



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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## **SIMSBURY BOARD OF SELECTMEN - AMENDED Regular Meeting – November 23, 2020 – 6:00 p.m.**

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC AUDIENCE**

- Email written comments to [ebutler@simsbury-ct.gov](mailto:ebutler@simsbury-ct.gov) by 12:00 PM on Monday, November 23, 2020 to be read into the record; or
- Email [tfitzgerald@simsbury-ct.gov](mailto:tfitzgerald@simsbury-ct.gov) by 12:00 PM on Monday, November 23, 2020 to register to address the Board of Selectmen live through Zoom.

### **FIRST SELECTMAN'S REPORT**

### **TOWN MANAGER'S REPORT**

### **SELECTMEN ACTION**

- a) Tax Refund Requests
- b) Social Media Account Requests for the Sustainability Team and the Clean Energy Task Force
- c) Budget Status Report
- d) Supplemental Appropriations
- e) Proposed Police Private Duty Fund Transfer
- f) Road Acceptance for Hendricks Lane
- g) Building Resilient Infrastructure and Communities Grant - CRCOG Regional Natural Hazard Mitigation Plan Update
- h) Bridge Easements and McLean Game Refuge – Legal Counsel Conflict Waiver Request
- i) Purchase and Sale Agreement for Disposition of a Portion of Open Space Located Along the Rear/Eastern Property Line for 133 Holcomb Street and Route 315 Bike Path Easement
- j) Economic Development Commission 2020-2021 Work Plan

### **APPOINTMENTS AND RESIGNATIONS**

- a) Proposed Reappointment of Jennifer Caulfield to the Police Commission
- b) Proposed Appointment of Jen Batchelar to the Sustainability Team

### **REVIEW OF MINUTES**

- a) Regular Meeting of November 9, 2020

### **SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS**

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

**COMMUNICATIONS**

- a) Memo from M. Capriola RE: Board of Finance FY 21/22 Budget Guidelines

**ADJOURN**



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** November 23, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector  
*maria e. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

*Move, effective November 23, 2020 to approve the presented tax refunds in the amount of \$12,553.65, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds.*

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

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

6. **Financial Impact:**  
The aggregate amount of all tax refunds as presented is \$12,553.65. The attachment dated November 23, 2020 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
  - a) Requested Tax Refunds, dated November 23, 2020

REQUESTED TAX REFUNDS  
NOVEMBER 23, 2020

	BILL NUMBER	TAX	INTEREST	TOTAL
<b>List 2018</b>				
Toyota Lease Trust	18-03-68644	\$92.63		\$92.63
Toyota Lease Trust	18-03-68721	\$145.10		\$145.10
Toyota Lease Trust	18-03-68853	\$67.88		\$67.88
<b>Total 2018</b>		<b>\$305.61</b>	<b>\$0.00</b>	<b>\$305.61</b>
<b>List 2019</b>				
CAB East LLC	19-03-52459	\$408.25		\$408.25
CAB East LLC	19-03-52461	\$257.77		\$257.77
CAB East LLC	19-03-52472	\$232.67		\$232.67
CAB East LLC	19-03-52474	\$351.06		\$351.06
CAB East LLC	19-03-52489	\$104.86		\$104.86
CAB East LLC	19-03-52754	\$290.23		\$290.23
CCAP Auto Lease Ltd	19-03-53016	\$599.97		\$599.97
Farrell, Christian F	19-03-55675	\$186.11	\$6.23	\$192.34
Gotberg Lisa or Glenn	19-03-57096	\$76.19		\$76.19
Heubner Marion B	19-03-58054	\$32.09		\$32.09
Honda Lease Trust	19-03-58372	\$116.17		\$116.17
JP Morgan Chase Bank	19-03-59344	\$354.51		\$354.51
Lambson Mark	19-03-60462	\$55.63		\$55.63
Nissan Infinity LT	19-03-63586	\$409.92		\$409.92
USB Lesing LT	19-03-69317	\$53.00		\$53.00
Voorvaart John	19-03-69762	\$55.63		\$55.63
Youngstrom William	19-03-70737	\$31.35		\$31.35
Toyota Lease Trust (20 Veh)	various	\$5,170.61		\$5,170.61
Toyota Lease Trust (8 Veh)	various	\$3,455.79		\$3,455.79
<b>Total 2019</b>		<b>\$12,241.81</b>	<b>\$6.23</b>	<b>\$12,248.04</b>
<b>TOTAL 2018</b>		<b>\$305.61</b>	<b>\$0.00</b>	<b>\$305.61</b>
<b>TOTAL 2019</b>		<b>\$12,241.81</b>	<b>\$6.23</b>	<b>\$12,248.04</b>
<b>TOTAL ALL YEARS</b>		<b>\$12,547.42</b>	<b>\$6.23</b>	<b>\$12,553.65</b>



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Social Media Account Requests for the Sustainability Team and the Clean Energy Task Force

2. **Date of Board Meeting:** November 23, 2020

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

Maria E. Capriola, Town Manager; Thomas Roy, Director of Public Works; Cheri Calnan, Chair of Sustainability Team; Mark Scully, Clean Energy Task Force

*Maria E. Capriola*

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

If the Board of Selectmen supports establishing a Facebook account for each of these committees, of which Town staff liaison Thomas Roy will have oversight, the following motions are in order:

*Move, effective November 23, 2020, to approve the creation of a Simsbury Sustainability Team Facebook account to be used by the Committee to publicize their efforts, of which Town staff will have oversight.*

*Move, effective November 23, 2020, to approve the creation of a Simsbury Clean Energy Task Force Facebook account to be used by the Committee to publicize their efforts, of which Town staff will have oversight.*

5. **Summary of Submission:**

### Sustainability Team:

At the February 11, 2019 BOS meeting, the Board voted to participate in the Sustainable CT program. This program provides municipalities with a menu of coordinated, voluntary actions, to continually become more sustainable; provides resources and tools to assist municipalities in implementing sustainability actions and advancing their programs for the benefit of all residents; and certifies and recognizes municipalities for their ongoing sustainability achievements. Simsbury achieved Silver Certification with their first year submission in 2019.

Cheri Calnan is the Chair of the Sustainability Team and is requesting the ability to create a Facebook account to promote programs and events and share relevant content.

### Clean Energy Task Force:

The Simsbury Clean Energy Task Force was created by the Simsbury Board of Selectman in 2008. They assist the Town in meeting statewide clean energy and

efficiency goals as part of the Clean Energy Communities Program and provide advice to the BOS who work with town employees and community members to make Simsbury a cleaner and greener town.

Mark Scully is a member of the Committee. The Committee is requesting the ability to create a Facebook account to promote programs and events and share relevant content.

Pursuant to Section V(B) of the Social Media and Website Use Policy, social media accounts and websites established by elected and appointed bodies are subject to approval by the Board of Selectmen. Department Directors are responsible for managing the content and upkeep of the appointed body's social media accounts and websites they are assigned to by the Town Manager or his/her designee. In this case, Thomas Roy will be responsible for overseeing the content shared on the Facebook accounts.

**6. Financial Impact:**

Public Works staff time will be required to help support these initiatives.

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

a) Social Media and Website Use Policy, Adopted March 11, 2019



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

## **TOWN OF SIMSBURY SOCIAL MEDIA AND WEBSITE USE POLICY** *Adopted by the Simsbury Board of Selectmen on March 11, 2019*

### **I. Purpose**

The purpose of this policy is to provide standards and procedures for the establishment and appropriate use of Town of Simsbury social media and website accounts.

Social media and website accounts may serve as a mechanism for authorized Town employees and officials to disseminate information and communicate with members of the public regarding official town business and public service announcements. The Town recognizes that social media is an evolving communications tool with new resources constantly emerging and becoming available.

### **II. Applicability**

This policy applies to all Town employees, elected officials, and appointed officials, whether paid or unpaid, and covers the use of all Town information technology resources and online platforms.

### **III. Effective Date**

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

### **IV. Policy**

The Town of Simsbury's social media outlets and websites shall serve primarily to disseminate information from the Town and communicate with members of the public regarding official Town business. Examples include but are not limited to: Town meetings, public hearings, and information sessions; activities, events or programs sponsored or co-sponsored by the Town; Town programs, services, and projects; forms; fees; policies; and topical or seasonal Town issues. The Town's social media accounts are not intended to serve as public fora. The Town's official website ([www.simsbury-ct.gov](http://www.simsbury-ct.gov)), and any other domains owned by the Town, will remain the Town's primary method of internet communication.

### **V. Account Management**

**A. Town Departments.** Social media accounts and websites established by Town departments are subject to approval by the Town Manager or his/her designee. Department directors will be responsible for managing the content and upkeep of any social media accounts and websites they create. The Town Manager or his/her designee

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has the discretion and authority to edit, eliminate, disable, or suspend the use of social media accounts and websites by Town departments.

- B. Elected and Appointed Bodies.** Social media accounts and websites established by elected and appointed bodies are subject to approval by the Board of Selectmen. Department directors will be responsible for managing the content and upkeep of any elected and appointed bodies' social media accounts and websites they are assigned to by the Town Manager or his/her designee. The Board of Selectmen may eliminate, disable, or suspend the use of social media accounts and websites by elected and appointed bodies. In the event of an emergency or exigent circumstances, the Town Manager or his/her designee may eliminate, disable, or suspend the use of social media accounts and websites by elected and appointed bodies.
- C. Contact Information.** All of the Town's social media sites shall use the Town's authorized contact information for account setup, monitoring, and access. The Town's social media accounts do not belong to a specific person and access will be transferred by the Town to staff members responsible for managing content as appropriate.

## VI. Content Management

- A. Communicating an Official Town Position on Social Media.** Employees and advisory bodies are not authorized to take a policy position and speak on behalf of the Town through social media unless authorized by the Board of Selectmen; this is not intended to prohibit or restrict an appointed official from speaking on behalf of oneself on a personal social media account or website regarding a matter of Town business so long as it is disclosed that the individual is not speaking on behalf of the advisory body or Town.

Any social media account or website bearing the name of the Town of Simsbury, but that is not an official account or website of the Town, shall display a disclaimer indicating that it is not an official account or website of the Town.

- B. Conduct on Social Media.** All authorized persons managing content for the Town's social media sites shall conduct themselves at all times as professional representatives of the Town and in a manner consistent with the Town's policies.
- C. Content.** Social media content should include information from the Town regarding official Town business. Examples include, but are not limited to: Town meetings, public hearings, and information sessions; activities, events or programs sponsored or co-sponsored by the Town; Town programs, services, and projects; forms; fees; policies; and topical or seasonal Town issues.
  - i. Social media content should complement and be consistent with other established Town communication tools.
  - ii. Content should never include profane, foul, obscene, or other inappropriate language, photos, videos, or graphics.
  - iii. Content for an official Town social media account or website should be nonpartisan in nature, and users should not "share" any content that is partisan in nature. The Town's social media accounts should not "follow" any political entity, local business, or other special interest groups. This does not include not-

for-profit organizations, civic groups, or governmental agencies that serve Simsbury residents.

- D. Responses from the Town.** All authorized persons managing content should be aware that content posted by the public to social media sites may require a response from the Town. Users shall not provide lengthy responses or engage in debate through the social media forum. If comments provided by the public require a comprehensive response, those responses should be provided via private message, email, mail, or telephone.
  
- E. Public Records.** Content posted through the Town's social media accounts are subject to public records and record retention laws, rules, regulations and policies. Postings must not disclose information that may be confidential or exempt from disclosure under the Freedom of Information Act (FOIA). All content maintained in a social media format, including a list of subscribers and posted communication, may be a public record subject to public disclosure. Records should be retained in accordance with the relevant record retention laws.

## **VII. Violations of Policy**

Violations of this policy may be subject to discipline up to and including termination without lower levels of discipline having been issued depending on the nature and severity of the offense or offenses. Any discipline issued shall be in accordance with procedures outlined in the employees' relevant collective bargaining agreements or the Town Personnel Rules as applicable.

When it is determined that content has been posted that is not consistent with this policy, the Town Manager or his/her designee may authorize its immediate removal.



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Budget Status Report
2. **Date of Board Meeting:** November 23, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Amy Meriwether, Finance Director  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
No actions needed, this is an informational update.
5. **Summary of Submission:**

### General Fund Overview

As of September 30, 2020, revenues total \$51,947,110 or 51% of the budget. Insurance refunds totaling \$37,270 exceeded budgetary estimates of \$27,500 by \$9,770. Finance department revenues were less than the same period in the prior year by \$264,006. This is due to a significant decrease in the Town's interest income as a result of COVID-19. At present it does not appear the Town will meet the budgeted investment income of \$400,000. However, Building department and Town Clerk revenues are likely to exceed budgetary estimates.

As of September 30, 2020, expenditures total \$22,807,693 or 22% of budget. Expenditures are currently proceeding in accordance with budget. The Police department expenditures were less than the same period in the prior year by \$132,843. This is due to a decrease in payroll expenditures, a decrease in overtime expenditures and the timing of a large gasoline payment made in the prior year that has not been made as of yet in the current year.

### Capital Funds Overview

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

### Parks and Recreation (Simsbury Farms) Fund

Parks and Recreation fund revenues exceeded expenditures by \$139,714 as of September 30, 2020. Fund balance increased from \$62,833 to \$202,547.

Current year revenues were \$142,412 less than the same period in the prior year. This is due to a significant decrease in revenues from Special Programs and Day Camps that were either cancelled or reduced because of COVID-19.

Current year expenditures were \$13,507 less than the same period in the prior year. Complex Maintenance and Special Program expenditures decreased \$16,928 and \$92,763, respectively, as a result of the decreased camps and activities available during COVID-19. Golf expenditures increased by \$92,643 compared to the same period in the prior year. This is due to a large equipment purchase, increased pension contribution and the timing of a large gasoline payment made in the prior year that has not been made as of yet in the current year.

#### Health Insurance Fund

The Health Insurance Fund revenues exceeded expenditures by \$328,818 as of September 30, 2020. Fund balance increased from \$3,728,490 to \$4,057,309. Reserves as of September 30, 2020 totaled \$4,706,309, or 32% of expected claims. The Town's health insurance consultants recommend reserves at 20-25% of expected claims. As of result of COVID-19, many doctor's appointments and medical procedures need(ed) to be rescheduled. Staff will be monitoring claims closely to see if there will be an offsetting increase in the current year.

#### Sewer Use Fund

The Sewer Use Fund revenues exceeded expenditures by \$1,765,508 as of September 30, 2020. Fund balance increased from \$6,889,391 to \$8,654,900. This is mainly due to 83% of revenues being received while only 23% of expenditures have been incurred.

#### **6. Financial Impact:**

None

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

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

**Town of Simsbury**  
**General Fund**  
**Statement of Revenues**  
**For the Period Ended September 30, 2020**  
**With Comparative Totals For the Period Ended September 30, 2019**

	<b>2021 Budget</b>	<b>2021 Actual</b>	<b>Budget Variance</b>	<b>Percent of Budget</b>	<b>2020 Actuals</b>	<b>Variance</b>
General Government						
Tax Department	\$ 92,952,778	\$ 50,658,464	\$ (42,294,314)	54%	\$ 49,655,009	\$ 1,003,455
Building Department	504,000	286,145	(217,855)	57%	142,782	143,363
Finance Department	623,631	148,062	(475,569)	24%	412,068	(264,006)
Town Clerk	588,669	248,680	(339,989)	42%	196,733	51,947
Town Manager's Office	281,155	120,284	(160,871)	43%	120,003	281
Information Technology	168,983	34,557	(134,426)	20%	36,273	(1,716)
Land Use Commission	25,000	6,952	(18,048)	28%	5,528	1,424
Insurance Refunds	27,500	37,270	9,770	136%	59,423	(22,153)
Assessor's Office	5,800	-	(5,800)	0%	-	-
Total General Government	<u>95,177,516</u>	<u>51,540,414</u>	<u>(43,637,102)</u>	54%	<u>50,627,820</u>	<u>912,594</u>
Public Safety						
Police Department	194,564	31,554	(163,010)	16%	32,235	(681)
Animal Control	500	45	(455)	9%	135	(90)
Total Public Safety	<u>195,064</u>	<u>31,599</u>	<u>(163,465)</u>	16%	<u>32,370</u>	<u>(771)</u>
Public Works						
Engineering	20,050	-	(20,050)	0%	101	(101)
Eno Memorial Hall	7,000	-	(7,000)	0%	1,075	(1,075)
Highway Department	2,000	-	(2,000)	0%	-	-
Landfill	1,200	-	(1,200)	0%	520	(520)
Total Public Works	<u>30,250</u>	<u>-</u>	<u>(30,250)</u>	0%	<u>1,696</u>	<u>(1,696)</u>
Health & Welfare						
Elderly/Handicapped Transport	40,720	-	(40,720)	0%	-	-
Total Health & Welfare	<u>40,720</u>	<u>-</u>	<u>(40,720)</u>	0%	<u>-</u>	<u>-</u>
Culture & Recreation						
Parks & Recreation	224,499	44,833	(179,666)	20%	45,338	(505)
Library	16,740	176	(16,564)	1%	4,886	(4,710)
Community Gardens	2,500	-	(2,500)	0%	-	-
Miscellaneous	-	-	-	#DIV/0!	-	-
Memorial Pools & Fields	3,400	577	(2,824)	17%	2,291	(1,715)
Total Culture & Recreation	<u>247,139</u>	<u>45,586</u>	<u>(201,554)</u>	18%	<u>52,515</u>	<u>(6,929)</u>
Education						
Board of Education	6,426,589	10,244	(6,416,345)	0%	30,220	(19,977)
Total Education	<u>6,426,589</u>	<u>10,244</u>	<u>(6,416,345)</u>	0%	<u>30,220</u>	<u>(19,977)</u>
Intergovernmental						
Transfer In - Belden Trust	16,100	16,100	-	100%	7,000	9,100
Transfer In - Capital Project Funds	303,168	303,168	-	0%	-	303,168
Total Intergovernmental	<u>319,268</u>	<u>319,268</u>	<u>-</u>	100%	<u>7,000</u>	<u>312,268</u>
<b>Total Revenues</b>	<b>\$ 102,436,546</b>	<b>\$ 51,947,110</b>	<b>\$ (50,489,436)</b>	<b>51%</b>	<b>\$ 50,751,621</b>	<b>1,195,489</b>

**Town of Simsbury**  
**General Fund**  
**Statement of Expenditures**  
**For the Period Ended September 30, 2020**  
**With Comparative Totals For the Period Ended September 30, 2019**

	<b>2021</b>	<b>2021</b>	<b>Budget</b>	<b>Percent of</b>	<b>2020</b>	<b>Actuals</b>
	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>General Government</b>						
Town Manager's Office	\$ 486,444	\$ 103,248	\$ (383,196)	21%	\$ 108,272	\$ (5,024)
Planning Department	371,788	68,009	(303,779)	18%	75,976	(7,967)
Finance Department	416,887	95,648	(321,239)	23%	74,274	21,374
Information Technology	343,282	79,414	(263,868)	23%	62,777	16,637
Building Department	287,666	57,949	(229,717)	20%	68,697	(10,748)
Assessor's Office	298,020	56,366	(241,654)	19%	67,762	(11,396)
Town Clerk	240,183	54,769	(185,414)	23%	50,767	4,003
Tax Department	186,927	58,834	(128,093)	31%	57,509	1,325
Legal Services	151,000	40,951	(110,049)	27%	42,087	(1,137)
Elections Administration	132,100	37,589	(94,511)	28%	16,615	20,974
Community Services	129,252	63,552	(65,700)	49%	77,104	(13,552)
Administrative Services	109,236	28,599	(80,637)	26%	21,502	7,097
Board of Finance	45,835	15,887	(29,948)	35%	15,587	300
Economic Development Commission	50,650	50,000	(650)	99%	45,000	5,000
Land Use Commission	20,200	9,513	(10,687)	47%	1,374	8,139
Regional Probate Court	9,502	-	(9,502)	0%	-	-
Public Buildings Commission	1,625	606	(1,019)	37%	355	251
Tourism Commission	500	-	(500)	0%	-	-
<b>Total General Government</b>	<b>3,281,097</b>	<b>820,934</b>	<b>(2,460,163)</b>	<b>25%</b>	<b>785,657</b>	<b>35,277</b>
<b>Public Safety</b>						
Police Department	4,923,162	1,111,311	(3,811,851)	23%	1,244,155	(132,843)
Dispatch	560,427	111,014	(449,413)	20%	110,738	276
Animal Control	75,376	18,165	(57,211)	24%	19,318	(1,153)
Emergency Management	6,685	-	(6,685)	0%	-	-
<b>Total Public Safety</b>	<b>5,565,650</b>	<b>1,240,490</b>	<b>(4,325,160)</b>	<b>22%</b>	<b>1,374,211</b>	<b>(133,720)</b>
<b>Public Works</b>						
Highway Department	3,055,180	855,432	(2,199,748)	28%	845,541	9,891
Buildings & Maintenance	504,088	104,681	(399,407)	21%	106,251	(1,570)
Engineering	286,290	70,435	(215,855)	25%	42,863	27,572
Public Works Administration	290,377	60,742	(229,635)	21%	59,152	1,589
Town Office Buildings	149,408	30,799	(118,609)	21%	24,022	6,776
Library	144,460	21,607	(122,853)	15%	30,458	(8,852)
Eno Memorial Hall	78,975	7,189	(71,786)	9%	9,291	(2,102)
Landfill	69,000	4,601	(64,399)	7%	72	4,529
Other Buildings	28,990	1,897	(27,093)	7%	3,429	(1,532)
<b>Total Public Works</b>	<b>4,606,768</b>	<b>1,157,382</b>	<b>(3,449,386)</b>	<b>25%</b>	<b>1,121,081</b>	<b>36,302</b>
<b>Health &amp; Welfare</b>						
Social Service Administration	299,232	64,086	(235,146)	21%	64,945	(860)
Transportation Services	162,670	21,226	(141,444)	13%	21,566	(341)
Senior Center Services	150,927	25,406	(125,521)	17%	35,496	(10,091)
Health Department	162,364	81,182	(81,182)	50%	75,480	5,702
<b>Total Health &amp; Welfare</b>	<b>775,193</b>	<b>191,899</b>	<b>(583,294)</b>	<b>25%</b>	<b>197,488</b>	<b>(5,589)</b>
<b>Culture &amp; Recreation</b>						
Library	1,546,172	374,339	(1,171,833)	24%	351,543	22,795
Parks & Open Space	853,962	174,478	(679,484)	20%	178,296	(3,818)
Memorial Pool	66,934	43,097	(23,837)	64%	41,605	1,492
Recreation Administration	55,010	11,699	(43,311)	21%	12,106	(408)
Memorial Field	33,900	7,922	(25,978)	23%	4,680	3,242
Beautification Committee	4,800	(39)	(4,839)	-1%	271	(311)
<b>Total Culture &amp; Recreation</b>	<b>2,560,778</b>	<b>611,495</b>	<b>(1,949,283)</b>	<b>24%</b>	<b>588,502</b>	<b>22,993</b>

**Town of Simsbury  
General Fund  
Statement of Expenditures  
For the Period Ended September 30, 2020  
With Comparative Totals For the Period Ended September 30, 2019**

	<u>2021 Budget</u>	<u>2021 Actual</u>	<u>Budget Variance</u>	<u>Percent of Budget</u>	<u>2020 Actual</u>	<u>Actuals Variance</u>
Education						
Board of Education	72,860,444	13,710,581	(59,149,863)	19%	13,110,141	600,440
Total Education	<u>72,860,444</u>	<u>13,710,581</u>	<u>(59,149,863)</u>	<u>19%</u>	<u>13,110,141</u>	<u>600,440</u>
Intergovernmental						
Employee Benefits	5,960,720	2,707,870	(3,252,850)	45%	2,421,373	286,497
Transfer Out - Capital Projects		-	-	#DIV/0!	710,000	(710,000)
Transfer Out - Health Insurance Fund		-	-	#DIV/0!	850,000	-
Liability Insurance	464,620	283,696	(180,925)	61%	277,864	5,832
Transfer Out - Simsbury Farms	185,000	185,000	-	100%	180,000	5,000
Transfer Out - 350th Special Revenue Fund		-	-	#DIV/0!	-	-
Transfer Out - MSP Senior Fund	10,480	10,480	-	100%	-	10,480
Transfer Out - Youth Service Bureau	8,000	8,000	-	100%	-	8,000
Transfer Out - Athletics Field	2,250	2,250	-	100%	-	2,250
Contingency Reserve	172,331	-	(172,331)	0%	-	-
Transfer Out - CNR 2016		-	-	#DIV/0!	83,250	(83,250)
Transfer Out - CNR 2019	83,250	83,250	-	100%	83,250	-
Transfer Out - CNR 2020	83,250	83,250	-	100%	208,340	(125,090)
Transfer Out - CNR 2021	193,700	193,700	-	100%	-	193,700
Transfer Out - CNR 2018	83,250	83,250	-	100%	83,250	-
Transfer Out - CNR 2017	68,300	68,300	-	100%	68,300	-
Total Intergovernmental	<u>7,315,151</u>	<u>3,709,046</u>	<u>(3,606,105)</u>	<u>51%</u>	<u>4,965,626</u>	<u>(406,581)</u>
Debt Service						
Principal	4,315,000	1,125,000	(3,190,000)	26%	1,595,000	(470,000)
Interest	1,156,465	240,865	(915,600)	21%	108,100	132,765
Total Debt Service	<u>5,471,465</u>	<u>1,365,865</u>	<u>(4,105,600)</u>	<u>25%</u>	<u>1,703,100</u>	<u>(337,235)</u>
<b>Total Expenditures</b>	<b><u>\$ 102,436,546</u></b>	<b><u>\$ 22,807,693</u></b>	<b><u>\$ (79,628,853)</u></b>	<b><u>22%</u></b>	<b><u>\$ 23,845,806</u></b>	<b><u>\$ (188,113)</u></b>

**Town of Simsbury**  
**Simsbury Farms**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ended September 30, 2020**  
**With Comparative Totals for the Period Ended September 30, 2019**

	<u>2021 Budget</u>	<u>2021 Actual</u>	<u>2020 Actual</u>	<u>Actuals Variance</u>
<b>Revenues</b>				
Recreation Programs				
Special Programs	\$ 320,961	68,300	\$ 166,376	\$ (98,077)
Day Camps	183,620	79,838	118,394	(38,556)
Miscellaneous	5,000	-	18	(18)
Total Recreation Programs	<u>509,581</u>	<u>148,138</u>	<u>284,787</u>	<u>(136,650)</u>
Simsbury Farms Complex				
Skating	220,000	525	5,770	(5,245)
Simsbury Farms Pools	226,979	39,361	85,172	(45,811)
Vending	24,500	4,172	12,980	(8,808)
Court Rental	22,500	-	40	(40)
Apple Barn Rental	4,500	-	720	(720)
Total Simsbury Farms Complex	<u>498,479</u>	<u>44,058</u>	<u>104,681</u>	<u>(60,623)</u>
Golf Course				
Golf Course Fees	914,500	444,483	383,357	61,126
Golf Surcharge	59,000	31,568	24,283	7,285
Restaurant	26,500	-	18,550	(18,550)
Total Golf Course	<u>1,000,000</u>	<u>476,051</u>	<u>426,190</u>	<u>49,861</u>
Intergovernmental				
Transfer In - General Fund	185,000	185,000	180,000	5,000
Total Intergovernmental	<u>185,000</u>	<u>185,000</u>	<u>180,000</u>	<u>5,000</u>
<b>Total Revenues</b>	<b><u>2,193,060</u></b>	<b><u>853,247</u></b>	<b><u>995,659</u></b>	<b><u>(142,412)</u></b>
<b>Expenditures</b>				
Golf Course	1,001,872	387,492	294,849	92,643
Simsbury Farms Complex	518,759	177,030	193,958	(16,928)
Special Programs	367,816	88,559	181,323	(92,763)
Simsbury Farms Administration	249,334	60,451	56,910	3,541
<b>Total Expenditures</b>	<b><u>2,137,781</u></b>	<b><u>713,533</u></b>	<b><u>727,040</u></b>	<b><u>(13,507)</u></b>
<b>Net Change in Fund Balance</b>	<b>55,279</b>	<b>139,714</b>	<b>268,619</b>	
Fund Balance - 7/1	<u>62,833</u>	<u>62,833</u>	<u>68,830</u>	
Fund Balance - 9/30	\$ <u><u>118,112</u></u>	\$ <u><u>202,547</u></u>	\$ <u><u>337,449</u></u>	
Fund Balance Breakdown:				
Designated for Golf		92,260	77,484	
Unassigned		110,287	259,965	

**Town of Simsbury**  
**Health Insurance Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ended September 30, 2020**  
**With Comparative Totals For the Period Ended Septembert 30, 2019**

	<u>2021</u> <u>Budget</u>	<u>2021</u> <u>Actual</u>	<u>Budget</u> <u>Variance</u>	<u>2020</u> <u>Actual</u>	<u>Actuals</u> <u>Variance</u>
<b>Revenues</b>					
Premiums	\$ 15,337,596	3,749,429	\$ (11,588,167)	\$ 3,699,601	\$ 49,828
H.S.A Funding	604,000	312,517	(291,483)	283,000	29,517
Rx Reimbursement	484,243	-	(484,243)	-	-
Insurance Refunds	-	64,689	64,689	-	64,689
Interest on Investments	-	-	-	-	-
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<b><u>16,425,839</u></b>	<b><u>4,126,635</u></b>	<b><u>(12,299,204)</u></b>	<b><u>3,982,601</u></b>	<b><u>144,034</u></b>
<b>Expenditures</b>					
Claims	14,768,298	3,168,897	(11,599,401)	3,070,080	98,817
H.S.A Funding	604,000	312,517	(291,483)	283,000	29,517
ASO Fees/Admin Fees	451,969	117,904	(334,065)	117,500	404
Stop Loss Insurance	601,200	198,499	(402,701)	123,480	75,019
<b>Total Expenditures</b>	<b><u>16,425,467</u></b>	<b><u>3,797,816</u></b>	<b><u>(12,627,651)</u></b>	<b><u>3,594,060</u></b>	<b><u>203,757</u></b>
<b>Operating Transfers</b>					
Transfer In	-	-	-	850,000	(850,000)
<b>Total Operating Transfers</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>850,000</u></b>	<b><u>(850,000)</u></b>
<b>Net Change in Fund Balance</b>	<b>372</b>	<b>328,818</b>	<b>328,446</b>	<b>1,238,541</b>	<b>(909,723)</b>
<b>Fund Balance - 7/1</b>	<b><u>3,728,490</u></b>	<b><u>3,728,490</u></b>		<b><u>1,482,407</u></b>	
<b>Fund Balance - 9/30</b>	<b><u>\$ 3,728,862</u></b>	<b><u>\$ 4,057,309</u></b>		<b><u>\$ 2,720,948</u></b>	
IBNR Liability Balance	649,000	649,000		719,517	
Fund Balance	3,728,862	4,057,309		2,720,948	
<b>Total Reserve</b>	<b><u>4,377,862</u></b>	<b><u>4,706,309</u></b>		<b><u>3,440,465</u></b>	

**Town of Simsbury**  
**Residential Rental Property Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ended September 30, 2020**  
**With Comparative Totals For the Period Ended September 30, 2019**

	<u>2021</u> <u>Budget</u>	<u>2021</u> <u>Actual</u>	<u>Budget</u> <u>Variance</u>	<u>2020</u> <u>Actual</u>	<u>Actuals</u> <u>Variance</u>
<b>Revenues</b>					
Rental Income	\$ 67,940	18,890	\$ (49,050)	\$ 17,625	\$ 1,265
<b>Total Revenues</b>	<b>67,940</b>	<b>18,890</b>	<b>(49,050)</b>	<b>17,625</b>	<b>1,265</b>
<b>Expenditures</b>					
Operating					
Contractual Services	15,450	-	(15,450)	-	-
Facilities Maintenance	1,800	-	(1,800)	(210)	210
Building Improvements	15,000	(1,710)	(16,710)	217	(1,927)
Water Charges	1,250	246	(1,004)	-	246
Sewer Use Fees	1,100	4,950	3,850	968	3,982
Equipment Maintenance	1,250	293	(957)	-	293
Electric	1,000	-	(1,000)	-	-
Building Supplies	500	-	(500)	-	-
Total Operating	<u>37,350</u>	<u>3,779</u>	<u>(33,571)</u>	<u>975</u>	<u>2,805</u>
Debt Service					
Principal	8,192	4,096	(4,096)	2,015	2,081
Interest	330	165	(165)	115	49
Total Debt Service	<u>8,522</u>	<u>4,261</u>	<u>(4,261)</u>	<u>2,131</u>	<u>2,131</u>
<b>Total Expenditures</b>	<b>45,872</b>	<b>8,040</b>	<b>(37,832)</b>	<b>3,105</b>	<b>4,935</b>
<b>Net Change in Fund Balance</b>	<b>22,068</b>	<b>10,850</b>	<b>(11,218)</b>	<b>14,520</b>	<b>(3,670)</b>
<b>Fund Balance - 7/1</b>	<b>357,738</b>	<b>357,738</b>		<b>340,995</b>	
<b>Fund Balance - 9/30</b>	<b>\$ 379,806</b>	<b>\$ 368,588</b>		<b>\$ 355,514</b>	

**Town of Simsbury**  
**Sewer Use Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ended September 30, 2020**  
**With Comparative Totals For the Period Ended September 30, 2019**

	<u>2021</u> <u>Budget</u>	<u>2021</u> <u>Actual</u>	<u>Budget</u> <u>Variance</u>	<u>Percent of</u> <u>Budget</u>	<u>2020</u> <u>Actual</u>	<u>Actuals</u> <u>Variance</u>
<b>Revenues</b>						
Assessments	\$ 2,645,997	2,627,963	\$ (18,034)	99%	\$ 2,571,033	\$ 56,931
WPCA Fees	505,903	275,293	(230,610)	54%	166,565	108,728
Intergovernmental Revenues	409,927	102,482	(307,445)	25%	102,482	-
Interest & Liens	22,212	1,980	(20,232)	9%	6,386	(4,406)
Miscellaneous Grant	22,000	-	(22,000)	0%	50,325	(50,325)
Interest on Investments	7,997	1,986	(6,011)	25%	11,992	(10,006)
Miscellaneous			-	0%	294	(294)
<b>Total Revenues</b>	<b><u>3,614,036</u></b>	<b><u>3,009,704</u></b>	<b><u>(604,332)</u></b>	<b><u>83%</u></b>	<b><u>2,909,075</u></b>	<b><u>100,629</u></b>
<b>Expenditures</b>						
<b>Operating</b>						
Salaries & Wages	916,949	188,398	(728,551)	21%	172,130	16,269
Utilities	580,412	70,951	(509,461)	12%	36,480	34,471
Benefits	506,046	217,586	(288,460)	43%	179,237	38,350
Supplies	132,290	43,356	(88,934)	33%	8,830	34,527
Public Agency Support	115,000	-	(115,000)	0%	114,483	(114,483)
Machinery & Equipment	88,500	173	(88,327)	0%	66	107
Program Services	71,022	26,367	(44,655)	37%	9,697	16,670
Consultant	48,000	48	(47,952)	0%	629	(581)
Sewer Extensions	32,000	-	(32,000)	0%	-	-
Equipment & Vehicle Maintenance	30,240	4,842	(25,398)	16%	309	4,533
Insurance	37,170	-	(37,170)	0%	-	-
Facilities Maintenance	17,400	991	(16,409)	6%	4,929	(3,938)
Travel & Conferences	6,565	-	(6,565)	0%	50	(50)
Dues & Subscriptions	1,620	180	(1,440)	11%		180
Total Operating	<u>2,583,214</u>	<u>552,894</u>	<u>(2,028,880)</u>	<u>21%</u>	<u>526,840</u>	<u>26,054</u>
<b>Debt Service</b>						
Principal	1,104,654	274,097	(830,557)	25%	268,674	5,423
Interest	160,553	42,204	(118,349)	26%	47,627	(5,423)
Total Debt Service	<u>1,265,207</u>	<u>316,302</u>	<u>-</u>	<u>25%</u>	<u>316,302</u>	<u>0</u>
<b>Total Expenditures</b>	<b><u>3,848,421</u></b>	<b><u>869,196</u></b>	<b><u>(2,979,225)</u></b>	<b><u>23%</u></b>	<b><u>843,142</u></b>	<b><u>26,054</u></b>
<b>Operating Transfers</b>						
Transfers In		-	-	0%		-
Transfers Out	<u>(375,000)</u>	<u>(375,000)</u>	<u>-</u>	<u>0%</u>	<u>(350,000)</u>	<u>(25,000)</u>
Total Operating Transfers	<u>(375,000)</u>	<u>(375,000)</u>	<u>-</u>	<u>0%</u>	<u>(350,000)</u>	<u>(25,000)</u>
<b>Net Change in Fund Balance</b>	<b>(609,385)</b>	<b>1,765,508</b>	<b>2,374,893</b>		<b>1,715,933</b>	
<b>Fund Balance - 7/1</b>	<b><u>6,889,391</u></b>	<b><u>6,889,391</u></b>			<b><u>6,406,503</u></b>	
<b>Fund Balance - 9/30</b>	<b><u>\$ 6,280,006</u></b>	<b><u>\$ 8,654,900</u></b>			<b><u>\$ 8,122,436</u></b>	

**Town of Simsbury**  
**Sewer Assessment Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ended September 30, 2020**  
**With Comparative Totals for the Period Ended September 30, 2019**

	<u>2021</u>	<u>2020</u>	<u>Variance</u>
	<u>Actual</u>	<u>Actual</u>	
<b>Revenues</b>			
Assessments	\$ 8,949	\$ 7,969	\$ (981)
Interest & Liens	155	6,786	6,630
Interest on Investments	453	5,372	4,919
<b>Total Revenues</b>	<u>9,558</u>	<u>20,126</u>	<u>10,568</u>
<b>Expenditures</b>	-	-	-
<b>Net Change in Fund Balance</b>	9,558	20,126	10,568
<b>Fund Balance - 7/1</b>	<u>1,413,693</u>	<u>1,146,957</u>	
<b>Fund Balance - 9/30</b>	<u>\$ 1,423,251</u>	<u>\$ 1,167,083</u>	

**Town of Simsbury**  
**Special Revenue Funds**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ended September 30, 2020**

	<u>Library Programs</u>	<u>Police Community Services</u>	<u>Narcotics Task Force</u>	<u>D.A.R.E. Program</u>
<b>Revenues</b>				
Grants	\$ -	\$ 4,139	\$ -	\$ -
Donations	610	317	-	-
Intergovernmental Revenues	-	-	938	-
Charges for Services	-	-	-	-
Interest on Investments	-	-	-	-
Miscellaneous	-	450	-	-
<b>Total Revenues</b>	<b><u>610</u></b>	<b><u>4,906</u></b>	<b><u>938</u></b>	<b><u>-</u></b>
<b>Expenditures</b>				
Contractual Services	-	-	-	-
Supplies & Materials	799	(151)	-	-
Program Services	-	525	-	-
Facilities Maintenance	-	-	-	-
Utilities	-	-	-	-
Public Agency Support	-	-	-	-
Machinery & Equipment	-	-	-	-
<b>Total Expenditures</b>	<b><u>799</u></b>	<b><u>374</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b>Net Change in Fund Balance</b>	<b>(189)</b>	<b>4,532</b>	<b>938</b>	<b>-</b>
<b>Fund Balance - 7/1</b>	<b><u>74,948</u></b>	<b><u>44,667</u></b>	<b><u>16,237</u></b>	<b><u>1,243</u></b>
<b>Fund Balance - 9/30</b>	<b><u>\$ 74,759</u></b>	<b><u>\$ 49,199</u></b>	<b><u>\$ 17,175</u></b>	<b><u>\$ 1,243</u></b>

**Town of Simsbury**  
**Special Revenue Funds**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ended September 30, 2020**

	<u>Police Block Grant</u>	<u>Police Vehicles</u>	<u>Police Special Duty</u>	<u>Social Services Programs</u>
<b>Revenues</b>				
Grants	\$ -	\$ -	\$ -	\$ -
Donations	-	-	-	15,194
Intergovernmental Revenues	-	-	-	-
Charges for Services	-	-	119,548	-
Interest on Investments	-	-	-	-
Miscellaneous	-	-	-	-
<b>Total Revenues</b>	<u>-</u>	<u>-</u>	<u>119,548</u>	<u>15,194</u>
<b>Expenditures</b>				
Contractual Services	-	-	-	-
Supplies & Materials	-	-	-	11,433
Program Services	-	-	112,833	29,327
Facilities Maintenance	-	-	-	-
Utilities	-	-	-	-
Public Agency Support	-	-	-	-
Machinery & Equipment	-	-	-	-
<b>Total Expenditures</b>	<u>-</u>	<u>-</u>	<u>112,833</u>	<u>40,760</u>
<b>Net Change in Fund Balance</b>	-	-	6,715	(25,566)
<b>Fund Balance - 7/1</b>	<u>9,704</u>	<u>64,632</u>	<u>151,328</u>	<u>153,874</u>
<b>Fund Balance - 9/30</b>	<u>\$ 9,704</u>	<u>\$ 64,632</u>	<u>\$ 158,043</u>	<u>\$ 128,308</u>

**Town of Simsbury**  
**Special Revenue Funds**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ended September 30, 2020**

	<u>Community Development Grant</u>	<u>Town Aid Road</u>	<u>Preservation of Historic Documents</u>	<u>Town Clerk LOCIP</u>
<b>Revenues</b>				
Grants	\$ -	\$ 186,744	\$ -	\$ -
Donations	-	-	-	-
Intergovernmental Revenues	-	-	-	-
Charges for Services	-	-	10,590	2,205
Interest on Investments	-	-	-	-
Miscellaneous	-	-	-	-
<b>Total Revenues</b>	<u>-</u>	<u>186,744</u>	<u>10,590</u>	<u>2,205</u>
<b>Expenditures</b>				
Contractual Services	-	-	-	-
Supplies & Materials	-	-	-	-
Program Services	-	-	3,920	-
Facilities Maintenance	-	-	-	-
Utilities	-	-	-	-
Public Agency Support	-	-	-	-
Machinery & Equipment	-	-	-	-
<b>Total Expenditures</b>	<u>-</u>	<u>-</u>	<u>3,920</u>	<u>-</u>
<b>Net Change in Fund Balance</b>	-	186,744	6,670	2,205
<b>Fund Balance - 7/1</b>	<u>234,142</u>	<u>853,533</u>	<u>14,399</u>	<u>51,436</u>
<b>Fund Balance - 9/30</b>	<u>\$ 234,142</u>	<u>\$ 1,040,277</u>	<u>\$ 21,069</u>	<u>\$ 53,641</u>

**Town of Simsbury**  
**Special Revenue Funds**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ended September 30, 2020**

	<u>Expanded Dial-A-Ride</u>	<u>Incentive Housing</u>	<u>Dog Park</u>	<u>Regional Probate</u>
<b>Revenues</b>				
Grants	\$ -	\$ -	\$ -	\$ -
Donations	-	-	-	-
Intergovernmental Revenues	-	-	-	-
Charges for Services	655	-	-	-
Interest on Investments	-	-	-	-
Miscellaneous	-	-	-	-
<b>Total Revenues</b>	<u>655</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Contractual Services	1,088	-	-	-
Supplies & Materials	205	-	-	3,417
Program Services	-	-	-	-
Facilities Maintenance	-	-	-	-
Utilities	-	-	-	-
Public Agency Support	-	-	-	-
Machinery & Equipment	-	-	-	-
<b>Total Expenditures</b>	<u>1,293</u>	<u>-</u>	<u>-</u>	<u>3,417</u>
<b>Net Change in Fund Balance</b>	<b>(638)</b>	<b>-</b>	<b>-</b>	<b>(3,417)</b>
<b>Fund Balance - 7/1</b>	<u>87,579</u>	<u>8,826</u>	<u>3,748</u>	<u>26,164</u>
<b>Fund Balance - 9/30</b>	<u>\$ 86,941</u>	<u>\$ 8,826</u>	<u>\$ 3,748</u>	<u>\$ 22,747</u>

**Town of Simsbury  
Special Revenue Funds  
Revenues, Expenditures and Changes in Fund Balance  
For the Period Ended September 30, 2020**

	<u>Clean Energy Task Force</u>	<u>Simsbury Celebrates</u>	<u>Field Recreation</u>	<u>Simsbury Try-Athlon</u>
<b>Revenues</b>				
Grants	\$ -	\$ -	\$ -	\$ -
Donations	-	100	-	-
Intergovernmental Revenues	-	-	-	-
Charges for Services	-	-	-	-
Interest on Investments	-	-	-	-
Miscellaneous	-	-	-	-
<b>Total Revenues</b>	<u>-</u>	<u>100</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Contractual Services	-	890	-	-
Supplies & Materials	-	-	-	-
Program Services	-	-	-	-
Facilities Maintenance	-	-	-	-
Utilities	-	-	1,387	-
Public Agency Support	-	-	-	-
Machinery & Equipment	-	-	2,932	-
<b>Total Expenditures</b>	<u>-</u>	<u>890</u>	<u>4,319</u>	<u>-</u>
<b>Net Change in Fund Balance</b>	-	(790)	(4,319)	-
<b>Fund Balance - 7/1</b>	<u>6,715</u>	<u>6,875</u>	<u>7,011</u>	<u>12,887</u>
<b>Fund Balance - 9/30</b>	<u>\$ 6,715</u>	<u>\$ 6,085</u>	<u>\$ 2,693</u>	<u>\$ 12,887</u>

**Town of Simsbury**  
**Special Revenue Funds**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ended September 30, 2020**

	<u>MSP</u> <u>Senior Center</u>	<u>Youth</u> <u>Service</u> <u>Bureau</u>	<u>Simsbury</u> <u>350th</u>
<b>Revenues</b>			
Grants	\$ -	\$ 4,889	\$ -
Donations	7,050	-	1,800
Intergovernmental Revenues	-	-	-
Charges for Services	-	-	2,492
Interest on Investments	-	-	-
Miscellaneous	-	-	-
	<hr/>	<hr/>	<hr/>
<b>Total Revenues</b>	<b>7,050</b>	<b>4,889</b>	<b>4,292</b>
<b>Expenditures</b>			
Contractual Services	-	-	8,922
Supplies & Materials	-	550	264
Program Services	6,668	-	-
Facilities Maintenance	-	-	-
Utilities	-	-	-
Public Agency Support	-	-	-
Machinery & Equipment	-	-	-
	<hr/>	<hr/>	<hr/>
<b>Total Expenditures</b>	<b>6,668</b>	<b>550</b>	<b>9,186</b>
<b>Net Change in Fund Balance</b>	<b>382</b>	<b>4,339</b>	<b>(4,894)</b>
<b>Fund Balance - 7/1</b>	<b>24,276</b>	<b>2,585</b>	<b>52,747</b>
	<hr/>	<hr/>	<hr/>
<b>Fund Balance - 9/30</b>	<b>\$ 24,658</b>	<b>\$ 6,924</b>	<b>\$ 47,853</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**Town of Simsbury**  
**Trust Funds**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ended September 30, 2020**

	<b>Eno Wood Trust</b>	<b>Horace Belden Trust</b>	<b>Julia Darling Trust</b>	<b>Kate Southwell Trust</b>	<b>Ellsworth Trust</b>
<b>Revenues</b>					
Trust Distributions	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	-	-	-	-	10
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10</b>
<b>Expenditures</b>					
Salaries & Benefits	-	-	-	-	-
Program Services	-	-	500	169	1,497
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>169</b>	<b>1,497</b>
<b>Operating Transfers</b>					
Transfers Out	-	-	-	-	-
<b>Total Operating Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Change in Fund Balance</b>	<b>-</b>	<b>-</b>	<b>(500)</b>	<b>(169)</b>	<b>(1,487)</b>
<b>Fund Balance - 7/1</b>	<b>115,927</b>	<b>(746)</b>	<b>12,573</b>	<b>34,353</b>	<b>23,444</b>
<b>Fund Balance - 9/30</b>	<b>\$ 115,927</b>	<b>\$ (746)</b>	<b>\$ 12,073</b>	<b>\$ 34,184</b>	<b>\$ 21,957</b>

**Town of Simsbury**  
**Pension Trust Funds**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ended September 30, 2020**

	<u>General Government</u>	<u>Police</u>	<u>Board of Education</u>	<u>OPEB</u>
<b>Revenues</b>				
Contributions	\$ 1,345,884	\$ 875,402	\$ 1,375,982	\$ 260,942
Interest & Dividends	104,911	76,517	105,907	51,197
Change in Market Value	1,286,297	927,479	1,320,896	883,854
<b>Total Revenues</b>	<b><u>2,737,092</u></b>	<b><u>1,879,398</u></b>	<b><u>2,802,784</u></b>	<b><u>1,195,994</u></b>
<b>Expenditures</b>				
Retiree Payments	508,725	334,947	444,446	-
Admin Expenses	11,661	6,967	18,755	27,500
Custodian Fees	4,349	4,349	4,349	-
<b>Total Expenditures</b>	<b><u>524,734</u></b>	<b><u>346,263</u></b>	<b><u>467,551</u></b>	<b><u>27,500</u></b>
<b>Net Change in Fund Balance</b>	<b>2,212,358</b>	<b>1,533,135</b>	<b>2,335,234</b>	<b>1,168,494</b>
<b>Fund Balance - 7/1</b>	<b><u>24,914,721</u></b>	<b><u>18,037,159</u></b>	<b><u>\$ 24,372,129</u></b>	<b><u>\$ 17,712,214</u></b>
<b>Fund Balance - 9/30</b>	<b><u>\$ 27,127,079</u></b>	<b><u>\$ 19,570,294</u></b>	<b><u>\$ 26,707,363</u></b>	<b><u>\$ 18,880,708</u></b>

**Town of Simsbury  
Capital Project Fund  
Schedule of Expenditures Compared with Appropriations  
For the Period Ended September 30, 2020**

Inception Year	Expected Completion	Project	Appropriations			Expenditures			Encumbrances Sept 30, 2020	Uncommitted Balance Sept 30, 2020
			Balance June 30, 2020	Current Year	Balance Sept 30, 2020	Balance June 30, 2020	Current Year	Balance Sept 30, 2020		
<b>Sewer Fund Projects</b>										
FY10	2021	Project 2010 - Woodland Street Upgrade	\$ 260,000.00	\$ -	\$ 260,000.00	\$ 243,810.11	\$ -	\$ 243,810.11	\$ -	\$ 16,189.89
FY16	2021	Sewer Main Ext - Woodland Street Upgrade	371,000.00	-	371,000.00	281,284.47	-	281,284.47	-	89,715.53
FY18	March 2021	36 Drake Hill Rd Dike Analysis	75,000.00	-	75,000.00	-	-	-	-	75,000.00
FY18	March 2021	Phosphorus Removal Analysis	150,000.00	-	150,000.00	-	12,578.00	12,578.00	121,877.00	15,545.00
FY18	March 2021	WPC Plan update	100,000.00	-	100,000.00	5,651.00	-	5,651.00	-	94,349.00
FY19	December 2020	Jet/Flush Truck	175,000.00	-	175,000.00	-	-	-	154,479.00	20,521.00
FY19	December 2020	Primary Clarifier	75,000.00	-	75,000.00	18,046.03	-	18,046.03	-	56,953.97
FY20	December 2020	Plant Logic Controllers	250,000.00	-	250,000.00	80,059.00	-	80,059.00	6,695.41	163,245.59
FY21	June 2020	Sec Clarifier Weir Covers	-	275,000.00	275,000.00	-	-	-	-	275,000.00
<b>Town Projects</b>										
FY13	On Going	Town Security Measures	77,600.00	-	77,600.00	52,908.51	-	52,908.51	-	24,691.49
FY14	June 2021	Open Space - Betty Hudson Property	275,000.00	-	275,000.00	253,908.82	19,217.08	273,125.90	3,170.82	(1,296.72)
FY14	Completed	Senior/Community Center Design	321,698.56	-	321,698.56	163,595.68	-	163,595.68	-	158,102.88
FY15	August 2020	Bridge Improvements (Design-FY15)	115,000.00	-	115,000.00	76,517.49	(7,040.00)	69,477.49	7,040.00	38,482.51
FY15	August 2020	Technology Infrastructure	635,395.17	-	635,395.17	544,783.52	-	544,783.52	-	90,611.65
FY16	July 2020	Weatogue Planning Route 10 and Code Prep	57,000.00	-	57,000.00	6,000.00	5,077.96	11,077.96	21,462.04	24,460.00
FY16	July 2020	Town Hall Site and Safety Improvements	45,000.00	-	45,000.00	13,620.31	-	13,620.31	-	31,379.69
FY16	June 2021	Project Planning Fund	28,000.00	-	28,000.00	21,300.00	(4,431.77)	16,868.23	-	11,131.77
FY17	December 2023	Multi-Use Connections & Master Plan Updates	1,160,000.00	-	1,160,000.00	168,916.02	(1,511.25)	167,404.77	20,490.52	972,104.71
FY17/FY18	July 2020	Open Space Planning Improvements	705,410.00	-	705,410.00	675,519.39	782.92	676,302.31	9,429.18	19,678.51
FY17/FY18	December 2020	Dam Evaluations and Repairs	220,000.00	-	220,000.00	142,856.67	-	142,856.67	-	77,143.33
FY17	Completed	Public Works Complex Infrastructure Improvements	700,000.00	-	700,000.00	671,054.15	1,575.00	672,629.15	29,463.49	(2,092.64)
FY17	December 2020	Town Hall Site and Safety Improvements	385,000.00	-	385,000.00	24,072.74	-	24,072.74	23,600.00	337,327.26
FY17	December 2020	Land Use Studies	92,500.00	-	92,500.00	19,245.83	-	19,245.83	-	73,254.17
FY17	Completed	Storage Building	65,000.00	-	65,000.00	36,646.64	-	36,646.64	-	28,353.36
FY18	December 2020	Street Lighting Purchase / Lighting Improvements	400,000.00	-	400,000.00	17,829.11	(1,573.50)	16,255.61	9,299.18	374,445.21
FY18	Completed	Cold Storage Facility	380,000.00	-	380,000.00	384,612.06	-	384,612.06	-	(4,612.06)
FY18	June 2021	Town Facilities Master Plan	400,000.00	-	400,000.00	45,494.96	44,062.50	89,557.46	136,687.50	173,755.04
FY18	Completed	Library Interior/Parking Renovations	584,500.00	-	584,500.00	325,192.09	7,077.00	332,269.09	53,500.00	198,730.91
FY18	December 2020	Zoning Regulation Update	65,000.00	-	65,000.00	2,500.00	-	2,500.00	-	62,500.00
FY18	December 2021	Bridge Improvements	805,000.00	-	805,000.00	227,162.21	(5,857.98)	221,304.23	153,996.56	429,699.21
FY19	December 2021	Multi-Use Trail	1,020,000.00	-	1,020,000.00	-	-	-	-	1,020,000.00
FY19	July 2020	Highway Pavement Management	845,000.00	-	845,000.00	816,820.01	-	816,820.01	-	28,179.99
FY19	July 2020	Greenway Improvements	412,054.01	-	412,054.01	197,398.89	1,500.00	198,898.89	-	213,155.12
FY19	October 2020	Fencing at Bandshell (PAC)	100,000.00	-	100,000.00	33,000.00	-	33,000.00	66,000.00	1,000.00
FY20	On Going	Highway Pavement Management	(290,395.15)	1,205,000.00	914,604.85	-	672,405.43	672,405.43	-	242,199.42
FY20	On Going	Greenway Improvements	92,705.54	135,000.00	227,705.54	-	13,496.35	13,496.35	12,300.00	201,909.19
FY20	On Going	Sidewalk Reconstruction	(41,164.56)	200,000.00	158,835.44	-	25,857.00	25,857.00	26,749.80	106,228.64
FY20	June 2021	Accounting System	350,000.00	-	350,000.00	145,041.03	9,800.00	154,841.03	4,200.00	190,958.97
FY20	TBD	Eno Entrance and ADA Improvements	128,840.84	-	128,840.84	-	-	-	-	128,840.84
FY21	June 2021	Bike & Pedestrian Crossing	-	169,764.00	169,764.00	-	35,000.00	35,000.00	134,240.99	523.01
FY21	December 2020	Wing Plow Truck	-	258,000.00	258,000.00	-	-	-	236,351.98	21,648.02
FY21	June 2021	PW Facility Paving & Drainage	-	330,000.00	330,000.00	-	19,177.55	19,177.55	4,785.00	306,037.45
FY21	December 2021	Radio System Upgrade	-	1,202,000.00	1,202,000.00	-	-	-	-	1,202,000.00
<b>Education Projects</b>										
FY15	Needs Audit	HJMS Phase 1A	1,255,000.00	-	1,255,000.00	1,168,449.83	-	1,168,449.83	-	86,550.17
FY15	Needs Audit	Squadron Line Main Office Project	1,050,000.00	-	1,050,000.00	868,829.61	-	868,829.61	-	181,170.39
FY16/FY17	June 2021	Climate Control Phases 1 (FY16) & 2 (FY17)	3,100,000.00	-	3,100,000.00	2,447,067.09	82,887.36	2,529,954.45	154,931.60	415,113.95
FY16	Needs Audit	Central School Roof Replacement	770,000.00	-	770,000.00	620,902.49	-	620,902.49	-	149,097.51
FY17	Needs Audit	HJMS Renovation - Phase 2	1,950,000.00	-	1,950,000.00	1,752,409.38	-	1,752,409.38	-	197,590.62
FY19	September 2020	Boiler Replacement Latimer	900,000.00	-	900,000.00	-	-	-	-	900,000.00
FY19	September 2020	School Security Improvements	850,000.00	-	850,000.00	808,560.60	66,951.17	875,511.77	20,560.15	(46,071.92)
FY19	December 2020	School Facility Master Plan	200,000.00	-	200,000.00	189,410.52	40.00	189,450.52	1,286.50	9,262.98
FY19	September 2020	District Network Infrastructure	400,000.00	-	400,000.00	235,165.30	164,364.70	399,530.00	470.00	-
FY19	June 2021	HJMS Renovation - Phase 3	23,965,620.00	-	23,965,620.00	16,530,773.81	2,050,221.50	18,580,995.31	2,351,027.62	3,033,597.07
FY20	Completed	Underground Tank Replacement	325,000.00	-	325,000.00	335,226.17	-	335,226.17	-	(10,226.17)
FY20	December 2020	District Security Improvements	750,000.00	-	750,000.00	47,157.50	5,633.10	52,790.60	7,029.00	690,180.40
FY20	June 2021	SHS Partial Roof Replacement	2,600,000.00	-	2,600,000.00	49,597.46	-	49,597.46	14,750.00	2,535,652.54

Town of Simsbury  
 Capital Project Fund  
 Schedule of Expenditures Compared with Appropriations  
 For the Period Ended September 30, 2020

Inception Year	Expected Completion	Project	Appropriations			Expenditures			Encumbrances Sept 30, 2020	Uncommitted Balance Sept 30, 2020
			Balance June 30, 2020	Current Year	Balance Sept 30, 2020	Balance June 30, 2020	Current Year	Balance Sept 30, 2020		
FY21	June 2021	District Network Infrastructure	-	500,000.00	500,000.00	-	455,968.94	455,968.94	25,000.00	19,031.06
			<u>\$ 49,705,764.41</u>	<u>\$ 4,274,764.00</u>	<u>\$ 53,980,528.41</u>	<u>\$ 30,748,396.50</u>	<u>\$ 3,673,259.06</u>	<u>\$ 34,421,655.56</u>	<u>\$ 3,810,873.34</u>	<u>\$ 15,747,999.51</u>

**Town of Simsbury**  
**Capital Non-Recurring Fund**  
**Schedule of Expenditures Compared with Appropriations**  
**For the Period Ended September 30, 2020**

Project	Appropriations			Expenditures			Encumbrances Sept 30, 2020	Uncommitted Balance Sept 30, 2020
	Balance June 30, 2020	Current Year	Balance Sept 30, 2020	Balance June 30, 2020	Current Year	Balance Sept 30, 2020		
FY16 CNR Projects	1,225,013	-	1,225,013	1,210,324.30	-	1,210,324.30	-	14,688.70
FY17 CNR Projects	1,134,004	-	1,134,004	1,115,535.22	-	1,115,535.22	-	18,468.78
FY18 CNR Projects	1,151,121	-	1,151,121	1,102,138.67	-	1,102,138.67	-	48,982.33
FY19 CNR Projects	1,194,450	-	1,194,450	1,095,132.63	17,565.00	1,112,697.63	57,727	24,025.27
CNR Reserve (5 Year Payback)	1,900,000	-	1,900,000	-	-	-	-	1,900,000.00
CNR Assessor	121,500	60,000	181,500	-	-	-	-	181,500.00
Deep Water Wind	15,000	-	15,000	350.00	-	350.00	-	14,650.00
Automated Book Handler	73,640	-	73,640	66,409.30	-	66,409.30	-	7,230.70
Police Cruisers	-	141,000	141,000	-	-	-	-	141,000.00
Radio Feasibility Study	35,000	-	35,000	-	-	-	-	35,000.00
Ash Borer Tree Mitigation	-	35,450	35,450	-	1,050.00	1,050.00	35,450	(1,050.00)
Eno Clock Tower Repairs	21,000	21,000	42,000	-	-	-	25,170	16,830.00
PW Truck Replacement	-	180,000	180,000	-	-	-	171,833	8,167.04
PW PU Truck Replacement	75,000	-	75,000	61,544.18	-	61,544.18	-	13,455.82
Infrared Asphalt Trailer	37,000	-	37,000	-	-	-	-	37,000.00
Sanitary Sewer Lining	100,000	-	100,000	-	-	-	-	100,000.00
CPR PU Truck Replacement	-	41,839	41,839	-	-	-	-	41,839.00
Ice Rink Condenser	121,200	-	121,200	9,521.51	(5,721.51)	3,800.00	950	116,450.00
Paddle Court Maintenance	12,000	-	12,000	9,540.00	-	9,540.00	-	2,460.00
SF Security Fencing	30,000	-	30,000	-	-	-	30,001	(0.99)
Ice Rink Roof Painting	50,000	-	50,000	-	-	-	-	50,000.00
Playscapes	50,000	-	50,000	-	-	-	-	50,000.00
Plow & Sander Replacement	15,000	-	15,000	14,983.70	-	14,983.70	-	16.30
PEGPETIA Tech Equipment	75,310	-	75,310	-	-	-	15,787	59,523.00
Various Drainage Improvements	-	125,000	125,000	-	3,600.00	3,600.00	-	121,400.00
Rec/PAC Building Staining	-	85,000	85,000	-	-	-	-	85,000.00
Rink Control Panel	48,000	60,000	108,000	-	-	-	-	108,000.00
Parking Feasibility Study	-	30,000	30,000	-	-	-	-	30,000.00
P&R Garage Ventilation	-	10,000	10,000	-	-	-	-	10,000.00
Soft Body Armor	-	21,000	21,000	-	939.00	939.00	-	20,061.00
Patrol Supervisor Cruisers	-	110,000	110,000	-	-	-	-	110,000.00
Sewer Imp - Lining/Root Control	-	100,000	100,000	-	47,014.80	47,014.80	-	52,985.20
Dial A Ride Van	-	63,000	63,000	-	-	-	-	63,000.00
Mobile Data Terminals	-	55,000	55,000	-	-	-	58,802	(3,802.43)
Dump Truck	-	51,000	51,000	-	-	-	-	51,000.00
Woodland/Hopmeadow Sewer	-	50,000	50,000	-	-	-	-	50,000.00
Greens Mower	-	45,000	45,000	-	-	-	-	45,000.00
Building Permit Software	-	27,700	27,700	-	-	-	-	27,700.00
Snow Plow	-	20,000	20,000	-	-	-	-	20,000.00
P&R Signage	-	16,000	16,000	-	-	-	-	16,000.00
Fingerprint System	-	19,000	19,000	-	-	-	-	19,000.00
Hopbrook Landing Irrigation	10,000	-	10,000	-	-	-	-	10,000.00
PW Utility Van	46,000	-	46,000	-	-	-	-	46,000.00
SF Rink Fencing	8,000	-	8,000	-	-	-	-	8,000.00
Police Admin Vehicles	138,000	-	138,000	-	-	-	-	138,000.00
Police Body/Dash Cameras	114,580	-	114,580	-	-	-	-	114,580.00
Network Storage & Virtual Env	-	130,000	130,000	-	-	-	-	130,000.00
Buses/Vehicles/Equipment	63,911	330,000	393,911	-	-	-	32,378	361,532.68
Ceiling/Floor Replacement	50,000	50,000	100,000	-	-	-	-	100,000.00

**Town of Simsbury**  
**Capital Non-Recurring Fund**  
**Schedule of Expenditures Compared with Appropriations**  
**For the Period Ended September 30, 2020**

<b>Project</b>	<b>Appropriations</b>			<b>Expenditures</b>			<b>Encumbrances Sept 30, 2020</b>	<b>Uncommitted Balance Sept 30, 2020</b>
	<b>Balance June 30, 2020</b>	<b>Current Year</b>	<b>Balance Sept 30, 2020</b>	<b>Balance June 30, 2020</b>	<b>Current Year</b>	<b>Balance Sept 30, 2020</b>		
Interior Improvements	70,500	70,500	141,000	-	43,990.00	43,990.00	75,000	22,010.00
Plumbing/Electric Modifications	10,000	10,000	20,000	-	-	-	-	20,000.00
Exterior Improvements	58,000	58,000	116,000	-	12,700.00	12,700.00	13,500	89,800.00
Equipment	-	52,000	52,000	-	-	-	-	52,000.00
	<b>\$ 8,053,229</b>	<b>\$ 2,067,489</b>	<b>\$ 10,120,718</b>	<b>\$ 4,685,480</b>	<b>\$ 121,137</b>	<b>\$ 4,806,617</b>	<b>\$ 516,599</b>	<b>\$ 4,745,502.40</b>



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Supplemental Appropriations
2. **Date of Board Meeting:** November 23, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Amy Meriwether, Finance Director  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen approves the below supplemental appropriations the following motion is in order:

*Move, effective November 23, 2020, to approve the supplemental appropriation requests for road paving, bike and pedestrian crossing improvements, and COVID-19 expenditures as presented.*

5. **Summary of Submission:**

Road Paving

Public Works completes various road paving projects each fiscal year. At times these projects coincide with water main work conducted by Aquarion. Aquarion will coordinate and compensate the Town for pavement repairs not completed as part of the water main work. These funds will then be used by Public Works to complete the paving associated with the roadways impacted. At present, the Town has received \$607,620 from Aquarion for this purpose. It is anticipated all Town funds will be spent prior to the end of the fiscal year and the Aquarion funding will be needed to complete the annual paving maintenance in accordance with the Town's capital plan. Therefore, staff would like to request an additional appropriation of the \$607,620 to be utilized for road paving.

Bike & Pedestrian Crossing Improvements

Simsbury applied for the Community Connectivity Grant to provide advanced warning signage with rectangular flashing beacons at four trail crossings and update existing pedestrian crossings at two additional locations. This grant was awarded and accepted by the Board of Selectmen at their meeting on September 12, 2018. The amount awarded was \$169,764 and these funds were received by the Town at the end of FY20. Therefore, staff is requesting an additional appropriation of the \$169,764 to complete the project.

### COVID-19

Each month the Board of Finance is presented with an ongoing update of COVID-19 related expenditures being incurred by both the Town and the Board of Education. Although expenditures are currently within budget given it is the beginning of the fiscal year, there is potential that additional appropriations will be necessary as the fiscal year progresses. Therefore, staff was asked to request an estimated additional appropriation in the amount \$1,100,000 to cover the cost of COVID-19 related expenditures. This estimate is based on what has been spent to date along what we may expect to spend through the end of the fiscal year. This estimate will be reviewed and updated on a quarterly basis if necessary.

Of the \$1,100,000, \$75,000 is associated with Town expenditures. If the Board wants to proceed with this appropriation, staff would recommend an additional appropriation of the \$75,000 from General Fund reserves.

**6. Financial Impact:**

General Fund Reserves would be reduced from \$15,789,084 to \$15,714,084. It is anticipated that funds in the Board of Education non-lapsing account, and various state and federal reimbursements would help cover Board of Education pandemic related expenses.

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

None



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Police Private Duty Fund Transfer

2. **Date of Board Meeting:** November 23, 2020

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

4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the Police Private Duty Fund transfer request as presented, the following motion is in order:

*Move, effective November 23, 2020, to approve the Police Private Duty Fund transfer request as presented.*

5. **Summary of Submission:**  
At the Board of Finance meeting on September 15, 2020 staff presented the FY19/20 financial results and requested a transfer from the Police Private Duty Fund to the Capital Reserve fund in the amount of \$151,329. This balance represents the ending fund balance in the Private Duty Fund as of June 30, 2020.

The original documentation pertaining to the creation of the Police Private Duty Fund states "all monies over and above the amount set as the minimum operating fund, (ie \$50,000) would be transferred to the General Fund." The General Fund currently has a healthy reserve and additional funding of this reserve is not necessary. However, the Town is currently underfunding capital needs, particularly maintenance and replacement items valued at \$250,000 or less. The Town's capital needs are growing and large projects are coming down the horizon. Therefore, staff requested these funds be transferred to the Capital Reserve Fund to help offset some of these expenditures as they come due and reduce the amount of funds to be borrowed in the future. In the long term this will save on future borrowing costs and interest payments.

If the Board of Finance or the Board of Selectmen do not approve of the proposed transfer, the funds will automatically revert back to the General Fund. At their meeting on November 17<sup>th</sup> the Board of Finance voted to approve the transfer request.

Note: Capital Reserve Funds can always be transferred back to the General Fund at any point in time for General Fund use if the funding is needed. There are no restrictions that once the money is in the capital reserve it needs to stay in the capital reserve.

6. **Financial Impact:**

This transfer would eliminate the fund balance in the Police Private Duty Fund.

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

None



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Road Acceptance for Hendricks Lane
2. **Date of Board Meeting:** November 23, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Jerome Shea, Town Engineer; Thomas Roy, Director of Public Works; Mike Glidden, Director of Planning and Community Development  
*maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports accepting the Hendricks Lane roadway the following motion is in order:  
  
*Move, effective November 23, 2020, to accept the Hendricks Lane roadway and related public improvements as a town accepted roadway.*
5. **Summary of Submission:**  
In June 2019, the Planning Commission approved the subdivision of 80 Climax Road. The plan called for the construction of nineteen (19) single family residences that would be served by a public road. The subdivision was approved as Hendrick Cottages subdivision and since renamed to Holcomb Village of Simsbury subdivision. Twelve of the nineteen homes have been constructed.  
  
The developer has completed public improvements associated with the roadway, storm drainage and utilities. The roadway and associated improvements have been reviewed by town staff. After careful consideration, staff feels that the roadway is ready for acceptance by the Town of Simsbury. The Town Attorney has reviewed the deed and easements for the roadway and utilities.  
  
The roadway acceptance was referred to the Planning Commission by the Board of Selectmen at their October 14, 2020. The Planning Commission at their November 10, 2020 meeting voted to recommend a positive referral to the Board of Selectmen.
6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**
  - a) Map of Subdivision

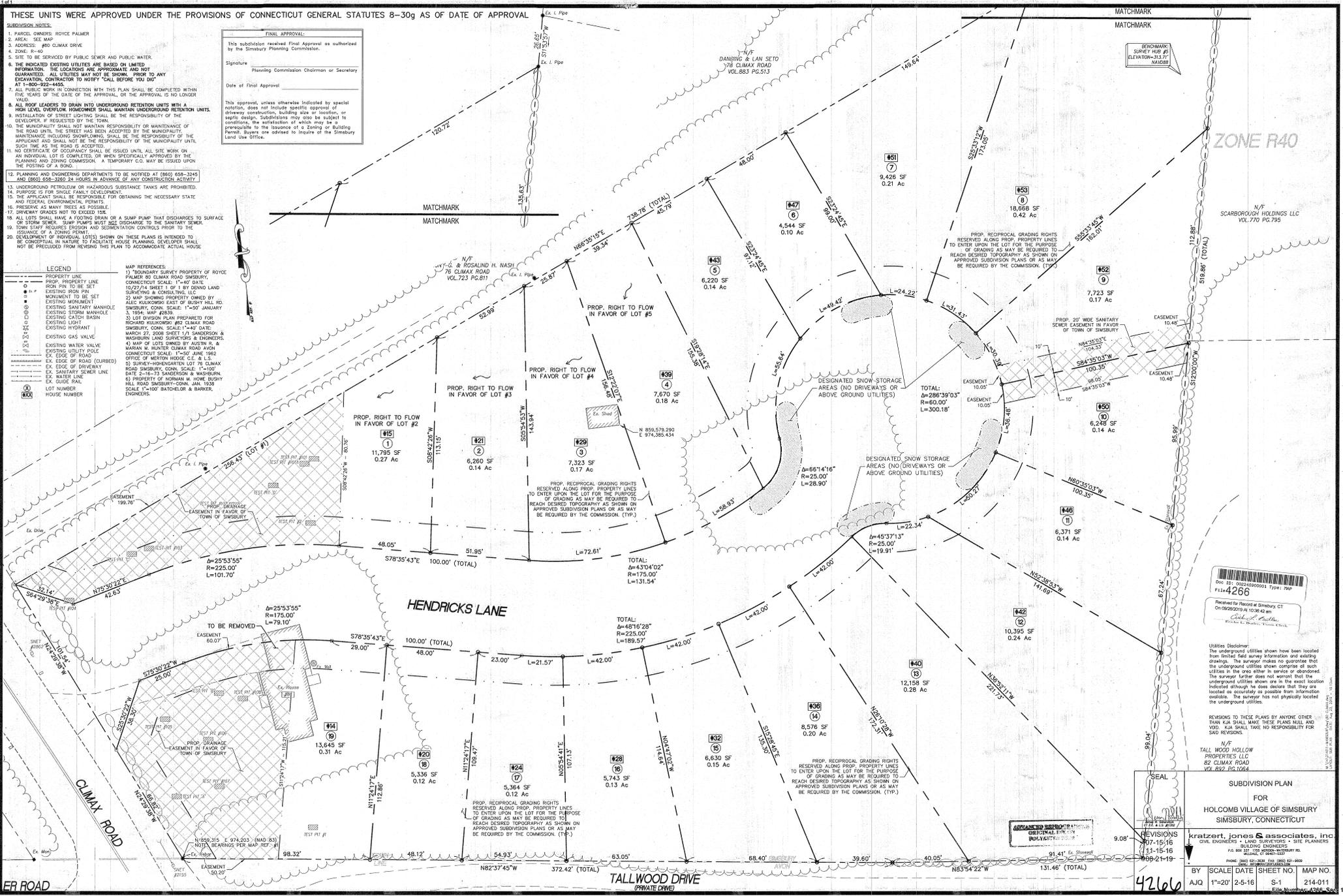
THESE UNITS WERE APPROVED UNDER THE PROVISIONS OF CONNECTICUT GENERAL STATUTES 8-30g AS OF DATE OF APPROVAL

- SUBDIVISION NOTES:**
1. PARCEL OWNERS: ROYCE PALMER
  2. AREC: SEE MAP
  3. ADDRESS: 890 CLIMAX DRIVE
  4. ZONE: R-40
  5. SITE TO BE SERVED BY PUBLIC SEWER AND PUBLIC WATER.
  6. THE INDICATED EXISTING UTILITIES ARE BASED ON LIMITED INFORMATION. THE LOCATIONS ARE APPROXIMATE AND NOT GUARANTEED. ALL UTILITIES MAY NOT BE SHOWN. PRIOR TO ANY EXCAVATION, CONTRACTOR TO NOTIFY "CALL BEFORE YOU DIG" AT 1-800-922-4466.
  7. ALL PUBLIC WORK IN CONNECTION WITH THIS PLAN SHALL BE COMPLETED WITHIN FIVE YEARS OF THE DATE OF APPROVAL, OR THE APPROVAL IS NO LONGER VALID.
  8. ALL ROOF LEADERS TO DRAIN INTO UNDERGROUND RETENTION UNITS WITH A HIGH LEVEL OVERFLOW. HOWEVER, MAINTAIN UNDERGROUND RETENTION UNITS.
  9. INSTALLATION OF STREET LIGHTING SHALL BE THE RESPONSIBILITY OF THE DEVELOPER, IF REQUESTED BY THE TOWN.
  10. THE MUNICIPALITY SHALL NOT MAINTAIN RESPONSIBILITY OR MAINTENANCE OF THE ROAD UNITS. THE STREET HAS BEEN ACCEPTED BY THE MUNICIPALITY. MAINTENANCE INCLUDING SNOW REMOVAL SHALL BE THE RESPONSIBILITY OF THE APPLICANT AND SHALL NOT BE THE RESPONSIBILITY OF THE MUNICIPALITY UNTIL SUCH TIME AS THE ROAD IS ACCEPTED.
  11. CERTIFICATE OF OCCUPANCY SHALL BE ISSUED UNTIL ALL SITE WORK ON AN INDIVIDUAL LOT IS COMPLETED, OR WHEN SPECIFICALLY APPROVED BY THE PLANNING AND ZONING COMMISSION. A TEMPORARY C.O. MAY BE ISSUED UPON THE POSTING OF A BOND.
  12. PLANNING AND ENGINEERING DEPARTMENTS TO BE NOTIFIED AT (860) 658-3245 AND (860) 658-3560 24 HOURS IN ADVANCE OF ANY CONSTRUCTION ACTIVITY.
  13. UNDERGROUND PETROLEUM OR HAZARDOUS SUBSTANCE TANKS ARE PROHIBITED.
  14. PURPOSE IS FOR SINGLE FAMILY DEVELOPMENT.
  15. THE APPLICANT SHALL BE RESPONSIBLE FOR OBTAINING THE NECESSARY STATE AND FEDERAL ENVIRONMENTAL PERMITS.
  16. PRESERVE AS MANY TREES AS POSSIBLE.
  17. DRIVEWAY GRADIES NOT TO EXCEED 18%.
  18. ALL LOTS SHALL HAVE A FOOTING DRAIN OR A SUMP PUMP THAT DISCHARGES TO SURFACE OR STORM SEWER. SUMP PUMPS MUST NOT DISCHARGE TO THE STORM SEWER.
  19. TOWN STAFF REQUIRES EROSION AND SEDIMENTATION CONTROLS PRIOR TO THE BEGINNING OF CONSTRUCTION.
  20. DEVELOPMENT OF INDIVIDUAL LOTS SHOWN ON THIS PLAN IS INTENDED TO BE CONCEPTUAL IN NATURE TO FACILITATE HOUSE PLANNING. DEVELOPER SHALL NOT BE PRECLUDED FROM REVISING THIS PLAN TO ACCOMMODATE ACTUAL HOUSE.

**FINAL APPROVAL:**  
This subdivision received Final Approval as authorized by the Simsbury Planning Commission.  
Signature: \_\_\_\_\_  
Planning Commission Chairman or Secretary  
Date of Final Approval: \_\_\_\_\_

This approval, unless otherwise indicated by special notation, does not include specific approval of driveway construction, building size or location, or septic design. Subdivisions may also be subject to conditions, the satisfaction of which may be a prerequisite to the issuance of a Certificate of Building Permit. Buyer are advised to inquire of the Simsbury Land Use Office.

- LEGEND:**
- PROPERTY LINE
  - PROP. PROPERTY LINE
  - IRON PIN TO BE SET
  - EXISTING MONUMENT
  - EXISTING SANITARY MANHOLE
  - EXISTING CATCH BASIN
  - EXISTING LIGHT
  - EXISTING HYDRANT
  - EXISTING GAS VALVE
  - EXISTING WATER VALVE
  - EXISTING UTILITY POLE
  - EX. EDGE OF ROAD (CURBED)
  - EX. EDGE OF DRIVEWAY
  - EX. SANITARY SEWER LINE
  - EX. WATER LINE
  - EX. GUIDE RAIL
  - LOT NUMBER
  - HOUSE NUMBER
- MAP REFERENCES:**
- 1) TOWNSHIRE SURVEY PROPERTY OF ROYCE PALMER 80 CLIMAX ROAD SIMSBURY, CONNECTICUT SCALE: 1"=40' DATE: 10/27/14 SHEET 1 OF 1 BY DENNO LAND SURVEYING & CONSULTING, LLC
  - 2) MAP SHOWING PROPERTY OWNED BY ALEC KALONOSKY EAST OF BUSHY HILL RD SIMSBURY, CONN. SCALE: 1"=50' ANNUARY 1982
  - 3) LOT DIVISION PLAN PREPARED FOR ROYCE PALMER 890 CLIMAX ROAD SIMSBURY, CONN. SCALE: 1"=40' DATE: MARCH 27, 2008 SHEET 1/3 SANDERSON & WASHINGTON LAND SURVEYING & ENGINEERS
  - 4) MAP OF LOTS OWNED BY ANASTASIA & MARKUS W. HENRICKS 1000 CLIMAX ROAD, CONNECTICUT SCALE: 1"=50' JUNE 1982 OFFICE OF METRIC HOLDINGS, LLC
  - 5) SURVEY-HIGHGARDEN LOT 76 CLIMAX ROAD SIMSBURY, CONN. SCALE: 1"=50' DATE: 2-16-73 SANDERSON & WASHINGTON
  - 6) PROPERTY OF NORMAN M. HOWE BUSHY HILL ROAD SIMSBURY-CONN. JAN. 1936 SCALE: 1"=400' BATHOLIC & BARKER ENGINEERS.



Doc ID: 808880001 Type: pdf  
#144266  
Received for Record at Simsbury, CT  
On 06/29/2019 at 10:38:42 am  
C. J. Kratzen, P.E.  
C. J. Kratzen, P.E.

**Utilities Disclaimer:**  
The underground utilities shown have been located from limited field survey information and existing drawings. The surveyor makes no guarantee that the underground utilities shown conform to such utilities in the area either in service or abandoned. The surveyor further does not warrant that the underground utilities shown are in the exact location indicated through the data source that they are located as accurately as possible from information available. The surveyor has not physically located the underground utilities.

REASONS TO THESE PLANS BY ANYONE OTHER THAN KJA SHALL MAKE THESE PLANS NULL AND VOID. KJA SHALL TAKE NO RESPONSIBILITY FOR SAID REVISIONS.  
N/E  
TALL WOOD HOLLOW PROPERTIES LLC  
82 CLIMAX ROAD  
VOL. 822, PG. 1064

SUBDIVISION PLAN FOR HOLCOMB VILLAGE OF SIMSBURY SIMSBURY, CONNECTICUT			
kratzen, jones & associates, inc. CIVIL ENGINEERS & LAND SURVEYORS • SITE PLANNERS REGISTERED PROFESSIONAL ENGINEERS P.O. BOX 307, 1252 WOODS-HOLLOW RD. SIMSBURY, CT 06082-0307 PHONE: (860) 592-3638 FAX: (860) 592-8700 WWW.KRATZENJONES.COM			
REVISIONS	DATE	SHEET NO.	MAP NO.
07-15-16		S-1	214-011
11-15-16			
06-21-19			

BY AJJ SCALE DATE SHEET NO. MAP NO.  
1"=20' 2-5-16 S-1 214-011  
42160



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Building Resilient Infrastructure and Communities Grant - CRCOG Regional Natural Hazard Mitigation Plan Update

2. **Date of Board Meeting:** November 23, 2020

3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Michael Glidden CFM CZEO, Director of Planning and Community Development *Maria E. Capriola*

4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports participating in the Capitol Region Natural Hazard Mitigation Plan, the following motion is in order:

*Move, effective November 23, 2020, to approve the attached commitment letter to participate in the Capitol Region Building Resilient Infrastructure and Communities Natural Hazard Mitigation Planning Grant Program and to authorize Town Manager, Maria E. Capriola, to execute said document.*

5. **Summary of Submission:**  
On October 28, 2020, the CRCOG Policy Board authorized the submission, by November 30, 2020, of an application to FEMA for a Building Resilient Infrastructure and Communities (BRIC) grant. If awarded, the grant would fund an update to the Capitol Region Natural Hazard Mitigation Plan.

The current Capitol Region Natural Hazard Mitigation Plan is valid until November 2024, by which time an update must be approved by FEMA. If successful in securing these funds from FEMA, the planning process will begin in late 2021 and continue for about two years.

CRCOG staff would like to submit commitment letters from member communities.

6. **Financial Impact:**  
FEMA requires local governments to have an approved Natural Hazards Mitigation (NHM) Plan to be eligible to receive FEMA Hazard Mitigation Grant Program project funding for a variety of disaster mitigation activities.

7. **Description of Documents Included with Submission:**  
a) CRCOG Commitment Letter

**Capitol Region Council of Governments**

241 Main St., Hartford, CT 06106

Phone: (860) 522-2217 FAX: (860) 724-1274

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

**Commitment to Participate in Regional Building Resilient  
Infrastructure and Communities  
Natural Hazard Mitigation Planning Grant Program**

**\*\*\*\*PLEASE RETURN THIS FORM BY: NOVEMBER 17, 2020\*\*\*\***

I hereby indicate my municipality's intent and willingness to collaborate with the Capitol Region Council of Governments, their consultants for the project, representatives of other Capitol Region municipalities, and other partners from the Capitol Region Emergency Planning Committee in the development of an **update** to the FEMA approved Capitol Region Natural Hazard Mitigation Plan of 2019-2024. I understand the planning process will require a commitment of time and use of informational resources and meeting facilities from municipal staff and officials.

**Signature** \_\_\_\_\_

**Title** \_\_\_\_\_

**Municipality** \_\_\_\_\_

**Date** \_\_\_\_\_

**Email signed form to**  
**lpikedisanto@crcog.org**

For further information, contact:

Lynne Pike DiSanto  
e-mail: lpikedisanto@crcog.org  
phone: (860) 522-2217 ext. 211



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

- Title of Submission:** Bridge Easements and McLean Game Refuge – Legal Counsel Conflict Waiver Request
- Date of Board Meeting:** November 23, 2020
- Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager *Maria E. Capriola*
- Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports approving the conflict waiver request, the following motion is in order:

*Move, effective November 23, 2020 to approve the attached conflict waiver request from Day Pitney, LLP to represent the McLean Game Refuge, Inc. in connection with the Town's request for easements to perform rehabilitation of two bridges adjacent to the Game Refuge property.*

- Summary of Submission:**  
There are two town maintained bridges adjacent to property owned by the McLean Game Refuge requiring rehabilitation. These bridges include the Firetown Road Bridge over a tributary of the Bissell Brook and Barndoor Hills Road Bridge over Bissell Brook. The scope of work includes milling and paving of the bridge and immediate approach roadways, concrete repairs to the bridge and replacement of existing guiderails on the bridges and approach roadways. The work also includes minor vegetation removal and restoring the eroded embankments to the original condition.

In order to perform this work, the Town needs easements from the McLean Game Refuge. McLean has asked Day Pitney, LLP, to work with the Town Attorney to establish the easement terms. Day Pitney currently represents the Town as bond counsel on unrelated matters.

Because attorneys are retained by vote of the Board of Selectmen, the Town Attorney has advised that the Board should approve this request from Day Pitney. Staff and the Town Attorney do not have concerns regarding this request as neither the assigned attorney nor the subject matter are related to the services currently provided to the Town by Day Pitney.

- Financial Impact:**  
None

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

- a) Conflict Waiver Request from Atty. J. Blank at Day Pitney, dated November 16,2020

**JUDITH A. BLANK**  
Attorney at Law

242 Trumbull Street  
Hartford, CT 06103-1212  
T: (860) 275-0112 F: (860) 881-2481  
jablank@daypitney.com

November 16, 2020

**VIA E-MAIL**

Maria E. Capriola  
Town Manager  
Town of Simsbury  
933 Hopmeadow Street  
Simsbury CT 06070

Re: Conflict Consent and Waiver – Town of Simsbury

Dear Maria:

I have been asked by my colleague to reach out to you to request a conflict waiver. Day Pitney represents McLean, including the McLean Game Refuge, Inc. (the “Game Refuge”). We understand that the Town has asked the Game Refuge for easements to perform repairs to two bridges on roads that run through Game Refuge property. McLean has asked us to represent it in establishing the easement terms with the Town Attorney.

As you know, we have long represented the Town as bond counsel in unrelated matters, and we value this relationship very highly. We believe we can represent the Game Refuge in this matter without affecting our ability to represent the Town of Simsbury competently and diligently. However, the rules of professional conduct for lawyers require that we proceed with the representation of the Game Refuge in this matter only with the informed consent of both parties. We understand you have discussed this request with the Town Attorney.

We request the Town’s consent to our proposed representation of the Game Refuge in connection with the establishment of the easement terms, and our concurrent representation of the Town as bond counsel in other matters.

Maria E. Capriola  
November 16, 2020  
Page 2

If the Town consents to our representing the Game Refuge, please have the acknowledgement set out below signed on behalf of the Town and return a copy of this letter with the acknowledgement at your earliest convenience. Prior to representing the Game Refuge, we will obtain a substantially similar consent from the Game Refuge. Thank you for your consideration of this request. Please let me know if you need any additional information or if you have any questions.

Sincerely,  
*/s/ Judith A. Blank*  
Judith A. Blank

Acknowledgement of Consent to Other Representation

The Town of Simsbury, Connecticut consents to Day Pitney's representation of McLean Game Refuge, Inc. in connection with the matter described above.

Town of Simsbury, Connecticut

Dated: November \_\_, 2020

By \_\_\_\_\_  
Name:  
Title:



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Purchase and Sale Agreement for Disposition of a Portion of Open Space Located Along the Rear/Eastern Property Line for 133 Holcomb Street and Route 315 Bike Path Easement

2. **Date of Board Meeting:** November 23, 2020

3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development; Tom Tyburski, Director of Culture Parks and Recreation; Jerome F. Shea, Town Engineer *Maria E. Capriola*

4. **Action Requested of the Board of Selectmen:**  
The Board has indicated its willingness to authorize the Town Manager to execute a purchase and sale agreement regarding the disposition of open space at Holcomb Street (with a deed restriction regarding no structures to be erected) and the acquisition of a multi-use path easement along Route 315. The following motions would then be in order:

*Move, effective November 23, 2020 to approve the purchase and sale agreement regarding an easement at 20 Tariffville Road for the proposed multi-use trail from Route 10 to Curtiss Park and the sale of a portion of open space located along the rear/eastern property line of 133 Holcomb Street.*

*Further, move to authorize Town Manager, Maria E. Capriola, to execute a Purchase and Sale Agreement with the property owners of 133 Holcomb Street and 20 Tariffville Road once the final mapping and surveying of the Holcomb property has been completed to the Town Attorney's satisfaction.*

5. **Summary of Submission:**  
At your June 22 and August 10, 2020 meetings, the Board of Selectmen held public hearings to receive public comment on the *disposition of a portion of open space located along the rear/eastern property line for 133 Holcomb Street*. A public hearing is a requirement of the Town Code when considering a potential disposition of open space. The Board received correspondence from residents both for and against the potential sale.

The sale was requested by the abutting property owner as part of discussions related to the potential purchase of an easement at the 20 Tariffville Road (Old Well property) for a multi-use path connecting Route 10 to Curtiss Park. On September 14, 2020 the

Board of Selectmen voted in favor of proceeding with the disposition of the parcel at 133 Holcomb Street if: 1) there was a deed restriction placed on the land stating that no structures be erected, and 2) the bike path easement was secured by the Town. Since that time, staff and the Town Attorney have been working on the terms of the purchase and sale agreement, along with determining mapping and surveying needs to appropriately document lot lines for the Holcomb parcel.

The Holcomb Street property was part of a 3 lot subdivision. A condition of approval for the subdivision was that a portion of the rear of the original lot would be set aside as preserved open space deeded to the Town of Simsbury. The subdivision plan was approved and open space was deeded to the Town of Simsbury.

When the subdivision was approved in the 1990s, the subdivision regulations required that 20% of the land be set aside as open space. Since the approval, the subdivision regulations have been amended providing different options such as the applicant paying a fee in lieu of setting aside a portion of the property as open space.

This is the first parcel of open space which the Town has been requested to sell pursuant to the Town Code. Pursuant to the Town Code, the proposed sale was forwarded to the Planning Commission, Conservation Commission, and Open Space Committee by the Board of Selectmen. The Planning Commission found that the sale is consistent with the goals and objectives of the Plan of Conservation and Development. The Open Space Committee recommended that if the parcel is sold, that deed restrictions be placed on the parcel that would prohibit structures from being built on the land. The Conservation Commission recommended that an easement be placed on the parcel that prohibited construction of structures.

If the Holcomb parcel is sold, the additional acreage will not impact the zoning classification of the parcel. The properties are zoned single family and will remain. If the applicant wishes to use it for agricultural purposes, this would be considered consistent with the zoning regulations.

#### **6. Financial Impact:**

The cost for the easement at 20 Tariffville Road has been negotiated to a cost of \$52,300. The payment the town will receive for a portion of the open space parcel at 133 Holcomb Street is \$6,000. Our Town Assessor reviewed the work of both appraisals (Holcomb, bike path easement) used during this process. Remaining mapping and surveying costs for the Holcomb parcel will be borne by the purchaser.

Funds to acquire the easement are currently available in the capital project established for this multi-use path project.

#### **7. Description**

- a) Draft Purchase and Sale Agreement
- b) Map of Proposed Easement at 20 Tariffville Road
- c) Preliminary Resubdivision Map Illustrating Proposed Sale of Open Space
- d) Aerial Photograph from GIS Documenting Existing Conditions

DRAFT REAL ESTATE SALES CONTRACT

THIS AGREEMENT made this \_\_\_\_ day of November, 2020 by and between the Town of Simsbury, 933 Hopmeadow Street, Simsbury, Connecticut, 06070 hereinafter called the “Seller”, and Lisa M. Antonio, 133 Holcomb Street, Simsbury, Connecticut 06070, hereinafter called the “Purchaser”, and Stardust, LLC, also of 133 Holcomb Street, Simsbury, Connecticut 06070, hereinafter referred to as “Stardust”

WITNESSETH

The Seller, in consideration of the payment of the purchase price hereinafter specified, hereby agrees to sell and convey and the Purchaser hereby agrees to purchase all that certain portion of a parcel of real property located on Holcomb Street, Simsbury, Connecticut , Map/Block/Lot E03-302-006-OS, PID# 31377300, totaling approximately .76 acres, with all improvements thereon situated in the Town of Simsbury, and more particularly described on Schedule A attached hereto and made a part hereof (the “Property”).

As used herein, Purchaser shall mean Lisa M. Antonio as to the Property, and any agreements by Lisa M. Antonio shall be limited to such Property. Stardust is a party to this Agreement for purposes of its agreement to convey a bike path easement, as more fully described herein, and any agreements by Stardust are limited to the property owned by it.

THE FOLLOWING ARE THE TERMS AND CONDITIONS OF THIS CONTRACT:

1. CONSIDERATION

The Purchaser hereby agrees to pay the full purchase price of Six Thousand Dollars (\$6,000.00) for the Property in the following manner:

- a. By bank check drawn upon a local bank, or wire transfer upon delivery of the deed, as hereafter provided, the sum of Six Thousand Dollars (\$6,000.00).
- b. Stardust agrees to deliver to Seller an executed Permanent Easement on the parcel of land described in Schedule B according to the terms and conditions set forth in Paragraph 6 herein.

2. CLOSING

The closing of title shall take place on or before February 26, 2021, at Simsbury Town Hall or by exchange of papers through the mail between counsel for the parties.

3. DEED

At the closing of title, there shall be delivered by the Seller a Quit Claim Deed, warranting only those matters arising by or through Seller. **The Purchaser acknowledges and agrees that the Deed to the Property shall include a negative covenant that no structures of any kind may be constructed or erected on the Property and that the covenant shall run with the land in perpetuity. This negative covenant shall encumber only the Property to be conveyed hereunder and not the remainder of 133 Holcomb Street owned by the Purchaser.** The Property shall be vacant and free and clear from any and all tenants at the time of Closing. The Purchaser shall bear the expense of recording said deed. The Seller shall pay any applicable conveyance taxes.

4. TITLE SEARCH

The Purchaser shall, at her option and sole cost and expense, conduct a title search of the Property.

5. CONDITION OF PROPERTY

(a) The Purchaser further agrees that it has inspected the Property or has caused an inspection thereof to be made on its behalf, and that it is fully satisfied with the physical condition thereof. The Purchaser agrees that neither the Seller nor any representative of the Seller has made any representation upon which the Purchaser relies with respect to the condition of the Property covered by this contract or the boundaries thereof except as herein expressly set forth. Throughout the period between the date of this contract and closing of title, the Seller, at its own expense, shall maintain the Property, in its usual and normal condition consistent with past practices, reasonable wear and tear excepted. Seller shall not be required to make any improvements or replacements with respect to the Property between the date hereof and the date of closing. Purchaser is acquiring the Property in its “**AS IS**”, “**WHERE IS**” condition and Purchaser is relying solely on its own investigation of the Property and Purchaser is assuming all risk of loss associated with the condition of the Property (whether known or unknown). After the closing date, Purchaser hereby waives and releases and shall defend and indemnify Seller from any claim, loss, cost, liability or expense arising from or to the condition of the Property.

6. PURCHASE OF PERMANENT EASEMENT BY SELLER

(a) Stardust agrees to sell and Seller agrees to buy a permanent easement on a portion Purchaser’s parcel of land known as 20 Tariffville Road, Simsbury, Connecticut, M/B/L I06-439-016A, PID# 31622380, as more particularly described in Schedule B (the “Easement Area”) attached hereto according to the terms and conditions of this Agreement as this may apply. The date of the closing shall be as set forth herein. The amount payable by Seller to Stardust for Seller’s purchase of the permanent easement as

described in Schedule B shall be Fifty-Two Thousand Three Hundred Dollars and No Cents (\$52,300.00).

(b) At the closing of title as set forth herein, there shall be delivered by the Purchaser a fully executed Permanent Easement in a form reasonably acceptable to Seller and Stardust.

(c) Seller (the Town of Simsbury) shall, at its own expense, when performing work in the easement area, remove and relocate the existing Old Well Tavern business sign from the easement area onto remaining property of Stardust. Seller shall not be responsible for the cost or installation of any landscaping related to the relocation of the sign

7. TITLE

If the Seller shall be unable, either on the date set for the closing of title or within thirty (30) days thereafter, to convey a marketable title to the Property, subject, however, to all applicable zoning and town planning ordinances and regulations, the Purchaser shall have the option either of accepting such title as the Seller can convey or of rescinding this contract by written notice to the Seller within five (5) business days of the scheduled closing date. It is mutually understood and agreed that no matter shall be construed as an encumbrance or defect in title so long as such matter is not construed as an encumbrance or defect rendering the title unmarketable under the Standards of Title of the Connecticut Bar Association then in effect. If the Purchaser shall elect to rescind, the Seller forthwith shall refund all sums theretofore paid by the Purchaser on account of the purchase price, where upon all rights and liabilities of the parties hereto by reason of this contract shall be deemed at an end.

8. BROKER

Purchaser and Seller each represent to the other that there are no real estate agents or brokers that participated in bringing about this contract or sale. The Purchaser and Seller hereby agree to indemnify and hold each other harmless from any and all claims for a real estate commission by any other agent or broker claiming by or through such party with respect to the transaction contemplated hereunder. Seller shall pay any such real estate commission due at closing pursuant to a separate agreement.

9. ENVIRONMENTAL COMPLIANCE

Seller makes no representations as to the environmental condition of the Property and each party agrees that it has no knowledge that the Property qualifies as an “establishment” under the Connecticut Transfer Act (C.G.S. §22a-134, et seq.).

10. PROPERTY MATERIALS

(c) Property Materials. On or before ten (10) business days after the date of this contract, Seller shall make available to Purchaser at Purchaser's request the following documents with respect to the Property, to the extent such are in the possession of Seller: (i) existing surveys, site plans, environmental reports, soil reports, and engineering reports; (ii) title insurance information (such as policies) together with copies of any recorded or unrecorded easements, development, utility agreements or other agreements which burden the Property; (iii) plans and specifications for all existing and/or proposed improvements together with all applications, certificates of occupancy, certificates of completion, development agreements, licenses, approvals, variances or permits relating to the operation and/or use of the Property; (iv) all contracts, licenses, brokerage agreements, and any and all other unrecorded contracts or agreements entered into by Seller, written or oral, affecting the Property or any portion thereof, or the use thereof, including but not limited to any and all lease agreements with tenants currently occupying the Property; (v) all insurance declaration pages which reflect all insurance presently in effect relating to the Property or any portion thereof, including but not limited to, fire and extended coverage, liability insurance, worker's compensation insurance and flood insurance. Seller makes no representation or warranties as to the truth, accuracy or completeness of any materials, data or other information supplied to Purchaser in connection with Purchaser's inspection of the Property. The inclusion of any materials in Subsections (i) through (v) above is not a statement or declaration that any such materials are actually in Seller's possession or are otherwise available for Purchaser's review. It is the parties' express understanding and agreement that such materials are provided only for Purchaser's convenience in making its own examination and determination as to whether it wishes to purchase the Property, and, in doing so, Purchaser shall rely exclusively on its own independent investigation and evaluation of every aspect of the Property and not on any materials supplied by Seller. Purchaser expressly disclaims any intent to rely on any such materials provided to it by Seller in connection with its inspection and agrees that it shall rely solely on its own independently developed or verified information.

11. SURVEY AND TESTS

Seller shall provide a legal description sufficient to convey the Property to Purchaser, and the parties agree to use such description in the deed of conveyance. Seller shall also take any necessary action to create a lot line revision and Seller shall obtain resubdivision approval as may be required as a condition precedent to enable Seller to convey the Property to Purchaser. The Deed may include a covenant merging the Property into property of Purchaser known as 133 Holcomb Street. Purchaser shall pay as an adjustment at Closing up to but not to exceed \$2,300 toward the cost of any survey required to prepare the legal description.

12. DEFAULT

If any party defaults in the performance of its obligations hereunder, the non-defaulting party's sole remedy shall be to terminate this contract upon written notice to the others which shall be the sole and exclusive remedy for default; provided, that under no circumstances shall any party be liable for any incidental or consequential damages. The Parties agree that no party shall have the remedy of specific performance of any other party's obligations hereunder.

13. EFFECT

The covenants and agreements herein are to be binding upon and inure to the benefit of the parties hereto, their respective heirs, representatives, successors and assigns and shall survive the delivery of the deed hereunder. This contract constitutes the entire agreement between the parties and may not be changed except by a contract in writing signed by the parties against whom enforcement of any waiver, change, modification, extension, estoppel or discharge is sought.

14. NOTICES

Any notice or communication required or permitted hereunder shall be in writing and shall be sent either by first-class mail, overnight-delivery or facsimile and addressed as follows:

To Sellers:                   Town Manager  
                                  Town of Simsbury  
                                  933 Hopmeadow Street  
                                  Simsbury, Connecticut 06070

With a copy to:             Robert M. DeCrescenzo, Esq.  
                                  Updike, Kelly & Spellacy, P.C.  
                                  P.O. Box 231277, 100 Pearl Street  
                                  Hartford, CT 06123-1277

To Purchaser:             Lisa M. Antonio or Stardust, LLC  
Or Stardust                 133 Holcomb Street  
                                  Simsbury, CT 06070

With a copy to:             Jorie T. Andrews, Esq.  
                                  Hinckley Allen

20 Church Street, 18<sup>th</sup> floor  
Hartford, CT 06103

15. NO RECORDING

It is agreed between the parties that Purchaser shall not record this contract, or notice of same, on the Land Records of the Town of Simsbury. If Purchaser for any reason records this contract, Purchaser shall be in default under this contract and shall be deemed hereby to have appointed Seller its attorney-in-fact to file a release of any such recorded instrument and Purchaser shall reimburse Seller for all reasonable costs incurred by Seller to obtain such release.

16. COUNTERPARTS

This contract may be executed in counterparts, each of which shall be an original, but all of which, when taken together, shall constitute one and the same agreement.

17. GOVERNING LAW

This contract shall be construed according to the internal laws of the State of Connecticut.

18. PREVAILING PARTY

In any action or proceeding between Seller and Purchaser hereunder, the prevailing party shall be entitled to recover from the non-prevailing party its reasonable attorneys' fees actually incurred.

19. CONSENT TO LAND USE APPLICATIONS: POWER OF ATTORNEY

Effective as of the date of the execution of this Real Estate Contract, Purchaser hereby consents to and authorizes the Seller to file land use applications for the Easement Area for its proposed Multi-Use Recreational Trail in Simsbury upon and over Purchaser's land as described in Schedule B. Further, Purchaser grants to Seller a limited power of attorney to execute Owner's Consent forms for the filing of such land use applications on behalf of the Purchaser as may be required by the Town of Simsbury land use agencies.

IN WITNESS WHEREOF, the parties hereto have set their respective hands and seals the day and year first above written.

TOWN OF SIMSBURY

By \_\_\_\_\_  
Name: Maria E. Capriola, M.P.A.  
Its Town Manager  
Duly Authorized

\_\_\_\_\_  
Lisa M. Antonio

STARDUST, LLC

By \_\_\_\_\_  
Steven Antonio  
Its Member  
Duly Authorized



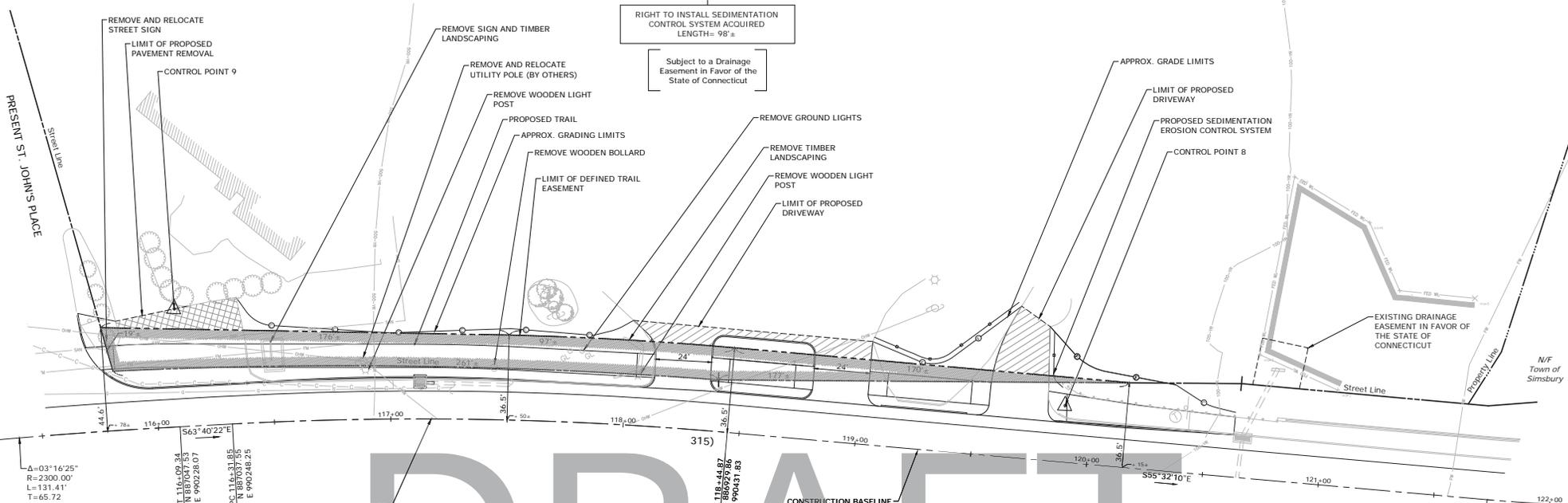


**NOTES:**

- THIS SURVEY AND MAP HAS BEEN PREPARED IN ACCORDANCE WITH SECTIONS 20-300B-1 THRU 20-300B-20 OF THE REGULATIONS OF CONNECTICUT STATE AGENCIES - STANDARDS AND SUGGESTED METHODS AND PROCEDURES FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT AS ADOPTED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS INC. AUGUST 29, 2019. IT IS A RIGHT OF WAY SURVEY WITH THE BASELINE CONFORMING TO HORIZONTAL ACCURACY CLASS A-2 AND IS INTENDED TO BE USED TO DEPICT THE LIMITS OF ACQUISITION FOR THE PROJECT REFERENCED HEREON. THE FEATURES DEPICTED HEREON ARE THE RESULT OF FIELD LOCATION SURVEYS. THE STREET LINES CONFORM TO CLASS A-2 ACCURACY. THE PROPERTY LINES DEPICTED CONFORM TO CLASS D ACCURACY. THEY HAVE BEEN COMPILED FROM VARIOUS SOURCES AND ARE NOT TO BE CONSTRUED AS BEING OBTAINED AS THE RESULT OF A FIELD SURVEY. NOR DO THEY REPRESENT A PROPERTY/BOUNDARY OPINION.
- NORTH ARROW, BEARINGS AND COORDINATES ARE BASED UPON THE CONNECTICUT COORDINATE SYSTEM (NAD 1983), ESTABLISHED WITH G.P.S.
- REFERENCE IS HEREBY MADE TO THE FOLLOWING MAPS:
  - CONSTRUCTION PLANS ENTITLED: STATE PROJECT NO. (TARIFFVILLE CONNECTION FARMINGTON VALLEY/EAST COAST GREENWAY)

<b>STARDUST, LLC</b>
DEFINED TRAIL EASEMENT ACQUIRED AREA = 5096± Sq. Ft.
RIGHT TO RECONSTRUCT DRIVEWAY ACQUIRED AREA = 1078± Sq. Ft.
RIGHT TO REMOVE DRIVEWAY AND PAVEMENT ACQUIRED AREA = 473± Sq. Ft.
RIGHT TO GRADE ACQUIRED AREA = 1137± Sq. Ft.
RIGHT TO INSTALL SEDIMENTATION CONTROL SYSTEM ACQUIRED LENGTH = 98'±

Subject to a Drainage  
Easement in Favor of the  
State of Connecticut



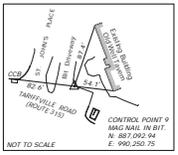
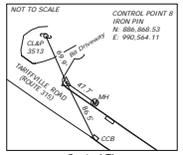
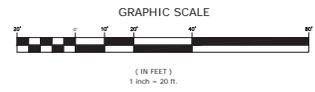
# DRAFT

$\Delta = 03^\circ 16' 25''$   
 $R = 2300.00'$   
 $L = 131.41'$   
 $T = 65.72'$

$\Delta = 08^\circ 08' 12''$   
 $R = 1500.00'$   
 $L = 213.02'$   
 $T = 106.69'$

PT 118+44.87  
 N 88°02'48.82"  
 E 990431.83

PC 121+27.09  
 N 88°44'22"  
 E 990702.30



DATE	REVISION	REQ. BY

Drawn By: TDS Date: NOVEMBER 2019  
 Checked By: MJJ Date: NOVEMBER 2019  
 File: SERIAL\_1.DWG

L.S. #70095  
 TOWN NO. 128  
 PROJECT NO. \_\_\_\_\_  
 SERIAL NO. 1 TITLE Chief of Survey  
 SHEET 1 OF 1 DATE \_\_\_\_\_  
 Gregory A. Szyzkowski, L.S.  
 Milone & MacBroom, Inc.

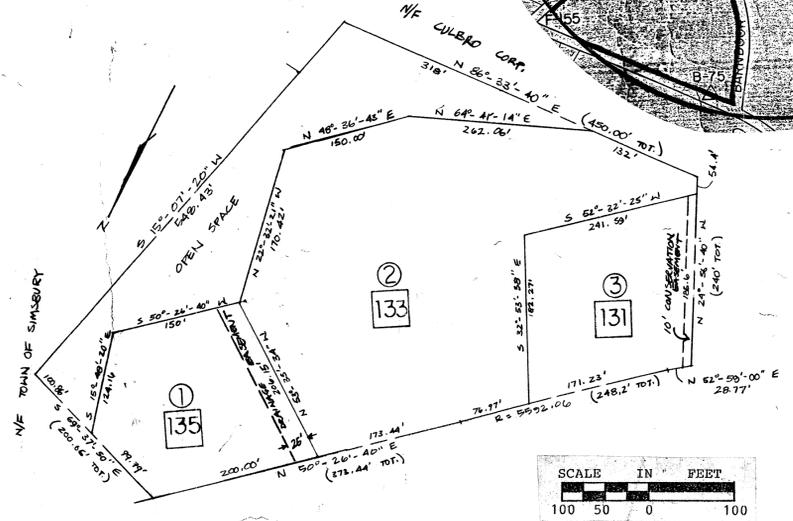
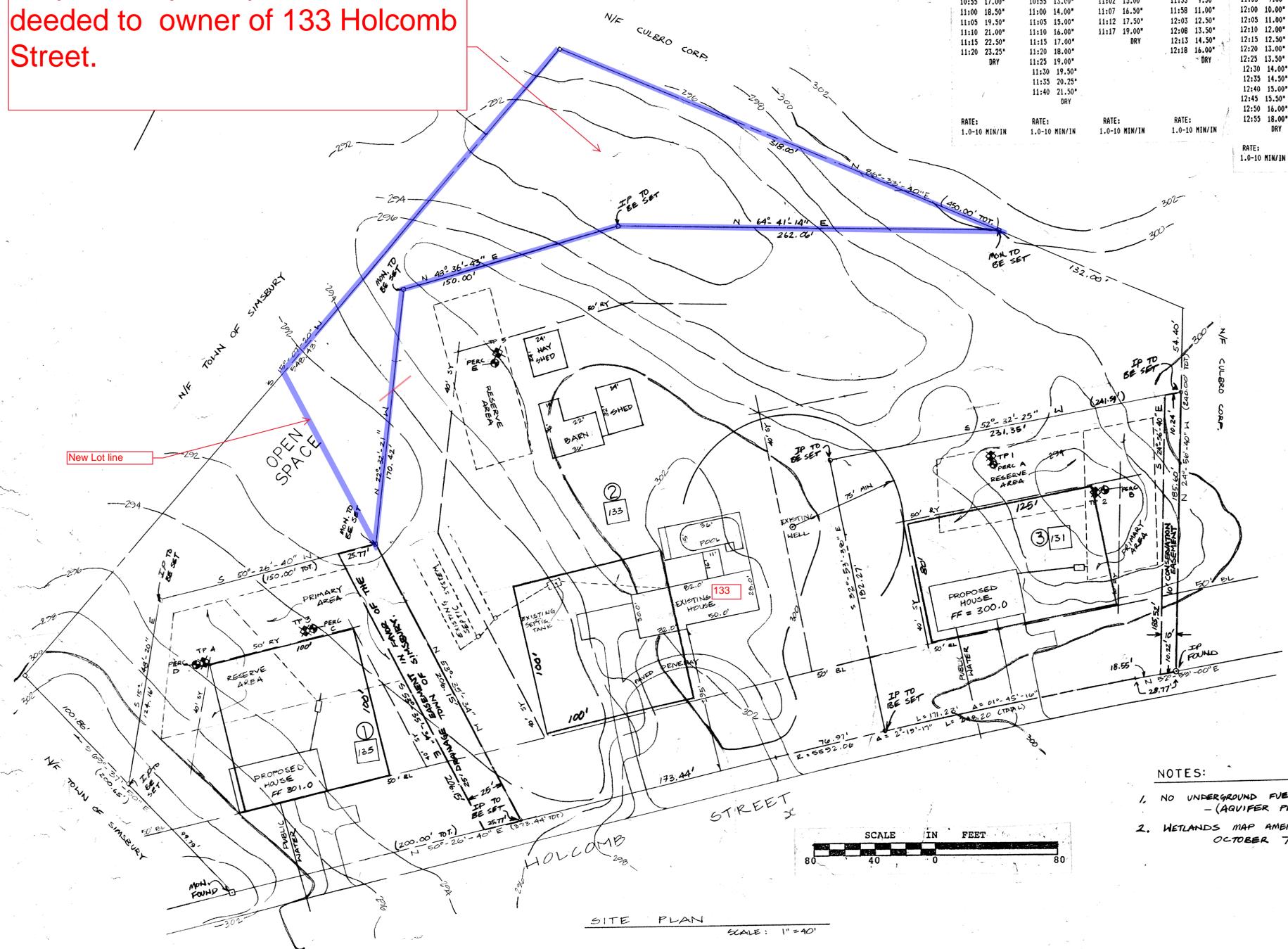
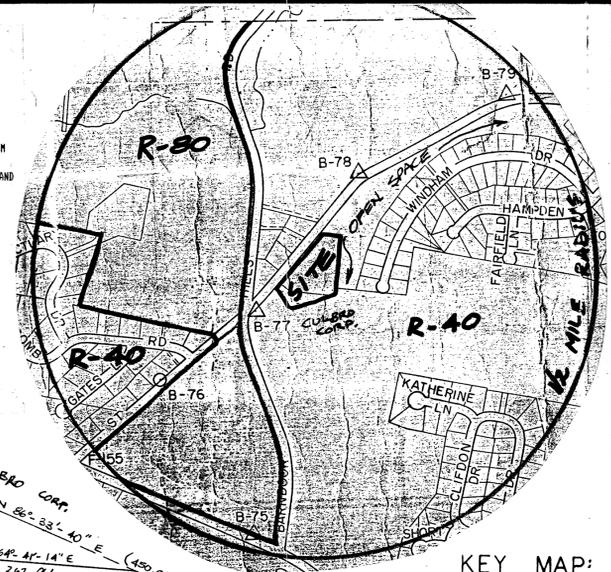
**RIGHT OF WAY SURVEY**  
 TOWN OF SIMSBURY  
 MAP SHOWING EASEMENT ACQUIRED FROM  
 STARDUST, LLC  
 BY  
 TOWN OF SIMSBURY  
 TARIFFVILLE CONNECTION  
 FARMINGTON VALLEY/EAST COAST GREENWAY  
 SCALE: 1" = 20'  
 NOVEMBER 2019

REFERENCES:  
 1. "ABRAMS", TOWN OF SIMSBURY, CONNECTICUT, TOPOGRAPHIC MAP, SHEET NO. E-3, JUNE 1979.

**Proposed Open Space to be deeded to owner of 133 Holcomb Street.**

PERC TEST A Depth @ 25"	PERC TEST B Depth @ 22"	PERC TEST C Depth @ 20"	PERC TEST D Depth @ 17"	PERC TEST E Depth @ 10"
TIME READING 10:47 13.00" 10:50 14.50" 10:55 17.00" 11:00 18.50" 11:05 19.50" 11:10 21.00" 11:15 22.50" 11:20 23.25" DRY	TIME READING 10:45 10.00" 10:50 11.50" 10:55 13.00" 11:00 14.00" 11:05 15.00" 11:10 16.00" 11:15 17.00" 11:20 18.00" 11:25 19.00" 11:30 19.50" 11:35 20.25" 11:40 21.50" DRY	TIME READING 10:52 8.00" 10:57 12.50" 11:02 15.00" 11:07 16.50" 11:12 17.50" 11:17 19.00" DRY	TIME READING 11:43 4.50" 11:48 8.00" 11:53 9.50" 11:58 11.00" 12:03 12.50" 12:08 13.50" 12:13 14.50" 12:18 16.00" DRY	TIME READING 11:45 8.00" 11:50 8.00" 11:55 9.00" 12:00 10.00" 12:05 11.00" 12:10 12.00" 12:15 12.50" 12:20 13.00" 12:25 13.50" 12:30 14.00" 12:35 14.50" 12:40 15.00" 12:45 15.50" 12:50 16.00" 12:55 18.00" DRY
RATE: 1.0-10 MIN/IN	RATE: 1.0-10 MIN/IN	RATE: 1.0-10 MIN/IN	RATE: 1.0-10 MIN/IN	RATE: 1.0-10 MIN/IN

TEST PIT 1	TEST PIT 2	TEST PIT 3
0-16" TOPSOIL 16-30" SANDY LOAM 30-100" COBBLES	0-11" TOPSOIL 11-22" SANDY LOAM 22-98" COBBLES	0-12" TOPSOIL 12-24" SANDY LOAM 24-39" COBBLES 39-100" COARSE SAND
NO MOTTILING NO GROUNDWATER NO LEDGE	NO MOTTILING NO GROUNDWATER NO LEDGE	NO MOTTILING NO GROUNDWATER NO LEDGE
TEST PIT 4	TEST PIT 5	
0-16" TOPSOIL 16-29" SANDY LOAM 29-100" COBBLES	0-13" TOPSOIL 13-95" COBBLES	
NO MOTTILING NO GROUNDWATER NO LEDGE	NO MOTTILING NO GROUNDWATER NO LEDGE	



**ZONING REQUIREMENTS:**  
 ZONE: R-40 (single family residence)  
 MINIMUM LOT AREA: 40,000 Sq. Ft.  
 LOT FRONTAGE: 200 ft  
 FRONT YARD: 50 ft  
 SIDE YARD: 40 ft  
 REAR YARD: 50 ft  
 MAXIMUM COVERAGE: N/A

**NOTES:**  
 1. NO UNDERGROUND FUEL TANKS ALLOWED - (AQUIFER PROTECTION AREA)  
 2. WETLANDS MAP AMENDMENT APPROVED OCTOBER 7, 1997.

AREA TABLE:	
ZONE: R-40	
TOTAL AREA:	264,094 Sq. Ft. or 6.062 Ac.
LOT 1:	40,000 Sq. Ft. or 0.918 Ac.
LOT 2:	131,238 Sq. Ft. or 3.013 Ac.
LOT 3:	40,001 Sq. Ft. or 0.918 Ac.
OPEN SPACE:	52,854 Sq. Ft. or 1.213 Ac.

**OPEN SPACE REQUIREMENTS:**  
 TOTAL AREA: 264,094 Sq. Ft. or 6.062 Ac.  
 20% open space: 52,819 Sq. Ft. or 1.212 Ac.

**LEGEND**  
 ——— EXISTING PROPERTY LINE  
 - - - - - PROPOSED SUBDIVISION LINE  
 - - - - - BUILDING LIMIT  
 ~~~~~ EXISTING CONTOUR  
 □ MONUMENT TO BE SET  
 ○ IRON PIN TO BE SET

**CERTIFICATE OF APPROVAL**  
 RECEIVED FOR THE PLANNING COMMISSION BY Nancy Stevens  
 ON 9-12-97  
 WE HEREBY CERTIFY THAT ON Oct 28 1997 THE PLANNING COMMISSION OF SIMSBURY, CONNECTICUT APPROVED THIS PLAN FOR THE PLANNING COMMISSION.  
 RECEIVED FOR FILING ON \_\_\_\_\_ BY \_\_\_\_\_ TOWN CLERK  
 IN ACCORDANCE WITH CONNECTICUT TECHNICAL STATUTES, SECTION 8-26C, ALL WORK IN CONNECTION WITH THIS SUBDIVISION MUST BE COMPLETED BY: 10-28-2002

This drawing reproduced in accordance with state regulations. Process used:  scan-off  Field-note photo  
 Joseph Merritt & Company



**NOTES:**  
 1. THIS MAP AND SURVEY WERE PREPARED IN ACCORDANCE WITH THE MINIMUM STANDARDS OF ACCURACY, CONTENT AND CERTIFICATION FOR SURVEYS AND MAPS PURSUANT TO SEC. 20-300b-1 TO 20-300b-20 OF THE REGULATION OF CONNECTICUT STATE AGENCIES.  
 2. THE BOUNDARY PORTION OF THIS SURVEY IS IN ACCORDANCE WITH CLASS A-2 HORIZONTAL ACCURACY.  
 3. THE TOPOGRAPHIC PORTION OF THIS SURVEY IS IN ACCORDANCE WITH CLASS T-D VERTICAL ACCURACY.  
 "TO MY KNOWLEDGE AND BELIEF, THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON"  
 Clifford A. Washburn, Jr., A.C., NO. 5735



**SUBDIVISION PLAN**  
 PROPERTY OF:  
 MARILYN MILLIKEN  
 133 HOLCOMB STREET  
 SIMSBURY, CONNECTICUT  
 SCALE: AS SHOWN  
 JUNE 1996  
 OFFICE OF:  
 SANDERSON & WASHBURN  
 SIMSBURY, CONNECTICUT  
 R-40 ZONE  
 3388





# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Economic Development Commission 2020-2021 Work Plan
2. **Date of Board Meeting:** November 23, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Melissa Appleby, Deputy Town Manager  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
The Board of Selectmen needs to adopt a work plan for the EDC by November 30<sup>th</sup>. Therefore, the following motion is in order:

*Move, effective November 23, 2020, to adopt the Economic Development Commission's 2020-2021 Work Plan as presented.*

5. **Summary of Submission:**  
The Board of Selectmen discussed a draft 2020-2021 EDC work plan at your October 26, 2020 meeting. The EDC reviewed and discussed their 2020-2021 work plan at their October 28 and November 18, 2020 meetings. The work plan is used by the EDC to guide their efforts for the upcoming year. Their four major areas of focus are: business incentives, marketing, business outreach, and supporting entrepreneurs.

At its August 13, 2018 meeting, the Board of Selectmen adopted the Economic Development Commission Ordinance. The Ordinance requires the Board of Selectmen to provide direction and goals to the Commission on an annual basis on or before the thirtieth day of November each year.

6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**
  - a) Economic Development Commission 2020-2021 Draft Work Plan

**2020-2021 EDC Work Plan - DRAFT**

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



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Reappointment of Jennifer Caulfield to the Police Commission
2. **Date of Board Meeting:** November 23, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the reappointment of Jennifer Caulfield to the Police Commission, the following motion is in order:  
  
*Move, effective November 23, 2020, to reappoint Jennifer Caulfield (U) as a regular member to the Police Commission to a term beginning on January 1, 2021 and expiring on January 1, 2025.*
5. **Summary of Submission:**  
Police Commission members are appointed by the Board of Selectmen to four year terms according to Section 614 of the Town Charter. No more than two of the five appointed members may be from the same political party.  
  
Ms. Caulfield was originally appointed in October of 2019 to fill the remainder of Brendan Walsh's term following his resignation from the Commission. Should the Board of Selectmen wish to reappoint Ms. Caulfield, she would serve a new four year term from January 1, 2021 through January 1, 2025.
6. **Financial Impact:**  
None
7. **Description of Documents Included With Submission:**  
None



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Appointment of Jen Batchelar to the Sustainability Team

2. **Date of Board Meeting:** November 23, 2020

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

4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the appointment of Jen Batchelar to the Sustainability Team, the following motion is in order:

*Move, effective November 23, 2020, to appoint Jen Batchelar (R) as a regular member representing the Board of Education to the Sustainability Team, replacing Jeffrey Tindall.*

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

6. **Financial Impact:**  
None

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

## **CALL TO ORDER**

The Regular Meeting of the Board of Selectmen was called to order at 6:01 p.m. on Zoom due to COVID-19. Present were: First Selectman Eric Wellman; Deputy First Selectman Sean Askham; Board members Mike Paine, Wendy Mackstutis, Chris Peterson, and Jackie Battos. Others in attendance included Town Manager, Maria E. Capriola; Deputy Town Manager Melissa Appleby; Planning Director Mike Glidden, Director of Public Works, Tom Roy, Culture, Parks and Recreation Director Tom Tyburski, Attorney Bob DeCrescenzo, and other interested parties.

## **PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

Mr. Paine made a motion to amend the agenda to add item b to Appointments and Resignations to appoint Deb Schwager to the Community for Care Committee. Ms. Battos seconded the motion. All were in favor and the motion passed.

## **PUBLIC AUDIENCE**

- E-mail written comments to [ebutler@simsbury-ct.gov](mailto:ebutler@simsbury-ct.gov) by 12:00 P.M. on Monday, November 9, 2020 to be read into the records; or
- E-mail [tfitzgerald@simsbury-ct.gov](mailto:tfitzgerald@simsbury-ct.gov) by 12:00 P.M. on Monday, November 9, 2020 to register to address the Board of Selectmen live through Zoom

Mr. Wellman read notes received from Joan Coe. Ms. Coe spoke about not receiving any responses from her comments; taxes; Big Y parking places; maintenance at different properties; needing playing fields; the Police Department; the Meadowood project; a paddle player injury; and other issues.

## **PRESENTATION**

### **a) Clean Energy Task Force Campaign to Support Energizer CT Home Energy Solutions Program**

Mr. Wellman said the Clean Energy Task Force is trying to get the word out about helping residents save money on energy.

Mr. Scully, from the Clean Energy Task Force, said this program is funded by a fee on our electric bills. He said this program allows someone to come and do a range of core services such as weather stripping, a draft test, change light bulbs, and other things. They will also give some recommendations when appropriate. About 26% of Town residents have used this program already.

Mr. Scully said the co-pay for this program has now gone down to zero and the incentive/rebates are very good right now. The Clean Energy Task Force is just trying to get the word out so people use this service as it will help save them money. They will do a mailing and a show on SCTV to get the word out. This is a very safe service as the people are tested daily and will use PPE.

## **FIRST SELECTMAN REPORT**

Mr. Wellman, First Selectman, reviewed is First Selectman's Report.

## **TOWN MANAGER’S REPORT**

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

## **SELECTMEN ACTION**

### **a) Tax Refund Requests**

Mr. Askham made a motion, effective November 9, 2020, to approve the presented tax refunds, in the amount of \$3,762.97, and to authorize Town Manager, Maria E. Capriola to execute the tax refunds. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

### **b) Building Resilient Infrastructure and Communities (BRIC) Grant**

Mr. Wellman said the WPCA knows that it will have to raise the protective bur a few feet because of the updated flood maps. We now have an opportunity to apply for a grant from FEMA that would cover a lot of the cost of the project. Ms. Capriola said this grant would pay for 75% of this project.

After some discussion, Mr. Askham made a motion, effective November 9, 2020, to authorize Town Manager, Maria E. Capriola, to submit and execute the BRIC Grant application once the grant materials have been prepared and completed;

And, in the event at the Grant is awarded, to accept the BRIC Grant Award and to authorize Maria E. Capriola, Town Manager, to execute all documents to the Grant Award. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

### **c) Proposed Technology Task Force Statement of Purpose and Procedures**

Mr. Wellman said the Technology Task Force was formed about seven years ago in an advisory capacity and this Statement of Purpose and Procedures shows the clarity on how they operate.

Ms. Appleby said that the Statement of Purpose and Procedures sets the membership number at nine, and provides for an annual report to the Board of Selectmen by the end of November each year. She asked for an amendment to the Procedures as amended to include a liaison from the Board of Education.

Ms. Battos made a motion, effective November 9, 2020, to adopt the proposed Simsbury Technology Task Force Statement of Purpose and Procedures as presented and to include a Board of Education liaison member. Mr. Paine seconded the motion. All were in favor and the motion passed.

### **d) Proposed Natural Stewardship Policy**

Mr. Wellman said this policy is something that the Open Space Committee has been working on. This is all about how open space parcels should be cared for.

Susan Masino said the Committee has been working with consultants to work on strategies of how to care for this land. She said they need to have “Rangers” keep track of properties and discussing with the Town to take

care of. Everyone needs to be on the same page as to what needs to be done and who needs to do it at these properties.

After discussion, Mr. Peterson made a motion, effective November 9, 2020, to adopt the proposed Natural Stewardship Policy as presented. Ms. Battos seconded the motion. All were in favor and the motion passed.

**e) Discussion of Proposed Affordable Housing Plan**

This item is informational and no formal action is needed.

Mr. Wellman said the Town is working on an affordable housing plan per CGS §8-30g. The Planning Commission is asking the Board of Selectmen for input.

Mr. Glidden spoke about the income levels and how the plan will outline how each community seeks to develop more affordable housing options. He said CGS§8-30g deals with affordable housing appeals and in that section it discusses what is considered affordable housing. The housing cost can't exceed 30% of the income of the household.

After discussion, like adding deed restrictions, and a small cities grant application, Mr. Wellman there won't be a consensus tonight and if anyone has questions or ideas they should contact the Planning Commission.

**f) Dispatchers Successor Collective Bargaining Agreement, 2019-2022**

Mr. Wellman said this agreement was ratified by the Union. Ms. Capriola said this is a proposed three year contract, ending June 30, 2022. She went through the contract and thanked the dispatchers for the great job they are doing during this trying time.

Ms. Mackstutis made a motion, effective November 9, 2020, to authorize Town Manager, Maria E. Capriola, to execute the proposed successor Collective Bargaining Agreement between the Town of Simsbury and UE Local 222, CILU/CIPU, CILU Local #41, which shall enter into effect retroactively from July 1, 2019 and expires on June 30, 2022. Mr. Askham seconded the motion. All were in favor and the motion passed.

**g) Proposed Memorandum of Understanding Between The Town, Police Commission, and Town Manager**

Mr. Wellman said the need for this Understanding is stemming from the transition to the Town Management form of government.

Attorney DeCrescenzo went through the draft changes update. The Police Commission is meeting right now and they should be passing the same document.

Mr. Askham made a motion, effective November 9, 2020, to adopt the Memorandum of Understanding between the Town, Police Commission, and Town Manager as presented tonight. Ms. Battos seconded the motion. All were in favor and the motion passed.

**h) Proposed Settlement Agreement of Pending Tax Appeal for Simsbury Commons Shopping Center**

Mr. Wellman said this is part of the 2017 revaluation. Attorney DeCrescenzo said the appeal centers around tenant changes, lower rent agreements, and lower property values, especially during this time. He said the settlement would not be for the Stop and Shop parcel, but the rest of Simsbury Commons.

Mr. Paine made a motion, effective November 9, 2020, to approve the attached settlement agreement for the tax appeal on the property located at 530 Bushy Hill Road as presented and to authorized Town Attorney, Robert DeCrescenzo, to execute the agreement. Ms. Battos seconded the motion. All were in favor and the motion passed.

**APPOINTMENTS AND RESIGNATIONS**

**a) Appointment of Lori Wagner to the Economic Development Commission**

Ms. Battos made a motion, effective November 9, 2020, to appoint Lori Wagner to the Economic Development Commission as a member representing the business community, with an expiration date of October 10, 2023. Mr. Peterson seconded the motion. All were in favor and the motion passed.

**b) Appointment of Deb Schwager to Community for Care**

Mr. Paine made a motion, effective November 9, 2020, to appoint Deb Schwager to the Community for Care, as a regular member, with a term expiring December 4, 2021. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

**REVIEW OF MINUTES**

**a) Regular Meeting of October 26, 2020**

There were no changes to the Regular Meeting Minutes of October 26, 2020, and, therefore, the minutes were adopted.

**b) Special Meeting of October 26, 2020**

There were not changes to the Special Meeting Minutes of October 26 2020 and, therefore, the minutes were adopted.

**SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS**

- a) **Personnel** – no report at this time.
- b) **Finance** – no report at this time.
- c) **Welfare** – no report at this time.
- d) **Public Safety** – no report at this time.
- e) **Board of Education** – no report at this time.

**COMMUNICATIONS**

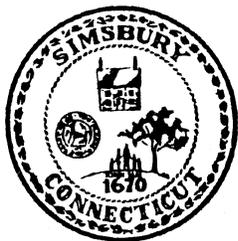
- a) **Memo from M. Capriola, Re: EMPG opt in Grant Funds, dated November 5, 2020** – no discussion at this time.
- b) **Parks and Open Space Master Plan** – no discussion at this time.

**ADJOURN**

Mr. Askham made a motion to adjourn at 7:59 p.m. Mr. Paine seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio  
Clerk



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

## MEMORANDUM

**To:** Board of Selectmen  
**From:** Maria Capriola, Town Manager  
**Date:** November 19, 2020  
**Subject:** Board of Finance FY 21/22 Budget Guidelines

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The attached draft is a FY 21/22 Budget Guidelines document that the Board of Finance has begun to prepare. It was included in their last two packets. They plan to discuss this at Tri-Board and I wanted to ensure you have the information in advance of the meeting.

**BOARD OF FINANCE  
TOWN OF SIMSBURY  
BUDGET Framework - FY22**  
*Adopted by the Board of Finance on \_\_\_\_\_*

**I. Guiding Principles Statement**

The Simsbury Town and Education budgets are financial plans that include expenditures, revenues and debt. Each year the Town goes through a collective process to decide what services the Town should provide and how much money we should spend on those services. The budget expresses the political and civic values of the community through funding priorities and goals balanced with what our residents can afford to pay.

The Board of Finance serves as the budget-making authority for the Town of Simsbury and considers the financial aspects of town government as a whole, rather than from the standpoint of any particular board, department, project or officer. The Board looks at the current budget context, fiscal goals and policies of the town, benchmarking with other AAA rated and neighboring towns, and evaluates long-term obligations including debt and soft liabilities like pensions and benefits.

Guiding principles for the Board include:

- Adopting a balanced budget
- Ensuring efficiencies - doing more with less
- Transparency
- Public input and participation

**II. Budget Context**

In setting this year's budget, the Town of Simsbury, like all towns across the country, is facing unprecedented circumstances and challenges. Within the scope of these challenges and other affordability benchmarks, we note the following:

- Extraordinary challenges from global pandemic – COVID-19 impact in education, health, safety and equity
- Likely increased education spending needs
- Probable multi-year recession
- Simsbury unemployment at 5.5% (Source: [CT DOL September 2020 data](#))
- Grand list growth of **1.43% (\$1,367,788)**
- Inflation as measured by the change in the Consumer Price Index (CPI) **1.3-1.4% (est.)**

Education Enrollment (Source: BOE Oct. meeting power point)  
 Oct. 2020 student enrollment: 65 students below projections  
 (majority from kindergarten)

2021 student enrollment projections: flat  
 Five-year school enrollment: down 150 students; 3.8%

- Town est. population 2020: 25,395 (Source: [2019 July Census est.](#))
  - 4.3% under five years
  - 23.8% under 18 years
  - 17.2% over 65 years
- Population growth projections (Source: Parks and Open Space Master Plan 2020)
  - Five years: +632 between 2019-2024;
  - Ten years: + 956 between 2019-2030
- Household Median Income: \$117,181 (Source: Parks and Open Space Master Plan 2020)
- Per Capital Income: \$60,349 (Source: Parks and Open Space Master Plan 2020)
- Median Net Worth: \$794,597 (Source: Parks and Open Space Master Plan 2020)
- Foregone revenues (Source: Tax Assessor)
  - \$220,000 - Local Elderly
  - \$80,000 - Elderly and Totally Disabled
  - \$120,000 – Veterans (includes local ADVET)
  - \$135,000 - Fire and Ambulance
  - \$55,000 - Ensign Bickford (EBAD 45,000-65,000)
  - \$54,000 - Ensign House, 590 Hopmeadow St.
  - \$70,000 Meadowood taxes
  - \$680,500 Total
- Other State Mandated foregone revenue:
  - \$xxxx Manufacturing abatements
  - \$xxxx Solar
  - \$xxxx Non-profits & other tax-exempt properties
  - \$xxx Other
- Social Security COLA of 1.3% (avg. \$20/month) (Source: [Social Security Administration](#))
- Updated Pension investment and mortality assumptions (est. \$2M)

Snapshot

| Town        | Mill Rate | Taxes/\$350,000 | School Ranking Niche 2021 | Safety Ranking Alarms.org 1/19/20 |
|-------------|-----------|-----------------|---------------------------|-----------------------------------|
| W. Hartford | 41.8      | 10241           | 13                        | 72                                |
| Granby      | 39.61     | 9704            | 38                        | 14                                |
| Simsbury    | 38.28     | 9379            | 15                        | 11                                |
| Glastonbury | 36.9      | 9041            | 7                         | 33                                |
| Cheshire    | 33.22     | 8139            | 18                        | 18                                |

|                   |       |      |    |    |
|-------------------|-------|------|----|----|
| <b>Avon</b>       | 32.9  | 8061 | 10 | 23 |
| <b>Canton</b>     | 32.59 | 7985 | 24 | 13 |
| <b>Farmington</b> | 27.97 | 6853 | 11 | 52 |

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### III. Budget Goals and Priorities

This budget policy balances the needs of the Town with what residents can reasonably afford to pay and sets the following goals and priorities in order to develop a responsible budget and spending plan:

- Accomplish more with less - current constraints will necessitate resourcefulness, self-sufficiency, and invention
- Improved transparency, including a clearer budget mailer
- Prioritize health and safety, education, meeting contractual obligations, BOS and BOE priorities
- Maintain AAA bond rating
- Ongoing operating expenditure budgets should not exceed the amount of ongoing revenue budgets
- New program costs requests shall identify either new ongoing source of revenue or offsetting/ongoing expenditures to be eliminated (e.g. spend to save, fees or grants), or in the case of a state mandated duty, the expenditure should demonstrate that it is not unreasonably excessive and cannot be accomplished at a lesser cost
- Data driven and demonstrated decision-making
- Performance measurements
- Conservative revenue estimates

### IV. Board of Finance Decision Points During Budget Process

- Set the mill rate
- Determine the general reserve target for FY 22 is (15-17% policy range)
- Decide whether to amend current policy and permit debt service to exceed 7% policy for BOE school construction
- Approve BOE and BOS Operating Budgets and Capital Budget
- Decide whether to issue Debt with 10-year series bonds or longer for BOE projects
- Set the pension investment assumption (recommended at 6.5%)
- Decide whether to fully fund pension ARC with adjusted mortality rates, as recommended
- Set the tax collection assumption
- Determine best use of excess reserves:

- Pandemic response needs
  - Mill rate stabilization for feathering pension assumptions/mortality adjustments
  - Capital purchases
  - Debt service stabilization in anticipation of BOE capital expenditures
  - Other
- 

V. **Additional Information Requested by the Board of Finance**

- Long term plan for Solar taxes declining year to year
- Base capital analysis
- Town Master Capital plan
- Recommendations for Culture, Parks and Recreation Fund
- Ranked Capital and CNR
- Organizational charts for all departments, showing reporting hierarchy and numbers
- Performance metrics by department
- Show benefits by departments (retirement, OPEB, health)
- Itemize proposed capital in BOE operating budget (e.g. cars, trucks, furniture, equipment over \$10,000). Rank priorities
- Include COVID costs as separate line item in each department budget, and sources of funding (if still an issue)
- Benchmark with Avon, Bloomfield, Canton, Cheshire, Farmington, Glastonbury, Granby, South Windsor, West Hartford, Windsor:
  - Population
  - Mill rate
  - Median income
  - Per capital income
  - Unemployment
  - Median home value
  - Median tax in \$
  - Bond rating
  - Equalized Net Grand List
  - Operating per capita
  - Cost per pupil
  - School ranks
  - Public safety ranks
  - Town and BOE employee numbers (per capita)
  - Debt per capita
  - Debt service as a percentage of operating budget

- Debt as a percentage of median income
- Debt as a percentage of taxable property
- Total indebtedness
- Total debt as a percentage of expenditures
- General Fund unassigned
- Plan fiduciary net position as a % of total pension liability
- Median pensions for General Government, Police, and BOE
- Neighboring towns budget percent increases for FY22

DRAFT