



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN

Regular Meeting – January 8, 2024 – 6:00 p.m.

Main Meeting Room, Simsbury Town Hall

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

- Participants can address the Board of Selectmen in person at the meeting
- Email townmanager@simsbury-ct.gov by noon on Monday, January 8, 2024 to register to address the Board of Selectmen live through Zoom
- Written comments can be emailed to townmanager@simsbury-ct.gov. Written comments will not be read into the record, but forwarded to all Selectmen via email

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

CONSENT AGENDA

SELECTMEN ACTION

- a) Donation from the Simsbury Volunteer Fire Department's Ladies Auxiliary
- b) Donation from the Archdiocese of Hartford
- c) Donation from Garrity Asphalt Reclaiming, Inc.
- d) Tax Refund Requests
- e) 2024 Simsbury Farms Golf Course Fee Schedule
- f) 2024 Aquatic Facility and Day Camp Fee Schedule
- g) Donation of Dial-A-Ride Bus to the Fire District
- h) American Rescue Plan Act Grant Application for Senior Center Improvements
- i) Discussion of Simsbury Volunteer Ambulance Association Presentation from December 19, 2023

APPOINTMENTS AND RESIGNATIONS

- a) Appointments and Reappointments to Various Boards and Commissions

REVIEW OF MINUTES

- a) December 18, 2023 Regular Meeting
- b) December 19, 2023 Special Meeting

COMMUNICATIONS

- a) Memorandum from K. Formanek re: Energy Assistance & Keep Simsbury Warm, dated January 4, 2024

EXECUTIVE SESSION

- a) Pursuant to General Statutes Section 1-200(6)(B): Pending Litigation

ADJOURN



Town of Simsbury

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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

- 1. Title of Submission:** Donation from the Simsbury Volunteer Fire Department's Ladies Auxiliary
- 2. Date of Board Meeting:** January 8, 2024
- 3. Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Kristen Formanek, Director of Community and Social Services

- 4. Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports acceptance of the donation from the Simsbury Volunteer Fire Department's Ladies Auxiliary, the following motion is in order:

Move, effective January 8, 2024, to accept the monetary donation of \$2,000 from the Simsbury Volunteer Fire Department's Ladies Auxiliary for the purpose of supporting the Keep Simsbury Warm program.

- 5. Summary of Submission:**
The Fire Department's Ladies Auxiliary has provided a financial donation in the amount of \$2,000 to the Community and Social Services Department's Keep Simsbury Warm program. The donation will be used to aid residents in need with their home heating costs and utility bills.

Chapter 100 of our Code of Ordinances, "Gift Policy" Section 100-2 "Monetary Donations", states that no donation of more than \$1,500 may be accepted without Board of Selectmen approval.

If the donation is accepted we will direct staff to send a thank you letter to the Auxiliary.

- 6. Financial Impact:**
The funds would be deposited into a Social Services special revenue fund used for this purpose.
- 7. Description of Documents Included with Submission:**
None



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Donation from the Archdiocese of Hartford
2. **Date of Board Meeting:** January 8, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Kristen Formanek, Director of Community and Social Services
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports acceptance of the donation from the Archdiocese of Hartford, the following motion is in order:

Move, effective January 8, 2024, to accept the monetary donation of \$2,100 from the Archdiocese of Hartford for the purpose of supporting Simsbury Community and Social Services Department's Food Pantry program.
5. **Summary of Submission:**
The Archdiocese of Hartford has provided a financial donation in the amount of \$2,100 to the Community and Social Services Department. The donation will be used to provide financial support for the Simsbury Food Pantry.

Chapter 100 of our Code of Ordinances, "Gift Policy" Section 100-2 "Monetary Donations", states that no donation of more than \$1,500 may be accepted without Board of Selectmen approval.

If the donation is accepted we will direct staff to send a thank you letter to the Archdiocese.
6. **Financial Impact:**
The funds would be deposited into a Social Services special revenue fund used for this purpose.
7. **Description of Documents Included with Submission:**
None



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Donation from Garrity Asphalt Reclaiming, Inc.
2. **Date of Board Meeting:** January 8, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Kristen Formanek, Director of Community and Social Services
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports acceptance of the donation from Garrity Asphalt Reclaiming, Inc., the following motion is in order:

Move, effective January 8, 2024, to accept the monetary donation of \$10,000 from Garrity Asphalt Reclaiming, Inc. for the purpose of supporting the Keep Simsbury Warm Program.
5. **Summary of Submission:**
Garrity Asphalt Reclaiming, Inc. has provided a financial donation in the amount of \$10,000 to the Community & Social Services Department's Keep Simsbury Warm program. The donation will be used to aid residents in need with their home heating costs and utility bills.

Chapter 100 of our Code of Ordinances, "Gift Policy" Section 100-2 "Monetary Donations", states that no donation of more than \$1,500 may be accepted without Board of Selectmen approval.

If the donation is accepted we will direct staff to send a thank you letter to Garrity Asphalt Reclaiming, Inc.
6. **Financial Impact:**
The funds would be deposited into a Social Services special revenue fund used for this purpose.
7. **Description of Documents Included with Submission:**
None



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** January 8, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Colleen O'Connor, Tax Collector

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 8, 2024, to approve the presented tax refunds in the amount of \$10,055.70, and to authorize Town Manager, Marc Nelson, 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 \$10,055.70. The attachment dated January 8, 2023 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
 - a) Requested Tax Refunds, dated January 8, 2023

REQUESTED TAX REFUNDS
JANUARY

	BILL NUMBER	TAX	FIRE	INTEREST	TOTAL
List 2021					
Total 2021		\$0.00	\$0.00	\$0.00	\$0.00
List 2022					
FLT Canal Place Flte LLX	22-01-2670	\$30.00			\$30.00
Murphy, Laudati, Kiel & Rattigan LLC	22-01-1594	\$30.00			\$30.00
Nigro Laura (LU)	22-01-5841	\$203.67			\$203.67
Sickinger, Eileen	22-01-7443	\$3,281.41			\$3,281.41
Thompson, Camilla B & Paul D	22-01-8107	\$529.76			\$529.76
Williams, Stoddard & Joan	22-01-8670	\$1,739.95			\$1,739.95
Fukawa Hirokazu	22-03-56470	\$11.46	\$0.37		\$11.83
Honda Lease Trust	22-03-58518	\$529.18	\$17.17		\$546.35
Levin, David	22-03-61125	\$600.25	\$19.48		\$619.73
Nissan Infiniti LT LLC	22-03-62925	\$469.69	\$15.24		\$484.93
Nissan Infiniti LT LLC	22-03-63912	\$170.77	\$5.54		\$176.31
Nissan Infiniti LT LLC	22-03-63895	\$500.42	\$16.24		\$516.66
Toyota Motor Credit Corp	22-03-69281	\$123.81	\$4.02		\$127.83
Toyota Motor Credit Corp	22-03-69280	\$362.13	\$11.75		\$373.88
VT INC TSTEE Wolt	22-03-70131	\$495.28	\$16.07		\$511.35
VW Credit Leasing	22-03-70220	\$977.92	\$31.73		\$1,009.65
Total 2022		\$10,055.70	\$137.61	\$0.00	\$10,193.31
TOTAL 2021		\$0.00	\$0.00	\$0.00	\$0.00
TOTAL 2022		\$10,055.70	\$137.61	\$0.00	\$10,193.31
TOTAL ALL YEARS		\$10,055.70	\$137.61	\$0.00	\$10,193.31



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** 2024 Simsbury Farms Golf Course Fee Schedule
2. **Date of Board Meeting:** January 8, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Tom Tyburski, Director of Culture, Parks & Recreation
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectman is in concurrence with the recommendation from the Culture, Parks & Recreation Commission and supports the proposed 2024 Simsbury Farms Golf Course fee schedule as presented, the following motion is in order:

Move, effective January 8, 2024, to approve the 2024 fee schedule for the Simsbury Farms Golf Course as presented.
5. **Summary of Submission:**
For the 2024 season at the Simsbury Farms Golf Course, staff is proposing small increases ranging from \$1 to \$2 to the weekday and weekend green fees for Juniors and Seniors. For 2024, we are proposing increases of \$50 to \$100 for Season Pass fees. Additionally, small increases in the rates for golf cart rentals and driving range balls are also proposed. The fee schedule was endorsed unanimously by the Culture, Parks & Recreation Commission at their December 5, 2023 meeting.
6. **Financial Impact:**
Based on staff's revenue projections, the 2024 Golf Course fee schedule changes are projected to generate an estimated additional \$55,401 in revenue. Revenue from the Golf Course is accounted for in the Parks and Recreation Special Revenue Fund.
7. **Description of Documents Included with Submission:**
 - a) Simsbury Farms Golf Course Annual Fee Schedule



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** 2024 Aquatic Facility and Day Camp Fee Schedule
2. **Date of Board Meeting:** January 8, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Tom Tyburski, Director of Culture, Parks & Recreation

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

If the Board of Selectman is in concurrence with the recommendation from the Culture, Parks & Recreation Commission and supports the proposed 2024 Aquatic Facility and Day Camp fee schedule as presented, the following motion is in order:

Move, effective January 8, 2024, to approve the Culture, Parks & Recreation Department's 2024 fee schedule for Aquatic Facilities and Day Camp programs as presented.

5. **Summary of Submission:**

For 2024, Culture, Parks & Recreation Department staff is proposing increases to some aquatic facility season pass rates, programs and summer day camp program rates to primarily meet the increasing seasonal staff costs due to the accelerating increases in the minimum wage rate. The fee schedules were endorsed unanimously by the Culture, Parks & Recreation Commission at their December 5, 2023 meeting.

Culture, Parks & Recreation Commission members have again expressed that they feel these fees are becoming unaffordable for many of Simsbury's struggling households. They once again encourage the Boards of Selectman and Finance to again review the structural deficiencies within the Parks and Recreation Special Revenue Fund to relieve the need for increased fees to cover expenses that are not directly involved in the program delivery.

The process to determine fees involved a review of fees charged by other local municipalities for like services, as well as, a review of our facility and program usage over the past four years (not including 2020). It should be noted that our daily admission fees, season pool passes, and swim lessons have been the highest of our regional competition.

6. **Financial Impact:**

Based on the average of the last four years of participation (not including 2020), the 2024 recommended Aquatics Facility fee schedule is projected to generate an estimated \$8,895 in additional revenue for our aquatics program.

Based on the average of the last four years of day camp participation (not including 2020), the 2024 recommended Day Camp fee schedule is projected to generate an estimated \$85,084 in additional revenue for our day camp program. The Day Camp projected revenue increase is more than usual due to the anticipated return of the Teen Summer Adventure Camp.

Revenue from camps and aquatics is accounted for in the Parks and Recreation Special Revenue Fund.

7. Description of Documents Included with Submission:

- a) Aquatic Facility & Day Camp Annual Fee Schedule

2024 AQUATIC AND DAY CAMP FEES

ANNUAL RECREATION FEES	2018	2019	2020	2021	2022	2023 Approved	2024 Proposed	Projected Additional Revenue (based on 4 yr. avg)		
Aquatics	Preseason ended May 31	Preseason ended May 1	Presale ends May 31							
Season Passes	Presale/In Season									
Family of 4 **	\$125.00/\$175.00	\$130.00/\$199.00	\$145/\$200	\$155/\$210	\$170/\$230	\$175/\$235	\$175/\$235			2023 Below 4 year average
Individual	\$70.00/\$95.00	\$75.00/\$109.00	\$80/\$110	\$85/\$115	\$90/\$125	\$90/\$125	\$90/\$125			2023 Below 4 year average
Additional	\$20.00/\$25.00	\$25.00/\$29.00	\$25/\$30	\$30/\$35	\$35/\$45	\$40/\$55	\$40/\$55			2023 Below 4 year average
Senior	\$35.00/\$45.00	\$35.00/\$45.00	\$40/\$50	\$40/\$50	\$45/\$60	\$45/\$60	\$45/\$60			2023 Above 4 year average
Non Resident Family of Four	\$175.00/\$230.00	\$180.00/\$269.00	\$200/\$300	\$210/\$300	\$230/\$320	\$235/\$325	\$235/\$325			2023 Below 4 year average
Non Resident Individual	\$95.00/\$145.00	\$100.00/\$159.00	\$110/\$170	\$115/\$175	\$120/\$185	\$120/\$185	\$120/\$185			2023 Below 4 year average
Non Resident Additional	\$55.00/\$60.00	\$60.00/\$69.00	\$60/\$70	\$70/\$80	\$75/\$90	\$80/\$95	\$80/\$95			2023 Below 4 year average
Non Resident Senior	\$50.00/\$60.00	\$50.00/\$65.00	\$55/\$70	\$60/\$75	\$65/\$85	\$65/\$85	\$65/\$85			2023 Above 4 year average
Session Fees										
Resident	\$5.00	\$5.00	\$5.00	\$7.00	\$7.00	\$7.00	\$7.00			2023 Below 4 year average
Non-resident	\$7.00	\$7.00	\$8.00	\$9.00	\$9.00	\$9.00	\$9.00			2023 Below 4 year average
After 6:00 p.m. Resident	\$2.50	\$3.00	\$3.00	\$5.00	\$5.00	\$5.00	\$5.00			2023 Above 4 year average
After 6:00 p.m. Non-Resident	\$3.50	\$4.00	\$5.00	\$7.00	\$7.00	\$7.00	\$7.00			2023 Above 4 year average
Discount Card (Res/Non-Res)	\$50/\$70 - 11 visits	\$50/\$70 - 11 visits	\$50/\$80 - 11 visits	\$70/\$90 - 11 visits			2023 Above 4 year average			
Learn-to-Swim	\$ 40.00/\$50.00	\$ 40.00/50.00	\$50/\$60	\$50/\$60	\$55/\$65	\$55/\$65	\$60/\$70	\$8,250.00		2023 Above 4 year average
Swim Team	\$140.00	\$145.00	\$155.00	\$160.00	\$170.00	\$170.00	\$175.00	\$645.00		2023 Above 4 year average
Pool Rental (per 2 hrs.)	\$450.00	\$450.00	\$450.00	\$500.00	\$500.00	\$550.00	\$550.00			
		TOTAL						\$ 8,895.00		
Day Camps										
Camp Stuff-Ta-Doo	\$165.00	\$175	\$195	\$205	\$219	\$229	\$245	\$11,584		2023 Above 4 year average
Awesome Adventure	\$265.00	\$235	\$265	\$275	\$285	\$295	\$350	\$73,500		Have not run program since 2019
	(1 child season)	TOTAL						\$85,084		
** Pass rates are discounted prior to June 1 (pass option only)										
<p>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.</p>										

2024 AQUATIC AND DAY CAMP FEES

Program and Facility Participation Numbers 2016-2023 Seasons									
	2016	2017	2018	2019	2021	2022	2023	4yr Avg.	
Camp Stuff-Ta-Doo	541	555	615	663	709	714	808	724	
Awesome Adventure	182	159	116	140	NA	NA	NA	149	
Pool Season Passes	2016	2017	2018	2019	2021	2022	2023	4yr Avg.	
Family of 4 **	499	459	469	516	539	559	413	507	
Senior	22	16	31	39	76	56	55	57	
after May 31	1	11	14	9	10	12	23	14	
Non Resident Family of Four	33	34	22	45	36	59	39	45	
after May 31	8	13	10	5	9	13	14	10	
Non Resident Individual	2	1	4	4	0	4	2	3	
after May 31	2	2	2	1	1	0	1	1	
Non Resident Additional	9	12	5	17	0	30	0	12	
after May 31	2	0	7	3	0	3	1	2	
Non Resident Senior	3	3	8	8	8	18	15	12	
after May 31	2	2	4	1	2	1	6	3	
Public Swim Session Fees	2016	2017	2018	2019	2021	2022	2023	4yr Avg.	
Resident	5131	3623	4234	4031	2721	3400	2982	3284	
Non Resident	1401	1164	1227	1350	1120	1444	1212	1282	
After 6:00 p.m. Resident	237	98	314	214	62	172	193	160	
After 6pm Non-resident	35	27	67	50	20	43	51	41	
								0	
Discount Card Res	35	51	27	27	8	22	27	21	
Discount Card Non Res	7	6	3	5	1	12	9	7	
Learn-to-Swim	630	608	560	695	884	1310	2098	1247	
Swim Team	79	108	93	100	132	133	151	129	
Pool Rental (per 2 hrs.)	\$425		\$2,250	\$1,050				263	



Town of Simsbury

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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Donation of Dial-A-Ride Bus to the Fire District
2. **Date of Board Meeting:** January 8, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Thomas Roy, Director of Public Works/Town Engineer

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

If the Board of Selectmen supports acceptance of the donation, the following motion is in order:

Move, effective January 8, 2024, to accept the transfer and donation of a decommissioned shuttle bus from the Department of Public Works to the Simsbury Fire District.

5. **Summary of Submission:**

The Department of Public Works (DPW) has been asked to dispose of the out-of-service Dial-A-Ride bus. The Simsbury Fire District has expressed an interest in the bus to be used for Auxiliary Rehabilitation Services at emergency incidents. The bus will provide warming and cooling facilities for our first responders, allow for equipment to be easily transported to the scene of emergencies, eliminating the need to use personal cars, and could provide limited personnel movement when appropriate. It will be part of the Apparatus Fleet and maintained by the Fire District Mechanic.

The 2014 Chevrolet Express bus was posted for auction using the GovDeals website in October of 2023. The market value for the bus in its current condition led to an offer of \$3,200. The bus is in overall fair condition, with the exception of bald tires that need to be replaced.

Given the relatively small value for the sale, and the Fire District's connection with our residents and the service they provide to the Town, we are requesting permission to donate the bus to the Fire District.

6. **Financial Impact:**

Loss of the potential income from the sale of this vehicle.

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

None



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

- 1. Title of Submission:** American Rescue Plan Act Grant Application for Senior Center Improvements
- 2. Date of Board Meeting:** January 8, 2024
- 3. Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Thomas Roy, Director of Public Works/Town Engineer;
Kristen Formanek, Director of Community and Social Services

- 4. Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports applying for a grant to aid Senior Center improvements, the following motion is in order:

Move, effective January 8, 2024, to submit a grant application to the Department of Aging and Disability Services and to authorize Town Manager, Marc Nelson, to execute the grant application.

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

Move, to accept the grant and to authorize Town Manager, Marc Nelson, to execute all documents related to the grant award.

Further move, to appropriate the grant's funds, if awarded, and recommend said appropriation to the Board of Finance.

- 5. Summary of Submission:**
The State of Connecticut was granted \$10 million of American Rescue Plan Act (ARPA) funding to be allocated for Senior Center improvements to minimize the spread of COVID-19 and its variants or to accommodate members of the Senior Center who might require additional assistance since the pandemic.

A total of \$59,990 has been allocated for the Town of Simsbury. In order to receive these funds, we must apply for this grant through the Department of Aging and Disability Services (ADS). Simsbury Public Works would like to apply for this ARPA grant in the amount of \$59,990. The funds, once received, will be applied toward HVAC upgrades and improvements at Eno Hall/Simsbury Senior Center.

These upgrades are part of the larger Eno Hall renovation project, for which the HVAC design work has already been approved and funded with cash in the Fiscal Year 2024 budget. Our intention is to apply for the grant funds for the HVAC design work, as this will simplify the grant process. Originally, Department of Community and Social

Services staff were going to apply for this grant for a number of smaller projects identified by Senior Center staff through community forums with Senior Center patrons. Staff intends to ask the Eno Trustees for funds to complete these projects.

These proposed projects include: a touchless water dispenser for the Youth Room, a laptop, 65' TV and mobile TV cart for programming.

6. Financial Impact:

If the grant is awarded in full, the amount would be \$59,990. There is no required Town match for this grant.

7. Description of Documents Included with Submission:

a) Memorandum from the Connecticut Department of Aging and Disability Services



State of Connecticut
Department of Aging and Disability Services

April 17, 2023

Dear Municipal Leader:

I am thrilled to share more information about the American Rescue Plan Act (ARPA) funding that is available for senior centers through the Department of Aging and Disability Services (ADS).

The majority of this funding (\$9,000,000) has been set aside for Connecticut senior centers; in February the SUA sent out a chart that illustrated the available allocation, broken down by municipality. All allocations contain two parts: the base allocation and a formulaic allocation. All municipalities receive a base allocation of \$5,000. The remainder of the allocation is calculated using 2020 Census data on town demographics.

I want to encourage all senior centers to take advantage of this funding opportunity. The definition for an entity that qualifies as a "senior center" is as follows:

Senior centers include municipal senior centers and 501(c)(3) senior centers. For the purposes of this funding opportunity, senior centers are defined as those that provide multiple services including the core services of information, referral, and assistance. Additional services could include nutrition, wellness, educational, social, and recreational activities.

Municipalities with multiple senior centers that meet the funding definition of "senior center" shall allocate funding to each senior center in the municipality. Municipalities without a senior center within town limits are encouraged to partner with neighboring municipalities who host senior centers that serve their town's residents. When municipal leadership allocates a dollar amount to either a senior center, or another municipality, they must communicate that allocation on letterhead to the entity to whom the funds are appropriated.

Included in this communication is the electronic "Beneficiaries Information Form" (BIF) created for the purposes of collecting information regarding how senior centers anticipate using ARPA funds to support older/aging residents and users.

Municipalities are responsible for completing and submitting the form once they have a proposed plan in place regarding potential use of their allocation of ARPA funds. There is a separate "Non-profit senior center Beneficiaries Info Form" that leadership at non-profit senior centers will complete once they are aware of their portion of their respective municipalities' funds are available for their center. Funds will be sent directly to the entity who completes the BIF that is appropriate to them.

ARPA funds may be used for certain purposes or "eligible uses." These eligible uses fall under two categories of expenditures within "Provision of Government Services" and are "facility improvements" and "programming"; both definitions are embedded within the BIF and some examples are included in the FAQ's.

Upon receipt of completed BIFs, the SUA will review the information and upon approval of the plan, a Beneficiary Agreement will be drafted. Once the Beneficiary Agreement is fully executed funds will be dispensed. Periodic and End of Project reporting will be required by all recipients of ARPA funds.

Virtual information sessions are scheduled for April 21st (9:30-11AM) and April 26th (2-3:30PM) where SUA program staff will provide an overview of the funding, eligible uses, and address general questions pertaining to the Beneficiaries Information Form; program staff will also walk attendees through the process of completing the form.

The SUA anticipates accepting Beneficiary Information Forms on a rolling basis through June of 2024, giving communities ample time to thoughtfully put together plans.

This letter, the BIF templates and the FAQ's will be shared with senior centers through the Connecticut Association of Senior Center Personnel (CASCP) as well as the five Area Agencies on Aging senior center distribution lists.

This is a great time to formally support senior centers and communities in Connecticut and I encourage you to take advantage of this opportunity. Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Amy Porter".

Amy Porter
Commissioner



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Discussion of the Simsbury Volunteer Ambulance Association Presentation from December 19, 2023
2. **Date of Board Meeting:** January 8, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Wendy Mackstutis, First Selectwoman
4. **Action Requested of the Board of Selectmen:**
This item is meant to be a discussion between Board of Selectmen members about the Simsbury Volunteer Ambulance Association (SVAA) presentation on December 19th.
5. **Summary of Submission:**
At the December 19th special meeting of the Board of Selectmen and Board of Finance the SVAA presented an Emergency Medical Services Report prepared in conjunction with the Interim Town Manager. At that meeting, members of both the Board of Selectman and Board of Finance were able to ask questions to members of the SVAA.

The purpose of tonight's discussion is for Board of Selectmen members to discuss any remaining follow up questions they have for SVAA prior to budget development. Town Manager's Office Staff will compile discussion points and questions that the Board has into a letter and send it to SVAA for their answers.
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:** Proposed Appointments and Reappointments to Various Boards and Commissions
- Date of Board Meeting:** January 8, 2024
- Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Trish Munroe, Town Clerk
- Action Requested of the Board of Selectmen:**
The Town Clerk has received, from the Democratic and Republican Town Committees, the following recommendations for appointments and reappointments to various Boards and Commissions. If the Board of Selectmen supports the recommendations as presented, the following motions are in order:

Move, effective January 8, 2024, to re-appoint:

Jennifer Seiderer (D) as a Regular Member of the Aging & Disability Commission with a 4-year term ending January 1, 2028.

Libby Easton-May (D) as an Alternate Member of the Aging & Disability Commission with a 2-year term ending January 1, 2026.

Ali Rice (D) as an Alternate Member of the Building Code Board of Appeals with a 2-year term ending January 1, 2026.

Jason Levy (R), Jason Berman (R), Don Eaton (R), and Joe Campolieta (D) as Regular Members of the Conservation Commission/Inland Wetlands & Watercourses Agency with 4-year terms ending January 1, 2028.

Danielle Celli (D) and Michelle Lipar (D) as Regular Members of the Culture, Parks & Recreation Committee with terms ending January 1, 2028.

Erin Leavitt-Smith (D) as a Regular Member of the Historic District Commission with a term ending January 1, 2029.

Mark Scully (D), Jami Lewchik (D), Amy McLean (D), and Mike Schultiz (R) as Regular At-Large Members of the Simsbury Sustainability Committee for terms ending December 1, 2025.

Paul Gilmore (D) as a Regular Member of the Water Pollution Control Authority for a term ending January 1, 2028.

Move, effective January 8, 2024, to appoint:

Claire Corbett (D) as an Alternate Member of the Aging & Disability Commission until January 1, 2026.

Charmaine Seavy (D) as a Regular Member of the Building Code Board of Appeals with a term ending January 1, 2029.

René Daguerre-Bradford (D) as an Alternate Member of the Building Code Board of Appeals with a term ending January 1, 2026.

Doug McKown (D) as a Regular Member of the Zoning Board of Appeals to fill a vacancy until the term ends December 1, 2025.

5. Summary of Submission:

In addition to the recommendations for reappointments from the Republican and Democratic Town Committees, the Town Clerk has also received from the Town Committees, the recommendations for the following appointments:

1. Claire Corbett (D) as an Alternate Member of the Aging & Disability Commission. The appointee will serve a 2-year term until January 1, 2026.
2. Charmaine Seavy (D) as a Regular Member of the Building Code Board of Appeals. The appointee will serve a 5-year term ending on January 1, 2029.
3. René Daguerre-Bradford (D) as an Alternate Member of the Building Code Board of Appeals. The appointee will serve a 2-year term until January 1, 2026.
4. Doug McKown (D) as a Regular Member of the Zoning Board of Appeals to fill the vacancy created by the resignation of Steven Antonio from this position on December 3, 2023. The appointee will serve the remainder of the 4-year term which ends December 1, 2025.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

None

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Wendy Mackstutis; Deputy First Selectman Steven Antonio; Board members Curtis Looney, Heather Goetz, Diana Yeisley and Kevin Beal. Others in attendance included: Interim Town Manager Lee C. Erdmann; Acting Deputy Town Manager Tom Fitzgerald; Attorney Bob DeCrescenzo; Police Chief Nicholas Boulter, and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

- **Participants can address the Board of Selectmen in person at the meeting**
- **Email townmanager@simsbury-ct.gov by noon Monday, December 18, 2023, to register to address the Board of Selectmen live through Zoom**
- **Written comments can be emailed to townmanager@simsbury-ct.gov. Written comments will not be read into the record, but forwarded to all Selectmen via email**

Ms. Mackstutis read a statement about the new meeting rules and procedures which were adopted at the December 4th meeting. She noted that Attorney DeCrescenzo stated that any issues with staff or Department heads should be brought before the Town Manager not the Board of Selectmen. The speaker could copy their complaint to the Board if they would like to. She said any issues with the Town Manager should be brought before the Board of Selectmen. Ms. Mackstutis said she wants the public to feel comfortable to come before the Board to share their views. The Board has an open mind and want to do what's best for the community and staff. She asked that everyone support the decorum standards. She said the Board has the right to curtail any speaker if they don't follow these rules.

Joan Coe, 26 Whitcomb Drive, spoke about the Charter Revisions Commission last updated the Charter in 2016 and more updates should be made. She also spoke about the First Selectman's stipend; mission statements; Board of Education candidates; the Police Commission; Memo of Understandings; Term limits; Simsbury Volunteer Ambulance that should not be supported by taxpayers; FOI requests; the Board of Education budget; and other issues. (Ms. Mackstutis did try to stop Ms. Coe, but she didn't cooperate).

Chief Boulter spoke about the Police Department Records Division by saying they serve many purposes for the Department, the Town government, and the community. They collect data and statics for the Department, State and Federal Agencies. They house and distribute public records and pursuant to CT law these records are public records. The law just requires the release of public records. These employees have access to sensitive and personal information and do a tremendous job. They are not trained to discuss open or closed cases or investigations. They are professionals who will not discuss records with the public. They process the requests for records as promptly as possible for anyone. The Chief said he would be happy to discuss any issues with residents.

FIRST SELECTMAN'S REPORT

Ms. Mackstutis, First Selectman, reviewed her First Selectman's report.

TOWN MANAGER’S REPORT

Mr. Erdmann, Interim Town Manager, reviewed his Town Manager’s report.

SELECTMAN LIAISON AND SUB-COMMITTEE REPORTS

Personnel – Ms. Mackstutis said the new Personnel Sub-Committee met this morning and they discussed the RFP for the labor counsel. It just needs further review before it goes out. They also confirmed the HR classifications and contracts that will go out this week.

a) **Finance** – there was no report at this time.

b) **Public Safety** – Ms. Goetz said the ambulance co. is doing a collection for dogs and pets from 12/15/23 to 1/15/24. There is also an EMT class beginning January 9, 2024.

c) **Board of Education** – Ms. Yeisley said the Board will add a special education task force meeting in January 2024. They reviewed new curriculum, on a trial basis, for K-5 reading. This requires changes from the State and it is now a new mandate. Simsbury public schools received a waiver for this. They elected a new chairman, vice-chairman and secretary. They projected a 2% increase in enrollment per year. They also had a new math curriculum presentation.

Mr. Beal said he attended the Sustainability Committee. Mr. Scully sent the Board of Selectmen a message with the concerns on interoperability among government functions and support of a rule that would bridge that gap with sustainability concerns for the plant and buildings.

Ms. Yeisley said she attended the Parks and Recreation meeting, and they went over the past year at the golf course along with their numbers. They said the irrigation project was on target and it went well. She said they had a 10-year OSHA inspection that had a few things to address. The next thing on their agenda includes a car-path and drainage projects. Overall, they had a great year even with weather issues.

Ms. Yeisley said she attended the Youth Services Advisory Board meeting, and they welcomed the new Henry James SRO. She said the Police and cadets enjoyed being at Simsbury Celebrates.

Ms. Yeisley said Social Services is supporting 50 families for the holidays and they are also working on energy assistance. There was a student report stating they are looking for more support for the college application process and financial aid.

Ms. Yeisley said Aging and Disabilities Santa event served 56 attendees and it was a great time.

Mr. Antonio said Simsbury Main Street had two members that resigned. They also discussed some grant writing.

Ms. Mackstutis said the Finance Sub-Committee has not met yet, but they hope to meet in early 2024 to set some goals.

Ms. Goetz said she attended the Retirement Committee where they gave an investment return update.

Ms. Goetz said Public Works is putting out wooden stakes as a reference for plows. They ask that mailboxes be 9” back. They are also implementing more crosswalk safety for the schools.

Ms. Goetz said Social Services is looking to refill their pantry by January 9th. They will post a new list of items needed soon. There will be information on their website for energy assistance.

Ms. Mackstutis asked the Board to change items c, d and e of the Consent Agenda to the Selectmen Action agenda item as she would like discussion on them. The Board was in agreement.

CONSENT AGENDA (28:15)

a) Tax Refund Requests

b) Donation from Ron Perry to the Police Department

Ms. Goetz made a motion, effective December 18, 2023, to accept the updated consent agenda and to approve the presented tax refunds in the amount of \$1732.36, and to authorize Interim Town Manager, Lee C. Erdmann, to execute the tax refunds. Also, to accept the monetary donation of \$5,000 from Ron Perry for use by the Police Department with our thanks. Mr. Antonio seconded the motion. All were in favor and the motion passed.

SELECTMEN ACTION (29:02)

a) Proposed Revisions to the Adult Services Librarian Job Description

Ms. Mackstutis said this item was discussed this morning at the Personnel Sub-Committee as they are trying to make it easier to hire people.

Mr. Fitzgerald said this is a part-time unaffiliated position. It has had a failed recruitment several times. They would like to update the minimum qualifications of the position to allow students in their final year of a MLIS program to be considered for the position. The position would also be changed to a minimum of 8 hours instead of 4 hours.

After discussion, Mr. Beal made a motion, effective December 18, 2023, to approve the updated job description for the Adult Services Librarian as presented. Mr. Looney seconded the motion. All were in favor and the motion passed.

b) Acceptance and Appropriation of Funds for the Connecticut Office of the Secretary of State Grants

Ms. Mackstutis said this is a new grant of \$10,500 for early voting. She said this is a mandate on the Town. More information is needed on this grant, but it is just to help with the early voting process. There were concerns about the added cost of staff, machines, etc. for early voting and how the costs would affect the budget.

After discussion, Ms. Yeisley made a motion, effective December 18, 2023, to accept the grant funds from the Office of the Secretary of State to support Early Voting and to authorize Interim Town Manager, Lee C. Erdmann to execute all documents related to the grant award. Further move, to appropriate the grant funds, if awarded, and receive said appropriation to the Board of Finance. Ms. Goetz seconded the motion. All were in favor and the motion passed.

c) Proposed Appointments and Re-appointments to Various Boards and Commissions (38:32)

Ms. Mackstutis said these are Republican vacancies from the elections. Per the Charter, their term has to end at the next municipal election.

Ms. Yeisley made a motion, effective December 18, 2023, to Re-appoint:

Lucian Dragulski (R), John Salvatore (R), and Mike Eagan (R) as Regular Members of the Public Building Committee with terms ending January 1, 2028; Kathryn (Kate) Robbins (U) as a Regular Member of the Aging and Disability Commission with a term ending January 1, 2028; Mary Henault (U) as an Alternate Member of the Aging and Disability Commission with a term ending January 1, 2026; Jacques Brignac (R) and Edward Kelly (R) as Regular Members of the Water Pollution Control Authority with terms ending January 1, 2028; and Karen Cordner (U) as an At-large Member of the Open Space Committee with a term ending December 1, 2025.

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

Ms. Yeisley made a motion, effective December 18, 2023, to appoint:

Scott Barnett (R) as an Alternate Member of the Board of Assessment Appeals with a term ending December 1, 2025; Anna Erickson (R) as a Regular Member of the Library Board of Trustees with a term ending December 1, 2025; Julie Eaton (R) as a Regular Member of the Planning Commission with a term ending December 1, 2025; Angel Goldman (R) as an Alternate Member of the Planning Commission with a term ending December 1, 2025; Jackie Battos (R) as an Alternate Member of the Zoning Commission with a term expiring December 1, 2025; and Stacey Welczak (R) as an Alternate Member of the Zoning Board of Appeals expiring December 1, 2025

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

d) Minutes of December 4, 2023, Regular Meeting (41:38)

Mr. Beal made a motion to approve the minutes of December 4, 2023 for discussion. Ms. Yeisley seconded the motion.

Ms. Mackstutis made a correction: Page 3 item f Ford Harrison -Mr. Beal and Mr. Antonio were in favor of the motion with Ms. Mackstutis, Ms. Goetz, Ms. Yeisley and Mr. Looney against and, therefore, the motion failed.

Ms. Goetz made a correction: Page 1 under Liaison and Sub-Committee reports – Personnel – Town staff will review the RFP for compensation study.

Ms. Goetz made a correction: Page 2, paragraph 2 – should read “can vote on added agenda items.”

Ms. Yeisley made a correction: Page 2, item 3: The First Selectman’s stipend will be looked at again during the budget process.

Ms. Mackstutis wanted it noted that the Community for Care Committee would not be renewed at this time.

Mr. Beal made a motion to approve the December 4, 2023, minutes as amended. Ms. Yeisley seconded the motion. All were in favor and the motion passed.

EXECUTIVE SESSION (45:18)

a) Pursuant to General Statutes Section 1-200(6)(B): Attorney Client Privilege

Ms. Yeisley made a motion, effective December 18, 2023, to adjourn to Executive Session pursuant to General Statutes Section 1-200(6)(B) – Attorney Client Privilege and to include Acting Deputy Town Manager Tom Fitzgerald, Interim Town Manager Lee C. Erdmann and Attorney Bob DeCrescenzo at 6:47 p.m. Mr. Antonio seconded the motion. All were in favor and the motion passed.

ADJOURN FROM EXECUTIVE SESSION

Mr. Beal made a motion, effective December 18, 2023, to adjourn from Executive Session at 7:02 PM. Ms. Yeisley seconded the motion. All were in favor and the motion passed.

ADJOURN

Ms. Goetz made a motion to adjourn at 7:03 PM. Mr. Beal seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk

CALL TO ORDER

The Special Joint Meeting of the Board of Selectmen and Board of Finance was called to order at 5:00 p.m. in the Friends of the Library Program Room of the Simsbury Public Library. Present were: First Selectman Wendy Mackstutis; Deputy First Selectman Steven Antonio; Board of Selectmen members Curtis Looney, Heather Goetz, Diana Yeisley, and Kevin Beal. Board of Finance Members Lisa Heavner, Todd Burrick, Michael Doyle, Robert Helfand, Arthur House, and Art Wallace. Others in attendance included: Interim Town Manager Lee C. Erdmann, Acting Deputy Town Manager Tom Fitzgerald, Finance Director Amy Meriwether, Incoming Town Manager Marc Nelson, and members of the Simsbury Volunteer Ambulance Board of Directors and SVAA Chief of Service Karin Stewart.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PRESENTATION & DISCUSSION

a) Emergency Medical Services Report

Mr. Erdmann gave background on the presented report. Board Member Russ Regenauer from the Simsbury Volunteer Ambulance Association led off the presentation with the history and data showing a 2nd ambulance during the day and how discussions with the Town led to the association adding this car. SVAA stated they are unlike Volunteer Ambulance Associations in that they are able to fully staff a 2nd car around the clock if needed. The current challenge is the financial aspect related to what the state allows an EMS to be collected from bills.

Ms. Meriwether went over her financial study of SVAA that she performed. Mr. Erdmann went over a summary of theoretical options that the Town and SVAA could explore for their operational model. Mr. Erdmann presented recommendations in a short term, intermediate term and long term view.

Members from both Boards asked questions to SVAA and Town Staff to have a discussion on the current operations and future options.

ADJOURN

Ms. Yeisley made a motion to adjourn at 5:57 PM. Mr. Antonio seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Thomas Fitzgerald
Acting Deputy Town Manager



Town of Simsbury

754 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Community and Social Services Department

To: Tom Fitzgerald, Acting Town Manager

From: Kristen Formanek, Director of Community and Social Services

Date: January 4, 2024

Re: Energy Assistance & Keep Simsbury Warm

The Department of Community and Social Services coordinates two programs that assist our residents with their heating costs. First and foremost, we are the entity that coordinates applications for the Connecticut Energy Assistance Program (CEAP). Our department submits all applications and appropriate paperwork to our Community Action Agency, which is Community Renewal Team, (CRT), in Hartford.

CEAP is a federally funded program where dollars are passed through the state to our residents.

We also manage our own energy assistance program, Keep Simsbury Warm. Dollars granted through CRT will provide for the bulk of heating costs; however, residents often cannot make it through the winter with their grants. If a resident is unable to meet their heating needs they may apply with us. We have a policy in place as well as an application process. We utilize the same income and asset guidelines as CEAP, as well as a sliding scale for assistance. Because the funds are managed by our department, we are also afforded a bit of flexibility when needed. For example, we typically require the resident to have purchased a minimum delivery of oil themselves before we will make a delivery. We are waiving that this season due to the high costs of living.

Our donated dollars are also utilized to prevent utility disconnection: electric, gas, or water. In these cases, we are able to act swiftly when a resident is in need. Also, we are able to help make a payment on a current bill if a resident is facing financial hardship.

Included is our policy, application, and sliding scale. Income amounts are adjusted annually.

**Simsbury Community and Social Services
Financial Assistance Application**

FY 24

Applicant's Name: _____ DOB: _____ Phone: _____

Address: _____ Email: _____

Eversource: _____ Employment: _____

LIST ALL PERSONS WHO LIVE IN THE HOUSEHOLD:

<u>Name</u>	<u>M/F</u>	<u>DOB</u>	<u>Employment/School</u>	<u>Grade</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

INCOME (Please indicate all sources and amounts of monthly income for all members of the household):

<u>Name</u>	<u>Source</u>	<u>Amount</u>	<u>Annual Total</u>
_____	_____	\$ _____	/ \$ _____
_____	_____	\$ _____	/ \$ _____
_____	_____	\$ _____	/ \$ _____
_____	_____	\$ _____	/ \$ _____
_____	_____	\$ _____	/ \$ _____

ANNUAL TOTAL: _____ \$ _____

Assets (Please indicate all sources and amounts of liquid assets):

<u>Type</u>	<u>Amount</u>	<u>Readily Available (yes/no)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Amount of Available Assets: _____ \$ _____

**Simsbury Community and Social Services
Financial Assistance Application**

FY 24

THE TABLES BELOW SHOW A YEARLY GROSS INCOME FOR EACH FAMILY SIZE AND AN ASSET LIMIT FOR HOMEOWNERS AND RENTERS. (300% FPL)

Household Size	1	2	3	4	5	6	7	8
Annual Income	\$41,553	\$54,338	\$67,124	\$79,910	\$92,695	\$105,481	\$107,878	\$110,275

Home Owners May Have Up To \$15,000 in Assets

Renters May Have Up To \$12,000 in Assets

Client Notes: _____

What type of assistance are we providing? _____

Account Number (if applicable)? _____

I, _____, the applicant for Emergency Assistance for my household, acknowledge that all statements made by me on this application are true, correct, and complete to the best of my knowledge. I agree to provide Simsbury Social Services with all necessary information including earned income, unearned income, and asset information which is needed to determine my eligibility for this program. I agree that the information in my application may be provided to my vendors for the purpose of the administration of this program and for my vendor to provide information regarding my account to this program. I also give consent for this information to be provided to any authorized government agency. I hereby understand that if I am granted emergency assistance from this program as a result of my error, misrepresentation, or fraud, I must repay in full the amount of the assistance provided, and I will not be eligible for assistance for two full years following this application. This would also be cause for dismissal from other programs in which I participate through Simsbury Social Services.

Applicant's Signature

Social Service's Staff Signature

Date

Date

Application Approved?
Yes No

Amount _____

Funding Source _____



Town of Simsbury

754 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Community and Social Services Department
Kristen Formanek, Director

TOWN OF SIMSBURY
Community and Social Services Department
Financial Assistance Procedures

Revised September 27, 2022

Revised 2/1/2023, Revised 5/23/2023, Revised 10/24/2023

Purpose:

The goal of the Town of Simsbury, Department of Community and Social Services, is to serve the people in need in the Town of Simsbury. Emergency Assistance through the Town of Simsbury is not an entitlement; it is an emergency program only. Applicants must apply through Simsbury Community and Social Services, and funds are granted at the discretion of the Director and/or a designee. Grants are limited to once every twelve months, and cannot be made more than once per year for three years in a row. If there is a significant emergency, a grant may be considered for a fourth year in a row, but will only be funded at half. Following that, there must be a break of at least one full year before an application would be considered again.

Guidelines:

- Individual(s) must be a resident of the Town of Simsbury, and must have been for at least three months prior to date of application. Simsbury includes Tariffville, Weatogue, and West Simsbury.
- The household must demonstrate an emergency:
 - Client's health is threatened. (They need a prescription filled or medical equipment purchased that is not otherwise covered.)
 - Client needs a certain service in order to gain or maintain employment.
 - Client's housing is in immediate jeopardy.
 - Client is facing discontinuation of deliverable services or cannot obtain a deliverable service (electric, gas, oil, wood, pellets, water).
- The total gross income for the entire household cannot exceed 60% of the State Median Guidelines. (see chart below)
- Grants for Youth Therapy will not be made to households above 400% of the Federal Poverty Limit.
- Renters are allowed to have up to \$12,000 in liquid assets, and home owners may have up to \$15,000.
- Client must demonstrate reasonable efforts toward paying relevant bills within the past 12 months; 4 payments toward electricity and gas, 1 oil delivery of at least 100 gallons, 2 payments toward water, and 1 payment toward sewer. If the

request is for help with rent or mortgage, client must have paid at least 8 of the past 12 months toward their rent or mortgage. Client may not have had more than 1 notice to quit in the past year and no more than 4 late payments on rent.

- The Town of Simsbury does not make any payments toward delinquent charges, late fees, legal fees, interest charges, credit cards, or personal property taxes.
- Grants will only be given if the funding will make a difference, i.e. prevent a disconnection of service, reinstate service, assist in entering a payment arrangement, meet a medical need, prevent immediate loss of housing, etc.
- The client must also be able to demonstrate their ability to continue with any agreed-upon payment arrangements and/or continue to pay their bill over the next six months following the grant.
- Any balance above the amount of our grant will need to be paid prior to our releasing funds.
- No assistance toward rent will be granted to a client who is already a recipient of Section 8, RAP, or other rental subsidy as this is regular rental assistance provided by the State of Connecticut.
- Grant funds must be utilized within four (4) months of being granted.

Application:

- All residents of Simsbury, including Tariffville, Weatogue, and West Simsbury, may apply for assistance.
- Documentation will be required including but not limited to; proof of residency, proof of all sources of income for all household members age 18 and above, (earned and unearned), bank statements for all open accounts, rent ledgers and documentation from landlord if request is for rent assistance, account and payment details if request is for a utility.
- Consent will be obtained via the application to release the client's information to a vendor, only as it applies to obtaining services (such as a release of name and address to oil vendor to obtain a delivery).
- Grants are made on a sliding-scale basis based on income level and household size.
- Exceptions may be made by the Director on a case-by-case basis.
- Client may be referred to a partner agency for assistance, such as the Salvation Army or Gifts of Love.

Qualification/Disqualification:

- Documents will be required to verify residency and income eligibility.
- All efforts will be made to verify information provided in order to accurately determine eligibility.
- If an applicant is found to have provided information in error, has misrepresented themselves, or has committed fraud they will be banned from all Social Services programs and services for a period of two years.

SIMSBURY FINANCIAL ASSISTANCE PROGRAM

INCOME GUIDELINES FY24

# In	100%	125%	150%	200%	60%	400%
<u>House</u>	<u>Poverty</u>	<u>Poverty</u>	<u>Poverty</u>	<u>Poverty</u>	<u>State Median</u>	<u>YouthTherapy</u>
1	\$14,580	\$18,225	\$21,870	\$29,160	\$41,553	\$58,320
2	\$19,720	\$24,650	\$29,580	\$39,440	\$54,338	\$78,880
3	\$24,860	\$31,075	\$45,991	\$49,720	\$67,124	\$99,440
4	\$30,000	\$37,500	\$45,000	\$60,000	\$79,910	\$120,000
5	\$35,140	\$43,925	\$52,710	\$70,280	\$92,695	\$140,560
6	\$40,280	\$50,350	\$60,420	\$80,560	\$105,481	\$161,120
7	\$45,420	\$56,775	\$68,130	\$90,840	\$107,878	\$181,680
8	\$50,560	\$63,200	\$75,840	\$101,120	\$110,275	\$186,520
<u>Grant</u>	\$700	\$600	\$500	\$400	\$300	