



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN - AMENDED
Main Meeting Room – Simsbury Town Hall – 933 Hopmeadow Street, Simsbury
Regular Meeting – January 27, 2020 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN ACTION

- a) Tax Refund Requests
- b) Proposed Opioid Response Initiative Grant
- c) Proposed Simsbury Junior Woman's Club Grant for the Library
- d) Proposed 2020 Simsbury Farms Golf Course Fee Schedule
- e) Proposed 2020 Aquatic Facilities and Day Camp Fee Schedule
- f) Budget Status Report
- g) Recommended Transfer to Capital Non-Recurring Fund from Town Clerk LOCIP Fund for Vault Update
- h) Proposed Eversource Easement – Ryan Circle
- i) Proposed Agriculture (Dewey Farm) Lease Extension



APPOINTMENTS AND RESIGNATIONS

- a) Simsbury Republican Town Committee Proposed Re-Appointments/New Appointments to Various Boards/Commissions
- b) Re-Appointments and Appointment to Simsbury Meadows Performing Arts Center Board

REVIEW OF MINUTES

- a) Regular Meeting of January 13, 2020

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

COMMUNICATIONS

- a) BYOCT Pesticide Preemption Letter
- b) Census Information
- c) Correspondence Regarding Police Commission Request for Legal Opinion Regarding Duties in Charter

EXECUTIVE SESSION

- a) Pursuant to CGS §1-200(6)(D), Discussion of Possible Purchase and Sale of Real Property

SELECTMEN ACTION

- a) Possible Referral to Planning Commission and Open Space Committee RE: Open Space

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** January 27, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

Move, effective January 27, 2020 to approve the presented tax refunds in the amount of \$32,790.57, 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 \$32,790.57. The attachment dated January 27, 2020 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
 - a) Requested Tax Refunds, dated January 27, 2020

REQUESTSED TAX REFUNDS
JANUARY 27, 2020

	BILL NUMBER	TAX	INTEREST	TOTAL
List 2018				
16 Albany Turnpike LLC	18-01-00015	\$24,926.96		\$24,926.96
Corelocgic: Huber	18-01-03652	\$189.98		\$189.98
Kramer William J	18-01-04239	\$132.59		\$132.59
Tagliatella William P	18-01-08003	\$138.18		\$138.18
Zayas Richard L	18-01-08872	\$8.00		\$8.00
DTT Inc	18-02-40254	\$276.30		\$276.30
Prospect Dental LLC	18-02-40626	\$751.07		\$751.07
Acorn Consulting Eng Inc	18-03-50158	\$51.31		\$51.31
CAB East LLC	18-03-52445	\$114.53		\$114.53
Hyundai Lease Titling Trust	18-03-58682	\$249.49		\$249.49
Hyundai Lease Titling Trust	18-03-58690	\$300.13		\$300.13
Nissan Infiniti LT	18-03-63475	\$503.08		\$503.08
Petersen Katelyn	18-03-64582	\$94.23		\$94.23
VW Credit Leaseing Ltd	18-03-69613	\$148.91		\$148.91
Smith Garrett A	18-04-83072	\$149.09		\$149.09
Toyota Lease Trust - 21 vehicles		\$4,756.72		\$4,756.72
Total 2018		\$32,790.57	\$0.00	\$32,790.57
TOTAL 2018		\$32,790.57	\$0.00	\$32,790.57
TOTAL ALL YEARS		\$32,790.57	\$0.00	\$32,790.57



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Opioid Response Initiative Grant
2. **Date of Board Meeting:** January 27, 2020
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 approves the opioid response initiative grant application, the following motion is in order:

Move, effective January 27, 2020, to approve the Community and Social Services Department's application for a grant through the Connecticut State Opioid Response Initiative – Community Mini Grant in the amount of \$5,000 to support local prevention efforts.

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

Move, to accept the Connecticut State Opioid Response Initiative – Community Mini Grant and authorize Town Manager, Maria E. Capriola, to execute all documents related to the grant award.
5. **Summary of Submission:**
This is a new grant opportunity available to the Community and Social Services Department to provide funds in support of additional local prevention efforts. The Department will collaborate with additional community partners in order to meet the deliverables.
6. **Financial Impact:**
If awarded, this grant would provide \$5,000 in grant funding.
7. **Description of Documents Included with Submission:**
 - a) Grant Application



To: Communities

Re: Connecticut State Opioid Response Initiative - Community Mini Grants

January 1, 2020

We are pleased to announce the *Connecticut State Opioid Response Initiative - Community Mini Grant* opportunity in North Central CT with support from the CT Department of Mental Health and Addiction Services and federal Substance Abuse and Mental Health Services Administration (1H79TI081693-01). Funding for this program will be provided by the RBHAO based on the availability of grant funds received from the CT Department of Mental Health and Addiction Services.

Overall, opioid-related deaths in the state have grown at 4 times the rate of the national average. February 2018, the CT Chief Medical Examiner, Dr. James Gill, announced that 1,040 people died from overdoses in 2017, a 13 % increase from the 917 deaths in 2016. Of the 1,040 deaths, 675 involved fentanyl, up from 483 in 2016. According to the CT Open Data website, deaths are predominantly among 30-60 years-old, White males residing in a variety of urban, suburban and rural communities.

The CT Prescription Monitoring and Reporting System (CPMRS), which enables prescribers to track individual prescription activity, has a 99% enrollment rate but, as of 2016, an estimated 40% usage rate. Heroin and Fentanyl, a synthetic opioid pain medication often mixed with heroin to increase its potency, are now rapidly rising causes of overdose deaths. Demystifying the opioid epidemic:

- **It's not only minority groups that are affected:** For example, of the 685 overdose deaths in CT in 2015, 580 were white/non-Hispanic.
- **It's not a problem that centers on lower income groups:** The epidemic affects everyone. The most recent statistics indicate that opioid users who visit Connecticut emergency rooms are of a higher socioeconomic status.
- **It can also affect students in school:** Many addictions start with underage use of alcohol, tobacco and marijuana. These young users are more likely to graduate to harder illicit substances and prescription drugs.
- **Suicide risk is a hidden contributing factor:** The Centers for Disease Control and Prevention reported an estimated 25% of "unintentional" opioid overdose deaths are actually suicides.
- **Overdoses can be treated effectively.** Naloxone (Narcan) is effective in stopping the effects of opioid overdoses, it can be used by anyone, and those who intervene to help a person in the midst of an overdose are protected from prosecution by the state's Good Samaritan laws. MAT (medication assisted treatment) decreases opioid use, overdoses, criminal activity, and infectious disease transmission.

CONNECTICUT STATE OPIOID RESPONSE INITIATIVE COMMUNITY MINI GRANT APPLICATION FORM 2020

CT State Opioid Response Initiative - Community Mini Grants will provide communities with funding to build their capacity to develop and/or enhance local opioid addiction and overdose prevention and response efforts. A maximum of **10 proposals** will be funded through June 30 2020. The application deadline is **January 31st 2020**

Application Guidelines are as follows:

- Eligibility: Local Prevention Councils (LPCs) and Community Prevention Coalitions are eligible. Only one application per community is permitted, and LPCs will be granted priority.
- Funding Period and Amount: The funding period will be through June 30 2020 and will not exceed \$5,000.
- Required Deliverables:
 1. Implement substance abuse prevention and behavioral health promotion initiatives within their communities;
 2. Utilize the state campaign message/images made available by DMHAS to develop and distribute customized local awareness messages aimed at increasing public awareness on OUD. These may include, but not be limited to: videos, social media, public service announcements, posters and billboards. <https://liveloud.org/>
- Choose 4 from the 6 Optional Deliverables:
 1. Distribute OUD information to parents through schools, local businesses and other venues; <https://www.drugfreect.org/>
 2. Collaborate with RBHAO and other DMHAS prevention contractors as directed by DMHAS to host and advertise opioid addiction and overdose prevention and education opportunities including Naloxone administration trainings. Assist the RBHAO with identifying individuals/organizations to provide Naloxone training. Naloxone trainings must include integration of the QPR Institute's QPR (Question, Persuade, Refer) Gatekeeper Training and orientation to the Basic Screener, the Columbia Suicide Severity Risk Scale (C-SSRS) Basic Screener Version.
 3. Work with community leaders to include opioid overdose prevention and safe storage in town plans;
 4. Support the establishment of a "Recovery Friendly Community" as defined by the CT Alcohol and Drug Policy Council and Guidelines, provided by the RBHAO.
 5. Utilize The Smart Rx: Your Prescription for Good Health, by the Center for Workforce Health (CWH), an online program focuses on workplace prevention for medication abuse helping companies keep their employees healthy. <http://centerforworkforcehealth.com/programs/smart-rx/> (there is a cost for this program)
 6. Host community conversations using the World Café Method: The World Café methodology is a simple, effective, and flexible format for hosting large group dialogue. Each element of the method has a specific purpose and corresponds to one or more of the design principles. <http://www.theworldcafe.com/key-concepts-resources/world-cafe-method/>
- Basic Data Collection: Grantees will be required to collect limited process data (e.g. no identifiable information). Examples of data collected will include basic demographics, numbers and populations served.

**CONNECTICUT STATE OPIOID RESPONSE INITIATIVE
COMMUNITY MINI GRANT APPLICATION FORM 2020**

If you are interested in this opportunity, please complete all information on pages 3 and 8 to include signatures. We will need just a description of the proposed services and estimated amount of funding to be used on pages 4 through 7 (highlighted fields.) Actual numbers served with the demographic breakdown will be required when you submit your Final Report. The Final Report will be sent out at the end of the funding period and will be due July 30, 2020. Submit the completed application to Melisa Luginbuhl via email. Feel free to contact Melisa with any questions. Her email is mluginbuhl@amplifyct.org

Please note: We've attached a separate SOR demographic reporting form to use when you conduct a service to assist with your final reporting.

Signed,

The Amplify Team

**CONNECTICUT STATE OPIOID RESPONSE INITIATIVE
COMMUNITY MINI GRANT APPLICATION FORM 2020**

1	Application Date 1/28/2020	Funding Start Date January 1, 2020 - June 30, 2020
2	Applicant Agency (Legal Name & Address) Community & Social Services Town of Simsbury 754 Hopmeadow Street Simsbury CT 06070	FEIN 06-6002085
3	Has a permanent Local Prevention Council been established? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
4	Local Prevention Council/Applicant name and address Simsbury Community for Care c/o Community & Social Services 754 Hopmeadow Street Simsbury CT 06070	
5	LPC/Applicant Contact Person (Programmatic) Kristen Formanek	Telephone Number/Fax Number 860 658-3283 860 408-7046
	Title Director of Community & Social Services	Email Address kformanek@simsbury-ct.gov
6	Contact Person (Fiscal) Amy Meriwether	Telephone Number/Fax Number 860-658-3282 860658-3206
	Title Director of Finance	Email Address ameriwether@simsbury-ct.gov
7	List town(s) included in application Simsbury (including Weatogue, West Simsbury and Tariffville)	
8	Is litigation pending on any of the applicant organization's programs? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, briefly explain below.	
FUNDING SUMMARY		
9	Total Program Budget \$5,000	Amount Requested \$5,000

CONNECTICUT STATE OPIOID RESPONSE INITIATIVE COMMUNITY MINI GRANT APPLICATION FORM 2020

10. Proposed Services	
<p>a. Description of proposed service #1 Distribute OUD information to parents through schools, local businesses, and other venues; The Farmington Valley Health District recently developed videos targeting around prevention and education. We will promote these and other printed and electronic materials in a community wide campaign to raise awareness and help frame the conversation around a Recovery Friendly Community. https://drive.google.com/open?id=1jHYUJs_rl1MQDUYeVTNflvB_dTtmMYKQ https://drive.google.com/open?id=1ynWB7L5r_LgKqAOfjk0QgHFzRZLr7Hc</p>	
b. Service type (Refer to Application Instructions, Appendix A) STN11	c. Service dates 1/1/2020 – 6/30/2020
d. Alcohol or tobacco prevention; other joint behavioral health promotion <input type="checkbox"/> Alcohol <input type="checkbox"/> Tobacco <input checked="" type="checkbox"/> Other: Opiates	e. Number of participants by gender Males Females
f. Service population <input type="checkbox"/> Elementary School Students <input type="checkbox"/> School staff <input type="checkbox"/> Middle School Students <input type="checkbox"/> Parents/Families <input type="checkbox"/> High School Students <input type="checkbox"/> Older Adults <input type="checkbox"/> Youth/Minors not in school <input type="checkbox"/> General <input type="checkbox"/> Other: _____	g. Number of participants by age 0-4 15-17 25-44 5-11 18-20 45-64 12-14 21-24 65+
h. Number of participants by race White Black/African American Asian American Indian/Alaska Native Multiracial Native Hawaiian/Pacific Islander	i. Number of participants by Hispanic origin Hispanic/Latino Not Hispanic/Latino
j. Number of hours it will take to conduct service	k. Number of hours it will take to plan/prepare for service
l. Amount of SOR funds used on this service \$500	m. Total cost of service
<p>a. Description of proposed service #2 The FVHD, utilizing the state campaign messages, developed a hand out for first responders. The goal is to help individuals & families access resources and participate in Narcan and QPR training. We would work with our local leaders to implement this flyer when they are responding to the community.</p>	
b. Service type (Refer to Application Instructions, Appendix A) STN11	c. Service dates 1/1/2020 – 6/30/2020
d. Alcohol or tobacco prevention; other joint behavioral health promotion <input type="checkbox"/> Alcohol <input type="checkbox"/> Tobacco <input checked="" type="checkbox"/> Other: Opiates	e. Number of participants by gender Males Females
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h. Number of participants by race White Black/African American Asian American Indian/Alaska Native Multiracial Native Hawaiian/Pacific Islander	i. Number of participants by Hispanic origin Hispanic/Latino Not Hispanic/Latino
j. Number of hours it will take to conduct service	k. Number of hours it will take to plan/prepare for service
l. Amount of SOR funds used on this service	m. Total cost of service

CONNECTICUT STATE OPIOID RESPONSE INITIATIVE COMMUNITY MINI GRANT APPLICATION FORM 2020

	\$500	
10. Proposed Services		
<p>a. Description of proposed service #3 Distribution of OUD information. We would work to distribute existing materials through all of our available community resources. We would specifically target vulnerable audiences, with particular attention to communication with students and parents. We would also work with our local public television channel to publicize our materials. We would also use this avenue to publicize any programs that we intend to offer. Businesses would also be addressed and we would like to make a sticker that would designate them as Recovery Friendly.</p>		
b. Service type (Refer to Application Instructions, Appendix A) STN11		c. Service dates 1/1/2020 – 6/30/2020
d. Alcohol or tobacco prevention; other joint behavioral health promotion <input type="checkbox"/> Alcohol <input type="checkbox"/> Tobacco <input checked="" type="checkbox"/> Other: Opiates		e. Number of participants by gender Males Females
f. Service population <input type="checkbox"/> Elementary School Students <input type="checkbox"/> School staff <input type="checkbox"/> Middle School Students <input type="checkbox"/> Parents/Families <input type="checkbox"/> High School Students <input type="checkbox"/> Older Adults <input type="checkbox"/> Youth/Minors not in school <input type="checkbox"/> General <input type="checkbox"/> Other: _____		g. Number of participants by age 0-4 15-17 25-44 5-11 18-20 45-64 12-14 21-24 65+
h. Number of participants by race White Black/African American Asian American Indian/Alaska Native Multiracial Native Hawaiian/Pacific Islander		i. Number of participants by Hispanic origin Hispanic/Latino Not Hispanic/Latino
j. Number of hours it will take to conduct service		k. Number of hours it will take to plan/prepare for service
l. Amount of SOR funds used on this service \$500		m. Total cost of service 1/1/2020 – 6/30/2020
<p>a. Description of proposed service #4 Collaborate to provide Narcan and QPR training. We would offer a Narcan training and QPR training and make it available to all audiences. We have identified partners that are able to provide this training for us. Community partners will include, but not limited to. FVHD, A Promise to Jordan, Community for Care, and our Youth Service Bureau.</p>		
b. Service type (Refer to Application Instructions, Appendix A) STP001		c. Service dates 1/1/2020 – 6/30/2020
d. Alcohol or tobacco prevention; other joint behavioral health promotion <input type="checkbox"/> Alcohol <input type="checkbox"/> Tobacco <input checked="" type="checkbox"/> Other: Opiates		e. Number of participants by gender Males Females
f. Service population <input type="checkbox"/> Elementary School Students <input type="checkbox"/> School staff <input type="checkbox"/> Middle School Students <input type="checkbox"/> Parents/Families <input type="checkbox"/> High School Students <input type="checkbox"/> Older Adults <input type="checkbox"/> Youth/Minors not in school <input type="checkbox"/> General <input type="checkbox"/> Other: _____		g. Number of participants by age 0-4 15-17 25-44 5-11 18-20 45-64 12-14 21-24 65+
h. Number of participants by race White Black/African American Asian American Indian/Alaska Native Multiracial Native Hawaiian/Pacific Islander		i. Number of participants by Hispanic origin Hispanic/Latino Not Hispanic/Latino
j. Number of hours it will take to conduct service		k. Number of hours it will take to plan/prepare for service
l. Amount of SOR funds used on this service		m. Total cost of service

CONNECTICUT STATE OPIOID RESPONSE INITIATIVE COMMUNITY MINI GRANT APPLICATION FORM 2020

	\$500										
10. Proposed Services											
<p>Description of proposed service #5 Work with Community Leaders to include prevention methods and safe storage plans. We will update and provide all of our communication efforts to our local government. We will work with them on the establishment of a Recovery Friendly Community. We will work with our first responders to utilize the pamphlet developed by FVHD. As part of our campaign, we will work to increase the awareness and utilization of the prescription drop box in the Police Department.</p>											
b. Service type (Refer to Application Instructions, Appendix A) STN11		c. Service dates 1/1/2020 – 6/30/2020									
d. Alcohol or tobacco prevention; other joint behavioral health promotion <input type="checkbox"/> Alcohol <input type="checkbox"/> Tobacco <input checked="" type="checkbox"/> Other: Opiates		e. Number of participants by gender <table style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">Males</td> <td style="width: 50%;">Females</td> </tr> </table>	Males	Females							
Males	Females										
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5-11	18-20	45-64									
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h. Number of participants by race White Black/African American Asian American Indian/Alaska Native Multiracial Native Hawaiian/Pacific Islander		i. Number of participants by Hispanic origin Hispanic/Latino Not Hispanic/Latino									
j. Number of hours it will take to conduct service		k. Number of hours it will take to plan/prepare for service									
l. Amount of SOR funds used on this service \$500		m. Total cost of service									
<p>Description of proposed service #6 Support the establishment of a Recover Friendly Community. Our community has already started the conversation around this. This effort will be the main focus of this mini-grant. A meeting has already been scheduled with key participants to move forward with this effort. Key participants in helping to establish this effort will be the FVHD and A Promise to Jordan, as well as Community for Care – our LPC. Funds may also be used to offset staff costs with A Promise To Jordan.</p>											
b. Service type (Refer to Application Instructions, Appendix A) STC05		c. Service dates 1/1/2020 – 6/30/2020									
d. Alcohol or tobacco prevention; other joint behavioral health promotion <input type="checkbox"/> Alcohol <input type="checkbox"/> Tobacco <input checked="" type="checkbox"/> Other: Opiates		e. Number of participants by gender <table style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">Males</td> <td style="width: 50%;">Females</td> </tr> </table>	Males	Females							
Males	Females										
f. Service population <input type="checkbox"/> Elementary School Students <input type="checkbox"/> School staff <input type="checkbox"/> Middle School Students <input type="checkbox"/> Parents/Families <input type="checkbox"/> High School Students <input type="checkbox"/> Older Adults <input type="checkbox"/> Youth/Minors not in school <input type="checkbox"/> General <input type="checkbox"/> Other: _____		g. Number of participants by age <table style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;">0-4</td> <td style="width: 33%;">15-17</td> <td style="width: 33%;">25-44</td> </tr> <tr> <td>5-11</td> <td>18-20</td> <td>45-64</td> </tr> <tr> <td>12-14</td> <td>21-24</td> <td>65+</td> </tr> </table>	0-4	15-17	25-44	5-11	18-20	45-64	12-14	21-24	65+
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j. Number of hours it will take to conduct service		k. Number of hours it will take to plan/prepare for service									

CONNECTICUT STATE OPIOID RESPONSE INITIATIVE COMMUNITY MINI GRANT APPLICATION FORM 2020

l. Amount of SOR funds used on this service \$2500	m. Total cost of service \$1000									
10. Proposed Services										
a. Description of proposed service #7										
b. Service type (Refer to Application Instructions, Appendix A)	c. Service dates									
d. Alcohol or tobacco prevention; other joint behavioral health promotion <input type="checkbox"/> Alcohol <input type="checkbox"/> Tobacco X Other: Opiates	e. Number of participants by gender <div style="display: flex; justify-content: space-around;"> Males Females </div>									
f. Service population <input type="checkbox"/> Elementary School Students <input type="checkbox"/> School staff <input type="checkbox"/> Middle School Students <input type="checkbox"/> Parents/Families <input type="checkbox"/> High School Students <input type="checkbox"/> Older Adults <input type="checkbox"/> Youth/Minors not in school <input type="checkbox"/> General <input type="checkbox"/> Other: _____	g. Number of participants by age <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33.33%; text-align: center;">0-4</td> <td style="width: 33.33%; text-align: center;">15-17</td> <td style="width: 33.33%; text-align: center;">25-44</td> </tr> <tr> <td style="text-align: center;">5-11</td> <td style="text-align: center;">18-20</td> <td style="text-align: center;">45-64</td> </tr> <tr> <td style="text-align: center;">12-14</td> <td style="text-align: center;">21-24</td> <td style="text-align: center;">65+</td> </tr> </table>	0-4	15-17	25-44	5-11	18-20	45-64	12-14	21-24	65+
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5-11	18-20	45-64								
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h. Number of participants by race <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> White Asian Multiracial </div> <div style="width: 45%;"> Black/African American American Indian/Alaska Native Native Hawaiian/Pacific </div> </div>	i. Number of participants by Hispanic origin <div style="text-align: center;"> Hispanic/Latino Not Hispanic/Latino </div>									
j. Number of hours it will take to conduct service	k. Number of hours it will take to plan/prepare for service									
l. Amount of SOR funds used on this service	m. Total cost of service									
a. Description of proposed service #8										
b. Service type (Refer to Application Instructions, Appendix A)	c. Service dates									
d. Alcohol or tobacco prevention; other joint behavioral health promotion <input type="checkbox"/> Alcohol <input type="checkbox"/> Tobacco X Other: Opiates	e. Number of participants by gender <div style="display: flex; justify-content: space-around;"> Males Females </div>									
f. Service population <input type="checkbox"/> Elementary School Students <input type="checkbox"/> School staff <input type="checkbox"/> Middle School Students <input type="checkbox"/> Parents/Families <input type="checkbox"/> High School Students <input type="checkbox"/> Older Adults <input type="checkbox"/> Youth/Minors not in school <input type="checkbox"/> General <input type="checkbox"/> Other: _____	g. Number of participants by age <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33.33%; text-align: center;">0-4</td> <td style="width: 33.33%; text-align: center;">15-17</td> <td style="width: 33.33%; text-align: center;">25-44</td> </tr> <tr> <td style="text-align: center;">5-11</td> <td style="text-align: center;">18-20</td> <td style="text-align: center;">45-64</td> </tr> <tr> <td style="text-align: center;">12-14</td> <td style="text-align: center;">21-24</td> <td style="text-align: center;">65+</td> </tr> </table>	0-4	15-17	25-44	5-11	18-20	45-64	12-14	21-24	65+
0-4	15-17	25-44								
5-11	18-20	45-64								
12-14	21-24	65+								
h. Number of participants by race <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> White Asian Multiracial </div> <div style="width: 45%;"> Black/African American American Indian/Alaska Native Native Hawaiian/Pacific </div> </div>	i. Number of participants by Hispanic origin <div style="text-align: center;"> Hispanic/Latino Not Hispanic/Latino </div>									
j. Number of hours it will take to conduct service	k. Number of hours it will take to plan/prepare for service									

**CONNECTICUT STATE OPIOID RESPONSE INITIATIVE
COMMUNITY MINI GRANT APPLICATION FORM 2020**

l. Amount of SOR funds used on this service	m. Total cost of service
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11	<p>How different cultures will be addressed in all services (see Appendix B)</p> <p>All of our events/activities are inclusive: Any resident and their families may participate. Promoting diversity is a priority in our work. Although we advertise our activities/events to all, we put forth special effort to engage minority groups and those with lower socio-economic status. On staff we have two Licensed Clinical Social Workers who have received training in cultural competency.</p>
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ITEMIZED BUDGET SCHEDULE 4b

12	<p>Source and amount of income</p> <p>Total Grant Funding</p>	<p>Program expenses</p> <p>\$5,000</p>
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BUDGET NARRATIVE

13	<p>Briefly describe proposed expenses listed on Schedule 4b</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Distribute OUD Information (parents)</td> <td style="text-align: right; padding: 2px;">\$ 500.00</td> </tr> <tr> <td style="padding: 2px;">Narcan Training & QPR (FVHD)</td> <td style="text-align: right; padding: 2px;">\$ 500.00</td> </tr> <tr> <td style="padding: 2px;">Distribute OUD Information (students)</td> <td style="text-align: right; padding: 2px;">\$ 500.00</td> </tr> <tr> <td style="padding: 2px;">Narcan Training & QPR (community)</td> <td style="text-align: right; padding: 2px;">\$ 500.00</td> </tr> <tr> <td style="padding: 2px;">Prevention & Safe Storage</td> <td style="text-align: right; padding: 2px;">\$ 500.00</td> </tr> <tr> <td style="padding: 2px;">Recovery Friendly Community</td> <td style="text-align: right; padding: 2px;">\$2500.00</td> </tr> </table>	Distribute OUD Information (parents)	\$ 500.00	Narcan Training & QPR (FVHD)	\$ 500.00	Distribute OUD Information (students)	\$ 500.00	Narcan Training & QPR (community)	\$ 500.00	Prevention & Safe Storage	\$ 500.00	Recovery Friendly Community	\$2500.00
Distribute OUD Information (parents)	\$ 500.00												
Narcan Training & QPR (FVHD)	\$ 500.00												
Distribute OUD Information (students)	\$ 500.00												
Narcan Training & QPR (community)	\$ 500.00												
Prevention & Safe Storage	\$ 500.00												
Recovery Friendly Community	\$2500.00												

14	<p>I certify that to the best of my knowledge and belief, the information in this application is true and correct, the document has been duly authorized by the governing body of the contractor, the contractor has legal authority to apply for assistance, the contractor will comply with applicable state and/or federal regulations, and that I am a duly authorized signatory for the contractor.</p>
----	--

Name (Print Or Type)	Title	Signature	Date
Kristen Formanek, LCSW	Director of Community & Social Services		

AUTHORIZING SIGNATURE(S)

15	<p>In order for this application to be considered for funding, it must be signed by the chief elected municipal official (mayor or first selectman) or the Town Manager. In cases of a multi-town application, this application must be accompanied by authorizing letters from each chief elected official (or Town Manager) of the towns involved.</p>
----	--

Name (Print Or Type)	Title	Signature	Date
Maria Capriola	Town Manager		

**CONNECTICUT STATE OPIOID RESPONSE INITIATIVE
COMMUNITY MINI GRANT APPLICATION FORM 2020**

16	If public school-based or public school-related program activities are proposed, the signature of Superintendent of Schools (or his/her designee) of local and/or regional education agency is required.			
	Name (Print Or Type)	Title	Signature	Date
	Matthew Curtis	Superintendent of Schools		



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Simsbury Junior Woman's Club Grant for the Library
2. **Date of Board Meeting:** January 27, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Lisa Karim, Library Director
Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen approves the Library's Simsbury Junior Woman's Club grant application, the following motion is in order:

Move effective January 27, 2020, to approve the Library's application for a Simsbury Junior Woman's Club Grant in the amount of \$500 to purchase VOX Readers for the Children's Department.

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

Move, to accept the Simsbury Junior Woman's Club grant and authorize Town Manager, Maria E. Capriola, to execute all documents related to the grant award.

5. **Summary of Submission:**
The Simsbury Junior Woman's Club offers grants to community entities and organizations to help further their mission. The Library is applying for funding to establish a collection of VOX self-contained read-along books for circulation by the Children's Department.
6. **Financial Impact:**
No match by the Town is required. Other than staff time associated with administering the grant, there are no costs to the Town. The grant application is for \$500.
7. **Description of Documents Included with Submission:**
 - a) Grant Application

SJWC Grant Application 2020

Apply for a grant from Simsbury Junior Woman's Club for up to \$500 and/or 20 volunteer service hours. Grant applications are due January 31, 2020. Funds will be distributed in April 2020, and service hours will be completed by March 31, 2021.

* Required

Email address *

sprato@simsburylibrary.info

Organization requesting donation (must be a 501(c)3) *

Simsbury Public Library

Name *: Whom should we contact about this grant?

Stephanie Prato

Email address *

Sprato@simsburylibrary.info

Mailing address *

725 Hopmeadow Street
Simsbury, CT 06070

Phone number *

860-658-7663 ext 2116

About your organization

What is the mission of your organization? *

The Simsbury Public Library inspires our community to discover and connect, enriching lives while approaching the future together. Our mission is to educate and enrich the community by providing free and equal access to information, resources and experiences.

Describe the geographic area served by your organization (e.g., Simsbury, Farmington Valley, Greater Hartford). *

While our primary mission is to serve the Simsbury community, we have many library users from Avon, Canton, Granby and the greater Farmington Valley area.

Briefly describe your organization's funding sources. *

The Simsbury Public Library is primarily funded by the Town as a Town Department. We receive additional funding from the Friends of the Simsbury Public Library and their fundraising efforts, like the booksale.

Amount requested (maximum \$500) *

\$500

Please describe the purpose of the funding request. *

We are requesting \$500 to invest in VOX Books. VOX Books are a new medium for children that combines a picture book with the experience of an audiobook. While appearing to be a traditional print volume, the permanently attached VOX Reader combines print plus audio in a unique new format that uses an ultrathin (5mm) digital audio player transforms an ordinary print book into an all-in-one read-along. This format allows children to read and listen simultaneously, connecting young readers with books and building literacy skills. There is no need for additional computers, tablets or CDs as children simply push a button to listen and read.

The \$500 grant would allow us to purchase a pilot collection of the VOX Books (around 12 titles, as each title is between \$37.95 and \$42.95). VOX Books will replace formats that are quickly becoming outdated, like book and CD packets, since many families no longer have CD players in their cars and homes. Vox Books combine outstanding picture books and non-fiction with audio recordings that capture children's attention and make learning and literacy development fun. We hope you'll consider partnering with us to offer this new resource to the community.

Service Hours Requested. Please describe the nature of the project and an estimate of service hours, up to 20 total hours. *

No service hours are required for this request.

Please add any additional information you would like us to consider.

SPL's Children's Room is a vibrant and bustling space filled with families who are reading, learning, and playing together. The Children's Room routinely serves around 12,000 people each month and approximately 400 visitors each day, using a variety of media and materials to inspire and teach the library's youngest learners. In 2019, the Children's Department offered 708 programs over the course of the year; that's an average of two events each and every day! 52,229 people attended these children's programs. Simsbury Public Library is also one of the highest circulating libraries in the state and circulated 202,764 children's items last year. From exciting books and programs to inviting spaces, the Simsbury Public Library continually works to create new opportunities for engaging and inspiring children of all ages.

How did you learn about the SJWC grant process? *

Via email from SJWC



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed 2020 Simsbury Farms Golf Course Fee Schedule
2. **Date of Board Meeting:** January 27, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Tom Tyburski, Director of Culture, Parks and Recreation *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the proposed 2020 Simsbury Farms Golf Course fee schedule as presented the following motion is in order:

Move, effective January 27, 2020 to approve the 2020 fee schedule for the Simsbury Farms Golf Course as presented.
5. **Summary of Submission:**
For the 2020 season at the Simsbury Farms Golf Course, staff is proposing no increases to daily greens fees that were adjusted in 2019 when Simsbury Farms went to a "one-rate" system that eliminated the non-resident walk up rates. For 2020, staff is proposing increases to season pass rates that have largely remained the same the last few years and small increases to golf cart and driving range rates that have also not been increased in the last four seasons.

Simsbury Farms Golf Course did run a season pass promotion in the fall of 2019 that allowed golfers to pre-purchase their 2020 pass at the 2019 rate to avoid a potential increase.

The proposed fee schedules will be reviewed by the Culture, Parks and Recreation Commission at their January 23, 2020 meeting. If the Commission does not endorse this proposal and additional work is needed, the matter can be tabled to a future date.
6. **Financial Impact:**
Based on staff's revenue projections, the 2020 Golf Course fee schedule changes (season passes/carts) are projected to generate an estimated additional \$27,545 in revenue for the golf course.
7. **Description of Documents Included with Submission:**
 - a) Spreadsheet "Simsbury Farms Golf Course Annual Fee Schedule"

SIMSBURY FARMS GOLF COURSE ANNUAL FEE SCHEDULE								
DAILY GREENS FEES	2016	2017	2018	2019	2019	2020	2020	2020
			BOS Approved	Surcharge	One Rate (includes surcharge)	One Rate (includes surcharge)	Amount Of Fee Increase	Increased Revenue Projection
RESIDENT								
18 hole weekdays	\$ 32.00	\$ 32.00	\$ 34.00	\$ 3.00	\$ 40.00	\$ 40.00	\$ -	\$ -
9 hole weekdays	\$ 19.00	\$ 19.00	\$ 20.00	\$ 1.50	\$ 22.00	\$ 22.00	\$ -	\$ -
18 hole weekends	\$ 34.00	\$ 34.00	\$ 35.00	\$ 3.00	\$ 42.00	\$ 42.00	\$ -	\$ -
9 hole weekends	\$ 20.00	\$ 20.00	\$ 21.00	\$ 1.50	\$ 24.00	\$ 24.00	\$ -	\$ -
jr./sr. 18 hole weekdays	\$ 24.00	\$ 24.00	\$ 26.00	\$ 3.00	\$ 30.00	\$ 30.00	\$ -	\$ -
jr./sr. 9 hole weekdays	\$ 15.00	\$ 15.00	\$ 16.00	\$ 1.50	\$ 19.00	\$ 19.00	\$ -	\$ -
NEW - 6 holes Fri. p.m.			\$ 10.00	\$ 1.00	\$ 12.00	\$ 12.00	\$ -	Discontinued
							Est. new revenue	\$0
NON-RESIDENT								
18 hole weekdays	\$ 39.00	\$ 39.00	\$ 42.00					
9 hole weekdays	\$ 24.00	\$ 24.00	\$ 25.00					
18 hole weekends	\$ 42.00	\$ 42.00	\$ 44.00					
9 hole weekends	\$ 25.00	\$ 25.00	\$ 27.00					
Sr. - 18 hole weekdays	\$ 30.00	\$ 30.00	\$ 32.00					
Sr. - 9 hole weekdays	\$ 19.00	\$ 19.00	\$ 20.00					
Active Military	22.00/11.00	22.00/11.00	1/2 price	2.00/3.00	\$24.00/\$12.00	\$24.00/\$12.00	\$ -	\$ -
Weekday Special	\$ 45.00	\$ 46.00	\$ 48.00	\$ 3.00	\$ 50.00	\$ 50.00	\$ -	\$ -
Senior Special	\$ 40.00	\$ 40.00	\$ 42.00	\$ 3.00	\$ 45.00	\$ 45.00	\$ -	\$ -
Twilight Special (wkday after 6)	\$ 14.00	\$ 14.00	\$ 15.00	\$ 2.00	\$ 15.00	\$ 15.00	\$ -	\$ -
Weekend Special - after 1:00	\$ 47.00	\$ 48.00	\$ 50.00	\$ 3.00	\$ 53.00	\$ 53.00	\$ -	\$ -
Junior Weekend Rate (after 12)				\$3/\$1.50	\$32/\$19	\$32/\$19	\$ -	\$ -
							Est. new revenue	\$ -
SEASON PASSES			2018 Rate inc. surcharge	Current Surcharge	2019 Rate inc. surcharge	2020 Proposed Rates inc. surcharge	Amount Of Fee Increase	Increased Revenue Projection
Adult - unlimited	\$ 1,230.00	\$ 1,230.00	\$ 1,280.00	\$ 100.00	\$ 1,280.00	\$ 1,330.00	\$ 50.00	\$ 1,350
Adult - limited			\$ 825.00	\$ 50.00	\$ 825.00	\$ 850.00	\$ 25.00	\$ 150.00
Senior Citizen - Limited	\$ 650.00	\$ 650.00	\$ 675.00	\$ 50.00	\$ 675.00	\$ 700.00	\$ 25.00	\$ 1,500.00
Senior Citizen - Unlimited	\$ 1,120.00	\$ 1,120.00	\$ 1,150.00	\$ 100.00	\$ 1,150.00	\$ 1,200.00	\$ 50.00	\$ 1,300.00
Junior	\$ 450.00	\$ 450.00	\$ 450.00	\$ 50.00	\$ 450.00	\$ 475.00	\$ 25.00	\$ 150.00
Junior - 10 week	\$ 250.00	\$ 250.00	\$ 300.00	\$ 50.00	\$ 300.00	\$ 325.00	\$ 25.00	\$ 175.00
Junior - Non-res. 10 week	\$ 300.00	\$ 300.00	\$ 350.00	\$ 50.00				
Junior - Non-resident	\$ 500.00	\$ 500.00	\$ 520.00	\$ 50.00				
Adult - Non-resident	\$ 1,515.00	\$ 1,515.00	\$ 1,575.00	\$ 100.00	\$ 1,575.00	\$ 1,625.00	\$ 50.00	\$ -
Sr. - Non-res. Weekday	\$ 835.00	\$ 835.00	\$ 875.00	\$ 50.00	\$ 875.00	\$ 900.00	\$ 25.00	\$ 25.00
Sr. - Non-res. Unlimited	\$ 1,385.00	\$ 1,385.00	\$ 1,455.00	\$ 100.00	\$ 1,455.00	\$ 1,505.00	\$ 50.00	\$ 50.00
							Est. new revenue	\$ 4,700.00
	2016	2017	2017	2018	2019	2020	2020	2020
CARTS			Rate	Rate	Rate	Proposed Rate	Amount Of Fee Increase	Increased Revenue Projection
18 holes	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 19.00	\$ 1.00	\$ 4,142.00
9 holes	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 12.00	\$ 1.00	\$ 2,888.00
Sr. 18 holes	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00	\$ 17.00	\$ 1.00	\$ 3,790.00
Sr. 9 holes	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 11.00	\$ 1.00	\$ 3,680.00
Cart Value Cards (11 for 10) Sr. 18			\$ 160.00	\$ 160.00	\$ 160.00	\$ 160.00	\$ 10.00	\$ 230.00
Cart Value Cards (11 for 10) Adult 18			\$ 180.00	\$ 180.00	\$ 180.00	\$ 190.00	\$ 10.00	\$ 90.00
Cart Value Cards (11 for 10) Sr. 9			\$ 100.00	\$ 100.00	\$ 100.00	\$ 110.00	\$ 10.00	\$ 190.00
Cart Value Cards (11 for 10) Adult 9			\$ 110.00	\$ 110.00	\$ 110.00	\$ 120.00	\$ 10.00	\$ 100.00
RANGE BALLS								\$ -
Small (30)	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ -	\$ -
Medium (60)	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ 9.00	\$ 1.00	\$ 1,589.00
Large (90)	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 13.00	\$ 1.00	\$ 2,027.00
Senior (60)	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00	\$ 8.00	\$ 1.00	\$ 1,079.00
Range Pass (12)	\$ 8.00	\$ 8.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 50.00	\$ 10.00	\$ 1,350.00
Range Pass (28)	\$ 12.00	\$ 12.00	\$ 90.00	\$ 90.00	\$ 90.00	\$ 100.00	\$ 10.00	\$ 570.00
Range Pass (45)	\$ 7.00	\$ 7.00	\$ 136.00	\$ 136.00	\$ 136.00	\$ 156.00	\$ 20.00	\$ 1,120.00
							Est. new revenue	\$ 22,845.00



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed 2020 Aquatic Facilities and Day Camp Fee Schedule
2. **Date of Board Meeting:** January 27, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Tom Tyburski, Director of Culture, Parks and Recreation *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the proposed 2020 Aquatic Facility and Day Camp fee schedule as presented the following is in order:

Move, effective January 27, 2020 to approve the 2020 fee schedule for Aquatics Facilities and Day Camp programs as presented.
5. **Summary of Submission:**
For 2020, Culture, Parks and Recreation Department staff is proposing increases to some aquatic facility fees and summer day camp program rates to primarily meet our increasing seasonal staff costs due to the increased minimum wage rate. This process involved a review of fees charged by other local municipalities for like services as well as review of our facility and program usage over the past four years.

The proposed fee schedules will be reviewed by the Culture, Parks and Recreation Commission at their January 23, 2020 meeting. If the Commission does not endorse this proposal and additional work is needed, the matter can be tabled to a future date.
6. **Financial Impact:**
Based on the average of the last four years of participation, the 2020 recommended Aquatics fee schedule is projected to generate an estimated additional \$17,342 in additional revenue for our aquatics program.

Based on the average of the last four years of day camp participation, the 2020 recommended Day Camp fee schedule is projected to generate an estimated additional \$18,030 in additional revenue for our day camp program.
7. **Description of Documents Included with Submission:**
 - a) Spreadsheet "2020 Aquatics and Day Camp Fees"

2020 AQUATIC AND DAY CAMP FEES

ANNUAL RECREATION FEES	2016	2017	2018	2019 BOS Approved	2020 Proposed	Projected Additional Revenue			
Aquatics									
Season Passes	Presale/In Season	Presale/In Season	Presale/In Season	Presale/In Season	Presale/In Season				
Family of 4 **	\$125.00/\$165.00	\$125.00/\$175.00	\$125.00/\$175.00	\$130.00/\$199.00	\$145/\$200	\$ 7,383			
Individual	\$70.00/\$90.00	\$70.00/\$95.00	\$70.00/\$95.00	\$75.00/\$109.00	\$80/\$110	\$ 123			
Additional	\$20.00/\$27.00	\$20.00/\$25.00	\$20.00/\$25.00	\$25.00/\$29.00	\$25/\$30	\$ 41			
Senior	\$35.00/\$45.00	\$35.00/\$45.00	\$35.00/\$45.00	\$35.00/\$45.00	\$40/\$50	\$ 180			
Non Resident Family of Four	\$175.00/\$230.00	\$175.00/\$230.00	\$175.00/\$230.00	\$180.00/\$269.00	\$200/\$300	\$ 959			
Non Resident Individual	\$125.00/\$145.00	\$95.00/\$145.00	\$95.00/\$145.00	\$100.00/\$159.00	\$110/\$170	\$ 52			
Non Resident Additional	\$55.00/\$65.00	\$55.00/\$60.00	\$55.00/\$60.00	\$60.00/\$69.00	\$60/\$70	\$ 3			
Non Resident Senior	\$55.00/\$65.00	\$40.00/\$45.00	\$50.00/\$60.00	\$50.00/\$65.00	\$55/\$70	\$ 40			
Session Fees									
Resident	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00				
Non-resident	\$7.00	\$7.00	\$7.00	\$7.00	\$8.00	\$ 1,286			
After 6:00 p.m. Resident	\$2.50	\$2.50	\$2.50	\$3.00	\$3.00				
After 6:00 p.m. Non-Resident	\$3.50	\$3.50	\$3.50	\$4.00	\$5.00	\$ 45			
Discount Card (Res/Non-Res)	\$50/\$70 - 11 visits	\$50/\$70 - 11 visits	\$50/\$70 - 11 visits	\$50/\$70 - 11 visits	\$50/\$80 - 11 visits	\$50			
Learn-to-Swim	\$40.00/\$50.00	\$40.00/\$50.00	\$ 40.00/\$50.00	\$ 40.00/50.00	\$50/\$60	\$ 6,230			
Swim Team	\$135.00	\$140.00	\$140.00	\$145.00	\$155.00	\$ 950			
Pool Rental (per 2 hrs.)	\$425.00	\$450.00	\$450.00	\$450.00	\$450.00				
				TOTAL		\$ 17,342.00			
Day Camps									
Camp Stuff-Ta-Doo									
	160.00**	165.00	\$165.00	\$175	\$195	\$11,880			
Koala Kids									
	95.00	105.00	\$105.00	\$195 & \$105	\$120	\$1,680	removing full day option		
Awesome Adventure									
	250.00	260.00	\$265.00	\$235	\$265	\$4,470			
Playground Explorers	145/280/65								
(discontinuing program in 2019)	170/305/85	190/340/95	\$235.00						
			(1 child season pass option only)	TOTAL		\$18,030			
** Pass rates are discounted prior to June 1									
Special Promotions and Discounts: When Culture, Parks and Recreation Staff finds it to be in the best interest of the Town, from time to time, they may exercise their discretion to issue special promotions and discounts to encourage use of Town recreational facilities and programs. Any such special promotion or discount shall be approved by the Town Manager prior to implementation.									

2020 AQUATIC AND DAY CAMP FEES

Program and Facility Participation Numbers 2016-2019 Seasons					
	2016	2017	2018	2019	4yr Avg.
Camp Stuff-Ta-Doo	541	555	615	663	594
Koala Kids	131	137	123	56	112
Awesome Adventure	182	159	116	140	149
Season Passes					
	2016	2017	2018	2019	4yr Avg.
Family of 4 **	499	459	469	516	486
after May 31	83	113	105	72	93
Individual	17	18	22	35	23
after May 31	7	6	10	9	8
Additional	154	142	137	136	142
after May 31	24	56	50	35	41
Senior	22	16	31	39	27
after May 31	1	11	14	9	9
Non Resident Family of Four	33	34	22	45	34
after May 31	8	13	10	5	9
Non Resident Individual	2	1	4	4	3
after May 31	2	2	2	1	2
Non Resident Additional	9	12	5	17	11
after May 31	2	0	7	3	3
Non Resident Senior	3	3	8	8	6
after May 31	2	2	4	1	2
Session Fees					
	2016	2017	2018	2019	4yr Avg.
Resident	5131	3623	4234	4031	4255
Non Resident	1401	1164	1227	1350	1286
After 6:00 p.m. Resident	237	98	314	214	216
After 6pm Non-resident	35	27	67	50	45
					0
Discount Card Res	35	51	27	27	35
Discount Card Non Res	7	6	3	5	5
Learn-to-Swim	630	608	560	695	623
Swim Team	79	108	93	100	95
Pool Rental (per 2 hrs.)	\$425		\$2,250	\$1,050	931



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Budget Status Report
2. **Date of Board Meeting:** January 27, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Amy Meriwether, Finance Director
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
No action is required for this agenda item.
5. **Summary of Submission:**

General Fund Overview

As of December 31, 2019, revenues total \$62,717,399 or 62% of the budget. Insurance refunds totaling \$59,423 exceeded budgetary estimates of \$27,500 by \$31,923. All other revenues are proceeding in accordance with budget.

As of December 31, 2019, expenditures total \$41,033,007 or 40% of budget. Expenditures are proceeding in accordance with budget with the exception of legal services, specifically labor and employment related legal services. These services were budgeted at \$40,000. As of December 31, 2019, actual expenditures total \$64,952, exceeding budgetary estimates by \$24,952. Due to a number of the pending labor related matters to be resolved by spring, expenditures will continue to be monitored and updated estimates provided in the next budget status report.

Capital Funds Overview

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

Parks and Recreation (Simsbury Farms) Fund

Parks and Recreation fund revenues exceeded expenditures by \$147,501 as of December 31, 2019. Fund balance increased from \$53,201 to \$200,702.

Current year revenues exceeded revenues for the same period in the prior year by \$486,636. This is due to the reversal of the deferred revenue recorded at the end of the 2018/2019 fiscal year end. Comparatively, current year revenues exceeded revenues for the same period in the prior year by \$219,382. This is due to an additional contribution from the General Fund of \$80,000 and increased Golf fees of \$136,872.

Current year expenditures were \$55,805 less than the same period in the prior year. Complex Maintenance and Golf Course expenditures increased \$11,201 and \$17,488, respectively, while Special Program and Simsbury Farms Administration expenditures decreased \$53,451 and \$31,043 respectively. Decreases reflect a budgeted staffing decrease and timing of payments with respect to pension and insurance costs.

Health Insurance Fund

The Health Insurance Fund revenues exceeded expenditures by \$2,610,414 as of December 31, 2019. Fund balance increased from \$1,567,407 to \$4,177,821, which is due to the \$850,000 contribution from the General Fund and less than expected claims activity to date. Reserves as of December 31, 2019 totaled \$4,897,338, or 33% of expected claims. The percent of expected claims is expected to decrease as the year progresses and additional claims are expensed. The Town's health insurance consultants recommend reserves at 20-25% of expected claims. The Fund is in a much improved and stable position.

Sewer Use Fund

The Sewer Use Fund revenues exceeded expenditures by \$1,556,394 as of December 31, 2019. Fund balance increased from \$6,406,424 to \$7,962,818. This is mainly due to 88% of revenues being received while only 44% of expenditures have been incurred.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

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

Town of Simsbury
General Fund
Statement of Revenues
For the Period Ended December 31, 2019

	2020 Budget	2020 Actual	Budget Variance	Percent of Budget	Dec 31 Estimated	Estimated Variance
General Government						
Tax Department	\$ 91,358,661	\$ 59,285,112	\$ (32,073,549)	65%	\$ 54,815,197	\$ 4,469,915
Building Department	651,000	336,918	(314,082)	52%	260,400	76,518
Finance Department	623,631	566,159	(57,472)	91%	339,483	226,676
Town Clerk	592,125	438,531	(153,594)	74%	296,063	142,469
Town Manager's Office	286,155	184,158	(101,997)	64%	186,655	(2,497)
Information Technology	170,262	73,531	(96,731)	43%	85,131	(11,600)
Land Use Commission	30,000	9,813	(20,187)	33%	15,000	(5,187)
Insurance Refunds	27,500	59,423	31,923	216%	59,423	-
Assessor's Office	7,000	5,736	(1,264)	82%	7,000	(1,264)
Total General Government	<u>93,746,334</u>	<u>60,959,382</u>	<u>(32,786,952)</u>	65%	<u>56,064,352</u>	<u>4,895,031</u>
Public Safety						
Police Department	177,863	66,565	(111,298)	37%	70,650	(4,085)
Animal Control	500	260	(240)	52%	250	10
Total Public Safety	<u>178,363</u>	<u>66,825</u>	<u>(111,538)</u>	37%	<u>70,900</u>	<u>(4,075)</u>
Public Works						
Engineering	20,050	149	(19,901)	1%	50	99
Eno Memorial Hall	15,000	3,800	(11,200)	25%	7,500	(3,700)
Highway Department	5,000	-	(5,000)	0%	2,500	(2,500)
Landfill	2,000	520	(1,480)	0%	1,000	(480)
Total Public Works	<u>42,050</u>	<u>4,469</u>	<u>(37,581)</u>	11%	<u>11,050</u>	<u>(6,581)</u>
Health & Welfare						
Elderly/Handicapped Transport	40,050	3,352	(36,698)	8%	3,000	352
Total Health & Welfare	<u>40,050</u>	<u>3,352</u>	<u>(36,698)</u>	8%	<u>3,000</u>	<u>352</u>
Culture & Recreation						
Charges for Services	211,456	93,635	(117,821)	44%	105,728	(12,093)
Library	26,940	10,648	(16,292)	40%	13,470	(2,822)
Community Gardens	2,675	-	(2,675)	0%	-	-
Miscellaneous	2,500	413	(2,087)	17%	1,250	(837)
Memorial Pools & Fields	1,500	2,291	791	153%	375	1,916
Total Culture & Recreation	<u>245,071</u>	<u>106,988</u>	<u>(138,083)</u>	44%	<u>120,823</u>	<u>(13,835)</u>
Education						
Board of Education	6,225,964	1,576,383	(4,649,581)	25%	1,556,491	19,892
Total Education	<u>6,225,964</u>	<u>1,576,383</u>	<u>(4,649,581)</u>	25%	<u>1,556,491</u>	<u>19,892</u>
Intergovernmental						
Transfer In - Designated Fund Balance	850,000	-	(850,000)	0%	-	-
Transfer In - Belden Trust	7,000	7,000	-	100%	7,000	-
Total Intergovernmental	<u>857,000</u>	<u>-</u>	<u>(857,000)</u>	0%	<u>7,000</u>	<u>-</u>
Total Revenues	\$ <u>101,334,832</u>	\$ <u>62,717,399</u>	\$ <u>(38,617,433)</u>	62%	\$ <u>57,833,616</u>	<u>4,890,784</u>

Town of Simsbury
General Fund
Statement of Expenditures
For the Period Ended December 31, 2019
With Comparative Totals For the Period Ended December 31, 2018

	2020 Budget	2020 Actual	Budget Variance	Percent of Budget	2019 Actual	Actuals Variance
General Government						
Town Manager's Office	\$ 467,648	\$ 240,808	\$ (226,840)	51%	\$ 233,283	\$ 7,524
Planning Department	374,593	134,689	(239,904)	36%	148,674	(13,985)
Finance Department	369,851	163,526	(206,325)	44%	155,540	7,986
Information Technology	330,380	123,039	(207,341)	37%	80,778	42,261
Building Department	278,894	133,520	(145,374)	48%	134,120	(600)
Assessor's Office	278,886	115,253	(163,633)	41%	126,547	(11,294)
Town Clerk	232,295	104,460	(127,835)	45%	104,515	(54)
Tax Department	179,310	91,794	(87,516)	51%	92,356	(561)
Legal Services	151,000	114,812	(36,188)	76%	66,656	48,156
Elections Administration	125,521	55,161	(70,360)	44%	72,687	(17,526)
Community Services	119,068	80,802	(38,266)	68%	83,872	(3,070)
Administrative Services	97,166	42,286	(54,880)	44%	39,758	2,528
Board of Finance	45,700	35,940	(9,760)	79%	35,715	224
Economic Development Commission	45,150	45,000	(150)	100%	45,000	-
Land Use Commission	23,500	4,520	(18,980)	19%	4,599	(79)
Regional Probate Court	9,501	-	(9,501)	0%	-	-
Public Buildings Commission	1,625	1,041	(584)	64%	765	276
Tourism Commission	500	30	(470)	6%	-	30
Historic District Commission	-	-	-	#DIV/0!	61	(61)
Total General Government	3,130,588	1,486,681	(1,643,907)	47%	1,424,927	61,753
Public Safety						
Police Department	4,640,132	2,352,737	(2,287,395)	51%	2,279,324	73,413
Dispatch	556,770	260,124	(296,646)	47%	-	260,124
Animal Control	71,176	34,713	(36,463)	49%	34,588	125
Emergency Management	6,685	-	(6,685)	0%	4,853	(4,853)
Total Public Safety	5,274,763	2,647,574	(2,627,189)	50%	2,318,765	328,809
Public Works						
Highway Department	3,006,827	1,434,443	(1,572,384)	48%	1,381,922	52,520
Buildings & Maintenance	496,035	223,023	(273,012)	45%	225,529	(2,506)
Engineering	283,274	95,184	(188,090)	34%	128,834	(33,650)
Public Works Administration	277,074	129,212	(147,862)	47%	118,807	10,405
Town Office Buildings	150,855	46,540	(104,315)	31%	33,176	13,364
Library	131,350	62,704	(68,646)	48%	41,644	21,060
Eno Memorial Hall	76,675	23,575	(53,100)	31%	19,093	4,482
Landfill	69,000	4,103	(64,897)	6%	57,578	(53,474)
Other Buildings	30,863	6,797	(24,066)	22%	7,790	(993)
Total Public Works	4,521,953	2,025,580	(2,496,373)	45%	2,014,372	11,209
Health & Welfare						
Social Service Administration	297,749	116,366	(181,383)	39%	102,285	14,081
Transportation Services	166,150	53,109	(113,041)	32%	42,128	10,981
Senior Center Services	153,567	73,182	(80,385)	48%	82,958	(9,776)
Health Department	150,960	75,480	(75,480)	50%	67,120	8,361
Total Health & Welfare	768,426	318,137	(450,289)	41%	294,491	23,646
Culture & Recreation						
Library	1,484,705	694,640	(790,065)	47%	753,000	(58,360)
Parks & Open Space	815,135	371,093	(444,042)	46%	307,707	63,386
Memorial Pool	55,458	46,252	(9,206)	83%	38,619	7,633
Recreation Administration	53,422	24,948	(28,474)	47%	24,336	612
Memorial Field	28,364	7,857	(20,507)	28%	8,207	(350)
Beautification Committee	4,800	1,186	(3,614)	25%	1,935	(749)
Total Culture & Recreation	2,441,884	1,145,976	(1,295,908)	47%	1,133,804	12,172

**Town of Simsbury
General Fund
Statement of Expenditures
For the Period Ended December 31, 2019
With Comparative Totals For the Period Ended December 31, 2018**

	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Budget Variance</u>	<u>Percent of Budget</u>	<u>2019 Actual</u>	<u>Actuals Variance</u>
Education						
Board of Education	71,427,410	25,296,366	(46,131,044)	35%	31,482,591	(6,186,225)
Total Education	<u>71,427,410</u>	<u>25,296,366</u>	<u>(46,131,044)</u>	<u>35%</u>	<u>31,482,591</u>	<u>(6,186,225)</u>
Intergovernmental						
Employee Benefits	5,616,733	3,363,075	(2,253,658)	60%	3,126,451	236,624
Transfer Out - Capital Projects	710,000	710,000	-	100%	1,741,500	(1,031,500)
Transfer Out - Health Insurance Fund	850,000	850,000	-	100%	-	850,000
Liability Insurance	464,726	402,394	(62,332)	87%	368,245	34,149
Transfer Out - Simsbury Farms	180,000	180,000	-	100%	100,000	80,000
Contingency Reserve	194,675	-	(194,675)	0%	1,000,000	(1,000,000)
Transfer Out - CNR 2015	-	-	-	0%	83,250	(83,250)
Transfer Out - CNR 2016	83,250	83,250	-	100%	83,250	-
Transfer Out - CNR 2019	83,250	83,250	-	100%	83,250	-
Transfer Out - CNR 2020	208,340	208,340	-	100%	-	208,340
Transfer Out - CNR 2018	83,250	83,250	-	100%	83,250	-
Transfer Out - CNR 2017	68,300	68,300	-	100%	68,300	-
Total Intergovernmental	<u>8,542,524</u>	<u>6,031,859</u>	<u>(2,510,665)</u>	<u>71%</u>	<u>6,737,496</u>	<u>(705,637)</u>
Debt Service						
Principal	4,126,359	1,595,000	(2,531,359)	39%	1,595,000	-
Interest	1,100,925	485,833	(615,092)	44%	361,013	124,821
Total Debt Service	<u>5,227,284</u>	<u>2,080,833</u>	<u>(3,146,451)</u>	<u>40%</u>	<u>1,956,013</u>	<u>124,821</u>
Total Expenditures	<u>\$ 101,334,832</u>	<u>\$ 41,033,007</u>	<u>\$ (60,301,825)</u>	<u>40%</u>	<u>\$ 47,362,459</u>	<u>\$ (6,329,452)</u>

Town of Simsbury
Simsbury Farms
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2019
With Comparative Totals for the Period Ended December 31, 2018

	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>2019 Actual</u>	<u>Actuals Variance</u>
Revenues				
Recreation Programs				
Special Programs	\$ 325,000	\$ 203,186	\$ 109,546	\$ 93,640
Day Camps	148,000	118,394	9,487	108,906
Miscellaneous	-	18	-	18
Total Recreation Programs	<u>473,000</u>	<u>321,597</u>	<u>119,034</u>	<u>202,564</u>
Simsbury Farms Complex				
Skating	202,466	67,064	77,712	(10,648)
Simsbury Farms Pools	183,000	85,172	46,543	38,628
Vending	23,500	13,473	14,965	(1,492)
Court Rental	23,000	19,273	20,555	(1,282)
Apple Barn Rental	4,000	3,079	1,642	1,437
Miscellaneous	1,000	-	20	(20)
Total Simsbury Farms Complex	<u>436,966</u>	<u>188,060</u>	<u>161,438</u>	<u>26,623</u>
Golf Course				
Golf Course Fees	890,587	479,577	342,705	136,872
Golf Surcharge	46,104	31,389	15,091	16,298
Restaurant	-	18,550	-	-
Donations	-	8,460	-	-
Miscellaneous	26,500	270	3,000	(2,730)
Total Golf Course	<u>963,191</u>	<u>538,246</u>	<u>360,796</u>	<u>177,450</u>
Intergovernmental				
Transfer In - General Fund	180,000	180,000	100,000	80,000
Total Intergovernmental	<u>180,000</u>	<u>180,000</u>	<u>100,000</u>	<u>80,000</u>
Total Revenues	<u>2,053,157</u>	<u>1,227,903</u>	<u>741,267</u>	<u>486,636</u>
Expenditures				
Golf Course	946,365	490,008	472,520	17,488
Simsbury Farms Complex	498,634	277,200	266,000	11,201
Special Programs	373,201	215,776	269,227	(53,451)
Simsbury Farms Administration	234,081	97,418	128,461	(31,043)
Total Expenditures	<u>2,052,281</u>	<u>1,080,402</u>	<u>1,136,207</u>	<u>(55,805)</u>
Net Change in Fund Balance	876	147,501	(394,940)	
Fund Balance - 7/1	<u>53,201</u>	<u>53,201</u>	<u>32,971</u>	
Fund Balance - 12/31	<u>\$ 54,077</u>	<u>\$ 200,702</u>	<u>\$ (361,969)</u>	
Fund Balance Breakdown:				
Designated for Golf		53,201	31,790	
Unassigned		-	1,181	

Town of Simsbury
Health Insurance Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2019
With Comparative Totals For the Period Ended December 31, 2018

	2020 Budget	2020 Actual	Budget Variance	2019 Actual	Actuals Variance
Revenues					
Premiums	\$ 15,332,739	\$ 7,396,596	\$ (7,936,143)	\$ 6,857,386	\$ 539,210
H.S.A Funding	569,000	301,900	(267,100)	263,366	38,534
Rx Reimbursement	484,243	-	(484,243)	2,375	(2,375)
Insurance Refunds	-	-	-	41,021	(41,021)
Miscellaneous	-	1,049	1,049	-	1,049
Total Revenues	16,385,982	7,699,546	(8,686,436)	7,164,148	535,398
Expenditures					
Claims	14,822,691	5,174,005	(9,648,686)	6,847,253	(1,673,248)
H.S.A Funding	569,000	298,500	(270,500)	276,267	22,233
ASO Fees/Admin Fees	454,316	222,907	(231,409)	223,382	(475)
Stop Loss Insurance	539,975	243,720	(296,255)	291,287	(47,567)
Total Expenditures	16,385,982	5,939,132	(10,446,850)	7,638,189	(1,699,057)
Operating Transfers					
Transfer In	850,000	850,000	-	1,000,000	(150,000)
Total Operating Transfers	850,000	850,000	-	1,000,000	(150,000)
Net Change in Fund Balance	850,000	2,610,414	1,760,414	525,959	2,084,455
Fund Balance - 7/1	1,567,407	1,567,407		(122,695)	
Fund Balance - 12/31	\$ 2,417,407	\$ 4,177,821		\$ 403,264	
IBNR Liability Balance	719,517	719,517		1,865,007	
Fund Balance	2,417,407	4,177,821		403,264	
Total Reserve	3,136,924	4,897,338		2,268,271	

Town of Simsbury
Residential Rental Property Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2019
With Comparative Totals For the Period Ended December 31, 2018

	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Budget Variance</u>	<u>2019 Actual</u>	<u>Actuals Variance</u>
Revenues					
Rental Income	\$ 64,638	\$ 34,880	\$ (29,758)	\$ 38,425	\$ (3,545)
Total Revenues	<u>64,638</u>	<u>34,880</u>	<u>(29,758)</u>	<u>38,425</u>	<u>(3,545)</u>
Expenditures					
Operating					
Contractual Services	15,450	3,180	(12,270)	3,750	(570)
Facilities Maintenance	5,500	(210)	(5,710)	2,548	(2,758)
Building Improvements	2,500	17,000	14,500	2,950	14,050
Water Charges	1,350	542	(808)	325	216
Sewer Use Fees	1,300	968	(332)	1,143	(175)
Equipment Maintenance	1,250	1,187	(63)	-	1,187
Electric	1,000	-	(1,000)	-	-
Building Supplies	500	-	(500)	-	-
Total Operating	<u>28,850</u>	<u>22,666</u>	<u>(6,184)</u>	<u>10,716</u>	<u>11,950</u>
Debt Service					
Principal	8,111	4,035	(4,076)	3,995	40
Interest	411	226	(185)	266	(40)
Total Debt Service	<u>8,522</u>	<u>4,261</u>	<u>(4,261)</u>	<u>4,261</u>	<u>(0)</u>
Total Expenditures	<u>37,372</u>	<u>26,927</u>	<u>(10,445)</u>	<u>14,977</u>	<u>11,950</u>
Net Change in Fund Balance	<u>27,266</u>	<u>7,953</u>	<u>(19,313)</u>	<u>23,448</u>	<u>(15,495)</u>
Fund Balance - 7/1	<u>340,995</u>	<u>340,995</u>		<u>303,322</u>	
Fund Balance - 12/31	<u>\$ 368,261</u>	<u>\$ 348,947</u>		<u>\$ 326,770</u>	

Town of Simsbury
Sewer Use Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2019
With Comparative Totals For the Period Ended December 31, 2018

	2020 Budget	2020 Actual	Budget Variance	Percent of Budget	2019 Actual	Actuals Variance
Revenues						
Assessments	\$ 3,049,278	\$ 2,824,173	\$ (225,105)	93%	\$ 2,485,718	\$ 338,455
WPCA Fees	479,623	346,955	(132,668)	72%	301,061	45,894
Intergovernmental Revenues	409,927	229,424	(180,503)	56%	204,964	24,461
Interest & Liens	25,000	16,065	(8,935)	64%	15,738	327
Miscellaneous Grant	10,000	50,325	40,325	503%	10,037	40,288
Interest on Investments	7,997	44,745	36,748	560%	6,249	38,497
Miscellaneous	-	294	294	0%	20	274
Total Revenues	3,981,825	3,511,981	(469,844)	88%	3,023,786	488,195
Expenditures						
Operating						
Salaries & Wages	894,568	363,478	(531,090)	41%	378,084	(14,606)
Utilities	512,770	157,487	(355,283)	31%	199,315	(41,828)
Benefits	433,735	245,318	(188,417)	57%	250,601	(5,283)
Supplies	132,290	31,852	(100,438)	24%	48,442	(16,590)
Public Agency Support	114,483	114,483	-	100%	110,917	3,566
Machinery & Equipment	88,500	4,260	(84,240)	5%	9,201	(4,941)
Program Services	69,026	24,798	(44,228)	36%	29,805	(5,008)
Consultant	48,000	14,335	(33,665)	30%	662	13,673
Sewer Extensions	32,000	-	(32,000)	0%	4,989	(4,989)
Equipment & Vehicle Maintenance	30,240	4,007	(26,233)	13%	11,897	(7,890)
Insurance	24,063	-	(24,063)	0%	21,876	(21,876)
Facilities Maintenance	17,400	12,242	(5,158)	70%	4,535	7,707
Travel & Conferences	5,565	536	(5,029)	10%	545	(8)
Dues & Subscriptions	1,500	185	(1,315)	12%	345	(160)
Total Operating	2,404,140	972,983	(1,429,842)	40%	1,071,215	(98,232)
Debt Service						
Principal	960,452	538,695	(421,758)	56%	528,036	10,658
Interest	304,755	93,909	(210,846)	31%	104,567	(10,658)
Total Debt Service	1,265,207	632,604	-	50%	632,604	0
Total Expenditures	3,669,347	1,605,587	(2,063,760)	44%	1,703,819	(98,232)
Operating Transfers						
Transfers Out	450,000	350,000	(100,000)	0%	430,000	(80,000)
Total Operating Transfers	450,000	350,000	(100,000)	0%	430,000	(80,000)
Net Change in Fund Balance	762,478	1,556,394	793,916		889,967	
Fund Balance - 7/1	6,406,424	6,406,424			4,938,189	
Fund Balance - 12/31	\$ 7,168,902	\$ 7,962,818			\$ 5,828,156	

Town of Simsbury
Sewer Assessment Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2019
With Comparative Totals for the Period Ended December 31, 2018

	<u>2020</u> <u>Actual</u>	<u>2019</u> <u>Actual</u>	<u>Variance</u>
Revenues			
Assessments	\$ 135,381	\$ 122,480	\$ (12,901)
Interest & Liens	18,545	12,772	(5,774)
Interest on Investments	11,898	5,934	(5,964)
	<u>165,825</u>	<u>141,186</u>	<u>(24,639)</u>
Total Revenues			
Expenditures	-	-	-
Net Change in Fund Balance	165,825	141,186	(24,639)
Fund Balance - 7/1	<u>1,146,957</u>	<u>1,501,879</u>	
Fund Balance - 12/31	<u>\$ 1,312,782</u>	<u>\$ 1,643,064</u>	

Town of Simsbury
Special Revenue Funds
Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2019

	<u>Library Programs</u>	<u>Police Community Services</u>	<u>Police DUI Safety</u>	<u>Narcotics Task Force</u>	<u>D.A.R.E. Program</u>	<u>Police Block Grant</u>
Revenues						
Grants	\$ 1,000	\$ 3,817	\$ -	\$ -	\$ -	\$ -
Donations	8,324	1,992	-	-	-	-
Intergovernmental Revenues	-	-	-	1,868	-	-
Charges for Services	-	-	-	-	-	-
Interest on Investments	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Total Revenues	<u>9,324</u>	<u>5,810</u>	<u>-</u>	<u>1,868</u>	<u>-</u>	<u>-</u>
Expenditures						
Contractual Services	2,642	-	-	-	-	-
Supplies & Materials	21,829	-	-	2,996	-	-
Program Services	-	3,817	-	-	-	-
Facilities Maintenance	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Public Agency Support	-	523	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Total Expenditures	<u>24,470</u>	<u>4,341</u>	<u>-</u>	<u>2,996</u>	<u>-</u>	<u>-</u>
Operating Transfers						
Transfers Out	-	-	-	-	-	-
Total Operating Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	(15,147)	1,469	-	(1,128)	-	-
Fund Balance - 7/1	<u>90,283</u>	<u>21,003</u>	<u>33,142</u>	<u>20,740</u>	<u>1,243</u>	<u>9,704</u>
Fund Balance - 12/31	<u>\$ 75,136</u>	<u>\$ 22,472</u>	<u>\$ 33,142</u>	<u>\$ 19,612</u>	<u>\$ 1,243</u>	<u>\$ 9,704</u>

Town of Simsbury
Special Revenue Funds
Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2019

	<u>Police Vehicles</u>	<u>Police Special Duty</u>	<u>Social Services Programs</u>	<u>Community Development Grant</u>	<u>Town Aid Road</u>
Revenues					
Grants	\$ -	\$ -	\$ 4,000	\$ -	\$ -
Donations	-	-	28,815	-	-
Intergovernmental Revenues	-	-	-	-	-
Charges for Services	-	264,894	-	-	-
Interest on Investments	-	-	-	-	-
Miscellaneous	10,000	-	-	-	-
Total Revenues	<u>10,000</u>	<u>264,894</u>	<u>32,815</u>	<u>-</u>	<u>-</u>
Expenditures					
Contractual Services	-	221,585	200	-	-
Supplies & Materials	-	(3)	3,129	-	-
Program Services	-	-	3,915	-	-
Facilities Maintenance	-	-	-	-	-
Utilities	-	-	-	-	-
Public Agency Support	-	-	-	-	-
Machinery & Equipment	-	-	-	-	16,368
Total Expenditures	<u>-</u>	<u>221,582</u>	<u>7,244</u>	<u>-</u>	<u>16,368</u>
Operating Transfers					
Transfers Out	-	(51,520)	-	-	(343,500)
Total Operating Transfers	<u>-</u>	<u>(51,520)</u>	<u>-</u>	<u>-</u>	<u>(343,500)</u>
Net Change in Fund Balance	10,000	(8,208)	25,571	-	(359,868)
Fund Balance - 7/1	<u>44,632</u>	<u>309,555</u>	<u>126,331</u>	<u>233,142</u>	<u>841,063</u>
Fund Balance - 12/31	<u>\$ 54,632</u>	<u>\$ 301,346</u>	<u>\$ 151,902</u>	<u>\$ 233,142</u>	<u>\$ 481,195</u>

Town of Simsbury
Special Revenue Funds
Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2019

	<u>Preservation of Historic Documents</u>	<u>Eno Memorial Fund</u>	<u>Town Clerk LOCIP</u>	<u>Expanded Dial-A-Ride</u>	<u>Incentive Housing</u>
Revenues					
Grants	\$ 7,500	\$ -	\$ -	\$ 24,766	\$ -
Donations	-	-	-	110	-
Intergovernmental Revenues	-	-	-	-	-
Charges for Services	14,476	-	3,972	-	-
Interest on Investments	-	462	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>21,976</u>	<u>462</u>	<u>3,972</u>	<u>24,876</u>	<u>-</u>
Expenditures					
Contractual Services	-	-	-	15,307	-
Supplies & Materials	-	-	-	-	-
Program Services	9,184	-	-	-	-
Facilities Maintenance	-	-	-	-	-
Utilities	-	-	-	-	-
Public Agency Support	-	-	-	-	-
Machinery & Equipment	1,980	-	-	-	-
Total Expenditures	<u>11,164</u>	<u>-</u>	<u>-</u>	<u>15,307</u>	<u>-</u>
Operating Transfers					
Transfers Out	-	-	-	-	-
Total Operating Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	10,812	462	3,972	9,569	-
Fund Balance - 7/1	<u>10,686</u>	<u>128,148</u>	<u>68,753</u>	<u>76,588</u>	<u>8,826</u>
Fund Balance - 12/31	<u>\$ 21,499</u>	<u>\$ 128,610</u>	<u>\$ 72,725</u>	<u>\$ 86,157</u>	<u>\$ 8,826</u>

**Town of Simsbury
Special Revenue Funds
Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2019**

	<u>Dog Park</u>	<u>Regional Probate</u>	<u>Clean Energy Task Force</u>	<u>Simsbury Celebrates</u>	<u>Field Recreation</u>
Revenues					
Grants	\$ -	\$ -	\$ -	\$ -	\$ -
Donations	1,005	-	-	19,933	-
Intergovernmental Revenues	-	15,234	-	-	-
Charges for Services	-	-	-	-	13,240
Interest on Investments	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>1,005</u>	<u>15,234</u>	<u>-</u>	<u>19,933</u>	<u>13,240</u>
Expenditures					
Contractual Services	330	3,304	-	15,128	-
Supplies & Materials	-	4,448	-	1,769	5,978
Program Services	-	-	-	-	560
Facilities Maintenance	-	-	-	-	-
Utilities	-	-	-	-	2,369
Public Agency Support	-	-	-	-	-
Machinery & Equipment	-	-	-	-	3,524
Total Expenditures	<u>330</u>	<u>7,752</u>	<u>-</u>	<u>16,897</u>	<u>12,431</u>
Operating Transfers					
Transfers Out	-	-	-	-	-
Total Operating Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	675	7,482	-	3,036	810
Fund Balance - 7/1	<u>3,353</u>	<u>22,629</u>	<u>6,715</u>	<u>4,766</u>	<u>(443)</u>
Fund Balance - 12/31	<u>\$ 4,028</u>	<u>\$ 30,110</u>	<u>\$ 6,715</u>	<u>\$ 7,802</u>	<u>\$ 367</u>

Town of Simsbury
Special Revenue Funds
Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2019

	Simsbury Try-Athlon	MSP Senior Center	Youth Service Bureau	Simsbury 350th
Revenues				
Grants	\$ -	\$ -	\$ 12,367	\$ -
Donations	-	30,187	-	21,250
Intergovernmental Revenues	-	-	-	-
Charges for Services	-	500	-	578
Interest on Investments	-	-	-	-
Miscellaneous	2,450	-	-	-
Total Revenues	2,450	30,687	12,367	21,828
Expenditures				
Contractual Services	300	935	-	-
Supplies & Materials	2,203	-	10,425	6,033
Program Services	2,486	18,213	-	-
Facilities Maintenance	-	-	-	-
Utilities	-	-	-	-
Public Agency Support	-	-	-	-
Machinery & Equipment	-	-	-	-
Total Expenditures	4,989	19,148	10,425	6,033
Operating Transfers				
Transfers Out	-	-	-	-
Total Operating Transfers	-	-	-	-
Net Change in Fund Balance	(2,539)	11,539	1,942	15,795
Fund Balance - 7/1	13,428	14,465	4,204	-
Fund Balance - 12/31	\$ 10,890	\$ 26,005	\$ 6,146	\$ 15,795

Town of Simsbury
Trust Funds
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2019

	Eno Wood Trust	Horace Belden Trust	Julia Darling Trust	Kate Southwell Trust	Ellsworth Trust
Revenues					
Trust Distributions	\$ -	\$ 48,371	\$ -	\$ -	\$ -
Interest Income	-	-	-	-	270
Total Revenues	-	48,371	-	-	270
Expenditures					
Salaries & Benefits	-	-	-	4,678	-
Program Services	-	76,213	18,081	318	-
Total Expenditures	-	76,213	18,081	4,997	-
Operating Transfers					
Transfers Out	(21,000)	-	-	-	-
Total Operating Transfers	(21,000)	-	-	-	-
Net Change in Fund Balance	(21,000)	(27,842)	(18,081)	(4,997)	270
Fund Balance - 7/1	103,630	135,497	27,723	24,675	23,040
Fund Balance - 12/31	\$ 82,630	\$ 107,654	\$ 9,642	\$ 19,679	\$ 23,310

Town of Simsbury
Pension Trust Funds
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2019

	<u>General Government</u>	<u>Police</u>	<u>Board of Education</u>	<u>OPEB</u>
Revenues				
Contributions	\$ 1,157,826	\$ 767,702	\$ 1,287,202	\$ 484,778
Interest & Dividends	204,550	146,890	197,044	234,768
Change in Market Value	550,247	394,106	526,828	1,641,742
Total Revenues	<u>1,912,623</u>	<u>1,308,698</u>	<u>2,011,074</u>	<u>2,361,288</u>
Expenditures				
Retiree Payments	913,881	454,058	648,827	-
Admin Expenses	17,807	17,674	5,113	-
Custodian Fees	11,246	9,685	10,075	-
Securities Purchased	-	-	-	799,854
Total Expenditures	<u>942,934</u>	<u>481,417</u>	<u>664,016</u>	<u>799,854</u>
Net Change in Fund Balance	969,689	827,282	1,347,059	1,561,434
Fund Balance - 7/1	<u>24,955,570</u>	<u>17,688,088</u>	<u>23,749,717</u>	<u>16,687,117</u>
Fund Balance - 12/31	<u>\$ 25,925,259</u>	<u>\$ 18,515,369</u>	<u>\$ 25,096,775</u>	<u>\$ 18,248,551</u>

**Town of Simsbury
Capital Project Fund
Schedule of Expenditures Compared with Appropriations
For the Period Ended December 31, 2019**

Inception Year	Expected Completion	Project	Appropriations			Expenditures			Encumbrances Dec 31, 2019	Uncommitted Balance Dec 31, 2019
			Balance June 30, 2019	Current Year	Balance Dec 31, 2019	Balance June 30, 2019	Current Year	Balance Dec 31, 2019		
Sewer Fund Projects										
FY10	2020	Project 2010 - Woodland Street Upgrade	\$ 260,000	\$ -	\$ 260,000	\$ 238,810	\$ -	\$ 238,810	\$ 5,000	\$ 16,190
FY16	2020	Sewer Main Ext - Woodland Street Upgrade	371,000		371,000	269,463	11,411	280,874	-	90,126
FY16	June 2020	Hopmeadow/Center Area Sewer repairs	135,000		135,000	-	-	-	-	135,000
FY16	Complete	Portable Generator	80,000		80,000	60,663	8,516	69,179	10,821	0
FY17	June 2020	Hopmeadow/Center Area Sewer Repairs	100,000		100,000	-	-	-	-	100,000
FY18	September 2020	36 Drake Hill Rd Dike Analysis	75,000		75,000	-	-	-	-	75,000
FY18	September 2020	Phosphorus Removal Analysis	150,000		150,000	-	-	-	-	150,000
FY18	FY22	Tariffville Area Sewer	100,000		100,000	-	-	-	-	100,000
FY18	September 2020	WPC Plan update	100,000		100,000	-	-	-	-	100,000
FY19	Re-evaluating	Jet/Flush Truck	175,000		175,000	-	-	-	5,651	94,349
FY19	FY22	Tariffville Sewer	100,000		100,000	-	-	-	-	100,000
FY19	Spring 2020	Primary Clarifier	75,000		75,000	19,895	-	19,895	-	55,105
FY19	Spring 2020	Plant H2O Sys Rehab	80,000		80,000	-	-	-	-	80,000
FY20	June 2020	Plan Logic Controllers	-	250,000	250,000	-	67,115	67,115	8,514	174,371
Town Projects										
FY13	June 2020	Town Security Measures	77,600		77,600	52,909	-	52,909	-	24,691
FY14	June 2020	Open Space - Betty Hudson Property	275,000		275,000	247,816	-	247,816	-	27,184
FY14	Completed	Senior/Community Center Design	321,699		321,699	163,596	-	163,596	1,962	156,141
FY15	August 2020	Bridge Improvements (Design-FY15)	115,000		115,000	67,393	606	67,998	4,041	42,961
FY15	August 2020	Technology Infrastructure	635,395		635,395	495,359	-	495,359	49,424	90,612
FY16	July 2020	Weatogue Planning Route 10 and Code Prep	57,000		57,000	-	-	-	-	57,000
FY16	July 2020	Town Hall Site and Safety Improvements	45,000		45,000	13,620	-	13,620	-	31,380
FY16	July 2020	Portable Generator / Generator Infrastructure	80,000		80,000	79,418	-	79,418	-	582
FY16	June 2020	Project Planning Fund	28,000		28,000	9,800	-	9,800	-	18,200
FY17	December 2023	Multi-Use Connections & Master Plan Updates	1,160,000		1,160,000	129,329	7,075	136,404	51,492	972,105
FY17/FY18	July 2020	Open Space Planning Improvements	705,410		705,410	110,819	491,885	602,704	87,048	15,658
FY17	June 2020	Street Lighting Purchase / Lighting Improvements	937,322		937,322	875,790	11,348	887,137	7,200	42,985
FY17/FY18	December 2020	Dam Evaluations and Repairs	220,000		220,000	108,105	31,291	139,395	9,109	71,495
FY17	February 2020	Public Works Complex Infrastructure Improvements	700,000		700,000	184,093	186,404	370,497	266,626	62,877
FY17	December 2020	Town Hall Site and Safety Improvements	385,000		385,000	4,673	-	4,673	43,000	337,327
FY17	June 2020	Portable Generator Infrastructure	175,000		175,000	74,773	80,122	154,895	1,500	18,605
FY17	December 2020	Land Use Studies	92,500		92,500	19,246	-	19,246	3,984	69,270
FY17	June 2020	Storage Building	65,000		65,000	11,750	24,897	36,647	-	28,353
FY18	June 2020	Street Lighting Purchase / Lighting Improvements	400,000		400,000	4,855	-	4,855	-	395,145
FY18	Completed	Finance Security Upgrades	230,000		230,000	76,643	153,357	230,000	-	-
FY18	July 2020	Eno Memorial Hall Renovations	300,000		300,000	261,348	3,247	264,595	24,515	10,890
FY18	February 2020	Cold Storage Facility	380,000		380,000	4,612	155,124	159,736	224,876	(4,612)
FY18	June 2020	Town Facilities Master Plan	400,000		400,000	13,495	-	13,495	-	386,505
FY18	May 2020	Library Interior/Parking Renovations	584,500		584,500	125,106	35,009	160,116	60,967	363,417
FY18	April 2020	Library Lower Level Improvements	906,048		906,048	683,139	71,068	754,207	35,587	116,254
FY18	December 2020	Zoning Regulation Update	65,000		65,000	5,000	-	5,000	-	60,000
FY18	December 2021	Bridge Improvements	805,000		805,000	28,992	25,035	54,027	141,080	609,893
FY19	May 2020	Sidewalk Resurface	250,000		250,000	24,542	233,990	258,532	34,425	(42,958)
FY19	December 2021	Multi-Use Trail	1,020,000		1,020,000	-	-	-	-	1,020,000
FY19	July 2020	Highway Pavement Management	845,000		845,000	816,820	-	816,820	-	28,180
FY19	July 2020	Greenway Improvements	275,000		275,000	26,538	156,500	183,038	14,818	77,144
FY19	April 2020	Fencing at Bandshell (PAC)	100,000		100,000	-	-	-	-	100,000
FY20	June 2020	Highway Pavement Management	-	1,245,000	1,245,000	-	1,065,980	1,065,980	630	178,390
FY20	June 2020	Greenway Improvements	-	100,000	100,000	-	4,184	4,184	-	95,816
FY20	June 2020	Sidewalk Reconstruction	-	200,000	200,000	-	7,664	7,664	12,039	180,297
FY20	June 2021	Accounting System	-	350,000	350,000	-	56,093	56,093	-	293,907

Education Projects

Town of Simsbury
Capital Project Fund
Schedule of Expenditures Compared with Appropriations
For the Period Ended December 31, 2019

Inception Year	Expected Completion	Project	Appropriations			Expenditures			Encumbrances Dec 31, 2019	Uncommitted Balance Dec 31, 2019
			Balance June 30, 2019	Current Year	Balance Dec 31, 2019	Balance June 30, 2019	Current Year	Balance Dec 31, 2019		
FY15	Needs Audit	HJMS Phase 1A	1,255,000		1,255,000	1,168,300	-	1,168,300	-	86,700
FY15/FY16	January 2020	SHS Turf Field Replacement	910,000		910,000	862,911	5,525	868,436	36,750	4,814
FY15	Needs Audit	Squadron Line Main Office Project	1,050,000		1,050,000	868,830	-	868,830	-	181,170
FY16/FY17	June 2020	Climate Control Phases 1 (FY16) & 2 (FY17)	3,100,000		3,100,000	2,248,988	198,079	2,447,067	3,775	649,158
FY16	Needs Audit	Central School Roof Replacement	770,000		770,000	620,602	-	620,602	-	149,398
FY17	Needs Audit	HJMS Renovation - Phase 2	1,950,000		1,950,000	1,751,859	-	1,751,859	-	198,141
FY18	June 2020	SHS Tennis Court Replacement	740,000		740,000	565,214	-	565,214	-	174,786
FY19	September 2020	Boiler Replacement Latimer	900,000		900,000	-	-	-	-	900,000
FY19	September 2020	School Security Improvements	850,000		850,000	480,155	252,526	732,681	75,580	41,739
FY19	January 2020	School Facility Master Plan	200,000		200,000	43,647	101,117	144,764	45,973	9,263
FY19	September 2020	District Network Infrastructure	400,000		400,000	150,657	33,200	183,857	17,257	198,886
FY19	June 2021	HJMS Renovation - Phase 3	23,965,620		23,965,620	1,437,414	7,940,001	9,377,415	10,988,622	3,599,583
FY20	June 2020	Underground Tank Replacement		325,000	325,000	-	281,353	281,353	3,950	39,697
FY20	June 2020	District Security Improvements		750,000	750,000	-	-	-	-	750,000
FY20	June 2020	SHS Partial Roof Replacement		2,600,000	2,600,000	-	198	198	3,075	2,596,727
			<u>\$ 50,527,094</u>	<u>\$ 5,820,000</u>	<u>\$ 56,347,094</u>	<u>\$ 15,506,985</u>	<u>\$ 11,699,919</u>	<u>\$ 27,206,904</u>	<u>\$ 12,279,293</u>	<u>\$ 16,860,897</u>

Town of Simsbury
Capital Non-Recurring Fund
Schedule of Expenditures Compared with Appropriations
For the Period Ended Dec 31, 2019

Project	Appropriations			Expenditures			Encumbrances Dec 31, 2019	Uncommitted Balance Dec 31, 2019
	Balance June 30, 2019	Current Year	Balance Dec 31, 2019	Balance June 30, 2019	Current Year	Balance Dec 31, 2019		
FY16 CNR Projects	1,225,013	-	1,225,013	1,210,324	-	1,210,324	-	14,689
FY17 CNR Projects	1,134,004	-	1,134,004	1,115,535	-	1,115,535	-	18,469
FY18 CNR Projects	1,126,121	-	1,126,121	1,014,218	78,122	1,092,339	14,108	19,674
FY19 CNR Projects	1,194,450	-	1,194,450	604,215	544,531.00	1,148,746	-	45,704
CNR Reserve (5 Year Payback)	1,900,000	-	1,900,000	-	-	-	-	1,900,000
CNR Assessor	61,500	60,000	121,500	-	-	-	-	121,500
Telephone System	-	40,000	40,000	-	39,855	39,855	-	145
Deep Water Wind	-	15,000	15,000	-	350	350	-	14,650
Automated Book Handler	-	73,640	73,640	-	31,817	31,817	31,823	10,000
Police Cruisers	-	130,000	130,000	-	-	-	-	130,000
Interview Rm Recording System	-	35,610	35,610	-	-	-	35,589	11
Radio Feasibility Study	-	35,000	35,000	-	-	-	-	35,000
Security Cameras	-	15,910	15,910	-	15,911	15,911	-	(1)
Ash Borer Tree Mitigation	-	36,500	36,500	-	20,000	20,000	16,500	-
Eno Clock Tower Repairs	-	21,000	21,000	-	-	-	-	21,000
PW Truck Replacement	-	180,000	180,000	-	163,286	163,286	-	16,714
PW PU Truck Replacement	-	35,000	35,000	-	48,917	48,917	12,627	(26,544)
Infrared Asphalt Trailer	-	37,000	37,000	-	-	-	-	37,000
Plow Blades	-	28,000	28,000	-	18,285	18,285	-	9,715
Sanitary Sewer Lining	-	100,000	100,000	-	-	-	-	100,000
CPR PU Truck Replacement	-	40,000	40,000	-	-	-	29,811	10,189
Ice Rink Condenser	-	109,200	109,200	-	-	-	-	109,200
Paddle Court Maintenance	-	12,000	12,000	-	9,540	9,540	-	2,460
SF Security Fencing	-	30,000	30,000	-	-	-	-	30,000
Ice Rink Roof Painting	-	50,000	50,000	-	-	-	-	50,000
Playscapes	-	25,000	25,000	-	-	-	-	25,000
Plow & Sander Replacement	-	15,000	15,000	-	14,984	14,984	-	16
Buses/Vehicles/Equipment	-	382,000	382,000	-	-	-	106,397	275,603
Ceiling/Floor Replacement	-	50,000	50,000	-	-	-	-	50,000
Interior Improvements	-	70,500	70,500	-	-	-	-	70,500
Plumbing/Electric Modifications	-	10,000	10,000	-	-	-	-	10,000
Exterior Improvements	-	58,000	58,000	-	-	-	-	58,000
	<u>\$ 6,641,088</u>	<u>\$ 1,694,360</u>	<u>\$ 8,335,448</u>	<u>\$ 3,944,292</u>	<u>\$ 985,597</u>	<u>\$ 4,929,889</u>	<u>\$ 246,865</u>	<u>\$ 3,158,694</u>



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Recommended Transfer to Capital Non-Recurring Fund from Town Clerk LOCIP Fund for Vault Update
2. **Date of Board Meeting:** January 27, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Amy Meriwether, Finance Director; Ericka Butler, Town Clerk; Tom Roy, Public Works Director
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports moving forward with a \$25,000 transfer from the Town Clerk LOCIP Fund to the Capital Non-Recurring Fund, the following motion is in order:

Move, effective January 27, 2020, to recommend to the Board of Finance a transfer of \$25,000 from the Town Clerk LOCIP Fund to the Capital Non-Recurring Fund to cover the cost of high density shelving in the Town vault.
5. **Summary of Submission:**
On April 23, 2019, the Board of Finance approved a transfer of \$27,700 from the Town Clerk LOCIP Fund to the Capital Non-Recurring Fund to replace flooring in the Town vault and add high density shelving in the Planning/Building department. Due to the value added with the high density shelving in the Planning/Building department, the Town Clerk's office would like to utilize the same shelving and increase the scope of this project. The vault's carpet replacement is expected to be replaced in February and staff would like to proceed with adding the high density shelving at the same time.

Therefore, staff is requesting an additional transfer from the Town Clerk LOCIP Fund to the Capital Non-Recurring Fund in the amount of \$25,000 to fund the remainder of the project.
6. **Financial Impact:**
In accordance with State guidelines, the Town of Simsbury allocates \$3 of each collected land recording fee to the Town Clerk LOCIP special revenue fund. These are restricted funds that need to be used for local capital improvement projects. The specified projects noted above fall within this intended use. Following the \$25,000 transfer, the Town Clerk LOCIP fund balance would decrease to an estimated \$47,725.
7. **Description of Documents Included with Submission:**
None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Eversource Easement – Ryan Circle

2. **Date of Board Meeting:** January 27, 2020

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:**

If the Board of Selectmen supports acceptance of the proposed permanent Eversource Easement on Ryan Circle, the following motion is in order:

Move, effective January 27, 2020 to authorize Town Manager Maria E. Capriola to execute a permanent access road easement on land owned by the Town of Simsbury to the Connecticut Light and Power Company d/b/a Eversource Energy for the purposes of constructing and utilizing their existing right of way on the east side of Ryan Circle and Hunting Ridge Road on Assessor Map ID 109, Block 106, Lot 000.

5. **Summary of Submission:**

Eversource Energy has requested a permanent access road easement from the Town of Simsbury for future inspections, vegetation management and future capital upgrades required for their existing electrical transmission lines and support structures. These structures are currently not accessible from the existing Eversource right of way due to the setback of the Eversource right of way from the public roadway and challenging terrain from their current access road off Wintonbury Road to the north. In 2018, the Board of Selectmen authorized the Town Manager to enter into a temporary access road easement with Eversource for a specific project to upgrade their transmission structures. This project is now complete and there were no major complaints received from the neighborhood as a result of the project or access from the temporary access area.

Eversource is now seeking the same permanent access to their structures through the town owned open space parcel located east of Ryan Circle and west of Penwood State Forest. This open space parcel is contiguous to another town open space parcel and a state park. As part of the permanent easement, Eversource will have the right to cut and remove trees, brush, rocks, and other obstructions within the permanent access road easement area and to fill depressions or roughly grade the surface of the access road area for the purpose of exercising the rights herein. No electric transmission facilities or other permanent structures will be constructed on the permanent access area. Eversource will also provide reasonable advance notice prior to the use of the access road for inspections, vegetation management and road maintenance activities.

To minimize the impact on abutters, we have requested that access over town property be restricted to the hours of 8:00 am – 6:00 pm Monday to Friday for any extensive work. In the event of an emergency, Eversource would be allowed to use the access road at any time. Eversource has also agreed to install a security gate at the permanent access location that allows for pedestrian access but not vehicular access. Eversource also has agreed to make a contribution of \$20,000 to the Town of Simsbury.

The proposal was referred to the Planning Commission by the Board of Selectman in accordance with requirements under Section §8-24 of the Connecticut General Statutes. The Planning Commission offered a positive referral to the easement at their October 22, 2019 meeting with some recommendation for existing stone pylons in the easement area. The Town Attorney has reviewed and approved the attached permanent access road easement documents.

6. Financial Impact:

Eversource has agreed to provide a \$20,000 donation as part of the permanent access road easement. I would recommend that the contribution of \$20,000 be deposited in the Open Space Maintenance account for future open space needs.

7. Description of Documents Included with Submission:

- a) Proposed Permanent Road Easement with Attachments
- b) Minutes of the October 22, 2019 Planning Commission Meeting

Return Original To:
Eversource Energy
Attn: Brian Alicea
107 Selden Street
Berlin, CT 06037

PERMANENT ACCESS ROAD EASEMENT

We, Town of Simsbury, with an address at 933 Hopmeadow Street, Simsbury, CT (the "Grantor"), for valuable consideration, receipt and sufficiency of which is hereby acknowledged, hereby grant(s) to The Connecticut Light and Power Company d/b/a Eversource Energy, a specially chartered Connecticut corporation having its office in Berlin, Connecticut, its successors and assigns forever (the "Grantee"), the following permanent, and, except to the extent hereinafter specifically set forth, exclusive rights and easements in the right of way described in Exhibit A attached hereto and made a part hereof (the "Access Area") located in the Town of Simsbury, County of Hartford, State of Connecticut, for purposes of constructing and utilizing an access road to access the Grantee's electric transmission facility Easement located on property off Ryan Circle, Simsbury, Connecticut.

The Grantee shall have the right to cut and remove trees, brush, rocks, and other obstructions within and/or extending into the Access Area, fill depressions, roughly grade the surface of and, at the Grantee's sole option, lay down crushed stone or other material for sub-base and/or crushed stone or gravel for top surface in the Access Area for the purpose of constructing an access road. The Grantee shall have all other rights and benefits necessary or convenient for the full enjoyment or use of the rights and easements herein granted, including but not limited to the right to enter upon, travel and transport materials and equipment over and upon the Access Area.

The Grantor hereby reserves the right to use the Access Area for any purposes that, in the opinion of the Grantee, (i) do not interfere with the exercise of any of the rights and/or easements herein granted and (ii) do not create a hazard.

The Grantor, by its granting of said easements and rights, and the Grantee, by its acceptance of same, hereby acknowledge, covenant and agree for themselves and their respective heirs, successors and assigns as follows:

(a) the easements and other rights granted herein are intended to be permanent rights and easements for the benefit of Grantee, its successors and assigns, and are to be fully apportionable and fully assignable or transferable, all or in part, without the need of any consent of the Grantor or the Grantor's heirs, successors and assigns;

(b) the Grantor shall not erect any building or structure on, place or store any materials on, obstruct, grade, excavate, fill or flood the Access Area, or otherwise use the Access Area in any manner that, in the opinion of the Grantee (i) may interfere with the exercise of any of the rights and/or easements herein granted to Grantee and/or (ii) may create a hazard;

(c) no cessation of use of all or any portion of said easements or rights or of the Access Area by Grantee shall be deemed an abandonment thereof resulting in the termination of any aspect of the easements and/or rights or of the Access Area, unless the holder of same at the time of such cessation of use or operation releases, in a written instrument in recordable form, its rights in such easements and rights or in the Access Area;

(d) the Grantor shall not convey any new or additional easements to any third parties within or across the Access Area that may, in the opinion of the Grantee, (i) interfere with the exercise of any of the rights and/or easements granted herein without the Grantee's prior review and consent, and/or (ii) create a hazard; and

(e) Grantor reserves the right to relocate the Access Area, at Grantor's sole cost and expense, provided that (i) such relocation does not increase the time, expense, or difficulty of access as that permitted in and over the original Access Area; (ii) at least thirty (30) days prior to any proposed relocation Grantor submits written plans and drawings to the Grantee for its review and approval; and (iii) Grantor obtains the prior written approval of Grantee to any proposed relocation, which approval will not be unreasonably withheld or delayed.

(f) Once this Access Road Easement is signed, you agree that Grantee, and its duly authorized agents, contractors, and consultants, will make a reasonable effort to provide advance notice prior to using the access road, by telephone, email or other acceptable means to the extent possible and shall have access to the access road to carry out the following activities on the transmission line right-of-way and/or the Access Area: inspections, vegetation management and road maintenance as necessary. If more extensive work is required within the transmission line right-of-way and/or the Access Area, Grantee agrees to limit its use of the access road to normal business hours (i.e., 8:00 am to 6:00 pm) Monday-Friday, except in the event of an emergency, during which event Grantee shall be allowed to use the access road at any time during the emergency. All such emergencies shall be determined at the sole reasonable discretion of Grantee.

Contact:

Jerome F. Shea
Town Engineer
Town of Simsbury
860-658-3260

MARIA CARROLL
TOWN MANAGER

The words "Grantor" and "Grantee" in this instrument are intended, where the context requires or permits or is appropriate to include the plural number as well as the singular and their heirs, executors, administrators, successors and assigns.

TO HAVE AND TO HOLD the above granted and bargained rights and easements unto it, the said Grantee, its successors and assigns, forever.

IN WITNESS WHEREOF the Grantor, intending to be legally bound hereby, has duly executed this Access Road Easement on this the ____ day of _____, 2020.

Signed and witnessed in the presence of:

Town of Simsbury

Witness 1 _____
Print Name:

By: Maria Capriola
Its: Town Manager

Witness 2 _____
Print Name:

ACKNOWLEDGEMENT

STATE OF CONNECTICUT

ss: SIMSBURY

COUNTY OF HARTFORD

On this the ____ day of _____, 2020, before me, the undersigned officer, personally appeared Maria Capriola, who has proven to me with proper identification and/or through personal knowledge to be the person whose name is subscribed on the preceding or attached document, and acknowledged that she signed it voluntarily and of her free will and deed and in her capacity as the Town Manager for the Town of Simsbury for its stated purpose.

In witness whereof, I hereunto set my hand and official seal.

Commissioner of the Superior Court
Notary Public -- My Commission Expires: _____

Exhibit A

**Easement from The Town of Simsbury to The Connecticut Light and Power Company
d/b/a Eversource Energy**

The easement herein described and more clearly designated as "50' WIDE ACCESS EASEMENT IN FAVOR OF THE CONNECTICUT LIGHT & POWER COMPANY D/B/A EVERSOURCE ENERGY" as depicted on a certain map entitled "EASEMENT MAP SHOWING EASEMENT AREA TO BE ACQUIRED ACROSS PROPERTY OF TOWN OF SIMSBURY, RYAN CIRCLE, SIMSBURY, CONNECTICUT, SCALE: 1" = 20' DATED OCTOBER 11, 2019, CHRISTOPHER C. DANFORTH, CT. LS." EVERSOURCE RE. DWG: 24036, which has been or will be filed in the Simsbury Town Clerk's Office being more particularly described as follows:

The Easement herein described is fifty and zero hundredths feet (50.00') wide and covers any land or interest owned by the Grantor(s) within twenty five and zero hundredths feet (25.00') measured at right angles either side of the following described Centerline, whether such Centerline is, at the point opposite such land, on said land, on the highway, or on the land of some other party.

Beginning at a point, said point being along the north westerly edge of the existing easement of The Connecticut Light and Power Company (CL&P) Vol. 440 Pg. 522, said point being further depicted as "POINT OF BEGINNING" on the aforementioned map, also being the following two course from a 1/2" rebar found along the monumented line of location (MLOL), S39°00'57"W a distance of one hundred seventy five and thirty three hundredths feet (175.33') to a point along the MLOL, thence; N50°59'03"W a distance of seventy five and zero hundredths feet (75.00') to a point along the north westerly edge of said CL&P easement to said "POINT OF BEGINNING", thence;

N55°47'29"W A distance of two hundred nineteen and sixty one hundredths feet (219.61') to a point along the south easterly edge of Ryan Circle.

This access easement herein described contains 10,983 Sq. Ft. or 0.252 acres, more or less.



107 Selden Street, Berlin CT 06037

Eversource Energy
P.O. Box 270
Hartford, CT 06141-0270
(860) 665-5000

Agreement for Installation of Access Gate or Barrier

Gate or Barrier Location: Off Ryan Circle, Simsbury, CT Case # R- CT-AR-223

Property Owner(s): Town of Simsbury

Address: Hunting Ridge Drive, Simsbury, CT 06070

Line Number(s): 1726 Structure #: 8146 Project Name/Number: TMC84903

This is to confirm your agreement with Eversource Energy, referred to herein as (EVERSOURCE) to install an access gate or other barrier, on your property, within EVERSOURCE's right-of-way ("Agreement"):

1. You agree that EVERSOURCE is not required or obligated to build and/or maintain an access gate or other barrier, and that EVERSOURCE only does so upon your request and your signing of this Agreement;
2. The gate or other barrier shall be constructed and located generally as shown on the attached drawing;
3. The gate shall be locked with linked chains which allow for locks to be placed by both EVERSOURCE and you, as the property owner, to allow access through the gate by either EVERSOURCE or you without a key to the other party's lock;
4. You agree that the gate or other barrier may be constructed, maintained, replaced and removed by EVERSOURCE, but EVERSOURCE is not obligated to do so, and that EVERSOURCE, its contractors and/or subcontractors may access the gate or other barrier for entry to the EVERSOURCE right-of-way with vehicles, equipment and personnel for work on the EVERSOURCE right-of-way or on the gate or other barrier;
5. You waive and release all claims and demands against EVERSOURCE, now or in the future, for any damage, loss, cost or expense arising out of or in any way related to the use of the gate or other barrier, or the installation, maintenance, repair or replacement of the gate or other barrier, by EVERSOURCE, its contractors and/or subcontractors;
6. This Agreement binds and benefits your heirs, executors, administrators, successors and assigns and the successors and assigns of EVERSOURCE. This Agreement does not abridge or otherwise affect the rights acquired by EVERSOURCE in the easement associated with your property; and
7. You agree to cooperate with EVERSOURCE in connection with the gate or other barrier, and in connection with any lock used for the gate, as set forth in this Agreement.

You may contact Eversource Transmission Maintenance Department at (860) 665-3858 for any problems or issues with the gate or other barrier after installation.

Please confirm your authorization and agreement as set forth above by signing below.

ACKNOWLEDGED AND AGREED:

Owner or Owner's Representative

Sign: _____
Print: Maria Capriola
Its: Town Manager

Date: November 20, 2019

EXHIBIT A



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**PLANNING COMMISSION – MEETING MINUTES
TUESDAY, OCTOBER 22, 2019
SIMSBURY TOWN OFFICES – MAIN MEETING ROOM – 7:00 p.m.
933 HOPMEADOW STREET, SIMSBURY, CONNECTICUT**

I. CALL TO ORDER-William Rice called the meeting to order at 7:02 P.M.

- 1. Pledge of Allegiance

II. ROLL CALL

- 1. Appointment of Alternates- Chairman Rice appointed Mr. Richard Cortes to sit for David Blume.

Present: William Rice, Alan Needham, Erin Leavitt-Smith, Holly Beum, Craig MacCormac, Richard Cortes, Elizabeth Burt

Absent: David Blume, Gary Lungarini

Staff Present: Robin Newton, Assistant Town Planner

III. APPROVAL OF MINUTES of the September 24, 2019 regular meeting-

- Line 1** Replace Regular Meeting with Meeting Minutes
- Line 12** Remove the name Burt
- Line 45** Capitalize Simsbury Plan of Conservation and Development
- Line 68** Replace “b.” with 2.
- Line 76** Replace “c.” with 3.

MOTION: At 7:07 P.M., Craig MacCormac made a motion to approve the September 24, 2019 regular meeting minutes as amended. Erin Leavitt-Smith seconded the motion and the motion passed unanimously.

APPROVAL OF MINUTES of the June 11, 2019 regular meeting-

Lines 54-58 are changed as follows: “Town Engineer, Jeff Shea, addressed his letter written to Staff and the Planning Commission. He stated that the designs are appropriate for what they do and that there is no significant new information to change the minds of the engineering department. Mr. Shea explained that not enough information had been provided to fully consider the issue. He added that the effect, if any, would be minimal based on the size of the detention basin and given the fact that the groundwater elevations are low in this area providing enough depth the store infiltration. In his opinion there would be no impact with this particular design.”

MOTION: At 7:10 P.M., Craig MacCormac made a motion to approve the June 11, 2019 regular meeting minutes as amended. Erin Leavitt-Smith seconded the motion and the motion passed unanimously.

IV. NEW BUSINESS

- 1. **Receipt of New Applications - None**
- 2. **Referrals**
 - a. CGS 8-24 Referral from the Board of Selectman for a permanent access road easement off Ryan Circle.

Robin Newton summarized that Eversource had a temporary access easement to town land between two houses off Ryan Circle to do some clearing work and upgrades. Lines give them direct access. Eversource is seeking permanent access to do maintenance. Ms. Newton also noted that Maria Capriola, Town Manager and Jerome Shea, Town Engineer are comfortable with moving

51 forward with granting Eversource the permanent access, with some legal stipulations. Attached
52 language limits hours to 8 A.M. to 6:00 P.M., Monday through Friday. There will be a security gate,
53 allowing pedestrian access. Eversource has agreed to make a contribution in the amount of \$20,000
54 to Open Spaces.

55
56 Holly Beum spoke about the area, as she lives three houses away. She spoke with the abutters; one
57 said they're used to the trucks coming in and out, and the other abutter just moved in and didn't
58 know about it. The abutting neighbors concerns reported to Ms. Beum were what the gate would
59 look like. Ms. Beum feels the neighbors would appreciate an aesthetically pleasing gate, instead of a
60 simple cattle gate.

61
62 The Commission noted that the abutting neighbors are quite close to the access road, and agreed
63 that the gate should be aesthetically pleasing.

64
65 Robin Newton spoke about the stone pylons near the access road, they are at the entrance of the
66 open space. Miss Newton reported that these pylons were constructed as properties were
67 designated as open spaces. The Commission suggests that Robin give feedback that it would be
68 good if the permanent access road could be located between the two pylons, even if the pylons need
69 to be relocated to do so, with the access gate behind them or between them.

70
71 **MOTION:** At 7:21 P.M., Holly Beum made a motion to return a positive referral for the Eversource
72 permanent easement access, with the recommendation that the pylons be moved into position on
73 either side of the access road, with the gate being flanked by the stone pylons, moving the stone
74 pylons if need be, in keeping with a design consistent with the neighborhood. Motion was seconded
75 by Richard Cortes and the motion passed unanimously.

76
77 **V. GENERAL COMMISSION BUSINESS**

- 78 1. Correspondence - *none*
79 2. Proposed 2020 Planning Commission Meeting Calendar
80 Chairman William Rice noted that on the calendar, the July meetings are listed as the 13th
81 and 27th. July meeting dates should be corrected to July 14 and July 28. Chairman Rice also
82 noted that there was a meeting in August where there is usually no meeting. Ms. Newton
83 explained why an August meeting was added, noting that each Commission and Board is
84 being asked to schedule an August meeting, and if there are no action items, the meeting
85 can be cancelled easier than scheduling a special meeting.

86
87 **MOTION:** At 7:23 P.M., Chairman Rice made a motion to accept the proposed 2020 Planning
88 Commission calendar as revised. Motion was seconded by Erin Leavitt-Smith and the motion
89 passed unanimously.

90
91 **VI. ADJOURNMENT**

92
93 **MOTION:** At 7:25 P.M., Craig MacCormac made a motion to adjourn the meeting. Richard Cortes
94 seconded the motion and it passed unanimously.
95



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Agricultural (Dewey Farm) Lease Extension
2. **Date of Board Meeting:** January 27, 2020

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:**

If the Board of Selectmen supports amending the ground license for the Dewey Farm Agricultural Property they may approve one of the following motions:

Option 1 (3 year extension)

Move, effective January 27, 2020, to authorize the Town Manager to execute an amendment to the current Ground License with the Ryan Family Farm for a three year extension of the ground license for the town owned agricultural property at the former Dewey Farm.

Option 2 (1 year extension)

Move, effective January 27, 2020, to authorize the Town Manager to execute an amendment to the current Ground License with the Ryan Family for a one year extension of the ground license for the town owned agricultural property at the former Dewey Farm.

5. **Summary of Submission:**

The current ground license with the Ryan Family Farm expired on December 31, 2019. Tim Ryan representing the Ryan Family Farm has expressed an interest in continuing to farm the land. Mr. Ryan has requested that the ground license be extended preferably for three years.

Tim Ryan has been a good steward of the land and continues to improve the soil quality for farming activities over the recent years through the addition of compost to the soil. This investment in improving the land over the long term will be beneficial for continued agricultural use of the land. Mr. Ryan would prefer to amend the license for an additional three year period so he can benefit from his investment in improving the land.

The other two current agricultural license agreements¹ for town owned agricultural properties will expire at the end of 2020. This provides an opportunity for the town to issue a public request for proposals for these licenses to ensure compliance with our

¹ Does not include Gifts of Love Lease of the former Community Farm

purchasing policy. It would also provide the Town with an opportunity to update both the RFP and contract documents, a potential project that has been discussed with the Open Space Committee. If this ground license is granted for one year, it will be on the same cycle as the other two agricultural leases.

The attached amendment to the ground license has been reviewed and approved by Town Counsel.

6. Financial Impact:

The Town would receive fees for the licensing for the 6 acre property in the amount of \$468.00 per year, consistent with the recently expired ground license.

7. Description of Documents Included with Submission:

- a) Letter from Tim Ryan dated January 8, 2020
- b) Town of Simsbury Amendment to Ground License – The Ryan Family Farm
- c) Town of Simsbury Ground License – March 23, 2015

Tim Ryan
The Ryan Family Flower Farm
64 Terry's Plain Road
Simsbury, CT 06070

January 8th, 2020

Jerome F. Shea, P.E.
Town Engineer
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Dear Jerome Shea,

I am very much interested in continuing the farming of the land at the old Dewey's Flower Farm on Terry's Plain Road in Simsbury. By giving me the lease in February, I am able to start growing crops early enough in my greenhouse so they will be ready to plant in the fields in the spring and utilize all of the land for farming. I would prefer a longer lease for 3 years but a one year lease will suffice if that is all you are able to give me. You can reach me at 860-651-3683 if you have any questions. Thank you.

Sincerely,



Tim Ryan

TOWN OF SIMSBURY
AMENDMENT TO GROUND LICENSE

THIS AMENDMENT TO FARM LAND GROUND LICENSE dated March 23, 2016 (hereinafter referred to as the "License"), made and entered into on the date hereinafter set forth by and between the TOWN OF SIMSBURY, a municipal corporation having its boundaries within the County of Hartford and State of Connecticut (hereinafter, the "Licensor"), and THE RYAN FAMILY FLOWER FARM, of Simsbury, Connecticut (hereinafter, "Licensee").

W I T N E S S E T H:

That for and in consideration of the fees, covenants and agreements hereinafter reserved and contained, the Licensor and Licensee hereby amend the Ground License referenced above as follows:

1. Term and Options to Extend or Renew: Paragraph 4 of the License Agreement is deleted in its entirety and replaced by the following in lieu thereof:

a. The Effective Date of this License shall be January 1, 2020.

b. The term of this License shall end on December 31, 2023.

The Town of Simsbury retains the right to extend the License on one or both parcels at the end of the term. If the Town continues to license all or part of this land for agriculture use in the future, Licensee shall be given the right-of-first-refusal for up to one (1) extension period provided Licensee is in compliance with the existing License.

Licensee shall vacate the Licensed Premises upon the expiration of the term unless the Licensor and Licensee renew this License, execute a new License concerning the Licensed Premises or agree in writing to an extension of the term.

2. All other terms and conditions of the Ground License not revised by this amendment shall remain in full force and effect.

Dated this ____ day of January, 2020.

TOWN OF SIMSBURY

THE RYAN FAMILY FLOWER FARM

BY _____
Maria E. Capriola
TownManager
Duly Authorized

BY _____
Tim Ryan
Its
Duly Authorized

TOWN OF SIMSBURY
GROUND LICENSE

THIS FARM LAND GROUND LICENSE (hereinafter referred to as the "License"), made and entered into on the date hereinafter set forth by and between the TOWN OF SIMSBURY, a municipal corporation having its boundaries within the County of Hartford and State of Connecticut (hereinafter, the "Licensor"), and THE RYAN FAMILY FLOWER FARM, of Simsbury, Connecticut (hereinafter, the "Licensee").

W I T N E S S E T H:

That for and in consideration of the fees, covenants and agreements hereinafter reserved and contained, the Licensor and Licensee hereby agree as follows:

1. Demise of Premises.

Licensor does hereby demise and License to the Licensee, and the Licensee does hereby License and hire from the Licensor, the premises shown on Attachment A known as Dewey Farm attached hereto and made a part hereof (hereinafter, the "Licensed Premises"). The Licensed Premises consist of two separate parcels; one parcel on the west side of approximately 4 acres and one parcel on the east side of approximately 2 acres as shown on Attachment A.

2. Title and Condition.

Licensor warrants to the Licensee that it is well seized and possessed of the Licensed Premises and has a good and lawful right to enter into this License. The Licensor also covenants with the Licensee that the Licensee, upon paying the fee in the manner specified and performing the conditions, covenants, and agreements herein contained, shall be entitled to use and enjoy the Licensed Premises for the specified term, as described in Paragraph 3.

3. Use and Occupancy of Premises.

Licensee may use and occupy the Licensed Premises for agricultural purposes.

Licensee agrees that he will permit the Licensor to enter the land at any reasonable time for inspection, to conduct soil tests and to make surveys to ensure compliance with erosion control requirements, environmental regulations and any grazing requirements.

The Licensee shall, at the end of each growing season, leave the Licensed Premises in good productivity and seed the Licensed Premises with a cover crop.

4. Term and Options to Extend or Renew.

a. The Effective Date of this License shall be February 1, 2015.

b. The term of this License shall be until December 31, 2015, unless extended by mutual consent of the parties upon notice given on or before November 15, 2015 by either party of intent to seek an extension for one year to December 31, 2016.

The Town of Simsbury retains the right to extend the license on one or both parcels on the renewal date. If the Town continues to license all or part of this land for agriculture use in the future, Licensee shall be given the right-of-first refusal for up to 2 extension periods provided he is in compliance with the existing license.

Licensee shall vacate the Licensed Premises upon the expiration of the term unless the Licensor and Licensee renew this License, execute a new License concerning the Licensed Premises or agree in writing to an extension of the term.

5. Fee.

The License Fee for the term of this License shall be at the rate of Seventy Eight Dollars (\$78.00) per acre for each licensing period in the term, payable upon invoiced for the first year and the first day of March for each year of the option term. All payments are to be made by check payable to the Town of Simsbury.

At the time that the first payment of the License Fee is due in addition to the payment of License Fee, Licensee shall furnish to Licensor:

a. A plan showing how the Licensee will control erosion with respect to the Licensed Premises and conform to the Simsbury inland wetland regulations;

b. A statement indicating which soil or crop products* (fertilizer, etc.) will be used and how often. This statement must be approved in writing by the Conservation Officer of the Town of Simsbury before the Licensee may apply any such materials to the Licensed Premises.

*** NOTE: ONLY ORGANIC PRODUCTS MAY BE USED FOR PEST CONTROL.**

c. A sum in the amount of Twenty and 00/100 (\$20.00) Dollars per acre. This amount may be used by the Licensor to cover the costs of erosion control, seeding the Premises with a cover crop, or applying a necessary fertilizer, insecticide or herbicide to the Premises if the Licensee fails to satisfy any of the conditions hereunder and the Licensor, in its sole discretion, deems it advisable to take any such action. This remedy is not exclusive and is in addition to any and all of Licensor's other remedies hereunder and at law.

This sum shall be returned to the Licensee at the expiration of the term of this License and all extensions if the Licensee has complied with all of the provisions hereunder.

6. Taxes.

Licensor shall pay all real estate taxes and all other taxes, charges and assessments which may be assessed on the Licensed Premises.

7. Compliance with Law.

Licensee shall, during the term hereof, comply with and shall cause the Licensed Premises to comply with all local, state and federal laws and regulations and restrictions.

8. Liens.

Unless otherwise provided herein, Licensee shall keep the Licensehold estate free and clear of liens and encumbrances.

9. Termination.

This License may be terminated at any time by mutual consent of the Licensor and Licensee or in the sole discretion of the Licensor upon thirty (30) days written notice to the Licensee for the Licensor's convenience at any time and without cause.

Should the Licensor unilaterally terminate this License during the growing season under this section or for any reason other than those provided in Section 10 and 13 hereunder, Licensee shall be entitled to reasonable compensation for any limestone, fertilizer or seed for a seed crop (such as corn) that he has applied to the Licensed Premises.

10. Condemnation.

If all or a part of the Licensed Premises are taken by any condemning authority under the power of eminent domain or otherwise or by any purchase or other acquisition in lieu of eminent domain or otherwise, the License shall terminate as of the date when title to the Licensed Premises is acquired by the condemning authority.

If the License is so terminated pursuant to this Paragraph, Licensee shall not be entitled to any damages or compensation of any kind whatsoever which may occur as a result of said taking.

11. Indemnity and Insurance.

The Licensee shall indemnify, defend and hold harmless the Licensor, its agents, officers and employees from and against any and all liability (statutory or otherwise), claims, suits, demands, judgments, costs, interest and expenses (including, but not limited to, attorneys' fees and disbursements) arising from any injury to, or death of, any person or persons or damage to property (including loss of use thereof) related to (a) the Licensee's use of the premises or conduct of business therein including any damage caused by livestock put upon the Licensed Premises, (b) any work or thing whatsoever done, or any condition created (other than by the Licensor, its employees, agents or contractors) by or on behalf of the Licensee in or about the premises, including during the period of time, if any, prior to the term commencement date, that the

Licensee may have been given access to the premises for the purpose of doing any work or cultivation, (c) any condition of the premises due to or resulting from any default by the Licensee in the performance of the Licensee's obligations under this License, or (d) any act, omission or negligence of the Licensee or its agents, contractors, employees, subtenants, licensees or invitees.

In case any action or proceeding is brought against the Licensor by reason of any one or more thereof, the Licensee shall pay all costs, attorney's fees, expenses and liabilities resulting therefrom and shall resist such actin or proceeding if Licensor shall so request, at the Licensee's expense, by counsel reasonably satisfactory to the Licensor.

Licensee shall, at Licensee's expense, obtain and keep in force at all times during the term of this License, comprehensive general liability insurance with an insurance carrier acceptable to Licensor, including broad form general liability endorsement and contractual liability on an occurrence basis and comprehensive auto liability, including owned, non-owned and hired vehicles with limits of not less than ONE MILLION (\$1,000,000.00) DOLLARS combined single limit insuring Licensor and Licensee against any liability arising out of the use, occupancy or maintenance of the Licensed Premises. The limit of said insurance shall not, however, limit the liability of employee hereunder.

Licensee may carry such insurance under a blanket policy provided an endorsement naming Licensor as an additional insured is attached thereto.

12. Sub-letting; Successors and Assigns.

Licensee may not sublet the Licensed Premises or mortgage, sell, assign or transfer his rights pursuant to this License, without the written consent of Licensor.

13. Conditions of Default.

a. Any of the following occurrences or acts shall constitute an Event of Default:

(1) Failure to make any rental payment when due.

(2) Failure to keep and perform any of Licensee's other agreements or obligations hereunder, if such failure shall have continued for fifteen (15) days after written notice by Licensor to Licensee specifying the nature of the default and demanding cure.

b. Upon the occurrence of an Event of Default, and during the continuation thereof, Licensor may, at its option, either:

(1) Proceed by appropriate legal proceedings to enforce performance of the applicable provisions of this License or to recover damages for the breach thereof; or

(2) give Licensee written notice of Licensor's intention to terminate this License on a date so specified, which shall be not less than fifteen (15) days after the giving of such written notice, and upon the date so specified the License shall terminate and all rights of Licensee shall expire, unless before such date all arrearages shall have been fully paid and all other default shall have been fully cured. Licensee agrees to vacate the Licensed Premises within said fifteen (15) day period.

c. In the event of the termination as set forth above, Licensor may re-enter and take possession of the Licensed Premises and may re-let the same upon such terms as it deems advisable.

No termination of this License and no re-entry by Licensor shall prevent Licensor from recovering damages for Licensee's breach. No re-entry by Licensor shall be considered a termination of the License unless written notice of such intention shall have been given to Licensee.

14. Fences, Crops and Trees.

The Licensee agrees that he shall construct and maintain any necessary fences and maintain any existing fences within or adjacent to the Licensed Premises.

All crops produced by Licensee on the Licensed Premises shall be the property of the Licensee.

The Licensee agrees not to cut or remove any existing trees on the Licensed Premises without the written consent of the Licensor.

15. Notice and Demands.

All notices or demands required or permitted hereunder or under any statute shall be in writing and hand-delivered or sent, postage prepaid, via certified mail to:

a. **Licensor:**

First Selectman
Town of Simsbury
933 Hopmeadow Street
P.O. Box 495
Simsbury, Connecticut 06070

b. **Licensee:**

Tim Ryan
The Ryan Family Flower Farm
64 Terry's Plain Road
Simsbury, Connecticut 06070

or at such other address as the parties hereto shall designate in writing in manner above provided.

16. Surrender.

Licensee agrees to surrender possession of the Licensed Premises to Licensor at the termination of this License.

17. Miscellaneous.

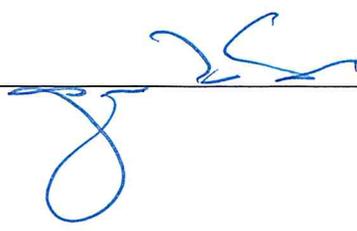
The paragraph headings contained in this License are for reference purposes only and shall not control or affect its scope of interpretation in any respect. This License and its interpretation shall be governed by the laws of the State of Connecticut. The rights and obligations of the parties hereto shall inure to the benefit of, and be binding upon the respective heirs, successors and assigns of the parties.

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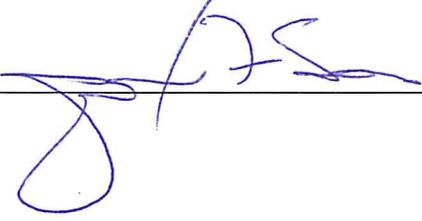
IN WITNESS WHEREOF, the parties hereto have executed this License this 23rd day of ~~January~~ March 2015.

Signed, sealed and delivered
in the presence of:









LICENSOR:
TOWN OF SIMSBURY

By: 

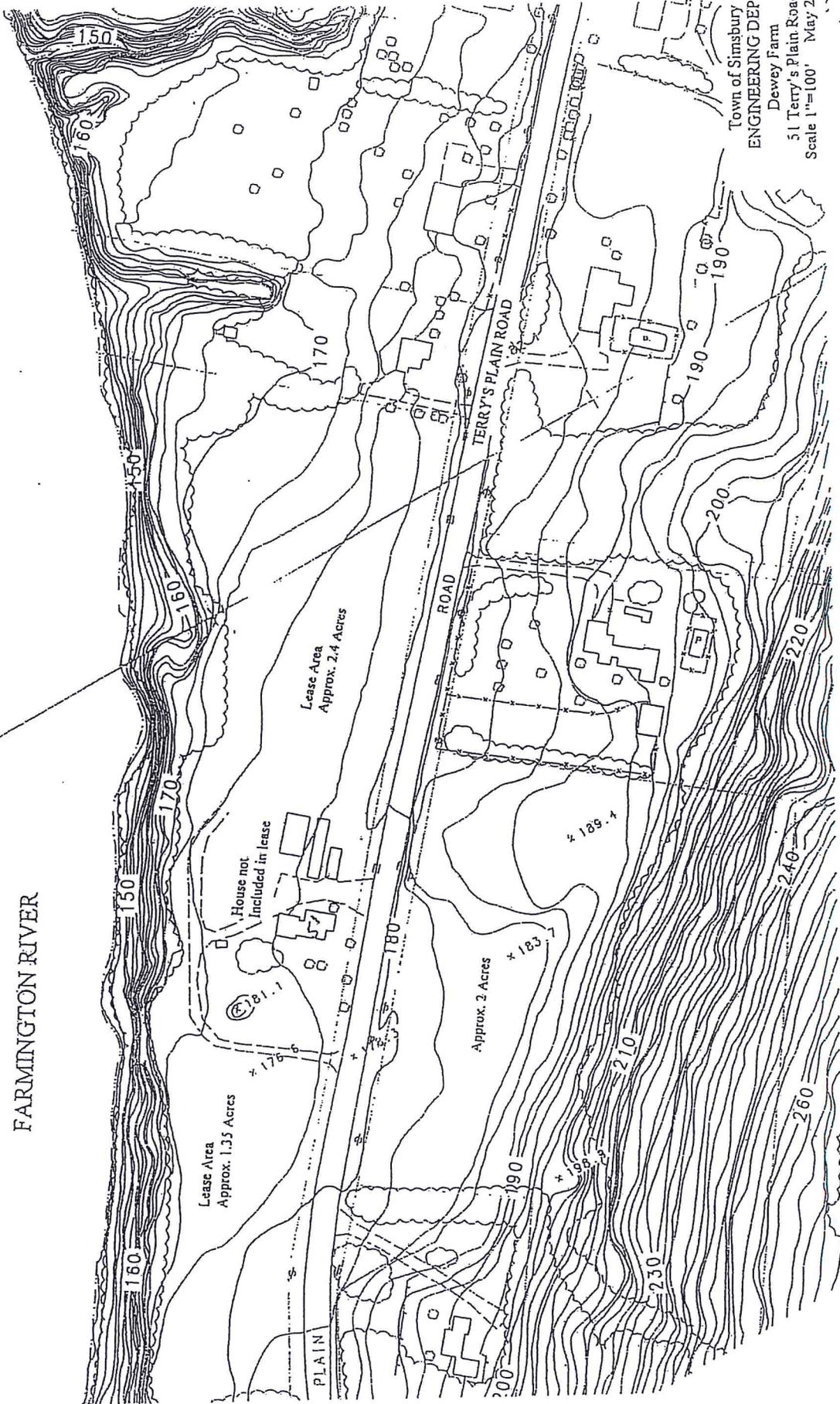
Lisa Heavner
First Selectman

LICENSEE:
THE RYAN FAMILY FLOWER FARM

By: 

Tim Ryan

ATTACHMENT A



Town of Simsbury
ENGINEERING DEP
Dewey Farm
51 Terry's Plain Road
Scale 1"=100' May 2



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Simsbury Republican Town Committee Proposed Re-Appointments/New Appointments to Various Boards/Commissions
2. **Date of Board Meeting:** January 27, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
Re-Appointments:
If the Board of Selectmen supports the Simsbury Republican Town Committee proposed re-appointments, the following motions are in order:

Aging and Disability Commission

Move, effective January 27, 2020 to re-appoint Kathryn Robbins (U) as a Regular Member of the Aging and Disability Committee with a term expiring January 1, 2024.

Building Code Board of Appeals

Move, effective January 27, 2020, to re-appoint William Egan (R) as a Regular Member of the Building Code Board of Appeals with a term expiring January 1, 2025.

Clean Energy Task Force

Move, effective January 27, 2020, to re-appoint Michael Tanca (R) as a Regular Member of the Clean Energy Task Force with a term expiring December 6, 2021.

Move, effective January 27, 2020, to re-appoint Robert Beinstein (U) as a Regular Member of the Clean Energy Task Force with a term expiring December 6, 2021.

Move, effective January 27, 2020, to re-appoint Timothy Walczak (R) as a Regular Member of the Clean Energy Task Force with a term expiring December 6, 2021.

Conservation Commission/IWWA

Move, effective January 27, 2020, to re-appoint Donald Eaton (R) as a Regular Member of the Conservation Commission/IWWA with a term expiring January 1, 2024.

Move, effective January 27, 2020, to re-appoint Jason Levy (R) as a Regular Member of the Conservation Commission/IWWA with a term expiring January 1, 2024.

Historic District Commission

Move, effective January 27, 2020, to re-appoint Dianne Mead (R) as a Regular Member of the Historic District Commission with a term expiring January 1, 2025.

Open Space Committee

Move, effective January 27, 2020, to re-appoint Timothy Walczak (R) as a Regular Member of the Open Space Committee with a term expiring December 6, 2021.

Public Building Committee

Move, effective January 27, 2020, to re-appoint Lucian Dragulski (R) as a Regular Member of the Public Building Committee with a term expiring January 1, 2024.

Move, effective January 27, 2020, to re-appoint Michael Egan (R) as a Regular Member of the Public Building Committee with a term expiring January 1, 2024.

Move, effective January 27, 2020, to re-appoint John Salvatore (R) as a Regular Member of the Public Building Committee with a term expiring January 1, 2024.

Recycling Committee

Move, effective January 27, 2020, to re-appoint Susan Ray (R) as a Regular Member of the Recycling Committee with a term expiring December 6, 2021.

Move, effective January 27, 2020, to re-appoint Mary Turner (R) as a Regular Member of the Recycling Committee with a term expiring December 6, 2021.

Move, effective January 27, 2020, to re-appoint Rosemary Fusco (R) as a Regular Member of the Recycling Committee with a term expiring December 6, 2021.

Tourism Committee

Move, effective January 27, 2020, to re-appoint Sarah Summa (R) as a Regular Member of the Tourism Committee with a term expiring December 6, 2021.

Move, effective January 27, 2020, to re-appoint Katherine Oakes (R) as a Regular Member of the Tourism Committee with a term expiring December 6, 2021.

Move, effective January 27, 2020, to re-appoint Elizabeth Peterson (R) as a Regular Member of the Tourism Committee with a term expiring December 6, 2021.

Move, effective January 27, 2020, to re-appoint Jennifer Leimbach (R) as a Regular Member of the Tourism Committee with a term expiring December 6, 2021.

Water Pollution Control Authority

Move, effective January 27, 2020, to re-appoint Jacques Brignac (R) as a Regular Member of the Water Pollution Control Authority with a term expiring January 1, 2024.

Move, effective January 27, 2020, to re-appoint Edward Kelly (R) as a Regular Member of the Water Pollution Control Authority with a term expiring January 1, 2024.

New Appointments:

If the Board of Selectmen supports the Republican Town Committee's proposed new appointment, the following motion is in order:

Recycling Committee

Move, effective January 27, 2020, to appoint Linda Johnson (R) as a Regular Member of the Recycling Committee with a term expiring December 6, 2021.

5. Summary of Submission:

The Simsbury Republican Town Committee has recommended these appointments.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

- Title of Submission:** Re-Appointments and Appointment to Simsbury Meadows Performing Arts Center Board
- Date of Board Meeting:** January 27, 2020
- Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Linda Schofield, President, Simsbury Meadows Performing Arts Center Board of Directors *Maria E. Capriola*

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

If the Board of Selectmen supports the recommendation from the Simsbury Meadows Performing Arts Center Board of Directors regarding the reappointment of Board members whose terms expired, the following motion is in order:

Move, effective January 27, 2020, to re-appoint Joe Campolieta, Bill Clegg, Jeff Dornenburg and Mike Doyle to the Simsbury Meadows Performing Arts Center Board of Directors with terms expiring April 30, 2022.

If the Board of Selectmen supports the recommendation from the Simsbury Meadows Performing Arts Center Board of Directors regarding the appointment of Lynne Adame as a Board Member, the following motion is in order:

Move, effective January 27, 2020 to appoint Lynne Adame to the Simsbury Meadows Performing Arts Center Board of Directors with a term expiring April 30, 2023.

5. **Summary of Submission:**

SMPAC bylaws provide that the Town appoint a majority of the members of the Simsbury Meadows Performing Arts Center Board of Directors. Additional requirements regarding governance are covered by Section 6 of the Facility Operations Agreement between the Town and SMPAC. Recognizing that finding qualified directors is a difficult task, the SMPAC Board through its Governance Committee, searches out potential directors whose contributions, financially and otherwise, will make them valuable members of the Board.

At the June 11, 2018 Board of Selectmen meeting 10 Simsbury Performing Arts Center Board of Directors were appointed with offsetting terms. Four of those terms expired on April 30, 2019; those individuals are recommended for reappointment tonight. Because their terms expired in April of 2019, and SMPAC Board members typically serve for three year terms, their next term on the Board of Directors will expire on April 30, 2022.

Six members appointed by the Board of Selectmen in 2018 have terms that have not yet expired.

Recently SMPAC increased the amount of directors on its board from 18 to 20. To meet the requirement that a majority of directors are appointed by the Board of Selectmen, another director needs to be appointed by the Board. Chair of the Simsbury Meadows Performing Arts Center Linda Schofield has advanced Ms. Lynne Adame to you for consideration.

If appointed, I recommend Ms. Adame's term expire April 30, 2023 to align with the three year terms of the directors that get appointed or reappointed in the spring when the April 30, 2020 terms expire.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

a) Ms. Adame's Resume

LYNNE R. ADAME

[REDACTED] | Home Office: [REDACTED] (preferred) | Mobile: [REDACTED] | [Linked In](#)

CORPORATE COMMUNICATIONS PROFESSIONAL

- Creative individual with excellent relationship and problem-solving skills
 - Intense work ethic and drive
- Proven ability to motivate, energize and lead to success

Dynamic Communications Executive with more than 25 years' experience developing and implementing strategic communications that support overall business strategy and engage and empower employees around a unified vision.

Successfully improves processes and performance with organization redesign, culture change, employee engagement and business process modification. Possess excellent writing, editing, planning, team, presentation and project management abilities. An effective company spokesperson, skilled at delivering messages in diverse forums with the ability to synthesize complex concepts for multiple and diverse audiences.

KEY STRENGTHS

- Strategic Communications Planning and Execution
- Public Relations, Marketing and Advertising
- Digital and Internet
- Brand Management
- Client Relations
- Employee Engagement
- Employee Recognition
- Creative Services – Writing and Editing
- Project Management and Event Planning
- Change Management

PROFESSIONAL EXPERIENCE

SODEXO NORTH AMERICA – Gaithersburg, MD

COMMUNICATIONS CONSULTANT

PRESENT

Assist with various segments' communications needs, including filling in for Communications Directors on FMLA or assisting with specific projects. Research and writing the [Universities](#) Segment's [President to President](#) thought leadership series.

SODEXO NORTH AMERICA – Simsbury, CT & Gaithersburg, MD

DIRECTOR OF BUSINESS SEGMENT COMMUNICATIONS

2016 to 2018

Developed and executed communications strategy and plans for Sodexo's Government and Senior Living business segments, including internal, external, marketing communications and Public Relations. Responsibilities included senior executive communications including CEOs' external [blogs](#), change management, culture and brand communications, new product launches, employee engagement, diversity and inclusion, and rewards and recognition.

Working with Sodexo's Congressional liaison, developed the "Sodexo in America" Risk Mitigation brief and the U.S. House of Representatives briefing book in consultation with Sodexo's Labor Relations and Legal teams.

SODEXO NORTH AMERICA – Simsbury, CT & Gaithersburg, MD

NATIONAL DIRECTOR OF COMMUNICATIONS CONTENT

2014 to 2016

Guided development and execution of communications strategy and plans for all market segments and functional teams. Internal consultant for all segments and functions, focused on supporting Sodexo's Brand and Quality of Life strategy, employee engagement and pride in the company as fundamental to achieving its objectives.

Liaised with North American Directors of Segment Communications to create communications plans, measure their effectiveness and refine approach based on findings. Responsible for development, maintenance and implementation of the organization's core message platform and ensuring the quality of all Sodexo North America written communications. Led a team composed of three communications specialists, an executive communications manager and the communications manager for Sodexo Canada as well as a translator for Sodexo Canada, for all internal and external deliverables, including executive speeches, presentations,

videos, press releases and blogs. Provide strategic direction for communications initiatives to ensure full alignment with Sodexo Group's Quality of Life strategy as well as Sodexo North America's objectives.

- **Developed productive, collaborative relationships** with Sodexo Group's Communications team, the Communications Business Segment Directors and their internal clients and the Shared Services team
- **Created and executed the Sodexo North America communications plan** for Transformation/Ambition 2025, including videos, blogs, the Sodexo Net intranet, currently being implemented
- **Liaised with Group Communications as the North American lead** for the Healthcare Quality of Life magazine, INVENT, the Ambition 2025 Launch and the eNovChallenge, all launched successfully
- **Editor in Chief of Sodexo's Solutions magazine**
- **Completed 2016 Top Market Mayoral Research Studies** for U.S. and Canada for the PR team

Lynne R. Adame | [REDACTED] | Home Office: [REDACTED] | Page 2

- **Developed the Writing and Editorial Content team's skills and acumen** following the launch of the new Sodexo North America Brand and Communications team in 2014
- **Successfully coached team members through the change management process** to understand their new jobs, Sodexo's strategy and the businesses they support and expanded their research and writing skills to master Public Relations deliverables
- **Successfully integrated two members of the Sodexo Canada Communications team** in early 2016, which necessitated another series of complex process changes
- **IMPACT Mentor, 2016**

SODEXO HEALTHCARE – Simsbury, CT & Gaithersburg, MD

MARKET SENIOR DIRECTOR OF COMMUNICATIONS

2005 to 2013

Developed and executed communications strategy and plans for Healthcare's Market President, four Division Presidents and operations teams in both the Senior Living and Hospitals divisions, reaching 65,000 employees and included internal, external and marketing communications. Responsibilities included senior executive communications, change management, culture and brand communications, new product launches, employee engagement, diversity and inclusion, and rewards and recognition.

- **Served on Healthcare's Executive Council** and as the executive advisor for union-related issues
- **Developed and supervised all aspects of annual meetings and awards events**, including preparation, scripting, and on-site event management
- **Managed Healthcare's Sodexo Net sites** and multiple content owners to ensure quality and brand consistency
- **Liaised with Sodexo North America's Corporate Internal Communications as well as Sodexo Group** as a member of the Corporate Communications' Strategy Team to drive alignment with Sodexo's strategy and initiatives
- **Significantly contributed to Healthcare's 2012 "best employer" 65% employee engagement score** as measured by Aon Hewitt as the architect of the CARES communications strategy
- **Editor-in-Chief and lead writer for *Heart Beat***, the market magazine focused on recognition and human-interest stories for Sodexo's Hospitals, Senior Living clients, and staff, published three times annually; **Lead Writer for Healthcare Market for *Solutions* magazine**, Sodexo North America's client and staff publication.
- Elected to serve as **Chair of Sodexo Women's Network Group (WiNG)**, 2011 to 2013; recruited to return as **WiNG Co-Chair**, 2013-2014; **Director of Communications for Sodexo Organization for disAbilities Resources (SOAR)**, 2008 to 2010; and **Director of Communications for Sodexo's Women's Network Group (WiNG)**, 2005 to 2009.
- **IMPACT Program Mentor, 2014 and 2016**; mentoring relationships continue to the present

COMMUNICATIONS MANAGER

2001 to 2005

Communications lead for Healthcare's patient and resident experience taskforce charged with the development of industry-changing brand initiative. Developed communications plans and deliverables for division presidents. Wrote and edited internal *Team Connections* and external *Insights* magazines. Researched and wrote testimonials and sell sheets for the Healthcare sales team and was the managing editor of Healthcare's Sodexo Net site

- **Developed the Weekly Huddles and the CARES awards, new recognition and communication programs that were instrumental in driving front-line employee engagement to 78%**, exceeding all external benchmarks including U.S. and global corporations, and the global healthcare industry
- **Redesigned Team Connections, the internal divisional magazine to recognize accomplishments of managers and teams** in the field, driving employee engagement and demonstrating Sodexo's value to clients and later evolved it into HeartBeat magazine, reflecting the Patient and Resident Experience brand focus
- **Member of the Healthcare Patient and Resident Experience Taskforce** responsible for the development of Patient and Resident Experience brand initiative with a focus on frontline employee engagement and recognition

LYNNE R. ADAME | [REDACTED] | Home Office: [REDACTED] | Page 3

HONORS & AWARDS:

- **2010 Sodexo Senior Living Award of Excellence**; Recognized for contributions that supported sales growth and operational excellence
- **2009 Platinum Spirit of Sodexo Award, Spirit of Progress, Sodexo North America**; received Sodexo's highest award for Communications' role in Sodexo Health Care's Patient and Resident Experience initiative, which differentiated the company in a commoditized marketplace and achieved "best employer" level in employee engagement
- **2005 and 2007 Healthcare Service Excellence Award for Sales Support**

ADDITIONAL EXPERIENCE

Connecticut Culinary Institute – Farmington, CT

CORPORATE ADVERTISING / MARKETING DIRECTOR

FINANCIAL AID DIRECTOR

ADMISSIONS DIRECTOR

CHEF MANAGER & LIFE ENRICHMENT PROGRAM MANAGER

Stonebridge Inn – Hillsboro, NH

CHEF / OWNER

Culinary Institute of the University of Southern New Hampshire – Manchester, NH

ADJUNCT INSTRUCTOR, MANAGEMENT

Eric Mower Advertising – Syracuse, NY

SENIOR ACCOUNT EXECUTIVE

EDUCATION

Bachelor of Arts in English Literature
Drew University – Madison, NJ
Semester Abroad, University of London

PRESENTATIONS

The 2012 Customer Experience Leadership Conference, the Conference Board, New York, NY:
Reinventing the Healthcare Experience

The Eighth Annual Customer Experience Conference, Marcus Evans, Chicago, IL, 2012:

Enhancing the Healthcare Customer Experience

The 2012 Marketing Forum, La Jolla, CA:

A Journey of Growth; Building a Customer-Centered Culture

The Conference Board, New York and Chicago, 2011:

Reinforcing Employee Commitment through Recognition and Education

American Association of Services and Homes for the Aging (AAHSA), 2006:

Building Your Community's Brand from the Inside Out

Tennessee American Association of Services and Homes for the Aging (AAHSA), 2005:

Building a Powerful Local Brand

CALL TO ORDER

The Regular Meeting of the Board of Selectmen as called to order at 6:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Eric Wellman; Deputy First Selectman Sean Askham, Board members Michael Paine, Wendy Mackstutis, Jackie Battos, and Chris Peterson. Others in attendance included Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; Finance Director Amy Meriwether; Parks and Recreation Director Tom Tyburski; Library Director Lisa Karim, and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Joan Coe, 26 Whitcomb Drive, spoke about FOI requests, payroll discrepancies, lockers being vandalized, employee grievances, and other items.

Wooda McNiven, August Road, spoke about asking for increases in the Board of Selectmen and Board of Education annual contributions and how important it is to donate to SCTV and what an asset it is. He also spoke about obtaining some money from the PEGETIA Grant for new equipment.

Susan Masino, 41 Madison Lane, spoke about a documentary being held on January 27th on the Eastern White Pine at the Simsbury Library at 6:00 p.m. She said some of the pictures were taken at Belden Forest.

Ms. Masino also spoke about an event at The Grange for Martin Luther King, Jr. and possibly having dances there. She also spoke about a secret closet they found at The Grange.

PRESENTATIONS

a) Farmington Valley Health District Strategic Plan Update

Brandon Robertson, Chair of the Farmington Valley Health District, spoke about the five year strategic plan of the Farmington Valley Health District. He said they were founded in 1976 and they started out with only three towns. Simsbury joined in 1987 and now they have ten towns.

Mr. Robertson said they are bound by State requirements. They are now going through an accreditation process. There are three revenue resources for them. The current year per capita contribution is now \$6.05 and they are now advising a \$6.50 per capita contribution for fiscal year 2021.

Jennifer Kertanis, Executive Director, spoke about the driving forces that lead their strategic plan, which are primarily statutory mandates.

Ms. Kertanis said they do need extra staff and went through their needs as presented last year. She also went through their accomplishments. They have now drafted a RFP and are interviewing potential consultants for their health implementation phase.

FIRST SELECTMAN’S REPORT

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

TOWN MANAGER’S REPORT

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

SELECTMEN ACTION

a) Tax Refund Requests

Ms. Mackstutis made a motion, effective January 13, 2020, to approve the presented tax refunds in the amount of \$32,785.33, and to authorize Maria E. Capriola to execute the tax refunds. Mr. Paine seconded the motion. All were in favor and the motion passed.

b) Proposed Donation from Garrity Asphalt Reclaiming, Inc.

Mr. Paine made a motion, effective January 13, 2020, to accept the donation from Garrity Asphalt Reclaiming, Inc. in the amount of \$5,000 for the purpose of supporting Simsbury Community and Social Services Department programs that assist residents in need with our thanks. Mr. Askham seconded the motion. All were in favor and the motion passed.

c) Acceptance of Sponsorships of the 350th Anniversary Celebration Events

Mr. Wellman said the 350th Celebration Committee has been hard at work on this Celebration. Ms. Cook said people have been very generous and they are very thankful. Most events will now be free or at a low cost. They are also selling different merchandise for this event.

Mr. Askham made a motion, effective January 13, 2020, to accept \$18,500 from Ensign Bickford, \$7,500 from McLean, \$5000 from Liberty Bank, and \$5,000 from Tobacco Valley Solar as sponsorships of the 350th Anniversary celebration events with our thanks. Mr. Paine seconded the motion. All were in favor and the motion passed.

d) Proposed Simsbury Public Library PEGPETIA (Public Educational and Governmental Programming & Education Technology Investment Account) Grant

Mr. Wellman said the State makes grants available to public libraries to promote and improve public, governmental and educational access programming in the State.

Mr. Paine made a motion, effective January 13, 2020, to approve the Library’s application for a PEGPETIA grant to fund an upgrade to audiovisual equipment in the Friends of the Simsbury Public Library Program Room, to add equipment to the Innovators’ Workshop Marketspace, and enhance technology offerings in the Children’s Department with our thanks. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

Ms. Mackstutis mad a motion to accept the PEGPETIA grant and to authorize Town Manager, Maria E. Capriola, to execute all documents related to the grant award. Mr. Paine seconded the motion. All were in favor and the motion passed.

e) Supplemental Appropriation – Ice Rink Boiler

Mr. Wellman said they heard that the boiler at the Ice Rink stopped functioning and is unable to repair. Therefore, there was a transfer from the general fund for the new boiler. Ms. Capriola said they will bring this transfer to the Board of Finance for approval.

Mr. Askham made a motion, effective January 13, 2020, to recommend to the Board of Finance a transfer of \$10,000 from the General Fund to the Simsbury Farms Fund to cover the cost of a new boiler. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

f) Temporary Shared Financial Management Services with Board of Education and Finance Director Compensation

Mr. Wellman said the Town and the Board of Education have separate Finance Departments and shared services have been investigated.

Ms. Capriola said the proposal is to share services, due to an unanticipated leave of absence for a staff member. This agreement would be to share services until the end of the year with two additional three month periods renewal periods if needed.

Due to the additional workload of the Finance Director, it was recommended to increase the Finance Director's salary by 10% during this period.

Mr. Askham made a motion, effective January 13, 2020, to authorize Town Manager, Maria E Capriola to execute the Memorandum of Agreement between the Town of Simsbury and the Simsbury Board of Education for Financial Management Services. Further, to authorize an increase in the Finance Director's salary of 10% during the temporary period of shared financial management services between the Town of Simsbury and Simsbury Board of Education. Mr. Paine seconded the motion. All were in favor and the motion passed.

g) Parks and Recreation Special Revenue Fund Analysis

Mr. Wellman said Town staff has been working on an analysis of the Parks and Recreation Special Revenue Fund and they believe that a workgroup to review this analysis and making policy recommendations to the Board would be prudent.

Mr. Peterson made a motion, effective January 13, 2020, to create a workgroup with the purpose to review the Parks and Recreation Special Revenue Fund Analysis and make policy recommendations to the full Board of Selectmen. Further move to create membership slots for the workgroup as follows:

Mr. Peterson and Mr. Askham from the Board of Selectmen

Two member from the Board of Finance

Two members from the Culture, Parks and Recreation Commission

Ms. Battos seconded the motion. All were in favor and the motion passed.

h) Set Public Hearing Date for Small Cities Grant Application

Mr. Wellman said there was a competitive RFP process for a consultant to provide professional and technical services in connection with the Town’s application and implementation activities for the 2020 Small Cities Program. The Town selected the Housing Development Team, LLC to fill this role.

Mr. Askham made a motion, effective January 1, 2020, to set a public hearing to receive public comment on the 2020 Small Cities Program Application for 6:05 p.m. on Monday, February 10, 2020. Ms. Battos seconded the motion. All were in favor and the motion passed.

i) Proposed Fair Housing Policy and Resolution

Mr. Wellman said the Town, on behalf of the Simsbury Housing Authority, received a 2017 Small Cities Grant for critical projects at the Owen L. Murphy Apartments and Virginia Connelly Residences. The Town will now be applying for additional grant funding for capital projects at the Owen L. Murphy Apartments.

Mr. Paine made a motion, effective January 13, 2020, to adopt the Fair Housing Resolution and Fair Housing Policy as presented and to authorize Town Manager Maria E. Capriola to execute the documents. Mr. Askham seconded the motion. All were in favor and the motion passed.

j) Proposed Affirmative Action Policy and Compliance with Title VI of the Civil Rights Act of 1964 Policy

Mr. Wellman said the Town is required by the State to adopt its policies related to Equal Opportunity. There are no proposed changes to the policies as presented from their current form.

Ms. Mackstutis made a motion, effective January 13, 2020, to adopt the Affirmative Action Policy and the Compliance with Title VI of the Civil Rights Act of 1964 Policy as presented and to authorize Maria E. Capriola to execute the documents. Mr. Askham seconded the motion. All were in favor and the motion passed.

k) Gifts of Love Farm Lease Amendment

Mr. Wellman said on September 23, 2019, the Board said the “Gifts of Love” was changing the scope of its educational programming, and that a lease amendment would be needed. This amendment includes an update to Attachment D of their lease.

Mr. Paine made a motion, effective January 13, 2020, to approve the Gifts of Love lease amendment and to authorize Town Manager, Maria E. Capriola to execute all documents related to this lease amendment. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

l) Volunteer Firefighter and Ambulance Personnel Tax Abatement Ordinance

Mr. Wellman said the Board established workgroup on January 28, 2019 to review the Tax Abatement for Volunteer Firefighters and Ambulance Personnel ordinance. Amendments to the Ordinance were adopted at the May 13, 2019 meeting.

The proposed changes to the Ordinance are to increase the maximum abatement amount for FY 2020/21 and FY 2021/22 from \$1000 to \$1500 for members with at least five years of service and increase from \$500 to \$750 for those with at least two years of services, but less than five.

Ms. Battos made a motion, effective January 13, 2020, to reestablish the Tax Abatement for Volunteer Firefighters and Ambulance Workgroup that was originally created on January 28, 2019 for the purpose of reviewing any potential changes to the Volunteer Firefighter and Ambulance Personnel Tax Abatement Ordinance. Further move, to appoint Ms. Mackstutis and Ms. Battos to the workgroup. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

m) Community Choice Aggregation Resolution

Mr. Wellman said at a meeting on October 21, 2019, the Clean Energy Task Force voted to recommend that the Board of Selectmen pass a resolution in support of State CCA legislation, which, if passed, would not require Simsbury to enact CCA, but it would make that option available.

Mr. Paine made a motion, effective January 13, 2020, to adopt the attached resolution in support of state legislation enabling Community Choice Aggregation in Connecticut. Mr. Peterson seconded the motion. All were in favor and the motion passed.

APPOINTMENTS AND RESIGNATIONS

a) Simsbury Democratic Town Committee Proposed Re-Appointments/New Appointments to Various Boards/Commissions

Mr. Askham made a motion, effective January 13, 2020, to re-appoint Lorraine Doonan as an Alternate member of the Aging and Disability Commission with a term expiring January 1, 2022;

To re-appoint Arlene Zappile as an Alternate Member of the Aging and Disability Commission with a term expiring January 1, 2022;

To re-appoint Richard Cortes as an Alternate Member of the Building Code Board of Appeals with a term expiring January 1, 2022;

To re-appoint Samuel Ziplow as an Alternate Member of the Building Code Board of Appeals with a term expiring January 1, 2022;

To re-appoint Mark Scully as a Regular Member of the Clean Energy Task Force with a term expiring December 6, 2021;

To re-appoint Cheri Calnan as a Regular Member of the Clean Energy Task Force with a term expiring December 6, 2021;

To re-appoint Gina Morgan as a Regular Member of the Culture, Parks and Recreation Commission with a term expiring January 1, 2024;

To re-appoint Joseph Daly as a Regular Member of the Recycling Committee with a term expiring December 6, 2021;

To re-appoint Heather Dawson as a Regular Member of the Recycling Committee with a term expiring December 6, 2021

To re-appoint Dominique Avery as a Regular Member of the Tourism Committee with a term expiring December 6, 2021;

To re-appoint Charmaine Seavy as a Regular Member of the Tourism Committee with a term expiring December 6, 2021;

To re-appoint Sheree Landerman as a Regular Member of the Tourism Committee with a term expiring December 6, 2021

To re-appoint Joseph Buda as a Regular Member of the Tourism Committee with a term expiring December 6, 2021;
To re-appoint Patricia Carbone as a Regular Member of the Tourism Committee with a term expiring December 6, 2021;
To re-appoint Lori Lubetkin as a Regular Member of the Tourism Committee with a term expiring December 6, 2021;
To re-appoint Diane Phillips as a Regular Member of the Tourism Committee with a term expiring December 6, 2021;
To re-appoint Paulette Clark as a Regular Member of the Tourism Committee with a term expiring December 6, 2021;
To re-appoint Paul Gilmore as a Regular Member of the Water Pollution Control Authority with a term expiring January 1, 2024;
To appoint Joseph Campolieta as a Regular Member of the Conservation Commission/IWWA with a term expiring January 1, 2024;
And,
To appoint Danielle Celli as a Regular Members of the Culture, Parks and Recreation Commission with a term expiring January 1, 2024.

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

b) Personnel Sub-Committee Proposed Re-Appointments/Appointments and Resignations of Various Boards/Commissions

Ms. Battos made a motion, effective January 13, 2020 to re-appoint Sally Rieger (D) as a Regular Member of the Community for Care Committee with a term expiring December 6, 2021;
To re-appoint Gene Ott (D) as a Regular Member of the Community for Care Committee with a term expiring December 6, 2021;
To re-appoint Cheryl Cook (R) as a Regular Member of the Community for Care with a term expiring December 6, 2021;
To re-appoint Marc Lehman (U) as a Regular Member of the Community for Care Committee with a term expiring December 6, 2021;
To re-appoint Thomas Steen (U) as a Regular Member of the Community for Care Committee with a term expiring December 6, 2021;
To re-appoint Karen Gallagher (U) as a Regular Member of the Community for Care Committee with a term expiring December 6, 2021;
To re-appoint Robert Moran, Jr. (U) as a Hearing Officer with a term expiring December 6, 2021;
To re-appoint Stephen McDonnell (U) as a Hearing Officer with a term expiring December 6, 2021;
To re-appoint T. J. Donohue (D) as a Regular Member of the Hometown Hero Selection Committee with a term expiring December 6, 2021;
To re-appoint Eric Wellman (D) as a Regular Member of the Hometown Hero Selection Committee with a term expiring December 6, 2021;
To re-appoint Mike Paine (R) as a Regular Member of the Hometown Hero Selection Committee with a term expiring December 6, 2021;
To re-appoint Eric Wellman (D) as a Regular Member of the Open Space Committee with a term expiring December 6, 2021;
To re-appoint William Rice (R) as a Regular Member of the Open Space Committee with a term expiring December 6, 2021;
To re-appoint Margery Winters (R) as a Regular Member of the Open Space Committee with a term expiring December 6, 2021;

To re-appoint David Bush (R) as a Regular Member of the Open Space Committee with a term expiring December 6, 2021;

To re-appoint Susan Masino (U) as a Regular Member of the Open Space Committee with a term expiring December 6, 2021;

To appoint Anne Erickson (R) as a Regular Member of the Open Space Committee with a term expiring December 6, 2021.

To accept the resignation of Nancy Scheetz (R) as a Regular Member of the Community for Care Committee with our thanks;

And,

To accept the resignation of Thomas Horan (D) as a Regular Member of the Hometown Hero Selection Committee with our thanks.

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

c) Resignation of Diane Madigan from Zoning Board of Appeals

Ms. Battos made a motion to accept the resignation of Diane Madigan as a Regular Member of the Zoning Board of Appeals retroactive to December 11, 2019 with our thanks. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of December 16, 2019

There were no changes to the Regular Meeting Minutes of December 16, 2019, and, therefore, the minutes were adopted.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

a) Personnel – no report at this time.

b) Finance – no report at this time.

c) Welfare – no report at this time.

d) Public Safety - Mr. Wellman said DEEP has asked for legislation to ban the feeding of wildlife on private residences. We are keeping our ordinance on track right now. Our ban includes removing bird feeders during certain times. There will be more public input before being approved or rejected.

e) Board of Education – Ms. Mackstutis said they were meeting tomorrow night to discuss the 2020 budget and task force. They are meeting three times this year to discuss the facility plan.

Mr. Tyburski said they have meet with the consultants about the Open Space master plan draft. This will be posted on the website. There should be a final report given to the Board of Selectmen in March.

Mr. Wellman said the consultants made recommendations around pollinators.

EXECUTIVE SESSION

- a) Pursuant to CGS §1-200 (6)(D), Discussion of Possible Purchase and Sale of Real Property
- b) Pending Litigation: CTEC Solar v. Town of Simsbury, General Statutes section 1-200(6)(B); Attorney Client Privileged Communication, Section 1-200(6)(E) for the same legal matter

Mr. Askham made a motion to adjourn to Executive Session at 7:12 p.m. Mr. Wellman said Ms. Capriola, Ms. Appleby, Mike Glidden, and Attorney DeCrescenzo will join the Board for item a; and Ms. Capriola, Ms. Appleby, Ms. Meriwether, Francine Butler and Attorney DeCrescenzo will join the Board for item b. Mr. Paine seconded the motion. All were in favor and the motion passed.

ADJOURN

Mr. Wellman made a motion to adjourn the executive session at 8:05pm. Ms. Battos seconded the motion. All were in favor and it passed unanimously.

Mr. Wellman made a motion to adjourn the regular meeting at 8:05pm. Ms. Battos seconded the motion. All were in favor and it passed unanimously.

Respectfully submitted,

Kathi Radocchio
Clerk



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Board of Selectmen Members
From: Maria Capriola, Town Manager
CC: Tom Tyburski; Tom Roy, Orlando Casiano; Mike Wallace
Date: January 27, 2020
Subject: Pesticides/Herbicides Application

Attached you will find correspondence from Bring Your Own Connecticut (BYOCT). The organization is advocating for the “repeal (of) Connecticut’s current law on Pesticide Preemption – a law that prohibits municipalities from enacting their own regulations regarding the use and types of pesticides.” CCM recently forwarded this information to town officials throughout the state. In response to this correspondence I thought it would be helpful to provide a high-level overview of our pesticides and herbicides application on town owned properties and roadways.

Public Works:

Currently, The Highway Department has a long standing program of spraying herbicides behind guard rails throughout the town to control vegetation. This program utilizes a licensed commercial contractor to spray herbicide behind the Town’s guard rails to prevent weeds from growing and interfering with the roadway. We require the applicator to comply with industry standard and state regulations. Further our applicator is using Glyphosate free products. If this work is done by mechanical means, such as weed-whackers, there is a significant risk for injuries associated with debris (bottles) that can collect in these areas.

Generally, when Facilities Maintenance is maintaining buildings and grounds around town (municipal) buildings, organic lawn care practices are utilized. On a few rare occasions we may need the use of an herbicide at a Town building, in which case our Facilities Maintenance staff will request the support of one of the licensed applicators from the Parks Department.

Culture, Parks and Recreation

Currently, staff in the Culture Parks and Recreation Department is maintaining our school and municipal athletic fields, parks, open spaces, and golf course.

State law prohibits the use of pesticides on any school grounds that K-8th grade students attend. The Parks Departments has adjusted their field maintenance practices to meet these requirements. The fertilization, over seeding and aerification programs were adjusted to meet this requirement in an effort to provide quality grounds on a sustainable basis. It should also

be noted that an Integrated Management Plan was developed by Golf Course Superintendent Michael Wallace and put in place to meet this requirement for the school department.

Currently there are six staff members who are licensed applicators. They are Michael Wallace, CGCS and Brian Johnson who both have supervisory licenses while Randy Niederwerfer, Orlando Casiano, Walter Soule and Walter Anderson have their applicators licenses. In order to obtain a license, a testing and education process is required. In order to maintain a license, ongoing continuing education is required. When staff conducts an application of herbicides or pesticides, every application of product that is applied has been recorded and per regulation, summaries of products used have been submitted to the Connecticut Department of Energy and Environmental Protection (DEEP) on an annual basis.

Pesticides are applied to properties once a threshold has been reached that merits control. Depending on the specific area different criteria are used. For example baseball fields at Memorial Park require turf that can sustain rapid stopping, turning and running forces for player safety. Those turf areas require that white grubs that feed on the turf grass roots be controlled on a preventative basis. The rough areas on the golf course have no such requirement, which allows those areas to only receive spot treatment once actual damage is noticed. Each area is evaluated for public safety and where necessary measures are taken to control the target pests. Poison Ivy is a good example of a problem that if left unchecked can over take fence lines and borders of treed areas. Poison Ivy is controlled on a spot basis in areas like the Rails for Trails and within parks where appropriate.

Next Steps

The Connecticut Recreation and Parks Association is expected to respond to this correspondence and take a position on the matter. Other staff professional organizations may do the same. Staff will continue to monitor the issue. Any questions or concerns, please don't hesitate to reach out to me.



January 13, 2020

Dear First Selectman, First Selectwoman, Mayor, Town Council Chair/s –

We are a coalition of Connecticut citizens (tax payers), grass roots advocates and non-profit organizations working together to build a healthier state by responsibly protecting its natural assets.

We are writing to ask that you consider joining our statewide effort to repeal Connecticut's current law on Pesticide Preemption – a law that prohibits municipalities from enacting their own regulations regarding the use and types of pesticides -- by signing on to the growing list of towns/cities and statewide supporters.

Pesticides include a broad range of chemicals used to eradicate both pests and plants. We believe that pesticide preemption (Chapter 441 of the General Statutes) 1) unfairly limits the power of towns and cities, and 2) creates a barrier for communities that wish to restrict the use of unnecessary and harmful chemicals that endanger people and pollute rivers, lakes and soil.

Many attempts have been made at the state level to reverse this preemption policy, but never before has there been a statewide coalition working together to push for it. Right now only the DEEP Commissioner has the authority to regulate. We invite you to join this coalition so your town/city can develop and enact its own policies that improve upon what DEEP requires.

Please let us know if you agree with any of the following principles:

1. Municipalities should not be preempted from developing their own pesticide policies that may be more restrictive than DEEP policies.
2. DEEP must digitize the pesticide registration system and make it online accessible to the public. Maintaining records in an orderly fashion is critical to any system, especially one that directly impacts people and property.
3. DEEP must establish a new framework for regulating pesticides going forward. A best practices model would defer questions of safety to the most respected scientific body, the World Health Organization's IARC (International Agency on Research for Cancer), the agency whose sole mission is to assess cancer risk. IARC analyzes cancer research to make determinations about the relative safety of various substances. When IARC determines that a substance is a "known or suspected human carcinogen" that is an extremely high threshold, met only if studies confirm this conclusion beyond a reasonable doubt. When science is irrefutable, it should guide our public policy. And when a pesticide causes cancer in people it should be regulated.

Thank you for taking the time to consider our proposal to empower municipalities to protect their own residents and natural resources. We hope to earn your support and show the General Assembly that this is what the people of Connecticut support.

If you would like your town/city to be counted in the growing list of supporters for the above principles please email me back at byo@byoct.org and if possible, attach the seal of your Town/City.

Respectfully,
Jeanine Behr Getz
Founder, BYOCT - www.byoct.org

COALITION OF SUPPORTERS (in formation) FOR:
Statewide effort to repeal Connecticut's current law on Pesticide Preemption



Washington Environmental Council



2020 Census Toolkit

The 2020 Census is fast approaching-- and towns and cities should be gearing up for the decennial event. The Census population counts have major implications for how an estimated \$675 billion dollars is distributed to municipalities each year. In Connecticut, almost \$8 billion in federal aid allotted to the state is based, in part, on census data. Redistricting of legislative districts and enforcement of statutes affecting voting rights rely on decennial Census data. The Census has a major effect on communities, and local leaders can play a significant role in its success. Municipalities can:

1. Inform residents that the census is easy and the data is protected.
2. Create or join a Complete Count Committee in your area.
3. Partner with other trusted voices and influential leaders who are committed to increasing census participation.
4. Educate your residents on the importance of completing the census.
5. Help with recruiting for census jobs.

Goal: An Accurate Population Count

The 2020 Census seeks to establish an accurate count of the nation's population and has been conducted every ten years since 1790, as mandated by the U.S. Constitution. The census is required, important, and can have a significant impact on your community's bottom line. Census data is used for

- federal, state, and local funding distributions
- intergovernmental agreements
- drawing state and federal legislative districts
- school districts
- congressional reapportionment
- decision-making by businesses on where to locate and invest.

Given the importance of an accurate census count for towns and cities in Connecticut, CCM has created this toolkit to provide resources to municipal officials.

Complete Count Committees

The goal of the Census Bureau is a complete and accurate census.

Ultimately, the success of the census depends on everyone's participation. If you haven't already done so, convene or participate in a Complete Count Committee. State and municipalities, businesses and community leaders form Complete Count Committees to encourage participation in their community. They let their communities know that the census is easy, safe and important.

If you need help with forming or sustaining a Complete Count Committee, please read the [Complete Count Committees pamphlet](#). You can also contact the Census Bureau [regional office covering your area](#). You can find your regional office at <https://www.census.gov/about/contact-us/regions.html>.

The State of Connecticut provides several examples of how the census data is used:

- **School Districts:** Accurate counts of the student population by age, sex, race, ethnicity, and address are necessary for short- and long-term enrollment projections and planning initiatives. The Educational Cost Sharing (ECS) formula is derived, in part, using census inputs.
- **Funding Streams:** The census is the foundation for official state, county, and municipal estimates upon which per capita funding allocations are determined. Funding allocation streams include federal, state, local allocations as well as grants from the federal and state governments and for profit and non-profit organizations.
- **Health Statistics:** Accurate population counts from the 2020 census will directly impact the accuracy of major public health statistics: birth rates, infectious and chronic disease rates, cancer incidence rates, mortality rates, and indicators of health that are based on survey data – all of which are stratified by age, sex, race and ethnicity in order to target public health interventions.
- **Emergency Preparedness and Programmatic Planning:** Local health districts utilize census data for preparedness planning (e.g., immunizations, shelters), programmatic health planning for towns, identifying vulnerable populations (elderly, very young, pregnant), and steering funds.
- **Municipal Planning:** Predicting economic changes on the horizon (such as those that affect tax revenue) and transportation, housing, public safety, and other needs and trends.

- **Representation in the General Assembly:** The data from the decennial census are used to create Connecticut's voting districts which in turn are used for house and senate districts in the General Assembly.
- **Long-Term Impact on Municipalities:** Complete addressing affects municipalities in a long-term way. While the 2020 census occurs on April 1, 2020, the Census address file is used by the American Community Survey and other census products for the entire decade. *Under-representation can have a ten-year impact on population estimates and misrepresentation of demographics in 2020 can lead to long-term miscalculations.*

DHS Sharing Citizen Information with Census

The US Department of Homeland Security is sharing citizenship information with the US Census Bureau, as a result of an Executive Order, according to several sources:

- NBC News article: <https://www.nbcnews.com/politics/immigration/homeland-icurity-share-citizenship-data-census-n1111566>
- NPR story: <https://www.npr.org/2020/01/04/793325772/to-produce-citizenship-data-homeland-security-to-share-records-with-census>
- Department of Homeland Security notice: <https://www.dhs.gov/publication/dhsallpia-079-department-homeland-security-dhs-immigration-related-information-sharing>

The Executive Order is being challenged in federal court.

We will keep you apprised of further developments.

Preparing for the 2020 Census

The National League of Cities has released *Preparing for the 2020 Census*, a municipal action guide that will help cities navigate the upcoming census. [Visit NLC.org/census](http://NLC.org/census) to find the full guide and a census checklist.

Articles

- An article on how California plans to count the homeless in the 2020 census: <https://www.ppic.org/blog/2020-census-counting-californias-homeless-population/>
- Public Policy Institute of California, 2020 Census page: <https://www.ppic.org/topics/trending-2020-census/>
- Census guidelines -- Fighting 2020 Census Rumors: <https://2020census.gov/en/news-events/rumors.html>

Resources

- [Community Partnership and Engagement Program \(CPEP\)](#)
- [U.S. Census Bureau at a Glance](#)
- [How the Census Benefits Your Community](#)
- [Response Outreach Area Mapper](#)
- [Census jobs](#)
- [Community Outreach Toolkit](#)
- City University of New York [interactive map](#)-search your community and get data on what neighborhoods require specific attention
- [Census.gov](#)
- [BeCountedmi2020.com](#)
- [nlc.org/census](#)

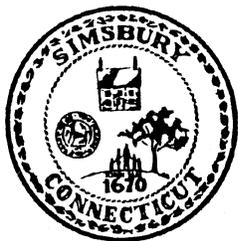
For more information, contact Ron Thomas, CCM Deputy Director (rthomas@ccm-ct.org; 203-498-3022) or George Rafael, Director of CCM Municipal Resource and Service Center (grafael@ccm-ct.org; 203-498-3063).

Ronald W. Thomas
Deputy Director
Connecticut Conference of Municipalities
545 Long Wharf Drive, 8th Floor
New Haven, CT 06511
Phone: 203-498-3000
rthomas@ccm-ct.org



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Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

January 27, 2020

Robert DeCrescenzo
Town Attorney
Updike, Kelly and Spellacy
100 Pearl St., 17th Floor
P. O. Box 231277
Hartford, CT 06123-1277

Re: Legal Opinion Request

Dear Bob,

There are a number of sections of the Charter that define the Town Manager's duties and responsibilities for budgeting and personnel matters. Similarly there are sections of the Charter that define the Police Commission's duties related to budget development, personnel, and collective bargaining matters. The Police Commission has expressed a desire for clarification on respective duties and responsibilities of the Town Manager and Police Commission in these three areas. I join the Commission in their desire for clarification.

Charter sections that define the Town Manager's duties include but are not limited to: Section 502A7, 802, 803, and 804 (budgeting); 502A, 502B (managing departments); and 502C (personnel). Examples of this in the Charter regarding the Police Commission's duties include but are not limited to: Section 614 (c) (budgeting); 614 (d) (personnel); and 614 (e) (collective bargaining).

In particular, the Commission and I would benefit from a legal opinion detailing which budget development, personnel, and collective bargaining duties, may overlap between the Town Manager and Police Commission. Additionally, if there are budget development, personnel or collective bargaining duties that are not shared responsibilities, I would appreciate clarification on those duties as well.

In addition, the Police Commission has asked for clarification of its role or presence in day-to-day labor relations. I would appreciate clarifying this issue further, giving consideration to MERA, FOIA, and statutes regarding police commissions, and how that body of state law impacts labor-relations and collective bargaining (i.e. mandatory v. permissive subjects of bargaining, holding meetings as a single member agency or as a public agency, etc).

Telephone (860) 658-3230
Facsimile (860) 658-9467

townmanager@simsbury-ct.gov
www.simsbury-ct.gov

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8:30 - 1:00 Friday

2337928

Another issue I would appreciate vetting further is around budget development. My understanding of the Charter and past practice is that the Town Manager is responsible for developing and submitting an annual operating and an annual capital budget to the Board of Selectmen for consideration and that as Manager, I have the ability to modify or alter budget proposals received by department heads and Boards and Committees, such as the Police Commission. Clarification on this matter would be appreciated.

Regards,

Maria E. Capriola

Maria Capriola
Town Manager

DRAFT

Town of Simsbury
SIMSBURY POLICE COMMISSION

Simsbury Police Commission
c/o Edward M. Cosgrove, Chairman
P.O. Box 403
Simsbury, Connecticut 06070

January 22, 2020

Board of Selectmen
Town of Simsbury
933 Hopmeadow Street
Simsbury, Connecticut 06070

Dear Board Members,

The Simsbury Police Department (SPD) is nationally certified by CALEA (the Commission on Accreditation for Law Enforcement Agencies). Simsbury is ranked third out of Connecticut's twenty "safest" communities by SafeWise. Despite this, the SPD is facing immediate and serious challenges, related to both process and substance, to its ability to maintain the exceptional level of community service for which it is known. We request your immediate assistance with these matters.

With regard to process, there have been conflicting interpretations of the Simsbury Town Code, the Simsbury Town Charter, and the Connecticut General Statutes with respect to the power and authority of both the Simsbury Police Commission (SPC) and the Town Manager concerning the SPD. Members of the SPC, both individually and as a whole, have raised concerns and questions about the interpretation of these provisions. Attempts to resolve the growing conflicts since Simsbury's change of government form over two years ago, have been unsuccessful and the lack of a clear path forward is detrimental.

On December 23, 2019, Deputy First Selectman Sean Askham, acting as the Board of Selectman (BoS) liaison to the SPC, was briefed on the SPC's serious concerns. Specifically, the SPC perceives there to be misinterpretations of the Town Charter and State Statutes regarding the role of the police commission; and, the Town Manager's authority concerning police department policies, personnel, budgetary, and collective bargaining matters. The BoS is mandated to review the Town Charter from time to time as it deems to be in the best interests of the Town. As we explained to Deputy First Selectman Askham, the SPC believes it is in the best interests of the town to do so now.

The SPC respectfully requests that the BoS, in a timely manner, instruct impartial outside counsel to review the relevant sections of the Simsbury Town Code, the Simsbury Town Charter, and the Connecticut General Statutes to clarify the Town Manager's role and authority concerning police department policies, and personnel, budgetary, and collective bargaining matters. We ask that impartial outside counsel review all relevant sections of the Town Code, Charter and Connecticut General Statutes, including but not limited to Chapter 52, Section 52-4 (4) of the Code, Chapter VII, Section 707, Chapter VI, Section 614, and Chapter V, Section 502 of the Simsbury Town Charter, as well as Sections 7-274 and 7-276 of the Connecticut Statutes.

Following such review, we ask that the BoS provide written guidance to the SPC and the Town Manager as to the applicability and meaning of said sections to their responsibilities. We believe that this should be done immediately. This matter is urgent, especially in light of ongoing ex parte negotiations between the Town Manager and a representative of the IBPO Police Union, the details of which have been withheld from the SPC.

The SPD is also facing substantive policing challenges. With the erection of various multi-family housing units, Simsbury is experiencing extraordinary population growth. The SPD, while historically only marginally understaffed, is now operating at 1.5 officers per 1000 residents. Comparable towns, per the Personnel Sub-Committee, of Avon, Bloomfield, Canton, Farmington, Glastonbury, Granby, Newington, Rocky Hill, Southington, South Windsor, West Hartford, and Wethersfield, operate at 1.76 officers per 1000 residents. SPD's staffing shortage is at both officer-on-the street and command-staff levels, and has led to ballooning overtime costs.

Further, there have been incremental cuts to private-duty funding for various needs in our community. For example, the Simsbury Meadows Performing Arts Center appropriated a specialized lower private-duty rate for all of its functions which then affected the SPD's budget on multiple fronts. The SPC was, shockingly, excluded from negotiations on this matter.

Funding requests for increased staff, as well as for improvements in equipment that other departments throughout Connecticut utilize, such as body cameras, have been denied for too long. We ask that you provide the SPD with necessary support to maintain the exceptional level of community service for which it is known.

Again, these concerns have been simmering for over two years, since the change in Simsbury's form of government. Multiple attempts at resolving them have been unsuccessful. The need for clarity as to the SPC's authority and the role of the Town Manager is imperative. As such, we ask that you respond to this request by March 1, 2020.

Respectfully submitted,
Simsbury Police Commission



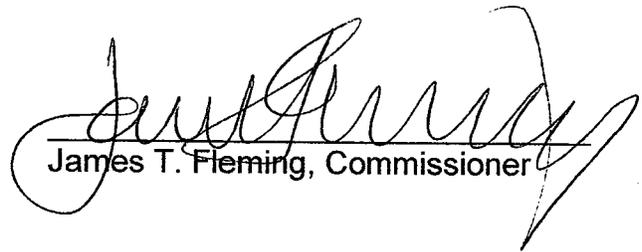
Edward M. Cosgrove, SPC Chair



Terry Fogarty, SPC Clerk



Jennifer M. Caulfield, Commissioner



James T. Fleming, Commissioner



Michael T. Long, Commissioner

cc: Eric Sean Wellman, First Selectman
Sean P. Askham, Deputy First Selectman
Wendy G. Mackstutis, Selectman
Jackie Battos, Selectman
Mike R. Paine, Selectman
Chris Peterson, Selectman
Maria Capriola, Town Manager
Nicholas Boulter, Police Chief