



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN
Regular Meeting – December 20, 2021 – 6:00 p.m.
Main Meeting Room, Town Hall
933 Hopmeadow Street, Simsbury

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

- a) Proposed Repeal of Fair Rent Commission Ordinance
- Participants can address the Board of Selectmen in person at the meeting
 - Written comments can be emailed to townmanager@simsbury-ct.gov. Written comments will be read into the record

PUBLIC AUDIENCE

- Participants can address the Board of Selectmen in person at the meeting
- Written comments can be emailed to townmanager@simsbury-ct.gov. Written comments will not be read into the record, but forwarded to all Selectmen via email

PRESENTATION

- a) Town of Simsbury Dam Safety and Improvement Program

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

SELECTMEN ACTION

- a) Tax Refund Requests
b) Donation from Trinity Episcopal Church
c) Healthy Living Collective Grant
d) Emergency Management Performance Grant (EMPG)

APPOINTMENTS AND RESIGNATIONS

- a) Resignations from Community for Care
b) Resignation from and Appointment to the SPIRIT Council

REVIEW OF MINUTES

- a) December 6, 2021 Regular Meeting
- b) December 11, 2021 Special Meeting

EXECUTIVE SESSION

- a) Pursuant to General Statutes Section 1-200(6)(D): Possible Purchase of a Parcel of Land (56 Wolcott Road)
- b) Pursuant to General Statutes Section 1-200(6)(D): Consideration of Offer to Sell Land to the Town– Hopmeadow Street

SELECTMEN ACTION

- f) Authorize the Town Manager to Execute an Option Agreement for the Potential Purchase of 56 Wolcott Road

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Public Hearing – Repeal of Fair Rent Ordinance
2. **Date of Board Meeting:** December 20, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capiola, Town Manager *Maria E. Capiola*
4. **Action Requested of the Board of Selectmen:**
No action is needed during the public hearing, except to close the public hearing once completed.

The Board does not need to discuss or take action on this item tonight. However, if the Board wishes to discuss or take action on this tonight, you may add this item to your agenda with a 2/3 vote of the body.

5. **Summary of Submission:**

At your November 22, 2021 meeting, the Board of Selectmen scheduled a public hearing to receive public comment concerning the repeal of Chapter 15 of the Simsbury Code of Ordinances (Fair Rent Commission) for 6:00pm on December 20, 2021. This public hearing is required by Town Charter.

The public hearing notice is attached.

The initial meeting of the Fair Rent Commission (FRC) was held on November 30, 1983. At that meeting, objectives were established to develop ordinances, procedures and processes necessary to enable the FRC to exercise powers as outlined in Section 7-148(b) of the Connecticut General Statutes. The purpose was to receive complaints and conduct hearings related to excessive rental charges, and to carry out state statutes related to fair rent (Retaliatory Action by Landlord; The Eviction of Elderly, Blind and Disabled Tenants). The FRC for the Town of Simsbury was created by action of a Special Town Meeting on May 20, 1986 and adopted by the BOS on June 9, 1986. The FRC met from January 9, 1984 until November 13, 1990. This Commission has not met in over 30 years.

Communities with less than 5,000 rental units are not required to have a Fair Rent Commission. Per the most recent census information available¹, Simsbury has 10,057 total housing units of which 20.6% or approximately 2,072 rental units².

¹ Per CGS §7-148b

² Data was gathered from the most recent data on the United States Census Bureau website, which can be found [here](#)

The Town's current Fair Housing Officer is our Director of Social Services. Our Fair Housing Officer is required by law to handle fair housing complaints and activities in accordance with Title VIII, Civil Rights Act of 1968, as amended, to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis. The Fair Housing Officer is designated by the Town Manager for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of Simsbury.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

- a) Public Hearing Notice
- b) Chapter 15 of the Code of Ordinances

**TOWN OF SIMSBURY
PUBLIC HEARING NOTICE**

**Repeal of Chapter 15 of the Simsbury Code of Ordinances, Fair Rent Commission
Public Hearing Date: Monday, December 20, 2021 at 6:00 p.m.**

Notice is hereby given pursuant to Section 404 of the Charter of the Town of Simsbury that the Board of Selectmen will hold a public hearing on Monday, December 20, 2021 at 6:00 p.m. to receive public comment concerning the repeal of Chapter 15 of the Simsbury Code of Ordinances, Fair Rent Commission. A copy of the ordinance can be found on the Town of Simsbury's website, www.simsbury-ct.gov on the Board of Selectmen's page. Hard copies are available at the Town Clerk's Office, 933 Hopmeadow Street, Simsbury, CT. Members of the public may address the Board of Selectmen live, or they may email statements to townmanager@simsbury-ct.gov by 12:00 p.m. on December 20, 2021 to have their comments read into the record at the hearing.

Town of Simsbury, CT
Monday, November 29, 2021

Chapter 15. Fair Rent Commission

[HISTORY: Adopted by the Board of Selectmen of the Town of Simsbury 6-9-1986. Amendments noted where applicable.]

GENERAL REFERENCES

Code of Ethics — See Ch. 13.

§ 15-1. Establishment.

Pursuant to Sections 7-148b through 7-148f of the General Statutes of Connecticut and by the action of the Special Town Meeting, May 20, 1986, there is hereby created a Fair Rent Commission in the Town of Simsbury with full powers and authority as set forth in said statutes.

§ 15-2. Appointment and terms of members.

The Fair Rent Commission shall consist of seven electors or taxpayers of the town who shall serve for a term of four years: four members shall be appointed to serve a term to expire November 30, 1987, thereafter to be appointed to a four-year term; three members shall serve until November 30, 1989, thereafter to a four-year term. The Director of Human Services shall serve without vote as an ex officio member of said Commission. The members of the Commission shall serve without compensation.

§ 15-3. Officers; rules and records.

Members of the Commission shall elect a Chairperson, Vice Chairperson and a Secretary for a term to be determined by vote of the Commission. The Commission shall have the power to adopt rules and regulations for its government and the conduct of business within its jurisdiction and shall keep a record of its proceedings.

§ 15-4. Powers and duties.

- A. General. The Commission shall have the power to make studies and investigations, conduct hearings and receive written complaints relative to rental charges or proposed increases in rental charges on housing accommodations, except those accommodations rented on a seasonal basis,^[1] within the Town of Simsbury in order to control or eliminate excessive rental charges on such accommodations and to carry out the provisions of this chapter and Section 47a-20 of the Connecticut General Statutes (Retaliatory Action by Landlord) and Section 47a-23c(b) of the Connecticut General Statutes (The Eviction of Elderly, Blind and Disabled Tenants). The Commission may, for such purposes, compel the attendance of persons at hearings, issue subpoenas and administer oaths, issue orders and continue, review, amend, terminate or suspend any of its orders and decisions. The Commission may be empowered to retain legal counsel to advise it

[1] *Editor's Note: For purposes of § 15-4A, "seasonal basis" means housing accommodations*

rented for a period or periods aggregating not more than 120 days in any one calendar year.

- B. Informal conciliation. The Commission may, in an appropriate case, encourage a complaining tenant and landlord to meet informally with two members of the Commission appointed by the Chairperson for such purpose in an effort to reach a mutually satisfactory resolution of the issue contained in the complaint. One of the Commissioners so appointed may be the Director of Human Services. Such informal conferences shall be closed to the public and the Commission shall receive no formal "evidence" or render a decision thereon. Any agreement reached by the parties as a result of an informal conference shall be reduced to writing and signed by the parties and shall be fully enforceable as if it were an order of the Commission. If the parties are unwilling to meet informally or unable to resolve such issues after an informal conference, the parties shall be entitled to a formal hearing before the Commission as set forth in this chapter. The two Commission members assigned to the informal conference may take part in any formal hearing on the complaint which may be held thereafter, unless one or more of the parties objects.

§ 15-5. Authority to order rent reductions or repairs.

- A. If the Commission determines, after a hearing, that a rental charge or a proposed increase in a rental charge for any housing accommodation is so excessive, based on the standards and criteria set forth in Subsection **B** of this section, as to be harsh and unconscionable, it may order the rent reduced to such amount as it determines to be fair and equitable. If the Commission determines, after a hearing, that the housing accommodation in question fails to comply with any municipal ordinance or state statute or regulation relating to health and safety, it may order the suspension of further payments of rent by the tenant until such time as the landlord makes the changes, repairs or installations necessary to bring such housing accommodation into compliance with such ordinance, statute or regulation. The rent being abated during said period shall be paid to the Commission to be held in escrow.
- B. Considerations in determining whether a rental charge is excessive. In determining whether a rental charge or a proposed increase in a rental charge is so excessive, with due regard to all the circumstances, as to be harsh and unconscionable, the Fair Rent Commission shall consider such of the following circumstances as are applicable to the type of accommodation in question:
- (1) The rents charged for the same number of rooms in other housing accommodations in the same and in other areas of the Town of Simsbury.
 - (2) The sanitary conditions existing in the housing accommodation in question.
 - (3) The number of bathtubs or showers, flush water closets, kitchen sinks and lavatory basins available to the occupants thereof.
 - (4) The services, furniture, furnishings and equipment supplied therein.
 - (5) The size and number of bedrooms contained therein.
 - (6) The repairs necessary to make such accommodations reasonably livable for the occupants accommodated therein.
 - (7) The amount of taxes and overhead expenses, including debt service, thereof.
 - (8) Whether the accommodations are in compliance with the ordinances of the Town of Simsbury and the General Statutes of the State of Connecticut relating to health and safety.
 - (9) The income of the petitioner and the availability of accommodations.

- (10) The availability of utilities.
- (11) Damages done to the premises by the tenant, caused by other than ordinary wear and tear.
- (12) The amount and frequency of increases in rental charges.
- (13) Whether, and the extent to which, the income from an increase in rental charges has been or will be reinvested in improvements to the accommodations.

§ 15-6. Penalties for offenses.

Any person who violates a written agreement which has been entered into as the result of an informal conference held under § **15-4B** of this chapter or who violates any order of rent reduction or rent suspension by demanding, accepting or receiving an amount in excess thereof while such order remains in effect, and no appeal pursuant to § **15-8** herein is pending, or who violates any other provision of this chapter or Section 47a-20 of the Connecticut General Statutes (Retaliatory Action by Landlord) or who refuses to obey any subpoena, order or decision of the Commission pursuant thereto, shall be fined not less than \$25 nor more than \$100 for each offense. If such offense continues for more than five days, it shall constitute a new offense for each day it continues to exist thereafter.

§ 15-7. Retaliatory conduct of landlord.

If the Commission determines after a hearing that a landlord has retaliated in any manner against a tenant because the tenant has complained to the Commission, the Commission may order the landlord to cease and desist from such conduct.

§ 15-8. Appeals.

Any person aggrieved by an order of the Commission may appeal to the Housing Session of the Superior Court for the Judicial District of Hartford-New Britain at Hartford. Any such appeal shall be considered a privileged matter with respect to the order of trial as provided in Section 7-148e of the Connecticut General Statutes.

§ 15-9. Incorporation of state law.

Any amendments to the state law referring to fair rent commissions will be automatically incorporated into this chapter and made a part thereof.

§ 15-10. When effective.

The Commission shall become effective as of the date of this chapter.



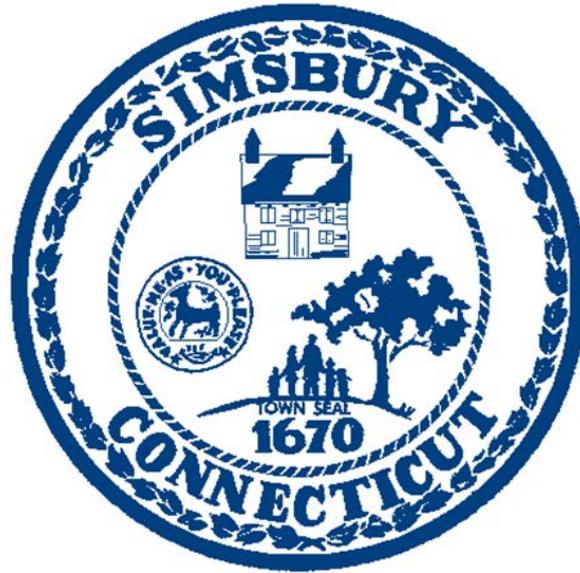
Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Presentation and Discussion of Dam Safety and Improvement Program
2. **Date of Board Meeting:** December 20, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Jerome F. Shea, Town Engineer
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
No formal action is needed at this time. This presentation is intended to be an informational status report.
5. **Summary of Submission:**
Engineering staff has been implementing a program for compliance with Connecticut requirements for maintaining dams in a safe condition. The program was initiated in 2016 through the engagement of an on-call contract for engineering support services for the program. Several engineering studies and physical improvement to the dams have been completed to date. Future needs for the program will also be discussed as part of the presentation.
6. **Financial Impact:**
Future expenses may be incurred as recommendations from the program are implemented. Recommendations for these improvements will be prioritized for the Town's capital budgeting/planning plan.
7. **Description of Documents Included with Submission:**
 - a) Presentation Slides



Town of Simsbury

STATUS REPORT
DAM SAFETY AND IMPROVEMENT PROGRAM
ENGINEERING DEPARTMENT
DECEMBER 20, 2021

DEEP Dam Safety Regulatory Program

The mission of the program is to ensure the safety of dams to protect life, property, and the environment by ensuring that all dams are designed, constructed, operated, and maintained safely and effectively.

- State Dam Safety Statutes substantially revised in 2013 authorizing changes regarding Emergency Action Plans (EAPs) and inspection requirements
- Dam owners in the State of Connecticut are now responsible for hiring a consultant to conduct regular dam inspections
- The owners of High Hazard (Class C) and Significant Hazard (Class B) dams must file an Emergency Action Plan
- DEEP also issues permitting for repairs, alterations or removals of dams

DEEP Dam Safety Regulatory Program

- Town staff proactively completed inspections of all town-owned dams in 2014 to ascertain condition of dams ahead of required inspection deadlines
- Inspections revealed some maintenance and improvements required for each of the dams for compliance
- DEEP issued a Request for Engineering and Maintenance Work in April 2017 with several recommendations for the dams

Dams owned by Town of Simsbury

CT Dam #	Dam Name	Hazard Class	Registered?
12801	Lake Basile Dam	BB	Yes
12804	Stoddard Reservoir Dam	BB	Yes
12812	House Rest Pond Dam	BB	Yes
12816	Town Forest Pond Dam	A	Yes
12817	Orkil (Simsbury Farms) Dam	A	Yes
12833	Simsbury Treatment Plant Ring Levee	BB	No

Dam Hazard Classification

Dams in the State of Connecticut are assigned with a Hazard Class

- Class A – Low Hazard Dam – Inspection is required every 10 years
- Class BB – Moderate Hazard Dam – Inspection is required every 7 years
- Class B – Significant Hazard Dam – Inspection is required every 5 years
- Class C – High Hazard Dam – Inspection is required every 2 years

CT DEEP Class BB Moderate Hazard Classification presumes failure of a dam would result in the following:

- **Damage to unoccupied storage structures**
- **Damage to low volume roads**
- **Moderate economic loss**

Lake Basile (Hazard Class BB) (near Granby town line)



Stoddard Reservoir (Hazard Class BB) (West Mountain Road)



House Rest Pond Dam (Hazard Class BB) (behind Simsbury Public Library)



Town Forest Pond Dam (Hazard Class A) (Town Forest Road)



Orkil (Simsbury Farms) Dam (Hazard Class A) (off Hopbrook Road)



Funding Approved for Town Owned Dam Safety Program

- FY 2015-2016 CIP - \$30,000
 - FY 2016-2017 CIP - \$145,000
- Total** **\$175,000**

Projects Completed to Date with Available Funding

- Periodic Inspection of Town Owned Dams (2014 & 2019)
- Completion of Emergency Repairs to House Rest Pond Dam (2017)
- Phase 2 Dam Investigation for Stoddard Reservoir Dam (2018)
- Completed bridge type study for Lake Basile Dam (2019)
- Completion of Dam Clearing at Lake Basile Dam, Stoddard Reservoir Dam, and Orkil (Simsbury) Farms Dam (2020)
- Hydrological / Hydraulic Study, Design & Permitting for Improvements to Orkil Farms Dam (ongoing)

Near-Term Dam Improvement Projects

Orkil Farms Dam Improvements

Dam

Looking South



Existing Outfall Structure



Near-term Dam Projects

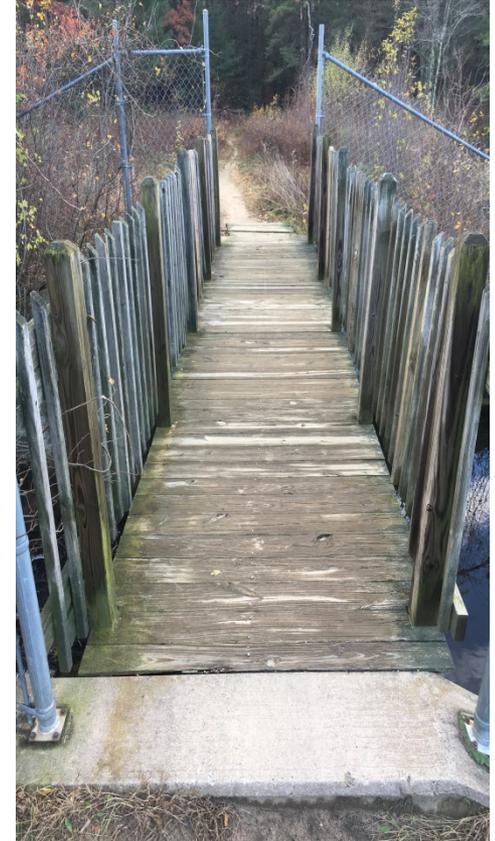
Orkil Farms Dam Improvements

- Dam provides impoundment for golf irrigation water storage
- Existing outlet capacity, freeboard and emergency spillway insufficient under current design standards
- Existing outlet control structure beyond its useful life
- Project costs included in Six Year CIP Plan in FY 2022-2023 (Golf Course Irrigation Project)

- **Estimate Project Cost for Dam - \$300,000**

Near-term Dam Project Lake Basile Dam Pedestrian Bridge

Pedestrian Bridge over Lake Basile Dam



Lake Basile Dam Project Costs

- **Cost: \$126,000**
- Alternative 1: Contech Weathering Steel with Wood Deck



- Alternative 2: E.T. Techtonics Fiberglass Truss Bridge



Longer-Term Dam Improvement Projects Stoddard Reservoir Dam

Upstream of Dam
(Looking North)



Downstream Flow During
Flooding Conditions



*Photos taken by Simsbury Engineering Department in August 2021 (right)

Stoddard Reservoir Dam Phase 2 Dam Investigation Findings

- Spillway does not have the capacity to prevent overtopping even during low-frequency flooding events
- Dam stability does not meet current standards for factor of safety against failure
- Insufficient freeboard (dam height above design flood elevation) is available during flooding events

Note: Stoddard Reservoir Pond is currently under a license agreement with the Simsbury Fish & Game Club until March 2026

Stoddard Reservoir Dam Design Alternatives

- Alternative 1: Increase height of the dam with 50-foot long spillway and emergency spillway
 - **Cost: \$3,350,000 (2024 construction)**
- Alternative 2: Complete reconstruction of the dam with 100-foot long spillway
 - **Cost: \$3,150,000 (2024 construction)**
- Alternative 3: Remove (breach) dam and restore stream channel for continuous “run of river flow”
 - ***Cost: \$1,165,000 (2024 construction)**

*Note – Cost does not include potential costs of contaminated soil testing and removal

Long Term Dam Project House Rest Pond Dam

- Permanent Replacement of Spillway / Wing walls and Pedestrian Bridge
 - **Cost: \$100,000 (est.)**



A scenic view of a golf course during autumn. In the foreground, there is a grassy area with scattered brown leaves and shadows cast by trees. A calm pond reflects the surrounding landscape. The middle ground shows a green golf course with a line of trees, some of which have vibrant orange and red autumn foliage. The background features a blue sky with scattered white clouds. The word "Questions?" is overlaid in white text across the center of the image.

Questions?



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:** December 20, 2021
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 December 20, 2021, to approve the presented tax refunds in the amount of \$3,452.96, 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 \$3,452.96. The attachment dated December 20, 2021 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
 - a) Requested Tax Refunds, dated December 20, 2021

REQUESTED TAX REFUNDS
DECEMBER 20, 2021

	BILL NUMBER	TAX	INTEREST	TOTAL
List 2019				
Grubelic Brian T	19-03-57399	\$213.89		\$213.89
Total 2019		\$213.89	\$0.00	\$213.89
List 2020				
Holler Law Grp (Ayotte)	20-01-00360	\$215.09		\$215.09
Chow David K	20-01-01469	\$10.00		\$10.00
Kissell Shawn	20-01-04183	\$52.19		\$52.19
Hreen Law PC (Preiser)	20-01-06449	\$83.72		\$83.72
Reynolds Virginia	20-01-06658	\$218.48		\$218.48
Marti Law Group (Sharp)	20-01-07454	\$124.19		\$124.19
ACAR Leasing Ltd	20-03-50080	\$633.54		\$633.54
ACAR Leasing Ltd	20-03-50119	\$462.58		\$462.58
Baek Julianne V	20-03-50806	\$60.64		\$60.64
Burdick, Gary	20-03-52220	\$61.17		\$61.17
Grubelic Brian T	20-03-57239	\$88.47		\$88.47
Honda Lease Trust	20-03-58144	\$506.72		\$506.72
Sims Martin E	20-03-66930	\$6.63		\$6.63
TBBK Direct Leasing LLC	20-03-68060	\$34.04		\$34.04
Toyota Lease Trust	20-03-68497	\$681.61		\$681.61
Total 2020		\$3,239.07	\$0.00	\$3,239.07
TOTAL 2019		\$213.89	\$0.00	\$213.89
TOTAL 2020		\$3,239.07	\$0.00	\$3,239.07
TOTAL ALL YEARS		\$3,452.96	\$0.00	\$3,452.96



Town of Simsbury

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SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Donation from Trinity Episcopal Church
2. **Date of Board Meeting:** December 20, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community & Social Services *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports acceptance of the Trinity Episcopal Church donation, the following motion is in order:

Move, effective December 20, 2021, to accept a donation from Trinity Episcopal Church in the amount of \$3,000 for the purpose of supporting Simsbury Community and Social Services Department's Holiday Program, which assists residents in need.
5. **Summary of Submission:**
This local church would like to donate to the Community and Social Services Department to support families through the department's Holiday Program.
6. **Financial Impact:**
This is a donation to the Community & Social Services Department in the amount of \$3,000 to assist with the purchase of holiday gift items for local families in need. This is particularly helpful given the impact of the COVID-19 pandemic on our residents, many of whom are experiencing hardship. The funds are deposited into the special revenue fund for this purpose.

Chapter 100 of our Code of Ordinances, "Gift Policy," Section 100-2 "Monetary Donations" states that no donation of more than \$1,500 may be accepted without Board of Selectmen approval. If the donation is accepted I will direct staff to send a thank you letter to Trinity Church.
7. **Description of Documents Included with Submission:**
None



Town of Simsbury

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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Healthy Living Collective Grant
2. **Date of Board Meeting:** December 20, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community and Social Services *Maria E. Capriola*

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

If the Board of Selectmen supports applying for the Healthy Living Collective Grant (Tai Ji Quan: Moving for Better Balance® program and instructor training grant), the following motions are in order:

Move, effective December 20, 2021 to submit the Healthy Living Collective Grant (Tai Ji Quan: Moving for Better Balance® program and instructor training grant) application and to authorize Maria E. Capriola, Town Manager, to execute the grant application.

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

Move, to accept the Healthy Living Collective Grant (Tai Ji Quan: Moving for Better Balance® program and instructor training grant) and to authorize Maria E. Capriola, Town Manager, to execute application and to authorize Maria E. Capriola, Town Manager, to execute all documents related to the grant award.

5. **Summary of Submission:**

Tai Ji Quan: Moving for Better Balance® is an evidence-based therapeutic movement program which helps participants improve balance, mobility and daily functioning and prevent falls. Participants meet twice a week for 1-hour for 24 weeks. The program was developed by Fuzhong Li, Ph.D., a Senior Scientist at Oregon Research Institute. TJQ:MBB is a licensed property of Exercise Alternatives, LLC and requires a license or sub-license to deliver. The CT Healthy Living Collective is a license holder. The TJQ:MBB program must begin prior to March 28, 2022. The anticipated value of the grant is \$2,880.

6. **Financial Impact:**

This grant allows funding for the program outlined above, up to \$2,800 and includes training and support for sites and instructors. Social Services and the Senior Center will be the grant administrators.

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

- a) Information on the Grant Program
- b) Grant Application

**FUNDING, TRAINING and LICENSE ANNOUNCEMENT FROM THE CT HEALTHY LIVING COLLECTIVE
FOR TAI JI QUAN: MOVING FOR BETTER BALANCE®**

OVERVIEW OF OPPORTUNITIES

The CT Healthy Living Collective invites organizations and individuals to participate in a statewide collaboration to deliver the Tai Ji Quan: Moving for Better Balance® program and instructor training.



Tai Ji Quan: Moving for Better Balance® is an evidence-based therapeutic movement program which helps participants improve balance, mobility and daily functioning and prevent falls. Participants meet twice a week for 1-hour for 24 weeks. The program was developed by Fuzhong Li, Ph.D., a Senior Scientist at Oregon Research Institute. TJQ:MBB is a licensed property of Exercise Alternatives, LLC and requires a license or sub-license to deliver. The CT Healthy Living Collective is a license holder.

Funding, Training and Sub-license Opportunities:

1. Funding for 10 eligible organizations to deliver the TJQ:MBB program and/or
2. Authority to deliver the licensed TJQ:MBB program under the CT Healthy Living Collective
3. Training
 - New instructors
 - Enhanced training for current and new instructors
 - Implementation training for current and new organizations

The ***CT Healthy Living Collective*** is a growing network of organizations and individuals with a vision that CT residents have easy access to effective programs and services that promote healthy aging and enhance social connection. The Collective includes dedicated representatives from state, regional, and local agencies, academic institutions, senior centers, healthcare and more. Our collective approach combines the strengths of trusted local community providers (the network) with a quality and contracting infrastructure (the hub) to deliver high quality evidence-based and evidence-informed programs. By working as one collective, we share knowledge, achieve economies of scale, and have greater impact on wellbeing outcomes across Connecticut. The Collective is an initiative supported by Connecticut Community Care.

1. FUNDING OPPORTUNITY FOR 10 ELIGIBLE ORGANIZATIONS

Eligibility: The participating organization will be a community nonprofit organization, municipal department, or public entity currently providing programs and/or services to older adults. Selection considerations include the applicant's capacity to recruit participants and deliver programs using a Zoom platform or in person to underserved Connecticut residents age 60 and over who are at risk for falling. Optimal applicants will have TJQ:MBB implementation experience. In lieu of this experience, applicants must have 1 or 2 instructors enrolled in the *New Instructor Training* and the *Enhanced Training*. Organization administrators and/or program staff must attend the *Implementation Training*. (See training and implementation dates below).

Funding: \$28,8000 will be disseminated for the delivery of 10 programs (up to \$2,880 each program). Up to 10 organizations will be awarded. Funding will be issued in two installments contingent upon satisfactory reporting and programmatic requirements.

- a. Installment 1: 75% or \$2,160 upon execution of a coordination agreement and program schedule established.
- b. Installment 2: 25% or \$720 at week 12 contingent upon retention of 60% of enrolled participants. *If retention is below 60%, program may be canceled.

Timeline:

- Applications open until December 20, 2021: [TJQ:MBB Interest Application 2022](#) .
- Applicants will be informed of funding no later than December 23, 2021.
- TJQ:MBB workshops begin prior to March 28th, 2022.

Organizations Delivering TJQ:MBB will:

- Complete and adhere to a coordination agreement with the Collective.
- Provide one or two TJQ:MBB instructors and provide this twice per week, 24-week program.
- Recruit and enroll participants (the target group size is 12 participants).
- Use the marketing and recruitment materials provided or approved by the Collective.
- Collect all required enrollment, attendance and evaluation data and submit to the Collective electronically in a timely manner.
- Maintain accurate attendance records for each class.

CT Healthy Living Collective will:

- Provide funding for program as outlined above.
- Coordinate all regional technical assistance for TJQ:MBB.
- Provide training and implementation support for all CT sites and instructors.
- Provide training for required data collection and secure online submission.
- Provide approved marketing and communication materials.
- Maintain TJQ:MBB program license and provide sub-license to implementation sites.

[TJQ:MBB Interest Application Link 2022](#)

2. AUTHORITY TO DELIVER THE TJQ:MBB PROGRAM

Are you an organization or instructor delivering the TJQ:MBB program but unsure if you are operating under a required license? [Contact us to explore collaboration opportunities.](#)

3. TRAINING FOR NEW and CURRENT INSTRUCTORS AND IMPLEMENTATION ORGANIZATIONS

The CT Healthy Living Collective is partnering with the Dartmouth Centers on Health and Aging, the Northeast Regional trainer for TJQ:MBB, to offer VIRTUAL training opportunities at no cost.

New Instructor Training - 2-day Training (Limit 15) - January 11th & 12th, 2022

This 2-day training is for new (aspiring) instructors. The training, delivered by an Oregon Research Institute Authorized Trainer, consists of two 8-hour days of virtual instruction with 2-hour didactic component and 6 hours of exercise training each day. Participants completing this training will be able to begin teaching the TJQ:MBB fall prevention program within their organization or affiliated site. Sites and instructors will be sub licensees of the CT Healthy Living Collective.

Eligible: Available to exercise instructors, physical therapists and Tai Chi instructors. Candidates must be affiliated with, employed by or on contract with a community-based nonprofit organization, municipal department, or public entity currently providing programs and/or services to older adults.

Expectation Post Training:

- Provide no less than 1 TJQ:MBB workshop within one year of completion to 8-12 persons who are over 60 years of age, underserved and at high risk for falls.
- Adhere to all program delivery and instructor methods, with fidelity.
- Complete and submit program and participant data to the license holder – CT Healthy Living Collective.
- Utilize recruitment and promotion materials developed by the CT Healthy Living Collective.

Implementation Training - 1-Day (No Participant Limit) - January 27th, 2022

This 1-day training is for new and seasoned instructors, site administrators and others who are involved with program delivery, participant recruitment and outreach and retention and provides practical guidance for successful TJQ:MBB program implementation. A bonus component includes guidance on using the CDC-approved, community-based STEADI (Stopping Elderly Accidents, Deaths & Injuries) algorithm and strategies for educating people on their fall risk and coaching toward trusted fall prevention programs.

Eligible: New instructors, current/seasoned instructors, implementation site administrators and program staff.

Refresher/Enhanced Training - 1-Day (Limit 15) - February 16th, 2022

This refresher/enhanced training is highly encouraged for ALL INSTRUCTORS - new and seasoned. This training includes both Trainer and student-led drills of TJQ:MBB movements and activities to help reinforce technical program components and reinforce program fidelity.

Eligible: All CT TJQ:MBB Instructors

Expectation Post Training:

- Provide no less than 1 TJQMBB workshop within one year of completion to 8-12 persons who are over 60 years of age, underserved and at risk for falls.
- Adhere to all program delivery and instructor methods, with fidelity.
- Complete and submit program and participant data to the license holder – CT Healthy Living Collective.
- Utilize recruitment and promotion materials developed by the CT Healthy Living Collective.

Additional Training and Follow-Up

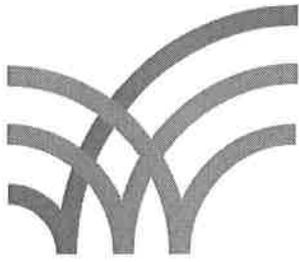
Getting Started, Site Readiness, Data Collection Webinar - 9:30 am (1 Hour) - February 24th, 2022

Eligible: All who complete the Implementation Training.

TJQ:MBB Interest Application 2022



Made possible due to funding from the State of CT Department of Aging and Disability Services State Unit on Aging. This publication does not express the views of the Department of Aging and Disability Services or the State of Connecticut. The views and opinions are those of the authors.



CT Healthy Living COLLECTIVE

Tai Ji Quan: Moving for Better Balance

Interest Form for Funding, Training and Sub-license Opportunities

All fields marked with * are required and must be filled.

Name of Person Completing Form *

Kathleen

First Name

Marschall

Last Name

Organization

Town of Simsbury Senior Center

Address *

754 Hopmeadow Street

Street Address

Street Address Line 2

Simsbury

City

Connecticut

State / Province

06070

Postal / Zip Code

Email *

kmarschall@simsbury-ct.gov

example@example.com

Phone Number *

(860) 658-3273

Please enter a valid phone number.

1. FUNDING OPPORTUNITIES FOR ELIGIBLE ORGANIZATIONS

Is your organization interested in funding to deliver a TJQ:MBB program?

- Yes (if so, please complete Questions a through e.)
 No

a. Do you currently provide programs and/or services to older adults using Zoom technology?

- Yes
 No

b. Do you have a trained TJQ:MBB instructor who is an employee or on contract?

- Yes
 No
 Not Sure

c. Do you have a TJQ:MBB instructor candidate who is an employee or on contract that will be attending New Instructor Training on January 11th and 12th, 2022?

- Yes
- No
- Not Applicable
- Not Sure

d. Do you anticipate barriers to recruiting participants or starting the TJQ:MBB program on or before the week of March 28th, 2022?

I do not anticipate any barriers.

e. As a sub-licensee of the CT Healthy Living Collective, an initiative of CT Community Care, do you agree to:

- Use marketing and recruitment materials provided or approved by the Collective?
- Complete and submit in a timely fashion, all required enrollment and evaluation data collection?
- Maintain accurate attendance records?
- Complete and adhere to a coordination agreement with the Collective?

Applications are open until December 20th, 2021 and organizations will be informed of funding no later than December 23rd, 2021. Workshops should begin prior to March 28th, 2022.

2. AUTHORITY TO DELIVER THE TJQ:MBB PROGRAM

Check here if you are an organization or instructor delivering the TJQ:MBB program but unsure if you are operating under a required license and we will contact you to explore collaboration opportunities.

Please contact me.

3. TRAINING FOR NEW AND CURRENT INSTRUCTORS AND IMPLEMENTATION ORGANIZATIONS

Individuals interested in training should have experience as an exercise instructor, physical therapist or Tai Chi instructor.

Register here for training (the CT Healthy Living Collective will contact you with additional details. Click the + button to add additional names.

Name	Email	Choose a class
Kathleen Marschall	kmarschall@simsbu	Implementation Training Jan. 27th 2022 ▼
Kathleen Marschall	kmarschall@simsbu	1 Hour Getting Started Webinar Feb. 24th 2022 ▼
Kenneth Zaborowski	taichiforhealth@live.	Refresher/Enhanced Training Feb. 16th 2022 ▼
<input type="text"/>	<input type="text"/>	Please Select ▼
<input type="text"/>	<input type="text"/>	Please Select ▼

Questions/Comments

Type here...



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** FY 21/22 Emergency Management Performance Grant (EMPG) Application

2. **Date of Board Meeting:** December 20, 2021

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Mike Berry, Emergency Management Director
Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports applying for the Emergency Management Performance Grant, the following motion is in order:

Move, effective December 20, 2021, to apply for the 2021/2022 Emergency Management Performance Grant as presented.

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

Move, to accept the 2021/2022 Emergency Management Performance Grant and to authorize Maria E. Capriola, Town Manager, to execute all documents related to the grant award.

5. **Summary of Submission:**
Annually, the Town submits a grant application to the state Department of Emergency Services and Public Protection for an Emergency Management Performance Grant. The grant application documents are traditionally prepared by the Fire District, but the municipal CEO is required to execute the grant application and award documents. The Fire District provides Emergency Management services to the Town. Michael Berry currently serves as the Town's Emergency Management Director.

The Town will be applying for the 2021/2022 Emergency Management Performance Grant in the amount of \$24,979. In order to receive the funds, the Town Manager must execute the attached grant application and receive authorization from the Board of Selectmen to do so.

6. **Financial Impact:**
The Town serves as a pass through for receipt of the grant monies. Once the grant funds are received by the Town, they are then transferred to the Fire District. The grant funds are used to offset the costs of the Emergency Management Director's salary.

The grant requires a local match in the amount of \$12,489.50. The local match is provided by the Fire District, and is indirect. The indirect match of \$12,489.50 reflects part of the Fire District's contribution to Mr. Berry's salary.

7. Description of Documents Included with Submission:

a) FY 21/22 Emergency Management Performance Grant Application



E.MERGENCY M.ANAGEMENT P.PERFORMANCE G.RANT

**FFY 2021 APPLICATION
Due: December 1,
2021**



State of Connecticut

**Department of Emergency Services and Public Protection
Division of Emergency Management and Homeland Security**

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COMPLETION CHECKLIST FOR SUB-GRANTEE

The following forms are necessary for the timely completion of this document. Please use this aid to ensure all documents are included in your submission. More detailed information is available in the EMPG Manual.

- Section B: Application Information and Data Sheet
- Section C: Municipal Resolution
- Section D: EMPG Financial Tool Budget Tab
- Section E: Master Staffing Pattern and Training History
- Section F: NEMA Survey attached (Optional)
- Job Descriptions have been attached if applicable (Available on website)

DEMHS REGIONAL CONTACT INFO

For assistance filling out this application please contact your DEMHS Regional Coordinator.

Region 1	Robert Kenny Regional Coordinator	149 Prospect Street, Bridgeport, CT 06604 Phone: 203.696.2640 Email: Robert.Kenny@ct.gov	Fax: 203.334.1560
Region 2	Jacob Manke Regional Coordinator	1111 Country Club Road, Middletown, CT 06457 Phone: 860.685.8105 Email: Jacob.Manke@ct.gov	Fax: 860.685.8366
Region 3	William Turley Regional Coordinator	DEMHS - 360 Broad Street Hartford CT 06105 Phone:860.529.6893 Email: William.Turley@ct.gov Mailing address: P.O. Box 1236 Glastonbury, CT 06033	Fax: 860.257.4621
Region 4	Michael Caplet Regional Coordinator	15-B Old Hartford Road Colchester, CT 06415 Phone:860.465.5460 Email: Mike.Caplet@ct.gov	Fax: 860.465.5464
Region 5	John Field Regional Coordinator	55 West Main Street, Suite 300 Box 4 Waterbury, CT 06702 Phone: 203.591.3509 Email: John.Field@ct.gov	Fax: 203.591.3529

SECTION A. APPLICATION INSTRUCTIONS

Below are brief instructions for filling out each application form. Please fill out these forms completely and accurately. **Please be reminded that all signatures are required to be original on this document. Copies will not be accepted.** Please sign or initial where you see the following tabs: 

1. **Manual:** Please print and review the EMPG Program Manual (<https://portal.ct.gov/DEMHS/Grants/Emergency-Management-Performance-Grant/Guidance-and-Forms>). The Subgrantee is responsible for the information contained in this document. More complete instructions are available in this document.
2. **Section B: Applicant Information and Datasheet:** Please fill out boxes 1-16 with the necessary information.
3. **Section C: Municipal Resolution:** Please provide a municipal resolution to grant the Chief Executive Officer the authority to sign the EMPG application package on behalf of the municipality. For more information on resolution specifics please reference the EMPG Program Manual.
4. **Section D: EMPG FINANCIAL TOOL-Budget Preparation:** Fill in your budget request for the performance period of 10/1/21-9/30/22 in the 2021 EMPG SLA Financial Tool. Please submit this budget electronically to your DEMHS Regional Office for review upon submittal of the application. Please consult the 2021 EMPG Manual for any additional forms.
5. **Section E: Master Staffing Pattern:** The Master Staffing Form comes pre-populated with the training records of local personnel who have reported completion of the IS and/or PDS course requirements. Towns may use this form to report on any additional courses completed since their last EMPG application.
6. **Additional Forms:** Please review the remaining list of forms available on our website at <https://portal.ct.gov/DEMHS/Grants/Emergency-Management-Performance-Grant/Guidance-and-Forms> to determine if any of these forms will be needed for your application:
 - Emergency Management Director Job Description** – Use this form if you have hired a new Emergency Management Director.
 - Emergency Management Deputy Director Job Description** – Use this form if you have hired a new Emergency Management Deputy Director.
 - Emergency Management Support Staff Job Description** – Use this form if you have hired new Emergency Management Support Staff (e.g. Clerical).
 - Request for Transcripts from EMI** – Use this form to request a transcript of the courses you have completed through FEMA and/or the Emergency Management Institute (EMI).

Once all of the necessary forms are filled out and signed, complete the application by signing and dating the Applicant Information and Data Sheet. Attach the Budget and all other forms and submit the Application Package to your DEMHS Regional Office.

SECTION B. EMPG APPLICATION INFORMATION AND DATA SHEET

All Forms Must Be Original - Copies Will Not Be Accepted

Mail Completed Applications To:
DEMHS Regional Coordinator (See Page 2 of this application for contact information)

SPCP Unit Use Only

1. Name of Municipality or Agency Applying for Subgrant: **2. Period of Award for this Subgrant: 10/1/21 – 9/30/22**

3. Emergency Management Director Name & Address

Name: _____ Title: _____
Organization: _____
Address Line 1: _____
Address Line 2: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-mail: _____

4. Official Authorized to Sign for the Applicant:

Name: _____ Title: _____
Organization: _____
Address Line 1: _____
Address Line 2: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-mail: _____

5. Municipal/Agency Financial Officer

Name: _____ Title: _____
Organization: _____
Address Line 1: _____
Address Line 2: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-mail: _____

6. Fiscal Point of Contact: (If Different than Financial Officer)

Name: _____ Title: _____
Organization: _____
Address Line 1: _____
Address Line 2: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-mail: _____

7. Applicant FEIN:

8. Applicant DUNS #:

9. Applicant Fiscal Year End:

10. Date of Last Audit:

11. Dates Covered by Last Audit: _____ to _____

12. Date of Next Audit: _____

13. Dates to be Covered by Next Audit: _____ to _____

Please note that the information required for boxes 9 through 13 refers to the sub-grantee's audit cycle.

FEDERAL AUDIT AND DEBARMENT REQUIREMENT CERTIFICATION

14. ACKNOWLEDGEMENT OF FEDERAL SINGLE AUDIT SELF REPORTING REQUIREMENTS

- Sub-grantees that are required to undergo a Federal Single Audit as mandated by OMB Circular A-133 must alert CT DEMHS, in writing, to any specific findings and/or deficiencies with regard to the use of federal grant funds within 45 days of receipt of their audit report. This notification must identify the finding(s) / deficiencies and a corrective action plan for each.
- All sub-grantees must submit to CT DEMHS a copy of the audit report section pertaining to use of federal grant funds regardless of any findings or deficiencies, within 45 days of the receipt of that report.

Initial to indicate that this requirement has been read and understood: _____

INITIAL

15. ACKNOWLEDGEMENT OF DEBARMENT REQUIREMENTS:

- The sub-grantee will confirm the eligibility status (via Sam.gov) of all vendors/contractors that the sub-grantee pays with EMPG SLA funds. The subgrantee will confirm that the vendors/contractors do not appear on the SAM's Exclusion List of federally debarred or suspended vendors.

Initial to indicate that this requirement has been read and understood: _____

INITIAL

16. I, the undersigned, for and on behalf of the named municipality, state agency, or regional planning organization, do herewith apply for this subgrant, attest that, to the best of my knowledge, the statements made herein are true, and agree to any general or special grant conditions attached to this grant application form.

SIGN & DATE

Authorized Signatory: X _____ **Date:** _____

SECTION C. AUTHORIZING RESOLUTION

All Forms Must Be Original - Copies Will Not Be Accepted

This Blanket Resolution Can Also Be Used to Satisfy the Requirements of the Homeland Security Grant Program

AUTHORIZING RESOLUTION OF THE

(Insert name of governing body--for example, town council)

CERTIFICATION:

I, _____, the _____ of _____,
(keeper of the records—for ex. town clerk or secretary of council)

do hereby certify that the following is a true and correct copy of a resolution adopted by
_____ at its duly called and held meeting on _____, 20____,
(name of governing body) *(Month, Day)*

at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the _____ may enter into with and deliver
(name of governing body)

to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that _____, as _____ of
(name and title of officer)

_____,
(Name of governing body)

is authorized and directed to execute and deliver any and all documents on behalf of the

(name of governing body)

and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents.

The undersigned further certifies that _____
(name of officer)

now holds the office of _____ and that he/she has held that office since _____.

IN WITNESS WHEREOF: The undersigned has executed this certificate this _____ day of

_____ 20____

(Name and title of record keeper)



The Chief Executive Officer has not changed since the previous resolution was authorized on _____
(Date)

SECTION D. EMPG SLA FINANCIAL TOOL-BUDGET

Please Note: Applications will not be reviewed without the submittal of the EMPG Financial Tool “Application Budget” tabs.

A new category for PPE has been added this year. Fill out the Application Budget portion of the tool by filling out the teal boxes for the following:

1. Award Amounts:

Per Capita Award: This amount is based on your town’s population as listed in the State Register and Manual.

Sub grant Allocation: This totals as you fill in the categories below.

2. Enter Categories:

- **Personnel-** Enter the total estimated cost for salaries or stipends for full or part-time EMDs, Deputy EMDs and support staff.
- **Organization-** Enter the total estimated cost for your phone bills, fax, internet bills, cable TV, WIFI etc. Please note that all services must be concluded and paid before seeking reimbursement.
- **Equipment-** Enter the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.
- **In kind-** Enter the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match.
- **Personal Protective Equipment (PPE)** Enter the PPE allocation from the front page into this cell. **Note: The PPE allocation can only be spent on PPE. PPE allocations are matched by state funding.**
- **All other-** Enter the total estimated cost for all other items. Must receive pre-approval from DEMHS Regional Coordinator.
- **Unallocated** – This is the remaining balance of funding that you have not yet allocated to a particular category.

EMPG Subgrant Budget (Fill In Green Cells Only)	
PER CAPITA AWARD	
Total:	\$22,840.65
Federal Per Capita Share:	\$11,420.33
Match:	\$11,420.33
SUBGRANT ALLOCATION	
Total:	\$22,840.65
Federal Per Capita Share:	\$11,420.33
Match (Includes In-Kind):	\$12,920.33
Personnel:	\$16,840.67
<i>Allocate (Enter) the total estimated cost for salaries or stipends for full or part-time EMD's, Deputy EMD's and support staff. If claiming fringe, please provide a fringe benefits letter from the Municipal Finance Director.</i>	
Organization:	\$500.00
<i>Allocate (Enter) the total estimated cost for your phone bills, fax, internet bills, cable TV, WIFI etc. Please note that all services must be concluded and paid before seeking reimbursement.</i>	
Equipment:	\$2,412.34
<i>Allocate (Enter) the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.</i>	
In-Kind - Requires Double Match:	\$1,500.00
<i>Allocate (Enter) the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match. For a volunteer time form please visit the DEMHS website at http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692</i>	
Personal Protection Equipment:	\$1,087.64
<i>Allocate (Enter) the total amount of PPE shown for your town here. PPE funding may be used for face masks, sanitizer, gloves, no touch devices, shields etc. No match is required for PPE.</i>	
All Other Costs	\$500.00
<i>Allocate (Enter) the total amount of all other costs (Travel, Training, Mileage, Meetings, EOC Activations, Emergency Responses etc..</i>	
Unallocated:	\$0.00
<i>Certification: I hereby certify that the information contained herein is based</i>	

SECTION F. NEMA QUESTIONNAIRE

Each year the Division of Emergency Management and Homeland Security (DEMHS) fills out a survey from the National Emergency Management Association (NEMA). The purpose of the survey is to justify the funding we receive under the Emergency Management Performance Grant (EMPG).

To help us in filling out the survey for FY 2021, DEMHS is asking our EMPG participating towns to answer a few brief questions. Your answers will assist NEMA in justifying continued funding of the EMPG program to Congress.

1. What is your total emergency management budget: \$_____.
Please provide your total budget even if these costs exceed your EMPG allocation.

2. Is your Emergency Management Director?:
(Check One)
 Full-Time
 Part-Time
 Volunteer

3. Which official (if any) has the authority to issue a mandatory evacuation order?:
(Check One)
 Mayor
 First Selectman
 Town Manager
 Other



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignations from Community for Care

2. **Date of Board Meeting:** December 20, 2021

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

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

Move, to accept the resignation of Community for Care members Hannah Reynolds retroactive to January 2, 2021, Karen Gallagher retroactive to December 10, 2021, and Marc Lehman retroactive to December 10, 2021.

5. **Summary of Submission:**

The Town has received the resignation of Hannah Reynolds (D) as a member of Community for Care. Ms. Reynold's resignation is retroactive to January 2, 2021. Ms. Reynolds' term was to expire December 6, 2021.

The Town has received the resignation of Karen Gallagher (U) as a member of Community for Care. Ms. Gallagher's resignation is retroactive to December 10, 2021. Ms. Gallagher's term expired December 6, 2021.

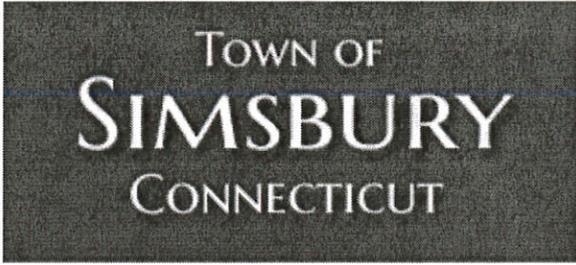
The Town has received the resignation of Marc Lehman (U) as a member of Community for Care. Mr. Lehman's resignation is retroactive to December 10, 2021. Mr. Lehman's term expired December 6, 2021.

6. **Financial Impact:**

None

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

- a) Hannah Reynolds' Resignation Submission, dated March 14, 2021
- b) Karen Gallagher's Resignation Submission, dated December 10, 2021
- c) Marc Lehman's Resignation Submission, dated December 10, 2021



Published on *Simsbury CT* (<https://www.simsbury-ct.gov>)

[Home](#) > [Government](#) > [Town Clerk](#) > [Resignation Submission Form](#) > [Webform results](#) > Resignation Submission Form

Submission information

Form: [Resignation Submission Form](#) [1]
Submitted by Anonymous (not verified)
March 14, 2021 - 12:06pm
71.232.178.48

Member's Name

Hannah Reynolds

Address

[REDACTED]

Phone #

[REDACTED]

Email

[REDACTED]

Type of Member

Regular

Name of Board/Commission

Community for Care

Effective Date of Resignation

01/02/2021

Reason for Resignation

Moved out of town

Any Additional Comments

Source URL: <https://www.simsbury-ct.gov/node/98363/submission/22021>

Links

[1] <https://www.simsbury-ct.gov/town-clerk/webforms/resignation-submission-form>

Form submission from: Resignation Submission Form

Simsbury CT via Simsbury CT <cmsmailer@civicplus.com>

Fri 12/10/2021 11:23 AM

To: Butler Ericka <ebutler@simsbury-ct.gov>



Submitted on Friday, December 10, 2021 - 11:23am

Submitted by anonymous user: 64.251.57.195

Submitted values are:

Member's Name: Karen Gallagher

Address: [REDACTED]

Phone #: [REDACTED]

Email: [REDACTED]

Type of Member: regular

Name of Board/Commission: Community for Care

Effective Date of Resignation: 12/10/21

Reason for Resignation: other commitments

Any Additional Comments:

The results of this submission may be viewed at:

<https://www.simsbury-ct.gov/node/98363/submission/24696>

Form submission from: Resignation Submission Form

Simsbury CT via Simsbury CT <cmsmailer@civicplus.com>

Fri 12/10/2021 10:14 AM

To: Butler Ericka <ebutler@simsbury-ct.gov>



Submitted on Friday, December 10, 2021 - 10:14am

Submitted by anonymous user: 73.16.162.84

Submitted values are:

Member's Name: Marc Lehman

Address: [REDACTED]

Phone #: [REDACTED]

Email: [REDACTED]

Type of Member: Regular

Name of Board/Commission: Community for Care

Effective Date of Resignation: 12/10/21

Reason for Resignation: I have no time

Any Additional Comments:

The results of this submission may be viewed at:

<https://www.simsbury-ct.gov/node/98363/submission/24691>



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignations from and Appointment to the SPIRIT Council

2. **Date of Board Meeting:** December 20, 2021

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

4. **Action Requested of the Board of Selectmen:**
The following motions are in order:

Move, to accept the resignations of Annalise Febus-Barlow and Chris Kelly as regular members of the SPIRIT Council retroactive to December 6, 2021.

Move, effective December 20, 2021 to appoint Salvador Sanchez as a regular member of the SPIRIT Council with a term expiring December 4, 2023.

5. **Summary of Submission:**

The Town Clerk has received the resignation of Annalise Febus-Barlow (U) as a regular member of the Simsbury SPIRIT Council. Ms. Febus-Barlow's term expired December 6, 2021.

The Town Clerk has received the resignation of Chris Kelly (D) as a regular member of the Simsbury SPIRIT Council. Mr. Kelly's term expired December 6, 2021.

There are currently four vacancies on the SPIRIT Council and a total of 18 membership slots. The SPIRIT Council is recommending the appointment of Salvador Sanchez (D). Salvador was born in Jalisco, Mexico and he grew up spending time in Mexico and the US with his father's harvesting company, mostly in FL and MI. He graduated with an MBA from Tecnológico de Monterrey, and a Master's of Library & Information Science from the University of Wisconsin which he attended during the summer. Sal moved to New York City in 2011. He and his husband had a son and moved to Simsbury in 2012. He is a Financial Services Professional.

Sal participated as a panelist in SPIRIT Council's October Let's Talk on the topic of Diverse LatinX Voices. He expressed interest in joining SPIRIT and has attended our meetings, viewed all our online resources and watched prior meetings. His investment is already impressive.

As a SPIRIT Council member, Sal will contribute perspective from the Latino community and inclusive representation of the LGBTQ community. He is also a parent of a 9-year-

old who attends Simsbury public schools. Sal enjoys networking and has passion for events and community engagement aspects of SPIRIT's work in Simsbury.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

- a) Annalise Febus-Barlow's Resignation Letter, dated December 6, 2021
- b) Chris Kelly's Resignation Letter, dated November 16, 2021

From: Simsbury CT via Simsbury CT <cmsmailer@civicplus.com>
Sent: Monday, December 6, 2021 8:17 AM
To: Butler Ericka <ebutler@simsbury-ct.gov>
Subject: Form submission from: Resignation Submission Form

Submitted on Monday, December 6, 2021 - 8:17am
Submitted by anonymous user: 72.10.104.130
Submitted values are:

Member's Name: AnnaLise Barlow

Address: [REDACTED]

Phone #: [REDACTED]

Email: [REDACTED]

Type of Member: Regular

Name of Board/Commission: AnnaLise Febus- Barlow

Effective Date of Resignation: 12/06/2021

Reason for Resignation: Personal

Any Additional Comments: Thank you for the opportunity of serve in the Spirit Council. It was an enriching experience. I look forward to continuing my service as a volunteer.

The results of this submission may be viewed at:

<https://www.simsbury-ct.gov/node/98363/submission/24606>

Munroe Trish

From: Sharon/Chris Kelly [REDACTED]
Sent: Tuesday, November 16, 2021 8:11 AM
To: Munroe Trish
Cc: Cheryl Cook; Nicole Kodak
Subject: Chris Kelly - Member of SPIRIT Council Not Seeking New Appointment

Hi Trish

I am currently a member of the S.P.I.R.I.T. Council with a term ending this month. I am not seeking reappointment to the Council for the next term. Cheryl and Nicole asked me to send you a notification on this.

Thank you

Chris Kelly

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 7:06 p.m. at Eno Hall. Present were: First Selectman Wendy Mackstutis; Deputy First Selectman Amber Abbuhl; Board members Chris Peterson, Eric Wellman, Sean Askham, and Heather Goetz. Others in attendance included: Town Manager Maria E. Capriola.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

- **Participants can address the Board of Selectmen in person at the meeting**
- **Written comments can be emailed to townmanager@simsbury-ct.gov. Written comments will not be read into the record, but forwarded to all Selectmen via email.**

Joan Coe, 26 Whitcomb Drive, spoke about Town Manager job performance, the enforcement of the mask mandate, and her allegations and response regarding the Police Chief’s untruthfulness.

FIRST SELECTMAN’S REPORT

Ms. Mackstutis, First Selectman, reviewed her First Selectman’s Report.

TOWN MANAGER’S REPORT

Ms. Capriola commented regarding the repeated comments about Chief Boulter’s untruthfulness stating that the State’s Attorney’s report dismissed the complaint and those documents are fully accessible to the public.

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

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- a) **Personnel** – no report at this time.
- b) **Finance** – no report at this time.
- c) **Public Safety** – Mr. Askham reported that there is a public safety meeting next Thursday at 8 a.m.
- d) **Board of Education** – no report at this time.

SELECTMEN ACTION

a) Appointment of Deputy First Selectman

Ms. Mackstutis shared that she has asked Ms. Abbuhl to serve as deputy First Selectman as she brings with her years of accounting experience and an enormous portfolio of community service. Ms. Abbuhl stated that she is grateful and honored for this opportunity to serve as Deputy First Selectmen.

b) Board of Selectmen Rules and Procedures

Ms. Capriola shared that at the start of each new term the BOS will typically adopt some rules and procedures on conducting business during meetings. The current set of rules and procedures have been in place for some time and are identical to the Rules used during the 2019-2021 term. She would recommend that the Personnel Sub-Committee take a look at the current version to see if there's an opportunity to further refine them.

Mr. Askham made a motion, effective December 6, 2021, to approve the attached Board of Selectmen Rules and Procedures. Mr. Wellman seconded the motion. The motion passed with all in favor.

Mr. Askham made a motion, effective December 6, 2021, to refer the Board of Selectmen Rules and Procedures to the Personnel Sub-Committee for review. Mr. Wellman seconded the motion. The motion passed with all in favor.

c) Board of Selectmen 2022 Regular Meeting Schedule

Mr. Askham made a motion, effective December 6, 2021, to approve the Board of Selectmen 2022 regular meeting schedule as presented. Mr. Peterson seconded the motion. The motion passed with all in favor.

d) First Selectman's Appointment of Board, Committee and Commission Liaison Assignments

Ms. Mackstutis stated that she gave the assignments a lot of thought and she hopes everyone is happy with their assignment.

e) Stipend for First Selectman

Ms. Mackstutis excused herself from the meeting.

Ms. Abbuhl stated that since 2017 when the Town adopted the Town Manager form of government, the First Selectman has been provided an annual stipend of \$10,000 and that amount has already been taken into account in the Town's budget.

Mr. Peterson made a motion, effective December 6, 2021, to approve the First Selectman's annual stipend in the amount of \$10,000. Mr. Askham seconded the motion. The motion passed with all in favor.

f) Reappointment of Town Counsel, Labor/Employment/Pension Counsel, and Bond Counsel

Ms. Capriola stated that they have three law firms they primarily work with. Updike Kelly & Spellacy who has been general counsel (Attorney Bob DeCrescenzo) since 1998. The other firm that they use for Labor & Employment Counsel is Ford Harrison, they have been with them for about 5 years. They also use Attorney Rena Felton for Pension Counsel at Ford Harrison. The third firm is Pullman Comley, who is Bond Counsel.

Mr. Askham made a motion, effective December 6, 2021, to reappoint the firm of Updike, Kelly & Spellacy, P.C. as Town Attorney for a two year term through December 4, 2023 pursuant to Section 706 of the Town Charter and for Town manager Maria E. Capriola to execute the engagement letter and move, effective December 6, 2021, to reappoint the firm of Ford Harrison LLP as Labor and Employment Counsel and as Pension Counsel for the Town of Simsbury for a two year term through December 4, 2023 and move, effective December 6, 2021, to reappointment the firm of Pullman & Comley LLP as Bond Counsel for the Town of Simsbury for a two year term through December 4, 2023. Mr. Wellman seconded the motion. The motion passed

with all in favor.

g) Re-Authorization of Temporary Committees

Ms. Capriola shared that some committees are created by charter and some by ordinance and some that are considered temporary committees. The temporary committees' terms are co-terminus with the Board of Selectmen and it does require the Board of Selectmen to reauthorize those committees at the start of each term.

Mr. Askham made a motion, effective December 6, 2021 to re-authorize the following temporary committees, with members' terms being co-terminus with the Board of Selectmen: Business Development Committee, Clean Energy Task Force, Community for Care, Hometown Hero Selection Committee, Juvenile Review Board, SPIRIT Council, Technology Task Force, and Youth Services Advisory Board. Mr. Peterson seconded the motion. The motion passed with all in favor.

h) Stipend for First Selectman

Mr. Wellman made a motion, effective December 6, 2021, to approve the First Selectman's annual stipend in the amount of \$10,000. Mr. Askham seconded the motion. The motion passed with all in favor.

i) Tax Refund Requests

Mr. Peterson made a motion, effective December 6, 2021, to approve the presented tax refunds in the amount of \$4,141.81, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds. Mr. Askham seconded the motion. The motion passed with all in favor.

j) Donation from Hartford Foundation

Ms. Capriola stated that the Hartford Foundation reached out to them stating they had some funds available and they are willing to provide a \$5,000 donation for the Food Pantry Program that the Social Services Department takes care of.

Mr. Peterson made a motion, effective December 6, 2021, to accept a grant from the Hartford Foundation for Public Giving in the amount of \$5,000 for the purpose of supporting Simsbury Community and Social Services Department's Food Pantry, which assists residents in need. Ms. Abbuhl seconded the motion. The motion passed with all in favor.

k) EDA Grant – Performing Arts Center Facility

Ms. Capriola shared that there are two grants that the PAC may be eligible for. One is a Federal EDA grant, the other is a state communities challenge grant. If the EDA grant is awarded it could be used towards various facility improvements to the PAC. The grant can be up to 10 million dollars with a 20% local match. The PAC has discussed a willingness to come up with half of whatever will be required through fundraising efforts

Mr. Wellman made a motion, effective November 22, 2021, to authorize submittal of a project abstract form and grant application for the EDA Grant for the Performing Arts Center Facility. Mr. Askham seconded the motion. The motion passed with all in favor.

APPOINTMENTS AND RESIGNATIONS

a) Reappointments to the Economic Development Commission

Mr. Askham made a motion, effective December 6, 2021, to reappoint Robert Crowther (U), Brooke Freeman (R) (R) and Ronald Jodice (R) to the Economic Development Commission for three year terms expiring October 10, 2024. Ms. Goetz seconded the motion. The motion passed with all in favor.

b) Proposed Reappointments and Resignation for Technology Task Force

Re-Appointments:

Mr. Wellman made a motion, effective December 6, 2021 to re-appoint Michael Doyle (R) as a Regular Member of the Technology Task Force with a term expiring December 4, 2023, move effective December 6, 2021 to re-appoint Evan Marks (U) as a Regular Member of the Technology Task Force with a term expiring December 4, 2023, move, effective December 6, 2021 to re-appoint Elizabeth Peterson (R) as a Regular Member of the Technology Task Force with a term expiring December 4, 2023, move, effective December 6, 2021 to re-appoint Harald Bender (U) as a Regular Member of the Technology Task Force with a term expiring December 4, 2023, move, effective December 6, 2021 to re-appoint John Jahne (U) as a Regular Member of the Technology Task Force with a term expiring December 4, 2023, and further move, effective December 6, 2021 to re-appoint William Rucci (U) as a Regular Member of the Technology Task Force with a term expiring December 4, 2023. Mr. Peterson seconded the motion. The motion passed with all in favor.

Mr. Wellman made a motion, effective December 6, 2021, to accept the resignation of Paul Kelley as a regular member of the Technology Task Force. Ms. Abbuhl seconded the motion. The motion passed with all in favor.

b) Resignation of Lisa Grant from the SPIRIT Council

Mr. Askham made a motion, effective December 6, 2021, to accept the resignation of Lisa Grant as a regular member of the Simsbury SPIRIT Council retroactive to December 1, 2021. Mr. Peterson seconded the motion. The motion passed with all in favor.

c) Resignation of Amber Abbuhl from the Library Board of Trustees

Mr. Askham made a motion, retroactive to December 3, 2021, to accept the resignation of Amber Abbuhl as a member of the Library Board of Trustees. Mr. Wellman seconded the motion. The motion passed with all in favor.

Mr. Askham made a motion to add the resignation of Heather Goetz from the Library Board of Trustees to the agenda. Mr. Wellman seconded the motion. The motion passed with all in favor.

d) Resignation of Heather Goetz from the Library Board of Trustees

Mr. Wellman made a motion, effective December 6, 2021, to accept the resignation of Heather Goetz as a member of the Library Board of Trustees. Mr. Peterson seconded the motion. The motion passed with all in favor.

REVIEW OF MINUTES

a. Regular Meeting of November 22, 2021

There were no changes to the Regular Meeting minutes of November 22, 2021, and, therefore, the minutes were adopted.

ADJOURN

Mr. Peterson made a motion to adjourn at 7:50 p.m. Mr. Askham seconded the motion. All were in favor and the motion passed.

Respectfully submitted,
Heather Taylor
Clerk

CALL TO ORDER

The Special Meeting of the Board of Selectmen was called to order at 9:09 a.m. in the Main Meeting Room at the Simsbury Town Hall. Present were: First Selectman Wendy Mackstutis; Deputy First Selectman Amber Abbuhl; Board members Eric Wellman, Sean Askham, Chris Peterson, Heather Goetz. Others in attendance included Town Manager Maria Capriola and Deputy Town Manager Melissa Appleby.

BOARD OF SELECTMEN GOAL SETTING DISCUSSION

Ms. Mackstutis opened the meeting, stating that this is a goal-setting session. She said that Ms. Capriola and Ms. Appleby will help facilitate the session, and that she encourages all Board members to contribute to the discussion. Ms. Capriola added that the intent of today’s discussion is to review each of the goals on the existing list, discuss the status, and make recommendations for any changes or additions.

The Board discussed items that fell into the following categories:

- Financial management
- Maintaining quality of life
- Parks & Recreation
- Public Safety (new topic area added)

Ms. Mackstutis recommended the Board schedule an additional session to complete discussion on Public Safety and Parks & Recreation, and review Fostering an Engaged, High Quality Workforce, Infrastructure, Transportation, and Economic Development Commission. Ms. Mackstutis also said that she would like to add a new topic area called Transparency and Communication.

A meeting will be scheduled in January to complete the goal-setting for the 2021-2023 term.

ADJOURNMENT

The meeting adjourned at 12:00 p.m.

Respectfully submitted,

Melissa Appleby
Deputy Town Manager