

Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Lisa L. Heavner - First Selectwoman

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SIMSBURY BOARD OF SELECTMEN

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

Regular Meeting – November 13, 2017 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATIONS

- Annual Recycling Award
- Simsbury Volunteer Ambulance Association Operational Review
- Riverside Road Status Report – Jerome Shea, Town Engineer

FIRST SELECTWOMAN'S REPORT

SELECTMEN ACTION

- a) Approve Tax Refunds
- b) Approve FY17 Supplemental Appropriations to close Capital Projects
- c) Approve recruitment of Board of Assessment Appeals members for the 2017 Assessment Year
- d) Approve supplemental appropriation from the Board of Selectmen and Board of Finance to cover the cost of the “close-vote” recount
- e) Multi-Use Trail Connector Grant – Bloomfield to Tariffville:
 - 1) Authorize acceptance of a grant in the amount of \$1,020,000
 - 2) Authorization to execute a Commitment to Fund memorandum with the State of Connecticut Department of Transportation to construct a multi-purpose trail from Tariffville to the Town of Bloomfield adjacent to State Route 187
 - 3) Authorization to execute an agreement with the Town of Bloomfield for cost sharing relative to the project
- f) Approve Auction of Park Maintenance Vehicles

- g) Approve the recommendation of the Culture, Parks & Recreation Commission to revise the existing Program Cancellation Policy
- h) Accept donation in the amount of \$3,680 from the Friends of Simsbury Farms
- i) Authorize the potential construction of basketball court(s) and refer to the Planning Commission for CGS § 8-24 referral
- j) Authorize the Simsbury Performing Arts Center to raise funds for the Ticket Booth walkway bricks
- k) Accept donation in the amount of \$4,000 from the Hartford Foundation for Public Giving to support Social Services Department programs
- l) Simsbury Regional Probate Court FY18 Capital Request
- m) Authorize the First Selectwoman to apply for a “Certified Local Government Grant”

OTHER BUSINESS

- a) MSP and Renters’ Rebate – Kristen Formanek, Director of Community and Social Services

APPOINTMENTS AND RESIGNATIONS

- a) Acknowledge the resignation of Darren P. Cunningham (R) as a regular member of the Conservation Commission effective October 20, 2017
- b) Acknowledge the resignation of Margaret C. Diachenko (R) as a regular member of the Aging and Disability Commission effective October 19, 2017
- c) Acknowledge the resignation of J. Paul Lanza (D) as a regular member of the Design Review Board effective October 16, 2017
- d) Appoint Ronald Anastasio (D) as a regular member of the Housing Authority with an expiration date of April 1, 2020
- e) Appoint Mary Sandra Fleet (R) as a regular member of the Housing Authority with an expiration date of April 1, 2022
- f) Appoint Mary Sandra Fleet (R) as a regular member of the Aging and Disability Commission with an expiration date of January 1, 2019
- g) Appoint Jennifer Batchelar (R) as a regular member of the Board of Education with an expiration date of December 2, 2019

REVIEW OF MINUTES

- a) Regular Meeting of October 11, 2017
- b) Special Meeting of November 8, 2017

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

1. Personnel:
 - a) Possible Action on Proposed Cost of Living Adjustment for Unaffiliated Employees
 - b) Possible Action in connection with Town Manager Recruitment Process
2. Finance
3. Welfare
4. Public Safety
5. Board of Education

ADJOURN

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

SVAA OPERATIONAL REVIEW

November 2017

Outline

- Introduction & Background
- Staffing Structure
- Call Volume
- Response Times
- Financials
- Comparable Communities

Introduction

- In September 2014, SVAA began operating a second ambulance (Car 17) to provide supplemental coverage during weekday daytime hours, due to an increase in call volume.
- Car 17 has served as a variable resource that runs based on availability of staff time and funding; as of October 1, 2017, it is scheduled to run Monday-Friday, 6am-6pm.
- In March/April 2017, the Board of Selectmen recommended and the Board of Finance approved an interim appropriation of \$50,000 to support SVAA's operational expenses with the understanding that Town staff will conduct a more comprehensive analysis of the resources required to meet the Town's EMS needs.

History of EMS in Simsbury

Year	Event
1957	SVAA founded; first ambulance purchased and housed in a barn on Firetown Road
1965	Facility built on Old Mill Lane as a one-bay structure
1989	SVAA receives PSA-Basic designation
1995	SVAA begins billing for service
1997	Volunteer EMTs augmented with 24-hour paramedic response; SVAA receives PSA-Paramedic designation
2000	Existing facility combined with American Legion building to create new four-bay garage and training center; Town contributes \$300,000 to the project
2002-2004	Town contributes \$10,000 to SVAA in each of the three years
2014	Second ambulance put into service during weekday hours; operation based on availability of staff resources
2016	Third ambulance added to fleet to ensure continuity of two-ambulance system
2017	Town contributes \$50,000 to SVAA

EMS Roles & Responsibilities

State Department of Health (DPH):

- Responsible for regulating EMS in Connecticut
- Assigns an EMS provider to each Primary Service Area (PSA), which is a defined geographic area such as a municipality
- Designates a provider for four levels of response: first responder, basic ambulance, intermediate, and advanced life support/paramedic
- DPH's Office of Emergency Medical Services reviews Local EMS Plans every five years

Town of Simsbury:

- Empowered under CT General Statutes Section 7-148 to "provide for ambulance service by the municipality or any person, firm or corporation"
- Responsible for writing a Local EMS Plan, which establishes performance standards
- Oversees the provision of EMS; may petition DPH for a change in PSA designation if the current provider fails to meet the performance standards identified in the Local EMS Plan

Simsbury Volunteer Ambulance Association (SVAA):

- Holds PSA for basic ambulance and paramedic levels of care
- Mutual Aid agreements with Granby Ambulance Association and Canton Fire & EMS

Staffing Structure

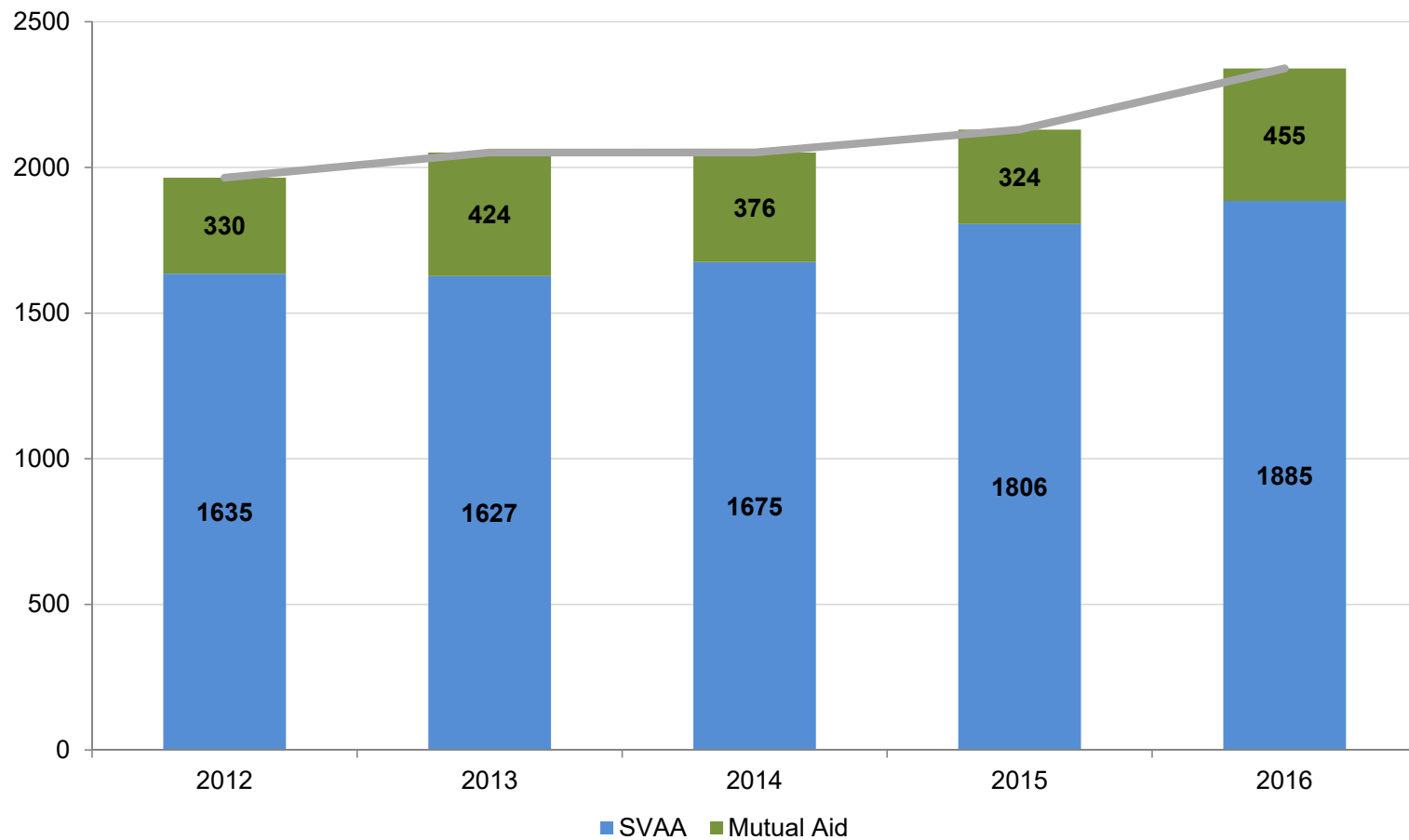
Car 10:

- Primary ambulance
- Staffed Monday-Friday, 6am-6pm by a contracted EMT and staff paramedic
- Staffed Monday-Friday, 6pm-6am by a volunteer EMT and staff paramedic
- Staffing on the weekend is a mix of volunteer and paid staff, based on availability of resources

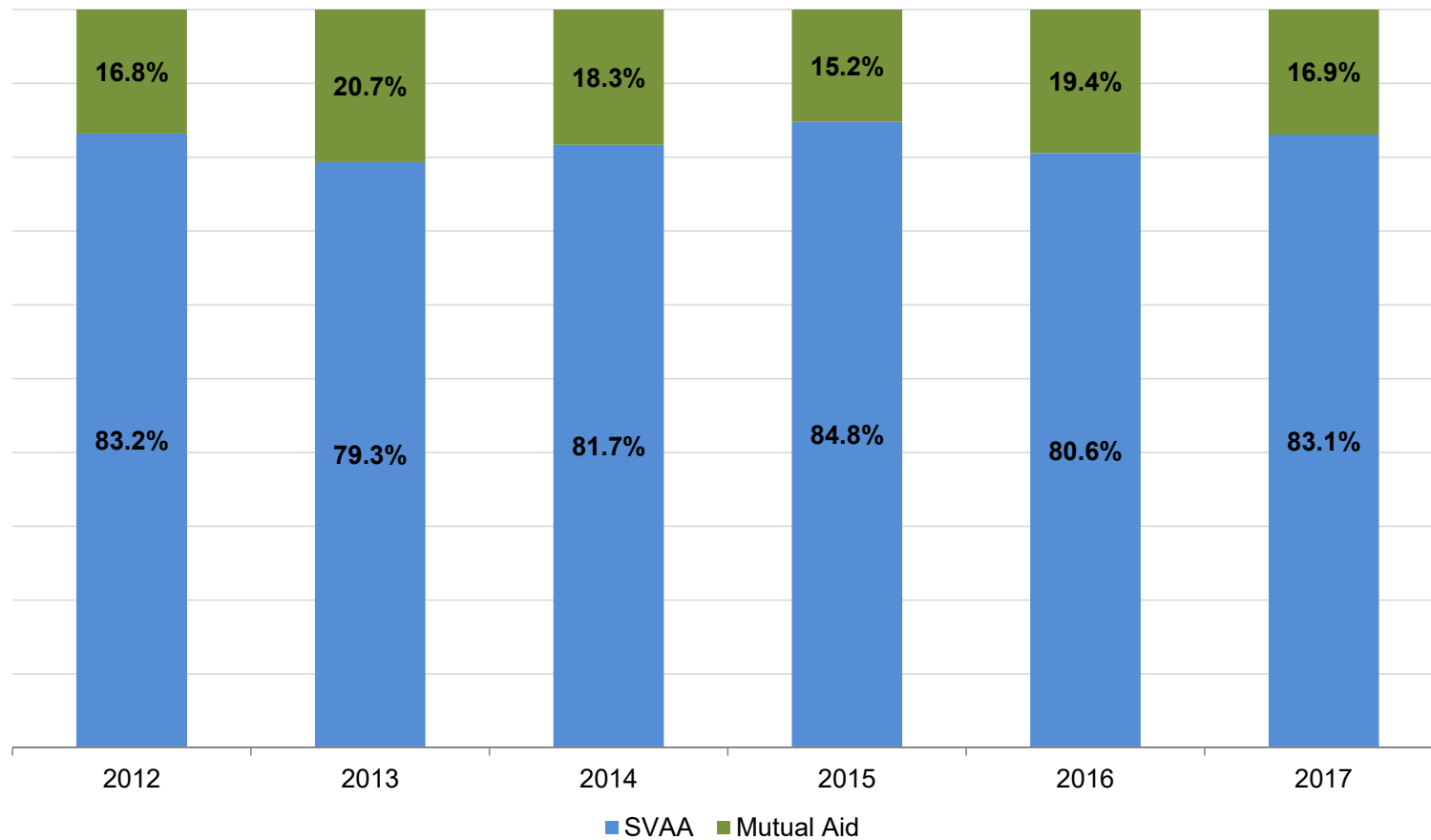
Car 17:

- Secondary ambulance
- Operates Monday-Friday, 6am-6pm, based on the availability of funding and staff time
- From September 2014-June 2017, Car 17 ran 228 shifts and responded to 200 calls

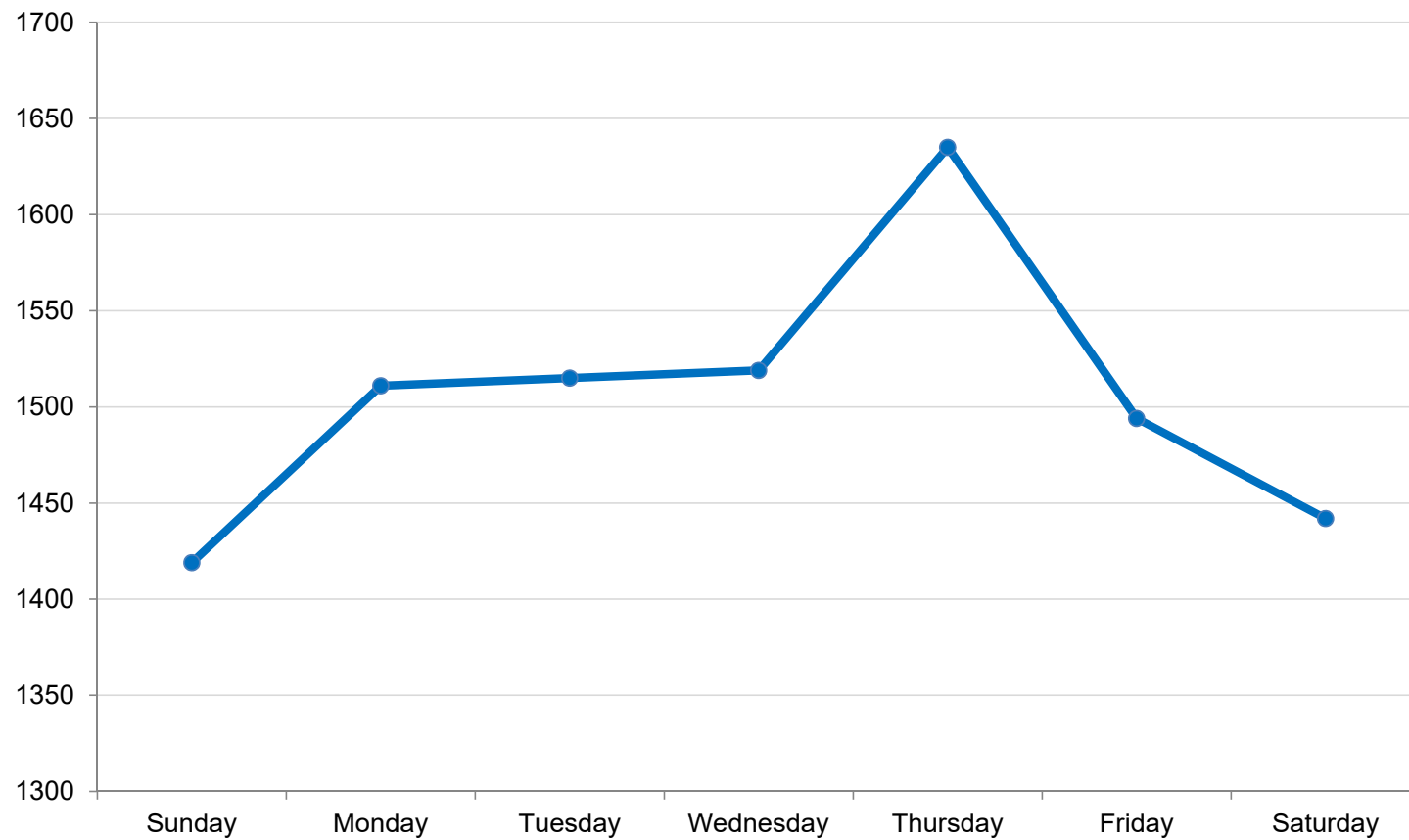
Total Calls: 2012-2016



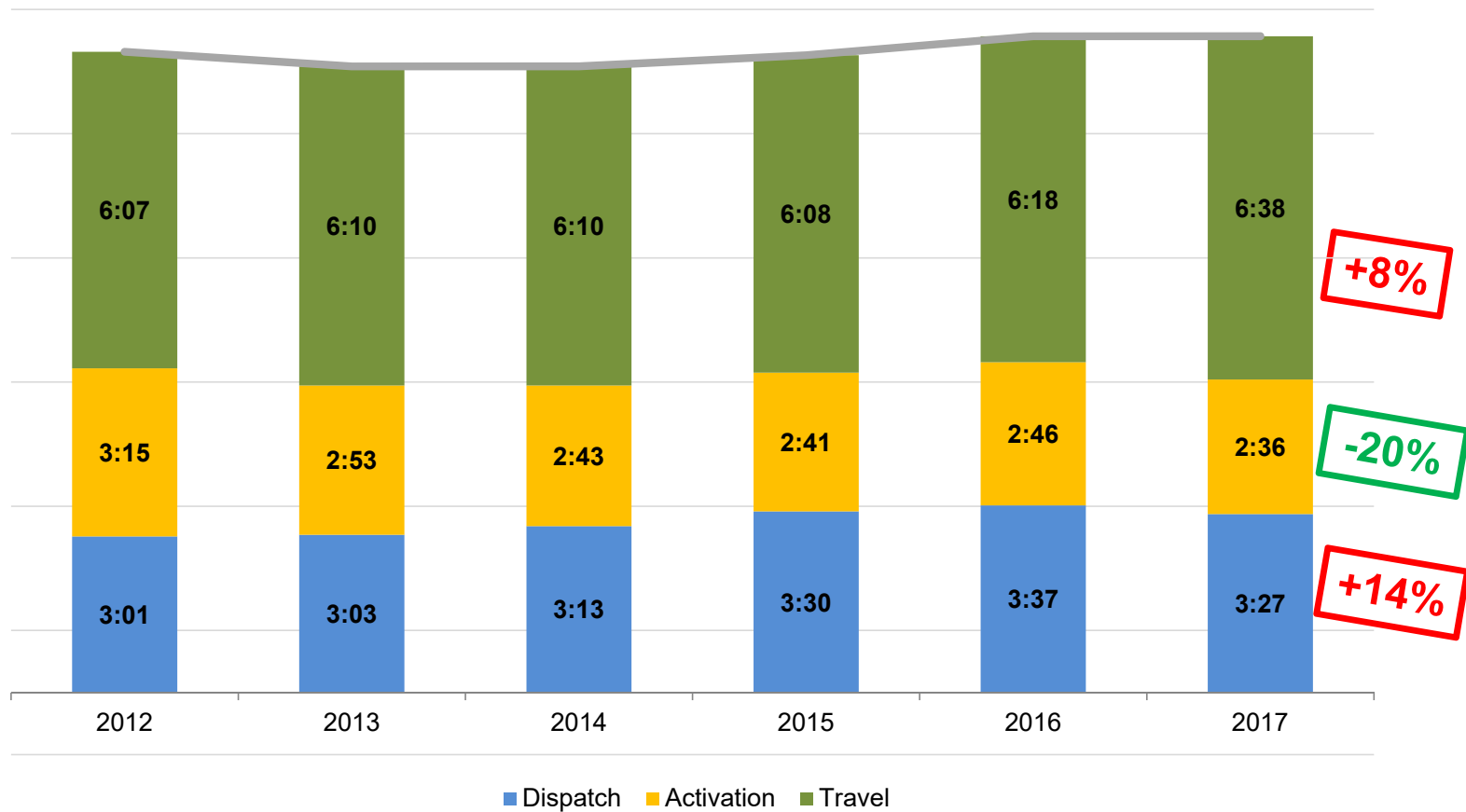
Responses by Entity: 2012-2017



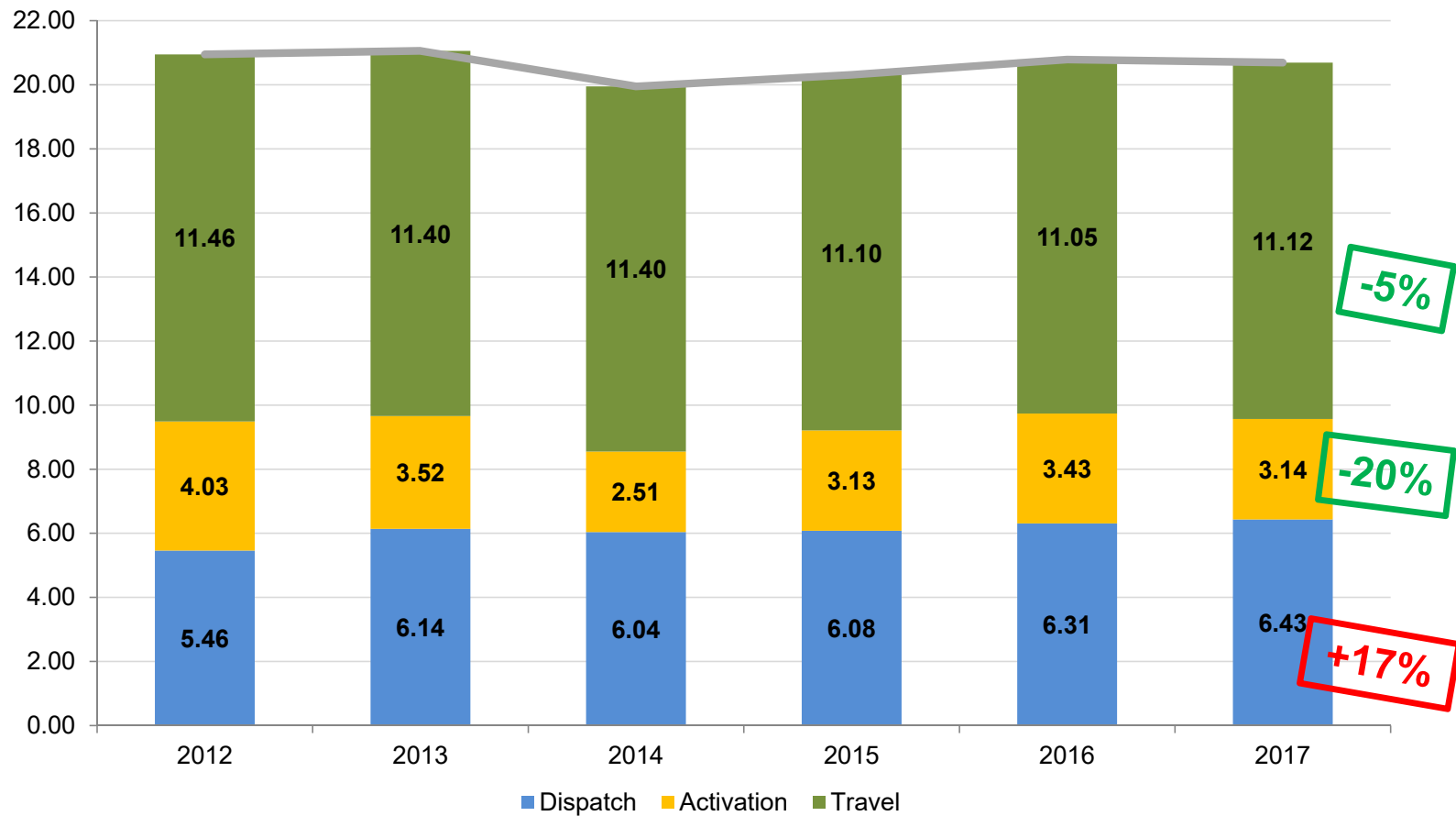
Total Calls by Day of Week: 2012-2016



SVAA Response Time: 2012-2017



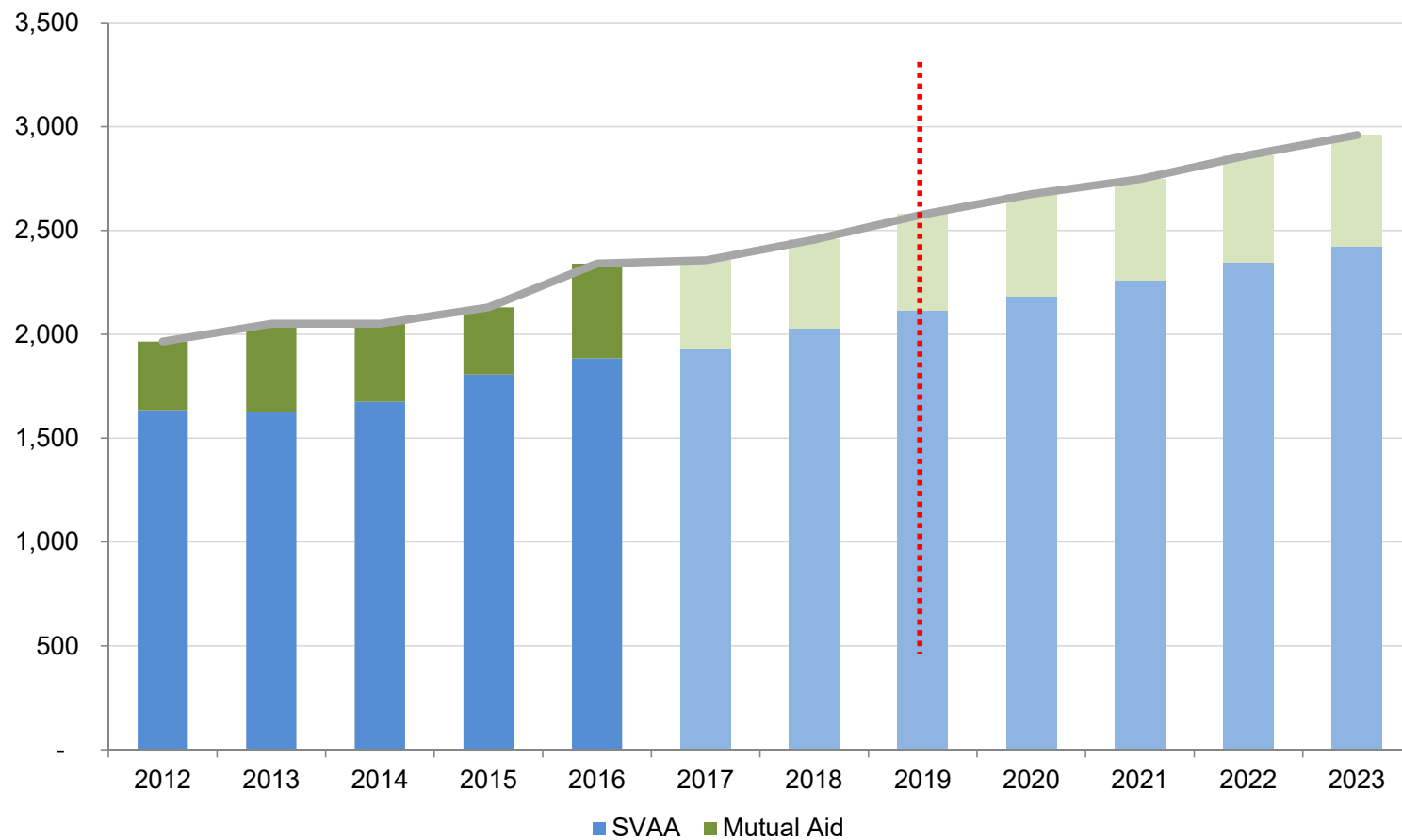
Mutual Aid Response Time: 2012-2017



Operational Analysis

	<u>CAR 17</u>		
	Annual Average (based on actual data)	Annual Average (if fully staffed)	Annual Break-Even
Expenses			
Paramedic	\$ 30,398	\$ 97,250	\$ 97,250
EMT	\$ -	\$ 73,320	\$ 73,320
Fuel	\$ 1,219	\$ 3,900	\$ 3,900
Sub-Total	\$ 31,617	\$ 174,470	\$ 174,470
Revenues			
Calls	71	228	429
\$ per call	\$ 407	\$ 407	\$ 407
Sub-Total	\$ 28,993	\$ 92,756	\$ 174,470
ANNUAL TOTAL	\$ (2,624)	\$ (81,714)	\$ -

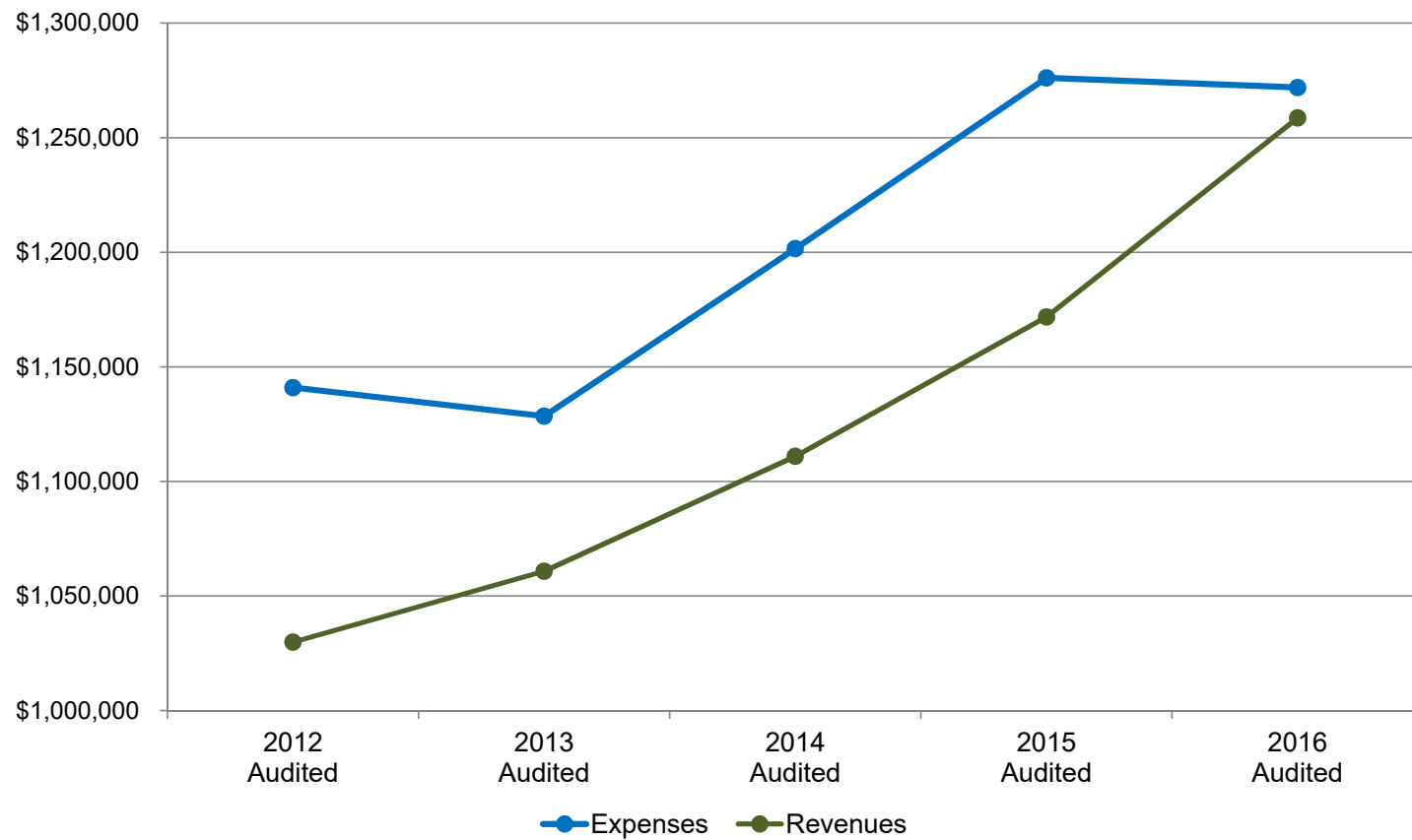
Total Calls: 2012-2016 & Forecast



Activity Statement

	2012 Audited	2013 Audited	2014 Audited	2015 Audited	2016 Audited
Expenses	\$ 1,140,956	\$ 1,128,482	\$ 1,201,578	\$ 1,276,122	\$ 1,271,888
Revenues	\$ 1,029,842	\$ 1,060,786	\$ 1,110,950	\$ 1,171,791	\$ 1,258,623
Change in net assets	\$ (111,114)	\$ (67,696)	\$ (90,628)	\$ (104,331)	\$ (13,265)
Unrestricted Assets (beginning of year)	\$ 1,984,879	\$ 1,873,765	\$ 1,806,069	\$ 1,715,441	\$ 1,611,110
Unrestricted Assets (end of year)	\$ 1,873,765	\$ 1,806,069	\$ 1,715,441	\$ 1,611,110	\$ 1,597,845

Expenses v. Revenues

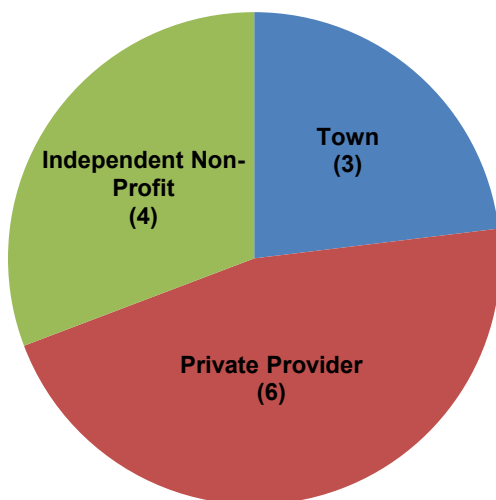


Net Position

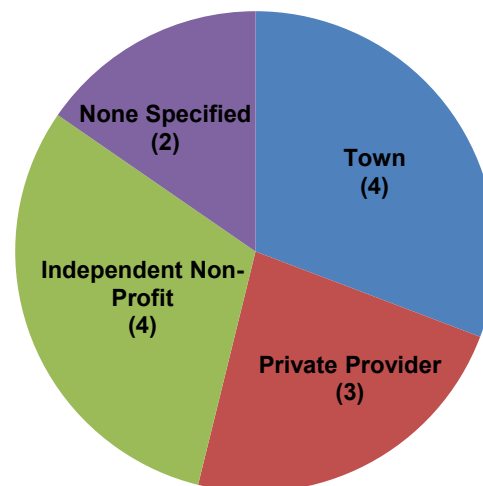
	2012 Audited	2013 Audited	2014 Audited	2015 Audited	2016 Audited
Assets					
Cash and equivalents	57,140	75,891	\$ 52,896	\$ 268,179	\$ 331,073
Investments	\$ 636,576	\$ 645,823	\$ 578,191	\$ 298,326	\$ -
Accounts Receivable	\$ 356,104	\$ 329,197	\$ 366,167	\$ 399,300	\$ 557,491
Prepaid Expenses			\$ 3,302		
Fixed Assets	\$ 873,464	\$ 779,635	\$ 752,830	\$ 695,143	\$ 785,763
TOTAL	\$ 1,923,284	\$ 1,830,546	\$ 1,753,386	\$ 1,660,948	\$ 1,674,327
Liabilities					
Accounts Payable and Accrued Expenses	\$ 49,519	\$ 24,477	\$ 37,945	\$ 49,838	\$ 76,482
Unrestricted Assets	\$ 1,873,765	\$ 1,806,069	\$ 1,715,441	\$ 1,611,110	\$ 1,597,845

Comparable Communities

Basic Life Support - PSA Holders



Advance Life Support - PSA Holders



Comparable Communities

<u>Town</u>	<u>PSA Holder</u>			<u>Town Contributions</u>
	<u>First Responder</u>	<u>Basic</u>	<u>Advanced Life Support</u>	
Avon	Police Dept	American Medical Response		Office space and staging area
Bloomfield	Police Dept	Bloomfield Volunteer Ambulance	Bloomfield Volunteer Ambulance	Funding included in Police Department budget
Burlington	Burlington Volunteer Fire Dept	Burlington Volunteer Fire Dept	Burlington Volunteer Fire Dept	Funding included in Public Safety division
Canton	Police Dept	Canton Volunteer Fire & EMS	Canton Volunteer Fire & EMS	General fund transfers cover deficit in special revenue account
Farmington	Fire Dept	American Medical Response		None budgeted
Glastonbury	Police Dept	Glastonbury Volunteer Ambulance Assoc.	Ambulance Service of Manchester	Funding included in Public Safety division
Granby	Police Dept	Granby Ambulance Association	Granby Ambulance Association	Administers reimbursable payroll and gasoline; provides workers comp; receives funds from East Granby
Newington	Police Dept	American Medical Response; Newington Volunteer Ambulance Corp	Newington Volunteer Ambulance Corp	Funding included in Public Safety division
Rocky Hill	Police Dept	Rocky Hill Volunteer Ambulance Assoc.	Rocky Hill Volunteer Ambulance Assoc.	Funding included in Public Safety division
Simsbury	Police Dept	SVAA	SVAA	None budgeted
Southington	American Medical Response	American Medical Response	American Medical Response	None budgeted
South Windsor	Police Dept	Ambulance Service of Manchester	Ambulance Service of Manchester	None budgeted
West Hartford	Police Dept	American Medical Response	Fire Dept	Funding included in Fire Department budget
Wethersfield		Wethersfield Volunteer Ambulance Assoc	Wethersfield Volunteer Ambulance Assoc	Budgeted amount plus space sharing agreement with Town



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Jerome F. Shea - Town Engineer

MEMORANDUM

To: Board of Selectmen

From: Jerome F. Shea, Town Engineer *JFS*

Date: November 6, 2017

Subject: **Status Report – Improvements to Riverside Road / Drake Hill Road Bridge**

Over the last several years, Engineering staff has been working closely with our engineering consultants and the State Department of Transportation for possible solutions for increasing the elevation of Riverside Road in the area immediately north and south of the Drake Hill Road Bridge. One of the goals of the project was to improve access to the town center during significant flooding events and for improved access to abutting properties. As a result of the replacement of the Drake Hill Road Bridge back in 1988, the existing profile of Riverside Road was modified to create improved roadway drainage and meet the elevation of the new bridge approach on the east side of the bridge. Raising the elevations of Riverside Road to at least the elevation prior to 1988 bridge project was one of the original goals of the Riverside Road / Drake Hill Road project when the project was initiated and the project funding was requested through the STEAP grant program.

After extensive hydraulic studies, a review of possible compensatory storage areas, and meetings with state and federal regulatory representatives, I have concluded and I am recommending that the raising of Riverside Road not be pursued under this project. This recommendation is based on the potential costs, expected timeframe of the regulatory process, and a strong possibility that the project will not be approved by the regulatory agencies. This conclusion was reached after extensive study and consultation with local, state and federal regulatory officials along with State Department of Transportation staff administering the project. Attached is a technical summary from staff that provides more detail on the technical process we have completed to come to our conclusions.

This conclusion does not mean that improvements to Riverside Road in the area of Drake Hill Road will not be completed, but only that the existing profile will be substantially maintained and not raised to reduce the likelihood of flooding during severe flooding events. The project will also include repairs and resurfacing of the Drake Hill Road Bridge and reclamation and resurfacing of Riverside Road.

We plan to schedule a meeting with abutting property owners to inform them of the project status and our proposed plans for the project. Please let me know if you need any additional information on the project or would like to participate in the meeting with abutters.

Enclosure

cc: Tom Cooke, Director of Administrative Services
Tom Roy, P.E., Director of Public Works

Telephone (860) 658-3260
Facsimile (860) 658-3205

jshea@simsbury-ct.gov
www.simsbury-ct.gov

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Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Adam Kessler - Project Engineer

MEMORANDUM

To: File

From: Adam D. Kessler, P.E., Project Engineer *AK*

Subject: Riverside Rd – Concept Design and Environmental Impacts

Date: October 25, 2017

The following summarizes guidance received through the DOT based on conceptual designs and analysis by Milone and MacBroom, Inc. (MMI) for the reconstruction of Riverside Road. The goal of the project was to raise the roadway within the project limits above the FEMA designated Special Flood Hazard Area (SFHA) Zone A (100-year flood zone). The project is within the designated Floodway resulting in additional considerations such as impacts to conveyance as well as flood capacity consistent with Zone A.

MMI performed multiple analyses to quantify any impacts the project will have on the flooding characteristics of the Farmington River. The iterative approach and results can be found in the Conceptual Design Memorandum entitled "Riverside Road – Roadway Improvements Near Drake Hill Road." Dated May 10, 2017, MMI#1613-12-02.

As described in Fig. 5-1 (attached), three alternate roadway improvement schemes were weighed against three potential areas for compensation. It should be noted that all three roadway alternatives resulted in a rise in water surface elevation, which requires compensation in one of the three hatched areas. Compensatory Conveyance Location C was determined to be the preferred location.

The memo and preliminary design plans were submitted to DOT for review through their LEAN process, which includes referral to Army Corps and DEEP for guidance as well. The project's LEAN meeting occurred on August 17, 2017. Following review of the project scope and alternatives, it was determined that a complete review through the Natural Diversity Database (NDDDB) program would provide a clear path for required mitigation of impacted plant, fish and/or mammal species related to the compensation area work.

On September 15, 2017, the follow-up meeting occurred with DOT and Army Corps to determine the best path forward given the results of NDDDB submission, which included state and federal listed species in this area of the river. As such, DEEP was not supportive of the proposed excavation along the river to provide compensatory storage and/or conveyance.

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8:30 - 1:00 Friday

The path forward with compensatory storage/conveyance would require a vegetation and species survey. Such work would add one to two years to the project and nearly double the cost of construction. Alternatively, a "local exemption" could be sought from a municipality with flood regulations to allow for a slight rise in flood water surface as a result of the filling within the floodplain and floodway. An exemption requires filing a Conditional Letter of Map Revision (CLOMR), updating the flood inundation mapping, and filing a Letter of Map Revision (LOMR) following construction.

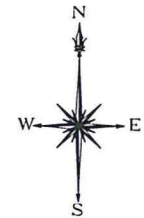
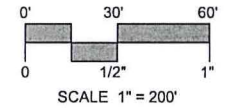
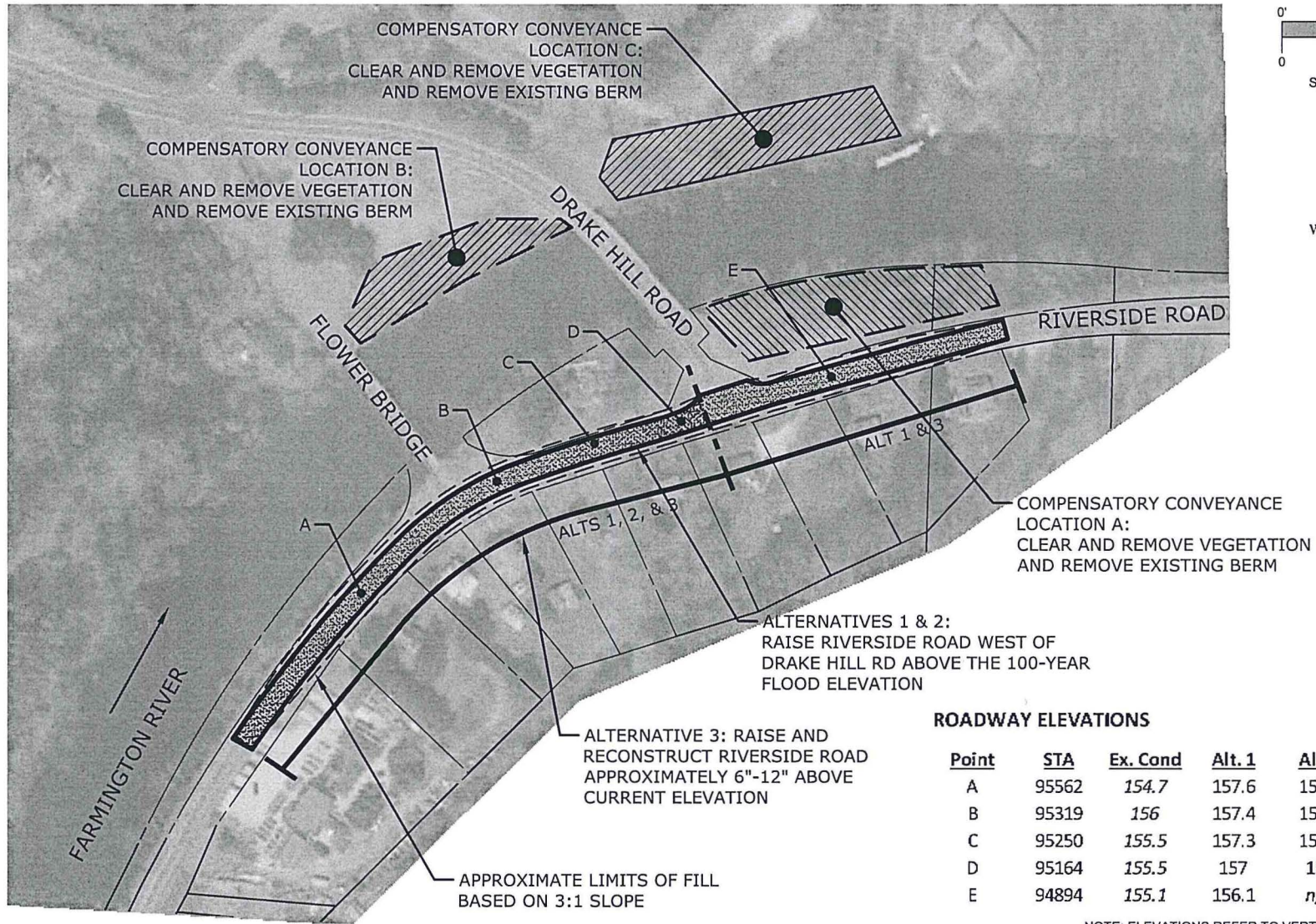
Based on the information received as noted above, the Town has two paths forward. The following is a summary of our reasons to not proceed with either path. Instead the Town will complete the design plans for the repairs to Drake Hill Road Bridge and resurfacing of Riverside Road.

Provide compensatory storage and conveyance:

- 1) Costs associated with study of potential species impacts exceed the construction budget.
- 2) Additional 1 – 2 years of study is not an acceptable delay for the repairs to Drake Hill Road Bridge.
- 3) DEEP is unsupportive of compensatory storage and conveyance cuts along the river.
- 4) Success following the study and design is not guaranteed.

Seek Local Exemption without compensatory storage and conveyance:

- 1) Costs associated with CLOMR/ LOMR process and inundation mapping are substantial and may add at least \$50,000 in professional fees to the project.
- 2) Project costs associated with species identification and temporary relocation will far exceed available funds. Species protection and relocation may extend construction schedule due to season limitations resulting in unknown schedule impacts.
- 3) Additional 1 year of study and design to develop the CLOMR and inundation mapping is not an acceptable delay for the repairs to the Drake Hill Road Bridge.
- 4) Current Town regulations require a Zoning Variance in order to be exempted from the regulations.
- 5) Success following additional study, documentation, and request for variance is not guaranteed.



ROADWAY ELEVATIONS

Point	STA	Ex. Cond	Alt. 1	Alt. 2	Alt. 3
A	95562	154.7	157.6	157.4	155.5
B	95319	156	157.4	157.2	156.6
C	95250	155.5	157.3	157.1	157
D	95164	155.5	157	157	157
E	94894	155.1	156.1	n/c	155.8

NOTE: ELEVATIONS REFER TO VERTICAL DATUM NAVD88

MILONE & MACBROOM®
 99 Realty Drive
 Cheshire, Connecticut 06410
 (203) 271-1773 Fax (203) 272-9733
 www.miloneandmacbroom.com

DATE **MAY 17, 2017**
 SCALE **1"=200'**
 PROJ. NO. **1613-12**
 DESIGNED **JCM**
 DRAWN **JCM**
 CHECKED **GN/AAC**

ROADWAY IMPROVEMENTS PLAN

**RIVERSIDE ROAD
 NEAR THE DRAKE HILL ROAD BRIDGE**

**RIVERSIDE ROAD
 SIMSBURY, CONNECTICUT**

CONCEPT DESIGN

DRAWING NAME:

FIG. 5-1



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Tax Refunds
2. **Date of submission:** November 7, 2017
3. **Date of Board Meeting:** November 13, 2017
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

Colleen O'Connor- Tax Collector

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

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

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

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

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

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

Approve tax refunds per attached printout in the amount of **\$ 14,179.63.**

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

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

Tax Refunds.xls

	BILL NUMBER	TAX	FIRE	INTEREST	TOTAL
List 2014					
					\$0.00
					\$0.00
					\$0.00
Total 2014		\$0.00	\$0.00	\$0.00	\$0.00
List 2015					
Enterprise FM Trust	15-3-55344	\$581.40	\$16.15		\$597.55
Nissan Infiniti LT	15-3-63392	\$78.55	\$2.18		\$80.73
Toyota Lease Trust	15-3-68453	\$79.34	\$2.20		\$81.54
Toyota Lease Trust	15-3-68461	\$138.28	\$3.84		\$142.12
Toyota Lease Trust	15-3-68490	\$354.20	\$9.84		\$364.04
Toyota Lease Trust	15-3-68493	\$301.61	\$8.38		\$309.99
Toyota Lease Trust	15-3-68495	\$160.38	\$4.45		\$164.83
Toyota Lease Trust	15-3-68503	\$301.68	\$8.38		\$310.06
Toyota Lease Trust	15-3-68538	\$314.86	\$8.75		\$323.61
Toyota Lease Trust	15-3-68548	\$145.33	\$4.04		\$149.37
Toyota Lease Trust	15-3-68561	\$52.92	\$1.47		\$54.39
Toyota Lease Trust	15-3-68571	\$32.08	\$0.89		\$32.97
Toyota Lease Trust	15-3-68577	\$340.49	\$9.46		\$349.95
Toyota Lease Trust	15-3-68578	\$220.36	\$6.12		\$226.48
Toyota Lease Trust	15-3-68588	\$289.69	\$8.05		\$297.74
Toyota Lease Trust	15-3-68594	\$303.41	\$8.43		\$311.84
Toyota Lease Trust	15-3-68597	\$111.10	\$3.09		\$114.19
Toyota Lease Trust	15-3-68607	\$414.72	\$11.52		\$426.24
Toyota Lease Trust	15-3-68612	\$128.63	\$3.57		\$132.20
VW Credit Leasing Ltd	15-3-68956	\$294.30	\$8.17		\$302.47
VW Credit Leasing Ltd	15-3-68987	\$452.92	\$12.58		\$465.50
VW Credit Leasing Ltd	15-3-68993	\$152.82	\$4.24		\$157.06
Prager Sarah M	15-4-82766	\$330.12	\$9.17		\$339.29
Toyota Lease Trust	15-4-83375	\$91.87	\$2.55		\$94.42
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total 2015		\$5,671.06	\$157.52	\$0.00	\$5,828.58
List 2016					
United Bank (Bulin,David)	16-1-01025	\$3,682.40	\$0.00		\$3,682.40
Berg Paul	16-2-40090	\$152.79			\$152.79
Mabe Consulting Inc	16-2-40494	\$35.39	\$1.12		\$36.51
Badalucco Andrew P	16-3-50804	\$62.77	\$2.02		\$64.79
Cullen Joao A	16-3-53992	\$321.78	\$10.38		\$332.16
Cullen Joao A	16-3-53993	\$36.89	\$1.19		\$38.08
Enterprise FM Trust	16-3-55618	\$212.75	\$6.86		\$219.61
Enterprise FM Trust	16-3-55621	\$454.77	\$14.67		\$469.44
Enterprise FM Trust	16-3-55625	\$420.36	\$13.56		\$433.92
Honda Lease Trust	16-3-58523	\$84.63	\$2.73		\$87.36

Jackson Kevin D	16-3-59098	\$72.28			\$72.28
JP Morgan Chase Bank	16-3-59479	\$268.58	\$8.66		\$277.24
Nissan Infiniti LT	16-3-63765	\$352.78	\$11.38		\$364.16
Nissan Infiniti LT	16-3-63789	\$333.44	\$10.76		\$344.20
Nissan Infiniti LT	16-3-63835	\$219.17	\$7.07		\$226.24
Pitblado Jennifer	16-3-65023	\$23.76			\$23.76
Toyota Lease Trust	16-3-69075	\$513.67	\$16.57		\$530.24
USB Leasing LT	16-3-69434	\$364.71	\$11.76		\$376.47
VCFS Auto Leasing	16-3-69621	\$241.55	\$7.79		\$249.34
Wysocki Dean	16-3-70775	\$654.10	\$21.10		\$675.20
					\$0.00
					\$0.00
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					\$0.00
					\$0.00
Total 2016		\$8,508.57	\$147.62	\$0.00	\$8,656.19
TOTAL 2014		\$0.00	\$0.00	\$0.00	\$0.00
TOTAL 2015		\$5,671.06	\$157.52	\$0.00	\$5,828.58
TOTAL 2016		\$8,508.57	\$147.62	\$0.00	\$8,656.19
					\$14,484.77
TOTAL ALL YEARS		\$14,179.63	\$305.14	\$0.00	\$14,484.77



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** FY17 Supplemental Capital Project Closeout Appropriations
2. **Date of submission:** November 8, 2017
3. **Date of Board Meeting:** November 13, 2017
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

Sean Kimball – Director of Finance/Treasurer

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

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

Approve and recommend FY17 supplemental appropriations totaling \$15,846 pursuant to Section 809(c) of the Simsbury Town Charter to close three completed capital projects as attached.

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

The following three capital projects exceeded their total prior appropriations as detailed below:

		<u>Total Prior Appropriations</u>	<u>Total Expended</u>	<u>Supplemental Appropriation to Close Out</u>	<u>Source</u>
	Eno Hall Improvements (FY 2009)	\$ 1,027,894	\$ 1,032,551	\$ 4,657	General Fund
	Simsbury Farms Renovations (FY 2012)	\$ 3,074,810	\$ 3,081,424	\$ 6,614	Bond Premium
	Highway Pavement Management (FY 2015)	\$ 2,500,000	\$ 2,504,575	\$ 4,575	Bond Premium
				\$ 15,846	Total

For information purposes, I have also attached a summary of the capital project closeouts that I will be giving to the Board of Finance for their approval at their meeting on November 21, 2017. The accounting for both the supplemental appropriations and the capital closeouts have been reviewed with our auditors and bond counsel.

It is important to note that the additional projects "Needing Funds to Close" did not exceed their prior appropriations, and in fact came in under budget. In many instances, approved capital projects anticipate future transfers from reserves or bond proceeds, but the availability of cash from other completed capital projects allows us to fund the projects without doing so.

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

By closing out all of the outstanding capital projects listed in the attachment we will free up \$176,622 in cash that I am recommending we use to partially fund a previously approved capital project (Squadron Line Boiler replacement) reducing the amount needed to borrow when we issue bonds to fund this project.

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

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

- Supplemental Capital Project Appropriation and Capital Closeout Spreadsheet

FY17 Supplemental Appropriations Needed

	<u>Total Prior</u> <u>Appropriations</u>	<u>Total</u> <u>Expended</u>	<u>Supplemental</u> <u>Appropriation</u> <u>to Close Out</u>	<u>Source</u>
Eno Hall Improvements (FY 2009)	\$ 1,027,894	\$ 1,032,551	\$ 4,657	General Fund
Simsbury Farms Renovations (FY 2012)	\$ 3,074,810	\$ 3,081,424	\$ 6,614	Bond Premium
Highway Pavement Management (FY 2015)	\$ 2,500,000	\$ 2,504,575	\$ 4,575	Bond Premium
			<u>\$ 15,846</u>	Total

Capital Project Closeouts and Reallocation of Capital Funds

FY	Town Projects:	Funds Needed to Close	Funds Available After Closing
13 & 14	Emergency Generators	\$ 136,463.75	
2009	Gersten Land Purchase	\$ 1,522.55	
2009	Triangle Land Purchase	\$ 60,526.84	
2015	Ethel Walker Parcel C	\$ 20,235.36	
2016	Salt Shed Replacement	\$ 4,454.44	
2014	DPW Truck Wash	\$ 257,399.49	
2013	Dispatch Radio Console Replacement		\$ 279.34
2013	Ethel Walker Land Phase II		\$ 33,356.60
2012	Paving Management		\$ 36,846.50
2009	Eno Hall Improvements		\$ 58,099.66
2009	Water Extensions		\$ 17,862.94
2007	Computer Technology Improvements		\$ 9,664.66
2015	Alternative Energy Efficiency Projects		\$ 1.13
2017	Athletic Field Improvements		\$ 0.83
2017	Energy Efficiency Financing Buyout		\$ 0.49
2007	Library Expansion		\$ 560.52
2009	Streetscape		\$ 0.03
2012	Simsbury Farms Golf Renovations		\$ 21,777.24
2015	Highway Pavement Management		\$ 24,755.81
	Funds To Be Reallocated from School Projects Below:		\$ 277,396.68
		<u>\$ 480,602.43</u>	<u>\$ 480,602.43</u>

FY	School Projects:	Funds Needed to Close	Funds Available After Closing
2006	Tariffville expansion project 5/06	\$ 15,154.19	
2010	District Core Switches (5/09)	\$ 0.01	
2014	District Network Infrastructure	\$ 0.36	
2011	Latimer Lane Roof		\$ 68,856.84
2011	Network Infrastructure		\$ 867.71
2009	Tootin Hills Roof		\$ 75,938.06
2010	Squadron Line Generator		\$ 3,154.01
2003	SHS Addition & Alteration 5/02		\$ 253,531.27
2009	HVAC Boiler Replacement		\$ 66,825.52
	<u>Reallocate Excess Funds to:</u>		
	Town Projects (above)	\$ 277,396.68	
2013	Boiler Replacement Squadron Line	\$ 176,622.17	
		<u>\$ 469,173.41</u>	<u>\$ 469,173.41</u>

Brings project balance that could be bonded down to \$624,211 from \$800,833



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Board of Assessment Appeals - Appointment of Additional Members and Alternates
2. **Date of submission:** 10/17/2017, revised 11/9/2017
3. **Date of Board Meeting:** 11/13/2017
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

David Gardner, Assessor; Board of Assessment Appeals

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

Request the Board of Selectmen recruit and appoint two members of the Board of Assessment Appeals (BAA) to serve for the 2017 assessment year ending September 30, 2018, thereby expanding the board to five members.

Request the Board of Selectmen recruit and appoint two alternate members of the Board of Assessment Appeals for the term expiring December 2, 2019 and one for the term expiring December 6, 2021, a total of three alternates for the BAA. The terms of alternates are the same as the terms of office of the elected members of the BAA.

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

The addition of two members and of the alternates is to accommodate possible volume of appeals in this coming session.

We are requesting, the appointment of two one-year members as soon as practicable and the appointment of the alternates by mid-January so that the Board of Assessment Appeals (BAA) can file a schedule of regular meetings no later than January 31, 2018. The BAA is expected to send hearing notices to all appellants not later than March 1, 2018 for hearings to be held in March/April of 2018.(ii) Assessor, First Selectwoman, Town Manager, Personnel Subcommittee, Board of Selectmen (iii) Item 6, below (iv)N/A

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

None expected other than the cost of training workshops, less than \$450.

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

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

1. A copy of the ordinance on appointing BAA members and alternates, approved by the Board of Selectmen on March 28, 2016.

2. Pertinent part of the draft minutes of the Board of Assessment Appeals' September 15, 2017 meeting, below:

"Mr. Tourtillotte made, and Ms. Fernand seconded, a motion to request that the BoS appoint two additional members to serve for the 2017 assessment year, ending September 30, 2018. All were in favor. The motion passed. For Agenda Item #5, Mr. Tourtillotte made, and Ms. Fernand seconded, a motion to request that the BoS appoint two to three alternate members to the BAA. They felt that alternates would promote continuity and ensure that enough members could be present for a quorum. All were in favor. The motion passed."

**TOWN OF SIMSBURY
PUBLIC HEARING NOTICE**

Notice is hereby given that the Board of Selectmen will hold a public hearing on Monday, March 28, 2016 at 6:00 p.m. in the Main Meeting Room of Town Hall, 933 Hopmeadow Street, Simsbury, CT 06070 to receive public comment concerning the proposed Amendment to the Simsbury Code of Ordinances, inserting a section on Board of Assessment Appeals: Expansion of the Membership of the Simsbury Board of Assessment Appeals. Copies of the proposed changes can be found on the Town of Simsbury's website, www.simsbury-ct.gov on the Board of Selectmen's page. Hard copies are available at the Town Clerk's Office, 933 Hopmeadow Street, Simsbury, CT.

Public Hearing Date: Monday, March 28, 2016 at 6:00 p.m.

**TOWN OF SIMSBURY
PROPOSED AMENDMENT
TO THE SIMSBURY CODE OF ORDINANCES**

BOARD OF ASSESSMENT APPEALS

WHEREAS, the Connecticut General Statutes authorizes municipalities, by ordinance, to appoint alternates to its Board of Assessment Appeals and to appoint additional members to the Board on an annual basis, and

WHEREAS, expanding the Board of Assessment Appeals in revaluation years will provide better service to the public of Simsbury.

NOW, THEREFORE, BE IT ENACTED:

Expansion of the Membership of the Simsbury Board of Assessment Appeals

Section One. Alternates to the Board of Assessment Appeals.

The Board of Selectmen may appoint an alternate for each member of the Board of Assessment Appeals. Each alternate member shall be an elector of the Town of Simsbury. When seated, an alternate member shall have all the powers and duties of a member of the Board of Assessment Appeals.

Section Two. Additional Regular Members of the Board of Assessment Appeals.

The Board of Selectmen may, upon the request of the Simsbury Board of Assessment Appeals, appoint additional regular members to the Simsbury Board of Assessment Appeals to serve on the Board for any assessment year.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Supplemental Appropriation for "Close-Vote" Recanvass
2. **Date of submission:** November 9, 2017
3. **Date of Board Meeting:** November 13, 2017
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

Registrars of Voters

Thomas F. Cooke – Director of Administrative Services – tcooke@simsbury-ct.gov

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

Approve a supplemental appropriation in an amount not to exceed \$5,000 to cover the costs associated with a statutorily-mandated "close-vote" recanvass of the November 7, 2017 municipal election and recommend such appropriation to the Board of Finance for its approval.

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

Subject to Connecticut Statutes Section 9-445, a Close Vote Recanvass of the November 7, 2017 Simsbury Municipal Election must be held to recanvass the votes for the

following offices for which the margin of victory was less than one half of one percent of the total number of votes cast for the office:

- First Selectman
- Assessment Board of Appeals

Recanvassing must also be conducted for the following offices for which the margin of victory was less than one half of one percent of the total number of electors checked as having voted in the election:

- Planning Commission
- Zoning Board of Appeals.

The Recanvass will include the recall of the Head Moderator and not less than six other election officials who will examine and reprocess all ballots counted by tabulator and by hand for all districts town wide. The Recanvass is estimated to cost \$3,000. A supplemental appropriation of up to \$5,000 is requested to ensure adequate funds to cover the cost. Only the funds necessary will be expended.

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

No more than \$5,000.

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

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



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Local Transportation Capital Improvement Grant - Bloomfield to Tariffville Multi-Use Trail Connector
2. **Date of submission:** November 8, 2017
3. **Date of Board Meeting:** November 13, 2017
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):
Jerome F. Shea, P.E., Town Engineer
5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):
The Individual or Entity making the submission requests that the Board of Selectmen:
 1. Authorize acceptance of a grant of \$1,020,000.
 2. Authorization to execute a Commitment to Fund memorandum with the State of Connecticut Department of Transportation to construct a multi-purpose trail from Tariffville to the Town of Bloomfield adjacent to State Route 187. This project is being completed in cooperation of the Town of Bloomfield.
 3. Authorization to execute an agreement with the Town of Bloomfield for cost sharing relative to the project.
6. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):
 - (i) Municipality has 30 days to accept the grant.
 - (ii) Town of Simsbury, Town of Bloomfield and State of Connecticut Department of Transportation.

- (iii) The Town of Simsbury would need to provide local funding of \$291,360 for design services and construction costs for the project. Local funding required had been programmed and approved as part of the FY 2017 CIP Program.
- (iv) Master Agreement with the Department of Transportation has been review by Town counsel and executed previously.
- v) Memorandum dated November 6, 2017, from Jerome F. Shea, Town Engineer explaining the project scope, financial information and agreement with the Town of Bloomfield.

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

If the grant is awarded, and the Town proceeds with the project, a local share of \$291,360.00 will be required. This funding is programed in the FY 2017 Capital Improvement Program.

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

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

1. Memorandum dated November 6, 2017 from Jerome F. Shea, Town Engineer



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Jerome F. Shea - Town Engineer

MEMORANDUM

To: Board of Selectmen

From: Jerome F. Shea, Town Engineer *JFS*

Subject: **Authorization to Execute Commitment to Fund Letter / Town Agreement
Local Transportation Capital Improvement Grant Program
Bloomfield to Tariffville Multi-Use Trail Connector**

Date: November 6, 2017

The Town of Simsbury and the Town of Bloomfield were recently notified of the approval of a joint grant application under the Local Transportation Capital Improvement Program (LOTICIP) in the amount of \$1,020,000 for a portion of this multi-use path from Main Street in Tariffville southerly to a multi-use pathway in the Town of Bloomfield that is currently funded and is anticipated to be under construction next year. This new section of multi-use pathway will form a continuous 2.85 miles path that would end in the village of Tariffville. The Engineering and Public Works staff has been working closely with the Town of Bloomfield to successfully obtain these grant funds to complete a multi-use path connection from the Farmington Valley Greenway to the East Coast Greenway. The East Coast Greenway is a continuous multi-use trail that will extend from Maine to Florida along the eastern seaboard.

The total cost of the project is anticipated to be \$1.74 million including design costs and the local contributions from each town. The Town of Simsbury's local contribution will be provided under funding approved as part of the FY 2017 Capital Improvement Plan. Simsbury local contribution is anticipated to be \$291,360 and Bloomfield is anticipated to contribute \$437,040. The Town of Simsbury will be the lead municipality responsible for the design and construction administration of the project under an agreement with the Town of Bloomfield. This agreement will identify the terms and conditions for the project including cost sharing, roles and responsibilities for each party.

The design of the project is anticipated to be initiated immediately subject to execution of the Commitment to Fund Letter and execution of the Agreement between to the respective towns.

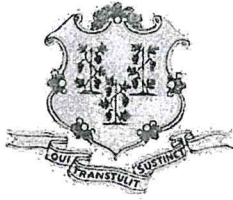
I would be happy to provide any additional information if requested.

cc: Tom Cooke, Director of Administrative Services
Tom Roy, P.E., Director of Public Works
Sean Kimball, Director of Finance /Treasurer
Gerald Toner, Director of Culture, Parks, and Recreation

Telephone (860) 658-3260
Facsimile (860) 658-3205

jshea@simsbury-ct.gov
www.simsbury-ct.gov

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8:30 - 4:30 Tuesday through Friday



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION

2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546
Phone: (860) 594-3189



October 4, 2017

The Honorable Lisa L. Heavner
First Selectman
Town of Simsbury
933 Hopmeadow Street
Simsbury, Connecticut 06070

Dear First Selectman Heavner:

Subject: Local Transportation Capital Improvement Program (LOTICIP)
Commitment to Fund
Multi-use Trail
Project No. L128-0001
Route 189
Town of Simsbury/Town of Bloomfield

The Department of Transportation (Department) has received the revised LOTICIP application prepared by the Town of Simsbury (Municipality) and submitted through the Capitol Region Council of Governments (COG) relative to the subject project. The Department has reviewed the application materials along with the revised cost estimate provided by the Municipality and subsequently endorsed by the COG.

The LOTICIP application for this project has been approved. The Department hereby commits to fund eligible project costs as follows:

	LOTICIP Participating	LOTICIP Non-Participating	Total
Eligible Utility Relocations:	\$ 10,000	\$ 0	\$ 10,000
Contract items:	\$ 841,666	\$ 454,334	\$ 1,296,000
Contingencies:	\$ 84,167	\$ 45,433	\$ 129,600
Incidentals to Construction:	\$ 84,167	\$ 45,433	\$ 129,600
Total Estimated Costs:	\$ 1,020,000 ^[1]	\$ 545,200	\$ 1,565,200 ^[2]

^[1] Maximum total LOTICIP participation as capped by the COG. Balance of total project cost to be funded by the Towns of Simsbury and Bloomfield.

^[2] Total project cost based on estimate prepared by Municipality (including 10% Contingencies and 10% Incidentals to Construction per LOTICIP guidelines).

This Commitment to Fund is subject to general conditions including, but not limited to, the following:

1. The project is to be administered by the Municipality in accordance with the *Local Transportation Capital Improvement Program Guidelines* dated March 2016, as may be revised. The guidelines are available on the Department's LOTCIP web page at www.ct.gov/dot/lotcip.
2. The project costs identified in this Commitment to Fund letter are based on estimates provided by the Municipality and endorsed by the COG. These costs are to be considered capped until adjustment based on low bid or otherwise revised, in accordance with the LOTCIP guidelines.
3. Any scope revisions and/or twenty percent (20%) changes in cost identified during the design phase must be approved by the COG and the Department, as specified in the LOTCIP guidelines.
4. Upon completion of project design activities, the Municipality must forward to the Department, through the COG, a Final Design Submission along with supporting documentation and certifications, as defined in the LOTCIP guidelines.
5. The Municipality must execute and deliver a Project Authorization Letter (PAL) issued pursuant to the Master Municipal Agreement for Construction Projects and comply with its terms. The PAL will be forwarded to the Municipality for execution subsequent to the receipt of the Final Design Submission package by the Department.

This commitment is further subject to the following project-specific conditions:

1. This project may require environmental permits. In accordance with the LOTCIP guidelines, the Municipality will be responsible for the acquisition of all environmental permits that may be required. Please be advised that any project that involves work within waters or wetlands may require State and/or Federal environmental permits. **It is critical that the Municipality or their consultant contact the Connecticut Department of Energy and Environmental Protection (DEEP) - Inland Water Resources Division early in the design process** to discuss permitting requirements, and to identify specific environmental concerns and design considerations. Failure to establish early coordination with DEEP may result in significant time delays in the permitting process due to the need for design changes and/or denial of permit applications.
2. This project is anticipated to require utility relocations. Coordination with utility companies who have facilities in the project area, as well as with any utilities that currently do not have facilities present but may have plans to expand service to the area, should begin early in the design process.
3. This project will require that work be performed within State-owned right of way in the vicinity of Route 189. As such, an encroachment permit will be required. It is imperative that the design of the improvements proposed under this project be coordinated with the Department during the design phase to ensure conformance with applicable requirements relative to proposed work within State-owned right of way or otherwise affecting State-owned facilities.

All matters relative to the encroachment permit process for this project are to be coordinated through the following Department contact:

Mr. John S. DeCastro
Transportation Maintenance Manager
(860) 594-2614
John.Decastro@ct.gov

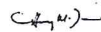
4. This project contains proposed improvements in both the Town of Simsbury and the Town of Bloomfield. It is the understanding of this office that the Town of Simsbury will act as the lead municipality in the administration of the project and will coordinate with the Town of Bloomfield as necessary relative to all aspects of the project.

Please be informed that, in accordance with the LOTCIP guidelines, the Department will initiate an Environmental Screening Review and Permit Need Determination for this project to assist the Municipality in identifying items relative to environmental permitting, natural resources, historic/archaeological resources, etc. that may need to be investigated or addressed during the design phase. The Environmental Screening Review is expected to be completed within approximately sixty (60) days. The Permit Need Determination is expected to be completed within approximately ninety (90) days. The results of each will be forwarded to the Municipality and the COG when received.

If the Municipality accepts this Commitment to Fund, please sign below and return a copy of this letter to this office within thirty (30) days. Transmission via e-mail is acceptable.

If you have any questions, please contact the Project Manager, Mr. William Grant, at (860) 594-3229 or by e-mail at William.E.Grant@ct.gov.

Very truly yours,

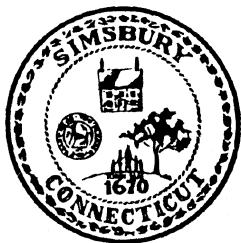
 Gregory M.
Dorosh, P.E.
2017.10.04
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Gregory M. Dorosh, P.E.
Manager of Highway Design
Bureau of Engineering and Construction

cc: Mr. Jerome F. Shea, P.E., Town Engineer, Town of Simsbury
Mr. Philip K. Schenck, Jr. Town Manager, Town of Bloomfield
Mr. Jonathan Thiesse, Town Engineer, Town of Bloomfield
Mr. Lyle Wray, Executive Director, Capitol Region Council of Governments
Ms. Sotoria Montanari, Program Manager, Capitol Region Council of Governments

Accepted by: _____
The Honorable Lisa L. Heavner
First Selectman

Date: _____



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Recommendation to Approve Auction of Park Maintenance Vehicles
2. **Date of submission:** October 20, 2017
3. **Date of Board Meeting:** November 13, 2017
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

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

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

Authorize the auction of park maintenance vehicles to the public.

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

Below is a list of equipment that we would like to make available for auction to the public. None of the items listed are any longer in use or of any value to us. Our intent would be to hold a sealed bid type of auction which would be advertised to the public. If there is no interested in any of the equipment, it will be discarded.

The equipment is as follows:

- 1979 Ford F600 Dump Truck VIN #F60CCEC3120
- 1997 GMC 3500VDump Truck VIN# 1GDJK34J8VF018507
- 1997 Ford F350 Dump Truck VIN# 1FDKF38G0VEC22215
- 2000 Chevy Cavalier Gasoline/CNG Fuel VIN#3G1JC5242YS239524

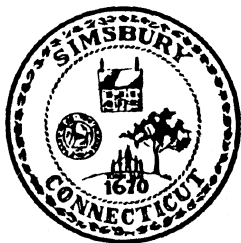
7. **Financial Impact** (Include a description of any impact on the finances of the Town of Simsbury):

There will be no cost to the Town.

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

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

N.A.



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Recommendation to Approve Revised Cancellation Policy
2. **Date of submission:** November 7, 2017
3. **Date of Board Meeting:** November 13, 2017
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

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

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

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

Approve the recommendation of the Culture, Parks and Recreation Commission to revise the existing program cancellation policy.

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

At their regular meeting on October 26, the Culture, Parks and Recreation Commission voted unanimously to approve the attached changes to the Department program cancellation policy. The Department staff surveyed numerous other departments in the area in revising this policy. It hopefully will reduce the number of refunds administered by the Department and the Town.

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

Hopefully the reduction of refunds will realize reduced staff time and additional revenue to the Town.

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

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

Summary of existing and proposed Department Cancellation Policies.

Simsbury Parks & Recreation Department Cancellation Policy

Existing Policy

Cash refunds for withdrawal from classes are issued for medical reasons only, upon receipt of a doctor's note. Program credit will be issued for a withdrawal for any other reason with two weeks notice before the start of class. No refunds, credits or transfers are made after the week before the class begins. Transfers before classes have begun are only allowed on a space available basis. A \$5 processing fee will be charged.

Proposed - Effective 11/14/2017

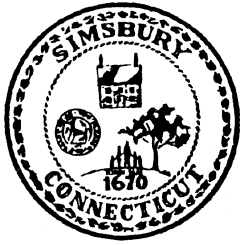
Refunds or credits will be given in the following situations:

1. If a program is cancelled by the Simsbury Parks & Recreation Department, a full refund will be issued.
2. Refunds in the form of an account credit or check (minus a \$10 processing fee) may be issued if you cancel out of a program a minimum of two weeks prior to it beginning. You may transfer into another session of a program without penalty, if done so a minimum of two weeks prior to the program beginning.
3. In the event of an injury or illness less than two weeks before a program begins, an account credit will be considered if accompanied by a doctor's note. Doctor's note must be received within two weeks of the absence, and credit will be prorated for missed days, after a \$10 processing fee. This only applies to the injured participant, and not any siblings who may also be registered.

With the exception of #3 above, no refunds or credits are given within two weeks of a program beginning, or after it has begun. Transfers are not allowed within two weeks of a program beginning. Bus trips, special events and passes are non-refundable, but exceptions may be made by the First Selectman/Town Manager.

Refunds may be issued in the following two ways:

1. A credit on your account at Simsbury Parks & Recreation, which will remain indefinitely and may be used toward any future activities with the department. You must call us to have the credit applied to future registrations before payment is processed.
2. A refund check sent to the address on file with your Simsbury Parks & Recreation account. Checks will be processed and sent from the Town of Simsbury's Finance Department. Please allow 3-4 weeks for processing.



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Recommendation to Accept a Gift from the Friends of Simsbury Farms.
2. **Date of submission:** October 30, 2017
3. **Date of Board Meeting:** November 13, 2017
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

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

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

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

Accept the donation of \$3,680 from the Friends of Simsbury Farms. The donation would go toward the purchase and installation of a wireless upgrade package for the operation of the two scoreboards at the Simsbury Farms Ice Rink.

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

Since their inception, the Friends of Simsbury Farms has solicited proposed projects for funding that would enhance and improve the various areas of the facility. The two scoreboards at the ice rink are 19 and 12 years old, respectively. Over the past few years, there have been increasing cases of the controllers malfunctioning, causing the

scoreboards to lose time, score and penalty times. This is an area that needs to operate flawlessly for the users of the facility. The technology has improved and there is now a wireless option for the scoreboard operation that will offer far more reliability. In marketing the rink to outside groups, it is imperative that we have this assurance.

This purchase also includes a back-up unit that can be utilized in an emergency. It was agreed by all that this was a worthwhile option to include.

The Culture, Parks and Recreation Commission discussed this donation at their October 26 meeting and unanimously voted to recommend to the Board of Selectmen for approval.

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

The donation will allow the Department to focus on other improvements to the facility.

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

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

Summary of the request prepared by Paul Simeon and submitted to the Friends of Simsbury Farms.

Dear Friends of Simsbury Farms Board Members:

Pursuant to our meeting held on Monday October 16th, I am writing this letter to follow up the discussion of the request from Gerry Toner for the Friends of Simsbury Farms to support and fund an upgrade to the score board for the hockey rink.

At the conclusion of the meeting Monday evening, a motion was passed and approved by the board the wireless controller as an approved project at stage 1 of the proposal project flow chart. There was very healthy discussion regarding the necessity, costs, derivation of quote, implementation and maintenance.

A brief background: The current scoreboard does have issues and periodically blanks during use losing all time, score and penalty time. This scoreboard has been used for the past 12 years and currently technology has improved the reliability and functionality of scoreboards.

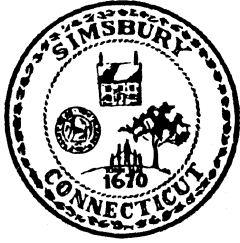
Through correspondence with Gerry and phone calls, here is some background information:

1. Hampden has provided the current quote for the controller. They are a local distributor and service company that Simsbury Parks and Rec has an ongoing relationship. Simsbury Parks and Rec currently has the wireless technology scoreboard in use at Memorial field. Gerry is very comfortable with the reliability and functionality. The ongoing relationship with Hampden as the current distributor and service provider only made sense for Parks and Recs to use them again for this particular necessity and request.
2. You have seen the quote, it has been pre-negotiated by Parks and Rec. Again, this is a very familiar friendly distributor for Simsbury. The back-up controller is exactly as it is. It is not a requirement and can be purchased at a later date for the roughly the same price.
 - a. I spoke to Gerry about the necessity to have a back-up purchased with the original. Parks and Rec did not purchase the back up for Memorial field initially. There was an issue. The scoreboard was down for 2 weeks waiting for the part. While games are being played, no electronic scoreboard was available. Just from an appearance standpoint, this was not a good look for our field. The hockey game is much more reliant on the scoreboard for time and penalties. I think we can all imagine playing or officiating a continuous time elapsing game with the potential to have multiple penalties and no scoreboard available. I am not even thinking of the fans yet on how they would keep it straight, how about the coaches and officials. Not having a scoreboard for 2 weeks would not be an option for Simsbury Farms. The backup prevents this from occurring. As long as the rink is open, there must be a Parks and Rec employee on duty. Gerry stated those employees (this is usually the Zamboni driver) would be trained on how to quickly convert the original to the back-up should there be an issue with the scoreboard.
 - b. I am wholeheartedly recommending the backup be purchased. Simsbury Farms has to have a functioning scoreboard. I am sure teams will cancel games and find other places to play as the scoreboard is that important.
3. Full project cost is \$3,680.00 (completion of step 2)

4. Delivery is 2 weeks with set up and training a few hours. Time for completion target date is November 2nd in time for the first full weekend of hockey games at November 4th and 5th. (completion of step 3)
5. Peripheral cost and maintenance cost are expense of Parks and Rec similar to the same as they have now. There is one year parts and labor warranty on the purchased product. (completion of step 4)
6. Stakeholders is Parks and Rec department
7. Shareholders (beneficiaries) – All hockey officials, SYHA, Women Hockey team(Mother Ducks), Avon Youth hockey, P&R Broomball league, Simsbury High School, and others who rent the ice to play games
8. Anticipated approval of Parks and Rec commission is October 26th (Box on right)
9. Approval from Board of Selectman will be handled by Gerry in an expeditious timeframe.

Sarah, Tom and I are asking the board to move quickly through the remaining boxes of the flow chart to get to the final approval of the project which would lead us to the Project Initiated box. Hampden is ready to execute purchase order.

Paul A. Simeon



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Recommendation for Park Project to be Forwarded to the Planning Commission for 8-24 Approval
2. **Date of submission:** October 30, 2017
3. **Date of Board Meeting:** November 13, 2017
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

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

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

Authorize the potential construction of a basketball court(s) at Simsbury Farms to be submitted to the Planning Commission for 8-24 approval.

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

The Simsbury Farms Master Plan, completed in 1998, recommended the construction of a basketball court (s) at the Complex in the area where there were formerly 2 tennis courts. Due to budget constraints and other projects taking precedent, this project has never been

completed. Members of the Culture, Parks and Recreation Commission have requested that the project be given consideration for funding through park improvement funds and/or donations. In anticipation of that, I am requesting that the Board of Selectmen authorize this project to be forwarded to the Planning Commission for 8-24 approval as well as all other land use commissions that may need to authorize this to move forward.

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

This project was included in the FY 17/18 Park Improvement appropriation, if funds were available. It is likely that completion will require a combination of funding from donations and the Park Improvement appropriation.

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

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

N.A.



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** SPAC Ticket Booth walkway bricks
2. **Date of submission:** Oct 16, 2017
3. **Date of Board Meeting:** next available
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):
Linda Schofield on behalf of the Simsbury Performing Arts Center Inc.
5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):
The Individual or Entity making the submission requests that the Board of Selectmen: Approve our intention to raise funds for the walkway and ticket booth by engraving the names of donors to the project on bricks in the walkway, as was done previously by then First Selectman Tom Vincent when the facility was first built. We intend to use pavers and bricks that closely match the existing walkway at the facility. Donors would have their names engraved in a brick in the same fashion they are engraved in the current walkway to the facility.
6. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):
 - i) We expect construction to take place next April/May, including the walkway.
 - ii) We are still in discussions with a construction company and do not have a final contract yet. We are exploring alternative suppliers of the bricks and pavers, including the one who supplied the materials for the existing walkway.
 - iii) No funding from the town is being requested.

iv) Construction plans have been approved by all the relevant boards already.

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

None

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

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

None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Social Services Department

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Hartford Foundation for Public Giving Donation

2. **Date of submission:** October 24, 2017

3. **Date of Board Meeting:** November 13, 2017

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

Kristen Formanek, Director of Social Services

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

Acceptance of financial donation in the amount of \$4,000 from Hartford Foundation for Public Giving

6. **Summary of Submission:**

The Hartford Foundation for Public Giving has donated \$4,000 for our Cheese Day, Bread Day and Food Closet Programs, which assist low-income residents of Simsbury.

7. **Financial Impact:**

\$4,000 donation to the Social Services Department

8. **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:** Simsbury Regional Probate Court FY18 Supplemental Capital Request
2. **Date of submission:** November 9, 2017
3. **Date of Board Meeting:** November 13, 2017
4. **Individual or Entity making the submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):**

First Selectwoman Lisa Heavner on behalf of Judge Cynthia Becker of the Simsbury Regional Probate Court

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

Approve and recommend to the Board of Finance a supplemental appropriation in the amount of \$6,000 pursuant to Section 809(C) of the Simsbury Town Charter for security upgrades to the Regional Probate Court. The supplemental appropriation is inclusive of expected contributions from member towns totaling \$3,724, and the remaining Simsbury share of \$2,276 is recommended to be funded from available fund balance in the Probate Court Special Revenue Fund.

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

Judge Becker has requested security upgrades at the Simsbury Regional Probate Office. In consultation with Simsbury Director of Public Works Tom Roy, the Simsbury Regional Probate Office has obtained estimates for the installation of a sliding glass window to be installed over the Court's counter. Funds were not budgeted for this project; therefore the Judge has requested the towns contribute to this measure in a proportionate share of the \$6,000 expense.

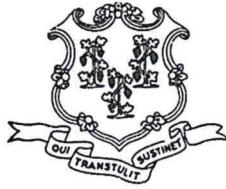
7. Financial Impact (Include a description of any impact on the finances of the Town of Simsbury):

The Towns of Avon, Canton, Granby and Simsbury will share the proportionate cost of the security upgrade valued at \$6,000 with Simsbury's contribution of \$2,276, to be funded from Simsbury's available fund balance in the Probate Court Special Revenue Fund.

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

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

A letter from Judge Cynthia Becker, Judge of Probate, Simsbury Regional Court dated November 1, 2017



CYNTHIA C. BECKER

Judge

LISA ANN SARGENT

Chief Clerk

SIMSBURY REGIONAL
PROBATE OFFICE

933 Hopmeadow Street
Simsbury, CT. 06070

Telephone

860-658-3277

Fax

860-658-3204

From: Cynthia C. Becker, Judge of Probate, Simsbury Regional Probate Court

To: Lisa Heavner, Brandon Robertson, John D. Ward, Leslee Hill

Subject: Funding for Security Upgrades

Date: November 1, 2017

Good afternoon:

The Simsbury Regional Probate Court recently received threats from an individual in the community. The individual has been making harassing calls and visits to the Court for some time, but recently he has threatened to perpetrate violence upon the Court staff. As a result, a restraining order against the individual was granted by the Superior Court. Despite several arrests, the individual remains in the community and is viewed as a serious threat by the employees of the Court. Currently there are no security measures in place other than a panic button the court employees can press to alert the police in case of an emergency. With the assistance of Tom Roy, Director of Public Works for Simsbury, we have obtained estimates for the installation of a sliding glass window to be installed over the Court's counter. Funds were not budgeted for this project, therefore I am requesting that the towns that participate in the Regional Probate Court contribute a proportionate share of the \$6,000 expense. Attached please find a breakdown of each town's share based on population percentage.

I thank you in advance for your assistance in this matter. The safety of our staff is of the utmost importance.

Please do not hesitate to contact me if you require additional information or have any questions.

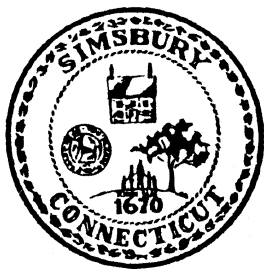
Kind regards,

Cynthia C. Becker
Cynthia Becker

Regional Probate Court - FY18 Supplemental Capital Request

FY18 Supplemental Capital Request - Counter Screen/Security Upgrades: \$ **6,000**

Breakdown by Community	Town Share	CT DPH	
		Population Est.	Population Percentage
Avon	\$ 1,717	18,414	28.6%
Canton	\$ 959	10,287	16.0%
Granby	\$ 1,049	11,247	17.5%
Simsbury	\$ 2,276	24,407	37.9%
Total	\$ 6,000	64,355	100.0%



Town of Simsbury

754 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Social Services Department

Memorandum

To: Lisa Heavner
From: Kristen Formanek
Re: MSP and Renters' Rebate
Date: November 2, 2017

We have recently become aware of two significant programmatic changes that have been made in the new State of Connecticut budget. These two changes will be detrimental to both the town and our most vulnerable seniors and disabled individuals.

The first change is regarding Renters' Rebate. This program has traditionally been administered by OPM and funded through the State. The Town of Simsbury Social Services Department completes the applications and submits them to OPM. Renters' Rebate allows low income seniors and disabled individuals who rent to receive a rebate each year. The amount of the rebate depends upon the individuals circumstances. Last year we processed a total of 119 applications resulting in a total of just over \$63,000 in rebates. Our lowest income seniors and disabled individuals often depend on these funds each year to meet their needs. Shifting the administration to our Town would have a significant impact on our staff. Shifting the funding to the Town would cause a very significant budgetary impact.

The second change has a significant financial impact on our most vulnerable seniors and disabled individuals. The budget proposes cutting the income threshold by more than half for the Medicare Savings Program. This would essentially eliminate more than

half of the participants on this program. The Medicare Savings Program, or MSP, provides financial assistance in relation to medical and prescription drug coverage. MSP pays for the Medicare Part B premium keeping a deduction from social security payments. It also provides gap insurance coverage for lowest income participants saving on co-payments and deductibles. Lastly, for lowest income participants it provides Part D coverage providing significant savings in prescription costs and eliminates the donut hole, or gap in Part D coverage. Elimination of the donut hole potentially saves an individual approximately \$5,000.

It is difficult to estimate the cost savings that our seniors and disabled individuals are seeing from this program as there are many variables such as; individual cost of Part B, income levels, prescription needs, and household composition. We do know that last year in the Town of Simsbury we had 234 participants in the MSP program. If I were to estimate the total annual cost savings based on this number of participants and an average cost savings, we would be looking at a dollar amount of \$1,301,508 and an annual average of \$5,626 per person. This amount does not consider the savings of being protected from the donut hole. Most of our senior and disabled individuals who are on this program will not be able to absorb this amount.

If there are any other questions please feel free to contact me.



Town of Simsbury

933 HOPMEADOW STREET, SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Resignations

2. **Date of submission:** 10/23/2017

3. **Date of Board Meeting:** 11/13/2017

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

Darren P. Cunningham, 199 Farms Village Road, West Simsbury
Margaret C. Diachenko, 8 Sarah Lane, Simsbury

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

Accepts the resignation of Darren P. Cunningham, 199 Farms Village Road, Regular Member of the Conservation Commission
Accepts the resignation of Margaret C. Diachenko, 8 Sarah Lane, Regular Member of the Aging and Disability Commission

6. **Summary of Submission**

Regular Member: Darren P. Cunningham
Board: Conservation Commission
Party: R
Effective: 10/20/2017
Full Term of Office: 01/02/2016-01/01/2020

Regular Member: Margaret C. Diachenko
Board: Aging and Disability Commission
Party: R
Effective: 10/19/2017
Full Term of Office: 01/01/2015-01/01/2019

7. **Financial Impact:** NONE

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

Resignation letters received from Darren P. Cunningham and Margaret C. Diachenko

From: DPC dpclaw1@gmail.com
Subject: Conservation Resignation.pdf
Date: September 19, 2017 at 11:48 AM
To: margerywinters@comcast.net, Glidden Michael mglidden@simsbury-ct.gov, Butler Ericka ebutler@simsbury-ct.gov, Rob Heagney rheagney@comcast.net

RECEIVED
OCT 20 2017
TOWN OF SIMSBURY, CT
TOWN CLERKS OFFICE

Dear Chairman Winters:

It is with great regret that I tender my resignation from the Conservation Commission.

On Monday, September 11, the Board of Selectmen appointed me to the Board of Ethics. While I am honored to have been chosen for such an important position, the constraints of time given my young family mean that I must now step down from my position with the Conservation Commission.

It has been my pleasure to serve on the Conservation Commission for nearly 11 years. During that time I have been consistently impressed with the dedication and effort of all my colleagues.

I am especially thankful for having served as the Vice Chairman these past two years.

Please convey to the current Commission my reasons and regret. I wish you all the best of luck.

Sincerely,


Darren

Cc: Ericka Butler
Robert Heagney
Mike Glidden

Marge Diachenko
8 Sarah Lane, Simsbury, CT 06070

10/19/2017



Ericka L. Butler, Town Clerk
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Dear Mrs. Butler:

I hereby resign my position as a regular member on the
Aging & Disability Commission.

Please notify the Board of Selectmen that the effective date of my resignation is
10/19/2017.

Sincerely,

Margaret C. Diachenko



Town of Simsbury

933 HOPMEADOW STREET, SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Resignation

2. **Date of submission:** 10/17/2017

3. **Date of Board Meeting:** 10/23/2017

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

J. Paul Lanza (Joseph P. Lanza), 30 East Weatogue Street, Simsbury

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

Accepts the resignation of J. Paul Lanza, 30 East Weatogue Street, Simsbury, as a Regular Member of the Design Review Board

6. **Summary of Submission**

Regular Member: J. Paul Lanza
Board: Design Review Board
Party: D
Effective: 10/16/2017
Full Term of Office: 12/5/2013 – 12/4/2017

7. **Financial Impact:**

NONE

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

Resignation letter received from J. Paul Lanza

J. Paul Lanza

From: J. Paul Lanza <sea-toychests@seachests.com>
Sent: Wednesday, October 11, 2017 5:52 PM
To: 'Rabbitt James'; 'ebutler@simsbury.ct.gov'; 'amcleansalls@yahoo.com'
Subject: Design Review

James Rabbitt, Director of Planning
Erica Butler, Town Clerk
Amy McLean Salls, Chairperson Democratic Town Committee

Kindly accept my resignation from the Design Review Board.

Respectfully,
J. Paul Lanza
10-11-2017





Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Democratic Party Recommendation
2. **Date of submission:** October 18, 2017
3. **Date of Board Meeting:** October 23, 2017
4. **Individual or Entity making the submission:** Simsbury Democratic Town Committee, Thomas Frank, Chair, Nominations Committee, 19 Banbury Drive, West Simsbury, CT 06092

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

:
Respectfully request appointment of the following individual to the **Simsbury Housing Authority** following recommendation by the Simsbury Democratic Town Committee on 10/18/2017 to fill a vacancy created by the resignation of Kay Coffey (U). This nominee is a registered voter enrolled in the Democratic Party.

Ronald Anastasio, 1600 Hopmeadow Street (Apt. 33), Simsbury CT 06070
Regular Member, Simsbury Housing Authority

6. **Summary of Submission:** Simsbury Democratic Town Committee requests appointment of the above named individual to the office indicated.
7. **Financial Impact:** None known
8. **Description of documents included with submission:**

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

None



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM



1. **Title of submission:** Appointments
2. **Date of submission:** November 6, 2017
3. **Date of Board Meeting:** November 13, 2017
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

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

Appointments to Housing Authority, Aging & Disability, and Board of Education
6. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):
7. **Financial Impact** (Include a description of any impact on the finances of the Town of Simsbury):
None
8. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):

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

Appointment of: Mary Sandra Fleet
4 Kelsey Court
Simsbury, CT 06070
860-217-1927
Msfleet4333@comcast.net

We are appointing her two board:
Housing Authority - Term expiring 4/1/2022
Aging and Disability – Term expiring 1/1/2019

The second appointment is of: Jennifer Batchalar
17 Hunting Ridge Drive
Simsbury, CT 06070
914-912-1395 ©
batchjen@att.net

Her appointment is for the Board of Education – Term expiring 12/2/2019



Simsbury Republicans

The Board of Selectmen

11/6/2017

Town of Simsbury

Re: Appointment of Jennifer Batchalar to Board of Education

Dear First Selectman Heavner and Members of the Board,

The Simsbury Republican Town Committee voted by Special Meeting 11/1/2017 for the appointment of Jennifer Batchalar to the Simsbury Board of Education replacing Thomas Doran who's resignation should be on file with the Board. The SRTC respectfully requests Ms. Batchalar appointment as a Board of Education Board Member for the remainder of Mr. Doran's term.

The SRTC respectfully requests the Board to acknowledge and thank Mr. Doran for his years of service to Simsbury on the Board of Education.

Respectfully,



Robert Heagney

Chairman





Simsbury Republicans

The Board of Selectmen

11/6/2017

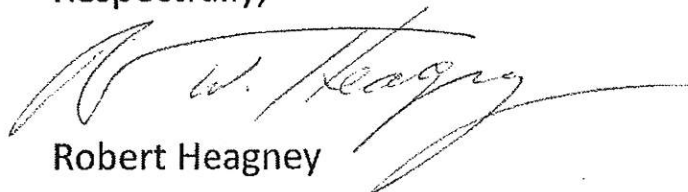
Town of Simsbury

Re: Appointment of Mary Sandra Fleet

Dear First Selectman Heavner and Members of the Board,

The Simsbury Republican Town Committee voted at it's meeting held 11/1/2017 for the appointment of Mary Sandra Fleet to the Simsbury Housing Authority and to the Simsbury Housing and Disabilities Commission to fill existing vacancies on said Board and Commission. The SRTC respectfully requests Ms. Fleet's appointment to the Housing Authority and the Housing and Disabilities Commission for the remaining terms for the vacancies being filled.

Respectfully,



Robert Heagney

Chairman



CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:03 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectwoman Lisa Heavner; Board members Sean Askham, Cheryl Cook, Michael Paine, Christopher Kelly and Elaine Lang. Others in attendance included: Thomas Cooke, Director of Administrative Services; Melissa Appleby, Deputy Director of Administrative Services; Gerard Toner, Director of Culture, Parks and Recreation, and other interested parties.

PLEDGE OF ALLEGIANCE

Matthew, of Boy Scout Troop 113 led everyone in the Pledge of Allegiance.

Ms. Cook made a motion to amend the agenda to add the acceptance of a \$5,000 donation from the parishioners of Saint Catherine of Siena Catholic Church and their Neighbors In Need Fund, for the Simsbury Food Closet, before item a). Ms. Lang seconded the motion. All were in favor and the motion passed.

PUBLIC AUDIENCE

Joan Coe, 26 Whitcomb Drive, spoke about a Board of Finance meeting, the Town Manager position, the First Selectman position, conflicts of interest, Board elections, Simsbury Performing Arts Center, suicides, and other issues.

Mr. Kalechman, 971 Hopmeadow Street, spoke about professionalism, conflict of interests, the Marijuana Facility, the Betty Hudson house suicides, good government and other issues.

Jonni Marshall, 164 Firetown Road, spoke about Farms to Family dba Gifts of Love and Community Farm of Simsbury. She said their Board has voted to simplify their name to Gifts of Love and Gifts of Love Farm. She said they are a non-profit agency who support working families that fall in the gap of not being able to receive State or Federal assistance, but need help getting through a financial crisis. She said they will be holding fund raising events on Saturday, October 21st – Fright Night and Saturday, November 4th – Annual Gala.

Susan Masino, 41 Madison Lane, spoke about the Old Growth Forest Network and how they are a national non-profit network. She said they have 67 forests protected in 16 states and the network is comprised of old growth or future old growth forests that are accessible to the public and protected from logging. She gave the Board information on this Old Growth Forest Network.

PRESENTATIONS

- **“Seeking the Greatest Good” Award – Rich Correia, Simsbury Main Street Partnership**

Mr. Correia said Robert and Judy Sturgis embody the idea of putting the community above everything else. They have shown this in the three decades of owning and managing property in Simsbury. They donate a lot of time and money to many local charities through their charitable foundation.

He said it was with great pleasure that the Simsbury Main Street Partnership Board of Directors, presents the “Seeking The Greatest Good” Award, which is named after Simsbury’s native son, the Sturgis family. Mr. and Mrs. Sturgis with a beautiful picture.

SELECTMEN ACTION

Ms. Heavner said Reverend Michael Whyte couldn't be at the meeting, but the parishioners of St. Catherine of Siena Catholic Church and their Neighbors in Need Fund are donating \$5,000 for the Simsbury Food Closet. The donation was made as part of the food drive organized by State Representative John Hampton.

Ms. Cook made a motion to accept the gift from St. Catherine of Siena Catholic Church of \$5,000 to support the Simsbury Food Closet. Mr. Paine seconded the motion. All were in favor and the motion passed.

a) Approve Tax Refunds

Ms. Cook made a motion to approve tax refunds in the amount of \$3,083.59 as requested and approved by the Tax Collector. Ms. Lang seconded the motion. All were in favor and the motion passed.

b) Approve Fee Schedules for Simsbury Farms Ice Rink and Paddle Tennis Courts as recommended by the Culture, Parks and Recreation Commission

Ms. Heavner said the Culture, Parks and Recreation Commission discussed their 2017/18 fee schedules for the Simsbury Farms Ice Rink and Paddle Tennis Court, at their meeting on September 28th. They felt that any increases should be modest and made to address increased operating costs. The new fees were approved unanimously.

Mr. Toner said the Commission does talk to other municipal rinks to discuss fees and they also discuss utility and staffing costs before making their decisions.

Mr. Paine made a motion to approve the fee schedule for the Simsbury Farms Ice Rink and Paddle Tennis Courts as recommended by the Culture, Parks and Recreation Commission at their September 28th meeting. Ms. Lang seconded the motion. All were in favor and the motion passed.

c) Approve Acceptable Use Policy

Ms. Heavner said this policy outlines the acceptable use of technology and communications resources provided by the Town to employees, members of the boards, committees and commissions, contractors, temporary employees, consultants, etc. The policy addresses network access, the use of email and internet, management of electronic files, and other matters that seek to protect the security of Town information as discussed in the 2016 Blum Shapiro report.

Ms. Lang made a motion to approve the Acceptable Use Policy. Mr. Kelly seconded the motion. All were in favor and the motion passed.

d) Approve Tentative Agreement between the Town of Simsbury and The International Brotherhood of Police Officers, Local No. 458 (IBPO)

Ms. Heavner said the Union membership ratified this tentative agreement on October 2, 2017. Negotiations were significantly handicapped due to the absence of a State budget and the potential short and long term in the State's financial shortfall on the Town. The parties agreed to mediation for a one-year deal with a 2% wage increase.

**TOWN OF SIMSBURY – BOARD OF SELECTMEN
REGULAR MEETING MINUTES – OCTOBER 11, 2017**

“Subject to Approval”

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Mr. Paine made a motion to approve the Tentative Agreement with the IBPO, Local No. 458 and authorize the First Selectwoman to execute a collective bargaining agreement revised accordingly. Mr. Kelly seconded the motion. All were in favor and the motion passed.

e) Accept Donation in the amount of \$30,495 from the Simsbury Veterans Memorial Inc.

Len Lanza, 2 Fire Brick Lane, gave the background on the Veteran's Memorial. He said this is the final payment of a 6 year project. He said the modifications have now been completed. He said pavers will be

Mr. Paine made a motion to accept the donation of \$30,495.00 from the Simsbury Veterans Memorial, Inc. for the construction of additional improvements for the Simsbury Veterans Memorial project. Ms. Lang seconded the motion. All were in favor and the motion passed.

OTHER BUSINESS

There was no other business at this time.

APPOINTMENTS AND RESITNATIONS

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

Mr. Kelly made a motion to acknowledge the resignation of Thomas A. Doran as s regular member of the Board of Education effective October 6, 2017 with thanks. Ms. Cook seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of September 25, 2017

There were no changes to the Regular Meeting minutes of September 25, 2017, and, therefore, the minutes were adopted.

FIRST SELECTWOMAN'S REPORT

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

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- 1. Personnel** – no report at this time.
- 2. Finance** – no report at this time.
- 3. Welfare** –no report at this time.
- 4. Public Safety** – no report at this time.
- 5. Board of Education** – no report at this time.

Ms. Cook said the Community for Care will be adding more programs on suicide prevention as well as a LGBTQ community mental health stressors program in November.

**TOWN OF SIMSBURY – BOARD OF SELECTMEN
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Ms. Heavner gave an update on the Deep Water Wind project after attending the Siting Council meeting. She said they offered to gift the land to the Town or State, but no specifics were discussed. They also changed the layout on 85 Hoskins. There are questions about eliminating the proposed panels behind the house and getting rid of the View Shed panels in front. There were also questions about landscaping issues. They did agree to raise the fencing to allow small animal passage.

ADJOURN

Mr. Askham made a motion to adjourn at 7:20 p.m. Ms. Lang seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk

CALL TO ORDER

The Special Meeting of the Board of Selectmen was called to order at 8:02 a.m. in the Main Meeting Room of the Simsbury Town Offices, 933 Hopmeadow Street, Simsbury, CT. Present were: First Selectwoman Lisa Heavner and Board members – Sean Askham, Cheryl Cook, Christopher Kelly and Michael Paine. Absent was Elaine Lang. Also in attendance: Thomas Cooke, Director of Administrative Services and Melissa Appleby, Deputy Director of Administrative Services.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance

PUBLIC AUDIENCE

Joe Treacy, 40 Berkshire Way. Mr. Treacy thanked the Town’s leadership and staff for their representation of the Town and its residents before the Connecticut Siting Council on Deepwater Wind’s Petition for a solar project in the north end of town. While he noted concerns about some of the testimony offered by Town witnesses, he praised the Town and its witnesses for thorough presentations on environmental and safety issues, including water quality concerns.

Alan Kosloff, Esq., Attorney for the abutters in the Deepwater Wind Siting Council proceeding, thanked the Town for its representation of the Town and its residents in the proceeding and expressed concerns about how the proceeding had been conducted.

Jennifer Siskind, 101 Fairview Terrace, South Glastonbury, stated her belief that the need for 100% renewable energy ultimately outweighs concerns about contamination of the soil on the Deepwater Wind site. She also raised concerns about the transportation of fracking waste into the State of Connecticut and encouraged the Town to take local legislative action to protect residents from the potential dangers of fracking waste.

Susan Masino, 41 Madison Lane, encouraged the Town to move forward with designation of certain land as an “Old Growth Forest” and to be one of the first Connecticut towns to do so. She pointed out that the Pinchot Sycamore was likely to be a “National Champion” based on its size and age. Ms. Heavner stated that she believed the issue had already been raised before the Conservation Commission and added that it could be presented to the Open Space Committee as well.

SELECTMEN ACTION

a) Appointment of Additional Members to the Town Manager Executive Search Committee

Mr. Askham made a motion to appoint Eric Wellman and Chris Peterson as additional members to the Executive Search Committee. Ms. Cook seconded the motion. All were in favor and the motion passed.

b) Review of Status of Deepwater Wind Solar Petition before the Connecticut Siting Council and Possible Action

First Selectwoman Heavner updated the board on the Deepwater Wind Petition proceedings before the Connecticut Siting Council, reviewing information contained in a Memorandum to the Board of Selectmen dated November 8, 2017 which is attached hereto. Ms. Heavner described a conversation she had with Deepwater Wind CEO Jeff Grybowski at the close of the hearing concerning the potential gifting of the solar panel site to the Town at the end of the project assuming that the project is approved. She added that there was a possibility she would meet with Mr. Grybowski in Simsbury noting that while there would likely be a discussion of the outstanding issues with the solar proposal, there would be no negotiation at this time. She also pointed out that the final decision on the proposal and its details remains within the sole authority of the Siting Council. She underscored the importance of transparency on the matter. None of the Board members expressed any objection to such a meeting.

ADJOURN

Ms. Cook made a motion to adjourn at 8:43 a.m. Mr. Kelly seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Thomas F. Cooke
Director of Administrative Services



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Lisa L. Heavner - First Selectwoman

TO: Board of Selectmen
FROM: First Selectwoman Lisa Heavner
DATE: November 8, 2017
RE: Deepwater Wind Siting Council Update

On November 2, 2017, the Siting Council concluded the public hearing on Petition 1313 - DWW Solar II, LLC.¹ Counsel for the Town of Simsbury is currently preparing final briefs for the Connecticut Siting Council which are due on December 2, 2107.

As previously discussed by this Board, the Town raised three primary concerns with the Deepwater Wind project during the course of the hearing process. First, the safety of our residents is a top priority, which means making sure the Council has the evidence it needs to assess the environmental impact of this project. At this point, the Town takes the position that the environmental review is insufficient. Second, if the Siting Council approves the project, the Town wants to ensure the project fits with Simsbury's culture, history and aesthetics and that it takes seriously the concerns of abutters and affected neighborhoods. In this context, the Town has requested that the parcel on the southern side of Hoskins be eliminated, that all five barns be preserved and that landscaping be improved. Third, the Town has taken the position that the long-term impact of this project should be properly vetted and that the decommissioning plan be strengthened.

During the Siting Council proceedings, Deepwater Wind agreed to some important concessions:

- Pre- and post- construction testing of abutters' wells;
- Raising the security fence to allow the passage of small mammals;
- Committing to donate the entirety of project land to either the town or the state at the conclusion of the project, possibly with an environmental/agricultural easement; and
- Evaluating whether more efficient panels could be used to reduce the footprint of the project.

¹ Deepwater Wind's petition for a declaratory ruling that no Certificate of Environmental Compatibility and Public Need is required for the proposed construction, maintenance and operation of a 26.4 megawatt AC solar photovoltaic electric generating facility on approximately 289 acres comprised of 5 separate and abutting privately-owned parcels located generally west of Hopmeadow Street (US 202/CT 10), north and south of Hoskins Road, north and east of County Road and associated electrical interconnection to Eversource Energy's North Simsbury Substation west of Hopmeadow Street in Simsbury, CT.

During the hearing, the Siting Council asked me, in my capacity as First Selectwoman, whether the Town would prefer the land to go to the Department of Agriculture or to the Town of Simsbury and in what capacity. I responded that the Town prefers the land to go the Town unencumbered so that the needs of the Town can be evaluated and met 25 years from now without restrictions.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Unaffiliated Employees – Cost of Living Adjustment
2. **Date of submission:** November 13, 2017
3. **Date of Board Meeting:** November 13, 2017
4. **Individual or Entity making the submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):**

Personnel Sub-Committee

Thomas F. Cooke – Director of Administrative Services – tcooke@simsbury-ct.gov

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

Approve a two percent (2%) cost of living increase for the Town of Simsbury's unaffiliated full-time employees for Fiscal Year 2017-2018 as recommended by the Personnel Sub-Committee.

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

At its Special Meeting on Wednesday, November 8, 2017 the Personnel Sub-Committee approved a proposed two percent (2%) cost of living adjustment for Fiscal Year 2017-2018 for the Town of Simsbury's unaffiliated full-time employees. The increase is consistent with increases recently negotiated with the Town's three CSEA bargaining

units (2%) and the police officer's bargaining unit (2%). The proposed increase is within the Town's budget for Fiscal Year 2017-2018. The increase will be implemented retroactive to July 1, 2017.

The Town has typically conducted a market reference range study every other year. Such a study was conducted last year, and the proposed 2% increase is proposed to help maintain a competitive position within the market reference range.

Employee performance across the board for the twelve positions affected has been excellent.

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

The total financial impact is \$26,374. As noted above, this is within the budget.

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

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