



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN

Main Meeting Room – Simsbury Town Hall – 933 Hopmeadow Street, Simsbury
Regular Meeting – December 11, 2017 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATIONS

- Proposed Deepwater Wind Solar Project Update – Attorney Robert DeCrescenzo

FIRST SELECTMAN'S UPDATE

SELECTMEN ACTION

- a) Approve Tax Refunds
- b) Approve Public Gathering Permits for 2018 Events
- c) Authorize the Town Manager to execute contract for Capital Area Substance Abuse Council (CASAC) Grant
- d) Bright Ideas Grants:
 - 1) Accept Bright Ideas Grant and authorize Town Manager to execute agreement with Eversource Energy, subject to review by Town Counsel
 - 2) Authorize submission and acceptance for a third Bright Ideas Grant in the amount of \$10,000 in December, 2017, subject to review by Town Counsel
- e) Authorize Disposal of 2006 Ford Econoline Dial-A-Ride Van

OTHER BUSINESS

- a) Discussion regarding Electronic Packets
- b) Discussion regarding Meeting Room Setup

APPOINTMENTS AND RESIGNATIONS

- a) Acknowledge the resignation of Diane Madigan (R) as an Alternate Member of the Zoning Board of Appeals effective November 30, 2017

- b) Acknowledge the resignation of Craig K. MacCormac (R) as a Regular Member of the Conservation Commission & Inland Wetlands Agency effective December 1, 2017
- c) Acknowledge the resignation of Joseph Campolieta (D) as an Alternate Member of the Zoning Board of Appeals effective December 4, 2017
- d) Acknowledge the resignation of Donna Beinstein (D) as an Alternate Member of the Conservation Commission effective December 4, 2017

REVIEW OF MINUTES

- a) Regular Meeting of November 27, 2017
- b) Special Meeting of December 4, 2017

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- 1. Personnel
- 2. Finance
- 3. Welfare
- 4. Public Safety
- 5. Board of Education

ADJOURN

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



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Tax Refunds
2. **Date of submission:** December 5, 2017
3. **Date of Board Meeting:** December 11, 2017
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

Colleen O'Connor- Tax Collector

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

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

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

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

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

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

Approve tax refunds per attached printout in the amount of **\$ 1,009.90.**

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

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

Tax Refunds.xls

	BILL NUMBER	TAX	FIRE	INTEREST	TOTAL
List 2014					
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total 2014		\$0.00	\$0.00	\$0.00	\$0.00
List 2015					
Posadas LLC	16-2-40631	\$6.02			\$6.02
ACAR Leasing LTD	16-3-50049	\$223.79	\$7.22		\$231.01
CCAP Auto Lease LTD	16-3-52897	\$344.47	\$11.11		\$355.58
Honda Lease Trust	16-3-58448	\$126.45	\$4.08		\$130.53
JP Morgan Chase	16-3-59457	\$257.98	\$8.32		\$266.30
Kerr Mary L	16-3-59959	\$33.98	\$1.10		\$35.08
Lombardi Frank P	16-3-61272	\$5.58	\$0.18		\$5.76
Shannon Arlene E	16-3-67112	\$11.63			\$11.63
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total 2015		\$1,009.90	\$32.01	\$0.00	\$1,041.91
List 2016					
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total 2016		\$0.00	\$0.00	\$0.00	\$0.00
TOTAL 2014		\$0.00	\$0.00	\$0.00	\$0.00
TOTAL 2015		\$1,009.90	\$32.01	\$0.00	\$1,041.91
TOTAL 2016		\$0.00	\$0.00	\$0.00	\$0.00
					\$1,041.91
TOTAL ALL YEARS		\$1,009.90	\$32.01	\$0.00	\$1,041.91



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission: Public Gathering Permits – Recommendation for Approval**
2. **Date of submission:** December 5, 2017
3. **Date of Board Meeting:** December 11, 2017
4. **Individual or Entity making the submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):**

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

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

Approve the Public Gathering Applications for the 2018 Iron Horse Half Marathon, 10K and 5K and the Simsbury-Granby Rotary Club River Run.

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

Upon receipt of public gathering application for the events listed above, a Public Gathering Permit application meeting was held on December 5, 2017.

Those at the meeting included Lieutenant Fred Sifodaskalakis, Zoning Enforcement Officer Robin Newton, Assistant Public Works Director Ryan Jeffris, Fire Marshal Kevin Kowalski, and me.

Representatives were on hand to discuss the following annual events:

Simsbury-Granby Rotary Club River Run	April 29, 2018
Iron Horse Half Marathon, 10K and 5K	June 3, 2018

Both events are similar in format to past years. The officials of both organizations will coordinate with staff of the Performing Arts Center and the Farmington Valley Health District on their requirements for the event.

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

There is no financial impact to the Town.

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

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

Summaries of each event are attached.

To: Simsbury Zoning Office

Attached please find the Public Gathering Permit for the Amica Iron Horse Half Marathon, 10K and 5K scheduled for Sunday, June 3rd. Below is a brief narrative of the event and the additional information requested on the permit.

The 16th annual Amica Iron Horse Half Marathon, 10K & 5K will be held on Sunday, June 3rd, 2018. The race starts at 7:30 AM on Iron Horse Boulevard with the post race festivities following at the Simsbury Performing Arts Center. We will be working diligently with the Simsbury Police Department and Department of Public Works. In the past there have been a total of eleven Simsbury police officers hired to control and direct traffic at the event.

Traffic alert signs will be posted two weeks prior to the race, and mailings to all residents along the course will be done in May. We will work with the police department to ensure notifications to residents are done to the town's satisfaction.

The post race festivities include food provided by Simsbury Boy Scout troop 175, music, and a kid's fun run. Food will be served to all athletes following the race. A food permit will be submitted to the Farmington Valley Health District as the race approaches. The post race activities will conclude at 11:30 AM.

There is a kid's fun run at 10:30 AM. Following the kid's race there is kid friendly activities for entertainment.

The following attachments can be made available upon request:

- Event Layout - The plan includes placement of (3) 10 x 20 tents and (24) 10 x 10 tents. There are no lights and no heat to the tents.
- Town of Simsbury Parking Map - Parking is located at the commuter parking lots located along Iron Horse Boulevard. After 6:45 AM access to the parking lots must be made from Rte 10.
- Time line of event set up.
- Course Maps – Half Marathon, 10K 5K
- Certificate of Insurance is pending. I will send along a copy as soon as it is completed.
- Road Closings - Iron Horse Boulevard will be closed to traffic at 7:00 AM. Other road closings and detours are being finalized with the Simsbury Police Department. A time impact chart indicating where runners will be along the courses is attached.
- Letter sent to all residents along the course to notify of the traffic impact.
- Traffic advisory plan for sign placement and sample of the signs to be posted.
- Portalet placement locations.
- Board of Selectman Meeting Agenda Submission Form



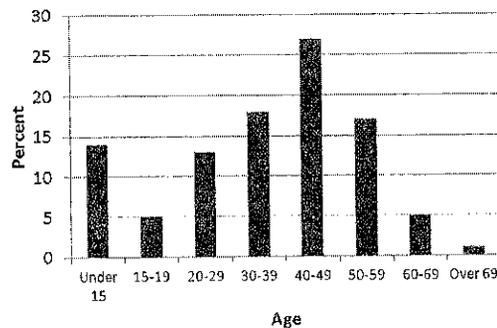
Race Facts

- The 2018 race will be held on April 29
- The River Run is a Farmington Valley tradition and has been held for 38 years.
- The Simsbury-Granby Rotary Club has managed The River Run for the last 22 years. Rotary International is a global service organization comprised of 1.2 million volunteers who come together to create positive, lasting change in our communities.
- All proceeds go back into the community in the form of college scholarships for Simsbury & Granby high school graduates.
- The race is managed by an all-volunteer team.
- The 5k and 10k races are USATF certified.

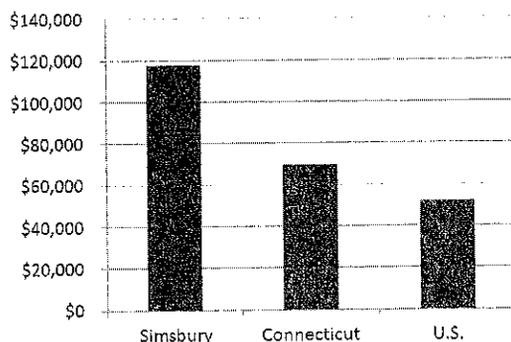
Participant Demographics

- 750 runners participated in 2017.
- The event attracts over 1,500 spectators.
- 51% of runners are women and 49% men.
- Runner's ages range from 5 to 79 with an average of 37 years.

Age Distribution

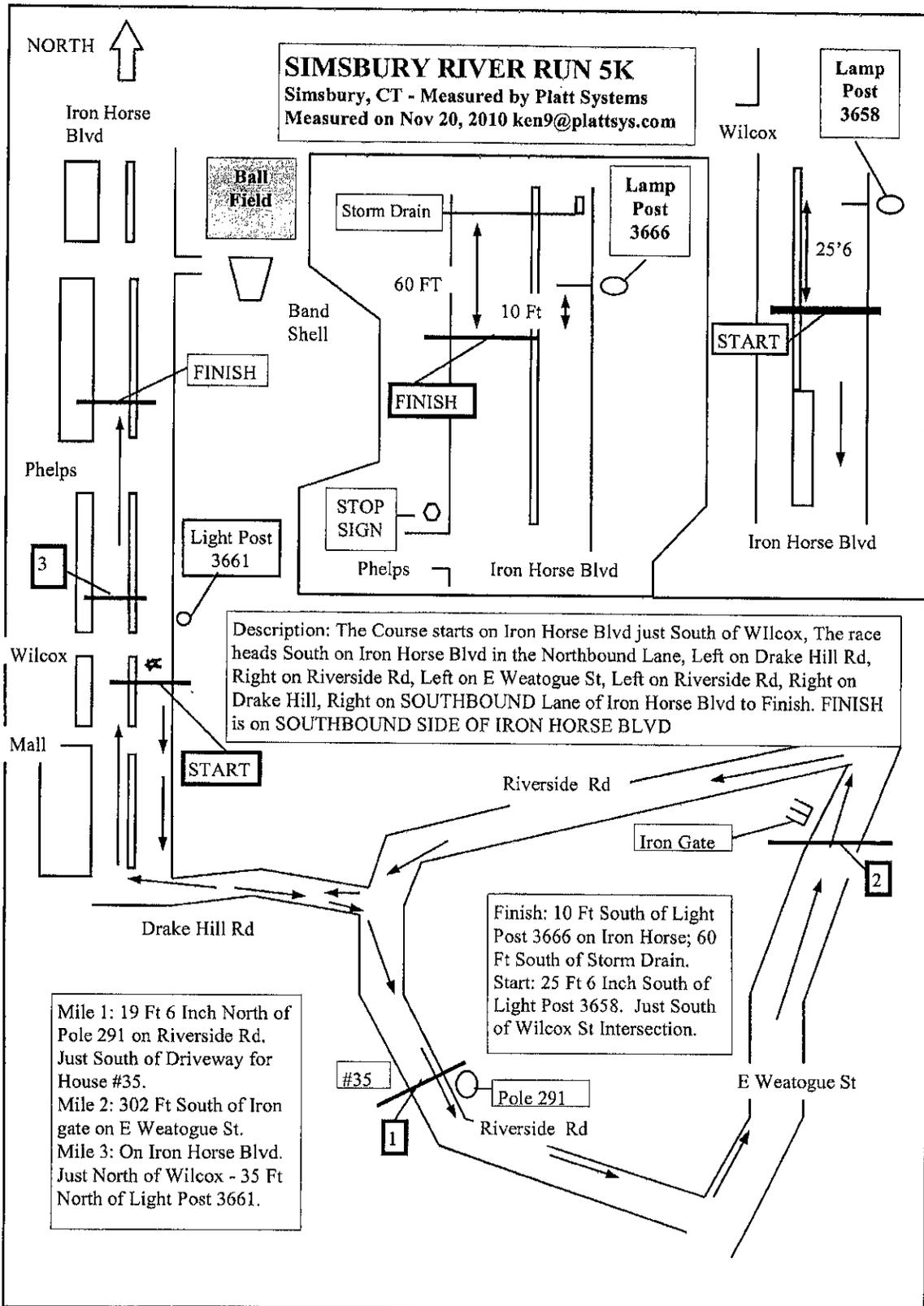


Family Income



- 44% of runners are from Simsbury.
- 65% of runners are from the Farmington Valley.
- 97% of runners are from Connecticut.
- 64% of Simsbury residents are college graduates vs. 36% for all of Connecticut.
- Simsbury and Farmington Valley residents have significant disposable income they can spend on your products & services!

5K start moved to southbound lane in 2014





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Authorization for the Town Manager to execute CASAC Grant Contract to support local substance abuse prevention
2. **Date of submission:** December 4, 2017
3. **Date of Board Meeting:** December 11, 2017
4. **Individual or Entity making the submission:** Kristen Formanek
Director of Community
and Social Services
5. **Action requested of the Board of Selectmen:** Authorize the Town Manager to execute the CASAC Grant Contract for funds to support local prevention activities.
6. **Summary of submission:** The Social Services Department applies each year to the Capital Area Substance Abuse Council (CASAC) for a grant to provide funds for substance abuse prevention.
7. **Financial Impact:** \$5,342.00 to Community and Social Services
Department – no town match required
8. **Description of documents included with submission:** Copy of Grant Contract



**CONTRACT BETWEEN
CAPITAL AREA SUBSTANCE ABUSE COUNCIL
and
The Town of Simsbury**

Congratulations on receiving the Local Prevention Grant award in the amount of \$5,342.00. By accepting this award you will be a subcontractor for CASAC and you will be required to accept the following terms of this agreement so that CASAC can produce a report for the Department of Mental Health and Addiction Services (DMHAS) outlining what was accomplished with this grant.

This is a contract by and between the Town of Simsbury, Youth Advisory Board, c/o Simsbury Social Services Department, 933 Hopmeadow Street, Simsbury, Connecticut, 06070, and the Capital Area Substance Abuse Council (CASAC), Inc., 200 Day Hill Road, Windsor, Connecticut, 06095, for the contract year July 1, 2017 through June 30, 2018.

TERMS AND CONDITIONS

1. **SERVICE:** For the sum of \$5,342.00, the Town of Simsbury, Youth Advisory Board, shall establish and maintain a local, municipal-based alcohol, tobacco and other drug prevention council in Town of Simsbury. Such council shall facilitate the development of prevention initiatives at the local level with the support of the Chief Elected Official of the municipality.
- A. The Town of Simsbury shall meet the following requirements in the operation of the Local Prevention Council Program (LPCP):
 1. establish a council comprised of representatives from all sectors of the community including, but not limited to, chief elected officials, police, school, social service agencies, businesses, parents, media, youth, minorities, and clergy;
 2. hold meetings at least 4 times per contract period;
 3. implement local projects based on two or more of the six (6) prevention strategies; and,
 4. commit 25% of the LPC's efforts to alcohol and 25% to tobacco; and 50% to other addictive substances and risky behaviors;
 5. demonstrate an understanding of Cultural Competence as it relates to the application process and all activities sponsored under the Grant;
 6. demonstrate a diverse composition of the Council collaborative, or in lieu of some elements of diversity identify how Cultural Competency factors are being considered and represented in the Grant activities;
 7. designate member representation at a minimum of two (2) Prevention Committee meetings;
 8. include Capital Area Substance Abuse Council's name on flyers, brochures, and/or advertising for events that are funded either fully or in-part with LPC dollars;
 9. all flyers, brochures and/or advertising to be sent electronically before the event;
 10. submission of a mid-year report due by January 31, 2017.
- B. the Town of Simsbury shall provide the activities described in the attached funding application as part of this contract:
- C. The Town of Simsbury shall provide services to the populations described in the attached funding application as part of this contract.

REPORTING REQUIREMENTS:

The Town of Simsbury shall submit a final report including both program and financial narratives by July 15, 2018.

2. MANNER OF PAYMENT: The Capital Area Substance Abuse Council, Inc., agrees to make a payment of \$5,342.00 to the Town of Simsbury for the services outlined above within 14 days of receipt of this signed contract.

3. TERMS OF CONTRACT:

A. The Town of Simsbury agrees to abide by the state and federal lobbying laws, and further specifically agrees not to include in any claim for reimbursement any expenditures associated with activities to influence, directly or indirectly, legislation pending before Congress or the CT General Assembly or any administrative or regulatory body unless required by this contract.

B. The Capital Area Substance Abuse Council will not knowingly do business or make awards to any individual or organization that has been found to have discriminated against any person or group on the basis or race, color, religious creed, age, marital status, national origin, sex, mental retardation or mental or physical disability.

C. The source of these funds are "Federal-SAPT," Fed. CFDA#93.959, SID 829. The Town of Simsbury shall comply with the State and Federal Single Audit Acts. If, based upon the level of federal and state funding your agency receives, you are exempt from the audit requirements of the A133 or the State Single Audit Act. The Town of Simsbury shall notify the Capital Area Substance Abuse Council of this fact in writing in order to satisfy CASAC's audit reporting requirements.

D. Continued funding for services under this contract is subject to allocation of LPCP funds from the Department of Mental Health and Addiction Services to the Capital Area Substance Abuse Council.

4. CANCELLATIONS: There shall be no modification of the terms agreed upon unless approved in advance in writing by the Town of Simsbury and CASAC.

The parties herein have entered into this agreement, and acknowledge its effectiveness. By signing this agreement, the contractor acknowledges that he/she has the corporate authority to enter into this contract.

ACCEPTANCES AND APPROVALS:

By the Contractor:

Contractor (Legal Name of Contractor)

Signature (Authorized Official)

Date

Printed Name of Signatory

Title

APPROVED BY:

The Capital Area Substance Abuse Council, Inc.



11/20/2017

Signature (Authorized Official)

Date

Thomas J. Steen

Executive Director

Printed Name of Signatory

Title



Town of Simsbury

66 Town Forest Road, Simsbury, Connecticut 06070

~ Thomas J. Roy, P.E. – Director of Public Works ~

BOARD OF SELECTMEN MEETING **AGENDA SUBMISSION FORM**

1. **Title of submission:** **Accept the Connecticut Energy Efficiency Fund's \$10,000 Bright Ideas Grant**

2. **Date of submission:** December 7, 2017

3. **Date of Board Meeting:** December 11, 2017

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

Thomas J. Roy, P.E. – Director of Public Works

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

Authorize Town Manager to enter into an agreement with Eversource Energy to receive the Bright Ideas Grant funding with a value up to \$10,000.

*All Agreements are to be reviewed by Town Council prior to execution.

6. **Summary of Submission:**

Eversource Energy, in its capacity as administrator of the Connecticut Energy Efficiency Fund, is providing the Town of Simsbury with a Bright Idea Grant with a value of up to \$10,000 in connection with the Town obtaining 100 points in the Clean Energy Communities' Energy Efficiency program

The project selected by the Clean Energy Task Force for this grant is the installation of 11 autonomous energy monitoring devices ("Tiles") across six Town facilities: WPCA, Town Hall, Department of Public Works, Eno Memorial Hall, Library, and Simsbury Farms Ice Rink. These Tiles will be used to track our energy usage in real time at these facilities with a level of accuracy that will allow us to develop short and long range plans to reduce our energy consumption and demand charges

7. **Financial Impact:**

Cost of installing 11 Tiles at the six Town facilities is estimated at \$9,500 with the Grant covering 100% of the cost. The data gathered will allow for modifications to our energy use that will lower our annual operating cost.

8. **Description of documents included with submission:**

- Connecticut Energy Efficiency Fund's Bright Idea Grant Memo
- Grant Agreement and Letter of Intent



Town of Simsbury

66 TOWN FOREST ROAD, P.O. BOX 495, SIMSBURY, CONNECTICUT 06070

~ Department of Public Works ~

Memorandum: Connecticut Energy Efficiency Fund's Bright Ideas Grant

To: Board of Selectmen
CC: Sean Kimball, Interim Town Manager
From: Thomas J. Roy, Director of Public Works
Date: December 7, 2017

As part of the Clean Energy Communities Program being offered by the CT Energy Efficiency Fund the Town of Simsbury is being provided a Bright Idea Grant with a value up to \$10,000. This will be the second Grant the Town has received under this Program. This Grant has been awarded in accordance with the Town obtaining 100 points in the Clean Energy Communities' Energy Efficiency Track. Our Clean Energy Task Force ("CETF") working with Public Works has identified the Autonomous Energy Monitoring Project ("Project") as the best use of the Bright Ideas Grant funding.

Autonomous energy monitoring is a relatively new technology that is being used to gather accurate energy usage data and analysis. It provides the ability to track energy usage in real time, identifies energy usage patterns, and examines alternative energy solutions. This technology will allow the Town to manage demand charges, modify operating procedures, identify more efficient energy investments and evaluate savings strategies.

The CETF has been working with Tumulow Energy Ingenuity ("Tumulow"), a local startup company which provides autonomous energy monitoring devices called Tiles. Under this Project we will use 11 Tiles that will be used across six Town facilities: WPCA, Town Hall, Department of Public Works, Eno Memorial Hall, Library, and Simsbury Farms Ice Rink. Combined these facilities use 3.25 million kWh per year at a cost of nearly \$425,000. The anticipated cost of the Tiles and a one year analytic monitoring subscription is \$9,500.

Working with Tumulow, the Town has been able to pinpoint and prioritize the areas where energy data collection would be most advantageous at our six facilities. The Tiles will collect data within these buildings to develop short and long range plans to reduce our energy consumption.

Assuming this Project is accepted we anticipate having the installation completed in about two weeks during the month of February. With this project we will be able to better understand our electrical usage thereby allowing the Town to reduce our energy consumption and ultimately save money.

**AGREEMENT
BETWEEN
THE CONNECTICUT LIGHT & POWER COMPANY
Doing business as EVERSOURCE ENERGY
and
TOWN OF SIMSBURY**

This Agreement (“Agreement”) made this ___ day of _____, 2017 (“Effective Date”), by and between Eversource Energy (“Eversource”), a specially chartered Connecticut corporation organized under the laws of Connecticut, having its principal place of business at 107 Selden Street, Berlin, Connecticut 06037, in its capacity as manager of the Connecticut Energy Efficiency Fund (“Energy Efficiency Fund”), which is funded through EVERSOURCE customers, and the TOWN OF SIMSBURY (“PARTICIPANT”), having its principal place of business at 933 Hopmeadow Street, Simsbury, Connecticut 06070. EVERSOURCE and PARTICIPANT are each individually referred to as a “Party” or collectively as “Parties” in this Agreement. This Agreement and the Appendices attached hereto and made a part hereof as Appendix A: PARTICIPANT’s Clean Energy Communities Pledge and Appendix B: Letter of Intent, constitute the entire “Agreement” between the Parties.

WHEREAS, the Energy Efficiency Board advises and assists EVERSOURCE and The United Illuminating Company (“UI”), collectively (“the Companies”) in the development and implementation of conservation and load management programs funded by the Connecticut Energy Efficiency Fund pursuant to Conn. Gen. Stat. § 16-245m;

WHEREAS, the Energy Efficiency Fund and the Companies have collaborated with Connecticut Green Bank (“Green Bank”) in working with the PARTICIPANT, and its respective clean energy task forces, energy commissions and committees to support and promote participation in Energy Efficiency Fund programs and the practice of energy conservation behaviors;

WHEREAS, the PARTICIPANT has signed the Clean Energy Communities Municipal Pledge, which is attached hereto and made a part hereof as Appendix A;

WHEREAS, PARTICIPANT has pledged to reduce its municipal building energy consumption by **20% by 2018**. Building energy consumption shall be determined by benchmarking municipal building energy consumption to a baseline fiscal year. PARTICIPANT can determine which baseline year it will benchmark its energy consumption, either fiscal year **2008-2009, 2009-2010, 2010-2011, 2011-2012, 2012-2013, 2013-2014, 2014-2015**.

WHEREAS, PARTICIPANT will reduce energy consumption by annual Clean Energy Communities program requirements. Beginning in the 2012-2013 fiscal year, PARTICIPANT will reduce consumption by five (5) percent the first year and by three (3) percent increments in the following years. PARTICIPANT can meet the 20 percent reduction prior to June 30, 2018. The schedule follows:

- a. Fiscal Year July 1, 2012-June 30, 2013: 5% Reduction
- b. Fiscal Year July 1, 2013-June 30, 2014: 8% Reduction
- c. Fiscal Year July 1, 2014-June 30, 2015: 11% Reduction
- d. Fiscal Year July 1, 2015-June 30, 2016: 14% Reduction

- e. Fiscal Year July 1, 2016-June 30, 2017: 17% Reduction
- f. Fiscal Year July 1, 2017-June 30, 2018: 20% Reduction

WHEREAS, PARTICIPANT will work with the Companies, contractors or other entities to benchmark all municipal and board of education buildings to determine complete municipal building energy usage. PARTICIPANT agrees that schools operated within Regional School Districts (RSDs) are excluded from the benchmarking requirement;

WHEREAS, PARTICIPANT pledges to create its own Municipal Action Plan (“MAP”) detailing how it will reduce its energy consumption;

WHEREAS, the Companies will provide assistance in creating the MAP and guidance toward leveraging Energy Efficiency Fund program incentives and technical assistance to assist with PARTICIPANT’s energy-efficient improvements;

WHEREAS, PARTICIPANT has earned **100** energy efficiency points through participation in Energy Efficiency Fund programs and special energy conservation projects by businesses, residents, municipal and Board of Education buildings in the Town of Simsbury. Energy efficiency points have been earned in the following manner:

- a. 6 points = For every one (1) percent of the PARTICIPANT’s households who participate in Energy Efficiency Fund residential programs, such as Home Energy Solutions, Home Energy Solutions-Income Eligible and Residential New Construction. Energy Efficiency Fund program participation is retroactive to January 1, 2010.
- b. 8 points = For every one (1) percent of the PARTICIPANT’s households who redeem Energy Efficiency Fund residential rebates, such as appliance and insulation, HVAC, natural gas hot water heaters, etc. Energy Efficiency Fund program participation is retroactive to January 1, 2010.
- c. 4 points = For every one (1) percent of the PARTICIPANTS businesses and municipal buildings who participate in Energy Efficiency Fund commercial and industrial programs, such as Energy Opportunities, Small Business Energy Advantage, Energy Conscious Blueprint. Program participation is retroactive to January 1, 2010.
- d. Range of 1-10 points = Points can be earned for special energy conservation and energy efficiency projects (“Special Projects”), such as conservation challenges or light bulb swaps. PARTICIPANT must complete a Special Projects Form and submit to EVERSOURCE Program Administrators for review and approval. Special project points will be assigned at the sole discretion of the Companies. Only Special Projects initiated after January 1, 2012 will be considered.

For every 100 energy efficiency points earned in the Energy Efficiency Track, the PARTICIPANT will earn a Bright Idea Grant (hereinafter “Energy Efficiency Incentive”) that is funded through the Energy Efficiency Fund. The PARTICIPANT may receive up to two Energy Efficiency Incentives per municipal fiscal year under this Agreement. However, PARTICIPANT may continue to accumulate energy efficiency points and earn additional Energy Efficiency Incentives in the next fiscal year.

For every 100 points, the PARTICIPANT is eligible to receive a \$10,000 Energy Efficiency Incentive.

NOW THEREFORE, in consideration of mutual covenants contained herein and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. An Energy Efficiency Incentive in the amount of Ten Thousand Dollars (\$10,000.00) shall be paid to PARTICIPANT. The Energy Efficiency Incentive is to be used in the Town of Simsbury for an energy-saving project as outlined in the Letter of Intent attached hereto as Appendix B. PARTICIPANT agrees and understands that the failure to complete the energy-saving project(s) as outlined in the Letter of Intent attached hereto as Appendix B may impact future participation in the energy efficiency programs offered by EVERSOURCE as manager of the Energy Efficiency Fund.
2. PARTICIPANT agrees and understands that it must comply with this Agreement and the Letter of Intent set forth in Appendix B to EVERSOURCE's reasonable satisfaction. PARTICIPANT agrees and understands that failure to comply with this Agreement may result in the elimination or reduction of the Energy Efficiency Incentive, at EVERSOURCE's sole, but reasonable, discretion, and may impact future participation in the energy efficiency programs offered by EVERSOURCE as manager of the Energy Efficiency Fund.
3. PARTICIPANT agrees that the Energy Efficiency Fund will fund the Energy Efficiency Incentive. PARTICIPANT agrees and understands that EVERSOURCE's total payment obligation to the Energy Efficiency Incentive pursuant to this Agreement is ten thousand dollars (\$10,000.00), subject to the availability of funding through the Energy Efficiency Fund pursuant to section 5 below and that PARTICIPANT is responsible for any MAP costs in excess of the Energy Efficiency Incentive.
4. This Agreement is the entire agreement between the Parties and supersedes all other agreements, communications and representations. This Agreement may not be modified or amended except by instrument in writing signed by EVERSOURCE and PARTICIPANT, with the exception of the Department of Energy and Environmental Protection ("DEEP") and/or the Connecticut Public Utility Regulatory Authority ("PURA")-mandated modifications or changes to funding of Energy Efficiency Fund programs.
5. PARTICIPANT understands that funding for the Energy Efficiency Incentive derives from the Energy Efficiency Fund. EVERSOURCE is not responsible for any costs or damages incurred by PARTICIPANT if Energy Efficiency Funds for the Energy Efficiency Incentive are reduced or eliminated by the State of Connecticut, including the Governor and/or Legislature, or the PURA.
6. PARTICIPANT agrees to use the funding it receives hereunder solely for the purpose of the energy-saving project detailed in the Letter of Intent attached hereto as Appendix B and made a part of this Agreement.
7. PARTICIPANT agrees, to the fullest extent permitted by law, to indemnify and hold harmless EVERSOURCE, its parent, affiliates, officers, directors, agents and employees against all damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the PARTICIPANT's negligent performance of professional services under this Agreement and that of its subcontractors or anyone for whom the PARTICIPANT is legally liable.

Neither Party shall be liable to the other Party for indirect, incidental, punitive, special, or consequential damages arising out of this Agreement, even if the Party has been informed of the possibility of such damages, including but not limited to, loss of profits, loss of revenues, failure to realize expected savings, loss of data, loss of business opportunity, or similar losses of any kind related to criminal, intentional, reckless, or grossly negligent conduct or omission on the part of either Party.

Except as to indemnification obligations under this section, the total liability of PARTICIPANT, its subsidiaries, affiliates, officers, employees or agents for all claims of any kind arising under this Agreement, whether in contract, tort, or otherwise, shall be limited to the total payments made to PARTICIPANT under this Agreement.

8. Either Party may terminate this Agreement for the other Party's material breach upon thirty (30) days' written notice to the breaching party, if such breach is not cured to the notifying party's reasonable satisfaction within such notice period.
9. The Parties shall endeavor to resolve any dispute arising out of or relating to this Agreement:
 - a. by submitting their dispute in writing to EVERSOURCE's Manager of Conservation and Load Management; if the dispute cannot be resolved to the mutual satisfaction of the Parties by this method within thirty (30) days, then
 - b. by submitting their dispute in writing to the Energy Efficiency Board ("EEB"); if the dispute cannot be resolved to the mutual satisfaction of the Parties by this method within thirty (30) days, then
 - c. by submitting their dispute in writing to the alternative dispute resolution staff of PURA, if the dispute cannot be resolved to the mutual satisfaction of the Parties by this method within thirty (30) days.
10. All recitals found on Pages 1, 2 and 3 hereof are incorporated herein and made a part of this Agreement.
11. This Agreement shall be governed and construed in accordance with the laws of the State of Connecticut and shall be subject to all applicable laws governing the subject matter hereof.
12. In no event shall this Agreement be deemed to give any rights or entitlements to any third party, this Agreement being solely for setting forth the understandings of the Parties.
13. This Agreement constitutes the entire understanding and agreement between the Parties relating to the subject matter hereof. If any of the provisions of this Agreement are determined to be invalid under applicable law, they are, to that extent, deemed omitted. The invalidity of any portion of this Agreement shall not render any other portion invalid.
14. This Agreement may not be changed, modified, released, discharged, abandoned, or assigned (in whole or in part) except by an instrument in writing signed by an authorized representative of each Party hereto.
15. Each person signing this Agreement represents and warrants that the entity for which he is signing has duly authorized this Agreement and has he has the authority to sign on behalf of such entity.

16. This Agreement may be executed in counterparts, each of which shall be deemed an original but all of which together shall constitute the same instrument.

17. No Party will be liable or deemed to be in breach of this Agreement for failure of performance under this Agreement due to a Force Majeure Event. If a Party is unable to perform its obligations under this Agreement due to a Force Majeure Event, whoever is unable to perform shall promptly notify the other Party. For purposes of this Agreement, Force Majeure Event means any act of God, labor disturbance, act of the public enemy, war, insurrection, riot, storm or flood, fire or explosion, health epidemic, any order, regulation or restriction imposed by any governmental authority, or any other cause beyond the control of the Parties.

18. Notices required by this Agreement shall be addressed to the other Party, including the other Party's representative at the addresses noted below:

If to EVERSOURCE:
Eversource Energy
Energy Efficiency Department—East Building
107 Selden Street
Berlin, CT 06037
Attention: Alison Jackman

If to PARTICIPANT:
Town of Simsbury
933 Hopmeadow Street
Simsbury, Connecticut 06070
Attention: Sean Kimball, Interim Town Manager (Maria Capriola, Town Manager effective 01/29/18)

19. PARTICIPANT agrees that the following language is mandatory and must be added to all materials and advertising created by, or for, and used by PARTICIPANT in connection with the use of the Clean Energy Communities program's Bright Idea Grant: **"This energy-saving project was funded by a Bright Idea Grant through Energize Connecticut's Clean Energy Communities program in partnership with Eversource Energy."** If PARTICIPANT creates (or has created) its own marketing and advertising in connection with the use of the Bright Idea Grant, it must contain the same above-referenced language.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives.

Eversource Energy, as manager of the Connecticut Energy Efficiency Fund

By: _____
Stephen J. Bruno

Title: Assistant Manager, Conservation & Load Management Programs,
Eversource

Date: _____

Town of Simsbury

By: _____
Sean Kimball

Title: Interim Town Manager, Town of Simsbury

Date: _____

APPENDIX B: LETTER OF INTENT

Background

The Clean Energy Communities program is a new Program offered by the Connecticut Energy Efficiency Fund in partnership with municipal governments, businesses, institutions, organizations and residents. Its purpose is to encourage communities to become more energy efficient and increase their support for clean renewable energy. The Clean Energy Communities program provides qualified cities and towns with performance-based incentives that include free clean energy systems from Green Bank and Bright Idea Grants that can be used toward energy-saving projects from the Energy Efficiency Fund.

To earn the designation of a Connecticut Clean Energy Community, the city or town must meet these requirements: 1) sign a pledge to reduce municipal building energy consumption by 20% from baseline levels by 2018 and purchase 20% of its municipal building electricity usage from renewable sources by 2018 and 2) Meet the pledge's goals through benchmarking in EPA Portfolio Manager Software and by creating a Municipal Action Plan ("MAP") to reduce energy consumption.

Requirements

Eversource Energy, in its capacity as administrator of the Connecticut Energy Efficiency Fund, is providing the **Town of Simsbury** ("Participant") with a Bright Idea Grant in the amount of **\$10,000** in connection with the Participant obtaining **100** points in the Clean Energy Communities' Energy Efficiency Track in the following manner:

- Residential Energy Efficiency Fund Program Participation: **48** Points Earned
- Residential Energy Efficiency Fund Rebates Redeemed: **24** Points Earned
- Business & Municipal Buildings Participation in Energy Efficiency Fund Programs: **28** Points Earned
- Special Projects: **0** Points Earned

The Participant will be responsible for ensuring that all grant funds provided are used for the purposes outlined below in the Project Summary. Participant agrees and understands that failure to complete the energy-saving project(s) as outlined herein may impact future participation in the energy efficiency programs offered by Eversource energy as manager of the Connecticut Energy Efficiency Fund. Participant understands that grant funds can only be used for energy-saving projects and cannot fund the following: Renewable Energy Credit (REC) purchases, clean energy system installations (i.e., solar photovoltaic and solar thermal), fuel cells or distributed generation projects. Participant understands that the Letter of Intent must be approved by a Clean Energy Communities Program Administrator before Exhibit B is incorporated herein.

Deliverables

The Participant will spend the Bright Idea Grant within one (1) year of receipt, unless extended upon request in writing to an Eversource Program Administrator, and complete a Bright Idea Grant Update form and submit to the Eversource Program Administrator to the address below:

Eversource Energy
Energy Efficiency Department—East Building
107 Selden Street
Berlin, CT 06037
Attention: Alison Jackman

Project Oversight

Eversource Energy requests one point of contact for the project:

Town of Simsbury
933 Hopmeadow Street
Simsbury, Connecticut 06070
Attention: Sean Kimball, Interim Town Manager (Maria Capriola, Town Manager effective 01/29/18)

Project Summary

1. NAME OF THE PROGRAM

Clean Energy Communities—Town of Simsbury Bright Idea Grant No. 2

2. FUNDING/BRIGHT IDEA GRANT AMOUNT

\$10,000

3. PROGRAM/PROJECT SUMMARY of FUNDING (Town to describe what they will use funding for, energy savings anticipated, energy-saving technologies or energy conservation behaviors to be implemented).

Description of Energy-Saving Project/Program

Projected Electric Savings (kilowatt-hours or kWh)

Projected Natural Gas Savings (ccfs)

Projected Oil/Propane Savings (gallons)

Estimated Start Date of Project

Estimated Date of Completion of Project

Project Completed by which Company—please attach a copy of the project outline/proposal/invoice from vendor/company

Overall Project Costs

Are you using entire Bright Idea Grant toward funding this project?

If an energy-conservation campaign, please attach description to Letter of Intent

Are you participating in other Energy Efficiency Fund programs to finance the balance of this project?

Have you been in contact with an Eversource Energy Engineer?

Will you be using any other incentives/rebates to fund this project?



Town of Simsbury

66 Town Forest Road, P.O. Box 495, Simsbury, Connecticut 06070

~ Thomas J. Roy, P.E. – Director of Public Works ~

BOARD OF SELECTMEN MEETING **AGENDA SUBMISSION FORM**

1. **Title of submission:** Disposal of 2006 Ford Econoline Dial-A-Ride Van

2. **Date of submission:** December 5, 2017

3. **Date of Board Meeting:** December 11, 2017

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

Thomas J. Roy, P.E. – Director of Public Works
Kristen Formanek, LMSW – Director of Community and Social Service

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

Authorize the Public Works Department to dispose of a 2006 Ford Econoline van to a scrap dealer willing to take the vehicle from its current location at Martel Transportation, Powder Mill Road, Canton, Connecticut.

6. **Summary of Submission:**

The 2006 Ford/Econoline Dial-A-Ride vehicle that had been used for the Town's Dial-a-ride program had a catastrophic engine failure approximately three years ago. Initially, there was hope that this vehicle could be salvaged or re-sold; however due to the age of the vehicle and the expense associated with a new diesel engine, the vehicle has no value other than scrap. The vendor has been able to salvage some of the parts including seats and interior items to help offset the maintenance cost of the other vans in this fleet.

Staff from Public Works have reviewed the condition of this van and determined it has no value, beyond scrap. Under normal circumstance we would auction this vehicle off; however, with it being located at our vendors shop, and they have requested it be removed prior to winter, we are seeking permission from the Board to dispose of this vehicle to any scrap yard willing to tow the vehicle from its current location. The cost to tow this vehicle would far exceed any value we could expect to receive from its sale.

7. **Financial Impact:** none

8. **Description of documents included with submission:** none



Town of Simsbury

933 HOPMEADOW STREET, SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Resignations

2. **Date of submission:** 12/05/2017

3. **Date of Board Meeting:** 12/11/2017

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

Diane Madigan, 42 West Point Terrace, Simsbury
Craig K. MacCormac, 26 Lincoln Lane, Weatogue
Joseph Campolieta, 3 Browngate Lane, Simsbury
Donna Beinstein, 26 Fairview Street, Simsbury

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

- Accepts the resignation of Diane Madigan, 42 West Point Terrace, Simsbury, as an Alternate Member of the Zoning Board of Appeals - Ms. Madigan was elected at the 11/7/17 Municipal Election as a Regular Member of the ZBA
- Accepts the resignation of Craig K. MacCormac, 26 Lincoln Lane, Weatogue, as a Regular Member of the Conservation Commission & Inland Wetlands Agency
- Accepts the resignation of Joseph Campolieta, 3 Browngate Lane, Simsbury, as an Alternate Member of the Zoning Board of Appeals-Mr. Campolieta was elected at the 11/7/2017 Municipal Election as an Alternate Member on the Zoning Commission
- Accepts the resignation of Donna Beinstein, 26 Fairview Street, Simsbury, as an Alternate Member of the Conservation Commission

6. **Summary of Submission**

Alternate Member: Diane Madigan
Board: ZBA-Alternate
Party: R
Effective: 11/30/2017
Full Term of Office: 12/07/2015-12/02/2019

Regular Member: Craig K. MacCormac
Board: Conservation Commission
Party: R
Effective: 12/01/2017
Full Term of Office: Jan. 2014-Jan. 2018

Alternate Member: Joseph Campolieta
Board: ZBA-Alternate
Party: D
Effective: 12/04/2017
Full Term of Office: 12/07/2015-12/02/2019

Alternate Member: Donna Beinstein
Board: Conservation Commission
Party: D
Effective: 12/04/2017
Full Term of Office: Jan. 2015-Jan. 2019

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

NONE

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

Copies of resignation letters

Diane Madigan
42 West Point Terrace
Tariffville, CT 06081
11/30/2017

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



Dear Mrs. Butler,

I hereby resign my position as an alternate member of the Zoning Board of Appeals.

Please notify the Board of Selectmen that the effective date of my resignation is today, 11/30/17.

Sincerely,

A handwritten signature in black ink, appearing to be 'Diane S. Madigan', with a long horizontal line extending to the right.

Diane S. Madigan

Craig K. MacCormac
26 Lincoln Lane
Weatogue, CT 06089



December 1, 2017

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

Dear Mrs. Butler:

I hereby resign my position as regular member on the Simsbury Conservation Commission & Inland Wetlands Agency.

Please notify the Board of Selectmen that the effective date of my resignation is December 1, 2017.

Sincerely,

A handwritten signature in blue ink that reads "Craig K. MacCormac". The signature is fluid and cursive, with a large, stylized initial "C" at the end.

Craig K. MacCormac

Joseph Campolletti
3 Brownrigg Lane
Simsbury, CT 0670



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

Dear Mrs. Butler:

I hereby resign my position as ZBA Alternate member on the
Zoning Board of Appeals

Please notify the Board of Selectmen that the effective date of my resignation is
12/4/2017.

Sincerely,

Joseph Campolletti

Donna Beinstein
26 Fairview Street
Simsbury, Ct 06070



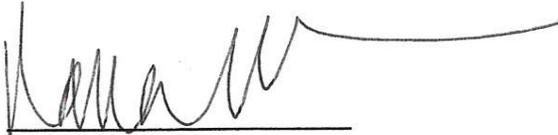
Ericka L. Butler, Town Clerk
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Dear Mrs. Butler:

I hereby resign my position as alternate member on the
Conservation Commission

Please notify the Board of Selectmen that the effective date of my resignation is
December 4, 2017.

Sincerely,



CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Joan Coe, 26 Whitcomb Drive, spoke about changing to a Town Manager form of government, tax dollars, filing a complaint with the Board of Ethics, non-union raises, Simsbury Volunteer Ambulance/AMR and other issues.

Mary Glassman, 40 Pinnacle Mountain Road, thanked the Board of Selectmen, Ms. Heavner and Ms. Lang, for their service. She congratulated the new Board of Selectmen.

Ms. Glassman, President of Simsbury Community TV, spoke about a fund raising letter and their fundraising campaign.

Attorney Dave Moore said he was speaking as a private individual. He thanked Ms. Heavner and Ms. Lang for their service and invaluable leadership. He also spoke about the highly successful search for a Town Manager.

Lori Ferdinand thanked the outgoing board members for their integrity and intelligence and congratulated the returning board members.

PRESENTATIONS

Ms. Heavner said average citizens are usually extraordinary citizens. They give a call to duty when needed the most.

- **Proclamation –Marguerite Carnell**

Mr. Paine read the proclamation.

- **Proclamation – David Coolidge**

Ms. Heavner said David Coolidge has gone above and beyond as Town Moderator.

Ms. Lang read the proclamation.

Ms. Heavner said Mr. Cooke, Director of Administrative Services will also be leaving. He has done an extraordinary job and is a great friend. He is a master in a choral group, and there being considered for a Grammy Award.

Mr. Cooke said it has been a real pleasure to work with the First Selectwoman and Board of Selectmen. They got a lot accomplished and have made great friendships.

Ms. Heavner said Ms. Lang will also be leaving. She is a remarkable historian and has been a great asset in constitutional law. She will continue to serve the Town.

Representative John Hampton said Ms. Lang served this Board with great distinction. He said she will be remembered for her big smile and great relationships. He gave her a State flag that was flown over the capital today.

Representative Hampton said Ms. Heavner was a great “doorknocker” who served with honor, honesty and distinction. She has a great financial mind. She is a hallmark for kindness. He gave her a citation of congratulations and said the Town owes her a debt of gratitude.

Mr. Askham said Ms. Heavner has great loyalty, thoughtfulness and kindness. She is a focused, very hard worker and always did what was best for the Town. She had great leadership and great friendship for everyone.

Mr. Kelly said Ms. Heavner is steadfast and steady at the helm. She has an open and transparent leadership and the team was effective because of her.

Ms. Cook said Ms. Heavner was an inspiration to the Board of Selectmen. Someone who worked very hard at doing her job and she aspires to do the same.

Mr. Paine said Ms. Heavner cared about the Town, not the job. He thanked her for bringing him along for the great ride. He wished her luck on the Board of Finance.

Ms. Lang said Ms. Heavner cares deeply and passionately about other people. She is lucky to call her a friend.

Ms. Heavner thanked the community and said it was an honor and privilege to serve them. She is grateful to all those who walked with her, especially her husband and sons. She went through a list of some of this boards accomplishments.

- **Doing Business in Simsbury & Entrepreneurship – Sarah Loudenslager, Business Resource Center Coordinator**

Ms. Loudenslager said this is informational guide for anyone who is interested in opening or relocating a business in Simsbury. There is a lot of information to help them get to available State, Local and Federal resources. This information will also be available on the Town Library website.

- **Permitting Overview & Guide – Melissa Appleby, Deputy Director of Administrative Services & James Rabbitt, Director of Planning & Community Development**

Mr. Rabbitt gave a presentation on the Permitting Overview and Guide from the Department of Planning and Community Development. He said it explains the roles and responsibilities of staff and commissions. The

guide describes the processes associated with commercial and residential development in the Town. This is not intended to be relied upon or referred to as a governing source of law.

FIRST SELECTWOMAN’S REPORT

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

SELECTMEN ACTION

a) Approve Tax Refunds

Ms. Cook made a motion to approve tax refunds in the amount of \$14,646.01 as requested and approved by the Tax Collector. Mr. Askham seconded the motion. All were in favor and the motion passed.

b) Authorize the First Selectwoman to Execute the Contract with Make Media for the 2018 Simsbury Mini Maker Faire

Ms. Heavner said the Simsbury Mini Maker Faire is funded through a gift from the Friends of the Simsbury Public Library, as well as sponsorships and in-kind support from local organizations and businesses.

Ms. Lang made a motion to authorize the First Selectwoman to sign the contract with Make Media for the 2018 Simsbury Mini Make Faire. Mr. Kelly seconded the motion. All were in favor and the motion passed.

c) Approve Revision to Acceptable Use Policy

Ms. Heavner said the Board of Selectmen approved the Acceptable Use Policy at its meeting on October 11, 2017. During a discussion on the policy, a question was raised regarding an employee who might improperly use Town resources to view sexually explicit material and how the Town would be able to take action. Therefore, this additional bullet point was proposed.

Ms. Cook made a motion to approve the Acceptable Use Policy with the following language added under “Prohibited Activities” on page 3:

Accessing adult content, including but not limited to sexually explicit material.

Mr. Kelly seconded the motion. All were in favor and the motion passed.

d) Approve the draft 2017 Local EMS Plan

Ms. Heavner said municipalities are required to submit a Local EMS Plan to the Department of Health’s Office of Emergency Medical Services every five years.

Mr. Askham made a motion to approve the draft 2017 Local EMS Plan. Ms. Lang seconded the motion. All were in favor and the motion passed.

e) Set Public Hearing Date of January 8, 2018 at 6:00 p.m. for proposed Water Storage Ordinance

Ms. Heavner said the Public Hearing dated had to be changed so there was enough time to publish the notice.

Ms. Cook made a motion to set a Public Hearing date of January 8, 2018 at 6:00 p.m. for the proposed Water Storage Ordinance. Mr. Kelly seconded the motion. Ms. Heavner, Ms. Lang, Ms. Cook, Mr. Paine and Mr. Kelly were in favor with Mr. Askham not in favor. Therefore, the motion passed.

OTHER BUSINESS

There was no other business at this time.

a) Appoint Lori Coppinger (D) as a regular member of the Culture, Parks & Recreation Commission with an expiration date of January 1, 2022

Ms. Lang made a motion to appoint Lori Coppinger as a regular member of the Culture, Parks & Recreation Commission with an expiration date of January 1, 2022. Mr. Askham seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of November 13, 2017

There were no changes to the Regular Meeting minutes of November 13, 2017, and, therefore, the minutes were adopted.

b) Special Meeting of November 16, 2017

There were no changes to the Special Meeting of November 16, 2017, and, therefore, the minutes were adopted.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- 1. Personnel** – no report at this time.
- 2. Finance** - no report at this time.
- 3. Welfare** – no report at this time.
- 4. Public Safety** – Mr. Askham said the Public Safety Committee received a request from the Silverman Group, on The Hartford property, for an access easement to the Weatogue Fire Station site. The Fire District denied the access, but will work with the Committee and the Silverman Group to develop alternatives.

Mr. Askham said Public Safety will also review the bike ordinance involving riding bikes on sidewalks.

5. Board of Education – no report at this time.

Ms. Heavner said the Deep Water Wind submission is due to the Siting Council on December 1, 2017. This cost will go over the budget.

Ms. Heavner said there is disappointing news that the State will no longer fund the Main Street sidewalk improvements for \$400,000 that was received, but we did get the Library grant.

Ms. Cook said Community for Care has rescheduled the LGBTQ mental health discussion for January 10, 2018 at 6 p.m. at the Library. This discussion will also be published on SCTV.

TOWN OF SIMSBURY – BOARD OF SELECTMEN
REGULAR MEETING MINUTES – NOVEMBER 27, 2017
“Subject to Approval”

Mr. Paine said the Clean Energy Task Force will allocate funds, earned through solar projects, to do a study on a self-supporting micro grid from the High School for emergencies.

Ms. Heavner thanked the Board of Selectmen for all their hard work and time on the liaison committees. She said it was an honor and pleasure to work with them.

ADJOURN

Ms. Lang made a motion to adjourn at 7:23 p.m. Mr. Askham seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk

CALL TO ORDER

The Special Meeting of the Board of Selectmen was called to order at 7:15 p.m. in the North Conference Room of Eno Memorial Hall. Present were First Selectman Eric Wellman; Board members Sean Askham, Chris Peterson, Christopher Kelly, Cheryl Cook and Michael Paine. Others in attendance included Town Manager Maria Capriola; Sean Kimball, Interim Town Manager; Melissa Appleby, Deputy Town Manager; Thomas Cooke, Interim Director of Finance/Treasurer and other interested parties.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was done earlier at the Oath of Office Ceremony.

PUBLIC AUDIENCE

Joan Coe, 26 Whitcomb Drive, spoke about the new Town Manager form of government, salaries for interim offices, the First Selectman’s proposed stipend, capital projects, counsel positions, her FOI complaint, the Performing Arts Center, and other issues.

Ed LaMontagne, 4 George Street, Executive Director of the Simsbury Housing Authority and Aging and Disabilities Chairman, welcomed the new Board and said he was looking forward to working with them. He thanked Mr. Cooke and Mr. Kimball for their assistance in two small cities grants they received.

SELECTMEN ACTION

a) Appoint Deputy First Selectman

Mr. Wellman noted that it is up to the First Selectman to decide who will become Deputy First Selectman. He feels Mr. Kelly should continue as Deputy First Selectman as he is respected and he is impressed with his attention to detail, work ethics and thoughtfulness.

b) Approval of Resolution adopting the Board of Selectmen Rules and Procedures

Mr. Wellman said the Board of Selectmen Rules and Procedures were adopted in December of 2015 for the 2016-17 term.

Ms. Cook had a change to **§A162-3 Placement of items on agenda by Board member** – the Director of Administrative Services should be changed to Town Manager.

Mr. Askham made a motion to approve the Board of Selectmen Rules and Procedures with the change. Mr. Paine seconded the motion. All were in favor and the motion passed.

c) Approval of Board of Selectmen meetings for 2018

Mr. Wellman asked for a change from February 14, 2018 to February 15, 2018 as the 14th is Valentine’s Day. Mr. Peterson asked to change the December 10, 2018 meeting due to a conflict. It was decided to change the December 10th meeting to December 17th.

Mr. Askham made a motion to approve the Board of Selectmen meetings for 2018 with the February and December changes. Ms. Cook seconded the motion. All were in favor and the motion passed.

d) First Selectman’s Appointment of Board and Commission Liaison Assignments

Mr. Wellman said it is up to the First Selectman to appoint the liaisons. No one had any conflicts, so the appointments will stand as presented.

e) Actions in connection with transition to Town Manager:

Mr. Kelly said the document outlines the recommendations from the Personnel Sub-Committee for the structure and compensation of these positions.

Mr. Kelly said there are three categories – one is directly related to the structure of the Town Manager form of government; second is related to the interim form of government; and third is related to the elimination of the Director of Administrative Services.

Mr. Kelly said all of the actions were known a year ago when we knew we were moving into a Town Management form of government. All of these positions were looked at very closely before making the decisions.

Mr. Kelly, Ms. Cook, and Mr. Askham went through all of the descriptions and compensations.

1) Approve the job description for the Town Manager position

Mr. Kelly made a motion to approve the Town Manager job description. Mr. Askham seconded the motion. All were in favor and the motion passed.

2) Approve the employment contract for the Town Manager

Mr. Kelly made a motion to ratify conditional officer to Maria Capriola for Town Manager. Ms. Cook seconded the motion. All were in favor and the motion passed.

3) Ratify the Conditional Offer Letter to Maria Capriola

Mr. Kelly made a motion to approve employment contract for Maria Capriola’s appointment as Simsbury Town Manager. Mr. Askham seconded the motion. All were in favor and the motion passed.

4) Approve the job description for the Deputy Town Manager

Ms. Cook made a motion to approve the job description for the Deputy Town Manager. Mr. Kelly seconded the motion. All were in favor and the motion passed.

5) Appoint Melissa Appleby as Deputy Town Manager including adjusted compensation

Ms. Cook made a motion to approve the appointment of Melissa Appleby to the Deputy Town Manager position. Mr. Kelly seconded the motion. All were in favor and the motion passed.

6) Approve the appointment of Sean Kimball as Interim Town Manager

Ms. Cook made a motion to approve the appointment of Sean Kimball as interim Town Manager effective December 4, 2017 to January 29, 2018. Mr. Kelly seconded the motion. All were in favor and the motion passed.

7) Approve the compensation recommendation for the Interim Town Manager

Mr. Askham made a motion to approve the recommended \$2,000 per month stipend for the Interim Town Manager Sean Kimball. Ms. Cook seconded the motion. All were in favor and the motion passed.

8) Approve the severance agreement for the elimination of the Director of Administrative Services position

Mr. Askham made a motion to approve the severance agreement, as outlined in the packet, for the elimination of the Director of Administrative Services position. Mr. Paine seconded the motion. All were in favor and the motion passed.

9) Approve the employment agreement for the appointment of Tom Cooke as Interim Director of Finance/Treasurer

Mr. Askham made a motion to appoint Thomas Cooke as interim Finance Director/Treasurer with compensation outlined in his employment agreement. Ms. Cook seconded the motion. All were in favor and the motion passed.

10) Set Stipend amount for First Selectman

Mr. Wellman recused himself.

Mr. Kelly said the Charter Revision Commission recommended an annual payment to the First Selectman to offset expenses that they may incur. The Charter stipulates that the amount is up to this Board. The Board discussed a \$10,000 stipend last year. There will be further discussion on the logistics of the payment.

After further discussion, an expense policy will be discussed at future meetings for the Town Manager and staff.

Mr. Askham made a motion to set the amount of \$10,000 for the First Selectman. Ms. Cook seconded the motion. All were in favor and the motion passed.

Mr. Wellman returned to the meeting.

11) Reappointment of Town Counsel, Labor and Employment Counsel and Retirement Plan Counsel

Mr. Cooke said the three counsels have worked out very well for the Town and they are all interested in continuing working with the Town.

| There was some discussion on [including an option to doing](#) an RPF after ~~the two-year agreements~~ [six months](#).

Mr. Askham made a motion to reappoint Town Counsel, Labor and Employment Counsel and Retirement Plan Counsel for two years, [with the option to conduct RFPs after June 30, 2018](#). Mr. Peterson seconded the motion. All were in favor and the motion passed.

APPOINTMENTS AND RESIGNATIONS

a) Continuation of Appointed Boards, Commissions and Committee members until January 22, 2018

Ms. Cook made a motion to continue the current appointments to temporary/ad hoc committees until the January 22, 2018 meeting of the Board of Selectmen and to appoint Board and Commission members to Boards and Commissions established by Chapter IV of the Charter at the January 22, 2018 Board of Selectmen meeting. Mr. Kelly seconded the motion. All were in favor and the motion passed.

b) Amend the November 27, 2017 Board of Selectmen motion regarding the appointment of Lori Coppinger

Mr. Wellman said there was an error in the date of the term ending in Ms. Coppinger’s appointment.

Mr. Paine made a motion to correct the appointment of Lori Coppinger as a regular member of the Culture, Parks and Recreation Commission with a term ending January 1, 2018. Mr. Kelly seconded the motion. All were in favor and the motion passed.

ADJOURN

Mr. Askham made a motion to adjourn at 8:10 p.m. Ms. Cook seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk