



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN **Regular Meeting – October 26, 2020 – 6:00 p.m.**

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

- Email written comments to ebutler@simsbury-ct.gov by 12:00 PM on Monday, October 26, 2020 to be read into the record; or
- Email tfitzgerald@simsbury-ct.gov by 12:00 PM on Monday, October 26, 2020 to register to address the Board of Selectmen live through Zoom.

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN ACTION

- a) Tax Refund Requests
- b) 2021 Click-It or Ticket Enforcement Grant
- c) Supplemental Appropriation - Ice Rink Refrigeration Condensing Unit Replacement
- d) Assistant Town Clerk I and II Classifications
- e) Proposed Settlement Agreement for MPP-34133
- f) Proposed Memorandum of Understanding Between the Town, Police Commission, and Town Manager
- g) Economic Development Commission 2020-2021 Work Plan
- h) Board of Selectmen 2021 Regular Meeting Schedule

APPOINTMENTS AND RESIGNATIONS

- a) Resignations from the Aging and Disability Commission

REVIEW OF MINUTES

- a) Regular Meeting of October 14, 2020

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

COMMUNICATIONS

- a) Letter from Attorney R. DeCrescenzo re: Special Revenue Fund Authority, dated September 21, 2020
- b) Memo from A. Meriwether re: Town Savings Initiatives, dated October 20, 2020

- c) Letter from M. Capriola re: USDA Emergency Grants for Farmers Due to Draught, dated October 21, 2020

ADJOURN

Following adjournment, the Board of Selectmen and staff will meet to discuss strategy and negotiations with respect to collective bargaining for the Dispatchers unit.



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 26, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector
maia 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 26, 2020 to approve the presented tax refunds in the amount of \$5,586.76, 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 \$5,586.76. The attachment dated October 26, 2020 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
 - a) Requested Tax Refunds, dated October 26, 2020

REQUESTED TAX REFUNDS
OCTOBER 26, 2020

	BILL NUMBER	TAX	INTEREST	TOTAL
List of 2013				
Napolitano Roberta Chapter 13 (Diggens,P)	13-01-1983	\$240.13		\$240.13
Total 2013		\$240.13	\$0.00	\$240.13
List 2019				
Arnold Frederick	19-01-00300	\$500.00		\$500.00
Bourke Robert M	19-01-00839	\$500.00		\$500.00
Brown William	19-01-00993	\$500.00		\$500.00
Fox Geroge	19-02-40349	\$153.70		\$153.70
Ponichtera Andrew DMD	19-02-40679	\$23.02		\$23.02
CAAP Auto Lease LTD	19-03-52948	\$427.72		\$427.72
Conroy Kathryn J	19-03-53669	\$62.94		\$62.94
Cuffey Peter L	19-03-54052	\$7.67		\$7.67
Daimler Trust	19-03-54229	\$55.52		\$55.52
Gordon Israel	19-03-57050	\$53.04		\$53.04
Hayes Daniel E	19-03-57850	\$389.02		\$389.02
Hondal Lease Trust	19-03-58321	\$165.98		\$165.98
Honda Lease Trust	19-03-58351	\$65.02		\$65.02
Regenauer Russell M	19-03-65536	\$335.24		\$335.24
Roche Stephen A	19-03-65867	\$60.13		\$60.13
Toyota Lease Trust	19-03-69010	\$713.98		\$713.98
USB Leasing LT	19-03-69309	\$243.80		\$243.80
Vault Trust/AllyBank	19-03-69480	\$366.82		\$366.82
Vault Trust/AllyBank	19-03-69483	\$156.96		\$156.96
Vault Trust/AllyBank	19-03-69491	\$505.73		\$505.73
VW Credit Leasing Ltd	19-03-69879	\$60.34		\$60.34
Total 2019		\$5,346.63	\$0.00	\$5,346.63
TOTAL 2013		\$240.13	\$0.00	\$240.13
TOTAL 2019		\$5,346.63	\$0.00	\$5,346.63
TOTAL ALL YEARS		\$5,586.76	\$0.00	\$5,586.76



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** 2021 Click-It or Ticket Enforcement Grant
2. **Date of Board Meeting:** October 26, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Nicholas J. Boulter, Chief of Police
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports applying for the 2021 Click-It or Ticket Enforcement Grant, the following motion is in order:

Move, effective October 26, 2020 to submit the 2021 Click-It or Ticket Enforcement Grant application and to authorize Maria E. Capriola, Town Manager, to execute the grant application.

In the event that the grant is awarded, the following additional motion is in order:

Move, to accept the 2021 Click-It or Ticket Enforcement Grant application and to authorize Maria E. Capriola, Town Manager, to execute all documents related to the grant award.

5. **Summary of Submission:**
This State of CT Department of Transportation (DOT) has given the Police Department the opportunity to participate in grant funded overtime to conduct dedicated safety belt enforcement patrols. The dedicated enforcement patrols would be conducted during specified periods of daylight between November 26, 2020 - December 3, 2020 and May 17, 2021 – June 6, 2021. The anticipated value of the grant award is \$8,000.
6. **Financial Impact:**
This grant allows for the full reimbursement of safety belt enforcement efforts, pursuant to the terms of the grant, up to the awarded amount of \$8,000. This grant will allow the Department to provide over 90 additional hours of roadway safety efforts at no cost to the Town (other than staff costs associated with grant reporting requirements) during the months of November 2020 and June 2021.
7. **Description of Documents Included with Submission:**
 - a) 2021 Click-It or Ticket Enforcement Grant Application

INSTRUCTIONS FOR COMPLETING GRANT APPLICATION

NOTE: ONLY ENTER THE DATA IN YELLOW HIGHLIGHTED FIELDS

INSTRUCTIONS FOR APPLICATION SHEET:

1) PROJECT TITLE

Already filled in.

2) GOVERNMENTAL UNIT

Enter the name of the political jurisdiction responsible for the overall administration of the project (state agency, municipality, university).

3) ADDRESS OF GOVERNMENTAL UNIT

Enter the complete address of the governmental unit, including zip code and four digit

4) APPLICANT

Enter the organizational unit responsible for the administration of the project, (i.e.: police department).

5) ADDRESS OF APPLICANT

Enter the complete address of the applicant including zip code and 4-digit extension

6) FEDERAL IDENTIFICATION NUMBER (FEIN):

Enter the nine-digit number assigned by the U.S. Department of Treasury, Internal Revenue Service, for tax reporting purposes.

7) DATA UNIVERSAL NUMBERING SYSTEM (DUNS):

Enter your assigned unique global business identification number.

8) ANTICIPATED GRANT START-UP DATE (Month/Day/Year)

Enter the anticipated project start-up date.

9) APPLICANT APPROVALS:

(i) PROJECT DIRECTOR

Enter the full NAME, TITLE, ADDRESS, EMAIL ADDRESS, and TELEPHONE NUMBER of the person responsible for the overall administration of the project.

(ii) FINANCIAL OFFICER

Enter the full NAME, TITLE, ADDRESS, EMAIL ADDRESS, and TELEPHONE NUMBER of the person responsible for the overall fiscal administration of the project.

(iii) AUTHORIZING OFFICIAL OF GOVERNMENTAL UNIT

Enter the NAME, TITLE, ADDRESS, EMAIL ADDRESS, and TELEPHONE NUMBER of the chief executive officer of the political subdivision (mayor, town manager, chief of police, university official, or state agency head). The Authorizing Official, by his or her signature, assures that all Equal Employment Opportunity requirements will be met when the project is carried out.

NOTE: APPLICATION MUST BE SUBMITTED WITH EITHER ELECTRONIC OR INK SIGNATURES

INSTRUCTIONS FOR COMPLETING GRANT APPLICATION

NOTE: ONLY ENTER THE DATA IN YELLOW HIGHLIGHTED FIELDS

INSTRUCTIONS FOR PROBLEM ID SHEET:

10) STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION

Describe in detail, the specific problem to be corrected or impacted. Indicate the reason your current program or activity is not adequate and explain past efforts to resolve the problem. Provide supporting data, facts, or statistics that will substantiate the need for the requested project.

INSTRUCTIONS FOR OBJECTIVES SHEET:

11) OBJECTIVES

Describe the objectives to be accomplished during this project. The objectives should be specific, clearly written, measurable, achievable, and time-based. If personnel costs are included, be certain to include each job title along with a brief description of duties pertaining to the project. The project will be evaluated on the approved objectives.

INSTRUCTIONS FOR ACTIVITIES SHEET:

12) ACTIVITIES AND PROCEDURES

Describe activities and procedures you will undertake to achieve each objective. Identify project personnel and responsibilities. Include activity timelines.

INSTRUCTIONS FOR ENFORCEMENT SHEET:

13) INSTRUCTION ARE AVAILABLE ON THE PAGES.

INSTRUCTIONS FOR FRINGE SHEET:

14) FRINGE BENEFIT CERTIFICATION STATEMENT

For fringe benefit reimbursement, you must complete the Fringe Benefit worksheet (FRINGE). Once you complete this worksheet, the applicable fringe benefit rate will automatically be calculated on "BUDGET" sheet.

INSTRUCTIONS FOR BUDGET SHEET:

15) A. SALARIES:

All costs will automatically calculate once the "ENFORCEMENT" sheet is completed.

B. FRINGE

All fringe costs will automatically calculate once the "ENFORCEMENT" and "FRINGE" sheets are completed.

C. INDIRECT COSTS

To increase the benefits of the limited federal funds available for individual projects, the Highway Safety Office discourages the inclusion of this cost category. However, if an agency chooses to charge their own, federally-approved indirect rate they will need to provide the HSO with a current and signed agreement.

INSTRUCTIONS FOR AUDIT REQ/CERTS & ASSURANCES SHEETS:

16) INSTRUCTION ARE AVAILABLE ON THE PAGES.

INSTRUCTIONS FOR RED HIGHLIGHTED SHEETS (TABS)

17) All RED sheets SHOULD NOT be submitted with the grant application. Data MUST be entered on www.beltwave.com.

INSTRUCTIONS FOR COMPLETING GRANT APPLICATION

NOTE: ONLY ENTER THE DATA IN YELLOW HIGHLIGHTED FIELDS

NEW GRANT APPLICATION FORM SUBMISSION INSTRUCTIONS

Grant applications can now be submitted electronically, with electronic signatures or scanned with ink-signatures.

TO CREATE A PDF FILE FOR E-SIGNATURES:

- Select all the GREEN sheets (press and hold the Ctrl key and click each sheet)
- Go to File => Print-(from the Printer drop-down) select "Microsoft Print to PDF"
- Click Print and then Save the PDF file (*filename as "Your Town Name-FY21 CIOT Grant Application"*). Make sure there are at least 20 pages in your PDF file before saving it.
- Get all the e-signatures
- Email both, the signed PDF Grant Application File and the completed Excel Grant Application Spreadsheet, to **DOT.CIOT@ct.gov**.

TO CREATE A PDF FILE FOR INK-SIGNATURES:

- Select all the GREEN sheets (press and hold the Ctrl key and click each sheet)
- Go to File => Print
- Click Print to print the hard-copy. Make sure there are at least 20 pages in your hard-copy packet.
- Get all the ink-signatures
- SCAN the signed hard-copy to create a PDF file (*filename as "Your Town Name-FY21 CIOT Grant Application"*)
- Email both, the signed PDF Grant Application File and the completed Excel Grant Application Spreadsheet, to **DOT.CIOT@ct.gov**.

IF MAILING A HARD COPY IS PREFERRED:

- Email the Completed Excel Grant Application Spreadsheet to **DOT.CIOT@ct.gov**.
- Select all the GREEN sheets (press and hold the Ctrl key and click each sheet)
- Go to File => Print
- Click Print to print the hard-copy. Make sure there are atleast 20 pages in your hard-copy packet.
- Get all the ink-signatures
- Mail the completed signed Grant Application packet to this address:

**CT DEPARTMENT OF TRANSPORTATION
HIGHWAY SAFETY OFFICE
ATTN: JULIET LITTLE
2800 BERLIN TURNPIKE
P.O. BOX 317546
NEWINGTON, CT 06131-7546**

NOTE: Mailing the hard copy application may cause a delay in processing the grant application.

For questions, please e-mail **Juliet.Little@ct.gov**. If your application is approved, the Governor's Highway Safety Representative will sign your project application on page 1 beneath your agency's signatures. The project application will then become a project agreement. An approval letter will be sent to your agency and copy of the executed project agreement will be sent to the project director, via e-mail.

	FY 2021 HIGHWAY SAFETY PROJECT APPLICATION		CT-DOT/HSO	
	CT DEPARTMENT OF TRANSPORTATION		FORM	CIOT-GRANT
	SHADED AREA FOR HSO USE ONLY		CFDA #	20.600
	PROJECT NO:	0201-0702-	HSO Stamp Received Department of Transportation Highway Safety Office	
REVISION:	PROGRAM AREA:			
October 6, 2020	402-OP			
EXPIRES:	PROGRAM AREA DESCRIPTION:			
September 30, 2021	Occupant Protection	ACCEPTANCE -- IT IS UNDERSTOOD AND AGREED BY THE UNDERSIGNED THAT FUNDS RECEIVED AS A RESULT OF THIS APPLICATION IS SUBJECT TO THE REGULATIONS GOVERNING HIGHWAY SAFETY PROJECTS. THIS AGREEMENT MAY BE TERMINATED BY EITHER PARTY IN ACCORDANCE WITH TRANSPORTATION SAFETY SECTION POLICY. COPY OF POLICY OBTAINED UPON REQUEST.		
PROJECT TITLE:				
CLICK-IT OR TICKET ENFORCEMENT				
GOVERNMENTAL UNIT:		ADDRESS OF GOVERNMENTAL UNIT:		
Town of Simsbury		933 Hopmeadow Street Simsbury, CT 06070		
APPLICANT:		ADDRESS OF APPLICANT:		
Simsbury Police Department		933 Hopmeadow Street Simsbury, CT 06070		
FEIN:	DUNS NUMBER:	ANTICIPATED PROJECT STARTUP DATE:		
06-6002085	60670262	November 26, 2020		
PROJECT DIRECTOR:		TITLE:	TELEPHONE NUMBER:	
Sergeant Matthew Christian		Administrative/Training Sergeant	860-658-3115	
SIGNATURE:		ADDRESS & ZIP CODE:	FAX NUMBER:	
		933 Hopmeadow Street Simsbury, CT 06070	860-658-3103	
			E-MAIL ADDRESS:	
			mchristian@pd.simsbury-ct.gov	
FISCAL OFFICER:		TITLE:	TELEPHONE NUMBER:	
Amy Meriwether		Director of Finance/Treasurer	860-658-3282	
SIGNATURE:		ADDRESS & ZIP CODE:	FAX NUMBER:	
		933 Hopmeadow Street Simsbury, CT 06070	860-658-3206	
			E-MAIL ADDRESS:	
			ameriwether@simsbury-ct.gov	
AUTHORIZING OFFICIAL OF GOVERNMENTAL UNIT:		TITLE:	TELEPHONE NUMBER:	
Maria Capriola		Town Manager	860-658-3230	
SIGNATURE:		ADDRESS & ZIP CODE:	FAX NUMBER:	
		933 Hopmeadow Street Simsbury, CT 06070	860-658-9467	
			E-MAIL ADDRESS:	
			mcapriola@simsbury-ct.gov	
FOR HSO USE ONLY				
APPROVED PROJECT PERIOD:		FROM:	THROUGH:	
		November 26, 2020	June 6, 2021	
FISCAL REVIEW COMPLETED BY:		PROJECT MANAGER REVIEW COMPLETED BY:		DATE:
Christine Biske or Anila Hafeez		Juliet E. Little		
DATE:		PROGRAM COORDINATOR REVIEW COMPLETED BY:		DATE:
		Joseph T. Cristalli, Jr.		
REQUESTED AMOUNT:	\$7,908.03	GOVERNOR'S HIGHWAY SAFETY REP:		DATE:
HSO APPROVED \$		Garrett T. Eucalitto		
TOTAL ALLOTTED:				

PROJECT TITLE	APPLICANT	
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department	
	OBJECTIVES	PAGE 1 OF 1

OBJECTIVES

Objectives are to increase the observed statewide seat belt use rate and decrease the number of unbelted drivers involved in fatal and injury crashes.

- To increase High Visibility Occupant Protection enforcement during "Click It or Ticket" periods. This will be accomplished through analysis of crash and observation data to identify towns and areas where low belt use by motorists can best be addressed. This analysis focuses on the combination of low belt use towns identified through observation surveys and pairs it with ranked analysis of unbelted crashes and fatalities as well as population and VMT data over a five year period.

- To increase the statewide observed seat belt use rate from **93.7**percent in **2020** to **94.0** percent or above in **2021**. This will be accomplished through Enforcement and Education.

****Press "ALT" & "Enter" together to insert new line**



PROJECT TITLE	APPLICANT	
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department	
	ACTIVITIES	PAGE 1 OF 2
ACTIVITIES		
Fall Wave (Thanksgiving): November 26 - December 3, 2020 Spring Wave (Memorial Day): May 17 - June 6, 2021		
<p>The following enforcement parameters will be required of participating municipal law enforcement agencies:</p>		
<ul style="list-style-type: none"> ○ Personnel <ul style="list-style-type: none"> Minimum of 2 Officers/Maximum of 8 Earned media participation: <ul style="list-style-type: none"> ● Participating agencies are required to take part in earned media activity related to CIOT. This could include the following: <ul style="list-style-type: none"> ○ Hosting a kick-off press event ○ Notification of media outlets through the use of interview opportunities, press releases and media advisories ○ Cooperation with the HSO earned media contractor including: <ul style="list-style-type: none"> ▪ Distribution of press releases ▪ Use of Approved Talking points ○ Creation and submission of earned media activity with reimbursement documentation ○ Non-spotter type enforcement explanation: ○ Enforcement Schedule <ul style="list-style-type: none"> ▪ Daytime Enforcement – Daytime enforcement changes with seasonal patterns. Enforcement must take place during daylight hours ▪ 7 days per week eligible ▪ Minimum of 4 hours shifts/Maximum 8 hour shifts ▪ Must include at least 1 AM/PM peak drive time (7am-10am/3pm-5pm seasonal) on weekdays. If possible the HSO would encourage both the AM/PM peak drive times as enforcement times but agencies must enforce during at least 1. ○ Enforcement Locations <ul style="list-style-type: none"> ● Enforcement locations ○ Enforcement Schedule <ul style="list-style-type: none"> ▪ Fall Wave: November 26 to December 3, 2020 ▪ Spring Wave: May 17 to June 6, 2021 ○ Cooperation with the HSO earned media contractor including: <ul style="list-style-type: none"> ▪ Distribution of press releases ▪ Use of Approved Talking points ○ Creation and submission of earned media activity with reimbursement documentation 		
<p><u>NEW GRANT REQUIREMENT: Participation in the Wave program</u> (See WAVE PROGRAM REQUIREMENT tab for details)</p>		

PROJECT TITLE	APPLICANT	
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department	
	ACTIVITIES	PAGE 2 OF 2

ACTIVITIES CONTINUED: LOCATION & JUSTIFICATION

****Press "ALT" & "Enter" together to insert new line**
List proposed enforcement locations and provide a justification for each location.

- 1) Hartford Road (route 185) just west of the Farmington River Bridge. This area is wide enough to conduct enforcement and it is also located just prior to a traffic control device so traffic is already beginning to slow down. This location is also very busy during the morning and evening rush hour time periods.

- 2) Bushy Hill Road (route 167) in front of #530. This area is wide enough to conduct enforcement and it is also located just prior to a traffic control device so traffic is already beginning to slow down. It is also in front of a high traffic shopping mall, Simsbury Commons.

- 3) Hopmeadow Street (route 10/202) just north of Powder Forest Drive. This area is wide enough to conduct enforcement and it is also located just prior to a traffic control device so traffic is already beginning to slow down. This location is also very busy during the morning and evening rush hour time periods.

- 4) Hopmeadow Street (route 10/202) just south of Old Canal Way. This area is wide enough to conduct enforcement and it is also located just prior to a traffic control device so traffic is already beginning to slow down. This location is also very busy during the morning and evening rush hour time periods.

- 5) Hopmeadow Street (route 10/202) just north of Dorset Crossing Drive. This area is wide enough to conduct enforcement and it is also located just prior to a traffic control device so traffic is already beginning to slow down. This location is also very busy during the morning and evening rush hour time periods.

PROJECT TITLE	APPLICANT	
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department	
	ELIGIBLE DATES	PAGE 1 OF 1

October 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

PROJECT TITLE	APPLICANT
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department
	FRINGE

FRINGE BENEFIT CERTIFICATION STATEMENT

NOTE: If fringe rate is being charged/reimbursed, this page should be completed and signed. Fringe benefit charges should NOT be included in the hourly rate. No hourly rate should be inflated--all hourly rates should be reported as actuals.

I hereby certify that the information below is the true and accurate and authorized by the
Simsbury Police Department
for hours worked by personnel for the following time period:

FROM Date: 11/26/2020 **TO Date:** 6/3/2020

#	Actual Cost Category	Officer's Fringe Rate OVT %	Submitting for Reimbursement	Trooper's Fringe Rate OVT %	Submitting for Reimbursement
1	Medicare	1.45000%	YES	0.00000%	
2	Social Security	6.20000%	YES	0.00000%	
3	Worker's Compensation	2.00000%	YES	0.00000%	
4	Pension	7.00000%	YES	0.00000%	
5	Health Insurance	25.00000%	NO	0.00000%	
6		0.00000%		0.00000%	
7		0.00000%		0.00000%	
8		0.00000%		0.00000%	
9		0.00000%		0.00000%	
10		0.00000%		0.00000%	

Total Fringe Rate	41.65000%	16.65000%	0.00000%	0.00000%
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I further certify that this statement is correct in all respects and that the fringe benefit rate(s) identified above accurately represents the fringe benefit costs to the city/town/agency for the individuals employed under or working on this project.

City/Town/Agency's Chief Financial Officer or Authorized Official

NAME: Amy Meriwether **SIGNATURE:** _____

TITLE: Director of Finance **DATE:** _____

PROJECT TITLE	APPLICANT
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department
	BUDGET

BUDGET DETAIL

ONLY FILLOUT THE DATA IN YELLOW HIGHLIGHTED BOXES

(A) SALARIES:

Category:	Enforcement	Total
Municipal PD	\$6,779.28	\$6,779.28
Resident Trooper	\$0.00	\$0.00
Officer/Constable	\$0.00	\$0.00
State Police	\$0.00	\$0.00
Total Estimated Wages:	(A)	\$6,779.28

(B) FRINGE BENEFITS:

Category:	Fringe Benefit Rate	Salary Breakdown	Total
Municipal PD	@ 16.65%	\$6,779.28	\$1,128.75
Resident Trooper	@ 0.00%	\$0.00	\$0.00
Officer/Constable	@ 16.65%	\$0.00	\$0.00
State Police	@ 0.00%	\$0.00	\$0.00
Total Fringe Benefits Costs:		(B)	\$1,128.75

(C) INDIRECT COST:

Indirect Rate (please attach approved agreement):	
List here Indirect Rate Base Categories (i.e. A,B,C):	
Sum of Indirect Cost Base Categories	\$6,779.28
Total Indirect Costs:	(C) \$0.00

(D) NOTES:

Please add any budget specific notes here:

Grand Total Amount:	\$7,908.03
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PROJECT TITLE	APPLICANT
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department
	REIMBURSEMENT

PROJECT EXPENDITURES --- REIMBURSEMENT REQUIREMENTS

NOTE: This is a federally reimbursable program. The cost of all expenses incurred under this project must first be paid for with municipal or state agency funds. The sub-grantee may then apply for reimbursement based on the procedures and policies listed below.

Project Start Date November 26, 2020		
WAVE 58 Billing Period Start Date November 26, 2020	WAVE 58 Billing Period Ending Date December 3, 2020	Reimbursement Deadline January 3, 2021
WAVE 59 Billing Period Start Date May 17, 2021	WAVE 59 Billing Period Ending Date June 6, 2021	Reimbursement Deadline July 6, 2021

- *All reimbursements must be signed and dated by the sub-grantee's authorizing official.*
- *Reimbursements should be submitted on a quarterly/monthly basis, per program, per program manager, during the term of the approved grant.*
- *Under the terms and conditions of this project application, ALL SUPPORTING DOCUMENTATION must be submitted to the Highway Safety Office no later than thirty (30) days after the project's ending date. Please verify the project start date, project ending date, and reimbursement deadline prior to any project activity.*
- *All reimbursements must include the invoice as well as proof of payment (examples: for airfare or hotel; a billing statement showing a zero balance, a screen shot from system showing vendor and payment amount with voucher number, copy of front and back of canceled check, or notarized letter which includes check number and date when expenditure was paid).*
- *Deadline for all federal reimbursements for salary positions must be invoiced to the CT Highway Safety Office (HSO) no later than October 30th. Failure to do so may jeopardize your reimbursement.*
- *All salary reimbursements must be accompanied by signed timesheets and/or reports. Signature of both the employee and authorizing Supervisor is required.*
- *Deadline for all federal reimbursements for commodity purchases and other pre-approved grant items should be submitted to the HSO no later than October 30th.*
- *Photocopies of any media coverage (if applicable) or supportive documentation can be included.*
- *Grant category budgets should be adhere to, funding is not fluid between budget categories. Only expenses contained in the approved Highway Safety Project application may be claimed for reimbursement.*

**FAILURE TO MEET THE REIMBURSEMENT REQUIREMENTS
SET FORTH MAY RESULT IN YOUR CLAIM BEING DENIED.**

PROJECT TITLE	APPLICANT
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department
	AUDIT REQ

ATTACHMENT A

**SINGLE AGENCY AUDITING REQUIREMENTS AND PROCEDURES
EFFECTIVE OCTOBER 1, 2020**

AUDIT REQUIREMENT STATEMENT:

The town/city/agency of Simsbury Police Department declares that for the fiscal year ending September 30, 2021, the sum total of Federal funds awarded to local government agencies from all sources **DOES exceed \$750,000** and that it will conduct an audit report as required under 2 CFR part 200 subpart F (REVISED) AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS AND 49 CFR UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS PART 18.26

Name (Please Print): Amy Meriwether

Signature: _____

Title: Director of Finance

Date: _____

(NOTE: PLEASE DO NOT SIGN FOR BOTH STATEMENTS)



AUDIT EXEMPTION STATEMENT:

The town/city/agency of Simsbury Police Department declares that for the fiscal year ending September 30, 2021, the sum total of Federal funds awarded to local government agencies from all sources **DOES NOT exceed \$750,000** and that an independent audit is not required under 2 CFR part 200 subpart F (REVISED) AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS AND 49 CFR UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS PART 18.26

Name (Please Print): Amy Meriwether

Signature: _____

Title: Director of Finance

Date: _____

The following sanctions policy will be in effect for sub grantees who do not submit Audit Reports or who do not correct findings in those reports:

a. Any sub grantee receiving \$750,000 or more in Federal funds from all sources who fails to submit an audit report two or more sequential fiscal years will not be eligible for highway safety grants until all audit reporting requirements are met.

b. Any sub grantee who has not taken corrective action on an audit finding within six months of the submission of an audit report will have funds automatically deducted from any pending claims. If there are no pending claims with the HSO, the sub grantee will not be eligible for highway safety grants until a corrective action has been negotiated with the HSO.

PROJECT TITLE	APPLICANT	
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department	
	CERTS & ASSURANCES	PAGE 1 OF 7

**Certifications and Assurances
for Fiscal Year 2021 Highway Safety Grants
(23 U.S.C. Chapter 4; Sec. 1906, Public Law 109-59, As Amended)**

NONDISCRIMINATION

(applies to subrecipients as well as States)

The Subgrantee will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 *et seq.*), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age);
- **The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
- **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100).

PROJECT TITLE	APPLICANT	
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department	
	CERTS & ASSURANCES	PAGE 2 OF 7

The Subgrantee—

- Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally-assisted.
- Will administer the program in a manner that reasonably ensures that any of its subrecipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the Non-Discrimination Authorities identified in this Assurance;
- Agrees to comply (and require its subrecipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;
- Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;
- Agrees to insert in all contracts and funding agreements with other State or private entities the following clause:
 "During the performance of this contract/funding agreement, the contractor/funding recipient agrees—
 - a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
 - b. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21 and herein;
 - c. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
 - d. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
 - e. To insert this clause, including paragraphs (a) through (e), in every subcontract and subagreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

PROJECT TITLE	APPLICANT	
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department	
	CERTS & ASSURANCES	PAGE 3 OF 7

POLITICAL ACTIVITY (HATCH ACT)

(applies to subrecipients as well as States)

The Subgrantee will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to subrecipients as well as States)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING

(applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

PROJECT TITLE	APPLICANT	
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department	
	CERTS & ASSURANCES	PAGE 4 OF 7

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

(applies to subrecipients as well as States)

Instructions for Primary Tier Participant Certification (States)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms *covered transaction*, *civil judgment*, *debarment*, *suspension*, *ineligible*, *participant*, *person*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.

PROJECT TITLE	APPLICANT	
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department	
	CERTS & ASSURANCES	PAGE 5 OF 7

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>)

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency may terminate the transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Tier Covered Transactions

(1) The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

PROJECT TITLE	APPLICANT	
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department	
	CERTS & ASSURANCES	PAGE 6 OF 7

Instructions for Lower Tier Participant Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>)
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

PROJECT TITLE	APPLICANT	
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department	
	CERTS & ASSURANCES	PAGE 7 OF 7

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA ACT
(applies to subrecipients as well as States)

The Subgrantee will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE
(applies to subrecipients as well as States)

The Subgrantee will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

CITY/TOWN/AGENCY'S AUTHORIZED OFFICIAL

I understand that my statements in support of this application for Federal grant funds are statements upon which the Federal/State Government will rely in determining qualification for grant funds, and that knowing misstatements may be subject to civil or criminal penalties under 18 U.S.C. 1001. I sign these Certifications and Assurances based on personal knowledge, and after appropriate inquiry.

NAME:	<input type="text"/>	SIGNATURE:	<input type="text"/>
TITLE:	<input type="text"/>	DATE:	<input type="text"/>

PROJECT TITLE		APPLICANT		
CLICK-IT OR TICKET ENFORCEMENT		Simsbury Police Department		
		SUMMARY		
BUDGET SUMMARY APPROVAL				
TOTAL FEDERAL BUDGET	\$7,908.03	FEDERAL SHARE	100.00%	
TOTAL MATCH BUDGET	\$0.00	NON-FEDERAL SHARE	0.00%	
FEDERAL AWARD IDENTIFIER NUMBER (FAIN):		69A37519300004020CT0		
		69A37520300004020CT0		
		69A37521300004020CT0		
COST CATEGORY	AMOUNT	BUDGET SUMMARY APPROVAL		
OFFICERS-SALARIES	\$6,779.28	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITION APPLY*	<input type="checkbox"/> N/A
OFFICERS-FRINGE BENEFITS	\$1,128.75	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITION APPLY*	<input type="checkbox"/> N/A
TROOPER-SALARIES	\$0.00	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITION APPLY*	<input type="checkbox"/> N/A
TROOPER-FRINGE BENEFITS	\$0.00	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITION APPLY*	<input type="checkbox"/> N/A
STATE POLICE-SALARIES	\$0.00	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITION APPLY*	<input type="checkbox"/> N/A
STATE POLICE-FRINGE BENEFITS	\$0.00	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITION APPLY*	<input type="checkbox"/> N/A
INDIRECT COST	\$0.00	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITION APPLY*	<input type="checkbox"/> N/A
TOTAL FEDERAL BUDGET	\$7,908.03	<i>*Conditionally approved amounts will only be reimbursed upon satisfying the condition mentioned below.</i>		
ADJUSTMENT (if any)		Adjustment Reason:		
APPROVED GRANT AMOUNT:	\$7,908.03			
Notes:				

PROJECT TITLE	APPLICANT	
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department	
	WAVE PROGRAM REQUIREMENT	PAGE 1 OF 3

PROGRAM ENFORCEMENT DATES



WAVE 58: Thursday, November 26th – Thursday, December 3rd, 2020
WAVE 59: Monday, May 17th – Sunday, June 6th, 2021

THREE REPORTING Forms to Submit for each wave:

1. *Pre Survey – Observed belt use before enforcement*
2. *Post Survey – Observed belt use after enforcement*
3. **Enforcement Summary – Activity conducted/citations issued**

Please submit your data electronically via www.beltwave.com

Choose which form you would like to submit and enter the Password

(See page number 3 for additional information)

If you do not have access to the internet, your Wave documentation can be faxed to PRG at (203) 459-8312. Any questions or issues, please contact one of the following individuals.

Juliet Little
 OP Program Manager
 CT Dept. of Transportation
 Highway Safety Office
 P: (860) 594-2365
 DOT.CIOT@ct.gov

Katie Raboin
 Senior Research Associate
 Preusser Research Group, Inc.
 P: (203) 459-8700 x104
 F: (203) 459-8312
katie@preussergroup.com

PROJECT TITLE	APPLICANT					
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department					
	WAVE PROGRAM REQUIREMENT				PAGE 2 OF 3	

WAVE 58 PLANNING CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
November 15	November 16	November 17 Conduct PRE SURVEY	November 18	November 19 Submit PRE SURVEY to PRG	November 20 Contact Media	November 21
November 22	November 23	November 24	November 25	November 26	November 27	November 28
				ENFORCEMENT PERIOD NOVEMBER 26, 2020 TO DECEMBER 3, 2020		
November 29	November 30	December 1	December 2	December 3	December 4	December 5
ENFORCEMENT PERIOD NOVEMBER 26, 2020 TO DECEMBER 3, 2020					Conduct POST SURVEY	Contact Media
December 6 Submit POST SURVEY & ENFORCEMENT SUMMARY to PRG	December 7	December 8	December 9	December 10	December 11	December 12

WAVE 59 PLANNING CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 9	May 10	May 11 Conduct PRE SURVEY	May 12	May 13 Submit PRE SURVEY to PRG	May 14 Contact Media	May 15
May 16	May 17	May 18	May 19	May 20	May 21	May 22
ENFORCEMENT PERIOD MAY 17, 2021 TO JUNE 6, 2021						
May 23	May 24	May 25	May 26	May 27	May 28	May 29
ENFORCEMENT PERIOD MAY 17, 2021 TO JUNE 6, 2021						
May 30	May 31	June 1	June 2	June 3	June 4	June 5
ENFORCEMENT PERIOD MAY 17, 2021 TO JUNE 6, 2021						
June 6	June 7	June 8	June 9	June 10	June 11	June 12
ENFORCEMENT PERIOD			Conduct POST SURVEY	Contact Media	Submit POST SURVEY & ENFORCEMENT SUMMARY to PRG	

PROJECT TITLE	APPLICANT	
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department	
	WAVE PROGRAM REQUIREMENT	PAGE 3 OF 3

SEAT BELT ENFORCEMENT "WAVE" PROGRAM OVERVIEW

The Highway Safety Office Click-it or Ticket Wave Program takes place twice a year around busy holiday travel times (Thanksgiving & Memorial Day)

Wave # 58: November 26 - December 3, 2020

Wave # 59: May 17 - June 6, 2021

The necessary reporting forms can be found in this spreadsheet.

Please visit www.beltwave.com to submit data electronically.

*(*Please note: Password is lower case – no caps or spaces)*

In order to be counted as a **PARTICIPANT** as required by your PD's occupant protection grant, you must conduct the following activities and submit the required data via the website mentioned above.

- 1. Conduct observations twice (before/after any enforcement activity)**
- 2. Submit Pre Survey**
- 3. Submit Post Survey**
- 4. Submit Enforcement Activity Summary**

Please note:

- **Observations** consist of observing passing traffic from a stationary position (seated in parked cruiser) and tallying Yes/No seat belt use
- **Pre Survey** observations should take place before any grant-related seat belt enforcement takes place.
- **Post Survey** observations should take place after the 1 - 3 week enforcement period has ended.
- **Enforcement Summary** information should include totals for citations and warnings issued during the grant enforcement period.

PROJECT TITLE	APPLICANT	
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department	
	PRE SURVEY WAVE 58	PAGE 1

PRE SURVEY Instructions for Wave 58

- Use the same location the same time on the same day for all surveys
- Observe all vehicles with four wheels (car, van, pick-up, SUV)
- Observe **DRIVERS ONLY**
- Record a "Yes" for proper shoulder belt usage only.
(seat belt behind back or under arm is incorrect usage).
- Observe 200 drivers or for one hour, whichever comes first.
- When completed, submit survey forms online at: WWW.BELTWAVE.COM

PRE SURVEY

Conduct on:
11/17/2020

Submit by:
11/19/2020

On the log sheet, YES means BELTED and NO means NOT BELTED.

PRE SURVEY INFORMATION

City/Town: _____ Location: _____
(Street) (Cross Street)

Date: _____ Day of Week: _____

Start Time: _____ Observer(s): _____

Report submitted for: Municipal Dept. Troop Barracks

Resident Trooper Town of:

Total Drivers Belted **divided** by Total Drivers Observed **equals** Percentage of Drivers Belted

_____ ÷ _____ = _____ %

PRE SURVEY DATA COLLECTION SHEET ON NEXT PAGE

PROJECT TITLE	APPLICANT					
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department					
	PRE SURVEY WAVE 58			PAGE 1		

PRE SURVEY DATA COLLECTION SHEET LOG (MUST BE SUBMITTED ONLINE)

VEH. #	YES	NO												
1			41			81			121			161		
2			42			82			122			162		
3			43			83			123			163		
4			44			84			124			164		
5			45			85			125			165		
6			46			86			126			166		
7			47			87			127			167		
8			48			88			128			168		
9			49			89			129			169		
10			50			90			130			170		
11			51			91			131			171		
12			52			92			132			172		
13			53			93			133			173		
14			54			94			134			174		
15			55			95			135			175		
16			56			96			136			176		
17			57			97			137			177		
18			58			98			138			178		
19			59			99			139			179		
20			60			100			140			180		
21			61			101			141			181		
22			62			102			142			182		
23			63			103			143			183		
24			64			104			144			184		
25			65			105			145			185		
26			66			106			146			186		
27			67			107			147			187		
28			68			108			148			188		
29			69			109			149			189		
30			70			110			150			190		
31			71			111			151			191		
32			72			112			152			192		
33			73			113			153			193		
34			74			114			154			194		
35			75			115			155			195		
36			76			116			156			196		
37			77			117			157			197		
38			78			118			158			198		
39			79			119			159			199		
40			80			120			160			200		

PROJECT TITLE	APPLICANT	
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department	
	POST SURVEY WAVE 58	PAGE 1

POST SURVEY Instructions for Wave 58

- Use the same location the same time on the same day for all surveys
- Observe all vehicles with four wheels (car, van, pick-up, SUV)
- Observe **DRIVERS ONLY**
- Record a "Yes" for proper shoulder belt usage only.
(seat belt behind back or under arm is incorrect usage).
- Observe 200 drivers or for one hour, whichever comes first.
- When completed, submit survey forms online at: WWW.BELTWAVE.COM

POST SURVEY

Conduct on:
12/04/2020

Submit by:
12/06/2020

On the log sheet, *YES* means BELTED and *NO* means NOT BELTED.

POST SURVEY INFORMATION

City/Town: _____ Location: _____
(Street) (Cross Street)

Date: _____ Day of Week: _____

Start Time: _____ Observer(s): _____

Report submitted for: Municipal Dept. Troop Barracks

Resident Trooper Town of:

Total Drivers Belted **divided** by Total Drivers Observed **equals** Percentage of Drivers Belted

_____ ÷ _____ = _____ %

POST SURVEY DATA COLLECTION SHEET ON NEXT PAGE

PROJECT TITLE						APPLICANT					
CLICK-IT OR TICKET ENFORCEMENT						Simsbury Police Department					
						POST SURVEY WAVE 58			PAGE 1		

POST SURVEY DATA COLLECTION SHEET LOG *(MUST BE SUBMITTED ONLINE)*

VEH. #	YES	NO												
1			41			81			121			161		
2			42			82			122			162		
3			43			83			123			163		
4			44			84			124			164		
5			45			85			125			165		
6			46			86			126			166		
7			47			87			127			167		
8			48			88			128			168		
9			49			89			129			169		
10			50			90			130			170		
11			51			91			131			171		
12			52			92			132			172		
13			53			93			133			173		
14			54			94			134			174		
15			55			95			135			175		
16			56			96			136			176		
17			57			97			137			177		
18			58			98			138			178		
19			59			99			139			179		
20			60			100			140			180		
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23			63			103			143			183		
24			64			104			144			184		
25			65			105			145			185		
26			66			106			146			186		
27			67			107			147			187		
28			68			108			148			188		
29			69			109			149			189		
30			70			110			150			190		
31			71			111			151			191		
32			72			112			152			192		
33			73			113			153			193		
34			74			114			154			194		
35			75			115			155			195		
36			76			116			156			196		
37			77			117			157			197		
38			78			118			158			198		
39			79			119			159			199		
40			80			120			160			200		

PROJECT TITLE	APPLICANT	
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department	
	ENFORCEMENT SUMMARY 58	PAGE 1

Enforcement Activity Summary Report **(SUBMIT TO PRG BY 12/6/2020)**

Town/City Name: _____ Date: _____
 Enforcement Time of Day: Daytime (6 am – 5:59 pm) Nighttime (6 PM – 5:59 AM)
 Enforcement type (check all that apply):
 CHECKPOINT [Total # of checkpoints conducted during Wave 58]
 OVERTIME ROUTINE PATROL SATURATION PATROL
 OTHER _____
 Report submitted for: Municipal Troop Barracks Resident Trooper Town: _____

ENFORCEMENT ACTIVITY RESULTS	
<i>Citation / Activity Type</i>	<i>TOTAL #</i>
<i>Seat Belt Citation</i>	
<i>Child Safety Seat Citation</i>	
<i>DUI Arrests</i>	
<i>DUID Arrests</i>	
<i>Cell Phone Use Citation</i>	
<i>Distracted Driving Citation</i>	
<i>Speeding Citation</i>	
<i>Reckless Driving Citation</i>	
<i>Stolen Vehicles Recovered</i>	
<i>Suspended Licenses</i>	
<i>Uninsured Motorists</i>	
<i>Other Traffic Violation Citation</i>	
<i>Felony Arrests</i>	
<i>Fugitives Apprehended</i>	
<i>Non-Traffic Violations / Criminal</i>	
<i>Press Releases Distributed</i>	
<i>Interviews Given</i>	

PROJECT TITLE	APPLICANT	
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department	
	PRE SURVEY WAVE 59	PAGE 1

PRE SURVEY Instructions for Wave 59

- Use the same location the same time on the same day for all surveys
- Observe all vehicles with four wheels (car, van, pick-up, SUV)
- Observe **DRIVERS ONLY**
- Record a "Yes" for proper shoulder belt usage only.
(seat belt behind back or under arm is incorrect usage).
- Observe 200 drivers or for one hour, whichever comes first.
- When completed, submit survey forms online at: WWW.BELTWAVE.COM

PRE SURVEY

Conduct on:
05/11/2021

Submit by:
05/13/2021

On the log sheet, *YES* means BELTED and *NO* means NOT BELTED.

PRE SURVEY INFORMATION

City/Town: _____ Location: _____
(Street) (Cross Street)

Date: _____ Day of Week: _____

Start Time: _____ Observer(s): _____

Report submitted for: Municipal Dept. Troop Barracks

Resident Trooper Town of:

Total Drivers Belted **divided** by Total Drivers Observed **equals** Percentage of Drivers Belted

_____ ÷ _____ = _____ %

PRE SURVEY DATA COLLECTION SHEET ON NEXT PAGE

PROJECT TITLE						APPLICANT					
CLICK-IT OR TICKET ENFORCEMENT						Simsbury Police Department					
						PRE SURVEY WAVE 59			PAGE 1		

PRE SURVEY DATA COLLECTION SHEET LOG (MUST BE SUBMITTED ONLINE)

VEH. #	YES	NO												
1			41			81			121			161		
2			42			82			122			162		
3			43			83			123			163		
4			44			84			124			164		
5			45			85			125			165		
6			46			86			126			166		
7			47			87			127			167		
8			48			88			128			168		
9			49			89			129			169		
10			50			90			130			170		
11			51			91			131			171		
12			52			92			132			172		
13			53			93			133			173		
14			54			94			134			174		
15			55			95			135			175		
16			56			96			136			176		
17			57			97			137			177		
18			58			98			138			178		
19			59			99			139			179		
20			60			100			140			180		
21			61			101			141			181		
22			62			102			142			182		
23			63			103			143			183		
24			64			104			144			184		
25			65			105			145			185		
26			66			106			146			186		
27			67			107			147			187		
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35			75			115			155			195		
36			76			116			156			196		
37			77			117			157			197		
38			78			118			158			198		
39			79			119			159			199		
40			80			120			160			200		

PROJECT TITLE	APPLICANT	
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department	
	POST SURVEY WAVE 59	PAGE 1

POST SURVEY Instructions for Wave 59

- Use the same location the same time on the same day for all surveys
- Observe all vehicles with four wheels (car, van, pick-up, SUV)
- Observe **DRIVERS ONLY**
- Record a "Yes" for proper shoulder belt usage only.
(seat belt behind back or under arm is incorrect usage).
- Observe 200 drivers or for one hour, whichever comes first.
- When completed, submit survey forms online at: WWW.BELTWAVE.COM

POST SURVEY

Conduct on:
06/09/2021

Submit by:
06/11/2021

On the log sheet, YES means BELTED and NO means NOT BELTED.

POST SURVEY INFORMATION

City/Town: _____ Location: _____
(Street) (Cross Street)

Date: _____ Day of Week: _____

Start Time: _____ Observer(s): _____

Report submitted for: Municipal Dept. Troop Barracks

Resident Trooper Town of:

Total Drivers Belted **divided** by Total Drivers Observed **equals** Percentage of Drivers Belted

_____ ÷ _____ = _____ %

POST SURVEY DATA COLLECTION SHEET ON NEXT PAGE

PROJECT TITLE						APPLICANT					
CLICK-IT OR TICKET ENFORCEMENT						Simsbury Police Department					
						POST SURVEY WAVE 59			PAGE 1		

POST SURVEY DATA COLLECTION SHEET LOG *(MUST BE SUBMITTED ONLINE)*

VEH. #	YES	NO												
1			41			81			121			161		
2			42			82			122			162		
3			43			83			123			163		
4			44			84			124			164		
5			45			85			125			165		
6			46			86			126			166		
7			47			87			127			167		
8			48			88			128			168		
9			49			89			129			169		
10			50			90			130			170		
11			51			91			131			171		
12			52			92			132			172		
13			53			93			133			173		
14			54			94			134			174		
15			55			95			135			175		
16			56			96			136			176		
17			57			97			137			177		
18			58			98			138			178		
19			59			99			139			179		
20			60			100			140			180		
21			61			101			141			181		
22			62			102			142			182		
23			63			103			143			183		
24			64			104			144			184		
25			65			105			145			185		
26			66			106			146			186		
27			67			107			147			187		
28			68			108			148			188		
29			69			109			149			189		
30			70			110			150			190		
31			71			111			151			191		
32			72			112			152			192		
33			73			113			153			193		
34			74			114			154			194		
35			75			115			155			195		
36			76			116			156			196		
37			77			117			157			197		
38			78			118			158			198		
39			79			119			159			199		
40			80			120			160			200		

PROJECT TITLE	APPLICANT	
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department	
	ENFORCEMENT SUMMARY 59	PAGE 1

Enforcement Activity Summary Report (SUBMIT TO PRG BY 06/11/2021)

Town/City Name: _____ Date: _____

Enforcement Time of Day: Daytime (6 am – 5:59 pm) Nighttime (6 PM – 5:59 AM)

Enforcement type (check all that apply):

CHECKPOINT [Total # of checkpoints conducted during Wave 59]

OVERTIME ROUTINE PATROL SATURATION PATROL

OTHER _____

Report submitted for: Municipal Troop Barracks Resident Trooper Town: _____

ENFORCEMENT ACTIVITY RESULTS	
<i>Citation / Activity Type</i>	<i>TOTAL #</i>
<i>Seat Belt Citation</i>	
<i>Child Safety Seat Citation</i>	
<i>DUI Arrests</i>	
<i>DUID Arrests</i>	
<i>Cell Phone Use Citation</i>	
<i>Distracted Driving Citation</i>	
<i>Speeding Citation</i>	
<i>Reckless Driving Citation</i>	
<i>Stolen Vehicles Recovered</i>	
<i>Suspended Licenses</i>	
<i>Uninsured Motorists</i>	
<i>Other Traffic Violation Citation</i>	
<i>Felony Arrests</i>	
<i>Fugitives Apprehended</i>	
<i>Non-Traffic Violations / Criminal</i>	
<i>Press Releases Distributed</i>	
<i>Interviews Given</i>	

PROJECT TITLE	APPLICANT	
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department	
	AVAILABLE MEDIA ITEMS	PAGE 1 OF 2

AVAILABLE MEDIA ITEMS

These items may be requested by contacting either:

Juliet Little, Occupant Protection Program Manager
Phone: (860) 594-2365

- **CIOT CITATION HOLDER**
- **DUI PAMPHLET**



SEAT BELT CONVINCER & ROLLOVER SIMULATORS

The Connecticut Police Chiefs Association and the Connecticut State Police have a Seat Belt Convincer and Rollover Simulators available for your event or presentation at no cost.

Southington Police Department,
 Convincer/Rollover available
Sgt. Brian Leppard
860-378-1603



New Milford Police Department,
 Convincer available
Sgt. James Dzamko
860-355-3133

Connecticut State Police,
 Convincer/Rollover Available
Sgt. Corey Eppers
203-630-8090

PROJECT TITLE	APPLICANT	
CLICK-IT OR TICKET ENFORCEMENT	Simsbury Police Department	
	AVAILABLE MEDIA ITEMS	PAGE 2 OF 2

MEDIA GOALS

Communicate the Program’s Goals with Local Media

- Contact your local media and advise them of the upcoming enforcement period. Invite them on ride-alongs or to visit a checkpoint during the WAVE.
- Use a combination of educational materials, press releases or news articles to stress enforcement of the occupant protection laws.
- The goal is to alert the public that an enforcement mobilization will be taking place.
- Publicity is a major component and vital to the success of your safety belt and child safety seat campaign.
- Enforcement and education together will generate the level of public awareness or success needed to raise the safety belt usage rate in your community.
- The media can provide great exposure before, during, and after a high visibility enforcement campaign. A ‘hook’, however, is the key to drawing increased coverage.

ENFORCEMENT MESSAGE TO THE PUBLIC

With the Thanksgiving weekend upon us, Connecticut’s law enforcement agencies intend to promote safe driving and increase the protection of all motorists. Law enforcement officials are out on Connecticut’s roads enforcing the State Occupant Protection laws and issuing citations to those who are unbuckled.

**Arrive to Thanksgiving Dinner Safe and Sound:
*Buckle Up—Every Trip. Every Time.***





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Body-Worn Recording Equipment Reimbursement Grant
2. **Date of Board Meeting:** October 26, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Nicholas J. Boulter, Chief of Police
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports applying for the Body-Worn Recording Equipment Reimbursement Grant, the following motion is in order:

Move, effective October 26, 2020 to submit the Body-Worn Recording Equipment Reimbursement Grant application and to authorize Maria E. Capriola, Town Manager, to execute the grant application.

In the event that the grant is awarded, the following additional motion is in order:

Move, to accept the Body-Worn Recording Equipment Reimbursement Grant application and to authorize Maria E. Capriola, Town Manager, to execute all documents related to the grant award.
5. **Summary of Submission:**
The State of CT Office of Policy and Management (OPM) has given the Police Department the opportunity to participate in a reimbursement grant for 50% of all first year costs associated with implementation of a body-worn recording equipment program. We were recently contacted and advised that this first come, first serve grant reimbursement funding is being depleted faster than was anticipated by OPM.
6. **Financial Impact:**
This grant allows for 50% reimbursement of all first year costs associated with implementing a body-worn recording equipment program. The year one costs are approximately \$79,936.50 and if awarded, the Town will receive a reimbursement of approximately \$39,968.25.

7. Description of Documents Included with Submission:

- a) Body-Worn Recording Equipment Reimbursement Grant application



STATE OF CONNECTICUT
Office of Policy and Management

2

Application for Reimbursement

State Funded (Public Acts 15-4, A717-225, 18-107, 19-11 & 20-1)

Body-Worn Recording Equipment (BWRE)

Reimbursement Grant

June 24, 2020 (Version 3.0)

PART: 1 Application Period		
Application Period	DEADLINE for Application	Check
January 1, 2012 to June 30, 2016	December 31, 2016	<input type="checkbox"/>
July 1, 2016 to June 30, 2017	December 31, 2017	<input type="checkbox"/>
July 1, 2017 to June 30, 2018	December 31, 2018	<input type="checkbox"/>
July 1, 2018 to June 30, 2019	December 31, 2019	<input type="checkbox"/>
July 1, 2019 to June 30, 2020	December 31, 2020	<input type="checkbox"/>
July 1, 2020 to June 30, 2021	December 31, 2021	<input checked="" type="checkbox"/>

PART: 2 Applicant Information	
A. Organization	
Law Enforcement Agency or Municipality:	
Simsbury Police Department	
Street Address:	933 Hopmeadow Street
Town/City:	Simsbury
State:	CT
Zip Code:	06070
B. Name of Person to be contacted on matters relating to this Application	
Name:	Matthew Christian
Title/Rank:	Sergeant
Phone No.	860-658-3115
Email Address	mchristian@pd.simsbury-ct.gov

PART: 3	Total Sworn Officers in Law Enforcement Agency
Total Municipal Sworn Officers in the Law Enforcement Agency	39
NOTE: Resident State Trooper BWRE Requirements are NOT funded through this application	
Total Number of Body-Worn Cameras (BWC) Requested in this Application	44
Please Provide the Number of "Spares" included in the Total (BWC) above	5

PART: 4	Itemized List of Body-Worn Cameras by Vendor		
Note: Use this grid to list Body-Worn Cameras only			
Description	Quantity	Unit Price	Amount
Example: Body X-Cam; Model # FG654; 16GB	12	\$450.00	\$5,400.00
Axon Body 3	44	\$699.00	\$30,756.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
		TOTAL	\$30,756.00

PART: 5	Itemized List of Any Supporting Body-Worn Camera Equipment		
Note: Use this grid to list Mounts, Car Kits, Clips, Cables and Adapters			
Description	Quantity	Unit Price	Amount
Example: Clips for Body X-Cam; Model # FG654;	12	\$39.95	\$479.40
Axon Body 3 - 8 Bay Dock	5	\$1,495.00	\$7,475.00
Axon Body 3 - 8 Bay Dock add on	1	\$1,345.50	\$1,345.50
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$8,820.50

PART: 8

Total Reimbursement Summary

Total Requested AMOUNT: Body-Worn Cameras (BWC)	\$30,756.00
Total Requested AMOUNT: Any Supporting Body-Worn Camera Equipment	\$8,820.50
Total Requested AMOUNT: In-House BWC Data/Video Storage Equipment	\$0.00
Total Requested AMOUNT: 1 Year Data Services Contract	\$40,360.00
Total Requested Reimbursement AMOUNT	\$79,936.50

PART: 9

Certification, PIN Number and Signature

A. Certification

I certify that the information, cost components and statements contained in this grant application are true, complete and accurate to the best of my knowledge.



I AGREE

Please place an "X" in the box

B. PIN Number

*	Please call _____ at _____ to be assigned a PIN Number
*	Application must have an OPM assigned PIN Number - PRIOR to SUBMISSION
	OPM PIN Number

B. Signature


Authorized Signature

10/26/20
Date Signed

Sergeant Matthew Christian
PRINT The Name and Title of the Signatory



State Funded
Body-Worn Recording Equipment Grant Program
(BWRE Grant Program)
Updated November 30, 2017
AUTHORIZED SIGNATURE FORM

The State of Connecticut Office of Policy and Management (OPM) is providing reimbursement grants to assist municipalities, local police departments and university police forces with the procurement and implementation of Body-Worn Recording Equipment (BWRE).

This form must be **signed** and dated by the city/town official or university official that has the legal authority to accept grant funds on behalf of the city/town or university.

This form must then be **countersigned** and dated by the individual with the legal authority to verify the authorized signatory on behalf of the city/town or university.

Authorized Signatory

Print Here	Title Here
Printed Name of Mayor/First Selectman/City or Town Manager or University Official	Title
Sign Here	Date Here
Signature of Mayor/First Selectman/City or Town Manager or University Official	Date

Verification/Attestation

Print Here	Title Here
Printed Name of Municipal/University Legal Authority Attesting to Signature	Title
Sign Here	Date Here
Signature of Municipal/University Legal Authority Attesting to Signature	Date



State Funded
Body-Worn Recording Equipment Grant Program
(BWRE Grant Program)
Updated November 30, 2017

COMPLIANCE CERTIFICATION
WITH PUBLIC ACTS 15-4 & 17-225

And the

POLICY DIRECTIVES OF
CONNECTICUT POLICE OFFICER STANDARDS AND TRAINING COUNCIL
GENERAL NOTICE 15-05

SIGNATURE FORM

The undersigned certifies that:

1. The procurement and distribution of any and all Body-Worn Recording Equipment contained in this application is in conformance with all requirements identified in P.A. 15-4 and P.A. 17-225.
2. All appropriate officials of the Municipality or law enforcement agency have reviewed the "Policy - Use of Body Worn Cameras" promulgated by the Connecticut Police Officer Standards and Training Council General Notice 15-05 and agree that their department's body worn recording equipment policy will be based upon the guidelines maintained by the Department of Emergency Services and Public Protection and the Police Officer Standards and Training Council.

Police Chief or Municipal Authorized Signatory

Print Here <i>Nicholas Boulter</i>	Title Here <i>Chief of Police</i>
Printed Name of Police Chief or Municipal Authorized Signatory	Title
Sign Here <i>Nicholas Boulter</i>	Date Here <i>10/26/2020</i>
Signature of Police Chief or Municipal Authorized Signatory	Date



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Supplemental Appropriation – Ice Rink Refrigeration Condensing Unit Replacement

2. **Date of Board Meeting:** October 26, 2020

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Amy N. Meriwether, Finance Director/Treasurer

Maria E. Capriola

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

If the Board of Selectmen supports moving forward with a \$13,000 transfer from the Capital Reserve Fund to the Capital Projects Fund to cover the cost of replacing steel supports for the ice rink refrigeration condensing unit, the following motion is in order:

Move, effective October 26, 2020, to recommend to the Board of Finance a transfer of \$13,000 from the Capital Reserve Fund to the Capital Projects Fund to cover the cost of replacing steel supports for the ice rink condensing unit.

5. **Summary of Submission:**

In accordance with the approved capital plan, the Town has initiated construction activity for the replacement of the refrigeration condensing unit at the Simsbury Farms ice rink. After removal of the existing condensing unit, it was determined that the existing steel supporting the unit was in poor condition and would need to be replaced prior to installing the new condensing unit (see attached photo). Management has been notified that additional funding would be needed to replace the steel and complete this project. The cost to replace the existing steel is estimated to be \$13,000.

The rink is scheduled to open in early November, and if this work is not done immediately, the opening would be delayed and revenues forfeited. Therefore, management has allowed this work to move forward in an effort to reduce any revenue losses from a delayed opening.

On October 20, 2020 the Board of Finance authorized a transfer of \$2,000,000 from the General Fund to the Capital Reserve. Management would like to request an additional appropriation of \$13,000 from this reserve to fund the work needed to replace the deteriorated steel beam and associated work.

6. **Financial Impact:**

The Capital Reserve Fund would be reduced from \$2,000,000 to \$1,987,000.

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

a) Photo of Existing Steel Beam





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Assistant Town Clerk I and II Classifications
2. **Date of Board Meeting:** October 26, 2020
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 is in support of the proposed recommendations, the following suggested motions are in order:

Move effective, October 26, 2020 to revise the Assistant Town Clerk II and Assistant Town Clerk I job descriptions as presented.

Further move effective, October 26, 2020 to approve a salary range for the Assistant Town Clerk II position at grade T10 of the S, C, and L employees pay plan, or \$29.20 - \$34.90/hr or the equivalent of \$53,144 - \$63,518/yr and to approve a salary range for the Assistant Town Clerk I position at grade T7 of the S, C, and L employees pay plan, or \$25.62 - \$30.59/hr or the equivalent of \$46,628 - \$55,673/yr.

5. **Summary of Submission:**

The Simsbury Town Clerk's Office currently has three full-time positions: Town Clerk; Assistant Town Clerk II & Assistant Town Clerk I. The Assistant Town Clerk II is scheduled to retire around November 30. The last update to the job descriptions for both Assistant Clerk positions was done in 1998, over 22 years ago. Attached please find proposed revised job descriptions for the Assistant Town Clerk positions. The proposed job description changes are largely housekeeping to reflect modern terminology, current practices, and current duties of the position.

There are two proposed substantive job description changes. The Assistant Town Clerk I position currently allows for an employee to enter the Municipal Clerk career field at an entry level and gain valuable experience. As proposed, once the Assistant Town Clerk I employee has met the minimum qualifications of the Assistant Town Clerk II position, they could be reclassified to that position. Regarding the Assistant Town Clerk II position, certification as a Municipal Town Clerk would now be required at time of hire or promotion to that position.

The Assistant Town Clerk II and I positions are represented by the CSEA Secretarial, Clerical and Library unit. The Assistant Town Clerk II is currently classified at grade "T7"

and the Assistant Town Clerk I is currently classified at grade "T5" on that employees' pay plan. The positions are classified as non-exempt and are regularly scheduled for 35 hours per week.

The Town Clerk and Town Manager's Office conducted benchmarking for external Assistant Town Clerk positions in area Town Clerk Offices to find a competitive salary range for the positions. It was found that our Assistant Town Clerk positions are well below both the median and average salary ranges for external comparable positions and that the current salary ranges are not competitive with the market.

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."

Excerpted additional relevant Charter language (Section 903) regarding salaries includes:

"The salaries, wages, or other compensation of all officers and all employees of the Town, and such employees of the Board of Education as are recommended by said Board shall be determined by the Board of Selectmen, in conformity with a systematic pay plan for the positions involved as prepared and recommended by the Town Manager, except as otherwise provided by law."

The Personnel Sub-Committee reviewed and endorsed this proposal at their October 8, 2020 meeting. The Union is in agreement with the Town regarding the proposed changes.

6. Financial Impact:

Benchmarking revealed that the existing Assistant Town Clerk II salary range is not competitive with external market data. Changing the pay grade from grade A7 to A10 of the secretarial, clerical and employees pay plan would add an increase to the range of \$6,516 to \$7,845 per year. Data also showed the Assistant Town Clerk I salary range is not competitive with external market data. Changing the pay grade from A5 to A7 of the secretarial, clerical and employees pay plan would add an increase to the range of \$4,022 to \$4,786 per year.

The current incumbents in the Assistant Town Clerk I and II positions are at the maximum of the range. However, due to the upcoming retirement, new or promoted staff is expected around November 30th. Based on the anticipated starting salary salaries of a new hire and/or promoted staff, the estimated savings on the FY 20/21 budget is \$3,555 or \$3,827 when payroll taxes are factored in.

If these changes are approved effective October 26, 2020, the pay rates for the incumbents in the positions will be adjusted. The salary impact would be \$1,975 inclusive of payroll taxes for the Assistant Town Clerk II position, including the

incumbent's leave payout at retirement. The salary impact for the Assistant Town Clerk I position would be \$289 inclusive of payroll taxes. This would reduce the overall estimated savings to \$1,311, or \$1,563 when payroll taxes are factored in.

7. Description of Documents Included with Submission:

- a) Proposed Job Description Changes – Assistant Town Clerk I
- b) Proposed Job Description Changes – Assistant Town Clerk II
- c) Assistant Town Clerk Salary Benchmarking Analysis

Town of Simsbury

TITLE: Assistant Town Clerk I **GRADE:** ~~T5~~-T7

DEPARTMENT: Town Clerk's Office **DATE:** XX, 2020

POSITION DESCRIPTION:

Under the general supervision and direction of the Town Clerk, performs responsible and varied clerical work in performing the duties of the Town Clerk's Office. ~~recording vital statistics, land records, election information and other records; issues various licenses and permits; and provides information to the public a requiring a knowledge of department programs and procedures.~~

ESSENTIAL JOB FUNCTIONS:

- ~~• Plans work according to established office or standard procedure.~~
- ~~• Researches land record information.~~
- ~~• Enters absentee ballot and various licensing information into computer indexing programs.~~
- ~~• Records and indexes land record information in day book and general indexes.~~
- ~~• Receives and calculates recording fees and conveyance taxes for deed transfers, maps and surveys, trade name certificates, Notary Public appointments, liquor licenses, etc.~~
- ~~• Records veterans discharge papers.~~
- ~~• Registers voters and issues absentee ballots.~~
- ~~• Performs other administrative details for general and special elections and for referenda.~~
- ~~• Administers oaths.~~
- ~~• Prepares certificates for births, deaths, marriages and other vital statistics for filing and indexing.~~
- ~~• Receives fees for and issues dog licenses and sport licenses.~~
- ~~• Provides assistance to title searchers, attorneys, and members of the public.~~
- ~~• Compiles conveyance tax information and other data for inclusion in routine reports for review and signature by Town Clerk.~~
- Performs all regular functions of the Town Clerk's Office; examines work for exactness, neatness and conformance to policies and procedures.
- Uses land record indexing software to record land records both electronic and in hard copy; verifies all recordable real estate documents within statutory time limits; corrects recording related errors to assure timely, accurate preparation of indexes.
- Researches land record information; provides assistance to title searchers, attorneys, and members of the public.
- Receives, processes and reconciles payments for various transactions in the form of check, credit/debit card, electronic checks and electronic fund transfers.

- Responsible for preparing departmental purchase orders, processing invoices and P-card statements, maintaining gift card logs, depositing, tracking and acknowledging donations, and other financial management duties as assigned.
- Records and indexes births, deaths, marriages and other vital statistics using database software.
- Records and indexes veterans discharge papers using database software.
- Receives and maintains meeting minutes of the Town's boards and commissions.
- Receives and processes liquor permits, notary filings, records disposal authorizations, petitions and campaign finance filings.
- Issues marriage licenses, burial permits, cremation certificates, dog licenses, vendor permits and certified copies of vital records using computer software.
- Issues absentee ballots using the State of Connecticut's electronic Connecticut Voter Registration System.
- Maintains confidential information. Maintains records according to state retention schedule, prepares requests to destroy documents, and arranges for destruction of authorized documents. Prepares and maintains office files and records.
- Provides customer service to the public, screens calls, walk-in traffic and correspondence. Provides information on department and/or Town services and acts as a point of contact for patrons. Refers correspondence to the appropriate staff person or department as needed; follows up on requests to ensure satisfactory resolution.
- Administers and records oaths.
- Reports work accomplished to Town Clerk or Assistant Town Clerk II as assigned.
- Receives functional supervision from Town Clerk, or Assistant Town Clerk II as assigned.
- Screens telephone calls.

ADDITIONAL JOB FUNCTIONS:

- Performs ~~secretarial~~ clerical tasks for Town Clerk.
- Independently composes routine correspondence.
- ~~Assists with Town Meetings and minutes, as required.~~
- ~~Maintains office files.~~
- ~~Assists in maintaining Town Clerk's board and commission files.~~
- ~~Maintains cash drawer and reconciles cash.~~
- ~~May serve as a Notary Public.~~
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ~~Knowledge of basic office procedures, including filing, scheduling, posting and basic bookkeeping.~~
- ~~Ability to follow written and oral instructions.~~
- ~~Ability to apply common sense understanding to carry out instructions furnished in written, oral or schedule form.~~

- ~~Ability to solve recording and filing difficulties in a practical manner.~~
- ~~Ability to acquire a working knowledge of laws, regulations and procedures pertaining to mission of Town Clerk's office.~~
- ~~Ability to greet the public and offer assistance.~~
- ~~Ability to type with speed and efficiency.~~
- ~~Ability to perform basic mathematical computations.~~
- ~~Ability to use computer terminal to access, process and retrieve information contained in file records computer databases.~~
- ~~Ability to operate data and word processing equipment, e.g. Microsoft Word & Excel.~~
- ~~Ability to handle and process high volume of paperwork accurately and efficiently and maintain complex file and record systems.~~
- ~~Ability to greet the public and offer assistance.~~
- ~~Ability to work and interact effectively with staff, superiors, and the general public in person and via the telephone.~~
- ~~Ability to monitor new issues and techniques appropriate to Town Clerk functions and responsibilities.~~
- ~~Knowledge of land records and other related legal documents.~~
- ~~Ability to communicate effectively both orally and in writing.~~
- Ability to handle frequent interruptions and specific deadlines.
- Strong attention to detail.
- Ability to follow written and oral instructions.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or schedule form.
- Ability to solve recording and filing difficulties in a practical manner.
- Ability to greet the public and offer assistance; strong customer service skills. .
- Ability to type with speed and efficiency.
- Ability to perform basic mathematical computations.
- Ability to access, process and retrieve information contained in computer databases.
- Knowledge and skill in the use of the internet, spreadsheet, word processing and database software, and email.
- Ability to handle and process high volume of paperwork accurately and efficiently and maintain complex file and record systems.
- Ability to work, interact and communicate effectively with staff, superiors, and the general public in person, via the telephone and via email.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Ability to sit and / or stand continuously for prolonged periods of time.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on detail with constant interruptions to remember multiple assignments given over long periods of time, and to understand the theory behind several related concepts.

- Ability to distinguish between public and confidential information and handle appropriately.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to work in office setting subject to continuous interruptions and background noises.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers and shelving ranging from 1' to 7' from the floor.
- Ability to move throughout Town Hall and other Town building sites.
- Ability to reach and bend, to carry and lift documents or office equipment weighing up to 30 pounds.
- Ability to access and utilize overhead storage space.

REQUIRED MINIMUM QUALIFICATIONS:

High school education plus three (3) years of responsible records management experience or responsible office administrative work. Experience working in a law office or with real estate or land records or in customer service desirable.

Once the incumbent has become certified as a Connecticut Town Clerk and has at least three years of experience working in a Town Clerk's Office, the incumbent will be reclassified to the Assistant Town Clerk II position if they possess the minimum qualifications of that position.

LICENSE OR CERTIFICATE:

Must be sworn to duties as Assistant Town Clerk and Assistant Registrar of Vital Statistics pursuant to Connecticut General Statutes. Ability to become a Notary Public.

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

Town of Simsbury

TITLE: Assistant Town Clerk II **GRADE:** ~~T7~~ T10
DEPARTMENT: Town Clerk's Office **DATE:** XX, 2020

POSITION DESCRIPTION:

~~Under the general supervision and direction of the Town Clerk, performs responsible office administration and clerical work in recording vital statistics, land records, election information and other records; issues licenses and permits; provides information to the requiring a knowledge of programs and procedures; and assumes responsibility of office in absence of Town Clerk.~~

Under the general supervision and direction of the Town Clerk, performs responsible administrative, technical and clerical work in performing duties of the Town Clerk's Office; assisting with overseeing the Assistant Town Clerk I in the day to day operations of the office; assumes responsibility of office in absence of Town Clerk as assigned.

ESSENTIAL JOB FUNCTIONS:

- ~~• Plans work according to established office or standard procedure.~~
- ~~• Researches land record information.~~
- ~~• Enters absentee ballot and various licensing information into computer indexing programs.~~
- ~~• Records and indexes land record information.~~
- ~~• Receives and calculates recording fees and conveyance taxes for deed transfers, maps and surveys, trade name certificates, Notary Public appointments, liquor licenses, etc.~~
- ~~• Records veterans discharge papers.~~
- ~~• Assists in preparation of legal notices and ballots and with other details for general and special elections and for local referenda.~~
- ~~• Registers voters and issues absentee ballots.~~
- ~~• Administers oaths.~~
- ~~• Issues, files and indexes certificates for births, deaths, and marriages and related documents.~~
- ~~• Receives fees for and issues dog licenses and sport licenses.~~
- ~~• Attends Town meetings and records proceedings, as required.~~
- ~~• Assists in preparation of legal notices and minutes of annual and special Town meetings.~~
- ~~• Provides assistance to title searchers, attorneys, and members of the public.~~
- ~~• Composes routine reports for review and signature by Town Clerk.~~
- ~~• Maintains cash drawer and reconciles cash.~~
- ~~• Prepares reports for fees collected.~~
- ~~• Reports work accomplished to Town Clerk.~~

- ~~Maintains office materials and supplies.~~
- Administers and performs all regular functions of the Town Clerk's Office; examines work for exactness, neatness and conformance to policies and procedures.
- Uses land record indexing software to record land records both electronic and in hard copy; verifies all recordable real estate documents within statutory time limits; corrects recording related errors to assure timely, accurate preparation of indexes.
- Researches land record information; provides assistance to title searchers, attorneys, and members of the public.
- Receives, processes and reconciles payments for various transactions in the form of check, credit/debit card, electronic checks and electronic fund transfers.
- Responsible for preparing departmental purchase orders, processing invoices and P-card statements, maintaining gift card logs, depositing, tracking and acknowledging donations, and other financial management duties as assigned.
- Prepares and submits departmental monthly and quarterly revenue and disbursement reports to Town Finance Department and State Agencies for sport and dog licenses, preservation and land protection accounts, marriage licenses and total register receipts.
- Records and indexes births, deaths, marriages and other vital statistics using database software.
- Records and indexes veterans discharge papers using database software.
- Receives and maintains meeting minutes of the Town's boards and commissions.
- Receives and processes liquor permits, notary filings, records disposal authorizations, petitions and campaign finance filings.
- Issues marriage licenses, burial permits, cremation certificates, dog licenses, vendor permits and certified copies of vital records using computer software.
- Assists in preparation of legal notices and ballots and with other details for general and special elections and for local referenda.
- Issues absentee ballots using the State of Connecticut's electronic Connecticut Voter Registration System.
- Maintains confidential information. Maintains records according to state retention schedule, prepares requests to destroy documents, and arranges for destruction of authorized documents. Prepares and maintains office files and records.
- Provides customer service to the public, screens calls, walk-in traffic and correspondence. Provides information on department and/or Town services and acts as a point of contact for patrons. Refers correspondence to the appropriate staff person or department as needed; follows up on requests to ensure satisfactory resolution.
- Administers and records oaths.
- Assists in preparation of legal notices. Reports work accomplished to Town Clerk.
- Maintains inventory of office materials and supplies.

ADDITIONAL JOB FUNCTIONS:

- ~~Assumes responsibility for operation of office in absence of Town Clerk.~~
- ~~Relieves other staff as required.~~

- ~~Assists in maintaining Town board and commission files.~~
- ~~Performs related tasks as required.~~
- Assumes responsibility for operation of office in absence of Town Clerk as assigned.
- Relieves other staff as required.
- Assists in training new employees.
- Assists in the preparation of the annual report and annual budget requests.
- Monitors information relating to legislative changes.
- Assists in maintaining Town board and commission database.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ~~Knowledge of basic office procedures, including filing, scheduling, posting and basic bookkeeping.~~
- ~~Ability to follow written and oral instructions.~~
- ~~Ability to apply common sense understanding to carry out instructions furnished in written, oral or schedule form.~~
- ~~Ability to solve recording and filing difficulties in a practical manner.~~
- ~~Ability to acquire a working knowledge of laws, regulations and procedures pertaining to mission of Town Clerk's office.~~
- ~~Ability to greet the public and offer assistance.~~
- ~~Ability to type with speed and efficiency.~~
- ~~Ability to perform basic mathematical computations.~~
- ~~Ability to use computer terminal to access, process and retrieve information contained in file records computer databases.~~
- ~~Ability to operate data and word processing equipment, e.g. Microsoft Word & Excel.~~
- ~~Ability to handle and process high volume of paperwork accurately and efficiently and maintain complex file and record systems.~~
- ~~Ability to work and interact effectively with staff, superiors, and the general public in person and via the telephone.~~
- ~~Ability to monitor new issues and techniques appropriate to Town Clerk functions and responsibilities.~~
- ~~Knowledge of land records and other related legal documents.~~
- ~~Ability to communicate effectively both orally and in writing.~~
- Knowledge of records management techniques, including legal requirements for recording, retention and disclosure
- Ability to handle frequent interruptions and specific deadlines.
- Strong attention to detail.
- Ability to follow written and oral instructions.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or schedule form.
- Ability to solve recording and filing difficulties in a practical manner.
- Knowledge of laws, regulations and procedures pertaining to mission of Town Clerk's office.

- Ability to greet the public and offer assistance; strong customer service skills.
- Ability to type with speed and efficiency.
- Ability to perform basic mathematical computations.
- Ability to access, process and retrieve information contained in computer databases.
- Knowledge and skill in the use of the internet, spreadsheet, word processing and database software, and email.
- Ability to handle and process high volume of paperwork accurately and efficiently and maintain complex file and record systems.
- Ability to work, interact and communicate effectively with staff, superiors, and the general public in person, via the telephone and via email.
- Ability to monitor new issues and techniques appropriate to Town Clerk functions and responsibilities.
- Knowledge of land records and other related legal documents.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Ability to sit and / or stand continuously for prolonged periods of time.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on detail with constant interruptions to remember multiple assignments given over long periods of time and to understand the theory behind several related concepts.
- Ability to distinguish between public and confidential information and handle appropriately.
- Ability to work in office setting subject to continuous interruptions and background noises.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers and shelving ranging from 1' to 7' from the floor.
- Ability to move throughout Town Hall and other Town building sites.
- Ability to reach and bend, to carry and lift documents or office equipment weighing up to 30 pounds.
- Ability to access and utilize overhead storage space.

REQUIRED MINIMUM QUALIFICATIONS:

The skills and knowledge required would generally be acquired with an Associate's Degree in business administration or related field, plus three (3) years of experience working in a Town Clerk's Office or five (5) years of experience working in a municipal office or responsible records management position. [Certification as a Connecticut Town Clerk required.](#)

LICENSE OR CERTIFICATE:

- ~~Certified Connecticut Town Clerk or ability to become certified within three (3) years.~~ Must be sworn to duties as Assistant Town Clerk and Assistant Registrar of Vital Statistics pursuant to Connecticut General Statutes.

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

		Assistant Town Clerk			
Simsbury	Population*	Title	Annual Salary		Hours/week
	24,407		Min.	Max	
		Assistant Town Clerk I	\$42,606.20	\$50,887.20	35
		Assistant Town Clerk II	\$46,628.40	\$55,673.80	35
Avon	18,352	Assistant Town Clerk II	\$59,542	\$69,791	37.5
Bloomfield	21,406	Assitant Town Clerk	\$57,007	\$71,276	35
Cheshire	29,330	Assistant Town Clerk	\$37,583	\$52,762	35
Enfield	44,585	Assistant Town Clerk	\$52,623		35
Farmington	25,572	Assistant Town Clerk I & II	\$54,527	\$73,645	37.5
Glastonbury	34,575	Assistant Town Clerk	\$55,907	\$69,888	37.5
Newington	30,404	Assistant Town Clerk	\$38,749	\$71,261	35
Southington	43,863	Assistant to the Town Clerk	\$55,292		35
South Windsor	25,937	Assistant Town Clerk	\$45,212	\$80,527	37.5
West Hartford	63,133	Assistant Town Clerk	\$62,296	\$77,038	35
Average	33,716		\$51,874	\$70,774	36
Median	30,404		\$54,909	\$71,269	35
		Difference between Assist. TC 1 & Mean	-\$9,268	-\$19,886	
		Difference between Assist. TC 1 & Median	-\$12,303	-\$20,381	
		Difference between Assist. TC 2 & Mean	-\$5,245.34	-\$15,099.71	
		Difference between Assist. TC 2 & Median	-\$8,280.90	-\$15,594.70	



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Settlement Agreement for MPP-34133
2. **Date of Board Meeting:** October 26, 2020
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 approves of the settlement agreement to resolve MPP-34133 the following motion is in order:

Move, effective October 26, 2020, to approve the settlement agreement related to claims brought by CSEA in MPP-34133.

5. **Summary of Submission:**

This MPP was brought by the Union (CSEA, A and P group) in regards to matters related to our Accountant position. The Accountant position had been vacant since 2013 and was recently filled in September 2020. At your March 23, 2020 Board of Selectmen meeting, the Board adopted updates to the job description, endorsed a 40 hour work week (to match the number of hours for other positions in the Finance Department), and changed the pay grade to A2-B following an external market and internal position analysis. The position is non-exempt under the collective bargaining agreement, and the "B" aspect of the pay grade reflects the 40 hour work week for the position.

In an effort to resolve claims related to the MPP, the proposed settlement agreement presented to you today has been negotiated through the Union's Attorney¹. In the agreement, the Union agrees to the compensation, hours of work and job description for the Accountant classification as prepared by the Town. The agreement also provides the Town with an opportunity to refine the classification system by updating the A1 pay grade to include a "B" schedule to reflect position classifications with a 40 hour work week. As such, the DPW Project Administrator and the WPCA Engineering Inspector positions will revert from grade A3 to grade A1-B.

Since the proposed settlement agreement involves pay grades, I am submitting the agreement to the Selectmen for consideration this evening. Excerpted Charter language (Section 903) is as follows:

"The salaries, wages, or other compensation of all officers and all employees of the Town, and such employees of the Board of Education as are recommended

¹Awaiting confirmation from the union parent organization

by said Board shall be determined by the Board of Selectmen, in conformity with a systematic pay plan for the positions involved as prepared and recommended by the Town Manager, except as otherwise provided by law.”

Upon approval of the agreement by the Selectmen, the Union will withdraw their MPP. The Town's labor counsel assisted with review, negotiation and preparation of the agreement.

6. Financial Impact:

The settlement agreement results in two employees being reclassified from pay grade A3 to A1-B. This change will affect their hourly rate of pay by approximately 10 cents per hour to appropriately slot them into their respective "step" on the A1-B pay grade. For the current budget year, this will have a budgetary increase of approximately \$170 per employee, or \$183 with payroll taxes. One of these positions is funded from the General Fund, the other is from the Sewer Fund.

7. Description of Documents Included with Submission:

a) CSEA Settlement Agreement Regarding MPP-34133

STATE OF CONNECTICUT
LABOR DEPARTMENT
CONNECTICUT LABOR BOARD OF LABOR RELATIONS

IN THE MATTER OF

Town of Simsbury

:

AND

:

Simsbury Administrative &
Professional Employees Ass'n,
CSEA, SEIU Local 2001

:

:

:

OCTOBER __, 2020

SETTLEMENT AGREEMENT

WHEREAS, the Simsbury Administrative & Professional Employees Association, CSEA, SEIU Local 2001 (herein, the Union) is the exclusive bargaining agent for the bargaining unit positions covered by the collective bargaining agreement between the Union and the Town, which includes the Accountant position in Simsbury;

WHEREAS, the Town shall continue to communicate any proposed modifications of the Collective Bargaining Agreement with the Union or its designated Staff Representative;

WHEREAS, the Town of Simsbury notified the Simsbury Administrative & Professional Employees Association, CSEA, SEIU Local 2001 in January 2020 that it wished to fill the vacant position of Accountant and modify the expectations of the position, position/classification, the pay grade, and hours of work for the position;

WHEREAS, the parties recognize, acknowledge, and agree that, except as permitted by law, the Collective Bargaining Agreement sets forth the terms and conditions of employment for the bargaining unit, including, but not limited to, as to position/classification, the pay grade, and hours of work, and that such may not be changed unless the parties bargain and reach agreement or impasse;

WHEREAS, the Town and the Union Executive Director, the Union Staff Representative and Chapter President met to bargain with regard to the Town's proposed modification of the terms and conditions for the Accountant position;

WHEREAS, the Union filed a Municipal Prohibited Practice (MPP) charge with the Connecticut Labor Board claiming the Town made unilateral changes with respect to the terms and conditions for the Accountant position without fulfilling its obligation(s) to bargain with the Union;

WHEREAS, the Town believed in had fulfilled its bargaining obligation;

WHEREAS, the parties wish to resolve all issues related to the Union's charge;

NOW, THEREFORE, for the mutual consideration set forth herein and intending to be legally bound, the Parties hereto do agree as follows:

1. Parties

This Settlement Agreement and General Release (hereinafter "Agreement and General Release") is made and entered into between the Town of Simsbury and the Simsbury Administrative & Professional Employees Association, CSEA, Service Employees International Union, Local 2001 (herein, the Union).

2. Non-Admission

Neither the negotiation, undertaking, agreement nor execution of this Settlement Agreement shall constitute or operate as an acknowledgement or admission of any wrongdoing or violation of any law, regulation or statute by the parties.

3. Consideration

The parties agree as follows:

- a. The parties agree that the wage schedule attached hereto as Exhibit A shall be effective as of September 7, 2020;
- b. The parties agree that the positions of (1) DPW Project Administrator and (2) WPCA Engineering Inspector shall work 40 hours per week and shall be classified as A1-B.
- c. The parties agree that the Accountant position shall work 40 hours per week and shall be classified as A2-B.
- d. Ray Harris shall be reclassified to A1-B/Step 1 and Jim Corley shall be reclassified to A1B/Step 4. The Town shall pay Ray Harris and shall pay Jim Corley the difference from their previous pay rate and the rate set forth in Exhibit A, which is effective as of September 7, 2020 within three weeks of approval by the Board of Selectmen.
- e. The Union shall withdraw its MPP charge in this case with prejudice.

4. Effective Date This Agreement shall be effective upon signatures of all parties.

5. Counterparts This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same instrument.

Town of Simsbury

CSEA, LOCAL 2001

Its Town Manager

Its _____

Date: _____, 2020

Date: _____, 2020

#11817927

EXHIBIT A

<u>Grade</u>	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
A1 (Hr Rate)	31.72	32.35	33.00	33.66	34.34	35.02	35.72	36.44	37.17	37.91
A1	57,732	58,885	60,062	61,266	62,491	63,739	65,016	66,316	67,642	68,995
A1-B (40 Hrs)	65,979	67,297	68,643	70,018	71,418	72,844	74,304	75,789	77,305	78,851
A2 (Hr Rate)	33.86	34.54	35.23	35.94	36.66	37.39	38.14	38.90	39.68	40.47
A2	61,634	62,866	64,123	65,405	66,713	68,049	69,408	70,797	72,212	73,656
A2-B (40 Hrs)	70,438	71,847	73,283	74,749	76,243	77,770	79,324	80,911	82,528	84,179



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Memorandum of Understanding Between the Town, Police Commission, and Town Manager
2. **Date of Board Meeting:** October 26, 2020
3. **Individual or Entity Making the Submission:**
Robert Decrescenzo, Town Attorney

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports adopting the Memorandum of Understanding between the Town, Police Commission, and Town Manager, the following motion is in order:

Move, effective October 26, 2020, to adopt the Memorandum of Understanding between the Town, Police Commission, and Town Manager as presented.

5. **Summary of Submission:**
The Simsbury Police Department is subject a number of different provisions in state statute, the Town Charter and the Code of Ordinances. The Memorandum of Understanding between the Board of Selectmen, the Police Commission, and Town Manager is intended to clarify the roles of the town agencies and officers that are responsible for the policy making, management and administration of the Police Department. The purpose of the MOU is to clearly define the roles and responsibilities of each agency charged with a specific operational function related to the Police Department.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Proposed Memorandum of Understanding Between the Town, Police Commission, and Town Manager
 - b) Legal Opinion from R. DeCrescenzo, re: Simsbury Police Department Management Responsibilities, dated April 2, 2020
 - c) Letter from M. Capriola to R. DeCrescenzo, re: Legal Opinion Request, dated January 27, 2020

BOARD OF SELECTMEN MEMORANDUM OF UNDERSTANDING BETWEEN THE
SIMSBURY BOARD OF SELECTMEN, THE TOWN MANAGER AND THE POLICE
COMMISSION

WHEREAS, The management of the Simsbury Police Department under the Simsbury Charter is intended to be a coordinated process with the involvement of the Police Commission, the Town Manager and the Chief of Police, and

WHEREAS, generally, policy matters regarding the management of the Police Department including police procedures and department rules and regulations are assigned to the Police Commission, while personnel administrative matters are assigned to the Chief of Police under the general supervision of the Town Manager or to the Town Manager as proscribed by the Charter, and

WHEREAS, the Commission is charged with the responsibility of developing a proposed budget for the Department for submission and review by the Board of Selectmen and to be incorporated as may be revised into the proposed Annual Town Budget as prepared by the Town Manager, and

WHEREAS, the negotiation of collective bargaining agreements for Police Department employees are conducted by the Police Commission through the Town Manager or her designee as the chief negotiator and according to the goals and objectives jointly established by the Commission and the Board of Selectmen, and

WHEREAS, given the division of authority for the operation of the Police Department between Town Administration and the Police Commission, both parties being charged with carrying out the policies of the Board of Selectmen, the parties desire to facilitate greater and more effective communication between the Police Commission and the Town Administration.

NOW, THEREFORE, BE IT RESOLVED:

1. Police Department Budget Preparation:

a. Under Charter Section 614(c), Budget Preparation, the Police Commission is charged with the responsibility for the preparation of the proposed budget for the Police Department to be submitted to the Board of Selectmen. The parties agree that, working with the Chief of Police, the Commission will prepare its recommended departmental budget for the ensuing fiscal year and transmit it to the Board of Selectmen through the First Selectman no later than the first Friday in January annually.

b. As part of the annual budget review process, the Board of Selectmen agrees to meet with the Commission as part of the budget workshop schedule to review the Commission's budget request.

c. The Commission's proposed budget will then be transmitted to the Town Manager for consideration, review, and possible modification during the Town Manager's organization-wide annual budgeting process.

d. The Police Commission will be advised of any revisions or modifications proposed by the Town Manager during the process.

e. The Police Commission will be consulted before any changes are implemented to the adopted Police Department operating budget during the fiscal year; this does not include ordinary budget transfers as part of generally accepted accounting and auditing practices.

2. Police Department Hiring and Dismissal:

a. Under Charter Section 614(d), Personnel Administration, the Police Commission is responsible for "personnel matters within the department, including but not limited to, the appointment and removal ... of all other officers and employees of the Police Department", subject to the Town Personnel Rules and recruitment procedures. The parties agree that the Commission shall act on all hiring and dismissal recommendations for all departmental personnel in a form and according to procedures as established by the Commission and in accordance with applicable laws and regulations governing the recruitment, hiring, discipline and dismissal of Town personnel. Pursuant to the Charter, the Town Manager and Board of Selectmen are also involved with matters related to the selection and removal of the Police Chief.

b. The parties further agree that other personnel functions within the department, in particular the day to day administration of personnel functions, are to be conducted by the Chief of Police or the Town Manager's Office in accordance with the departmental rules and regulations approved by the Commission and as outlined in the Personnel Rules and Policies and the collective bargaining agreements.

3. Preparation and Posting of Job Descriptions for the Police Department:

a. Under Charter Section 902, the Town Manager is generally responsible for personnel administration for all town employees. According to that section, the Town Manager is responsible for the generation of position descriptions, proposed new positions, establishing a pay plan, adopting personnel rules and establishing personnel benefits, subject to approval by the Board of Selectmen.

b. The parties further agree that the Town Manager will transmit draft job descriptions to the Commission and that the Commission will be provided with an opportunity to review and comment on all proposed new or revised job descriptions for personnel positions within the Police Department prior to consideration by the Board of Selectmen. Job descriptions will be prepared by the Town Manager's Office in accordance with normal procedures for such job vacancies or promotions.

4. Police Department Policies:

a. Under Charter Section 614(c), the Commission is “responsible for establishing Police Department policies and shall also have all of the powers and duties, not inconsistent with this Charter, as are now or may be hereafter be conferred or implied by Section 7-276 of the General Statutes” including budget preparation. Ordinance Chapter 52, Police Commission, follows the language of the Charter nearly verbatim. The Police Commission is also charged with the responsibility under Charter Section 707(a) to approve the departmental rules and regulations promulgated by the Chief of Police. Under the various provisions of the Charter, the Town Manager will prepare and the Board of Selectmen will approve organization-wide policies that apply to the Police Department, including but not limited to Human Resources and procurement policies.

5. Collective Bargaining Negotiations:

a. Under Charter Section 614(e), Collective Bargaining, the Police Commission is “responsible for establishing procedures, to be agreed upon by the Board of Selectmen, for the conduct of police contract negotiations.” The Board and the Commission agree that, prior to the start of negotiations for any successor Police collective bargaining agreement; the two boards will meet and confer over procedures to govern the conduct of negotiations.

b. The parties agree that Charter Section 902 and General Statutes §7-472(a) dictates that the Town Manager is charged with the responsibility of appointing the exclusive bargaining agent for collective bargaining during police contract negotiations. The Town Manager or designee, as the Town’s bargaining agent, shall seek input from the Police Commission and keep the Police Commission apprised of the conduct and status of negotiations from time to time.

c. The parties further agree that the Town Manager or her designee, as the Town’s bargaining agent, is obligated to conduct or manage collective bargaining negotiations in a manner consistent with the procedure established by the Commission and the Board of Selectmen under Charter Section 614(e) and Ordinance Section 52-4(B).

6. Police Department Labor Relations:

a. Under Charter Section 502(C), Personnel, the Town Manager is designated as the Personnel Director for the Town. The function of the personnel director includes, among other things, the conduct of labor relations between the Town and its employee bargaining units, including the Police bargaining unit, except that under Section 52-4(B) 4, the Police Commission shall conduct union contract negotiations.

b. The parties acknowledge that day to day labor relations will often involve interpretation and negotiation over the content and meaning of the various provisions of the Police Collective Bargaining Agreement.

c. The parties further acknowledge that the Commission has authority over the negotiation of the Police Collective Bargaining Agreement and the result of the decisions made in ongoing labor relations may impact negotiations for the ensuing successor labor agreement.

d. To assist in the coordination and collaboration between contract negotiations, implementation and administrative clarification of the adopted contract through labor relations decisions and the Commission's responsibilities under the Charter for police department personnel and policy, the Town Manager and the Commission agree that a liaison shall be appointed by the Commission for purposes of Commission involvement in, and keeping the Commission informed of, labor relations matters conducted by the Chief of Police and/or the Town Manager.

7. Police Commission Liaison: In order to facilitate effective day to day communications between the Commission and the Town Administration, the Town Manager shall appoint the Deputy Town Manager as a liaison to the Police Commission and the Commission shall in turn appoint a liaison to the Town Manager's office to keep the Commission informed on the matters addressed herein. If a member of the Commission is appointed as its liaison, he or she shall not have the authority to act on behalf of the Commission or take any action that would be a potential violation of the Connecticut Freedom of Information Act.

8. Term: This Memorandum of Understanding shall expire on December 6, 2021 unless extended for a subsequent two year term coterminous with the term of the Board of Selectmen elected at the 2021 municipal election.

Town Manager

Board of Selectmen

Police Commission

By _____

By _____

By _____

Date:

Date:

Date:



Robert M. DeCrescenzo
(t) 860.548.2625
(f) 860.548.2680
rdecrescenzo@uks.com

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April 2, 2020

Mr. Eric Wellman
First Selectman
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Re: Legal Opinion Regarding Simsbury
Police Department Management Responsibilities

Dear Mr. Wellman:

The Board of Selectmen has asked that I reconcile the various sections of the Simsbury Charter that define the duties and responsibilities of Town Manager for Police Department budgeting, personnel matters and collective bargaining with those sections of the Charter that define the Police Commission's duties related these same subjects. The Police Commission has also requested a legal opinion that clarifies the Commission's duties and responsibilities in the same areas.

In particular, the Board has requested a legal opinion detailing the budget development, personnel, and collective bargaining functions that overlap between the Town Manager and the Police Commission. Additionally, if there are budget development, personnel or collective bargaining duties that are not shared responsibilities, the Board has asked for clarification on those duties as well.

Finally, the Board has asked for advice regarding the Charter and past practice for developing and submitting the annual operating and capital budgets to the Board of Selectmen for consideration. The Town Manager has requested clarification whether she has the ability to modify or alter budget proposals received by the Police Commission.

A. Summary

The management of the Simsbury Police Department under the Charter is intended to be a coordinated process with the involvement of the Police Commission, the Town Manager and the Chief of Police. Generally, policy matters regarding the management of the Police

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Department including police procedures and department rules and regulations are assigned to the Police Commission, while personnel administrative matters are assigned to the Chief of Police under the general supervision of the Town Manager. Secondly, the Commission is charged with the responsibility of developing a proposed budget for the Department for submission and review by the Board of Selectmen and to be incorporated into the proposed Amended Town Budget as prepared by the Town Manager. Finally, collective bargaining agreements for police department employees are conducted by the Police Commission according to the goals and objectives jointly established by the Commission and the Board of Selectmen.

B. Statutory Rules of Construction

When various sections of a Town Charter, town ordinances, the Personnel Rules and the Collective Bargaining Agreement as outlined above need to be reconciled and given effect, two long established principles of statutory construction apply.

1. The first principle is that the various sections of the Charter must be read together, giving effect to each. When construing a statute, courts have consistently held that “[o]ur fundamental objective is to ascertain and give effect to the apparent intent of the legislature ... In seeking to determine that meaning, General Statutes §1-2z directs us first to consider the text of the statute itself and its relationship to other statutes. If, after examining such text and considering such relationship, the meaning of such text in plain and unambiguous and does not yield absurd or unworkable results, extratextual evidence of the meaning of the statute shall not be considered.” (Citations omitted; internal quotation marks omitted.) Chairperson, Connecticut Medical Examining Board v. Freedom of Information Commission, 310 Conn. 276, 281-83 (2013).

2. The second principle is that the specific provisions in the Charter govern over general provisions on the same subject. When construing the various provisions of a town charter relating to the same subject, the specific provisions of the Charter limit and restrict the general provisions. “Although in cases of apparent conflict between two provisions we should so construe them as to make both effective; we are also mindful of the rule, which is particularly appropriate here that ‘[w]here the general provisions of a charter are followed by particular provisions, the general provisions are limited and restricted by the particular provisions.’ 2 McQuillin, [Municipal Corporations (3d Ed. Rev.) Sec. 9.22, p. 685].” Arminia v. Butler, 183 Conn. 211, 219 (1981); see also: Town of West Hartford Taxpayers Assn., Inc. v. Streeter, 190 Conn 736 (1983)

C. Applicable Charter Sections and the Applicable Provisions of the Personnel Rules, MERA and the CBA

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The responsibility for the Town's Police Department personnel function, proposed department budget process and collective bargaining process is found in a number of Charter sections, and Chapter 52 of the Town Code of Ordinances, split between the Town Manager with specific responsibilities assigned to the Chief of Police and the Police Commission. The specific responsibilities within the personnel, budgeting and collective bargaining functions are outlined in the following excerpts from the Charter dealing with each subject.

1. The Town Manager

In general, the Town Manager is responsible for the management of all town departments and she is the Town's Personnel Director. The duties and responsibilities of the Town Manager are generally defined in the Charter Section 501(A):

Section 501(A): The Town Manager shall be responsible to the Board of Selectmen for carrying out all acts and policies of the Board of Selectmen, and all resolutions and ordinances adopted by the Town. The Town Manager shall also be responsible for the administration of the Town consistent with the policies established by the Board of Selectmen and for carrying out such other duties and responsibilities.

The specific duties of the Town Manager for personnel, budgeting and management of all town departments are defined in Charter Section 502:

Section 502(A)(7): Prepare and submit to the Board of Selectmen an annual Town budget.

Section 502(B): Administration: The Town Manager shall be responsible to the Board of Selectmen for the supervision, direction and administration of all Town departments, agencies and offices. The Town Manager shall administer and coordinate the operations of the departments, agencies and offices, whether appointed by the Board of Selectmen or elected, except those functions expressly reserved or delegated to such bodies of law¹. (emphasis added)

¹ As used in Charter Section 502(B), the phrase "bodies of law" refers to those areas of substantial statutory law that govern the work of most municipal officials. An example is Title 12, which governs the work of the Tax Assessor and Tax Collector. There are similar bodies of statutory law that govern the work of the Building Official, the Town Clerk, the Registrar of Voters, the Town Planner and other Town officials. The First Selectman has no authority under the Charter to override the statutory law that governs the substantive work of those offices.

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Section 502(C): Personnel: The Town Manager shall be the Personnel Director for the Town, and shall have the responsibility for developing job descriptions for all administrative officers, subject to the approval of the Board of Selectmen; and all advertising for, hiring, and dismissal of Town employees, except Board of Education employees, shall be under the Town Manager's direct control, subject to the approval of the Board of Selectmen, provided, however, that appointment and removal of officers and employees of the Police Department shall be governed by the provisions of Section 615 and 707 of this Charter.

2. Police Commission

The relevant duties and responsibilities of the Police Commission are defined in the following Charter Sections:

Section 614(c): Other power and duties. The Commission shall be responsible for establishing Police Department policies and shall also have all of the powers and duties, not inconsistent with this Charter, as are now or may hereafter be conferred or imposed upon such Commission by Section 7-276 of the General Statutes, including, but not limited to, preparation of a proposed budget for the Police Department to be submitted to the Board of Selectmen, and such other duties as may be imposed by the Board of Selectmen. (emphasis added)

Section 614(d): Personnel matters. The Police Commission shall be responsible for personnel matters within the Police Department, including but not limited to, the appointment and removal, after receiving and considering comments from the Chief of Police and subject to such rules and regulations concerning Town employees as may be adopted by the Board of Selectmen pursuant to the provisions of Chapter IX of this Charter, of all other officers and employees of the Police Department (including an animal control officer whose appointment shall be subject to the approval of the Town manager and whose powers and duties shall be as provided in Chapter 435 of the General Statutes). (emphasis added)

Section 614(e): Collective bargaining matters. Police union contract negotiations shall be conducted pursuant to procedures

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mutually agreed to by the Board of Selectmen and by the Police Commission; provided that final authority for the approval of any union contract or collective bargaining agreement shall be vested in the Board of Selectmen. (emphasis added)

3. Chief of Police

Under Charter Section 707(a), the Chief of Police is primarily responsible for the management and operation of the Police Department, subject to rules and regulations established by the Commission. That section states the following:

The Chief of Police shall, subject to the approval of the Police Commission, make rules and regulations concerning the operation of the Department and the conduct of all officers and employees thereof in accordance with policies as established by the Police Commission. The Chief of Police shall be responsible for the efficiency, discipline, and good conduct of the Department and for the care and custody of all property used by the Department. (emphasis added)

4. Charter Provisions for Personnel Administration For All Town Employees

The Town Manager is generally responsible for personnel administration for all town employees. The personnel administration process is defined in Charter Section 902, in particular position descriptions, new positions, establishing a pay plan, adopting personnel rules and establishing personnel benefits, which states the following:

Following the action of the Board of Selectmen pursuant to Section 901 of this chapter, 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... A pay plan for all positions in the Town service shall be similarly prepared and adopted and may be amended by resolution of the Board of Selectmen. The Town Manager shall also cause to have prepared a set of personnel rules which shall provide, among other things, for the method of holding competitive examinations, probationary periods of employment, hours of work, vacations, sick leaves and

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other leaves of absence, removals and such other rules as may be necessary to provide an adequate and systematic procedure for the administration of the personnel affairs of the Town. Such rules and any amendments thereto shall become effective upon being approved by resolution of the Board of Selectmen and filed by the Town Manager with the Town Clerk. Copies of such rules and any amendments thereto shall be distributed to all Town employees. (emphasis added)

5. Charter Provisions for the Town Manager's Role in Budget Preparation

The Town Manager is responsible for the generation of the Annual Town Budget for submission to the Board of Selectmen. Annual Town Budget preparation process is defined in Charter Section 802, which states the following:

The Town Manager shall require each department, office and agency of the Town supported wholly or in part by Town funds, or for which a specific Town appropriation is made, including the Board of Education, to set forth, in narrative or in such other form as the Town Manager may prescribe, a program or programs showing services, activities and work accomplished during the current fiscal year and to be accomplished during the ensuing fiscal year.

6. The Town Manager's and the Commission's Role in Collective Bargaining

For the negotiation of Collective Bargaining Agreements, Ordinance Section 52-4, states the following:

Collective bargaining matters. The Police Commission shall conduct police union contract negotiations pursuant to procedures mutually agreed to by the Commission and the Board of Selectmen, with the proviso that final authority for the approval of any union contract or collective bargaining agreement is vested in the Board of Selectmen.

General Statutes §7-474(a) requires that the Chief Executive Officer of the Town be designated as the Town's representative in collective bargaining. Additionally, according to Charter Section 903, the Town Manager "shall have the sole authority to recognize the exclusive bargaining agent for any unit of Town employees".

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To be consistent with General Statutes §7-474(a), the language of the Charter and the ordinance that states that the Police Commission shall “conduct” collective bargaining negotiations should be interpreted to mean that the Town Manager, or her designee, shall represent the Commission in negotiations and that the negotiations must be conducted in accordance with Police Commission procedures as defined in Charter Section 614(e) and ordinance section 52-4(B)(4).

7. MERA Supersedes the Charter

The municipal collective bargaining process is mandated in the Connecticut Municipal Employees Relations Act, General Statutes §§7-462 to 7-477 (“MERA”). By state law, the various provisions of a negotiated collective bargaining agreement preempt local charters where the two conflict. According to General Statutes §7-474 (f):

Where there is a conflict between any agreement reached by a municipal employer and an employee organization and approved in accordance with the provisions of sections 7-467 to 7-477, inclusive, on matters appropriate to collective bargaining, as defined in said sections, and any charter, special act, ordinance, rules or regulations adopted by the municipal employer or its agents such as a personnel board or civil service commission, or any general statute directly regulating the hours of work of policemen or firemen, or any general statute providing for the method or manner of covering or removing employees from coverage under the Connecticut municipal employees’ retirement system or under the Policemen and Firemen Survivors’ Benefit Fund, the terms of such agreement shall prevail. (emphasis added)

8. The Police Collective Bargaining Agreement

The Police Collective Bargaining Agreement (“CBA”) defines the role of the Police Commission in the administration of the CBA. Under Article 5 of the CBA, the Police Commission is the third and final step of the grievance procedure prior to arbitration in the adjudication of all grievances involving the sworn personnel of the Department. In all other Town CBA’s, the Personnel Subcommittee of the Board of Selectmen is the final step. The grievance procedure is contained in Article 5 of the Collective Bargaining Agreement (“CBA”), which is spelled out in four steps: (1) Shift Commander; (2) Chief of Police; (3) Police Commission; and (4) Arbitration. Accordingly, the final step of the grievance procedure prior to arbitration is the Police Commission. The grievance process governs disputes arising from (a) discharge, reduction, suspension or disciplinary action; (b) favoritism or discrimination; (c)

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interpretation or application of rules, regulations or policies of the Police Department; and (d) interpretation of the contract.

D. Discussion

1. The Town Charter as Organic Law: Under the Connecticut Home Rule Act, where the Connecticut towns choose to adopt a charter under the Home Rule Act, the adopted charter becomes the organic law of the town. Once adopted, in matters of local concern, where conflicts arise between the charter and the General Statutes, the charter prevails². The Simsbury Charter provides the frame work for the personnel administration, budgeting and collective bargaining roles to be performed by the Town Manager, Chief of Police, Police Commission and Board of Selectmen. A number of provisions delegate certain specific functions the Police Commission, while other sections outlined above provide specific authority to the Town Manager. The Charter establishes the respective roles of each agency for each element of the personnel administration process, and delegates the responsibility of preparing personnel rules to the Town Manager subject to approval of the Board of Selectmen. The following is a discussion of the role of each agency in the management and operation of the Police Department.

2. The Role of the Town Manager: Throughout the Charter sections cited above, the Town Manager is given the general responsibility to (a) manage all town directors and town departments; (b) prepare the proposed Town Budget for all departments and the Board of Education for submission to the Board of Selectmen and (c) administer the personnel function in accordance with the specific terms of the Charter, Personnel Rules and the town's labor contracts.

Under the Charter Section 501, the Town Manager is given the authority to provide general supervision, direction and administration to all town department directors, including the Chief of Police. That section states that the Town Manager "shall be the chief executive and the administrative official of the Town". Further, the Town Manager is "responsible for the administration of the Town". To carry out these duties, under Charter Section 502B, the Town Manager is responsible for the "supervision, direction and administration of all Town departments, agencies and offices", which includes the Police Department.

The Town Manager's authority under the general provisions of Chapter 5 of the Charter is subject to those specific responsibilities for personnel management reserved to the Commission in Charter Section 614 and ordinance Section 52-4. For example, the Town Manager's duties as the Town's chief executive under the Charter include the ability to give direction and supervise the work of Town directors of town departments, including the Chief of Police. That direction must be consistent with the Police Department policies, rules and

² Constitution of the State of Connecticut, Article Ten, Section One, Connecticut Constitution.

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regulations established by the Police Commission under Charter Section 614(c) ordinance Chapter 52 and the Town's labor contracts.

3. The Role of the Police Commission

The duties of the Police Commission are defined in Charter Section 614 cited above and Ordinance Chapter 52. Under Section 614(c), the Commission is "responsible for establishing Police Department policies and shall also have all of the powers and duties, not inconsistent with this Charter, as are now or may be hereafter be conferred or implied by Section 7-276 of the General Statutes" (emphasis added), including budget preparation. Ordinance Chapter 52, Police Commission, follows the language of the Charter nearly verbatim. The Police Commission is also charged with the responsibility under Charter Section 707(a) to approve the departmental rules and regulations promulgated by the Chief of Police.

While the management and supervision of the Chief of Police must be consistent with Police Commission policies and approved departmental regulations, there is no specific language in Section 614 or ordinances Chapter 52 granting the Commission sole authority to supervise, manage or administer the work of the Chief of Police or assigning the sole authority for general management and supervision of the Police Department to the Police Commission. Under the Charter as cited above, the Town Manager has general supervisory authority over all town departments and town directors. In the case of the Chief of Police, her supervisory authority is subject to policies established by the Police Commission and rules and regulations approved by the Commission. In the absence of specific charter language excluding the Chief of Police and the Police Department from the general supervisory duties assigned to the Town Manager under Charter Section 502, interpreting Charter Section 614 to imply exclusive supervisory authority to the Commission would be inconsistent with the other specific provisions of the Charter outlined above.

The Town Manager's responsibility for the general management and supervision of the Chief of Police and the Department outlined above is illustrated by the distinction between the powers granted to the Police Commission under the Charter and those granted to police commissions created by ordinance under the General Statutes. For those municipal police departments established by ordinance under Chapter 104 of the General Statutes, section 7-276 defines the powers of the police commission more broadly, as follows:

Such boards shall have all of the powers given by the general statutes to boards of police commissioners, shall have general management and supervision of the police department of such town and of the property and equipment used in connection therewith, shall make all needful regulations for the government thereof not contrary to law and may prescribe suitable penalties for

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the violation of any such regulation, including suspension or removal from office of any officer or member of such police department. Such board shall have the sole power of appointment, promotion and removal of the officers and members of such police department, under such regulations as it adopts for the purpose, and such appointees shall hold office during good behavior and until removed for cause upon written charges and after hearing. (emphasis added)

Charter section 614 does not include the underlined language, which specifically provides the Commission created by state statute with the responsibility for “management and supervision of the police department”³. That role is specifically delegated to the Town Manager under Charter Section 502B, which assigns the Town Manager the responsibility for the supervision, direction and administration of all Town departments. The Charter and Town ordinances do, however, include specific authority for the Police Commission in the areas of Police Department budget preparation, establishing rules and regulations for departmental personnel administration and the conduct of collective bargaining. The Town Manager’s general responsibilities outlined in Charter Section 502B must be carried out in a manner consistent with the specific authority granted to the Police Commission. The specific authority of the Commission for budget preparation, personnel administration and collective bargaining are defined in Charter Section 614(c)(d) and (e), as follows:

a. Section 614(c), Budget Preparation: As cited above, the Police Commission is charged with the responsibility for the preparation of the proposed budget for the Police Department to be submitted to the Board of Selectmen. This specific provision governs over the general provision in the Charter that requires town departments to submit their budgets to the Town Manager.

b. Section 614(d), Personnel Administration: The Police Commission is responsible for “personnel matters within the department, including but not limited to, the appointment and

³ General Statutes §7-193(b) authorizes municipalities to organize local boards and commissions in their charter in a manner that is inconsistent with the General Statutes. When a local commission is created by the Charter, the language of the Charter controls over the language of a statute on the same subject. That section states: “Every municipality shall have all municipal officers, departments, boards, commissions and agencies which are required by the general statutes or by the charter. Each municipality may have any municipal officers, departments, boards, commissions and agencies which are specifically allowed by the general statute or which are necessary to carry out any municipal powers, duties or responsibilities under the general statutes. All such officers, departments, boards, commission and agencies shall be elected, appointed and organized in the manner provided by the general statutes, except as otherwise provided by the charter or by ordinances or resolutions adopted pursuant to such charter, alter the method of election, appointment or organization of any or all of such officers, departments, boards, commissions or agencies, including combining or separating the duties of each, unless specifically prohibited from making such alteration by the Constitution or the general statutes”. (emphasis added)

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April 2, 2020

removal ... of all other officers and employees of the Police Department”, subject to the Town Personnel Rules. This provision states that the Police Commission has specific authority over the appointment and removal of all personnel assigned to the Police Department. Other personnel functions within the department, in particular the day to day administration of personnel functions, are to be conducted by the Chief of Police or the Town’s human resources department in accordance with the departmental rules and regulations approved by the Commission and as outlined in the Personnel Rules and the collective bargaining agreements.

c. Section 614(e), Collective Bargaining: The Police Commission is “responsible for establishing procedures, to be agreed upon by the Board of Selectmen, for the conduct of police contract negotiations.” The specific language of Charter Section 902 and General Statutes §7-472(a) dictates that the Town Manager is charged with the responsibility of appointing the exclusive bargaining agent for collective bargaining during police contract negotiations. The Town Manager or her designee, as the Town’s bargaining agent, is obligated to conduct or manage collective bargaining negotiations in a manner consistent with the procedure established by the Commission and the Board of Selectmen under Charter Section 614(e) and Ordinance Section 52-4(B) cited above.

4. The Role of the Board of Selectmen

The Board of Selectmen, as the Town’s legislative body, is responsible under the Charter to give policy direction to both the Town Manager and to the Police Commission on the coordination of functions as outlined above between the Town Manager and the Commission. For example, the Charter clearly directs the Commission to prepare its proposed budget and submit it directly to the Board of Selectmen. This procedure is different than every other town department, which submits the departmental budget proposal directly to the Town Manager. The Board of Selectmen may wish to clarify the procedure it prefers once the Commission budget is submitted and how the Commission’s proposed budget is to be incorporated into the proposed Annual Town Budget prepared by the Town Manager.

D. Conclusion and Recommendation

The Charter, Town Ordinances, Personnel Rules and Collective Bargaining agreements establish joint responsibilities for the management of the Police Department. According to the rules of statutory construction outlined above, each individual provision must be interpreted to give effect to all pertinent sections of the Charter and the specific provisions within the Charter control the general provisions on the same subject. While the functions inherent in the management and operation of the Police Department are articulated in the various Charter sections cited above, as well as the Personnel Rules and the CBA, there are no irreconcilable conflicts that preclude town officers from carrying out their duties. The current Police Department management structure outlined in the Charter has existed for many years. The roles

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Attorney-Client Privilege
Not to be Disclosed**

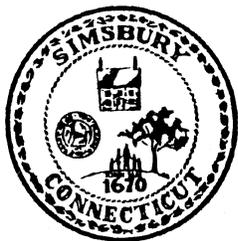
Mr. Eric Wellman
Page 12
April 2, 2020

of the Chief of Police, the Town's chief executive officer (now the Town Manager, previously the First Selectman) and the roles of the Police Commission in the management and operation of the Police Department have been coordinated under the Charter for many years without insurmountable conflict.

Should you have any questions, please do not hesitate to contact me.

Very truly yours,
Robert M. DeCrescenzo
Robert M. DeCrescenzo, Esq.

RMDe/psm



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

January 27, 2020

Robert DeCrescenzo
Town Attorney
Updike, Kelly and Spellacy
100 Pearl St., 17th Floor
P. O. Box 231277
Hartford, CT 06123-1277

Re: Legal Opinion Request

Dear Bob,

There are a number of sections of the Charter that define the Town Manager's duties and responsibilities for budgeting and personnel matters. Similarly there are sections of the Charter that define the Police Commission's duties related to budget development, personnel, and collective bargaining matters. The Police Commission has expressed a desire for clarification on respective duties and responsibilities of the Town Manager and Police Commission in these three areas. I join the Commission in their desire for clarification.

Charter sections that define the Town Manager's duties include but are not limited to: Section 502A7, 802, 803, and 804 (budgeting); 502A, 502B (managing departments); and 502C (personnel). Examples of this in the Charter regarding the Police Commission's duties include but are not limited to: Section 614 (c) (budgeting); 614 (d) (personnel); and 614 (e) (collective bargaining).

In particular, the Commission and I would benefit from a legal opinion detailing which budget development, personnel, and collective bargaining duties, may overlap between the Town Manager and Police Commission. Additionally, if there are budget development, personnel or collective bargaining duties that are not shared responsibilities, I would appreciate clarification on those duties as well.

In addition, the Police Commission has asked for clarification of its role or presence in day-to-day labor relations. I would appreciate clarifying this issue further, giving consideration to MERA, FOIA, and statutes regarding police commissions, and how that body of state law impacts labor-relations and collective bargaining (i.e. mandatory v. permissive subjects of bargaining, holding meetings as a single member agency or as a public agency, etc).

Telephone (860) 658-3230
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Another issue I would appreciate vetting further is around budget development. My understanding of the Charter and past practice is that the Town Manager is responsible for developing and submitting an annual operating and an annual capital budget to the Board of Selectmen for consideration and that as Manager, I have the ability to modify or alter budget proposals received by department heads and Boards and Committees, such as the Police Commission. Clarification on this matter would be appreciated.

Regards,

A handwritten signature in black ink that reads "Maria E. Capriola". The signature is written in a cursive style with a large initial 'M'.

Maria Capriola
Town Manager



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Economic Development Commission 2020-2021 Work Plan
2. **Date of Board Meeting:** October 26, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
No formal action is needed this evening.
5. **Summary of Submission:**
At its August 13, 2018 meeting, the Board of Selectmen adopted the Economic Development Commission Ordinance. The Ordinance requires the Board of Selectmen to provide direction and goals to the Commission on an annual basis on or before the thirtieth day of November each year.

The Board of Selectmen adopted a 2019-2020 work plan for the EDC (attached) with four main areas of focus being business incentives; marketing; business outreach; and supporting entrepreneurs. The EDC presented its annual report at your last meeting.

This evening it would be helpful for Board members to share ideas and suggestions regarding the 2020-2021 EDC work plan. The work plan should be finalized by the Board of Selectmen on or around November 23, 2020.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Economic Development Commission 2019-2020 Adopted Work Plan and Status Update

2019-2020 EDC Work Plan - ADOPTED

Work Stream	Task	Person/People	Status
Business Incentives	Complete research on business incentives. Provide recommendations/update Business Incentive Policy.	Peter Van Loon, Tom Earl Staff: Maria Capriola, Melissa Appleby	Ongoing, draft policy expected to be presented to BOS in November
Marketing	Complete marketing materials refresh for tourism, real estate, and business recruitment purposes.	Brooke Freeman, Charmaine Seavy Staff: Sarah Nielsen	Revised scope and marketing proposal being developed. Proposal and contract expected to be executed by November 30th
Marketing	Assist with promoting 350 th Anniversary events.	Charmaine Seavy, To be Determined Staff: Lisa Karim	Impacted by COVID-19
Business Outreach	Conduct business outreach. Collect and track feedback.	Bob Crowther, Charmaine Seavy Staff: Mike Glidden	Ongoing, temporary pause due to COVID-19, talks resumed recently
Business Outreach	Assist with gathering feedback on wayfinding signage needs (type, location, etc).	To be Determined (2) Staff: Sarah Nielsen	Funding for wayfinding signage pushed out to FY22
Support Entrepreneurs	Support infrastructure for entrepreneurs. Promote access to business resources, information, and infrastructure.	Peter Van Loon, Ron Jodice Staff: Andrew Sherman	Ongoing
Support Entrepreneurs	Develop a plan for co-working space.	Peter Van Loon, Ron Jodice Staff: Andrew Sherman	Ongoing



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Board of Selectmen 2021 Regular Meeting Schedule

2. **Date of Board Meeting:** October 26, 2020

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 is in concurrence with the proposed 2021 regular meeting schedule the following motion is in order:

Move, effective October 26, 2020, to approve the Board of Selectman 2021 regular meeting schedule as presented.

5. **Summary of Submission:**

In recent years, the general practice of the Board of Selectmen has been to meet on the 2nd and 4th Monday of every month at 6pm, with the following exceptions:

- Meeting only once per month (2nd Monday) in July and August, and December in non-municipal election years
- Meeting on the first and third Mondays of December in municipal election years
- Meeting on Wednesday evenings when a Monday holiday conflicts with the Board's meeting schedule
- Holding the first meeting in April during the 1st week of the month so as not to conflict with April vacation of the Board of Education

The proposed 2021 meeting schedule follows this past practice. Once approved, staff will file the adopted 2021 meeting schedule with the Town Clerk's Office in accordance with FOIA requirements.

6. **Financial Impact:**

None

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

a) Proposed 2021 Board of Selectmen Regular Meeting Schedule



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

To: Ericka Butler, Town Clerk
Cc: Board of Selectmen
From: Maria E. Capriola, Town Manager
Date: October 26, 2020
Re: Board of Selectmen – 2021 Regular Meeting Schedule

At their meeting on October 26th the Board of Selectmen agreed by consensus to establish a regular meeting schedule for 2021. Meetings will be held at 6:00 pm monthly on the second and fourth Monday, with exceptions noted below.

Meeting dates are as follows:

January 11, 2021
January 25, 2021
February 8, 2021
February 22, 2021
March 6, 2021 (Budget Workshop)
March 8, 2021
March 22, 2021
April 7, 2021 (Wednesday)
April 26, 2021
May 10, 2021
May 24, 2021
June 14, 2021
June 28, 2021
July 12, 2021*
August 9, 2021*
September 13, 2021
September 27, 2021
October 13, 2021 (Wednesday)
October 25, 2021
November 8, 2021
November 22, 2021
December 6, 2021 (1st Monday)
December 20, 2021 (3rd Monday)

*Only one meeting in July and August

The meetings will be held virtually or in a location to be determined. Meetings will be properly noticed in accordance with FOIA requirements.

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Town of Simsbury

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SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignations from the Aging and Disability Commission

2. **Date of Board Meeting:** October 26, 2020

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 motions are in order:

Move, effective October 26, 2020 to accept the resignation of Marvin Koff (D) as a regular member of the Aging and Disability Commission.

Move, effective October 26, 2020 to accept the resignation of Arlene Zappile (D) as an alternate member of the Aging and Disability Commission.

5. **Summary of Submission:**
The Aging and Disability Commission chair notified staff of 2 resignations by members of the Commission. The term for Marvin Koff was set to expire on January 1, 2023; the person appointed to fill this term will serve until this date and pursuant to Charter must also be affiliated as a Democrat. The term for Arlene Zappile was set to expire on January 1, 2022; the person appointed to fill this term will serve until that date and pursuant to Charter must also be affiliated as a Democrat.

6. **Financial Impact:**
None

7. **Description of Documents Included with Submission:**
a) Resignation Letters

14 SEP 20
TOWN CLERK SIMSBURY CT

I am resigning from the Aging &
Disabilities Commission effective immediately,

Thank You,

Marvin S. Koff



10th September 2020

Diana A. Yeisley
Chairperson
Aging & Disability Commission

Cc: Simsbury Town Clerk, Simsbury, CT 06070

Subj: Arlene Zappile, Commissioner, The Aging & Disability Commission – Resignation

Dear Diana,

Please consider this note my formal notice that effective at the end of September 2020, I voluntarily resign as a Commissioner on the Simsbury Aging & Disability Commission.

I have thoroughly enjoyed my time on the Commission and over the years believe we have made a difference in the lives of Simsbury residents.

Thank you for your leadership of the Commission and I wish you and the commission members my best wishes for continuing efforts on behalf of town residents.

Thank you.

Sincerely,


Arlene Zappile



CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:02p.m. on Zoom due to COVID-19. Present were: First Selectman Eric Wellman, Deputy First Selectman Sean Askham; Board members Mike Paine, Wendy Mackstutis, Chris Peterson and Jackie Battos. Others in attendance included: Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; Mike Glidden; Public Works Director Tom Roy; Tom Hazel; Town Engineer Jeff Shea; Kristen Formanek; Chief Baldis, Bob Crowther, Chairman of EDC, Chief Kevin Kowalski, and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC HEARING

a) Proposed Amendments to the Tax Abatement for Volunteer Firefighters and Ambulance Personnel Ordinance

Mr. Wellman said the State has given communities the opportunity to increase the size of the tax abatement for volunteer first responders. If this passes, the annual cost of the program would double to approximately \$135,000 per year.

Mr. Wellman read comments from John and Virginia Tracey, who said these volunteers are heroes. They saved their home from total destruction at a fire at their home. Their training, teamwork, and attention to details was evident during this awful time. They support the increased tax abatement as these volunteers risk their own safety for their neighbors.

Mr. Wellman read comments from Harold Bender, who said he supports the tax abatement for the volunteers.

Mr. Wellman read comments from Jeff Holmes, who is the President of the Simsbury Volunteer Fire Co., who said the volunteers are very valuable. Training they receive and the response times they had are tremendous. A paid department would cost a lot more. These volunteers miss a lot of family events and holidays and have many sleepless nights. The Town has had a volunteer department for 76 years now. They deserve this increase.

Chief Baldis said the letters speak for themselves. He feels these volunteers do deserve this increase as it has been a long time since there was an increase in the abatement. He mentioned the horrible accident on Rte. 185 and how they volunteered to go and help.

Chief Kowalski said he was in favor of this increase and went through the increases. He said the firefighters have responded to approximately 650 calls per year at no cost for labor. They do a lot of training at no cost also. They require a minimum number of calls per year to be eligible for this abatement. These volunteers enjoy servicing their community. They are the best for this community. He asked that this ordinance be approved.

Ms. Mackstutis made a motion to close the Public Hearing at 6:11 p.m. after no further comments. Mr. Paine seconded the motion. All were in favor and the motion passed.

PUBLIC AUDIENCE

- Email written comments to ebutler@simsbury-ct.gov by 12:00 p.m. on Wednesday, October 14, 2020, to be read into the record; or
- Email tfitzgerald@simsbury-ct.gov by 12:00 p.m. on Wednesday, October 14, 2020 to register to address the Board of Selectmen live through Zoom.

Mr. Wellman read a letter from Joan Coe, 56 Whitcomb Drive, who wrote about a picture note being shown at the September 29th meeting, a Hartford Courant article, the Town Manager’s contract, calendar of meetings, C-tech Solar, and other issues.

Mr. Wellman read a letter from Maria Ecke, who wrote about a letter addressed to Linda Schofield from Board of Finance, the Town Manager, rides, bulky waste and garbage pick-up, the Social Worker, Police issues, and other issues. Mr. Wellman said the letter would be posted on the Town Clerk’s site as it was too long to read with the five minute time limit.

PRESENTATION

a) Economic Development Commission Annual Report

Bob Crowther, Chairman of the Economic Development Commission, gave a presentation on the Annual Report. He gave the roles of the EDC, gave the names of the Commission members, staff, and partners, their work stream projects, and accomplishments. Mr. Crowther also went through the approval process, marketing issues, incentives, their outreach, vision and support.

Mr. Crowther said the members do sit on Zoning and Planning as observers to better understand what people go through to get approvals. They would like to stay with the project presented to help build relationships.

FIRST SELECTMAN’S REPORT

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

TOWN MANAGER’S REPORT

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

SELECTMEN ACTION

a) Tax Refund Requests

Mr. Peterson made a motion, effective October 14, 2020, to approve the presented tax refunds in the amount of \$6,854.65, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

b) Acceptance of Donation from Big Y for the Simsbury Police Department’s Blue for Pink 2020 Campaign

Mr. Wellman said there is a pink Police car driving around Town to help focus on cancer awareness and raise money. This donation would help wrap one of the cruisers in pink.

Mr. Paine made a motion, effective October 14, 2020, to accept a \$2,000 donation from Big Y to support the Simsbury Police Department’s Blue for Pink 2020 Campaign with our thanks. Ms. Battos seconded the motion. All were in favor and the motion passed.

c) Application for Community Connectivity Grant - Firetown Road Sidewalk Extension

Mr. Wellman said the Town has the opportunity to apply for a grant that would help fund the construction for a sidewalk along Firetown Road. This is a high propriety in our Master Plan. The total cost of this project would be approximately \$600,000.

Mr. Roy said this is a critical link to allow connectivity from community development along West Street to the Middle School and Belden Court to Main Street. This is a very valuable link.

Mr. Peterson made a motion, effective October 14, 2020, to apply for the 2020 Community Connectivity Grant as presented; and in the event that the grant is awarded, to accept the 2020 Community Connectivity 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) Road Acceptance for Hendricks Lane

Mr. Wellman said this is a new location for a 19 home sub-division on Climax Road. This would make it so that those residents can receive Town services. This has been reviewed by the Public Works Director, Planning Director, and Town Engineer.

Mr. Askham made a motion effective October 14, 2020, to refer the acceptance of Hendricks Lane roadway to the Planning Commission pursuant to CGS §8-24. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

e) Proposed Public Gathering Permit – Wedding Event

Mr. Wellman said the Public Gathering Committee approved the application for a wedding event at the Flower Bridge on November 2nd.

There was discussion on making a contract of what can and can’t be done at these events, such as parking, alcohol, etc. Ms. Capriola said she will work on a contract. There was also some discussion on following up on the events to make sure things are being done properly.

Ms. Mackstutis made a motion, effective October 14, 2020, to approve the Public Gathering Permit application and to authorize the issuance of the Public Gathering Permit for a wedding event. Mr. Askham seconded the motion. All were in favor and the motion passed.

f) Proposed Simsbury SPIRIT Council Statement of Purpose and Procedures

Mr. Wellman said this proposed Statement was brought before the Board and he introduced some of the members on the Council. Ms. Formanek said these policies and procedures are in line with others brought before the Board, like the Youth Service Bureau. She would like to see it moved forward.

Mr. Peterson made a motion, effective October 14, 2020, to adopt the proposed Simsbury SPIRIT Council Statement of Purpose and Procedures as presented. Mr. Askham seconded the motion. All were in favor and the motion passed.

g) Request for Rent Abatement – Simsbury Farms Restaurant

Mr. Wellman said the Town received a letter from the operator of the Restaurant to reduce the rent because of the COVID-19 pandemic. The owner requested the Town forgive about \$9,200, but after discussion the amount was reduced to \$4,637.50.

Ms. Mackstutis made a motion, effective October 14, 2020, to reduce the 2020 Simsbury Farms Restaurant lease payment by \$4,637.50 due to the impact of COVID-19 and to authorize Town Manager, Maria E. Capriola, to execute the proposed agreement and general release. Mr. Paine seconded the motion. All were in favor and the motion passed.

h) Summary of Town Manager’s Performance Review

Mr. Wellman said the Board met in Executive Session last month to go through the six attributes and four goal areas as done in the past years. The Board agreed that she met her goals above their expectations.

Mr. Askham made a motion, effective October 14, 2020, to accept the Town Manager’s Performance review summary. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

i) Town Manager’s Employment Agreement, 2021-2025

Mr. Wellman said at the last Board meeting there was an issue with the three-year term. After discussion, the Personnel Sub-Committee recommended a four-year term instead. Mr. Wellman also noted this new Agreement does allow for an additional week of vacation and if the Town Manager unexpectedly passes away her family would be allowed to keep the insurance for three months. This offer would be passed on to all Town employees.

After some discussion, Mr. Askham made a motion, effective October 14, 2020, to execute the Town Manager’s Employment Agreement between the Town of Simsbury, CT and Maria E. Capriola, for a four year term commencing on January 29, 2021 –January 29, 2025. Mr. Paine seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to add agenda item j to vote on the proposed amendment to the Tax Abatement for Volunteer Firefighters and Ambulance Personnel Ordinance. Mr. Wellman seconded the motion. All were in favor and the motion passed.

j) Proposed Tax Abatement for Volunteer Firefighters and Ambulance Employees

Mr. Wellman this was discussed at the Public Hearing and would allow the Town to increase the size of the Tax Abatement for Volunteer Firefighters and Ambulance employees.

Ms. Capriola said the only substantive change is to increase the dollar value of the tax abatement. She said there would be an increase for the current tax year, no increase for the next tax year, and the third year there would be an increase again.

Mr. Askham made a motion, effective October 14, 2020, to adopt a proposed amendment to the tax abatement ordinance for the Volunteer Firefighter and Ambulance personnel as presented, which shall be effective 21 days after publication in the newspaper having circulation in the Town of Simsbury, and further move to authorize the summary of the adoptive ordinance be published. Ms. Battos seconded the motion. All were in favor and the motion passed.

APPOINTMENTS AND RESIGNATIONS

a) Appointment of Simsbury SPIRIT Council

Mr. Peterson made a motion, effective October 14, 2020, to appoint the following individuals to the Simsbury SPIRIT Council with terms to expire on December 6, 2021:

Dana Albrycht, Sara Batchelder, Carol Clark-Flanagan, Cheryl Cook, Meg Evans, Annalise Febar-Barlow, Mary-Margaret Girgenti, Lisa Grant, Tenesha Grant, Rebekah Hatch, Lloyd Huie, Chris Kelly, Nicole Kodak, Nkosi Lee, Gene Ott, and Diana Yeisley. Ms. Battos seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Special Meeting of September 29, 2020

Ms. Mackstutis made corrections to the minutes of September 29, 2020 – page 6 there was no need for her second to the motion withdrawn from Mr. Askham. Also, under Board of Education, the school enrollment isn't down by 18%, although it is down.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

a) Personnel –there was no report at this time.

b) Finance – there was no report at this time.

c) Welfare – there was no report at this time.

d) Public Safety – Mr. Wellman said the Public Safety Committee will be meeting tomorrow morning. He will give and update at the next Board of Selectman meeting.

e) Board of Education – Ms. Mackstutis said Matt Curtis's contract was renewed.

Ms. Mackstutis commented on questions received on the Elderly and Disabled Tax Credit. The change was to include trusts. She said the information is on the website.

COMMUNICATIONS

a) Memo from E. Wellman, re: In-Person Meetings, dated October 14, 2020

Mr. Wellman summarized his personal thoughts and challenges on in-person meetings. He does want to move back to in-person meetings as soon as safe. Masks would have to be worn.

After some discussion, including public audience still being by e-mail or letter, going back to their regular in-person jobs, and increases in illness in fall/winter season.

Mr. Wellman said that people who are not comfortable in returning, they would be able to participate remotely.

b) Memo from M. Capriola, re: Administrative Approval of Rain Date for Halloween Spooktacular Event, dated October 7, 2020

c) Memo From M. Capriola, re: Administrative approval of Public Gathering Permit, dated October 8, 2020

EXECUTIVE SESSION

a) Pursuant to CGS §1-200(6)(E), discussion of an exempt document.

Mr. Askham made a motion to adjourn to Executive Session pursuant to CGS §1-200(6)(E), at 7:40 p.m. and to included Attorney Robert DeCrescenzo, Town Manager Maria E. Capriola and Deputy Town Manager Melissa Appleby. Mr. Paine seconded the motion. All were in favor and the motion passed.

ADJOURN

Mr. Askham made a motion to adjourn the meeting at 8:38pm, Mr. Wellman seconded, all were in favor.

Respectfully submitted,

Kathi Radocchio
Clerk



Robert M. DeCrescenzo
(t) 860.548.2625
(f) 860.548.2680
rdecrescenzo@uks.com

September 21 2020

Via Email

ameriwether@simsbury-ct.gov

Amy Meriwether
Director of Finance/Treasurer
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Re: Special Revenue Fund Authority

Dear Amy:

You have asked whether the Board of Finance has the authority to transfer money from the Private Duty Fund into the Capital Non-Recurring Fund (“CNR”) without recommendation of the Board of Selectmen.

The Simsbury CNR fund was established under authority of Chapter 108 of the General Statutes, which authorizes towns to set up capital non-recurring funds for the purpose of funding capital projects that may extend beyond a single fiscal year.

I believe General Statutes section 7-361 provides the answer to the specific question of whether or not the Board of Finance, on its own, can transfer the unencumbered balance of the Private Duty Fund into the CNR fund. That section reads as follows:

Upon the recommendation of the budget-making authority and approval by the legislative body, there shall be paid into such reserve fund (a) amounts authorized to be transferred thereto from the general fund cash surplus available at the end of any fiscal year, (b) amounts raised by the annual levy of a tax not exceeding four mills for the benefit of such fund, and for no other purposes, such tax to be levied and collected in the same manner and at the same time as the regular annual taxes of the municipality or (c) surplus cash funds already held in reserve and available for such capital or nonrecurring expenditures as are contemplated by the terms of section 7-364. All money so accumulated, as hereinbefore provided, together with all interest that accrues

Updike, Kelly & Spellacy, P.C.
100 Pearl Street • PO Box 231277 • Hartford, CT 06123 (t) 860.548.2600 (f) 860.548.2680 www.uks.com

Amy Meriwether
Page 2
September 21, 2020

thereon, shall be deposited in a separate bank account by the treasurer of the municipality.

In short, Section 7-361 cited above requires that funds transferred into the CNR Fund from surplus cash funds already held in reserve must be approved by the Board of Selectmen upon the recommendation of the Board of Finance. This would apply to a proposal to transfer funds from the Private Duty Fund into the CNR fund.

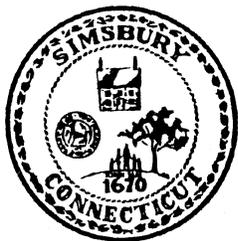
Should you have any questions, please do not hesitate to contact me.

Very truly yours,

A handwritten signature in cursive script that reads "Robert M. DeCrescenzo".

Robert M. DeCrescenzo, Esq.
Town Attorney

RMDe/psm



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Amy Meriwether - Finance Director

MEMORANDUM

To: Board of Selectmen
From: Amy Meriwether, Finance Director
Cc: Maria Capriola, Town Manager; Melissa Appleby, Deputy Town Manager
Date: October 22, 2020
Subject: Town Savings Initiatives

The Board of Finance had requested a listing of savings initiatives that the Town has taken part in. A listing of initiatives, savings and corresponding efficiencies were compiled from each of the department heads and presented to the Board of Finance at their meeting on October 20, 2020. Management would like to share this document with the Board of Selectmen for their review as well. If you have any questions on any of the items please feel free to ask and I will try to include more information at an upcoming Board of Selectmen meeting.

**Town of Simsbury
Savings Initiatives**

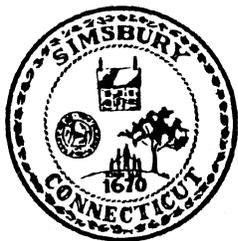
Department	Initiative Description	Estimated Annual	Estimated	Efficiencies	Implementation	Additional Relevant Information
		Savings	Aggregate Savings		Year	
Library	CT Library Consortium Membership	69,000	Est \$650,000	Savings on collection materials and databases through negotiated consortial discounts	10+ Years	Annual membership cost \$890
DPW	The DPW undertook to purchase all the town's streetlights. The town was then able to replace the fixtures with more efficient lights.	115,000	Est \$345,000 To Date	High efficiency LED light fixtures are cheaper and use less energy.	2017	The Town can also respond to and repair the streetlights more cheaply and more quickly than Eversource
DPW	Solar Arrays were installed at the DPW facilities and the Simsbury Farms Complex.	34,000		Save on electric costs, and use energy from a clean and renewable source	2018	
DPW	Grant from DOT for Flashing Beacon at 5 intersection in town, allowing for safer bicycle and pedestrian traffic	170,000	170,000	Funds provided from DOT instead of by town	2020	
DPW	Grant from CRCOG for traffic calming (originally for David Drive, used on Notch Road)	20,000	20,000	Funds provided from CRCOG instead of by town	2020	
DPW/Parks/Library	Lighting Upgrades at Simsbury Farms, Library, and Town Hall with more energy efficient light fixtures and more modern lighting controls	43,000		High efficiency LED light fixtures are cheaper and use less energy.	2020	Payments will be funded with on-bill financing. Once capital investment is paid off, Town will see full savir ROI range from 2.6 to 5.8 years
DPW	Pre-purchase of contracts for liquid fuel for FY22	TBD		Allow Town to lock in lower rate for the year that aren't susceptible to market fluctuations during the year	2022	
DPW	LOTICIP Sidewalk Grant, to add more connectivity to the sidewalk network along Hopmeadow street	809,600	809,600	Funds provided from CT LOTICIP program instead of by town	2021	
DPW	HHW collaboration with other towns instead of through the MDC, which is cheaper and allows for renegotiations with vender frequently	10,000		Collectively negotiate new contract with vendor for better rates than MDC	2013	
DPW	Sharing of regional equipment			Prevents the Town from renting or purchasing specialty equipment (Tool Cat, Boom Lift, Asphalt Hot Box, Roadside Mower, Paving Box)	2013	
Social Services	Utilization of over 100 volunteers	100,000		Volunteers have worked approximately 3,880 hours		
Police	Reimbursement for Body Cameras	40,000	40,000	50% reimbursement compared to 30%	2020	Mandated Purchase by July 2022
Police	Public Safety Radio System Replacement	1,000,000	1,000,000	Redundancy and use of current infrastructures	2020	Partnership with Fire Department
Police	Oxygen Supply Management	2,325	9,479	5 year aggregate savings	2019	Purchased own bottles
Police	Active Threat Equipment		6,000	All funded through grant	2019	Use of Justice Assistance Grant
Police	BPVG - Ballistic Vest Purchases	5,124	15,371	Required for new officers/replace every 5 years	2018-2020	50% reimbursement trough federal grant
Police	AED Replacement	1,000	1,000	Wal*Mart Foundation Grant	2018	
Police	Hosting Training Courses		10,500	Hosting training classes = free attendance	2016-2020	
Parks & Rec	Switch to Natural Gas heating at Simsbury Farms			Lower heating costs at Clubhouse, Main Building. Apple Barn	2019	
Parks & Rec	Conversion to LED lighting at tennis courts	Project in Progress - Forthcoming		Lower electric cost to use lights at tennis courts	2021	
Parks & Rec	Conversion to LED lighting at SF Tennis Courts	Project in Progress - Forthcoming		Lower electric cost to use lights on Tennis Courts	2021	
Parks & Rec	Conversion to LED lighting at Paddle Tennis Courts	Project in Progress - Forthcoming		Lower electric cost to use lights on Paddle Tennis Courts	2021	
Parks & Rec	Replace Rink Control Panel			Increased efficiency of rink mechanical system	2021	
Parks & Rec	Replace Rink Condenser Unit			Increased efficiency of Rink mechanical unit	2021	
IT	Software Subscription (VMWare)	1,500	1,500	Management Software	2021	
IT	Support & Maintenance	5,181	5,181	Network Storage Maintenance	2021	
IT	HPE Hardware Buy Back Program	10,500	10,500	Legacy Network Storage hardware	2020	
Assessor	Contracted work vs Full Time Hire	50,000	\$1.7M	Due to the high volume of new construction along with other misc improvements being permitted, the assistance of a field worker is crucial in capturing improvements completed to be assessed and taxed timely. An increase in the Grand List and increase in Tax Revenue.	2020	Contracted out with seasoned appraiser to assist with field work to capture real estate improvements completed. Due to COVID pandemic, time spent in the field was drastically reduced for FY 19-20 and will also be reduced for FY20-21.

Town of Simsbury
Savings Initiatives

Department	Initiative Description	Estimated Annual Savings	Estimated Aggregate Savings	Efficiencies	Implementation Year	Additional Relevant Information
Assessor	Business Personal Property Audits	25,000	75,000	Implemented a Business Personal Property Program with an estimated return on investment of 4 to 1.	2020	Due to COVID pandemic, the FY19-20 audits were not completed as budgeted and our ROI will be approximately 3.73 to 1 (\$40,500)
Assessor	Business Personal Property Online Filing	5,000		The implementation of online filing of business personal property continues to improve the processing of paper filing. We currently invite 1/3 of our businesses to file online and estimate that 50% will be online filers within two years. This helps expedite the manual processing paper filers.	2019	This is a service that is provided by our vendor, Quality Data Services. The cost outways the time saved.
Assessor	Interface with Building Permit System	20,000	Est \$500,000	The Assessor is working towards the implementation of an interface with the building departments permitting system. The outcome will be time saved in data entry that can be used towards other time sensitive tasks and a better reporting status of outstanding permits not assessed.	2021	
Finance	RFQ for Bond Advisor			Increased quality providing additional opportunities for savings	2019	The new bond advisor consistently monitors opportunities for savings and communicates such Limited savings in the first year since the cards were only used partial year. Currently working with JP Morgan to use their payables program further increase the rebates received. Also would like to include the BOE in the future. Anticipated savings when program is fully implemented is in excess of \$10,000/year
Finance	Purchasing Cards	1,000	TBD	Rebates are received from utilizing the cards, reduces the amount of checks cut and creates efficiencies in the Accounts Payable Process	2019	
Finance/Town Manager	RFQ for Benefits Consultant	40,000	40,000	New Consultant was able to identify CT Prime was billing based on inaccurate head counts resulting in a refund to the Town.	2019	CT Prime sent the Town a bill for \$32K. Once Lockton researched, we received a refund of over \$8K.
Finance/Town Manager	New Acctg System Shared Database with BOE Police Pension Plan Restructuring		200,000 > \$1M	Currently on two databases. If we had not combined the cost of the new system would have been much higher. Identified savings is over a 15 year period	2020 2020	
Town Manager	RFQ for Pension Plan Recordkeeping Services	-	-	There is no financial impact to the Town, however, there would be estimated savings of \$112/year to employees invested in the defined contribution plan and estimated savings of \$547/year to employees invested in the deferred compensation pension plans.	2020	
Town Manager	Marketing Stop Loss Coverage	42,824			2020	
Town Manager	Implemented Flexible Spending Accounts	3,825	6,894	Saves on Employer Paid Payroll Taxes	2019	Aggregate savings is only to date, this savings will continue as long as the program is in place

Town of Simsbury
Savings Initiatives

Department	Initiative Description	Estimated Annual Savings	Estimated Aggregate Savings	Efficiencies	Implementation Year	Additional Relevant Information
Various	Shared Services with the Board of Education			<ul style="list-style-type: none"> • Police Officers – Two officers serve as School Resource Officers; the BOE funds 50% of the salaries and benefits for those two positions • IT – The IT Manager and IT Analyst provide service to the Board of Education central offices; the BOE funds 50% of the salaries and benefits for those two positions • Engineering – The department provides services to the Board of Education; the BOE supports the salary for one of the Engineering positions in the amount of \$20,000 • Field Maintenance – The Culture, Parks, and Recreation department provides field maintenance services for the schools; the BOE funds 100% of the salaries and benefits for two parks maintainers • DPW Maintenance Facility – The facilities maintenance staff for the Town and BOE share space at 66 Town Forest Road 		



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

October 21, 2020

Enter Name and Address Here

Re: USDA Drought Declarations

Dear Mr.xxxxx.

The purpose of the letter is to inform farmers in the Town of Simsbury of the availability for emergency loans associated with the drought conditions experienced during the 2020 growing season. State Agriculture Commissioner Bryan Hurlburt has provided the attached United States Department of Agriculture (USDA) disaster declarations for counties in Connecticut, Massachusetts, and New York. The USDA has declared a secretarial drought disaster in Litchfield County. Seven of the eight Connecticut counties (except Middlesex County), including Hartford County, qualify for assistance. A secretarial drought designation makes farm operators in primary counties and those counties contiguous to such primary counties eligible to be considered for certain assistance from the Farm Service Agency (FSA), provided eligibility requirements are met. This assistance includes FSA emergency loans. Farmers in eligible counties have 8 months from the date of a Secretarial disaster declaration to apply for emergency loans, or INSERT DATE OF DEADLINE TO APPLY.

As noted in the attached declarations, please contact the local Farm Services Agency for further information on the loan program. Below is the contact information for the FSA in Connecticut.

Farm Service Agency, Connecticut
344 Merrow Road, Suite B
Tolland, CT 06084-3917
Phone: (860) 871-4090
Fax: (855) 934-2463
Office Hours: 8:00 AM to 4:30 PM

Regards,

Maria E. Capriola

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

townmanager@simsbury-ct.gov
www.simsbury-ct.gov

An Equal Opportunity Employer
8:30 - 7:00 Monday
8:30 - 4:30 Tuesday through Thursday
8:30 - 1:00 Friday

Maria E. Capriola, M.P.A
Town Manager

Enclosures