.

Energy Efficiency in Buildings

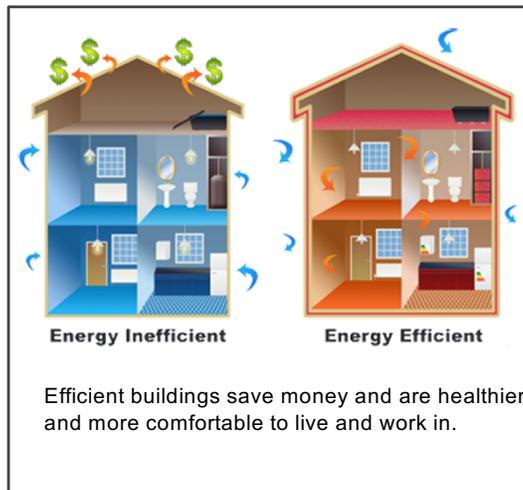
Energy efficiency is sometimes referred to as the “first fuel” because it offers the possibility of reducing energy consumption before turning to expensive and complex energy generation. Efficiency also offers some of the highest investment returns in reduced energy costs over many years. A range of programs and incentives exist for both residential and commercial buildings to make measures such as weatherization, insulation and building controls more achievable and profitable. Savings estimates vary widely, but it is realistic to expect reductions in energy usage of 25-50%. Before looking to increased generation of electricity and expansion of natural gas lines, the town should look for ways to educate and incentivize residents, businesses and the municipality to first reduce energy needs through common sense efficiency measures.

Progress to date:

- Purchased streetlights and converted to LED
- Insulation of several town-owned properties occupied by low- and moderate-income residents
- Small Business Energy Advantage (SBEA) energy upgrades in town buildings
- Energy upgrade to Water Pollution Control Authority (WPCA)
- 24% of households and 21% of businesses participated in Energize CT Efficiency programs

Benefits:

- Savings for residents and businesses
- Reduced need for energy production
- More comfortable and healthy living and work environments
- Greater resiliency during extreme weather
- Lower CO2 and greenhouse gas emissions
- Creates local jobs



Actions:

- Monitor and benchmark energy usage in buildings over multiple years, separately for town, schools, residents and businesses.
- Conduct inventory of efficiency upgrade status of public buildings.
- Create schedule of efficiency upgrades in town properties.
- Offer information session on energy services available to low- and moderate-income residents
- Evaluate feasibility of municipal efficiency upgrade performance contract or bond.
- Conduct residential HES audit campaign.
- Restart Small Business Energy Advantage (SBEA)
- Promote C-PACE financing of commercial projects
- Explore town efficiency incentives through building and/or tax codes
- Analyze interval energy usage on town buildings and develop plan to reduce peak demand

2024 Goals:

- 50% of residential homes conduct HES audit; 25% carry out energy retrofits
- 25% of town businesses conduct energy audits; 20% implement efficiency measures
- New building/tax codes for new construction

2039 Goals:

- 80% of residences and businesses conduct energy audits and implement efficiency measures

Heating and Cooling

Heating and cooling account for almost half of the energy use in a typical U.S. home. In Simsbury, the vast majority of homes heat with oil (~70%) or natural gas (~23%). Air-source heat pumps offer an opportunity for homeowners to lower their energy costs, and at the same time reduce greenhouse gas (GHG) emissions. Long used for cooling in warm climates, heat pumps are now able to provide efficient heating in cold climates even at outdoor temperatures as low as -15 °F.

Air-source heat pumps are capable of not only heating in the winter (by extracting heat from outside air) but also cooling in the summer (by extracting cold from outside air.) Heat pumps use the same technology as a refrigerator or air conditioner.

Heat pumps can be used alongside existing heating systems to address specific needs and lower costs.

Progress to date:

- Multiple municipal installations
- Prominent commercial application of large-scale heat pumps

Benefits:

- Lower heating and cooling costs
- Comfort – With advances in controls, heat pumps can maintain very constant temperatures.
- Safety – Because heat pumps are electrically powered, there is no risk of combustion gas leaks.
- Improved air quality – Heat pumps filter indoor air all year and dehumidify it in the summer,
- Room-by-room control
- Reduced greenhouse gas emissions

Actions:

- Create schedule of upcoming HVAC upgrades on town buildings, including schools.
- Ensure heat pumps are considered in town building upgrades.
- Carry out town-wide campaign to educate about and promote heat pumps
- Work with town staff and zoning and planning commissions to promote heat pumps in new construction.
- Publicize examples of heat pump installations, both new and retrofits, for town buildings, households and businesses.



An illustration of a ductless mini-split system.

2024 Goals:

- 10% of homes (800) using heat pumps

2039 Goals:

- 90% of homes using heat pumps

Renewable Energy

Simsbury currently derives approximately 1.4% of its electricity from roughly 175 solar arrays in town, including both households, businesses and public buildings. As prices for solar panels continue to decline, ever more households and businesses will seek to lower their energy costs by going solar.

The Clean Energy Task Force has helped to promote solar by conducting a “Solarize” educational campaign and working with town officials to put solar arrays on several town buildings. In fact, almost half of the town’s arrays were installed during the 2014 Solarize campaign. There is more we can do, including educational campaigns, solar arrays on public buildings, schools and over parking lots, promoting Community Shared Solar, and more.

We also need to have a public discussion about how to promote solar responsibly and sustainably. For example, which lands and buildings should we preserve due to their aesthetic, historic or agricultural value?

Progress to date:

- Total 175 arrays with total capacity of 2.0 MW
- 2014 Solarize campaign: 80 homes, 643kW
- High School Solar Array: 15kW
- Arrays on two town buildings: Public Works and Simsbury Farms skating rink: X kW
- Simsbury ranked #4 in state for impact on solar development
- Large commercial solar farm (i.e., Tobacco Valley Solar) under construction.

Benefits:

- Reduces and stabilizes electric bills
- Improved public health from decrease in pollution from fossil fuel plants.
- Creates jobs and economic growth
- Presents an educational opportunity, especially with school arrays
- Reduces climate change
- Lowers energy imports
- Helps the state meet its renewable energy and greenhouse gas emission goals

Actions:

- Explore additional solar arrays on town and school buildings and parking lots
- Pursue Community Shared Solar project
- Engage the community in a discussion of responsible and sustainable solar development
- Conduct educational campaign(s) (e.g., Solarize)
- Review local regulations, permitting process and incentives for renewables
- Adopt a solar policy for new construction
- Advocate for solar access rights in CT
- Adopt Community Choice Aggregation (when enabling state legislation is passed)



The 2014 Solarize Simsbury campaign led to 80 households installing rooftop solar arrays.

2024 Goals:

- Double current solar capacity to 4 MW (in addition to Tobacco Valley Solar)
- At least 500 kW installed capacity on town and school buildings and parking lots
- Two additional town-wide solar campaigns
- Two community shared solar projects
- Solar-friendly policy for new construction

2039 Goals:

- Total capacity of 50 MW
- Community Choice Aggregation adopted

Transportation

Transportation is a large source of greenhouse gases in the United States. According to the EPA the increase in emissions coming from transportation increased more over the last 2 decades than any other greenhouse gas source and now accounts for 27% of total emissions.

Decreasing transportation-generated emissions in a community can have an immediate effect on local air quality in a way that other sustainability activities may not. Encouraging people-powered transportation (bikes, walkways), increasing public transportation access, and supporting non-fossil fuel transportation options (electric cars) are all ways to move toward this goal

Progress to date:

- Silver Bicycle Friendly Community
- Electric Car Charging Stations: two at Town Hall and several at local businesses

Benefits:

- Improve local air quality and noise levels
- According to the National Association of Realtors (NAR), walkable/bikeable communities are preferred by homeowners (2017)
- Communities with available and easy to use public transportation access show resilience in property values even in times of volatility (NAR, 2013)

Actions:

- Complete Tariffville Bike Trail Connector
- Electrify town vehicle fleet
- Develop plan for expanding charging infrastructure in town
- Add additional charging stations on municipal properties
- Tax incentives for electric vehicles
- Improve Simsbury's Plug-In Electric Vehicle Readiness Scorecard (US DOE)
- Increase Simsbury residents' awareness and use of local public transportation options
- Conduct no idling campaign



2024 Goals:

- Completed assessment and plans for EV charging infrastructure
- Five EVs in town fleet
- One electric school bus

2039 Goals:

- Charging stations at key locations across town
- Fully electric town fleet
- Electric school bus fleet

Microgrids

All of us in Simsbury rely on the electric grid to provide electricity to our homes, businesses and town facilities. Our current grid performs exceptionally well, but was built and designed before the advent of solar panels, allowing individual houses and businesses to generate their own electricity, and batteries, allowing them to store it. Moreover, it is vulnerable to blackouts during major storms and attacks.

If we want to continue to encourage more renewable energy and greater resilience, we need to re-think the grid. A key building block of the future grid will be microgrids, consisting of smaller subsets of power sources, users, wires and controls. Microgrids are capable of operating while connected to the wider grid, or they can “island” or operate separately in the event of a grid outage.

An example of a microgrid could be a collection of key town facilities, a solar array, battery storage and a backup generator. In the future, the grid might consist of a series of interconnected microgrids.

Progress to date:

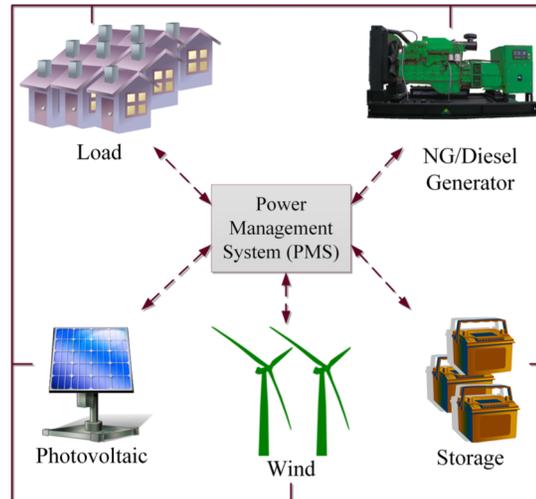
- On two occasions, Simsbury explored the feasibility of creating microgrids in town:
 - One in the center of Simsbury
 - One built around the High School
- On both occasions, for different reasons, the projects did not proceed.
- In the process, though, we gained a great deal of knowledge on microgrids and have potential future projects in store.

Benefits:

- Enables more renewable energy through integration of storage and smart controls. Electricity can flow in multiple directions.
- Greater resiliency, allowing the microgrid or key facilities (e.g., emergency shelter) to operate even when the broader grid is down.
- As prices of solar and batteries decline, microgrids offer cost savings.
- Gives local residents greater flexibility and control of their energy usage and generation.

Actions:

- Educate residents and businesses about microgrids.
- Build a pilot microgrid around key municipal facilities.
- Develop a master plan for multiple microgrids in town.
- Explore the integration of Tobacco Valley Solar into a town microgrid.



2024 Goals:

- Two microgrids operational in town.

2039 Goals:

- 50% of town electricity usage provided through microgrids.

Simsbury's Energy Action Plan

Municipal

2020

1. Complete schedule of upcoming municipal building HVAC and roof upgrades
2. Issue RfP for solar arrays on school buildings and parking lots
3. Analyze interval energy usage on town buildings and develop plan to reduce peak demand
4. Complete assessment and plans for EV charging infrastructure.
5. Review feasibility of shared solar facility on town land (e.g., landfill)
6. Study the feasibility of hiring an energy manager for town.
7. Conduct annual update on municipal energy usage using the town's energy monitoring toolkit.
8. Explore town efficiency incentives through building and/or tax codes

2025

1. Submit five proposals for shared solar facilities on town lands.
2. Purchase five electric vehicles on town fleet.
3. Issue energy efficiency upgrade performance bond.
4. Purchase two town electric school buses.
5. Develop pilot renewable energy microgrid around critical town properties.
6. Consider implementing Community Choice Aggregation
7. Retrofit a town building with a heat pump and monitor results for future installations.

Residential & Business

2020

1. Conduct residential heat pump campaign
2. Consider conducting energy survey of town residents
3. Propose renewable energy/energy efficiency policy for new construction in town
4. Conduct annual update on residential and business energy usage using Clean Energy Task Force benchmarking toolkit
5. Consider a moratorium on new natural gas service in town.

2025

1. Conduct residential Home Energy Audit (HES) audit campaign.
2. Restart Small Business Energy Advantage (SBEA)
3. Promote C-PACE financing of commercial projects
4. Engage the community in a discussion of responsible and sustainable solar development
5. Run another Solarize campaign
6. Complete Tariffville Bike Trail Connector
7. Work with town staff and zoning and planning commissions to promote solar, heat pumps and EV-readiness in new construction.

Additional Resources

Energy Efficiency in Buildings

"A Citizen's Guide to Reducing Energy Waste", Environment America

https://environmentamerica.org/sites/environment/files/resources/AME_Fact-Sheet_EE_Sept2018_PRINTv1a.pdf

Heating and Cooling

"Exploring Climate Solutions: Renewable Thermal Technologies: Heat Pumps"

https://www.ct.gov/deep/lib/deep/climatechange/gc3_webinar_series/heat_pumps_4_8_16.pdf

Solar Energy

"Ten Ways Your Community Can Go Solar", Environment America

https://environmentamerica.org/sites/environment/files/resources/AME_Solar-booklet_Mar2019_Overview_PRINTv1a_0.pdf

Transportation

<https://www.plugshare.com/location/89998>

<https://www.simsbury-ct.gov/culture-parks-recreation/pages/simsbury-silver-bicycle-friendly-community>

https://www.afdc.energy.gov/uploads/publication/guide_ev_projects.pdf

<http://waytogoct.org/simsbury/>

Microgrids

[Meet the microgrid, the technology poised to transform electricity](#)

www.microgridknowledge.com

<http://www.clean-coalition.org/our-work/community-microgrids/>



Appendix: Simsbury's 2018 Energy Consumption

		Unit	Municipal	Residential	Business	Total	Per Capita
Current Energy Used	Natural Gas	CCF	78,489	2,322,416	2,909,256	5,310,161	
	Oil	Gallons	7,155	3,869,658	600,774	4,477,587	
	Propane	Gallons	28,595	663,854	0	692,449	
	Transport	Gallons	61,186	8,352,441	1,145,539	9,559,166	
	Electricity	MWH	4,240	94,059	71,053	169,353	
Current Energy in Gigawatt-Hours	Natural Gas	MWH	2,300	68,047	85,241	155,588	6
	Oil	MWH	290	157,071	24,386	181,747	7
	Propane	MWH	765	17,769	0	18,535	1
	Transport	MWH	2,044	279,055	38,272	319,372	13
	Electricity	MWH	4,240	94,059	71,053	169,353	7
	Total	MWH	9,640	616,002	218,952	844,594	35
Current Greenhouse Gas Emissions	Natural Gas	GHG - tons	460	13,598	17,034	31,091	1.3
	Oil	GHG - tons	80	43,340	6,729	50,149	2.1
	Propane	GHG - tons	182	4,214	-	4,395	0.2
	Transport	GHG - tons	600	81,854	11,226	93,680	3.9
	Electricity	GHG - tons	1,239	27,475	20,755	49,468	2.0
	Total	GHG - tons	2,559	170,481	55,743	228,783	9.4
Current Energy Expenditure	Natural Gas	\$	98,112	2,903,020	3,636,570	6,637,701	273
	Oil	\$	20,034	10,835,042	1,682,168	12,537,244	516
	Propane	\$	85,785	1,991,561	-	2,077,346	85
	Transport	\$	171,321	23,386,836	3,207,508	26,765,665	1,101
	Electricity	\$	763,280	16,930,707	12,789,512	30,483,500	1,254
	Total	\$	1,138,532	56,047,166	21,315,757	78,501,455	3,230

Notes:

Natural gas and electricity figures provided by Energize CT. Municipal data is provided by the Dept. of Public Works. Oil and propane figures are estimated using data from the Simsbury Grand List and U.S. Census Bureau American Community Survey.

Conversion factors for each fuel type to MWH are:

- 1 CCF Natural Gas = 0.0293 MWH
- 1 Gallon Heating Oil = 0.04059 MWH
- 1 Gallon Propane = 0.02677 MWH
- 1 Gallon Gasoline = 0.03341 MWH

Greenhouse gas emission rates are:

- 1 CCF Natural Gas = 0.005855 tons GHG
- 1 Gallon Heating Oil = 0.01120 tons GHG
- 1 Gallon Propane = 0.006348 tons GHG
- 1 Gallon Gasoline = 0.00980 tons GHG
- 1 MWH Electricity = 0.0000292 tons GHG

Costs per unit of fuel are:

- \$1.25 per CCF natural gas
- \$2.80 per gallon heating fuel
- \$3.00 per gallon propane
- \$2.80 per gallon gasoline
- \$0.18 per KWH electricity



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 16, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

Move, effective October 16, 2019 to approve the presented tax refunds in the amount of \$11,161.89, 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 \$11,161.89. The attachment dated October 16, 2019 has a detailed listing of all requested tax refunds.

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

- a) Requested Tax Refunds, dated October 16, 2019

REQUESTED TAX REFUNDS OCTOBER 16, 2019

	BILL NUMBER	TAX	INTEREST	TOTAL
List 2016				
Babigian, Anthony	16-03-50795	\$196.54		\$196.54
Total 2016				
		\$196.54	\$0.00	\$196.54
List 2017				
Babigian, Anthony	17-03-50812	\$205.77	\$20.51	\$226.28
CAB Easat LLC	17-03-52457	\$425.35		\$425.35
CAB East LLC	17-03-52474	\$406.59		\$406.59
CAB East LLC	17-03-52476	\$204.46		\$204.46
CAB East LLC	17-03-52492	\$72.74		\$72.74
Honda Lease Trust	17-03-58589	\$520.08		\$520.08
Total 2017				
		\$1,834.99	\$20.51	\$1,855.50
List 2018				
Albany Rd-CT Strg Sims. LLC	18-02-40023	\$512.32		\$512.32
Well-A-Way Farm	18-02-40859	\$19.10		\$19.10
Aldouri Hajar	18-03-50300	\$61.58		\$61.58
Aldouri Raad	18-03-50301	\$29.48		\$29.48
Attenello Joaclynn	18-03-50754	\$8.48		\$8.48
Babigian, Anthony	18-03-50812	\$446.59	\$21.03	\$467.62
Berman, Allan H	18-03-51407	\$12.12		\$12.12
Brouillard Celeste	18-03-52083	\$25.38		\$25.38
CCAP Auto Lease Ltd	18-03-52959	\$659.07		\$659.07
Chykirda Stephen	18-03-53246	\$59.71		\$59.71
Crane Justin	18-03-53921	\$210.11		\$210.11
Crane Lauren	18-03-53923	\$43.29		\$43.29
Daimler Trust	18-03-54195	\$354.36		\$354.36
Dollack Beverly	18-03-54779	\$1.53		\$1.53
Dollack Beverly	18-03-54780	\$133.86		\$133.86
Dombkowski Derek	18-03-54784	\$76.13		\$76.13
Dombkowski Derek	18-03-54785	\$182.87		\$182.87
Enterprise FM Trust	18-03-55432	\$425.38		\$425.38
Feola Suzanne R	18-03-55704	\$70.16		\$70.16
Financial Ser Veh Trust	18-03-55790	\$365.81		\$365.81
Financial Ser Veh Trust	18-03-55797	\$358.80		\$358.80
Financial Ser Veh Trust	18-03-55827	\$380.81		\$380.81
Financial Ser Veh Trust	18-03-55841	\$312.56		\$312.56
Giorgio Richard	18-03-56723	\$21.64		\$21.64
Gumienny Barbara	18-03-57374	\$123.90		\$123.90
Gumienny Barbara	18-03-57375	\$94.98		\$94.98
Haroon Sirajaldeen	18-03-57615	\$50.20		\$50.20
Huscher Wendy	18-03-58628	\$60.65		\$60.65
Huscher Wendy	18-03-58629	\$51.32		\$51.32
JP Morgan Chase Bank	18-03-59303	\$565.02		\$565.02
Kelley Hope	18-03-59584	\$131.74		\$131.74
Kutyla Mary	18-03-60180	\$32.09		\$32.09

REQUESTED TAX REFUNDS OCTOBER 16, 2019

Lane, James T	18-03-60351	\$16.05		\$16.05
Nelson Kurt	18-03-62372	\$77.40		\$77.40
Michaelson Jerome	18-03-62443	\$21.98		\$21.98
Morse Quynhnhu	18-03-62860	\$7.53		\$7.53
Muller Eugene H	18-03-62979	\$10.07		\$10.07
Muller Eugene H	18-03-62980	\$11.76		\$11.76
Nelson Kurt	18-03-63270	\$55.64		\$55.64
Ronald M Barshay Rev Trust	18-03-65814	\$51.13		\$51.13
Schmeizl Houry	18-03-66507	\$44.41		\$44.41
Schmeizl Houry	18-03-66508	\$30.94		\$30.94
Schreiber, Sharon	18-03-66559	\$104.39		\$104.39
Schwartz Barry	18-03-66615	\$15.48		\$15.48
Schwartz Barry	18-03-66617	\$68.29		\$68.29
Shapiro Susan	18-03-66849	\$11.00		\$11.00
Tanner Jane	18-03-68251	\$99.27		\$99.27
Thode Todd	18-03-68433	\$129.13		\$129.13
Thode Todd	18-03-68434	\$58.97		\$58.97
Thode Todd	18-03-68435	\$39.93		\$39.93
Thode Todd	18-03-68436	\$28.18		\$28.18
Tkacz Lindsay	18-03-68529	\$75.95		\$75.95
Tkacz Lindsay	18-03-68530	\$67.18		\$67.18
Toyota Lease Trust	18-03-68814	\$470.60		\$470.60
Toyota Lease Trust	18-03-68864	\$191.34		\$191.34
Toyota Lease Trust	18-03-68870	\$807.23		\$807.23
Vincent Michael J	18-03-69500	\$217.94		\$217.94
Vincent Michael J	18-03-69501	\$55.61		\$55.61
Vincent Michael J	18-03-69502	\$185.85		\$185.85
VW Vredit Leasing Ltd	18-03-69688	\$149.28		\$149.28
Wood Peter	18-03-70405	\$105.25		\$105.25
Total 2018		\$9,088.82	\$21.03	\$9,109.85
TOTAL 2016		\$196.54	\$0.00	\$196.54
TOTAL 2017		\$1,834.99	\$20.51	\$1,855.50
TOTAL 2018		\$9,088.82	\$21.03	\$9,109.85
TOTAL ALL YEARS		\$11,120.35	\$41.54	\$11,161.89



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Friends of Simsbury Farms Donation
2. **Date of Board Meeting:** October 16, 2019

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Tom Tyburski, Director of Culture, Parks and Recreation *Maria E. Capriola*

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports acceptance of the donation from the Friends of Simsbury Farms, the following motion is in order:

Move, effective October 16, 2019 to accept a donation of two water chillers from the Friends of Simsbury Farms.

5. **Summary of Submission:**
The Friends of Simsbury Farms is a 501(c)3 non-profit organization, created in January 2016. The group was created to plan, form, coordinate, and monitor charitable donations for the benefit of the Simsbury Farms Recreation Complex. The Friends have donated 2 water chillers (holes #4 and #16) to replace units that had failed at the golf course.

Chapter 100 of our Code of Ordinances, "Gift Policy," requires that non-monetary donations be accepted by the Board of Selectmen. If the donation is accepted I will direct staff to send a thank you letter to the Friends of Simsbury Farms.

6. **Financial Impact:**
The Friends of Simsbury Farms paid for the equipment, two water chillers valued at \$860.98 each or \$1,721.96 total, out of their own funds.
7. **Description of Documents Included with Submission:**
None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Stop & Shop Feed A Friend Donation

2. **Date of Board Meeting:** October 16, 2019

3. **Individual or Entity Making the Submission:**

Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community & Social Services Department *Maria E. Capriola*

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

If the Board of Selectmen supports the acceptance of the Stop & Shop Feed A Friend donation, the following motion is in order:

Move, effective October 16, 2019, to accept a donation from Stop & Shop in the amount of \$3,456.11 for the purpose of supporting our Cheese Day and Food Closet Programs.

5. **Summary of Submission:**

Stop & Shop solicits customer donations through its Feed-A-Friend Program. The donations will be used for our Cheese Day Program and Food Closet, which support residents in need.

Chapter 100 of our Code of Ordinances, "Gift Policy," Section 100-2 "Monetary Donations" states that no donation of more than \$1,500 may be accepted without Board of Selectmen approval. If the donation is accepted I will direct staff to send a thank you letter to Stop & Shop.

6. **Financial Impact:**

The Town has received a donation from Stop and Shop in the amount of \$3,456.11 to be used to support our Cheese Day Program and Food Closet. The funds would be deposited into a Social Services special revenue fund used for these programs.

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

None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Archdiocese of Hartford Donation
2. **Date of Board Meeting:** October 16, 2019
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 acceptance of the donation from the Archdiocese of Hartford, the following motion is in order:

Move, effective October 16, 2019 to accept a donation from the Archdiocese of Hartford in the amount of \$1,565 for the purpose of supporting our Food Closet Program.
5. **Summary of Submission:**
The Archdiocese of Hartford, Archbishop's Annual Appeal, has provided the town with a financial donation to support the Simsbury Food Closet which supports residents in need.

Chapter 100 of our Code of Ordinances, "Gift Policy," Section 100-2 "Monetary Donations" states that no donation of more than \$1,500 may be accepted without Board of Selectmen approval. If the donation is accepted I will direct staff to send a thank you letter to the Archdiocese of Hartford.
6. **Financial Impact:**
The Town has received a donation from the Archdiocese of Hartford in the amount of \$1,565 to be used to support our Food Closet. The funds would be deposited into a Social Services special revenue fund used for this program.
7. **Description of Documents Included with Submission:**
None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – Trinity Church
2019 Trunk or Treat Event
2. **Date of Board Meeting:** October 16, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community
Development *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the public gathering permit application as
presented, the following motion is in order:

*Move, effective October 16, 2019 to approve the public gathering application for Trinity
Church's 2019 Trunk or Treat event as presented and to authorize the issuance of the
public gathering permit.*
5. **Summary of Submission:**
The Public Gathering Committee has approved the application for Trinity Church's 2019
Trunk or Treat event. The event will be held on October 27, 2019 at the Tariffville
Green. The event will start at 1:00pm and end at 3:00 pm.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
a) Application, Map and Summary of Event



Town of Simsbury

933 HOPMEADOW STREET

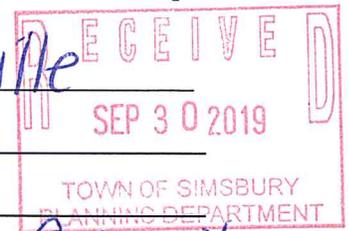
SIMSBURY, CONNECTICUT 06070

PUBLIC GATHERING PERMIT APPLICATION

A Public Gathering Permit (PGP) is required when a proposal is made for a gathering of a number of people on Town property which may cause questions or raise concerns regarding traffic circulation and access issues involving local or state roadways, public safety, or issues regarding a required Special Exception permit from the Zoning Commission.

Application should be completed in full, including original signatures, before submitting to the Zoning Enforcement Officer at the Simsbury Town Offices, Planning & Zoning Department, 933 Hopmeadow Street, Simsbury, Connecticut 06070. The application must be received in office at least **6 WEEKS** prior to the date of the proposed event. The Board of Selectmen has the final authority to approve or deny public gathering permit applications. The Town reserves the right to cancel an event that does not obtain complete approval, as specified herein.

Organization's Name: Trinity Church Tariffville
 Applicant's Name: Amanda Lavallee
 Mailing Address: 11 Church St
 Phone: 860.836.1629 Email: mandalavallee@gmail.com
 Event Location: Tariffville Green



Exact Date(s) of proposed Public Gathering: (MUST include all required "set up" and "tear down" time, as well as the actual dates of the Public Gathering.)

Exact Time(s)/Date Begin: 10/27 1pm End: 10/27 3pm

Number of people expected to be present for the event (incl. staff, volunteers, attendees): 100 max

- The Town of Simsbury reserves the right to limit the number of attendees. The maximum number of permitted attendees will be determined after consultation with the Town of Simsbury.

A Certificate of Insurance made out to the Applicant AND Town of Simsbury, evidencing coverage of \$1,000,000 in force for the duration of the event, must be submitted with this application. This Certificate of Insurance must include a hold harmless agreement for the Town.

TOWN OF SIMSBURY USE ONLY:

Fee Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Insurance Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Request Approved:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	MORE INFO: _____

Signature: _____ Date: _____

PLANNING & ZONING DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3245

Alcohol

- Does your event require a Special Exception? YES NO
- Has the Zoning Commission approved a S.E.? YES NO
- Have you obtained a State of CT liquor license? YES NO

Signage

- Will your event require temporary signs? YES NO
 - No signage may be erected without written permission granted from the Zoning Enforcement Officer
- Has your organization secured permits for such? YES NO

Attachments:

Site Map

- The site plan/map of the proposed Public Gathering should be to-scale and show exactly:
 - Layout of the Event (tents, booths/vendors, rides, aisles, etc.)
 - Location of Lighting
 - Parking Layout

FARMINGTON VALLEY HEALTH DISTRICT
95 RIVER ROAD, CANTON, CT 06019

www.fvhd.org
860-352-2333

If food will be prepared or dispensed at your event, you must obtain a Temporary Food Permit from Farmington Valley Health District.

Has a Temporary Food Permit been secured? YES NO

<http://www.fvhd.org/food-protection1.html>

BUILDING DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent:

YES NO CAPACITY: _____
OPEN SIDES ENCLOSED
SQUARE FOOTAGE: _____

- Tents may require a Building Permit, depending on square footage, capacity, enclosure (or not), and if there will be heat and/or electrical. You should contact the Building Official to determine if a permit will be necessary.

Does your event require electrical access? YES NO

- Will you be utilizing portable generators? YES NO

FIRE MARSHAL
871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION

64 WEST STREET, SIMSBURY, CT 06070

860-658-7213

Will there be any athletic competitions or other activity/activities that could increase the likelihood of injury or illness? YES NO

Will the attendance be equal to or greater than 5000? YES NO NUMBER: _____

Attendance will be:

STAGGERED OVER COURSE OF EVENT AT A SPECIFIC TIME TIME: _____

CULTURE, PARKS & RECREATION

100 OLD FARMS ROAD, SIMSBURY, CT 06070

860-658-3836

Are you serving food? YES NO
• If so, trash recycling barrels are required at Permittee's expense

Will you require any special field lining or set up? YES NO

Do you intend to use "staked" tents on athletic fields? YES NO

Will athletic field lighting be necessary? YES NO

Have you provided a parking plan on your site map? YES NO

Portable toilets must be provided at the rate of 1 toilet per 50 patrons, at the Permittee's expense.

• ATTENDANCE: _____ / 50 = _____ PORTABLE TOILETS REQUIRED

**Public Gathering Permit
Required Declaration**

I declare that the information provided on this application is true and correct to the best of my knowledge and belief. I understand that if the information I have provided is a misrepresentation of the actual event, or that the actual event digresses in a manner from the approved permit, that the permit will be revoked.

Applicant's Name (Printed): Amanda Lavallee

Applicant's Signature: A Lavallee

Date Signed: 9/30/2019



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/25/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Beecher Carlson Insurance Services 6 Concourse Parkway, Suite 2300 Atlanta, GA 30328 www.beechercarlson.com	CONTACT NAME: Lynda Volpe PHONE (A/C, No, Ext): 646-740-6217 E-MAIL ADDRESS: lvolpe@beechercarlson.com	FAX (A/C, No):	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED The Episcopal Dioceses of Connecticut 290 Pratt Street Meriden CT 06450	INSURER A: Great American Insurance Company		16691
	INSURER B: Hartford Insurance Company		19682
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER: 51357749

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GLP 2982212 00	12/31/2018	12/31/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			CAP 2982213 00	12/31/2018	12/31/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			UMB 2982214 00	12/31/2018	12/31/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	08WBAA9HK3	12/31/2018	12/31/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Event: Trunk or Treat to be held on October 27, 2019 - Location: The Tariffville Green
 The certificate holder is included as additional Insured as required by contract.

CERTIFICATE HOLDER**CANCELLATION**

Trinity Episcopal Church 11 Church Street Tariffville CT 06081	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Beecher Carlson Insurance Services, LLC</i> Beecher Carlson Insurance Services, LLC
--	---

© 1988-2015 ACORD CORPORATION. All rights reserved.



ADDITIONAL REMARKS SCHEDULE

AGENCY Beecher Carlson Insurance Services		NAMED INSURED The Episcopal Dioceses of Connecticut 290 Pratt Street Meriden CT 06450	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability (03/16)

HOLDER: Trinity Episcopal Church

ADDRESS: 11 Church Street Tariffville CT 06081

Property 15% of Primary \$20M Allied World Assurance Co.
 Property 25% of Primary \$20M Steadfast Insurance Company
 Property 25% of Primary \$20M Endurance American Specialty Insurance Co.
 Property 10% of Primary \$20M Ironshore Specialty Insurance Company
 Property 15% of Primary \$20M Lloyd's of London (Velocity Underwriters)
 Property 10% of Primary \$20M Hallmark Insurance Company
 Property 100% of \$55M xs \$20M Homeland Insurance Company of New York
 Flood High-Hazard Flood Lloyd's of London
 Machinery Standalone B&M Travelers Property Casualty Co. of America
 Terrorism Standalone Terrorism Lloyd's of London (Ironshore Lead)



Imagery ©2019 Google, Map data ©2019, Map data ©2019 20 ft

□ - Car Placement for Trunk or
Treat



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Revisions to Library Job Descriptions

2. **Date of Board Meeting:** October 16, 2019

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 Library job description changes as presented, the following motion is in order:

Move effective, October 16, 2019 to approve the proposed modifications to the job descriptions for the Library Technical Assistant and Library Technician positions as presented.

5. **Summary of Submission:**

Attached please find proposed changes to the existing job descriptions for the Library Technical Assistant and Library Technician positions. The proposed modifications update language and tasks to reflect current practices and terminology. The Library Director and Head of Borrowing and Technical Services were involved in preparing the revisions.

These positions are represented by the CSEA Secretarial, Clerical & Library union; the union is in concurrence with the proposed job description revisions. However, the union has requested that the Town not regularly schedule employees in these positions for circulation desk work no more than four hours per month unless exigent circumstances arise. Management is amenable to that request, and a memorandum of agreement (MOA) to that affect would be executed should these job description changes be approved by the Board of Selectmen.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed job descriptions to the Board of Selectmen for review and approval. Excerpted Charter language reads:

"...the Town Manager shall cause to have prepared a statement of the duties and responsibilities of each position in the Town service and of the minimum qualifications for appointment to such position. The statement so prepared shall become effective upon the approval by resolution of the Board of Selectmen and may be amended, upon recommendation of the Town Manager, by resolution of the Board."

The Personnel Sub-Committee reviewed this proposal at their September 12, 2019 meeting and voted to endorse the job descriptions as presented.

6. Financial Impact:

None. There are no proposed changes to the pay range for either position at this time.

7. Description of Documents Included with Submission:

- a) Proposed Job Description Revision– Library Technical Assistant
- b) Proposed Job Description Revision – Library Technician

LIBRARY TECHNICAL ASSISTANT (FT)

Grade T-5

Position Definition:

Under the direct supervision of the Head of Borrowing & Technical Services and the general supervision of the Library Director, the Library Technical Assistant is responsible for ordering, receiving, cataloging, and processing new library materials and records, as well as updating and discarding existing library materials and records. The Library Technical Assistant maintains accounting records related to acquisitions activities, monitors materials budgets, and assists with maintenance of the Library's bibliographic database.

Essential Duties:

- Orders library materials selected by librarians
- Searches for bibliographic information against library files and catalogs, and checks for duplicates
- Receives, unpacks and checks in library materials
- Accurately creates, reviews, edits and imports bibliographic and item records for materials according to established guidelines
- Creates spine labels and book plates for materials
- Coordinates with Pages and volunteers, as directed by the Head of Borrowing & Technical Services, to process library materials, and takes on Page duties, as necessary
- Updates and corrects bibliographic and item records, information and labels
- Processes withdrawn materials
- Ensures the orderly flow of materials from the Technical Services department to other library departments
- Maintains records of materials orders and expenditures
- Creates purchase orders for Town accounting and works closely with Library Administrative Assistant to resolve matters related to acquisitions invoices or purchase orders
- Corresponds with vendors regarding materials orders, returns and accounts
- Identifies, collects, interprets and presents statistics as needed
- Checks in, claims, catalogs and processes periodicals
- Keeps informed of current consortium policies, procedures and practices
- Keeps informed of current Library policies, procedures and practices
- Respects the facility and work environment by keeping work area neat and reporting maintenance issues promptly and appropriately
- Performs other duties as assigned

Additional Duties:

- Assists in other departments as needed, including periodic circulation desk shifts
- Participates in department-wide planning and implementation of new policies and procedures
- Suggests innovations and generates ideas for improving workflows and creating efficiencies
- Assists with developing training and procedural documentation for department

Required Knowledge, Skills and Abilities:

- Knowledge of copy cataloging and data entry
- Ability to work cooperatively and interact effectively with staff, supervisors, vendors and patrons
- Demonstrated attention to detail
- Demonstrated technology literacy and competency; proficiency with Integrated Library System, Sierra, highly desirable
- Proficiency with Microsoft Windows operating system and Microsoft Office Suite, including Excel
- Ability to interpret and follow a variety of instructions in oral and written format
- Ability to meet project deadlines and demonstrate decision-making, organizational and problem-solving skills
- Positive and enthusiastic approach to library technical services
- Ability to perform basic mathematical computations
- Ability to alphabetize correctly and to understand numerical arrangements utilizing the Dewey Decimal System
- Ability to work independently with minimal supervision

Required Physical and Mental Effort and Environmental Conditions:

- Ability to lift books and other materials, weighing up to twenty-five (25) pounds, from shelves ranging from 6" to 8' from the floor and return them to their proper place(s)
- Ability to bend, reach and crouch to shelve and retrieve materials and to push and pull carts loaded with materials
- Ability to use a PC terminal, laptop or tablet for extended periods of time
- Ability to read fine print materials
- Ability to work in office and public settings subject to continuous interruptions and background noises
- Ability to be flexible and adapt in a fast paced, complex and changing environment
- Ability to move throughout the Library and other Town sites
- Ability to represent the Library in the community and at public gatherings and speak to public groups
- Ability to work evenings and weekends

Required Minimum Qualifications

Library Technical Assistant (LTA) degree, Bachelor's degree, Associate degree or comparable knowledge gained through at least one year of library technical service experience.

License or Certificate:

Motor Vehicle Operator's License

State certification as LTA in lieu of formal education is acceptable

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Explanation of Updates

Updates That Reflect Current Practices (Yellow)

Position definition:

- Reflected reporting structure with new position, Head of Borrowing & Technical Services.
- Made it clearer that position is focused on ordering and processing new materials and records, as well as processing materials and records that are already in the collection.
- Added “assists with maintenance of the Library’s bibliographic database” because position already contributes to this through processing records, and it’s important to tie this position’s work with our department’s overall responsibility for the integrity of the database.

Essential duties:

- The former description enumerated certain specific aspects of ordering, receiving, cataloging, and processing materials, while the current one aims to summarize those main responsibilities without referencing materials or processes that may change or cease to exist (i.e. giving order printouts to Technician and Co-op items, for example). Those relevant aspects of the former description were brought together under the first 8 bullet points that summarize the major areas of responsibility; they were reordered to reflect the logical workflow of those activities; and they culminate with a ninth “orderly flow of materials” bullet point to reflect how this position currently ushers materials, new and existing, that other Library departments are expecting.
- The former description did not enumerate this, but this position currently corresponds with acquisitions vendors regarding orders, returns and accounts. The former description alludes to this work in the required skills section though: “ability to work....with staff, supervisors, vendors and customers.”
- The former description alludes to statistics-keeping (i.e. “records adds and deletes,” for example), but the current one aims to make a summarizing bullet point about statistics to accommodate acquisitions-related statistics that may be relevant. Add and deletes, for example, are now calculated automatically through systems reports that the Technician creates, but in the library field, a Technical or Acquisitions Assistant may be asked, for instance, to identify the number of items in the collection that use a certain call number prefix so we can evaluate whether to pursue a project to update them.
- The former description did not enumerate keeping informed with library and consortium policies, but it is inherent to the work currently being performed by this position and essential for successful completion of the major responsibilities.
- The former description did not enumerate contributing to the continual improvement of the department and the Library, but is inherent to the work currently being performed by this position and essential in a field that is constantly changing.

Updates That Reflect Current Practices, but also Include New Aspects (Green)

Essential duties: Checks in, claims, catalogs and processes periodicals

- The former description included entering periodicals into the database (catalogs) and the current position partially physically processes periodicals, but the current one aims to include

the full scope of periodical processing. The current processing configuration needs to be streamlined to reduce the number of staff involved and thereby reduce the amount of time it takes to get magazines on the shelves. In the library field, typically one person oversees the periodical processing, rather than our current two. The new pieces in this description are checking-in and claiming periodicals, which represents a relatively small addition of work; cataloging is the more arduous aspect of periodical processing and was already reflected in the former description.

Additional duties: Assists in other departments as needed, including periodic circulation desk shifts

- The former description includes substituting “in emergencies.” But since we so infrequently have “emergencies,” the technical services staff are not often called to cover the desk and therefore don’t gain enough experience to adequately provide front line services when they are called upon. Periodic shifts would help to keep their frontline service skills fresh and would serve to help cover the desk during times when part-time Library Services Assistants aren’t able, giving the Library more flexibility to ensure the desk is covered.
- In the library field, library resource management is a spectrum of activities, from ordering, to cataloging and processing, to circulating. Each activity is connected to the others: if a book doesn’t have a proper sticker from the processing phase, it doesn’t get shelved correctly in the circulating phase, for instance. Because Borrowing and Technical Services are so closely related, it is common for technical services staff to work a shift on the circulation desk so they can gain an understanding of those connections and how their work in the backend practically affects the frontend. It also helps to highlight the needs of patrons, how they use the catalog and look for resources, etc., which in turns informs the practices of the backend.

Updates That Reflect New Responsibilities (Red)

Position definition: maintains accounting records related to acquisitions activities, monitors materials budgets / Essential duties: Creates purchase orders for Town accounting and works closely with Library Administrative Assistant to resolve matters related to acquisitions invoices or purchase orders

- While this position has kept paper copies of vendor invoices and brought them to the Admin Secretary for payment, the Town’s finance system and process requirements, as well as best practices in library resource management, require that this position maintain digital records of orders (i.e. maintain a spreadsheet of order information) and assist with PO creation in FinancePlus.
- In the library field, keeping track of orders and monies spent is normally part of an “Acquisitions Assistant” position. This position would not be responsible for the materials budget, but would monitor and be aware of expenditures to recognize the connection of this position’s functions to the Library’s budget.

LIBRARY TECHNICIAN (FT)

Grade T-6

Position Definition:

Under the direct supervision of the Head of Borrowing & Technical Services and the general supervision of the Library Director, the Library Technician is responsible for coordinating the ordering, receiving, cataloging, and processing of new library materials and records, as well as the updating and discarding of existing library materials and records. The Library Technician administers the integrated library system, produces statistical reports, oversees the maintenance of accounting records related to acquisitions activities, and maintains the Library's bibliographic database.

Essential Duties:

- Orders library materials selected by librarians
- Searches for bibliographic information against library files and catalogs, and checks for duplicates
- Receives, unpacks and checks in library materials in collaboration with Library Technical Assistant
- Accurately creates, reviews, edits and imports bibliographic and item records for print and electronic materials, as well as audiovisual materials and special equipment, according to established guidelines
- Coordinates with Pages and volunteers, as directed by the Head of Borrowing & Technical Services, to process library materials, and takes on Page and Library Technical Assistant duties, as necessary
- Ensures the accuracy of bibliographic and item records created and materials processed by the Library Technical Assistant
- Processes withdrawn materials in collaboration with Library Technical Assistant
- Creates statistical reports regarding library materials, technical services, and library systems
- Administers, maintains, and troubleshoots the integrated library system and circulation equipment, and provides system and equipment support to library staff
- Corresponds with vendors, consortium staff, and Town IT staff regarding the Library's integrated library system, circulation equipment, and technology, and arranges for maintenance, upgrades, and repair services, as needed
- Maintains records of material orders and expenditures in collaboration with Library Technical Assistant
- Creates purchase orders for Town accounting in collaboration with Library Technical Assistant
- Orders technical services supplies
- Keeps informed of current consortium policies, procedures and practices
- Keeps informed of current Library policies, procedures and practices
- Respects the facility and work environment by keeping work area neat and reporting maintenance issues promptly and appropriately
- Performs other duties as assigned

Additional Duties:

- Act as liaison to consortium regarding bibliographic services, as directed by the Head of Borrowing & Technical Services
- Investigates and evaluates new library systems and equipment, as directed by the Head of Borrowing & Technical Services
- Assists in other departments as needed, including periodic circulation desk shifts
- Participates in department-wide planning and implementation of new policies and procedures
- Suggests innovations and generates ideas for improving workflows and creating efficiencies
- Assists with developing training and procedural documentation for department

Required Knowledge, Skills and Abilities:

- Knowledge of original and copy cataloging and data entry
- Demonstrated knowledge of and proficiency with integrated library systems; experience with Sierra highly desirable
- Demonstrated technology literacy and competency; experience with troubleshooting library systems and equipment highly desirable
- Ability to instruct staff in library system and equipment use
- Ability to work cooperatively and interact effectively with staff, supervisors, vendors and patrons
- Demonstrated attention to detail
- Proficiency with Microsoft Windows operating system and Microsoft Office Suite, including Excel
- Ability to interpret and follow a variety of instructions in oral and written format
- Ability to meet project deadlines and demonstrate decision-making, organizational and problem-solving skills
- Positive and enthusiastic approach to library technical services
- Ability to perform basic mathematical computations
- Ability to alphabetize correctly and to understand numerical arrangements utilizing the Dewey Decimal System
- Ability to work independently with minimal supervision

Required Physical and Mental Effort and Environmental Conditions:

- Ability to lift books and other materials, weighing up to twenty-five (25) pounds, from shelves ranging from 6" to 8' from the floor and return them to their proper place(s)
- Ability to bend, reach and crouch to shelve and retrieve materials and to push and pull carts loaded with materials
- Ability to use a PC terminal, laptop or tablet for extended periods of time
- Ability to read fine print materials
- Ability to work in office and public settings subject to continuous interruptions and background noises
- Ability to be flexible and adapt in a fast paced, complex and changing environment
- Ability to move throughout the Library and other Town sites

- Ability to represent the Library in the community and at public gatherings and speak to public groups
- Ability to work evenings and weekends

Required Minimum Qualifications

Library Technical Assistant (LTA) degree, Bachelor's degree, Associate degree or comparable knowledge gained through at least three (3) years of library technical service experience.

License or Certificate:

Motor Vehicle Operator's License

State certification as LTA in lieu of formal education is acceptable

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

DRAFT

Explanation of Updates

Updates That Reflect Current Practices (Yellow)

Position definition:

- Reflected reporting structure with new position, Head of Borrowing & Technical Services.
- Made it clearer what activities constitute “life cycle of library materials.”
- Added administering ILS and statistical reporting, which are job functions listed under Technology Support/Other and Reports, respectively, of the former description, to reflect current focus of position; updated language to reflect current industry terminology.
- Added “maintains the Library’s bibliographic database,” which is a job function listed under Other in the former description, to reflect the importance of this position’s work in relation to the department’s overall responsibility for the integrity of the database.

Essential duties:

- The former description enumerated certain specific aspects of cataloging and processing materials, while the current one aims to summarize those main responsibilities without referencing materials or processes that may change or cease to exist (i.e. Library Digital Assistant and apps for a mobile catalog, for example) and to reflect that this position also orders and receives materials, in collaboration with the Library Technical Assistant (LTA). Those relevant aspects of the former description were brought together under the first 5 bullet points; they were reordered to reflect the logical workflow of those activities; and they culminate with ensuring the accuracy of the LTA’s work and processing withdrawn materials to reflect how this position currently coordinates the lifecycle of materials in collaboration with the LTA.
- The former description included a section Reports, while the current one aims to summarize statistical reporting activities in one bullet point.
- The former description enumerated certain specific aspects of technology support and system maintenance, while this current one aims to summarize these activities in one bullet point.
- The former description enumerates various kinds of communications with vendors and staff, while the current one aims to summarize these activities in one bullet point.
- The former description enumerates various kinds of specific materials ordered by this position, while the current one aims to summarize these activities in one bullet point.
- The former description did not enumerate keeping informed with library and consortium policies, but it is inherent to the work currently being performed by this position and essential for successful completion of the major responsibilities.
- The former description did not enumerate contributing to the continual improvement of the department and the Library, but is inherent to the work currently being performed by this position and essential in a field that is constantly changing.

Updates That Reflect Current Practices, but also Include New Aspects (Green)

Position Definition: oversees the maintenance of accounting records related to acquisitions activities /

Essential duties: Maintains records of material orders and expenditures in collaboration with Library Technical Assistant

- The former description enumerated certain fund tracking in the Monthly Fund Tracking section, while the current one aims to reflect the current practice of tracking all funds and to realign that work as a collaborative process with the LTA.

Additional duties: Assists in other departments as needed, including periodic circulation desk shifts

- The former description includes “takes on the work of other Support Services staff when needed due to illness or vacation.” But since we so infrequently have such “emergencies,” the technical services staff are not often called to cover the desk and therefore don’t gain enough experience to adequately provide front line services when they are called upon. Periodic shifts would help to keep their frontline service skills fresh and would serve to help cover the desk during times when part-time Library Services Assistants aren’t able, giving the Library more flexibility to ensure the desk is covered.
- In the library field, library resource management is a spectrum of activities, from ordering, to cataloging and processing, to circulating. Each activity is connected to the others: if a book doesn’t have a proper sticker from the processing phase, it doesn’t get shelved correctly in the circulating phase, for instance. Because Borrowing and Technical Services are so closely related, it is common for technical services staff to work a shift on the circulation desk so they can gain an understanding of those connections and how their work in the backend practically affects the frontend. It also helps to highlight the needs of patrons, how they use the catalog and look for resources, etc., which in turns informs the practices of the backend.

Updates That Reflect New Responsibilities (Red)

Essential duties: Creates purchase orders for Town accounting in collaboration with Library Technical Assistant

- While this position has tracked acquisitions spending, the Town’s finance system and process requirements, as well as best practices in library resource management, require that this position maintain digital records of orders (i.e. maintain a spreadsheet of order information) and assist with PO creation in FinancePlus.
- In the library field, keeping track of orders and monies spent is normally part of an “Acquisitions Assistant” position, so in the same way that the LTA does the bulk of ordering and processing and this position supports and oversees that lifecycle, the LTA would do the bulk of PO creation with oversight and collaboration provided by this position.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Contract Amendment and Extension for Eastside of Barndoor Hills Road (Agriculture/Ground License)

2. **Date of Board Meeting:** October 16, 2019

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Jerome F. Shea, Town Engineer

Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports amending and extending the license agreement between Daren P. Hall and the Town of Simsbury, the following motion is in order:

Move, effective October 16, 2019 to amend and extend the license agreement between Daren P. Hall and the Town of Simsbury for 17 acres of land for agricultural use and the storage of produce in an existing town own barn located on Parcel ID E042070011 (aka the "Barndoor Hills Triangle").

5. **Summary of Submission:**
The Licensee, Daren P. Hall, or a member of his family has held a license to farm 17 acres of town owned land on Barndoor Hills Road for many years. He has recently requested that he be allowed to store produce harvested from the 17 acres in an existing town-owned barn on an adjoining parcel of town-owned land. Staff has reviewed the request and believes the request is reasonable with some limitations on the use of the barn that have articulated in the license agreement. In consideration that this storage of produce may be required beyond the current expiration of the license agreement, we are also recommending the license be extended for an additional calendar year through December 31, 2020. Mr. Hall has been a good steward of the land for the past 4 years.

The condition of the barn has been reviewed by the Building Official and he has determined that it would be suitable for the storage of produce with some minor repairs to the structure. These repairs are to be completed by the Licensee as a condition of the license amendment. The barn has not been actively used for farming for several years.

The Town Attorney has reviewed and approved the attached proposed contract extension as to form. Mr. Hall finds the proposed amendment requirements acceptable.

6. Financial Impact:

There are no financial impacts as result of the amendment to the current license. Fees for the license for the 2020 calendar year are recommended to remain at the current rate of sixty dollars (\$60.00) per acre.

7. Description of Documents Included with Submission:

- a) Letter from Daren Hall, re: Requesting that Permission be Granted to Utilize the Existing Town Owned Barn, dated August 22, 2019
- b) Proposed Third Amendment to Ground License between Daren P. Hall and the Town of Simsbury

To whom it may concern
I am Darcin Hall of The Georgethall farm
on old farms sinisbury I would like
To use The Barn that is
located at The corner of firetour
and Barn door Hills Rd. for
The storage of crops during
The harvest season and equipment
~~Storage~~ storage during the non
growing portion of the year
+ would this be something
that we could add to
my lease of property east
of Barn door Hills Rd

Thank you

8-22-19

Daren Hall
860 202 4820

TOWN OF SIMSBURY
THIRD AMENDMENT TO GROUND LICENSE

THIS THIRD AMENDMENT TO FARM LAND GROUND LICENSE (hereinafter referred to as the “License”), made and entered into on the date hereinafter set forth by and between the TOWN OF SIMSBURY, a municipal corporation having its address at 933 Hopmeadow Street, Simsbury, Connecticut (hereinafter, the “Licensor”), and Daren P. Hall, dba George Hall Farm, 37 Pine Acres Drive, Canton, Connecticut (hereinafter, the “Licensee”).

W I T N E S S E T H:

That for and in consideration of the fees, covenants and agreements hereinafter reserved and contained, the Licensor and Licensee hereby agree as follows:

1. Term and Options to Extend or Renew

Paragraph 4 of the Ground License is deleted in its entirety and the following is substituted in lieu thereof.

- a. The Effective Date of this License shall be October 18, 2019.
- b. The term of this License shall be until December 31, 2020, unless extended by mutual consent of the parties upon written notice given by the Licensee on or before November 15, 2020 of a request to extend the term for one year to December 31, 2021.
- c. The premises included in this amended license shall be expanded to include access to and use of a portion of the existing barn located on the Parcel ID E042070011 (aka as the “Barndoor Hills Triangle”, hereinafter referred to as the “Barn”), subject to the following limitations:
 1. The Barn will only be used for storage of produce from the farming of the existing license area. Storage of agricultural chemicals or mechanical equipment of any kind is prohibited.
 2. Minor repairs to the barn shall be completed by the Licensee prior to the 2019 winter season as directed by the Building Official.
 3. To the fullest extent permitted by law, the Licensee will defend, indemnify and hold harmless the Town of Simsbury from and against all claims, loss, bodily injury and property damage that arises from or is alleged to arise from this agreement and use of the Barn, in addition to any prior indemnification provisions in original license agreement and all subsequent amendments.
 4. Licensee shall provide coverage for any contents and personal property in the Barn; Simsbury will not provide coverage for Hall’s contents and property on premises.

5. Licensee will name the Town as additional insured on its insurance policy as it pertains to the use of the Barn.”

2. All other terms and conditions of the January 29th, 2016 Ground License not amended herein are incorporated herein and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this License this ____ day of October, 2019.

Signed, sealed and delivered
In the presence of:

LICENSOR:
TOWN OF SIMSBURY

By: _____
Maria E. Capriola
Town Manager

LICENSEE:
DAREN P. HALL

By: _____
Daren P. Hall



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Eversource Energy Permanent Access Easement – §8-24 Referral
2. **Date of Board Meeting:** October 16, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Jerome F. Shea, Town Engineer
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**

In order to proceed with consideration of the proposed access easement, an §8-24 referral to the Planning Commission is needed. As a result, the following motion is in order:

Move, effective October 16, 2019 to refer the disposition of property for a permanent access road easement owned by the Town of Simsbury to the Connecticut Light and Power Company d/b/a Eversource Energy for the purposes of accessing their existing right of way on the east side of Ryan Circle and Hunting Ridge Road on Parcel ID 109 106 000 to the Planning Commission in accordance with requirements under Section §8-24 of the Connecticut General Statutes.

5. **Summary of Submission:**

Eversource Energy has requested a permanent access road easement from the Town of Simsbury for future inspections, vegetation management and future capital upgrades required for their existing electrical transmission lines and support structures. These structures are currently not accessible from the existing Eversource right of way due to the setback of the Eversource right of way from the public roadway and challenging terrain from their current access off Wintonbury Road to the north. In 2018, the Board of Selectmen authorized the Town Manager to enter into a temporary access road easement with Eversource for a specific project to upgrade their transmission structures. This project is now complete and there were no major complaints received from the neighborhood as a result of the project or access from the temporary access area.

Eversource is now seeking (the same) permanent access to their structures through the town owned open space parcel located east of Ryan Circle and west of Penwood State Forest. This open space parcel is contiguous to another town open space parcel and a state park. As part of the permit easement, Eversource will have the right to cut and remove trees, brush, rocks, and other obstructions within the permanent access road easement area and to fill depressions or roughly grade the surface of the access road area for the purpose of exercising the rights herein. No electric transmission facilities or

other permanent structures will be constructed on the permanent access area. Eversource will also provide reasonable advance notice prior to the use of the access road for inspections, vegetation management and road maintenance activities. To minimize the impact on abutters, we have requested that access over town property be restricted to the hours of 8:00 am – 6:00 pm Monday to Friday for any extensive work. In the event of an emergency, Eversource would be allowed to use the access road at any time. Eversource has also agreed to install a security gate at the permanent access location that allows for pedestrian access but not vehicular access. Eversource also has agreed to make a contribution of \$20,000 to the Town of Simsbury.

The Town Attorney has reviewed and approved the attached permanent access road easement document. The Board of Selectmen may also want to consider a referral to the Open Space Committee and/or Conservation Commission. An §8-24 referral to the Planning Commission is needed; based on their meeting schedule, we would likely bring this matter back before the Board of Selectmen in November.

6. Financial Impact:

Eversource has agreed to provide a \$20,000 contribution as part of the permanent access road easement. I would recommend that the \$20,000 contribution be deposited in the Open Space maintenance account for future open space needs.

7. Description of Documents Included with Submission:

a) Proposed Permanent Road Easement with Attachments

Return Original To:
Eversource Energy Legal Dept.
107 Selden Street
Berlin, CT 06037
Attn: Brian Alicea

PERMANENT ACCESS ROAD EASEMENT

We, Town of Simsbury, with an address at 933 Hopmeadow Street, Simsbury, CT (the “Grantor”), for valuable consideration, receipt and sufficiency of which is hereby acknowledged, hereby grant(s) to The Connecticut Light and Power Company d/b/a Eversource Energy, a specially chartered Connecticut corporation having its office in Berlin, Connecticut, its successors and assigns forever (the “Grantee”), the following permanent, and, except to the extent hereinafter specifically set forth, exclusive rights and easements in the right of way described in Exhibit A attached hereto and made a part hereof (the “Access Area”) located in the Town of Simsbury, County of Hartford, State of Connecticut, for purposes of constructing and utilizing an access road to access the Grantee’s electric transmission facility Easement located on property off Ryan Circle, Simsbury, Connecticut.

The Grantee shall have the right to cut and remove trees, brush, rocks, and other obstructions within and/or extending into the Access Area, fill depressions, roughly grade the surface of and, at the Grantee’s sole option, lay down crushed stone or other material for sub-base and/or crushed stone or gravel for top surface in the Access Area for the purpose of constructing an access road. The Grantee shall have all other rights and benefits necessary or convenient for the full enjoyment or use of the rights and easements herein granted, including but not limited to the right to enter upon, travel and transport materials and equipment over and upon the Access Area.

The Grantor hereby reserves the right to use the Access Area for any purposes that, in the opinion of the Grantee, (i) do not interfere with the exercise of any of the rights and/or easements herein granted and (ii) do not create a hazard.

The Grantor, by its granting of said easements and rights, and the Grantee, by its acceptance of same, hereby acknowledge, covenant and agree for themselves and their respective heirs, successors and assigns as follows:

- (a) the easements and other rights granted herein are intended to be permanent rights and easements for the benefit of Grantee, its successors and assigns, and are to be fully apportionable and fully assignable or transferable, all or in part, without the need of any consent of the Grantor or the Grantor’s heirs, successors and assigns;
- (b) the Grantor shall not erect any building or structure on, place or store any materials on, obstruct, grade, excavate, fill or flood the Access Area, or otherwise use the Access Area in any manner that, in the opinion of the Grantee (i) may interfere with the exercise of any of the rights and/or easements herein granted to Grantee and/or (ii) may create a hazard;

(c) no cessation of use of all or any portion of said easements or rights or of the Access Area by Grantee shall be deemed an abandonment thereof resulting in the termination of any aspect of the easements and/or rights or of the Access Area, unless the holder of same at the time of such cessation of use or operation releases, in a written instrument in recordable form, its rights in such easements and rights or in the Access Area;

(d) the Grantor shall not convey any new or additional easements to any third parties within or across the Access Area that may, in the opinion of the Grantee, (i) interfere with the exercise of any of the rights and/or easements granted herein without the Grantee's prior review and consent, and/or (ii) create a hazard; and

(e) Grantor reserves the right to relocate the Access Area, at Grantor's sole cost and expense, provided that (i) such relocation does not increase the time, expense, or difficulty of access as that permitted in and over the original Access Area; (ii) at least thirty (30) days prior to any proposed relocation Grantor submits written plans and drawings to the Grantee for its review and approval; and (iii) Grantor obtains the prior written approval of Grantee to any proposed relocation, which approval will not be unreasonably withheld or delayed.

(f) Once this Access Road Easement is signed, you agree that Grantee, and its duly authorized agents, contractors, and consultants, will provide reasonable advance notice prior to using the access road, by telephone, email or other acceptable means to the extent possible and shall have access to the access road to carry out the following activities on the transmission line right-of-way and/or the Access Area: inspections, vegetation management and road maintenance as necessary. If more extensive work is required within the transmission line right-of-way and/or the Access Area, Grantee agrees to limit its use of the access road to normal business hours (i.e., 8:00 am to 6:00 pm) Monday-Friday, except in the event of an emergency, during which event Grantee shall be allowed to use the access road at any time during the emergency. All such emergencies shall be determined at the sole reasonable discretion of Grantee.

Contact:

Maria E. Capriola
Town Manager
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070
860-658-3230

The words "Grantor" and "Grantee" in this instrument are intended, where the context requires or permits or is appropriate to include the plural number as well as the singular and their heirs, executors, administrators, successors and assigns.

TO HAVE AND TO HOLD the above granted and bargained rights and easements unto it, the said Grantee, its successors and assigns, forever.

IN WITNESS WHEREOF the Grantor, intending to be legally bound hereby, has duly executed this Access Road Easement on this the ____ day of _____, 2019.

Signed and witnessed in the presence of:

Town of Simsbury

Witness 1 _____
Print Name:

By: Maria Capriola
Its: Town Manager

Witness 2 _____
Print Name:

ACKNOWLEDGEMENT

STATE OF CONNECTICUT

ss: SIMSBURY

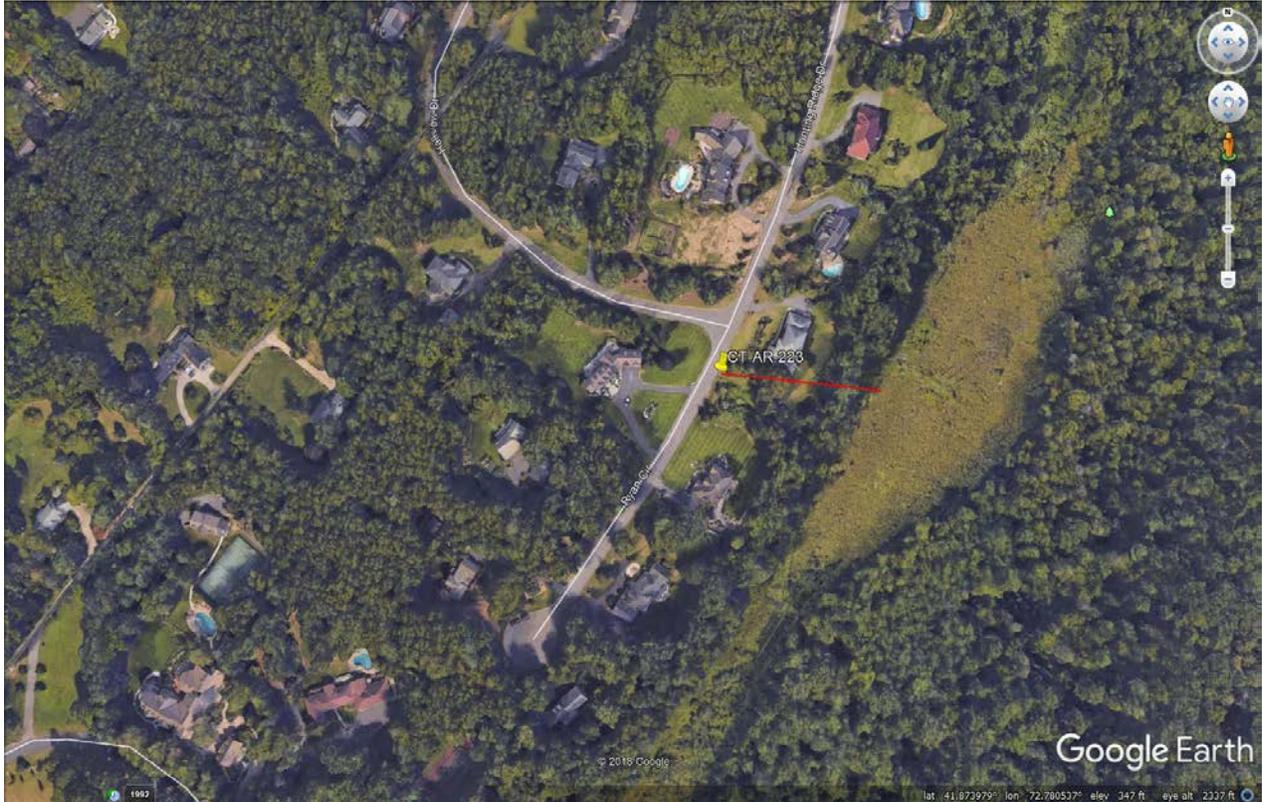
COUNTY OF HARTFORD

On this the ____ day of _____, 2019, before me, the undersigned officer, personally appeared Maria Capriola, who has proven to me with proper identification and/or through personal knowledge to be the person whose name is subscribed on the preceding or attached document, and acknowledged that she signed it voluntarily and of her free will and deed and in her capacity as the Town Manager for the Town of Simsbury for its stated purpose.

In witness whereof, I hereunto set my hand and official seal.

Commissioner of the Superior Court
Notary Public -- My Commission Expires: _____

Exhibit A
Map or Description of Access Area





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Chris Kelly from the Retirement Plan Sub-Committee
2. **Date of Board Meeting:** October 16, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*

4. **Action Requested of the Board of Selectmen:**
The following motion is in order:

Move to accept the resignation of Chris Kelly (D) as a member of the Retirement Plan Sub-Committee retroactive to October 8, 2019.

5. **Summary of Submission:**
Deputy First Selectman Chris Kelly has informed the First Selectman and the Town Manager's Office that he is resigning from the Retirement Plan Sub-Committee. Deputy First Selectman Kelly's term was set to expire on December 2, 2019; the person ultimately appointed to fill his vacancy will have the same expiration date.

Due to the make-up of the Retirement Plan Sub-Committee and minority party representation requirements, the Board of Selectmen member appointed to fill the term must be a Democrat.

6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
a) Resignation Submission from Chris Kelly, dated October 8, 2019

Christopher Kelly
10 East Tomstead Road
Simsbury, Ct. 06070

October 8, 2019

Eric Wellman
First Selectperson
Town of Simsbury, Connecticut

Eric

This is a formal notification that I am resigning from the Retirement Plan Subcommittee effective October 8, 2019.

Although it is one of my favorite committee assignments, I am currently seeking employment in the financial services industry. It is possible that in this process I would network with a company that either currently or in the future provides services to Simsbury associated with our pension and benefits administration. Resigning from the committee eliminates any potential conflicts of interest.

Respectfully

Chris Kelly



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Joe Buda as the Simsbury Representative to the Central Regional Tourism District Board of Directors
2. **Date of Board Meeting:** October 16, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*

4. **Action Requested of the Board of Selectmen:**
The following motion is in order:

Move to accept the resignation of Joe Buda (D) as the Simsbury Representative to the Central Regional Tourism District Board of Directors retroactive to September 20, 2019.

5. **Summary of Submission:**

Joe Buda has informed the town that he is resigning as the Simsbury representative to the Central Regional Tourism District Board of Directors.

The Central Regional Tourism District, Inc. represents 65 towns and cities including Simsbury by state statute. According to their enabling legislation, each Board of Selectmen, Board of Aldermen or City Council in each of the 65 towns represented may appoint one representative to serve on the Bureau's Board of Directors. The appointment is typically for a three year term.

The mission of the District is to promote leisure, business, group and corporate travel to the region, in keeping with the values of the individual communities they serve.

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:** Resignation of Anneliese Frank from the Design Review Board

2. **Date of Board Meeting:** October 16, 2019

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk

Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
The following motion is in order:

Move, to accept the resignation of Anneliese Frank as a regular member of the Design Review Board retroactive to October 7, 2019.

5. **Summary of Submission:**
The Town Clerk has received the resignation of Anneliese Frank (D) as a regular member of the Design Review Board. Her term was set to expire on December 6, 2021.

6. **Financial Impact:**
None

7. **Description of Documents Included with Submission:**
a) Anneliese Frank's Resignation Letter, dated October 7, 2019

Hello Michael,

I will be an the Monday night meeting, 10.7, however, it will be my last meeting with the Design Review Board.

We are moving to Avon, so it is no longer possible for me to serve on the Board.

I very much enjoyed working with you and your staff and the members on the Board.

I have sent a separate resignation to Steve Antonio.

My best always,

Anneliese





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Cheryl Lauben as an Alternate Member of the Aging and Disability Commission

2. **Date of Board Meeting:** October 16, 2019

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk
Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
The following motion is in order:

Move, to accept the resignation of Cheryl Lauben as an alternate member of the Aging and Disability Commission retroactive to September 25, 2019.

5. **Summary of Submission:**
The Town Clerk has received the resignation of Cheryl Lauben (D) as an alternate member of the Aging and Disability Commission. Her term was set to expire on January 1, 2020.

6. **Financial Impact:**
None

7. **Description of Documents Included with Submission:**
None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Appointment of Sheree Landerman as the Simsbury Representative to the Central Regional Tourism District Board of Directors

2. **Date of Board Meeting:** October 16, 2019

3. **Individual or Entity Making the Submission:**
Maria E. Capiola, Town Manager *Maria E. Capiola*

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the recommendation to appoint Sheree Landerman to the Central Regional Tourism District Board of Directors, the following motion is in order:

Move, effective October 16, 2019 to appoint Sheree Landerman as Simsbury's representative to the Central Regional Tourism District Board of Directors for a term expiring on November 13, 2020.

5. **Summary of Submission:**
The Central Regional Tourism District, Inc. represents 65 towns and cities including Simsbury by state statute. According to their enabling legislation, each Board of Selectmen, Board of Aldermen or City Council in each of the 65 towns represented may appoint one representative to serve on the Bureau's Board of Directors. The appointment is typically for a three year term.

The mission of the District is to promote leisure, business, group and corporate travel to the region, in keeping with the values of the individual communities they serve.

The Board of Directors meets five times a year, January, March, May, September and November from 5:00 to 7:00 p.m. at the Central Regional Tourism District Office.

Joe Buda was appointed in November to serve as our representative to the Central Regional Tourism District Board of Directors. His term was through November 13, 2020. Ms. Landerman, if appointed, will be replacing Mr. Buda as Simsbury's representative. Because of this she will be appointed to the same term as Mr. Buda was. Ms. Landerman is an active member of the Tourism Committee. The Committee supports her appointment to the Central Regional Tourism District Board.

6. **Financial Impact:**
None

7. Description of Documents Included with Submission:
None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Appointment of Jennifer Caulfield to the Police Commission
2. **Date of Board Meeting:** October 16, 2019

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the recommendation from the Personnel Sub-Committee, the following motion is in order:

Move, effective October 16, 2019, to appoint Jennifer Caulfield (U) as a regular member to the Police Commission, with an expiration date of January 1, 2021.

5. **Summary of Submission:**
The Police Commission members are appointed by the Board of Selectmen to four year terms according to Section 614 of the Town Charter. No more than two of the five appointed members may be from the same political party. The vacant seat is from the resignation of Brendan Walsh who was Unaffiliated. Currently there are two Republicans and two Democrats serving on the Police Commission.

Ms. Caulfield was a part of the interview process conducted by the Personnel Sub-Committee on October 1st and was unanimously recommended for appointment. Two members of the Police Commission assisted with the interviews. Ms. Caulfield would serve the remainder of Mr. Walsh's term, which was set to expire on January 1, 2021.

6. **Financial Impact:**
None
7. **Description of Documents Included With Submission:**
a) Biography of Jennifer Caulfield



Simsbury, CT
933 Hopmeadow Street

Phone: (860) 658-3200

Volunteer Form

Good Government Starts with You

Date Submitted: August 10, 2019

Name: Jennifer M Caulfield

Home Address:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Party Affiliation: N/A

Current Occupation/Employer: Homemaker

Narrative: I am a licensed attorney in both Connecticut and Florida, but do not practice law because I am a stay-at-home-mom with three elementary school aged children. I have volunteered as PTO president at the Latimer Lane School for the last three years, as well as served on the school's Safety and Climate Committee. I have also volunteered with Simsbury Main Street Partnership's Simsbury Farmers Market, and the Simsbury Land Trust.

Board(s) / Committee(s): ___ POLICE COMMISSION

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Eric Wellman; Board members Sean Askham, Cheryl Cook, Michael Paine, Christopher Kelly and Chris Peterson. Others in attendance included: Town Manager Maria Capriola; Deputy Town Manager Melissa Appleby; Finance Director/Treasurer Amy Meriwether; Executive Director of SPAC Missy DiNunno; David Bush from Culture, Parks and Recreation, and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance

PUBLIC AUDIENCE

Joan Coe, 26 Whitcomb Drive, spoke about objectivity, allegations, FOI complaints, Code Compliance Officer, Board of Finance, SPAC, Simsbury Farms, and other issues.

Maureen Fitzgerald, 29 Crestwood Road and Board Chair of Gifts of Love, spoke about the history of Gifts of Love, the dedication, their gratefulness for the volunteers and Boy Scout projects, and their stewardship.

PRESENTATION

a) Kearns Community Center Project Proposal

Mr. Wellman said this project is about an old elementary school in Granby which is trying to be changed into a shared community space. He introduced Alicia Newton from the Board of Directors and Elliot Altomare, the Executive Director of the project.

Ms. Newton and Mr. Altomare said the Kearns Community Center Project came about from discussions on Veterans and having a bridge between services and community. Their mission statement would be for the Center to empower people, building lasting relationships, strengthening communities and sharing their gifts.

They said the school is a 40,000 square foot space and they showed how the space would be used. It would be open to residents of Barkhamsted, Canton, East Granby, Granby, Hartland, New Hartford, Simsbury, Suffield, Windsor and Windsor Locks. The project started in January 2018

They are hoping for grant funding and to fundraise for 2.7 million dollars and their website is www.kearnscommunitycenter.org for more information. Some of the programs would have a cost and others would be free.

After some discussion, the Board of Selectmen felt this is a great idea and would be willing to send a letter of support if wanted.

FIRST SELECTMAN'S REPORT

First Selectman, Wellman, reviewed his First Selectman's report.

TOWN MANAGER’S REPORT

Town Manager, Capriola, reviewed her Town Manager’s report.

SELECTMEN ACTION

a) Tax Refund Requests

Mr. Askham made a motion, effective September 23, 2019, to approve the presented tax refunds in the amount of \$6,108.45, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds. Ms. Cook seconded the motion. All were in favor and the motion passed.

b) Proposed Simsbury Main Street Partnership Donation

Mr. Wellman said the Simsbury Main Street Partnership is providing the Simsbury Celebrates Organizing Committee with a donation of \$5,000.

Ms. Cook made a motion, effective September 23, 2019, to accept the donation in the amount of \$5,000 from Simsbury Main Street Partnership, Inc., for the purpose of supporting the annual Simsbury Celebrates event. Mr. Kelly seconded the motion. All were in favor and the motion passed.

c) Proposed FY 19/20 Emergency Management Performance Grant

Mr. Wellman said this Emergency Management Performance Grant is applied for each year. The Fire District applies, but the Town’s Municipal CEO is required to execute the application and award the documents.

Ms. Cook made a motion, effective September 23, 2019, to apply for the 2019/2020 Emergency Management Performance Grant as presented and, in the event the grant is awarded, to accept the grant and to authorize Maria E. Capriola, town Manager, to execute all documents related to the grant award. Mr. Askham seconded the motion. All were in favor and the motion passed.

d) Proposed Public Gathering Permit – Raise-A-Paw

Mr. Wellman said the Public Gathering Committee approved the Simsbury Performing Arts Center, Raise the Paw Event.

Ms. Dinunno said there might be approximately 200-500 people at the event and there are food and dog vendors. The dog challenge course does come with a cost, but the rest of the event is free.

Mr. Kelly made a motion, effective September 23, 2019, to approve the public gathering application for Simsbury Performing Arts Center Raise a Paw Event as presented and to authorize the issuance of a public gathering permit. Mr. Paine seconded the motion. All were in favor and the motion passed.

e) Revisions to Golf Course Tee Sign Advertising Policy

Mr. Wellman said the Town has an agreement with the Simsbury Farms Men’s Club to allow the Club to sell tee signs at the golf course and to use the funds to fund projects on the course. The Men’s Club has requested revisions to this policy.

Mr. Bush said the Men’s Club has acted as the primary collector of advertising sponsors but they didn’t have control of how the money was actually spent. The change would now give the Men’s Club final ability as to how the money was spent using town rules and policies.

Mr. Paine made a motion, effective September 23, 2019, to approve the proposed revisions to the Simsbury Farms Golf Course Tee Sign Advertising Policy. Mr. Askham seconded the motion. All were in favor and the motion passed.

f) Fee Waiver Request for Connecticut Public Links Championship Golf Tournament

Mr. Wellman said there is a request to waive the greens fees for the Connecticut State Golf Association’s 2020 Public Links Golf Championship. The Golf Course would be closed to residents two weekdays for this Championship Tournament in August of 2020. The waiver would just be for the greens fees, not the carts.

Mr. Bush said this is great marketing for the Town. The event is advertised through the Golf Associations journals. This is a win win situation.

Mr. Kelly made a motion, effective September 23, 2019, to approve the requested waiver of greens fees for the Connecticut State Golf Association’s 2020 Public Links Gold Championship. Mr. Askham seconded the motion. All were in favor and the motion passed.

g) FY 18/29 Year End Results and Transfer Requests

Ms. Meriwether went through fiscal year 2018/19 general fund revenues and said they were budgeted at \$97,537,869. She said the receipts thru June 30, 2019 totaled \$99,609,161, which is an increase of \$2,071,292. She went thru the major drivers in the budget.

Ms. Meriwether went thru the general fund expenditures, which were budgeted at \$97,537,869. The actual expenditures thru June 30, 2019 totaled \$97,396,976, with savings to the Town of \$140,893. She went thru the savings.

Ms. Meriwether explained the Simsbury Farms Fund, Health Insurance Fund, and the Sewer Use Fund. Then she went thru the general fund transfer requests.

After some discussion, Mr. Askham made a motion, effective September 23, 2019, to approve the year-end transfer requests as presented. Mr. Paine seconded the motion. All were in favor and the motion passed.

APPOINTMENTS AND RESIGNATIONS

a) Resignation of Thomas Frank from the Simsbury Board of Education

Ms. Cook made a motion to accept the resignation of Thomas E. Frank as a regular member of the Board of Education retroactive to September 11, 2019 with our thanks. Mr. Kelly seconded the motion. All were in favor and the motion passed.

b) Appointment of Sharon Thomas to the Simsbury Board of Education

Ms. Cook made a motion to approve the appointment of Sharon Thomas (D) as a regular member of the Simsbury Board of Education effective September 23, 2019, with a term expiring November 5, 2019 and, to further move to appoint Sharon Thomas as a regular member of the Simsbury Board of Education effective November 6, 2019, with a term expiring December 6, 2021. Mr. Paine seconded the motion. All were in favor and the motion passed.

Ms. Thomas said she has lived in Town since about early 2000. She is excited to be on the Board of Education and hopes to serve them well.

REVIEW OF MINUTES

a) Regular Meeting of September 9, 2019

There were no changes to the minutes of the Regular Meeting of September 9, 2019, and, therefore, the minutes were adopted.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- a) Personnel** – no report at this time.
- b) Finance** – no report at this time.
- c) Welfare** – no report at this time.
- d) Public Safety** – Mr. Askham said Public Safety met last week and they discussed feeding of wildlife. They decided to create another sub-committee to discuss this issue. They should have a draft ordinance at the next Public Safety meeting. They will also be meeting with DEEP again.
- e) Board of Education** – no report at this time.

Ms. Cook said the Aging and Disability Commission is holding a Sensory-friendly Halloween Party on October 28th. Go to their website for more information.

Ms. Cook said the Community for Care Spirit Council will be meeting Thursday at the Library.

Mr. Askham said the Board of Finance Meeting was very important. There is in a good understanding between the two Boards with this Board being the final authority.

Mr. Askham asked everyone to lock their cars and take their keys inside as there is an increase in unlocked cars and things inside the cars being taken.

Ms. Cook said for people who volunteer or would like to volunteer for the 350th Committee, there will be a Steering Committee meeting on November 3, 2019 at 6:30 in the Library. All are welcome.

COMMUNICATIONS

- a) **Memo from M. Capriola and Board of Finance re: Business Incentive Policy (Tax Abatement) Recommendations, dated September 28, 2019 and August 24, 2019 – no discussion at this time.**
- b) **Memo from M. Capriola Re: Gift of Love Update, dated September 18, 2019 – no discussion at this time.**
- c) **Movie Night in the Park Flyer – no discussion at this time.**

EXECUTIVE SESSION

- a) **Pursuant to CGS §1-200(6)(E), Discussion of Correspondence Exempt from Disclosure: Attorney Client Privilege (Tobacco Valley Solar Stabilization Request)**
- b) **Pursuant to CGS §1-200(6)(D), Discussion of Possible Purchase and Sale of Real Property**
- c) **Pursuant to CGS §1-200(6)(E), Discussion of Correspondence Exempt from Disclosure: Attorney Client Privilege (Possible Lien Related Connecticut Uniform to Relocation Act)**

Mr. Askham made a motion to adjourn to Executive Session as above, with Ms. Capriola, Ms. Appleby, and Attorney Bob DeCrescenzo to be included in all three discussions. Also to include Ms. Meriwether, and Francine Beland in item a discussion and Mr. Glidden in items a and b discussions at 7:26p.m. Ms. Cook seconded the motion. All were in favor and the motion passed.

Mr. Peterson made a motion to adjourn the Executive Session at 8:15p.m., Mr. Kelly seconded the motion. All were in favor and the motion passed.

Mr. Peterson made a motion to adjourn the meeting at 8:15p.m., Mr. Kelly seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk

SITE VISIT (Entrance to the Performing Arts Center on Iron Horse Boulevard)

a) Site Visit for LGBTQ+ Pride Trail Art Installation

At 8:00 a.m., the Board of Selectmen, Town Manager Maria Capriola, Deputy Town Manager Melissa Appleby, Director of Culture, Parks, and Recreation Tom Tyburski, and Parks Superintendent Orlando Casiano met at Rotary Park to review the plan for the proposed installation. The group walked to the portion of the multi-use path where the walk will be painted. Ms. Capriola described the proposed design. Mr. Tyburski also reviewed the design submitted by a local artist, which would be printed on banners to be hung from the light posts to draw visual interest to the installation. The group discussed possible sponsorships to fund the cost of the banners. The group left the site at 8:13 a.m.

CALL TO ORDER (In the Main Meeting Room of Town Hall)

The Special Meeting of the Board of Selectmen was called to order at 8:20 a.m. in the Main Meeting Room of the Simsbury Town Hall. Present were: First Selectman Eric Wellman; Deputy First Selectman Christopher Kelly; Board members Michael Paine, Sean Askham, Chris Peterson, and Cheryl Cook. Others in attendance included: Town Manager Maria 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

None

SELECTMEN ACTION

a) LGBTQ+ Pride Trail Art Installation Discussion

Mr. Wellman opened the discussion of the proposed pride trail art installation. Ms. Cook noted that the design is available to the public online, included with the special meeting packet materials. Mr. Askham said that he has received positive feedback from those that he has shared the design with. Mr. Wellman said that the design was posted to the LGBTQ Facebook page, and that there was positive feedback there, as well.

Ms. Capriola noted that this project will be funded partially by Public Works and partially by Culture, Parks, and Recreation. In regards to the banner design, the group expressed interest in having the artist sign her artwork. Mr. Askham suggested that each of the Selectmen sponsor one of the six signs. Mr. Kelly suggested that the word “Simsbury” be incorporated into the banner design.

TOWN OF SIMSBURY – BOARD OF SELECTMEN
SPECIAL MEETING MINUTES – SEPTEMBER 30, 2019

“Draft”

Page | 2

Mr. Paine asked the Board to remain open minded on this concept, as it may lead to other groups requesting to do something similar.

The group briefly discussed the community event that will take place on October 11, National Coming Out Day, to paint the installation. The event will take place from 1:00-3:00 p.m.

Mr. Askham made a motion, effective September 30, 2019 to approve the installation of the proposed design for the LGBTQ+ Pride Art on the trail near the Simsbury Performing Arts Center entrance along Iron Horse Boulevard and to print light post banners with the submitted original artwork. Ms. Cook seconded the motion. All were in favor and the motion passed.

ADJOURN

Mr. Askham made a motion to adjourn at 8:26 a.m. Mr. Peterson seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Melissa Appleby
Deputy Town Manager



Connecticut Association of Street & Highway Officials, Inc.

P.O. Box 47
Middletown, CT 06457

Tel. (860) 346-4834
Fax: (860) 346-4964

Andrew J. Tierney President
Town Manager
Hebron

Jeff L. Schambach, Vice President
Road Foreman
Vernon

Joseph C. Serra, Secretary-Treasurer
Deputy Director of Public Works, Ret.
Middletown

DIRECTORS

John F. Cottell Jr.
Director of Public Works
Southbury

Paul J. DiMauro
Director of Public Works
Shelton

Edward L. Nagy
Director of Public Works
Easton

John S. Phillips
Director of Public Works
West Hartford

Alexander M. Trujillo
Deputy Director of Public Works
Avon

ASSOCIATE DIRECTORS

Ronald J. Cookish
Sales Representative
C.N. Wood of Connecticut LLC
New Haven

John S. Hurd
Regional Sales Manager
Garrity Asphalt Reclaiming, Inc.
Bloomfield

Bruce C. Kolwicz
Business Development Associate
Luchs Engineering Associates
Meriden

William C. Linehan
Commercial Sales Manager
Tilcon Connecticut, Inc.
New Britain

Robert I. Zalinger
Regional Manager
Indus, Inc.
Monroe

September 26, 2019

Maria Capriola
Town Manager
Town of Simsbury
933 Hopemeadow Street
Simsbury CT 06070

Dear Ms. Capriola

On behalf of the Connecticut Association of Street & Highway Officials, it gives us great pleasure to announce that the Board of Directors voted to present the 2019 Distinguished Service Award to the Town of Simsbury. This award is presented annually to the municipality that continually demonstrates its dedication and support to the principles and ideals of CASHO. The Town of Simsbury has demonstrated this through the leadership and efforts of Tom Roy, Director of Public Works, and the staff. This presentation will be made at our Annual Awards Banquet to be held on Saturday evening, November 23, 2019 at the Aqua Turf Country Club in Southington.

You and your guest are cordially invited to attend this gala affair to accept this award on behalf of the Town of Simsbury. A formal invitation will be sent with the details of the event. We would appreciate a reply as to whether you or a representative will be attending.

Sincerely,

Andrew S. Tierney
President

Joseph C. Serra
Secretary-Treasurer