



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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## SIMSBURY BOARD OF SELECTMEN

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

Regular Meeting – October 28, 2019 – 6:00 p.m.

### PLEDGE OF ALLEGIANCE

### PUBLIC AUDIENCE

### PRESENTATION

- a) Economic Development Commission 2018 - 2019 Annual Report
  - Economic Development Commission 2019 – 2020 Work Plan

### FIRST SELECTMAN'S REPORT

### TOWN MANAGER'S REPORT

### SELECTMEN ACTION

- a) Tax Refund Requests
- b) Proposed Simsbury Farms Sign Donation
- c) Public Gathering Permit – Simsbury Celebrates
- d) Public Gathering Permit – A Promise to Jordan Event
- e) Proposed Short-Term Rental Ordinance Work Group
- f) Proposed Fee Schedule for Electronic Payment Methods
- g) Draft Debt Management Policy

### APPOINTMENTS AND RESIGNATIONS

- a) Appointment of Bob Crowther to Sustainability Team
- b) Resignation of Bill Freeman from the EDC

### REVIEW OF MINUTES

- a) Regular Meeting of October 16, 2019

### SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- a) Personnel
- b) Finance
- c) Welfare
- d) Public Safety



e) Board of Education

**EXECUTIVE SESSION**

- a) Pursuant to CGS §1-200(6)(E), Discussion of Correspondence Exempt from Disclosure: Attorney-Client Privilege (Tobacco Valley Solar Tax Stabilization Request)
- b) Pursuant to CGS §1-200(6)(A), Town Manager's Performance

**ADJOURN**



# Town of Simsbury

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## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Economic Development Commission Annual Report and 2019-2020 Work Plan
2. **Date of Board Meeting:** October 28, 2019
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Melissa Appleby, Deputy Town Manager; Bob Crowther, Economic Development Commission Chair  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
No action requested at this time. This item is informational.
5. **Summary of Submission:**  
The recently adopted Economic Development Commission (EDC) Ordinance requires that the EDC present annually to the Board of Selectmen by October 31<sup>st</sup>, and that the Board of Selectmen provide direction to the EDC annually by November 30<sup>th</sup>.

Excerpted language, Chapter 9 Section 5 of the Code of Simsbury states:

*A. On or before the 31st day of October each year, the Commission shall prepare and submit to the Board of Selectmen an annual report of its activities and, if applicable, recommendations for improving the economic condition and development of the Town. The Commission may be asked from time to time to present more frequent reports of its activities and to appear before the Board of Selectmen to report on those activities.*

*B. The Board of Selectmen will provide direction and goals to the Commission on an annual basis on or before the 30th day of November each year.*

The Board of Selectmen adopted a 2018-2019 work plan for the EDC (attached) with four main areas of focus: business incentives; strategic vision; business recruitment, retention, and outreach; and supporting entrepreneurs. This evening, EDC Chair Bob Crowther will provide an overview of the Commission's activities over the last year. A summary of their activities and observations is provided as an attachment.

The EDC will offer suggestions for 2019-2020 work plan activities over the coming weeks. While discussion on the work plan will begin this evening, I expect that this will be a continued topic of conversation during November, with the 2019-2020 EDC work plan being finalized by the Board of Selectmen on or around November 25, 2019.

**6. Financial Impact:**

None

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

- a) Economic Development Commission 2018-2019 Annual Report
- b) Economic Development Commission 2018-2019 Adopted Work Plan
- c) Economic Development Commission 2018-2019 Work Plan Ideas



# Town of Simsbury Economic Development Commission

Yearly Update  
November 2018 – October 2019

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## Agenda

- Economic Development Commission (EDC) Mission & Team Members
- Overview of Economic Development in Simsbury and the Role of the EDC
- Initial Workstream Requests and Team Assignments
- Accomplishments to Date
- Plans for next 6-12 Months
- Q&A Session
- Appendix

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### Economic Development Commission (EDC) Mission & Team Members

- EDC Mission Statement
  - *The Commission shall serve as an advisory board to the Board of Selectman. The purpose of the Commission shall be to promote and develop the economic resources of the Town and to advance the Town's economic development goals as defined by the Board of Selectman. The Commission shall be empowered to conduct research into economic conditions and trends, and to collaborate with community organizations which promote economic development.*
- Team Members
  - Bob Crowther, Chair, Business Recruitment, Outreach & Retention, liaison to Sustainability Committee
  - Tom Earl - Business Incentives,
  - Bill Freeman (recently resigned) – Support Entrepreneurs, Liaison to Design Review Board
  - Brooke Freeman - Support Entrepreneurs, liaison to MSP
  - Ron Jodice – Liaison to Zoning Commission
  - Peter Van Loon – Business Incentives, Business Development Incentive Committee
  - Charmaine Seavy – Support Entrepreneurs, liaison to Tourism

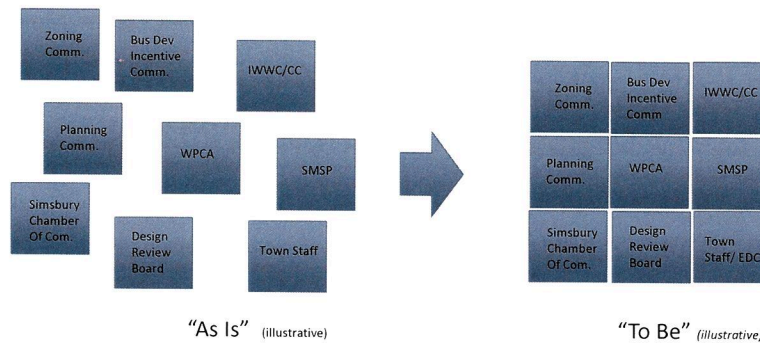
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### Economic Development Commission (EDC) Mission & Team Members

- Ex-Officio Members
  - Bill Rice – ex officio member from the Planning Commission
  - Jackie Battos – ex officio member from the Zoning Commission
  - Eric Wellman - ex officio member from the Board of Selectmen
  - Maria Capriola – Town Manager, ex officio, staff
- Staff Members
  - Melissa Appleby - Deputy Town Manager
  - Mike Glidden - Director of Planning & Community Development
  - Tom Fitzgerald – Management Specialist
  - Town Manager's Office interns
- Partners
  - Lisa Gray - Director of Simsbury Chamber of Commerce
  - Sarah Nielsen – Executive Director of Main Street Partnership

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The role of the EDC is to create an environment that will enable economic development to occur in Simsbury through effective communication and efficient processes



- **Communication** – The EDC will work across the groups to share information, help identify issues and assist in problem solving. We will do this by attending each others meetings, having a liaison to the other commissions, and reporting to the larger group.
- **Process** – Having efficient Economic Develop Processes will ensure that Simsbury is being responsive to existing and future business owners. We will do this through our Business Outreach process and continuous improvement of the Approval Process Cycle.

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The Commission was initially tasked with four (4) Work Plans

- Initial 4 Work Plans
  1. *Business Incentives* – Review incentive programs used in CT and make recommendations regarding which options the Town should pursue
  2. *Strategic Vision* – Review the past studies conducted on economic development in Simsbury and identify items that should be implemented
  3. *Business recruitment, retention and outreach* – Develop a formal, coordinated process for communicating with businesses
  4. *Support entrepreneurs* – Refresh the Town's branding and marketing materials to attract businesses

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The Business Incentives team has completed extensive research with the goal to make recommendations on the Town Policy for such actions

- EDC Leads – Peter Van Loon, Tom Earl with Maria Capriola
- The team's efforts have been in research and activities since end of 2018.

#### Research

- Reviewed current Simsbury incentives
- Spoke to other towns about their incentives, processes and results, i.e. Windsor, West Hartford, Manchester
- Reviewed web sites of other states and cities
- Leveraged the EDC roundtable to query Simsbury business leaders and owners
- Reviewed recent survey spreadsheet of 30 towns in Connecticut that focused on types of business incentives each town offered
  - 7 of the 30 towns did not offer incentives
  - Several offered tax incentives and no or reduced permit fees

#### Activities

- EDC has a representative on the Business Development Incentive Committee
- Worked through the EBAD application process and ultimate approval of the Tax Abatements

#### Insights Gained/Lessons Learned

- Incentives are derived and subject to state law
- States and larger cities will always have more money to invest than Simsbury
- Transparency is a “must” into the process, from permitting to business incentive approval, and its ease of use is of primary importance.
- Financial incentives are not a primary reason for locating or expanding in Simsbury. Attitude and other economic factors, e.g. labor pool quality, quality of life, access to transportation, are of primary consideration
- Businesses desire certainty of government action for their own planning
- Attitude, whether obstructionist, apathetic or supportive, is valued and a key determinant of whether businesses invest in a town.
- Town of Simsbury is regarded for its supportive attitude towards business

#### Next Steps 2019-2020

- Expand EDC roundtable to get additional business perspective
- Ensure continued improvement of all town business processes related to business investment
- Develop potential proactive offering of current incentives
- Develop collaboration opportunities with state agencies and other towns for Selectmen approval

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### *Strategic Vision* - From the recommendations of the multiple Town Studies, the Economic Development Commission is working on four (4) additional Work Streams

EDC Leads – Bob Crowther, Ron Jodice with Melissa Appleby

- Overall conclusion from reviewing the multiple Town Studies
  - Many of the recommendations have already been or are in the process of being implemented
  - Several recommendations align with the initial four (4) workstreams to be worked by the EDC
- *Additional four (4) Workstreams for EDC Members*
  1. Review the application approval process for any new or existing land use proposals to ensure it is as efficient and effective as possible
    - Work ongoing - Ron Jodice with Mike Glidden, Jackie Battos
  2. Review and amend Land Use regulations to consolidate and simplify zoning regulations to facilitate economic development
    - Work ongoing – Mike Glidden
  3. Create an Economic Development Project Evaluation and Discussion Guide –
    - Work ongoing to integrate overall framework with efforts by the Business Incentive Committee – Bob Crowther, Melissa Appleby
  4. Create an orientation and continuous education process for commission members
    - EDC Team will update existing orientation binders with new content as the Work Plans evolve

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### *Strategic Vision* - From the recommendations of Town Staff to improve the flow of building projects in town

EDC Member Mr. Ron Jodice met with members of the Simsbury Town staff to inquire about “any points of friction” that they observed in the process for building or expanding businesses in Simsbury. The following comments and suggestions were discussed:

1. Allow more staff approvals for compliant zoning requests such as:
  - Signage
  - Change of use that requires no change in parking or expansion of building size. A considerable amount of the Zoning Commission's (ZC's) meeting time is now spent to approve requests that clearly meet all aspect of the Town's regulations. A public hearing in front of the ZC also adds weeks to an approval cycle time that for a simple change, could be resolved in single meeting with staff.
2. Move erosion control application approvals from the Inland Wetlands & Watercourses Conservation Commission (IWWC) to ZC. I was told that ZC not IWWC approval is required under state statute. Having erosion control approval under ZC would reduce cycle times for applicants that had no other reason to meet with the IWWC other than for their erosion control plan (ie no wetlands nearby). I am also told that for Simsbury to get into state compliance on this it will need to make a town charter revision.
3. Establish or strongly recommend, a longer lead time for document submission prior to ZC meetings. For complex projects the current 24 hour minimum is often not enough review time for staff or ZC members. This sometimes results in the application being tabled for a second zoning meeting. With a 72 hour submission lead time, many second meeting could be eliminated. Some Towns already require this.
4. All commissions (PC, ZC, DRB, IWWC, ZBA, HDC, EDC and FVHA) should meet during every month of the year. Some meetings are intentionally skipped in August which is one of the busiest times of the year for building activity. All commission have alternates that allow for member vacations.

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### *Business Recruitment, Retention and Outreach* – A process has been implemented to create relationships with Simsbury's major businesses as well as getting input from local businesses quarterly

- EDC Lead – Bob Crowther with Maria Capriola, Mike Glidden
- A process has been created to ensure yearly meetings with Simsbury Town Management & top Simsbury businesses. Sample businesses that we will be reaching out to:
  - Curaleaf
  - Drake Hill Mall
  - Dyno Nobel Inc
  - Ensign Bickford Aerospace & Defense (EBAD)
  - Highcroft Simsbury LLC
  - Hoffman Group Auto
  - McLean Home Care
  - Micro Semi
  - Mitchell's Auto
  - Simsburytown Shops
  - Simsmore Square Enterprise

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Two Roundtable events have been held over the past 5 months with participation from 22 Simsbury business owners.

**June 12th Attendees:**

- Westminster School
- Edens Property Management
- The Riverview
- Anthology of Simsbury
- Simsbury/Liberty Bank
- Bosco's Garden Center
- Ensign Bickford Realty
- The WineHouse
- The Ensign House
- The Masters School
- Fitzgerald's Foods
- West Street Wines & Spirits
- Welden Hardware
- Story Tellers Cottage
- Bill Selig Jewelers
- Simsbury Chamber of Commerce
- Simsbury Main Street Partnership

**September 18th Attendees**

- Westminster School
- Sage Financial
- Simscroft-Echo Farms
- Benneche Law Firm
- The Simsbury Inn
- Richman Business Brokers & Insurance
- Simsbury Chamber of Commerce
- Simsbury Main Street Partnership

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The feedback from the first workshop provided a base of information that will serve as a foundation for future events

- **Implications to Town Policies/Programs**
- *Communication:* Lack of communication between town government and businesses cause unforeseen consequences to business owners. Communication with the State, the Town and local Businesses continues to be important and can improve.
- *Signage:* The inconsistent and restrictive approach to signage policy hinders businesses and limits the clientele base.
- *Parking/Traffic:* Lack of parking spaces and traffic control (heightened during special events) is a major issue for storefront properties. Traffic congestion along Route 10 will be a challenge as the new apartments & other developments come online. The Town needs to continue to look at transportation alternatives, i.e. ride shares, shuttle services.
- *Marketing/Advertising:* The multiple platforms for daily/upcoming events are detrimental to businesses because the information is scattered rather than clear, concise and in a single location. There must be a streamline of information to one specific platform so businesses can easily inform and reach their customers. Social media should be a viable platform for the town to promote local business events. Businesses want to attract younger generations (20-40 year-olds) by building/creating new structures to promote new experiences. (Brewery, Technology Work Space, Uber/UberEats, Airbnb).
- *Town Appearance/Geographic Divide:* Abandoned properties detract from the welcoming appearance of Simsbury. Continue to look for ways to make the Town more walkable, attract people to live downtown. Look for ways to better integrate Tariffville and the north and south ends of Town with the Main Street businesses of Simsbury.
- *Town Culture:* While Town Staff is friendly and professional, there has been a culture of saying "no" to businesses that hinders new projects, although the culture has been improving. The Town needs to find ways to say "Yes". The Permitting Process, while improved, could be more efficient. Zoning, Wetlands and Sewage Commissions could be more responsive.
- *Tax/Fees:* Certain elements of Town taxes and fees (i.e. Eno Hall) are cost prohibitive to small businesses. Look to build a tax base that is balanced (commercial & residential) and compatible with the town vision and established culture.
- **Benefits of Town Policies/Programs**
- *Community:* Simsbury promotes a scenic and welcoming community with lots of amenities that produces a positive experience for residents and tourists. It has become a destination location for people outside the state. The town is able to attract and retain residents. It needs to continue to develop, maintain and capitalize on these features to grow tourism and other businesses in town (i.e. hotels, restaurants, retail).
- *Police/Emergency Services:* The responsiveness, adaptability, and compassion of town emergency personnel produce excellent services to businesses and customers.

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## The feedback from the second workshop was similar to the first, with some new issues and concerns being raised

### Implications of Town Policies/Programs

- **Communication:** It feels like there is a disconnect between the Town and business community. The smaller independent businesses feel like the town only focuses on the large businesses in town. Town staff should research what types of businesses choose to relocate to Simsbury and why. Would like to see the private schools do more outreach to the community to be more welcoming.
- **Boards and Commissions:** the two political parties need to do better jobs at vetting candidates for boards and commissions. There needs to be a balance of those who want to keep the "Simsbury charm" and those that want to help the town grow. Unaffiliated voters need more representation, they are the largest voting bloc in town and should not be under represented like they are now.
- **Signage:** The policy should be updated to reflect that different types of business require different signage needs.
- **Parking/Traffic:** Traffic congestion is only increasing especially during rush hour commutes or special events. This increase in traffic is causing safety concerns for people walking that have to cross busy roads like Hopmeadow. The lack of parking available for people is an extreme inconvenience and turns away some from using shops and restaurants.
- **Marketing/Advertising:** There should be a mobile friendly platform that combines all activities and events happening in town that is easily accessible for anyone to look at. This will help bring in tourists and could increase attendance at events. Using programs like Adopt-A-Road or similar programs for sections of the Rail Trail can be ways to generate revenue to offset maintaining costs.
- **Town Appearance/Geographic Divide:** The Town should work to find solutions to make buildings like Andy's, Gibbs Mobil, and others into new retail or restaurants. Improving the look of the town center while making it more walkable will help attract more visitors to the area. Tariffville and Weatogue need to be incorporated more, they feel forgotten about when decisions are made, too much focus on Main Street.
- **Tax/Fees:** Using Town funds for land grant purchases, tax abatements, and other items over the years needed to be analyzed properly to ensure the Town was receiving the most it could.

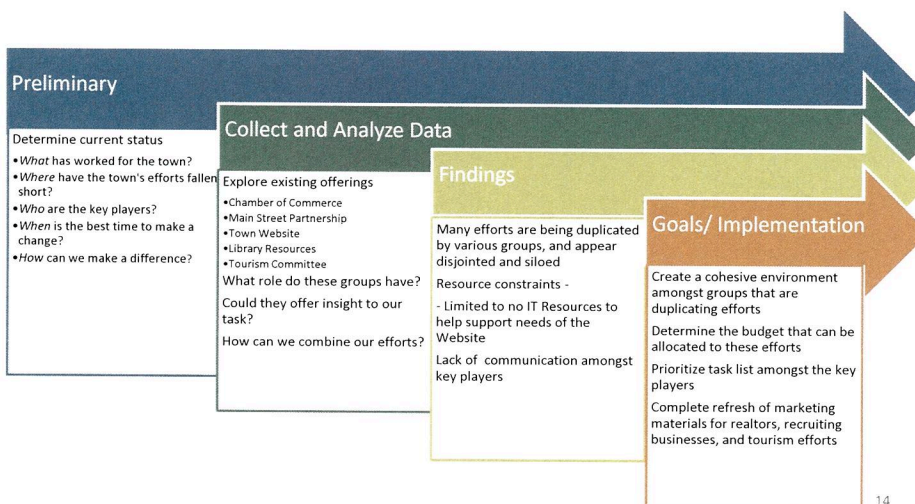
### Benefits of Town Policies/Programs:

- **Community:** Simsbury has an authentic New England feel to the town that is attractive to those who walk or drive through it. Businesses in town have support for each other and the camaraderie between them generates a friendly atmosphere.
- **Resources:** Businesses have many resources available through the Town, the Chamber or Main Street Partnership that are there to assist their needs

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## Support Entrepreneurs – The workstream will be a long term effort as it assists with the marketing materials refresh, updating the EDC Website, and participating in the Hospitality Task Force

- EDC Leads – Brooke Freeman, Charmaine Seavy, Bill Freeman with Sarah Nielsen



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Going forward, the Team will continue to implement work on existing workstreams and entertain new initiatives

- Plans for next 6 – 12 months ???
- Questions / Comments / Feedback ????



**Economic Development Commission**  
**Roundtable Discussion Notes – Overview**

Wednesday, June 12, 2019 at 7:30am

Adams Dining Hall, Westminster School – 995 Hopmeadow Street

**Major themes from the discussion**

*Simsbury should strive to become a communicative, forward-thinking community encompassing a balance between commercial and residential needs to produce meaningful experiences and attractions for members of the community*

**Implications of Town Policies/Programs**

- *Communication:* Lack of communication between town government and businesses cause unforeseen consequences to business owners (i.e. Flower Bridge construction project and its impact on Tourism events, hotels, B&B's). Communication with the State, the Town and local Businesses continues to be important and can improve.
- *Signage:* The inconsistent and restrictive approach to signage policy hinders businesses and limits the clientele base.
- *Parking/Traffic:* Lack of parking spaces and traffic control (heightened during special events) is a major issue for storefront properties. Traffic congestion along Route 10 will be a challenge as the new apartments & other developments come online. The Town needs to continue to look at transportation alternatives, i.e. ride shares, shuttle services.
- *Marketing/Advertising:* The multiple platforms for daily/upcoming events are detrimental to businesses because the information is scattered rather than clear, concise and in a single location. There must be a streamline of information to one specific platform so businesses can easily inform and reach their customers. Social media should be a viable platform for the town to promote local business events. Businesses want to attract younger generations (20-40 year-olds) by building/creating new structures to promote new experiences. (Brewery, Technology Work Space, Uber/UberEats, Airbnb).
- *Town Appearance/Geographic Divide:* Abandoned properties detract from the welcoming appearance of Simsbury. Continue to look for ways to make the Town more walkable, attract people to live downtown. Look for ways to better integrate Tariffville and the north and south ends of Town with the Main Street businesses of Simsbury.

- *Town Culture*: While the Town Staff is friendly and professional, there is a culture of saying “no” to businesses that hinders new projects. The Town needs to find ways to say “Yes”. The Permitting Process, while improved, could be more efficient. Zoning, Wetlands and Sewage Commissions could be more responsive.
- *Tax/Fees*: Certain elements of Town taxes and fees (i.e. Eno Hall) are cost prohibitive to small businesses. Look to build a tax base that is balanced (commercial & residential) and compatible with the town vision and established culture.

### **Benefits of Town Policies/Programs**

- *Community*: Simsbury promotes a scenic and welcoming community with lots of amenities (i.e. cultural and recreational activities) that produces a positive experience for residents and tourists. It has become a destination location for people outside the state. The town is able to attract and retain residents. It needs to continue to develop, maintain and capitalize on these features to grow tourism and other businesses in town (i.e. hotels, restaurants, retail).
- *Police/Emergency Services*: The responsiveness, adaptability, and compassion of town emergency personnel produce excellent services to businesses and customers.

### **Attendees:**

- Julie Collins – Westminster School
- Carol Kirsch – Westminster School
- Karen Fillian – Edens Property Management
- Maureen Huntley – The Riverview
- Stephanie O’Rielly – The Riverview
- Dash Mortenson – Anthology of Simsbury
- Martin Geitz – Simsbury/Liberty Bank
- Shawn Bosco – Bosco’s Garden Center
- Gus Jamenski – Ensign Bickford Realty
- Bill Dahm – The Winehouse
- Mark & Ieke Scully – The Ensign House
- Ray Lagan – The Masters School
- Bryan DeVoe – Fitzgerald’s Foods
- Jim Pabitch – West Street Wines & Spirits

- Melissa Brett – Welden Hardware
- Lisa Natcharian – Story Tellers Cottage
- Bill Selig – Bill Selig Jewelers

#### Town of Simsbury

- Maria Capriola – Town Manager
- Melissa Appleby – Deputy Town Manager
- Michael Glidden – Director of Planning
- Lisa Gray – Executive Director, Simsbury Chamber of Commerce
- Sarah Nielson – Simsbury Main Street Partnership
- Bob Crowther – Economic Development Commission
- Peter Van Loon - Economic Development Commission
- Tom Earl - Economic Development Commission
- Bill Freeman - Economic Development Commission
- Carrie Meckel - Economic Development Commission
- Olivia Johnson – Town of Simsbury

**Economic Development Commission**  
**Roundtable Discussion Notes – Overview**

Wednesday, September 18, 2019 at 7:30am

Adams Dining Hall, Westminster School – 995 Hopmeadow Street

**Major themes from the discussion**

*Simsbury should strive to build upon the community feel it already exudes by making businesses feel more connected and welcoming with Town Officials.*

**Implications of Town Policies/Programs**

- *Communication:* It feels like there is a disconnect between Town Hall and business community. The smaller independent businesses feel like the town only focuses on the large businesses in town. Town staff should research what types of businesses choose to relocate to Simsbury and why. Would like to see the private schools do more outreach to the community to be more welcoming.
- *Boards and Commissions:* the two political parties need to do better jobs at vetting candidates for boards and commissions. There needs to be a balance of those who want to keep the “Simsbury charm” and those that want to help the town grow. Unaffiliated voters need more representation, they are the largest voting bloc in town and should not be under represented like they are now.
- *Signage:* Inconsistent enforcement of signage policy allows rule breakers to go unpunished and this hurts those that do follow the rules. The policy should be updated to reflect that different types of business require different signage needs.
- *Parking/Traffic:* Traffic congestion is only increasing especially during rush hour commutes or special events. This increase in traffic is causing safety concerns for people walking that have to cross busy roads like Hopmeadow. The lack of parking available for people is an extreme inconvenience and turns away some from using shops and restaurants.
- *Marketing/Advertising:* There should be a place that combines all activities and events happening in town that is easily accessible for anyone to look at. This will help bring in tourists and could increase attendance at events. Using programs like Adopt-A-Road or similar programs for sections of the Rail Trail can be ways to generate revenue to offset maintaining costs.
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more visitors to the area. Tariffville and Weatogue need to be incorporated more, they feel forgotten about when decisions are made, too much focus on Main Street.

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### **Attendees:**

- Carol Kirsch – Westminster School
- Rob Thompson – Sage Financial
- Mike Girard – Simscroft-Echo Farms
- Tom Benneche – Benneche Law Firm
- Jan Losee – The Simsbury Inn
- David Richman – Richman Business Brokers & Insurance

### **Town of Simsbury**

- Maria Capriola – Town Manager
- Melissa Appleby – Deputy Town Manager
- Michael Glidden – Director of Planning
- Thomas Fitzgerald – Management Specialist
- Bob Crowther – Economic Development Commission
- Tom Earl - Economic Development Commission
- Bill Freeman - Economic Development Commission
- Ron Jodice – Economic Development Commission
- Charmain Seavy – Economic Development Commission

- Lisa Gray – Executive Director, Simsbury Chamber of Commerce
- Sarah Nielson – Simsbury Main Street Partnership
- Jackie Battos – Zoning Commission

Topic Area	BOS Idea	EDC Deliverable	Timeframe
Business Incentives	Reinvest in the infrastructure rebate program fund for partial rebate of infrastructure improvements made in public right of way	<ul style="list-style-type: none"> <li>• Work with staff to identify and review business incentive programs in Connecticut (infrastructure programs, tax abatements, tax increment financing, and others</li> <li>• Recommend to the BOS which program(s) Simsbury should invest in to use in business attraction and/or retention</li> </ul>	<12 months
Strategic Vision	Review previous EDC studies and plans that have already been completed. Determine priority items that should be advanced.	<ul style="list-style-type: none"> <li>• A prioritized list of items the EDC recommends should be pursued</li> <li>• Work with Maria to determine who should lead the implementation of each item</li> <li>• Develop a roadmap for implementation</li> </ul>	<12 months
Business Recruitment, retention, and outreach	Develop a response protocol when a business expresses a concern about doing business with the town; Develop a process for elected officials to conduct business visitations; Develop and track feedback received from businesses;	<ul style="list-style-type: none"> <li>• Develop a formalized business visitation program including who attends, frequency, what's discussed, and how findings are documented</li> <li>• Recommend a tool for the tracking of and response to business feedback (concerns, issues, etc...</li> <li>• Develop a survey that will serve as an exit interview for businesses who leave Simsbury and determine how survey responses will be aggregated and tracked</li> <li>• Develop a process that ensures our town government reaches out to and stays close to our 10-15 highest tax paying businesses</li> </ul>	12 – 24 months
Support Entrepreneurs	Attract entrepreneurs that want to live and work in the same town	<ul style="list-style-type: none"> <li>• Refine existing branding materials created with the Preserve America Grant (including EDC folder, Heritage Charm and Adventure brochures, and public school packet).</li> </ul>	12 – 24 months

**2018-2019 ECONOMIC WORKPLAN IDEAS - Sorted by Topic, then Priority**

Topic Area	IDEAS	# IMPORTANT TO	PRIORITIZATION High (5-6), Medium (3-4), Low (1-2), Not Important (0)
<b>Infrastructure</b>	• Reinvest in the infrastructure rebate program fund (provides for partial rebate of infrastructure improvements made in a public right of way).	5	High
	• Improve on-street parking and proximity of parking to downtown businesses.	3	Medium
	• Improve cell service reliability.	3	Medium
	• Improve wayfinding signage.	2	Low
	• Research opportunities to invest in fiber to improve broadband speeds and reliability.	2	Low
<b>Business Recruitment, Retention, and Outreach</b>	• Develop a response protocol and follow-up when a business has expressed a concern about doing business with the town.	4	Medium
	• Develop and formalize a process for elected officials to visit and welcome all new businesses.	4	Medium
	• Develop and track feedback received from businesses regarding issues, concerns, etc.	4	Medium
	• Have demographic data and information on available properties readily accessible and current.	3	Medium
	• Market our assets and leverage our proximity to the airport.	3	Medium
	• Conduct exit interviews with business that leave town.	2	Low
<b>Land Use and Permitting Process</b>	• Set maximum time limits for processing land use applications and issuing permits. Identify process improvements to reduce time needed for review and permitting processes.	3	Medium
	• Consolidate meetings of multiple land use bodies when reviewing an application.	3	Medium
	• Develop a permitting guide.	2	Low
<b>Support Entrepreneurs</b>	• Attract entrepreneurs that want to live and work in the same town; develop a marketing package to attract this group of entrepreneurs.	3	Medium
	• Create co-working spaces.	2	Low
	• Identify infrastructure improvements that the town can support to help entrepreneurs be successful.	1	Low
<b>Strategic Vision</b>	• Review previous economic development studies and plans; implement ideas and action items when feasible or appropriate.	6	High
	• Promote culture and tourism. Collaboratively work with the Culture, Parks and Recreation Commission, Tourism Committee and non-profit entities in town that support and enhance economic development.	4	Medium
	• Engage in regional economic development initiatives.	3	Medium
	• Maintain our community character.	1	Low
	• Encourage and support high school students that want to start a business in town.	1	Low





# 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 28, 2019
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

*Move, effective October 28, 2019 to approve the presented tax refunds in the amount of \$2,143.01, 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 \$2,143.01. The attachment dated October 28, 2019 has a detailed listing of all requested tax refunds.

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

- a) Requested Tax Refunds, dated October 28, 2019

REQUESTED TAX REFUNDS  
OCTOBER 28, 2019

	BILL NUMBER	TAX	INTEREST	TOTAL
<b>List 2017</b>				
Honda Lease Trust	17-03-58531	\$73.53		\$73.53
<b>Total 2017</b>		<b>\$73.53</b>	<b>\$0.00</b>	<b>\$73.53</b>
<b>List 2018</b>				
Honda Lease Trust	18-03-58207	\$497.59		\$497.59
Honda Lease Trust	18-03-58260	\$127.15		\$127.15
CCAP Auto Lease Ltd	18-03-52952	\$299.38		\$299.38
CCAP Auto Lease Ltd	18-03-52904	\$197.50		\$197.50
Cramer Joleen	18-03-53914	\$172.09		\$172.09
Davies Jeffrey	18-03-54319	\$8.99		\$8.99
Delehanty Thomas F	18-03-54470	\$19.96		\$19.96
Filburn Emily	18-03-55774	\$117.56		\$117.56
Honda Lease Trust	18-03-58384	\$272.63		\$272.63
Nissan Infiniti LT	18-03-63447	\$333.64		\$333.64
Tonelli Richard	18-03-68564	\$22.99		\$22.99
<b>Total 2018</b>		<b>\$2,069.48</b>	<b>\$0.00</b>	<b>\$2,069.48</b>
<b>TOTAL 2017</b>		<b>\$73.53</b>	<b>\$0.00</b>	<b>\$73.53</b>
<b>TOTAL 2018</b>		<b>\$2,069.48</b>	<b>\$0.00</b>	<b>\$2,069.48</b>
<b>TOTAL ALL YEARS</b>		<b>\$2,143.01</b>	<b>\$0.00</b>	<b>\$2,143.01</b>



# Town of Simsbury

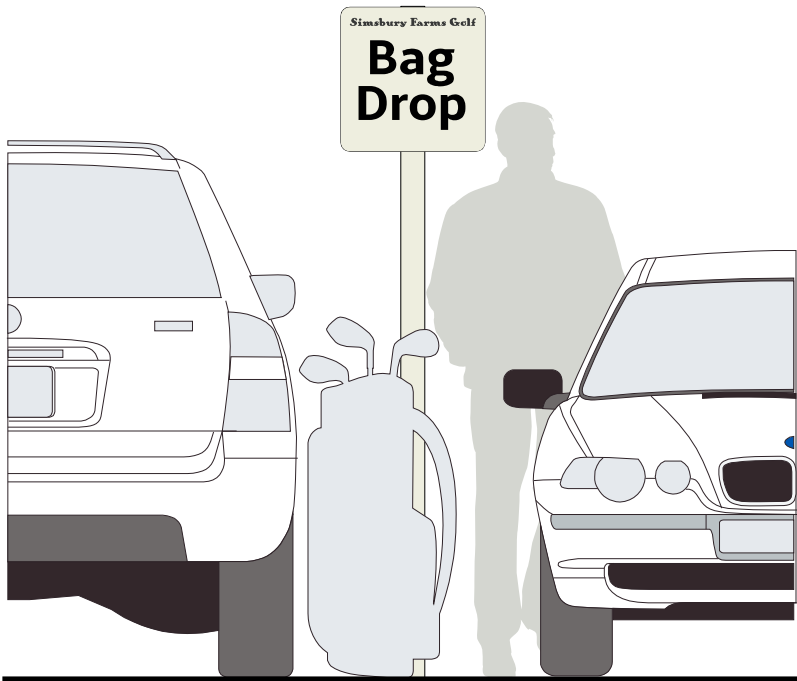
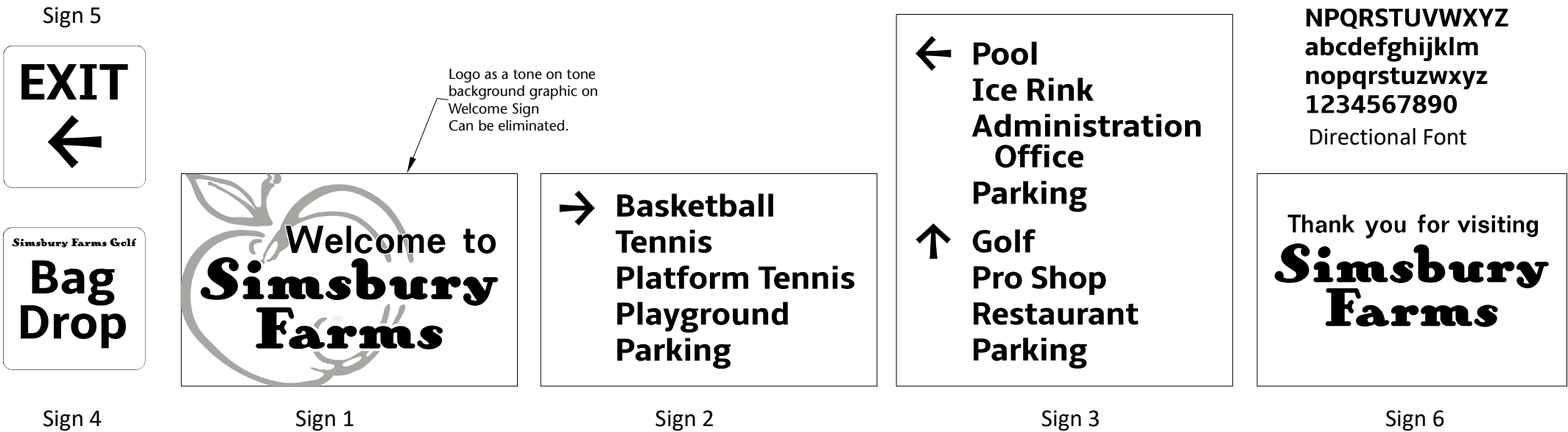
933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

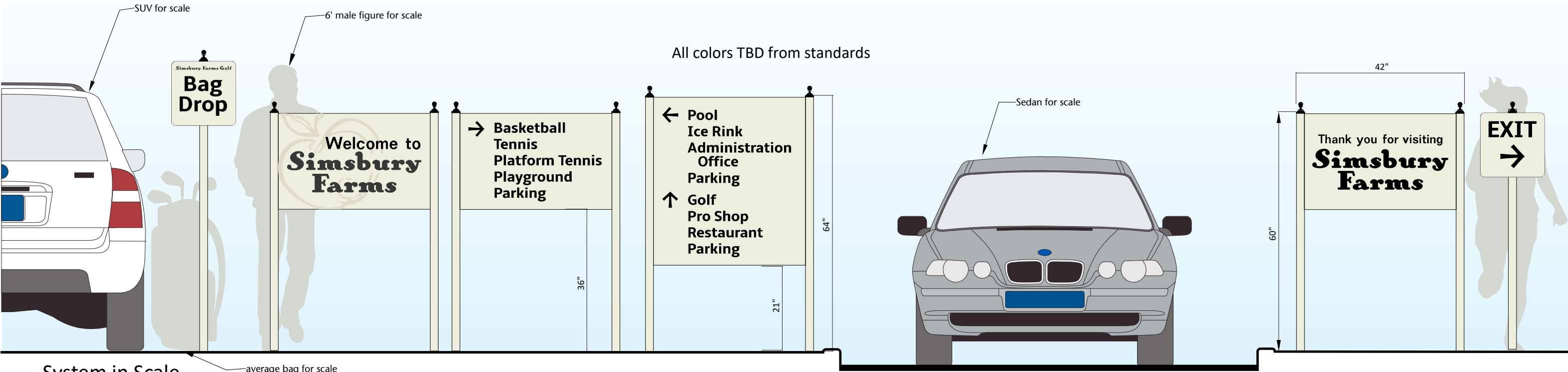
1. **Title of Submission:** Proposed Simsbury Farms Sign Donation
2. **Date of Board Meeting:** October 28, 2019
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Tom Tyburski, Director of Culture, Parks and Recreation *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports acceptance of the sign donation from the Friends of Simsbury Farms, the following motion is in order:  
  
*Move, effective October 28, 2019 to accept a donation of wayfinding and entrance/exit signs from the Friends of Simsbury Farms for installation at the Simsbury Farms Recreation Complex.*
5. **Summary of Submission:**  
The Friends of Simsbury Farms, is a 501-C-3 non-profit organization, created in January 2016, intended to plan, form, coordinate, and monitor charitable donations for the benefit of the Simsbury Farms Recreation Complex. The Friends are proposing to donate professionally designed and produced wayfinding and welcome/exit signs for the Simsbury Farms Recreation Complex. The Friends of Simsbury Farms and town staff will work to get all zoning permits required for this project. The Simsbury Culture, Parks and Recreation Commission has reviewed this proposal and given their approval.  
  
Chapter 100 of our Code of Ordinances, "Gift Policy," requires that non-monetary donations be accepted by the Board of Selectmen. If the donation is accepted I will direct staff to send a thank you letter to the Friends of Simsbury Farms.
6. **Financial Impact:**  
The Friends of Simsbury Farms will pay for the design and production of the signs. They are requesting that Town staff install them. The anticipated value of the donated signage is approximately \$6,000.
7. **Description of Documents Included with Submission:**
  - a) Tentative Mock-up of the Proposed Wayfinding and Entry/Exit Signs





Option to Add - above SUV

Enlarged Detail



System in Scale



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – Simsbury Celebrates 2019
2. **Date of Board Meeting:** October 28, 2019
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:  
  
*Move, effective October 28, 2019 to approve the public gathering application for Simsbury Celebrates 2019 as presented and to authorize the issuance of the public gathering permit.*
5. **Summary of Submission:**  
The Public Gathering Committee has approved the application for the Simsbury Celebrates 2019 event. The event will be held on November 30, 2019 in Downtown Simsbury. The event will start at 5:00pm and end at 8:30pm.
6. **Financial Impact:**  
There are some indirect and direct staff costs associated with the event such as planning time and staffing the event (i.e. public works barricades, police coverage). The Town has traditionally supported the costs associated with buildings and grounds staffing for the events at Eno and the Library. The Simsbury Celebrates Fund, which is supported by donations, typically pays for the costs for our Highway Department using trucks as barricades and special police coverage.
7. **Description of Documents Included with Submission:**
  - a) Application, Map and Summary of Event



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## PUBLIC GATHERING PERMIT APPLICATION

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

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

Organization's Name: Simsbury Celebrates Committee

Applicant's Name: Tom Tyburski

Mailing Address: 933 Hopmeadow Street

Phone: 860-408-4682 Email: ttyburski@simsbury-ct.gov

Event Location: Various locations along Hopmeadow Street from Rt 10/Drake Hill Road to Route 10 & Plank Hill Road. Fireworks and carol sing at Simsbury Meadows

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

Exact Time(s)/Date Begin: 12:00pm on Sat. Nov 30, 2019 End: 10:00pm on Saturday, Nov. 30, 2019

Number of people expected to be present for the event (incl. staff, volunteers, attendees): 13,000

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

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

### TOWN OF SIMSBURY USE ONLY:

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

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

## EVENT INFO

**Description of Event:** Community holiday celebration, much like "First Night" events held elsewhere.

Indoor and outdoor family entertainment options, a holiday themed firetruck parade, and a spectacular fireworks display at the conclusion of the event. This is the 17th year this event has been held in downtown Simsbury.

Events will take place from 5:00-8:30pm, some town and private facilities are utilized for this event.

**Please indicate whether you will be bringing:**

**Additional trash and recycling receptacles:** YES ☒ NO ☐ NUMBER: \_\_\_\_\_

- *You are responsible for proper collection and removal of all waste generated by your event.*

**Portable toilets:** YES ☐ NO ☒ NUMBER: \_\_\_\_\_

- *If yes, please show locations on attached site plan. will use public restrooms @ Eng, Library, First Church L*

**Tent:** YES ☐ NO ☒ SIZE: \_\_\_\_\_  
OPEN SIDES ☐ ENCLOSED ☐

- *Tents must be in compliance with State of Connecticut tent regulations. The Town of Simsbury's Building Official or Fire Marshal can advise on tent requirements.*

**Lighting and/or sound equipment:** YES ☒ NO ☐

- *If yes, please attach a list of the equipment you plan to use along with a stage plot with locations for the equipment.*
- *Lighting must meet the requirements of the Town of Simsbury Fire Marshal.*

**Does your event require electrical access?** YES ☐ NO ☒

- *If so, a plan for electrical access will need to be reviewed with the Town of Simsbury Building Official or Fire Marshal.*

**Will food be sold or given away at your event?** YES ☒ NO ☐

- *If food is to be served, whether prepared on- or off-site, you must obtain a Temporary Food Permit from the Farmington Valley Health District ([www.fvhd.org](http://www.fvhd.org)). vendors will apply for their permit on their own*

**Will alcohol be served at your event?** YES ☐ NO ☒

- *If alcohol is to be served, you must obtain all pertinent State permits and abide by all Town and State laws and regulations. An additional list of policies applies if alcohol is to be served.*

**Will road closure(s) be necessary?** YES ☒ NO ☐

- *Details of proposed traffic circulation and closings must be presented to the Chief of Police prior to his signing of the PGP application. If State roads are proposed for closing, a permit from the CT DOT may be necessary.*



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**PLANNING & ZONING DEPARTMENT**

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3245

**Alcohol**

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

**Signage**

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

**Attachments:**☒ **Site Map**

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

---

**FARMINGTON VALLEY HEALTH DISTRICT**

95 RIVER ROAD, CANTON, CT 06019

[www.fvhd.org](http://www.fvhd.org)

860-352-2333

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

Has a Temporary Food Permit been secured? YES ☐ NO ☐<http://www.fvhd.org/food-protection1.html>

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**BUILDING DEPARTMENT**

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

**Tent:**YES ☐ NO ☒ CAPACITY: \_\_\_\_\_  
OPEN SIDES ☐ ENCLOSED ☐  
SQUARE FOOTAGE: \_\_\_\_\_

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

Does your event require electrical access?

YES ☐ NO ☐

- Will you be utilizing portable generators?

YES ☒ NO ☐

---

**FIRE MARSHAL**

871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973



**DEPARTMENT OF PUBLIC WORKS (DPW)**  
66 TOWN FOREST ROAD, SIMSBURY, CT 06070

860-658-3222

Will barricades/signage be required:

- For the day of the event?
- In advance?

YES ☒ NO ☐

DATES: \_\_\_\_\_

Are DPW trucks required for use as barricades?

YES ☒ NO ☐

QUANTITY: 4

- The fee schedule below is for one (1) Truck and one (1) staff member.
- All fees will begin when Public Works Trucks leave the DPW Campus.
- Each Truck will be filled with sand and operated by a single staff member.
- The number and positioning of the Trucks shall be determined by the Simsbury Police Department.
- The fees for using DPW trucks as barricades are as follows:
  - \$250 for first four (4) hours
  - \$50 / hour for each additional hour during regular hours
  - \$75 / hour for each additional hour on Federal holidays and Sundays

TOTAL FEE DUE: \$250 + (\_\_\_\_\_ hours x \$50/\$75) = \$\_\_\_\_\_

Fee is payable by check made out to the Town of Simsbury

Please note:

- No markings on the roadways or custom signage is allowed.
- Traffic cones shall not be provided by DPW.

*trucks @ intersection of Rt 10/Drake until Parade start,  
Rt 10 + Plank Hill until parade start.*

**POLICE DEPARTMENT**

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival?

YES ☒ NO ☐

If yes, please list recent prior venues that have hosted this concert/festival:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will on-site private security be provided?

YES ☐ NO ☐

NUMBER: \_\_\_\_\_

Will on-site emergency medical services be provided?

YES ☐ NO ☒

NUMBER: \_\_\_\_\_

- Where will they be located? \_\_\_\_\_

\_\_\_\_\_

**SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION**

64 WEST STREET, SIMSBURY, CT 06070

860-658-7213

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

Will the attendance be equal to or greater than 5000? YES ☒ NO ☐ NUMBER: 13,000

Attendance will be:

STAGGERED OVER COURSE OF EVENT ☒

AT A SPECIFIC TIME ☐ TIME: \_\_\_\_\_

**CULTURE, PARKS & RECREATION**

100 OLD FARMS ROAD, SIMSBURY, CT 06070

860-658-3836

Are you serving food? YES ☒ NO ☐

- If so, trash recycling barrels are required at Permittee's expense

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

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

Will athletic field lighting be necessary? YES ☐ NO ☐

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

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

- ATTENDANCE: \_\_\_\_\_ / 50 = \_\_\_\_\_ PORTABLE TOILETS REQUIRED

**Public Gathering Permit  
Required Declaration**

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

Applicant's Name (Printed):

Thomas Tyburski

Applicant's Signature:

[Signature]

Date Signed:

10/15/19

## REQUIRED SIGN OFFS (in order required)

	<u>Received Date:</u>	<u>Received By:</u>	<u>Approved By:</u>	<u>Action Date:</u>
Culture Parks And Rec. Director				
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief				
Dir of Public Works				
Dir of Health FVHD				
Fire Marshal				
Zoning Enforcement Officer				
Board of Selectmen				



Google Maps

Simsbury Celebrates Map

Truck Barricade/road closing



Imagery ©2019 Google, Imagery ©2019 Maxar Technologies, U.S. Geological Survey, USDA Farm Service Agency, Map data ©2019 100 ft

## -Entertainment locations.

- Palmer Hall @ First Church
- CUS Parking Area
- Simsbury Library
- Simsbury Library Lawn
- Bank of America Lawn?
- Eno Hall Auditorium/Lower Level
- Vincent Sports Shop Porch
- Simsbury Meadows Fireworks/Card Sing
- Simsbury Free Library
- Street Trolley from Scout Hall to Plunk Hill Rd.

Truck barricade/road closing

- Trash barrels along route 10
- Public restrooms @ First Church
- @ Eno Hall
- @ Simsbury Library





**STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION  
DISTRICT IV**

**359 SOUTH MAIN STREET  
THOMASTON, CONNECTICUT 06787**

**PHONE:**

**HIGHWAY USE PERMIT**

October 21, 2019

Permit No. 128-52



Pursuant to Section 14-298-262 of the Regulations of Connecticut State Agencies, this permit is issued to the **Town of Simsbury** to allow the use of certain State Highways for the "**Simsbury Celebrate**" to be held on **Saturday, November 30, 2019**. The State highways to be used includes: **Route 10**.

If needed, traffic may be detoured along these or other roads: as specified.

It is required that a traffic plan and/or a procedure, which will be implemented for the safety of the participants and to guide through traffic, shall have approval from the Local Traffic Authority for the **Town of Simsbury**. The utilization of signs and other items to be placed in the highway right-of-way, and the signing for detour routes shall be reviewed for appropriateness by the Department of Transportation, District Maintenance Office, 359 South Main Street, Thomaston, Connecticut 06787. For this approval, please contact the District IV Traffic Engineer at (203) 591-3561.

An additional encroachment permit will be required for any overhead banners across the highway. If there are any questions regarding the encroachment permits process, please contact Mr. Ronald Ferris, Transp. Supv. District Service Agent, at (203) 591-3627.

**SPECIAL REQUIREMENTS:** A press release shall be placed in the local newspaper by the event organizer, and the event organizer will be required to provide the Department of Transportation with proof of an issued press release.

Additionally, if traffic control signals on State highway are to be placed in the flashing mode, the Department of Transportation's Highway Operations Unit should be notified at least twenty-four hours prior to the action by calling (860) 594-3447.

Very truly yours,

A handwritten signature in black ink, appearing to read "Aron Steeves".

For

Aron Steeves  
Special Services Section Manager  
Bureau of Highway Operations

Aron Steeves/zm

cc: Local Traffic Authority for the above-listed town



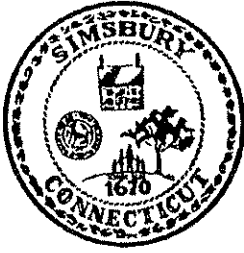
# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – A Promise to Jordan Event
2. **Date of Board Meeting:** October 28, 2019
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:  
  
*Move, effective October 28, 2019 to approve the public gathering application for A Promise to Jordan Event as presented and to authorize the issuance of the public gathering permit.*
5. **Summary of Submission:**  
The Public Gathering Committee has approved the application for the A Promise to Jordan event. The event will be held on November 18, 2019 at Simsbury High School. The event will start at 9:30am and end at 6:30pm.
6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**  
a) Application, Map and Summary of Event



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## PUBLIC GATHERING PERMIT APPLICATION

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

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

Organization's Name: A Promise to Jordan

Applicant's Name: Lisa Gray

Mailing Address: 120 Old Canal Way, Westogue

Phone: 860-305-0605 Email: info@apromisetojordan.org

Event Location: Simsbury High School

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

Exact Time(s)/Date Begin: 9:30 A.M., 11/18/19 End: 6:30 P.M. 11/18/19

Number of people expected to be present for the event (incl. staff, volunteers, attendees): 500

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

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

### TOWN OF SIMSBURY USE ONLY:

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

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



## EVENT INFO

Description of Event: An addiction awareness event featuring the poster project of 140+ posters of people from CT lost to the disease of addiction, plus food, music, and fun activities to draw the students in and make them want to be there while driving home the horrific and often permanent consequences of illegal and irresponsible drug and alcohol use

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES ☐ NO ☒ NUMBER: \_\_\_\_\_

- You are responsible for proper collection and removal of all waste generated by your event.

Portable toilets: YES ☐ NO ☒ NUMBER: \_\_\_\_\_

- If yes, please show locations on attached site plan.

Tent: YES ☒ NO ☐ SIZE: 20-30 10x10'  
OPEN SIDES ☒ ENCLOSED ☐

- Tents must be in compliance with State of Connecticut tent regulations. The Town of Simsbury's Building Official or Fire Marshal can advise on tent requirements.

Lighting and/or sound equipment: YES ☒ NO ☐ sound equipment supplied by SHS (mic and speakers)

- If yes, please attach a list of the equipment you plan to use along with a stage plot with locations for the equipment.
- Lighting must meet the requirements of the Town of Simsbury Fire Marshal.

Does your event require electrical access? YES ☒ NO ☐

- If so, a plan for electrical access will need to be reviewed with the Town of Simsbury Building Official or Fire Marshal.

Will food be sold or given away at your event? YES ☒ NO ☐

- If food is to be served, whether prepared on- or off-site, you must obtain a Temporary Food Permit from the Farmington Valley Health District ([www.fvhd.org](http://www.fvhd.org)).

Will alcohol be served at your event? YES ☐ NO ☒

- If alcohol is to be served, you must obtain all pertinent State permits and abide by all Town and State laws and regulations. An additional list of policies applies if alcohol is to be served.

Will road closure(s) be necessary? YES ☐ NO ☒

- Details of proposed traffic circulation and closings must be presented to the Chief of Police prior to his signing of the PGP application. If State roads are proposed for closing, a permit from the CT DOT may be necessary.

---

**PLANNING & ZONING DEPARTMENT**

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3245

**Alcohol**

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

N/A

**Signage**

- Will your event require temporary signs? YES ☒ NO ☐
  - No signage may be erected without written permission granted from the Zoning Enforcement Officer
- Has your organization secured permits for such? YES ☐ NO ☒ Not yet, but we will

**Attachments:**☐ Site Map

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

---

**FARMINGTON VALLEY HEALTH DISTRICT**

95 RIVER ROAD, CANTON, CT 06019

www.fvhd.org

860-352-2333

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

Has a Temporary Food Permit been secured? YES ☒ NO ☐<http://www.fvhd.org/food-protection1.html>

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**BUILDING DEPARTMENT**

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

**Tent:**YES ☒ NO ☐  
OPEN SIDES ☒ CAPACITY: \_\_\_\_\_  
ENCLOSED ☐  
SQUARE FOOTAGE: \_\_\_\_\_

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

Does your event require electrical access?

YES ☒ NO ☐  
YES ☐ NO ☒

- Will you be utilizing portable generators?

---

**FIRE MARSHAL**

871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

**DEPARTMENT OF PUBLIC WORKS (DPW)**  
66 TOWN FOREST ROAD, SIMSBURY, CT 06070

860-658-3222

Will barricades/signage be required:

- For the day of the event?
- In advance?

YES ☐ NO ☒

DATES: \_\_\_\_\_

Are DPW trucks required for use as barricades?

YES ☐ NO ☒

QUANTITY: \_\_\_\_\_

- The fee schedule below is for one (1) Truck and one (1) staff member.
- All fees will begin when Public Works Trucks leave the DPW Campus.
- Each Truck will be filled with sand and operated by a single staff member.
- The number and positioning of the Trucks shall be determined by the Simsbury Police Department.
- The fees for using DPW trucks as barricades are as follows:
  - \$250 for first four (4) hours
  - \$50/hour for each additional hour during regular hours
  - \$75/hour for each additional hour on Federal holidays and Sundays

TOTAL FEE DUE: \$250 + (\_\_\_\_\_ hours x \$50/\$75) = \$\_\_\_\_\_

Fee is payable by check made out to the Town of Simsbury

Please note:

- No markings on the roadways or custom signage is allowed.
- Traffic cones shall not be provided by DPW.

**POLICE DEPARTMENT**

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival?

YES ☒ NO ☐

If yes, please list recent prior venues that have hosted this concert/festival:

None

Will on-site private security be provided?

YES ☐ NO ☒

NUMBER: \_\_\_\_\_

Will on-site emergency medical services be provided?

YES ☒ NO ☐

NUMBER: 1

- Where will they be located? \_\_\_\_\_

---

**SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION**

64 WEST STREET, SIMSBURY, CT 06070

860-658-7213

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

Will the attendance be equal to or greater than 5000? YES ☐ NO ☒ NUMBER: \_\_\_\_\_

Attendance will be:

STAGGERED OVER COURSE OF EVENT ☒ AT A SPECIFIC TIME ☐ TIME: \_\_\_\_\_

---

**CULTURE, PARKS & RECREATION**

100 OLD FARMS ROAD, SIMSBURY, CT 06070

860-658-3836

Are you serving food? YES ☒ NO ☐

- If so, trash recycling barrels are required at Permittee's expense

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

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

Will athletic field lighting be necessary? YES ☐ NO ☒

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

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

- ATTENDANCE: \_\_\_\_\_ / 50 = \_\_\_\_\_ PORTABLE TOILETS REQUIRED
- 

**Public Gathering Permit  
Required Declaration**

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

Applicant's Name (Printed): \_\_\_\_\_ *Lisa Gray*

Applicant's Signature: \_\_\_\_\_ *Lisa Gray*

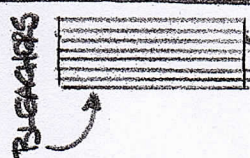
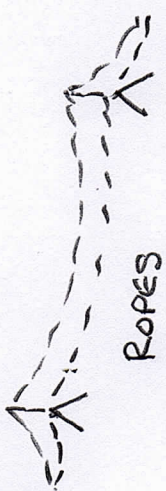
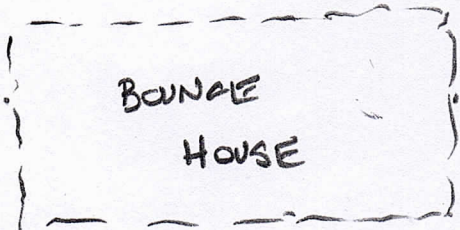
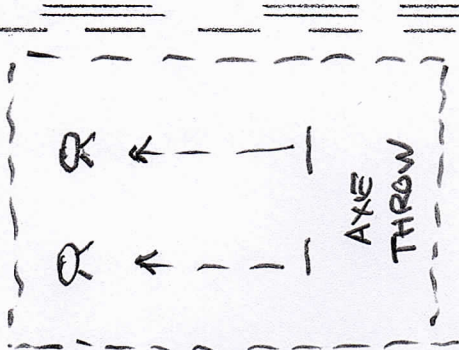
Date Signed: \_\_\_\_\_ *10/18/19*

## REQUIRED SIGN OFFS (in order required)

	<u>Received Date:</u>	<u>Received By:</u>	<u>Approved By:</u>	<u>Action Date:</u>
Culture Parks And Rec. Director				
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief				
Dir of Public Works				
Dir of Health FVHD				
Fire Marshal				
Zoning Enforcement Officer				
Board of Selectmen				



TENNIS COURT



TENNIS COURT

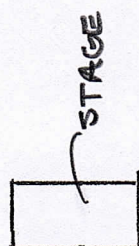
5	4
8	7

VENDORS

12x12	2	3
1	4	

9	10
12	11

13	14
16	15



GATE





# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Short-Term Rental Ordinance Work Group

2. **Date of Board Meeting:** October 28, 2019

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

Maria Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development *Maria E. Capriola*

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

If the Board of Selectmen supports establishing a work group to research and draft a proposed Short-Term Rental Ordinance the following motions are in order:

*Move, effective October 28, 2019 to establish a work group to review and draft a proposed Short-Term Rental Ordinance to be presented to the Board of Selectmen at a future date. The work group is tasked with researching and benchmarking how other communities regulate Short-Term Rentals and to prepare an initial draft ordinance that will be presented to the Board of Selectmen.*

*Further move to set the membership of the work group to consist of 2 members of the Board of Selectmen, 1 member from the Economic Development Commission, 1 member from the Tourism Committee, and 1 member from the Zoning Commission.*

If there are members of the Board of Selectmen who would like to be appointed to the work group, the following motion is in order:

*Move, effective October 28, 2019, to appoint INSERT NAME and INSERT NAME to the Short-Term Rental Ordinance Work Group.*

5. **Summary of Submission:**

The Zoning Commission has submitted a letter stating that the Commission recommends allowing for short-term rentals through the Zoning Regulations, but that operators obtain a short-term rental license by ordinance. The Zoning Commission has offered a number of suggestions for a potential ordinance and has respectfully requested that a member of the Commission be appointed to a work group on the subject (should one be established). If an ordinance is pursued, the Board of Selectmen would be responsible for its development and adoption.

The work group would be tasked with researching and benchmarking how other communities regulate Short-Term Rentals through an ordinance. Additionally, the group would be asked to develop a draft ordinance. Ultimately, the work group would present



its findings and recommendations to the full Board of Selectmen at a later date. When the work of the group is complete, the intent would be for it to be disbanded.

If the work group is established, it is recommended that the Board of Selectmen designate two members to participate and request that the Economic Development Commission, Tourism Committee and Zoning Commission each nominate a member to the work group. Additionally, the Planning Commission will discuss and report back if their agency has a desire to participate in the work group. Further, I would assign Director of Planning and Community Development Michael Glidden to support the work group, with additional assistance provided by the Town Manager's Office and other staff members as needed. Meetings of the work group would need to be properly noticed to be in compliance with FOIA laws.

**6. Financial Impact:**

Staff time will be dedicated to research, assisting with ordinance development, and preparing for meetings of the work group.

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

- a) Letter from David Ryan, re: Short-Term Rentals Regulations, dated October 11, 2019



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

*Office of Community Planning and Development*

October 11, 2019

Eric Wellman, First Selectman  
Board of Selectmen  
933 Hopmeadow Street  
Simsbury, CT 06070

## **Re: Short-Term Rentals Regulations**

Dear Mr. Wellman and Hon. Members of the Board of Selectmen:

Over the past few months, the Zoning Commission has discussed how to regulate Short-Term Rentals. The option recommended by the Zoning Commission is that the Short-Term Rental use be permitted by the Zoning Regulations, with a requirement that the property owner obtain a Short-Term Rental license from the Town. The provisions of such license would be set by Town Ordinance. The ordinance may include provisions for the maintenance of public order and safety that are outside the purview of the Zoning Commission.

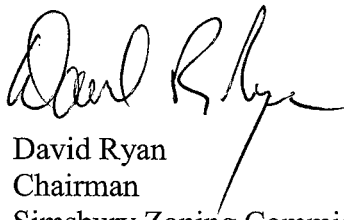
Attached to this correspondence is an outline that the Commission prepared, which gives the Board some guidance regarding what concerns might be covered in a licensing ordinance.

As many of you know, Short-Term Rentals are not permitted pursuant to current regulations. A zoning regulation similar to the attached draft will be developed so that such use is permitted under the Simsbury Zoning Regulations.

If the Board of Selectmen decides to establish a working group to tackle this issue, the Zoning Commission would be happy to participate.

Thank you for your consideration in this matter.

Very Truly Yours,



David Ryan  
Chairman  
Simsbury Zoning Commission

Telephone (860) 658-3245  
Facsimile (860) 658-3206

*An Equal Opportunity Employer*  
[www.simsbury-ct.gov](http://www.simsbury-ct.gov)

8:30 - 7:00 Monday  
8:30 - 4:30 Tuesday through Thursday  
8:30 - 1:00 Friday

## **Recommendations for BOS for Adoption of a Short Term Rental Ordinance**

### **I. Definitions**

**A. Occupant:** Any person(s), and their guests, who have entered into an agreement with a property owner for the use of the short term rental.

**B. Owner:** Any person(s) who holds the legal right to the property and uses the property as their legal residence.

**C. Primary Residence:** A housing unit in which an owner resides for the majority of the year. Residency is established by providing documentation through providing a driver's license, vehicle registration, voter registration, etc.

**D. Owner Occupied STR:** During the course of the rental, the owner (as defined above) is present inside the dwelling.

**E. Short Term Rental:** Any property rented by a person(s), of 18 years or older, for a period of one (1) to twenty-nine (29) consecutive days. A short term rental must have separate sleeping areas established for guests and guests must have at least shared access to one (1) full bathroom and cooking area.

**F. Sleeping Area:** A sleeping area is defined as a separate space, with a bed provided that the guest(s) of a short term rental have access to. This area must be inside the dwelling and cannot include: tents, outdoor areas, and/or recreational vehicles.

**G. Non-owner Occupied STR:** A unit in which the owner occupies the dwelling unit as their primary residence, but leaves the unit for a period of time, and rents out all or part of the unit in their absence.

**H. Vacation Rentals-** A vacation rental is an entire residential unit that is not a primary residence and is rented to guests on a short term basis, typically under 30 days.

### **II. Limit to Amount of Rentals**

A. No owner may rent their property as a short term rental for more than one hundred (100) days during any one year period of the short term rental permit. Owners must submit their yearly hotel tax paperwork, which is submitted to the CT Department of Revenue Services, to the Zoning Enforcement Officer for confirmation of yearly rental days.

### **III. Parking Requirements**

- A. The provided parking spaces may not be on the yard of the property.
- B. All parking is to be provided on site, no on street parking is permitted.
- C. Total number of parking spaces required must conform to the Zoning Regulations.

#### IV. Conduct

- A. Short term rental guests are subject to all relevant town codes and ordinances. It is up to short term rental owners to notify their guests of any applicable codes and ordinances and to ensure that they are followed.
- B. Excessive noise or other disturbances are prohibited
- C. No outdoor events are allowed.
- D. No guest may spend the night sleeping outdoors.
- E. No signage advertising the property as a short term rental is allowed.

#### Other Areas to consider:

- Neighbor Notification – Should applicants post a public informational sign similar to public hearing process held by the zoning commission or should applicants physically notify abutting neighbors when a license is first applied for
- Maximum Occupancy – The state building code provides for minimum areas in bedrooms in order to determine occupancy loads for a structure. Does the Board wish to develop a more restrictive standard than the state building code?

## Draft Regulation – Residential Zones

1. A residential property may be rented, or leased, as a residence for rental terms of greater than 30 days.
2. Rentals of Residential Properties for less than 30 days are permitted, subject to the following conditions:
  - a. A single family residence is considered one rental property. A single family residence must be owner-occupied to obtain and to exercise a Short Term Rental License.
  - b. Multi-family residences are considered as one residence per unit. No more than 15% of the units in a multi-family building may obtain Short Term Rental Licenses.
  - c. The number of Short Term Rental Licenses is limited to less than 30 in each Simsbury Voting District.
  - d. Each short term rental property must obtain a Short Term Rental License from the Town of Simsbury.
  - e. The provisions of the Short Term Rental License will be set by Simsbury ordinance.
  - f. No signs may be placed on the outside of a property to indicate that it has Short Term Rental License.



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Fee Schedule for Electronic Payment Methods
2. **Date of Board Meeting:** October 28, 2019
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 the Tax Office and Town Clerk's Office electronic payment fee schedule as outlined below, the following motion is in order:

*Move, effective October 28, 2019, to authorize Town Manager Maria E. Capriola to execute the Invoice Cloud credit card processing contract and to adopt the proposed fee schedule for electronic payment methods for the Town Clerk and Tax Offices.*

5. **Summary of Submission:**  
The Town Clerk's Office is ready to begin accepting electronic payments, consistent with other town departments that charge fees for services. On a daily basis the Clerk's Office needs to turn away customers that do not have cash or checks on them. Offering the ability to pay with an electronic method in person or online will improve customer service and modernize the Office's payment process.

The Town currently uses Invoice Cloud for accepting tax and utility (sewer use) payments, and would like to utilize the same vendor for Town Clerk payments. Management will be updating the Town's current contract with Invoice Cloud to ensure consistent fees between the Tax Office and Town Clerk's Office. Below is a breakdown of fees:

Credit/Debit – 2.95% with a minimum fee of \$1.00  
ACH/EFT - \$0.85  
Online Bank Direct Fee - \$0.25  
IVR Surcharge (Interactive Voice Response) - \$0.85

Currently, the Town is responsible for the ACH convenience fee of \$0.85 as well as the \$0.25 Online Bank Direct fee, a monthly portal access fee of \$50 and a monthly card reader leasing fee of \$15/reader. All other fees are passed on to the customer. As an alternative option, the Board of Selectmen could consider passing on the \$0.85 ACH fee to the customer.



Town Attorney, Robert Decrescenzo, has reviewed the draft contract; it is ready for execution by the Town Manager upon approval of the fee schedule by the Board of Selectmen.

**6. Financial Impact:**

- **Tax Office**

- Estimated transaction fees of \$140 /year – Online Bank Direct
- Estimated ACH/Online Bank Direct convenience fees of \$4,880/year
- Portal access fees of \$480/year

Since this is an existing process for the Tax Office, related fees currently paid by the Town have been budgeted within the Bank Fees line item of the Tax budget for FY 19/20. No budgetary impact is expected.

- **Town Clerk's Office**

- Portal access fees of \$120/year
- Estimated ACH/Online Bank Direct convenience fees of \$420/year
- Leased card reader fees of \$180/year

Since moving to electronic payment methods for the Clerk's Office was anticipated, the related fees have been budgeted within the Contractual Services line item of the Town Clerk's budget for FY 19/20. No budgetary impact is expected.

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

- a) Proposed Fee Schedule – Electronic Payment Methods for Tax and Town Clerk's Offices





# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

## **TOWN OF SIMSBURY**

### **Fee Schedule for Electronic Payment Methods at the Tax Collector & Town Clerk's Offices**

*Adopted by the Board of Selectmen on October 28, 2019*

The below fee schedule is for electronic payments made at the Tax Collector and Town Clerk's Offices. The fee schedule represents fees paid by the customer.

<b>Credit/Debit</b>	<b>2.95%* of total value of charges</b>
<b>Interactive Voice Response Surcharge</b>	<b>\$0.85</b>

\*minimum fee of \$1.00



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Draft Debt Management Policy
2. **Date of Board Meeting:** October 28, 2019
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 is prepared to adopt the draft Debt Management Policy as presented, the following motion is in order:

*Move, effective October 28, 2019, to adopt the Debt Management Policy as presented.*

If however, additional discussion and review of the draft Debt Management Policy is needed, the item can be tabled and the following motion is in order:

*Move, to table the draft Debt Management Policy agenda item.*

5. **Summary of Submission:**  
During the process of updating the Debt Management Policy with the Board of Finance it was found that the authority to issue debt rests with the Board of Selectmen per the Town Charter. This is in contrast to current practice where debt policy has been under the purview of the Board of Finance.

Section 813 of the Town Charter states, "The Town shall have the power to incur indebtedness by issuing its bonds or notes as provided by the General Statutes subject to the limitations thereof and the provisions of this Charter. The issuance of bonds and notes, except tax anticipation notes, **shall be authorized by resolution of the Board of Selectmen** in accordance with the provisions of Chapter IV of this Charter. The issuance of **notes, the term of which does not exceed one (1) year, may be authorized by the Board of Selectmen upon recommendation of the Board of Finance** in accordance with Section 809 of this Charter." Staff has consulted with bond counsel and the Town Attorney on this matter and they have confirmed the responsibility of the Board of Selectmen.

Initial draft revisions to the Debt Management Policy prepared by the Board of Finance were reviewed by the Town's Bond Counsel, Judith Blank. At the direction of the Board of Finance, Bond Counsel revised the policy in accordance with the Board of Finance's responsibilities. The draft Debt Management Policy currently being considered by the Board of Finance is included in this submission.

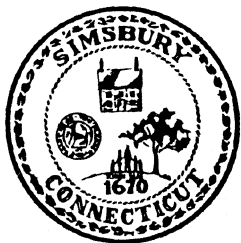
Bond Counsel also created an additional version of the draft Debt Management Policy to coincide with the debt management and issuance responsibilities of the Board of Selectmen. The draft policy is included in this submission for review by the Board of Selectmen.

**6. Financial Impact:**

None

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

- a) Draft Debt Policy – Board of Selectmen
- b) Draft Debt Policy – Board of Finance
- c) Memo from Atty. J. Blank and Atty. R. DeCrescenzo re: Board of Finance Role in the Issuance of Debt, dated August 2, 2019



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

## TOWN OF SIMSBURY DEBT MANAGEMENT POLICY

*Adopted by the Board of Selectmen \_\_\_\_\_, 2019*

### **I. Purpose**

The purpose of a debt management policy is to establish written and objective guidelines to improve the quality of decision-making on long-term capital planning and on the appropriateness of utilizing debt to fund capital expenditures at the most economically advantageous rates of interest. The Town will confine long-term borrowing to capital improvements or projects that cannot be financed with current revenues. This policy recognizes the infrastructure needs of the Town as well as the taxpayers' ability to pay while taking into account existing legal, economic, financial and debt market considerations.

The primary objectives of this policy are to:

- Establish conditions for the issuance of debt for the purpose of funding capital projects.
- Plan for long and short-term issuance to finance the Town's capital program based on cash flow needs, sources of revenue, capital construction periods, available financing instruments and market conditions.
- Minimize the Town's debt service and issuance costs.
- Retain the highest credit rating and ensure financial integrity while providing a funding mechanism to meet the Town's capital needs.
- Maintain full and complete financial disclosure and reporting.

This policy is based on the practices recommended by the Government Financial Officers Association (GFOA) to facilitate compliance with local, state and federal laws and regulations.

### **II. Effective Date**

This policy shall remain in effect until revised or rescinded.

### **III. Authority and Responsibility**

1. **Borrowing Authority**: The Town shall have the power to incur indebtedness in accordance with Connecticut General Statutes, subject to the provisions of the Simsbury Town Charter. As stated in Chapter VIII, Section 813, the issuance of bonds and notes, except tax anticipation notes, shall be authorized by resolution of the Board of Selectmen. The issuance of notes, the term of which does not exceed one (1) year, may be authorized by the Board of Selectmen upon recommendation of the Board of Finance.

2. *Responsibility*: It shall be the responsibility of Board of Selectmen, the Town Manager and the Finance Director to issue debt in compliance with the terms outlined in this policy and in compliance with the Town Charter, State and Federal law. The primary responsibility of debt management rests with the Finance Director. The Finance Director shall:

- Provide for the issuance of debt at the lowest possible cost and risk;
- Determine the available debt capacity;
- Provide for the issuance debt at appropriate intervals and in reasonable amounts as required to fund approved expenditures;
- Recommend to the Board of Selectmen the manner of sale of debt;
- Monitor opportunities to refund debt and recommend such refunding as appropriate;
- Comply with all Internal Revenue Service (IRS), Securities and Exchange Commission (SEC), and State and local rules and regulations governing the issuance of debt;
- Provide for the timely payment of principal and interest on all debt; ensure that the fiscal agent receives funds for payment of debt service on or before the payment date;
- Provide for and participate in the preparation and review of offering documents;
- Provide annual disclosure information to established national information repositories and maintain compliance with disclosure statements as required by the state and national regulatory bodies;
- Distribute to appropriate repositories information regarding financial condition and affairs at such time and in the form required by law, regulation and general practice;
- Provide for the distribution of pertinent information to rating agencies;
- Maintain a current database of all outstanding debt; and
- Apply and promote prudent fiscal practices.
- Develop and maintain a capital finance model to evaluate the impact of capital program spending, operations and maintenance costs, and debt service on its financial condition.

#### IV. Policy

1. *Debt Retirement Objective* – Debt retirement expenses (interest and principal) shall be at a rate of not more than 7% of the total annual general fund operating budget. Debt that is being funded outside of tax revenues (i.e. WPCA Sewer Use Fees) shall not be included within the 7% unless the fund responsible for the debt payments is financially unstable and it is anticipated that the Town will be called upon to make debt payments from the general fund.
2. *Compliance with Six-year Capital Improvement Plan (CIP)* - Capital Planning for Simsbury is required by the Town Charter, Section 803 and predicated on adoption by the Board of Selectmen of a six-year CIP. In general, with the exception of emergencies and mandates, this plan is the governing document for capital expenditures. The Town further recognizes that certain projects for which debt financing should be considered may arise



in such a manner that they cannot be incorporated into the six-year CIP prior to financing, e.g., the coming to the market of a specific property the Town desires to acquire for open space purposes.

3. Types of Permissible Debts – whenever possible, the Town will first attempt to fund capital projects with state and federal grants or other revenues. When such funds are insufficient, the Town may use dedicated revenues from Special Revenue Funds, Capital Projects Funds, or General Fund revenues or reserves. If these are not appropriate or sufficient, the Town will use bond funding or long-term leases. The Board of Selectmen and the Board of Finance will evaluate debt-funding scenarios as part of the capital budget process using models developed by the Finance Director in order to prioritize future financing needs and to evaluate compliance with this policy. The Board of Finance will forward its recommendations to the Board of Selectmen.

General Obligation (G.O.) bonds may be issued to finance traditional public improvements for which other funding is unavailable or impractical. Long-term bonds may be used to finance infrastructure or facility improvement projects with an estimated life expectancy of at least 15 years and cost of at least \$250,000.

The Town may go to market for G.O. bonds for a minimum threshold of \$1,000,000. A smaller number of projects may be combined to meet the threshold, provided that each such included project meets the 15-years useful life condition.

General Obligation (G.O.) Bond Anticipation Notes (BAN's) may be issued for short-term debt. The Town may choose to issue bond anticipation notes (BAN's) as a source of interim financing when deemed prudent. Bond anticipation notes may also be used as a form of permanent financing (generally up to 10 years under current statutes) by renewing the notes over a number of years and reducing the principal amount of the notes on renewal.

Capital Lease Purchase Financing, in contrast to a true lease, provides for the acquisition of the leased item. Lease purchase financing may be used for procuring assets that are too expensive to fund with current receipts in any one year, but with useful lives too short (less than 15 years) to finance with long-term debt. Generally, lease purchase financing will not be considered for the purchase or construction of assets with a life expectancy of less than five years. The Town will seek competitive pricing when practical.

Low Interest Loan – The use of federal and state aided low interest loans should be considered before consideration of issuing any other forms of debt. Low interest loans may also be considered from private banks as permitted by law.

4. Statutory Debt Limitations – Under Connecticut Law, municipalities may not incur indebtedness through the issue of bonds which will cause aggregate indebtedness by class to exceed the following:

General Purposes 2.25 times base  
School Purposes 4.50 times base

Sewer Purposes 3.75 times base  
Urban Renewal Purposes 3.25 times base

The “base” is defined as annual receipts from taxation (total tax collections including interest and penalties) and State payment for revenue losses under CGS sections 12-24a, 12-24c and 12-129d. In no case shall total indebtedness exceed seven times the base.

The statutes also provide for certain exclusions of debt issued in anticipation of taxes, for the supply of water, supply of gas, supply of electricity, construction of subways, for the construction of underground conduits for cables, wires, and pipes and for two or more of such purposes; for indebtedness issued in anticipation of the receipt of proceeds from State or Federal grants evidenced by a written commitment or contract.

5. Bond Structure – Consideration should be given to each of the following:

- Providing cash in advance to meet project expenses
- Maximizing the credit rating potential and market acceptance of the bonds
- Minimizing net borrowing cost
- Minimizing the impact of debt service payments on annual cash flow

Bond term – All capital improvements financed through the issuance of debt will be financed for a period not to exceed the useful life of the improvements, but in no event to exceed 20 years. For capital expenditures valued below \$20 million, bonding will not exceed ten (10) years. Fifteen (15) to twenty (20) year bond terms may be considered for major projects exceeding \$20 million that benefit the community.

Interest Rates - The Town will attempt to issue debt that carries a fixed interest rate. However, it is recognized that certain circumstances may warrant the issuance of variable rate debt. In those instances, the Town should attempt to stabilize debt service payments through the use of an appropriate stabilization arrangement. Board of Selectmen approval is needed to issue variable rate debt.

Debt Service Pattern – Scheduling new debt to coincide with the retirement of past debt to lessen the impact upon the mill rate and to keep debt service costs at or below 7% of the operating budget. Debt that is being funded outside of tax revenues (i.e. WPCA Sewer Use Fees) shall not be included within the 7% unless the fund responsible for the debt payments is financially unstable and it is anticipated that the Town will be called upon to make debt payments from the general fund.

Call Provision – The Town seeks to minimize the cost from optional redemption call provisions, consistent with its desire to obtain the lowest possible interest rates on its bonds. The Town Manager and Finance Director will evaluate the optional redemption provisions for each issue to ensure that the Town does not pay unacceptable higher interest rates to obtain such advantageous calls.

Method of Sale – Debt obligations are generally issued through competitive sale. When conditions favorable for a competitive sale do not exist and when a negotiated sale will provide significant benefits to the Town that would not be achieved through a

competitive sale, the Town may elect to sell its debt obligations through a private or negotiated sale.

6. Refunding Debt - The Town will continually monitor its outstanding debt in relation to existing conditions in the debt market and will refund any outstanding debt when sufficient savings can be realized. The target threshold for net present value savings should be a minimum of 2%.
7. Emergencies - During emergency situations, the Town may issue debt to provide for emergency infrastructure repair or replacement if such repair or replacement as necessary for the immediate preservation of the public peace, health and safety, as governed by the Town Charter.

## **V. Debt Affordability Measures**

The Finance Director, in connection with preparation of the Town's Comprehensive Annual Financial Report, will analyze the Town's debt position. The following statistical measures to determine debt capacity will be used and evaluated in relation to rating agency standards and the Town's historical ratios to determine debt affordability:

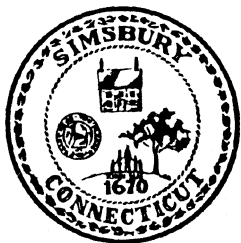
### **Debt Burden and Service Indicators**

- Debt as a percentage of Net Taxable Grand List
- Debt per capita
- Debt to personal income
- Debt to taxable property value
- Debt as a percentage of General Fund expenditures

## **VI. Professional Services**

1. Bond Counsel: All debt issued by the Town will include a written opinion of bond counsel affirming that the Town is authorized to issue the proposed debt. The opinion shall include confirmation that the Town has met all Town and state requirements necessary for its issuance, a determination of the proposed debt's federal income tax status and other components necessary for the proposed debt.
2. Municipal Advisor: A Municipal Financial Advisor(s) will be used to assist in the issuance of the Town's debt. The Municipal Financial Advisor will provide the Town with objective advice and analysis on debt issuance. This includes, but is not limited to, analyzing debt capacity, projecting future debt impact and modeling of future debt issuance, monitoring market opportunities, structuring and pricing debt, and preparing official statements of disclosure.
3. Underwriters: An Underwriter(s) may be used for all debt issued in a negotiated or private placement sale method. The Underwriter is responsible for purchasing the negotiated or private placement debt and reselling the debt to investors.
4. Fiscal Agent: A Fiscal Agent will be used to provide accurate and timely securities processing and timely payment to bondholders.

All vendors retained by the Town of Simsbury will be selected in accordance with the Town of Simsbury's purchasing policy.



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

## **TOWN OF SIMSBURY BOARD OF FINANCE DEBT POLICY**

*Adopted by the Board of Finance on February 15, 1989*

*Revised and Adopted by the Simsbury Board of Finance on October XX, 2019*

### **I. Purpose**

The purpose of a debt policy is to establish written and objective guidelines to improve the quality of decision-making on long-term capital planning and on the appropriateness of utilizing debt to fund capital expenditures at the most economically advantageous rates of interest. It is Board of Finance policy that the Town will confine long-term borrowing to capital improvements or projects that cannot be financed with current revenues. This policy recognizes the infrastructure needs of the Town as well as the taxpayers' ability to pay while taking into account existing legal, economic, and financial considerations.

The primary objectives of this policy are to:

- Plan for long and short-term issuance to finance the Town's capital program based on cash flow needs, sources of revenue, capital construction periods, available financing instruments, and market conditions.
- Minimize the Town's debt service and issuance costs.
- Retain the highest credit rating and ensure financial integrity while providing a funding mechanism to meet the Town's capital needs.
- Maintain full and complete financial disclosure and transparency

This policy is based on the practices recommended by the Government Financial Officers Association (GFOA) to facilitate compliance with local, state and federal laws and regulations.

### **II. Effective Date**

This policy shall remain in effect until revised or rescinded. The Board of Finance reserves the right to amend this policy as necessary.

### **III. Authority**

The Town shall have the power to incur indebtedness in accordance with Connecticut General Statutes, subject to the provisions of the Simsbury Town Charter. As stated in Chapter VIII, Section 813, the issuance of bonds and notes, except tax anticipation notes, shall be authorized by resolution of the Board of Selectmen. The issuance of notes, the term of which does not exceed one (1) year, may be authorized by the Board of Selectmen upon recommendation of the Board of Finance.



#### IV. Policy

1. Debt Retirement Objective – Debt retirement expenses (interest and principal) shall be at a rate of not more than 7% of the total annual general fund operating budget. Debt that is being funded outside of tax revenues (i.e. WPCA Sewer Use Fees) shall not be included within the 7% unless the fund responsible for the debt payments is financially unstable and it is anticipated that the Town will be called upon to make debt payments from the general fund.
2. Compliance with Six-year Capital Improvement Plan (CIP) - Capital Planning for Simsbury is required by the Town Charter, Section 803 and predicated on adoption by the Board of Selectmen of a six-year CIP. In general, with the exception of emergencies and mandates, this plan is the governing document for capital expenditures. The Town further recognizes that certain projects for which debt financing should be considered may arise in such a manner that they cannot be incorporated into the six-year CIP prior to financing, e.g., the coming to the market of a specific property the Town desires to acquire for open space purposes.
3. Types of Permissible Debts – whenever possible, the Town will first attempt to fund capital projects with state and federal grants or other revenues. When such funds are insufficient, the Town may use dedicated revenues from Special Revenue Funds, Capital Projects Funds, or General Fund revenues or reserves. If these are not appropriate or sufficient, the Town will use bond funding or long-term leases. The Board of Finance will evaluate debt-funding scenarios as part of the capital budget process using models developed by the Finance Director in order to prioritize future financing needs and to evaluate compliance with this policy. The Board of Finance will forward its recommendations to the Board of Selectmen.

General Obligation (G.O.) bonds may be issued to finance traditional public improvements for which other funding is unavailable or impractical. Long-term bonds may be used to finance infrastructure or facility improvement projects with an estimated life expectancy of at least 15 years and cost of at least \$250,000.

The Town may go to market for G.O. bonds for a minimum threshold of \$1,000,000. A smaller number of projects may be combined to meet the threshold, provided that each such included project meets the 15-years useful life condition.

General Obligation (G.O.) Bond Anticipation Notes (BAN's) may be issued for short-term debt. The Town may choose to issue bond anticipation notes (BAN's) as a source of interim financing when deemed prudent. Bond anticipation notes may also be used as a form of permanent financing (generally up to 10 years under current statutes) by renewing the notes over a number of years and reducing the principal amount of the notes on renewal.

Capital Lease Purchase Financing, in contrast to a true lease, provides for the acquisition of the leased item. Lease purchase financing may be used for procuring assets that are too expensive to fund with current receipts in any one year, but with useful lives too short (less than 15 years) to finance with long-term debt. Generally,

lease purchase financing will not be considered for the purchase or construction of assets with a life expectancy of less than five years. The Town will seek competitive pricing when practical.

Low Interest Loan – The use of federal and state aided low interest loans should be considered before consideration of issuing any other forms of debt. Low interest loans may also be considered from private banks as permitted by law.

4. Statutory Debt Limitations – Under Connecticut Law, municipalities may not incur indebtedness through the issue of bonds which will cause aggregate indebtedness by class to exceed the following:

General Purposes 2.25 times base  
School Purposes 4.50 times base  
Sewer Purposes 3.75 times base  
Urban Renewal Purposes 3.25 times base

The “base” is defined as annual receipts from taxation (total tax collections including interest and penalties) and State payment for revenue losses under CGS sections 12-24a, 12-24c and 12-129d. In no case shall total indebtedness exceed seven times the base.

The statutes also provide for certain exclusions of debt issued in anticipation of taxes, for the supply of water, supply of gas, supply of electricity, construction of subways, for the construction of underground conduits for cables, wires, and pipes and for two or more of such purposes; for indebtedness issued in anticipation of the receipt of proceeds from State or Federal grants evidenced by a written commitment or contract.

#### 5. Debt Structure

Bond term – All capital improvements financed through the issuance of debt will be financed for a period not to exceed the useful life of the improvements, but in no event to exceed 20 years. For capital expenditures valued below \$20 million, bonding will not exceed ten (10) years. Fifteen (15) to twenty (20) year bond terms may be considered and approved in the budget process by the Board of Finance for major projects exceeding \$20 million that benefit the community.

Debt Service Pattern –The preferred debt service method is level principal, however, new debt should be structured to coincide with the retirement of past debt to lessen the impact upon the mill rate and to keep debt service costs at or below 7% of the operating budget. Debt that is being funded outside of tax revenues (i.e. WPCA Sewer Use Fees) shall not be included within the 7% unless the fund responsible for the debt payments is financially unstable and it is anticipated that the Town will be called upon to make debt payments from the general fund.

6. Emergencies - During emergency situations, the Town may issue debt to provide for emergency infrastructure repair or replacement if such repair or replacement as necessary for the immediate preservation of the public peace, health and safety. Emergency situations shall be governed by the Town Charter.

## **V. Debt Affordability Measures**

The Board of Finance, in connection with the budget approval process, will evaluate the Town's debt position.. The following statistical measures to determine debt capacity will be used and evaluated in relation to rating agency standards and the Town's historical ratios to determine debt affordability:

### ***Debt Burden and Service Indicators***

- Debt as a percentage of Net Taxable Grand List
- Debt per capita
- Debt to personal income
- Debt to taxable property value
- Debt as a percentage of General Fund expenditures
- Simsbury debt in comparison to other comparable towns

# DAY PITNEY LLP

## MEMORANDUM

Boston Connecticut Florida New Jersey New York Washington, DC

**TO:** Amy Meriwether  
Finance Director/Treasurer  
Town of Simsbury, CT

**FROM:** Judith A. Blank, Day Pitney LLP  
Robert M. DeCrescenzo, Updike, Kelly, & Spellacy, P.C

**DATE:** August 2, 2019

**RE:** Board of Finance Role in the Issuance of Debt

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You have requested an explanation of the role of the Town of Simsbury Board of Finance in the issuance of debt. The Town of Simsbury Charter is structured to require that appropriations be authorized by the Board of Finance, upon the recommendation of the Board of Selectmen. The authorization of debt, however, is delegated to the Board of Selectmen.

Similar to the role of boards of finance in non-charter towns (as contemplated by Ch. 105 of the General Statutes of Connecticut, Revision of 1958, as amended), Simsbury's Charter, as most recently amended, effective December 4, 2017, requires that the Board of Finance approve appropriations (Charter Section 809). The authorization of debt is delegated to the Board of Selectmen (Charter Section 813), the legislative body of the Town (Charter Section 403).

Charter Section 809 empowers the Board of Finance (upon the recommendation of a majority of the entire Board of Selectmen) to make supplemental appropriations up to certain prescribed limits. Appropriations above those limits are presented to the voters at referendum. That section also authorizes the Board of Selectmen (upon recommendation of the Board of Finance) to incur indebtedness for a term of not more than one year.

Charter Section 813 reflects the Town's power to "incur indebtedness by issuing its bonds or notes as provided by the General Statutes subject to the limitations thereof and the provisions of this Charter." That section provides that "(t)he issuance of bonds and notes, except tax anticipation notes, shall be authorized by resolution of the Board of Selectmen in accordance with the provisions of Chapter IV of this Charter." (Emphasis added.) It goes on to acknowledge the provision of Charter Section 809 regarding the issuance of notes, the term of which does not exceed one year, which states that such notes "may be authorized by the Board of Selectmen upon recommendation of the Board of Finance in accordance with Section 809 of this Charter". (Emphasis added.) Chapter IV of the Town Charter addresses, among other things, (1) the automatic referendum requirements for appropriations above a certain dollar threshold and the issuance of bonds for a term in excess of one year, (2) the power of initiative and (3) the power of overrule.

As stated above, the Town Charter requires that appropriations be authorized by the Board of Finance, upon the recommendation of the Board of Selectmen, and the authorization of debt is delegated to the Board of Selectmen.

For ease of reference, we have attached the relevant Charter sections, with emphasis added. We look forward to discussing these matters with you at your next meeting.



## **Town of Simsbury Charter, effective December 4, 2017**

### **Section 803 Capital improvement program preparation.**

(a) In addition to the budget, the Town Manager shall present to the Board of Selectmen a plan of proposed capital projects ("CIP") for the ensuing fiscal year and for the five (5) fiscal years thereafter. Estimates of the costs of such projects shall be submitted by each department, office and agency annually by February fifteenth in the form and manner prescribed by the Town Manager. **The Board of Selectmen shall then recommend to the Board of Finance those projects to be undertaken during the ensuing fiscal year and the method of financing same.**

(b) Only those projects which appear on the previous year's CIP for the ensuing year may be considered for approval. Notwithstanding the foregoing, upon an affirmative vote by no fewer than four (4) members of the Board of Selectmen projects other than those published in the CIP for the ensuing year may be considered for approval and included in the adopted budget if the need to fund the project is determined to be in the best interest of the Town.

### **Section 809 Duties of Board of Finance on other financial matters.**

The Board of Finance shall have the power, by resolution and only upon the recommendation of a majority of the entire Board of Selectmen, to make any **appropriation** supplemental to those provided in the annual budget for the then current fiscal year. Except as set forth in Section 810, any individual **appropriation** for any purpose made equal to or greater than two percent (2%) of the annual budget for the then current fiscal year is subject to automatic referendum pursuant to Section 406 of this Charter. Any individual **appropriation** for any purpose less than two percent (2%) of the annual budget for the then current fiscal year may be made upon approval of the Board of Selectmen and the Board of Finance. Supplemental appropriations as described in this section not approved at referendum may not exceed in any fiscal year a cumulative total of three percent (3%) of the annual budget for the then current fiscal year.

**The Board of Selectmen shall have the power, by resolution, upon recommendation of the Board of Finance to incur indebtedness**, the term of which shall not exceed one (1) year, for any specific purpose in order to finance so much of the supplemental appropriations as are not available from other funds. The Board of Finance shall also have such other powers and duties not inconsistent with this Charter, conferred or imposed by the General Statutes on Town Boards of Finance.

### **Section 810 Emergency appropriations.**

For the purpose of meeting a public emergency threatening the lives, health or property of citizens, emergency appropriations, the total amount of which shall not exceed fifty percent (50%) of the undesignated fund balance for the then current fiscal year, may be made upon the recommendation of at least four (4) members of the Board of Selectmen and by an affirmative vote of not fewer than four (4) members of the Board of Finance. In the absence of sufficient general fund resources to meet such appropriations, additional means of financing shall be provided in such manner, consistent with the provisions of the General Statutes and of this Charter, as may be determined by the Board of Finance.

### **Section 813 Borrowing.**

The Town shall have the power to incur indebtedness by issuing its bonds or notes as provided by the General Statutes subject to the limitations thereof and the provisions of this Charter. **The issuance of bonds and notes, except tax anticipation notes, shall be authorized by resolution of the Board of Selectmen in accordance with the provisions of Chapter IV of this Charter.** The issuance of notes, the term of which does not exceed one (1) year, may be authorized by the Board of Selectmen upon recommendation of the Board of Finance in accordance with Section 809 of this Charter.

### **Section 406 Automatic referendum.**

The adoption of the Budget and any matter which involves an **expenditure amount** in excess of two percent (2%) of the annual budget for the then current fiscal year or Town Meeting action initiated under Section 409 and which involves an amount in excess of one percent (1%) of the annual budget for the then current fiscal year shall be subject to an **automatic referendum** by all qualified voters of the Town of Simsbury on a date set by the Board of Selectmen. In the case of the automatic referendum for adoption of the budget, the referendum shall be held from fourteen (14) to twenty-one (21) days following the filing of the budget with the Town Clerk in accordance with Section 808. The polls in such referendum shall be open between 6:00 a.m. and 8:00 p.m. Any motion at a Board of Selectmen Meeting dealing with a referendum matter which seeks to reduce the amount of such referendum matter shall require a two-thirds (2/3) vote of the Board of Selectmen.

### **Section 409 Power of initiative: Town Meeting legislative action.**

(a) The Electors of the Town shall have the power to require a call of a Town Meeting pursuant to the procedures set forth in Chapter 90 of the General Statutes not inconsistent with this Charter for the following purposes:

- (1) The **authorization of bonds and all other forms of financing**, the term of which is in excess of one (1) year;
- (2) Any **appropriations** supplemental to those provided in the annual budget other than those which may be authorized by the Board of Finance pursuant to Section 809 of this Charter;
- (3) Authorization of any sale of real estate involving a sale price in excess of one percent (1%) of the annual budget for the then current fiscal year;
- (4) Authorization of acceptance of state or federal grants for an amount in excess of one percent (1%) of the annual budget for the then current fiscal year;
- (5) The creation of any permanent board, commission, or agency not otherwise provided for in this Charter;
- (6) Real estate leases and/or lease options to which the Town is party, which involve a term in excess of ten (10) years; or which involve a financial obligation of the Town over the term of the lease in excess of one percent (1%) of the annual budget for the then current fiscal year.
- (7) Proposals for municipal improvements disapproved by the Town Planning Commission pursuant to the provisions of Section 8-24 of the General Statutes.
- (8) Authorization of any purchase or acquisition of real estate valued in excess of one percent (1%) of the annual budget for the then current fiscal year.



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Appointment of Bob Crowther to Sustainability Team
2. **Date of Board Meeting:** October 28, 2019

3. **Individual or Entity making the Submission:**  
Maria E. Capriola, Town Manager *Maria E. Capriola*

4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the appointment of Bob Crowther as the EDC representative to the Sustainability Team, the following motion is in order:

*Move effective October 28, 2019, to appoint Bob Crowther as the EDC representative to the Sustainability Team.*

5. **Summary of Submission:**  
At the October 23, 2019 EDC meeting, the Commission endorsed Bob Crowther by consensus to be the EDC representative on the Sustainability Team.

Mr. Crowther is replacing Caroline Meckel as the EDC representative to Sustainability due to her resignation from the EDC on August 11<sup>th</sup>. Mr. Crowther currently serves as Chair of the EDC.

6. **Financial Impact:**  
None

7. **Description of documents included with Submission:**  
None



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Bill Freeman from the Economic Development Commission

2. **Date of Board Meeting:** October 28, 2019

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

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

*Move to accept the resignation of Bill Freeman (R) as a member of the Economic Development Commission retroactive to October 15, 2019.*

5. **Summary of Submission:**  
Bill Freeman has informed the Town Manager's Office and the EDC that he is resigning from the Economic Development Commission effective October 15, 2019.

Per Town Charter, the person appointed by the Board of Selectmen to fill Mr. Freeman's seat must be from the same political party, in this case a Republican; legal counsel has confirmed this. Based on the attached membership policy resolution, ideally a replacement for Mr. Freeman should have expertise in the business community.

The person appointed to fill Mr. Freeman's term will have their term expire on the same date as Mr. Freeman's, in this case October 10, 2020.

6. **Financial Impact:**  
None

7. **Description of Documents Included with Submission:**  
a) Resignation Submission from Bill Freeman, Received October 15, 2019  
b) Economic Development Commission Membership Policy Resolution

October 15, 2019



Dear Maria:

Effective with this correspondence, I am retiring from the EDC.

It has been with great pleasure and honor to have been chosen to serve on the EDC. The confidence that you, First Selectman Wellman and other Town officials, demonstrated in selecting me to serve on the EDC was a high point of my time in Simsbury.

I can assure you that my wife and I will continue to be cheerleaders for all that Simsbury stands for.

Thank you,

Bill Freeman



### ***Economic Development Commission Membership Policy Resolution***

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

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

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

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

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

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

## **CALL TO ORDER**

The Regular Meeting of the Board of Selectmen was called to order at 6:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Eric Wellman; Board members Sean Askham, Cheryl Cook, Michael Paine, Christopher Kelly and Chris Peterson. Others in attendance included: Town Manager Maria Capriola; Deputy Town Manager Melissa Appleby; Library Director Lisa Karim; Town Engineer Jeff Shea; and other interested parties.

## **PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance

## **PUBLIC AUDIENCE**

Joan Coe, 26 Whitcomb Drive, spoke about the State Labor Board hearing held at the Simsbury Library on October 7, 2019, the Board of Selectmen meeting held on October 10, 2019 (a Jewish holiday), and other issues.

## **PRESENTATION**

### **a. Clean Energy Task Force: Proposed Energy Plan**

Mark Scully and Tom Roy presented on what has been done in the past 10 years on clean energy in Simsbury. Mr. Roy reported that the Town has saved over \$100,000 a year with the purchase of streetlights from Eversource re-lamped with LEDs.

Mr. Scully provided an update on the work of the “Sustainable Simsbury” team, and noted that we will find out in a few weeks if we qualify for Sustainable Connecticut. He reported that they would like to have an energy plan in place with the hope that it creates broader support from the Town. The plan was endorsed by the Clean Energy Task Force on August 19, 2019, and he would like to engage the broader community, including Town staff, businesses, and other stakeholders. Mr. Scully gave an overview of the proposed Energy Plan.

Mr. Askham made a motion, effective October 16, 2019 to support the concept of an Energy Plan for the Town of Simsbury and to respectfully request that the Clean Energy Task Force gather stakeholder input on a proposed Energy Plan. Mr. Paine seconded the motion. All were in favor and the motion passed.

## **FIRST SELECTMAN’S REPORT**

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

## **TOWN MANAGER’S REPORT**

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

Ms. Capriola shared that Representative John Hampton requested to utilize the Town Hall parking lot this Saturday for a food drive for the Simsbury Food Closet. She suggested that the Board of Selectmen add this item to the agenda.

Mr. Peterson made a motion to add Selectmen Action (i.) Representative Hampton’s request to use Town Hall’s parking lot for a food drive. Ms. Cook seconded the motion. All were in favor and the motion passed.

### **SELECTMEN ACTION**

#### **a. Tax Refund Requests**

Mr. Askham made a motion, effective October 16, 2019, to approve the presented tax refunds in the amount of \$11,161.89, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds. Mr. Peterson seconded the motion. All were in favor and the motion passed.

#### **b. Proposed Friends of Simsbury Farms Donation**

Mr. Kelly made a motion, effective October 16, 2019, to accept a donation of two water chillers from the Friends of Simsbury Farms. Mr. Paine seconded the motion. All were in favor and the motion passed.

#### **c. Proposed Stop & Shop Feed A Friend Donation**

Ms. Cook made a motion, effective October 16, 2019, to accept a donation from Stop & Shop in the amount of \$3,456.11 for the purposes of supporting our Cheese Day Program and Food Closet, which support residents in need. Mr. Paine seconded the motion. All were in favor and the motion passed.

#### **d. Proposed Archdiocese of Hartford Donation**

Ms. Cook made a motion, effective October 16, 2019, to accept a donation from the Archdiocese of Hartford in the amount of \$1,565 for the purpose of supporting our Food Closet Program. Mr. Askham seconded the motion. All were in favor and the motion passed.

#### **e. Proposed Public Gathering Permit – Trinity Church 2019 Trunk or Treat Event**

Mr. Askham made a motion, effective October 16, 2019, to approve the public gathering application for Trinity Church’s 2019 Trunk or Treat event as presented and to authorize the issuance of the public gathering permit. Mr. Peterson seconded the motion. All were in favor and the motion passed.

#### **f. Proposed Revisions to Library Job Descriptions**

Mr. Askham made a motion, effective October 16, 2019, to approve the proposed modifications to the job descriptions for the Library Technical Assistant and Library Technician positions as presented. Mr. Kelly seconded the motion. All were in favor and the motion passed.

#### **g. Proposed Contract Amendment and Extension for Eastside of Barndoor Hills Road (Agriculture/Ground License)**

Mr. Kelly made a motion, effective October 16, 2019, to amend and extend the license agreement between Daren P. Hall and the Town of Simsbury for 17 acres of land for agricultural use and the storage of produce in an existing town own barn located on Parcel ID E042070011 (aka the “Barndoor Hills Triangle”). Mr. Askham seconded the motion. All were in favor and the motion passed.

**h. Proposed Eversource Easement- Ryan Circle**

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

**i. Proposed Representative Hampton’s request to use Town Hall’s parking lot on October 19, 2019 for a food drive**

Mr. Kelly made a motion, effective October 16, 2019, to grant permission to State Representative John Hampton to use the Simsbury Town Hall Paring Lot (933 Hopmeadow Street) for a food drive on October 19, 2019. Ms. Cook seconded the motion. All were in favor and the motion passed.

**APPOINTMENTS AND RESIGNATIONS**

**a. Resignation of Chris Kelly from the Retirement Plan Sub-Committee**

Mr. Askham made a motion to accept the resignation of Chris Kelly as a member of the Retirement Plan Sub-Committee retroactive to October 8, 2019. Mr. Paine seconded the motion. All were in favor with Mr. Kelly abstaining and the motion passed.

**b. Resignation of Joe Buda as the Simsbury Representative to the Capital Region Tourism Committee**

Ms. Cook made a motion to approve the resignation of Joe Buda (D) as the Simsbury Representative to the Central Regional Tourism District Board of Directors. Mr. Kelly seconded the motion. All were in favor and the motion passed.

**c) Resignation of Anneliese Frank from the Design Review Board**

Mr. Paine made a motion to approve the resignation of Anneliese Frank as a regular member of the Design Review Board retroactive to October 7, 2019. Mr. Kelly seconded the motion. All were in favor and the motion passed.

**d) Resignation of Cheryl Lauben as an Alternate Member of the Aging and Disability Commission**

Ms. Cook made a motion to approve the resignation of Cheryl Lauben as an alternate member of the Aging and Disability Commission retroactive to September 25, 2019. Mr. Paine seconded the motion. All were in favor and the motion passed.

**e) Appointment of Sheree Landerman as the Simsbury Representative to the Capital Region Tourism Committee**

Mr. Paine made a motion, effective October 16, 2019, to appoint Sheree Landerman as Simsbury’s representative to the Central Regional Tourism District Board of Directors for a term expiring on November 13, 2020. Mr. Peterson seconded the motion. All were in favor and the motion passed.

**f) Appointment of Jennifer Caulfield to the Police Commission**

Ms. Cook made a motion, effective October 16, 2019, to appoint Jennifer Caulfield (U) as a regular member to the Police Commission, with an expiration date of January 1, 2021. Mr. Paine seconded the motion. All were in favor and the motion passed.

**REVIEW OF MINUTES**

**a) Regular Meeting of September 23, 2019**

There were no changes to the minutes of the Regular Meeting of September 23, 2019, and, therefore, the minutes were adopted.

**b) Special Meeting of September 30, 2019**

There were no changes to the minutes of the Special Meeting of September 30, 2019, and, therefore, the minutes were adopted.

**SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS**

- a. Personnel** – no report at this time.
- b. Finance** – no report at this time.
- c. Welfare** – no report at this time.
- d. Public Safety** – Mr. Askham reported on the Police Commission’s meeting last night, which included a pre-termination hearing.
- e. Board of Education** – no report at this time.

Ms. Cook said the Aging and Disability Commission is holding a Sensory-friendly Halloween Party on October 28<sup>th</sup>. She said that interested individuals can visit the website for more information.

Ms. Cook shared that there is a great program November 6<sup>th</sup> for our Veterans at the Library.

Ms. Cook said that there is a great need for food donations this time of year. Ms. Capriola shared where drop off sites are located around Town, and the types of items that are most needed.

Mr. Askham thanked the Board for the LGBTQ+ event last Friday.

**COMMUNICATIONS**

- a) Letter from the Connecticut Association of Street & Highway Officials RE: 2019 Distinguished Service Award.** – no discussion at this time.



**TOWN OF SIMSBURY – BOARD OF SELECTMEN  
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“ D r a f t ”**

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Mr. Askham made a motion to adjourn the meeting at 7:15p.m., Mr. Kelly seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Heather Taylor  
Clerk