

Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN
Special Meeting – February 15, 2023 – 6:00 p.m.
Main Meeting Room, Simsbury Town Hall

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 Wednesday, February 15, 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

PRESENTATION

- a) Legislative Update with Council of Small Towns (COST), State Representative Melissa Osborne, and State Senator Lisa Seminara

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

SELECTMEN ACTION

- a) Tax Refund Requests
- b) 2023 Simsbury Farms Golf Course Fee Schedule
- c) 2023 Aquatic Facility and Day Camp Fee Schedule
- d) Appropriation of Congressionally Directed Spending for Police Department IT Needs and Create CNR Project
- e) Simsbury Public Library PEGPETIA Grant Application
- f) CRCOG LOTCIP Grant Application – Climax Road Bridge Replacement
- g) Supplemental Appropriation Request – Emergency Repairs to DPW Garage Furnace
- h) Schedule a Public Hearing for Proposed Ordinance to Temporarily Prohibit the Retail Sale of Cannabis in Simsbury
- i) Teva, Allergan, CVS, Walgreens, Walmart National Opioid Settlement
- j) Local Emergency Medical Services Plan Agreement

APPOINTMENTS AND RESIGNATIONS

- a) Proposed Appointments to Board of Assessment Appeals
- b) Resignation of Francis Kelly from the Public Building Committee
- c) Resignation of Rachel Wellman from the Culture, Parks and Recreation Commission
- d) Resignation of Linda Johnson from Library Board of Trustees

REVIEW OF MINUTES

- a) January 23, 2023 Regular Meeting Minutes

EXECUTIVE SESSION

- a) Executive Session pursuant to General Statutes section 1-200(6)(E): Discussion of a matter which would result in the disclosure of public records or the information contained therein exempt from disclosure under subsection (b) of General Statutes section 1-210.

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Legislative Update
2. **Date of Board Meeting:** February 15, 2023
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
This item is informational; no action is needed this evening. If however, there is proposed legislation that the Board either strongly supports or opposes, I can prepare draft resolutions and correspondence on your behalf for review and consideration at an upcoming meeting.
5. **Summary of Submission:**
The Connecticut Council of Small Towns (COST) will provide us with a legislative update with some items that may be of interest to Simsbury. Attached are COST's 2023 Legislative Priorities. Betsy Gara, Executive Director of COST, will be present to help provide an overview of the attached legislation and answer questions you might have.

State Representative Melissa Osborne and State Senator Lisa Seminara will also be present to review legislative items of interest to Simsbury.
6. **Financial Impact:**
Based on the Governor's proposed budget, Simsbury would potentially receive an additional \$1,192,377 in state revenue in FY 23/24.
7. **Description of Documents Included with Submission:**
a) COST Legislative Agenda, 2023



2023 Legislative Platform





2023 LEGISLATIVE PRIORITIES

LOCAL BUDGETS & PROPERTY TAXES

- Increase municipal aid to keep pace with inflation and continue to release municipal aid in a timely manner.
- Increase funding for the Local Bridge Program to assist municipalities in improving the safety of bridges and culverts.
- Ensure that the state provides adequate funding to reimburse municipalities for lost revenues under the car tax cap.
- Refrain from adopting any new or expanded property tax exemptions or caps which shift a greater burden onto homeowners and businesses.

EDUCATION

- Increase Education Cost Sharing (ECS) funding to address inflation costs affecting the delivery of services and ensure that changes to the ECS formula do not negatively impact funding for small towns.
- Increase special education funding to ensure that recently enacted tiered reimbursement levels do not result in decreases in funding to some school districts.
- Modify the school construction formula to allow municipalities to use federal funds to assist school districts in upgrading systems to improve indoor air quality and increase state funding for such upgrades.
- Provide towns with greater flexibility and certainty under the Minimum Budget Requirement to help them reduce education spending.

REGIONAL/SHARED SERVICES

- Support efforts to facilitate cost effective regional/shared services programs by authorizing the use of coalition collective bargaining or otherwise addressing collective bargaining issues that are an impediment to consolidation/regionalization.

ENVIRONMENT

- Develop and implement statewide, enforceable policies to enhance municipal solid waste management, including a) food waste diversion programs at schools and other institutions; b) glass only recycling; c) Extended Producer Responsibility (EPR)



programs; d) Pay as You Throw programs; and e) organics collection, including streamlining the permitting process for facilities.

- Develop and implement long-term, sustainable solutions for managing municipal solid waste instead of relying on shipping waste out of state.

HOUSING

- Assist municipalities in supporting affordable housing, transit-oriented development, and mixed use development without imposing state mandates or penalizing municipalities by making them ineligible for discretionary grants.

MANDATE RELIEF

- Eliminate the requirement that towns publish legal notices in newspapers and allow towns to post such notices on their municipal websites, consistent with state courts and state agencies.
- Develop a defined contribution plan for new hires under the Municipal Employees Retirement System.
- Increase the prevailing wage threshold for new municipal public works projects from \$1 million to \$3 million and for renovations from \$100,000 to \$500,000.

PUBLIC HEALTH & SAFETY

- Increase Medicaid reimbursement levels to provide greater support for ambulance services.
- Enhance the state's Resident Trooper program to ensure the continued viability of the program, including providing municipalities with greater predictability regarding annual costs.
- Continue to enhance efforts to address the state's opioid crisis, including developing effective local and regional strategies for utilizing opioid settlement funds.
- Strengthen traffic safety policies and enforcement.

WORKFORCE DEVELOPMENT

- Work with the state's colleges, universities, and technical high schools to promote career opportunities in municipal government, including finance directors, assessors, planners, building officials, sanitarians, environmental health inspectors (food inspectors), zoning officials, water, and wastewater operators.



2023 Legislative Platform

LOCAL BUDGETS & PROPERTY TAXES

- 1) Increase municipal aid to keep pace with inflation and continue to release municipal aid in a timely manner.
- 2) Support investment in local infrastructure by continuing to fund the Town Aid Road, the Local Capital Improvement Program (LoCIP), Clean Water Fund, and continuing to release funding in a timely manner.
- 3) Increase funding for the Local Bridge Program to assist municipalities in improving the safety of bridges and culverts.
- 4) Enhance the Small Town Economic Assistance Program.
- 5) Increase funding for Payment in Lieu of Tax (PILOT) programs to better reimburse municipalities for lost property tax revenues due to state mandated exemptions.
- 6) Ensure that the state provides adequate funding to reimburse municipalities for lost revenues under the car tax cap.
- 7) Continue to use a portion of the state's Rainy Day budget surplus to reduce the state's unfunded pension liabilities and alleviate pressure to cut municipal aid or shift teachers' pension costs to municipalities.
- 8) Provide towns with stable, alternative revenue sources, such as authorizing towns to charge a fee for tax exempt properties equal to the services provided for police, fire, emergency services and roads.
- 9) Address concerns regarding the assessment of property taxes on commercial solar arrays.
- 10) Refrain from adopting any new or expanded property tax exemptions or caps which shift a greater burden onto homeowners and businesses.
- 11) Reinstate the PILOT program for manufacturers' personal property to position towns to support manufacturing.
- 12) Delay implementation of revisions to motor vehicle property tax assessments to allow towns to update software and evaluate whether changes shift a greater tax burden to homeowners.

EDUCATION

- 1) Increase Education Cost Sharing (ECS) funding to address inflation costs affecting the delivery of services and ensure that changes to the ECS formula do not negatively impact funding for small towns.



- 2) Increase special education funding under the Excess Cost Grant to ensure that recently enacted tiered reimbursement levels do not result in decreases in funding to some school districts.
 - 3) Modify the school construction formula to allow municipalities to use federal funds to assist school districts in upgrading systems to improve indoor air quality and increase state funding for such upgrades.
 - 4) Reimburse school districts for transportation costs for special education.
 - 5) Continue to promote efforts to ensure that municipalities and boards of education work together to consolidate non-educational expenditures and functions to improve efficiencies and reduce costs.
 - 6) Assist towns in managing special education costs by a) authorizing Regional Education Service Centers to provide increased special education services to school districts; b) lowering the reimbursement threshold; c) shifting the burden of proof in special education hearings from the school district to the claimant, consistent with federal standards; and d) requiring the state to pay 100% of the costs of special education for severe-needs students.
 - 7) Provide towns with greater flexibility and certainty under the Minimum Budget Requirement to help them reduce education spending.
 - 8) Facilitate the ability of local and regional boards of education to share certain educational services, such as foreign language instruction, curriculum development, Advanced Placement courses, and special education.
 - 9) Allow the use of a five-year rolling average for determining Average Daily Membership in regional schools for purposes of calculating member town allocation.
 - 10) Allow regional school districts to use closed schools for other municipal purposes, including affordable housing.
- ENERGY & TECHNOLOGY**
- 1) Address broadband challenges in unserved/underserved areas by supporting efforts to ensure that the Public Utilities Regulatory Authority (PURA) adopts One Touch Make Ready regulations to streamline the process for connecting fiber to utility poles.
 - 2) Utilize the Connecticut Education Network as the "middle mile" to reduce the costs of extending broadband to unserved/underserved areas.



- 3) Provide resources to municipalities in addressing cybersecurity concerns, including authentication.
- 4) Assist municipalities in implementing energy efficiency measures to address increasing electric costs, including energy audits.
- 5) Support efforts to assist residents with home heating costs, including increasing funding for the Low Income Household Energy Assistance Program.
- 6) Support efforts to incorporate energy efficiency standards in state building codes.

ENVIRONMENT

- 1) Develop and implement statewide, enforceable policies to enhance municipal solid waste management, including a) food waste diversion programs at schools and other institutions; b) glass only recycling; c) Extended Producer Responsibility (EPR) programs; d) Pay as You Throw programs; and e) organics collection, including streamlining the permitting process for facilities.
- 2) Develop and implement long-term, sustainable solutions for managing municipal solid waste instead of relying on shipping waste out of state.

- 3) Assist communities in funding climate resiliency initiatives to address flooding, infrastructure, and other concerns.
- 4) Assist towns in complying with the MS4 Stormwater General Permit by targeting grants and training to assist towns in compliance.
- 5) Increase funding available to municipalities to test and remediate soil and wells affected by PFAS and other contaminants.

HOUSING

- 1) Continue to provide grants and technical assistance to support municipalities in preparing and updating municipal affordable housing plans.
- 2) Assist municipalities in increasing water and sewer capacity to support housing and economic development by prioritizing funding for water system interconnections and decentralized wastewater systems and streamlining the process for approving small water systems.
- 3) Provide technical assistance and funding to municipalities to support Transit-Oriented Development, including mixed-use developments.
- 4) Reject efforts to impose state-mandated affordable housing requirements on municipalities or penalize municipalities by



making them ineligible for discretionary grants.

- 5) Amend 8-30g, the Affordable Housing Appeals Process, to provide towns with greater flexibility to address local planning and zoning issues.
- 6) Delay the requirement that various planning and zoning officials obtain land use training until guidance is finalized.

MANDATE RELIEF

- 1) Refrain from adopting any new or expanded unfunded mandates that drive up the cost of local government.
- 2) Eliminate the requirement that towns publish legal notices in newspapers and allow towns to post such notices on their municipal websites, consistent with state courts and state agencies.
- 3) Eliminate the requirement that municipalities store evicted tenants' possessions.
- 4) Increase the prevailing wage threshold for new municipal public works projects from \$1 million to \$3 million and for renovations from \$100,000 to \$500,000.
- 5) Develop a defined contribution plan for new hires under the Municipal Employees Retirement System.
- 6) Enact modest changes to binding arbitration laws to

reduce costs for property taxpayers, including allowing parties to mutually agree to have their case heard by a single neutral arbitrator randomly appointed from a panel of neutral arbitrators by the State Board of Mediation.

PUBLIC HEALTH & SAFETY

- 1) Increase Medicaid reimbursement levels to provide greater support for ambulance services.
- 2) Support initiatives to address staffing shortages of firefighters and emergency medical technicians.
- 3) Address concerns and costs associated with maintaining and providing access to police dashboard/body camera footage.
- 4) Exempt certain law enforcement vehicles from the dashboard camera requirement, including bicycles, motor scooters, animal control vehicles and nonmotorized watercraft.
- 5) Enhance the state's Resident Trooper program to ensure the continued viability of the program, including providing municipalities with greater predictability regarding annual costs.
- 6) Continue to enhance efforts to address the state's opioid crisis, including developing effective



- local and regional strategies for utilizing opioid settlement funds.
- 7) Assist municipalities in addressing water quality issues stemming from PFAS, sodium chloride, and other contaminants.
 - 8) Prohibit the intentional feeding of bears to address concerns regarding the increased bear population in residential areas.
 - 9) Coordinate efforts among the state, towns, and utilities to remove dead and decaying trees along roads and other public areas.
 - 10) Streamline the process for a police chief to obtain aid from another local law enforcement unit.
 - 11) Strengthen traffic safety policies and enforcement to protect motorists, pedestrians, bicyclists, and other road users.
- 4) Allow municipalities to amend charters to address impediments to regionalization without subjecting the entire charter to revision.
 - 5) Enable regional approaches to state-mandated programs and services, such as stormwater management and special education.
 - 6) Facilitate the sharing of noneducational services between municipalities and school districts, such as Human Resources, Information Technology, and building maintenance.

REGIONAL/SHARED SERVICES

- 1) Adequately fund the regional Councils of Government.
- 2) Authorize the use of coalition collective bargaining or otherwise address collective bargaining issues that are an impediment to consolidation/regionalization.
- 3) Establish a statutory framework to facilitate efforts to consolidate Public Safety Answering Points.

WORKFORCE DEVELOPMENT

- 1) Implement legislation adopted in 2022 to expand educational programs to assist assessors in obtaining certification in a timely, cost-effective manner.
- 2) Create and fund more frequent offerings for certification programs for assessors, building officials, registered sanitarians, environmental health inspectors (food inspectors), zoning officials, water and wastewater operators, and other technical municipal positions requiring certification in Connecticut.
- 3) Assist municipalities and regional councils of government in sharing certain positions, such



- as building officials and assessors.
- 4) Work with the state's colleges, universities, and technical high schools to promote career opportunities in municipal government, including finance directors, assessors, planners, building officials, sanitarians, environmental health inspectors (food inspectors), zoning officials, water, and wastewater operators.
- 5) Address concerns regarding the passage rate of individuals sitting for certification exams,
- including assessors, water, and wastewater operators.
- 6) Review and improve the reciprocity process for certifications obtained in other states.

If you have any questions or would like to discuss COST's Legislative Platform, please contact COST Executive Director Betsy Gara at bgara@ctcost.org or 860-841-7350.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** February 15, 2023
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 February 15, 2023 to approve the presented tax refunds in the amount of \$46,884.89, 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 \$46,884.89. The attachment dated February 13, 2023 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
 - a) Requested Tax Refunds, dated February 13, 2023

REQUESTED TAX REFUNDS
FEBRUARY 13, 2023

	BILL NUMBER	TAX	INTEREST	TOTAL
List 2020				
Porter, Deirdre	20-01-06407	\$3,555.82		\$3,555.82
Loftus Kevin	20-03-60920	\$301.15		\$301.15
Total 2020		\$3,856.97	\$0.00	\$3,856.97
List 2021				
Powers, Melanie D	21-01-00861	\$10,425.47		\$10,425.47
Carvlin Stephanie M	21-01-01329	\$3,075.03		\$3,075.03
Crofton Margaret J	21-01-01812	\$1,000.00		\$1,000.00
Hsieh An-Ping	21-01-03710	\$278.02		\$278.02
SL Simsbury LLC	21-01-07544	\$30.00		\$30.00
Modi, Jeemi J	21-01-07947	\$1,004.38		\$1,004.38
Townsend, Arthur G	21-01-08192	\$200.00		\$200.00
Mvervaert, Christopher	21-01-08361	\$1,603.79		\$1,603.79
Yi Hae Yong	21-01-08812	\$145.28		\$145.28
Frederique Shea Lmft LLC	21-02-40367	\$32.44		\$32.44
Kiesewetter Industries Ltd	21-02-40510	\$20.21		\$20.21
Daimler Trust	21-03-54185	\$80.23		\$80.23
Honda Lease Trust	21-03-58293	\$610.59		\$610.59
Honda Lease Trust	21-03-58465	\$390.48		\$390.48
Hughes Patrick J	21-03-58636	\$14.43		\$14.43
Jenns Christine	21-03-59070	\$88.80		\$88.80
Loftus Kevin	21-03-61143	\$265.78		\$265.78
Rodin Robert E	21-03-65839	\$338.52		\$338.52
Toyota Lease Trust	21-03-68768	\$332.94		\$332.94
VCFS Auto Leasing Co	21-03-69414	\$259.32		\$259.32
VCFS Auto Leasing Co	21-03-69420	\$333.99		\$333.99
ACAR Leasing Ltd	21-04-80011	\$208.82		\$208.82
ACAR Leasing Ltd	21-04-80022	\$879.89		\$879.89
Bounds Walter R	21-04-80298	\$13.64		\$13.64
CAB East LLC	21-04-80410	\$184.37		\$184.37
Freidberg Robert J	21-04-81041	\$79.23		\$79.23
Heagie Alec W	21-04-81293	\$488.41		\$488.41
Rodrigues Nelio J	21-04-82640	\$109.39		\$109.39
Rooney James A	21-04-82664	\$840.85		\$840.85
Severl Edward G	21-04-82820	\$217.18		\$217.18
Corelogic - (5 properties)	various	\$19,476.44		\$19,476.44
Total 2021		\$43,027.92	\$0.00	\$43,027.92
TOTAL 2020		\$3,856.97	\$0.00	\$3,856.97
TOTAL 2021		\$43,027.92	\$0.00	\$43,027.92
TOTAL ALL YEARS		\$46,884.89	\$0.00	\$46,884.89



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** 2023 Simsbury Farms Golf Course Fee Schedule

2. **Date of Board Meeting:** February 15, 2023

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 Selectman is in concurrence with the recommendation of the Culture, Parks and Recreation Commission and supports the proposed 2023 Simsbury Farms Golf Course fee schedule as presented, the following is in order:

Move, effective February 15, 2023 to approve the 2023 fee schedule for the Simsbury Farms Golf Course as presented.

5. **Summary of Submission:**

For the 2023 season at the Simsbury Farms Golf Course, staff is proposing small increases ranging from \$.50 to \$1 to the weekday and weekend green fees. For 2023, we are proposing increases of \$.50 (9-hole rounds) and \$1 (18-hole rounds) in the golf maintenance surcharge fees. The fee schedule was endorsed unanimously by the Culture, Parks and Recreation Commission at their January 26, 2023 meeting.

6. **Financial Impact:**

Based on staff's revenue projections, the 2023 Golf Course fee schedule changes are projected to generate an estimated additional \$44,279 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 Fee Schedule

SIMSBURY FARMS GOLF COURSE ANNUAL FEE SCHEDULE														
DAILY GREENS FEES	2018	2019	2019	2020	2021	2022	2023	2023		2023				
			One Rate (includes surcharge)	One Rate (includes surcharge)	2021 Rates inc. surcharge	2022 Rates inc. surcharge	Proposed 2023 Maintenance Surcharge	2023 Rates Proposed Rate inc. surcharge	Increase or Decrease Amt	Increased Revenue Projection				
RESIDENT	BOS Approved	Surcharge												
18 hole weekdays	\$ 34.00	\$ 3.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 4.00	\$ 42.00	\$ 2.00	\$ 1,084.00				
9 hole weekdays	\$ 20.00	\$ 1.50	\$ 22.00	\$ 22.00	\$ 23.00	\$ 23.00	\$ 2.00	\$ 24.00	\$ 1.00	\$ 3,127.00				
18 hole weekends	\$ 35.00	\$ 3.00	\$ 42.00	\$ 42.00	\$ 44.00	\$ 44.00	\$ 4.00	\$ 46.00	\$ 2.00	\$ 5,838.00				
9 hole weekends	\$ 21.00	\$ 1.50	\$ 24.00	\$ 24.00	\$ 25.00	\$ 25.00	\$ 2.00	\$ 26.00	\$ 1.00	\$ 2,634.00				
jr./sr. 18 hole weekdays	\$ 26.00	\$ 3.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 4.00	\$ 32.00	\$ 2.00	\$ 1,774.00				
jr./sr. 9 hole weekdays	\$ 16.00	\$ 1.50	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 2.00	\$ 20.00	\$ 1.00	\$ 4,866.00				
								Est. new revenue		\$19,323				
Active Military	1/2 price	2.00/3.00	\$24.00/\$12.00	\$24.00/\$12.00	\$25.00/\$13.00	\$25.00/\$13.00	2.00/4.00	\$30.00/\$16.00	\$5.00/\$3.00	\$ 399.00				
Weekday Special	\$ 48.00	\$ 3.00	\$ 50.00	\$ 50.00	\$ 51.00	\$ 52.00	\$ 4.00	\$ 54.00	\$ 2.00	\$ 2,182.00				
Senior Special	\$ 42.00	\$ 3.00	\$ 45.00	\$ 45.00	\$ 46.00	\$ 47.00	\$ 4.00	\$ 49.00	\$ 1.00	\$ 2,265.00				
Twilight Special (wkday after 6)	\$ 15.00	\$ 2.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 2.00	\$ 16.00	\$ 1.00	\$ 1,958.00				
Weekend Special - after 1:00	\$ 50.00	\$ 3.00	\$ 53.00	\$ 53.00	\$ 55.00	\$ 57.00	\$ 4.00	\$ 58.00	\$ 1.00	\$ 652.00				
Junior Weekend Rate (after 12)		\$3/\$1.50	\$32/\$19	\$32/\$19	\$32/\$19	\$32/\$19	\$4/\$2	\$33/\$20	\$ -	\$ -				
								Est. new revenue		\$ 7,456				
SEASON PASSES	2018 Rate inc. surcharge	Current Surcharge	2019 Rate inc. surcharge	2020 Rates inc. surcharge	2021 Rates inc. surcharge	2022 Rates inc. surcharge	Proposed Surcharge Changes (red)	2023 Proposed Rates inc. surcharge	Increase or Decrease Amt					
Adult - unlimited	\$ 1,280.00	\$ 100.00	\$ 1,280.00	\$ 1,330.00	\$ 1,380.00	\$ 1,380.00	\$ 125.00	\$ 1,430.00	\$ 50.00	\$ 1,900.00				
Adult - limited	\$ 825.00	\$ 50.00	\$ 825.00	\$ 850.00	\$ 900.00	\$ 900.00	\$ 75.00	\$ 1,000.00	\$ 100.00	\$ 1,300.00				
Senior Citizen - Limited	\$ 675.00	\$ 50.00	\$ 675.00	\$ 700.00	\$ 725.00	\$ 725.00	\$ 75.00	\$ 825.00	\$ 100.00	\$ 12,000.00				
Senior Citizen - Unlimited	\$ 1,150.00	\$ 100.00	\$ 1,150.00	\$ 1,200.00	\$ 1,250.00	\$ 1,250.00	\$ 125.00	\$ 1,300.00	\$ 50.00	\$ 2,300.00				
Junior	\$ 450.00	\$ 50.00	\$ 450.00	\$ 475.00	\$ 475.00	\$ 475.00	\$ 50.00	\$ 475.00	\$ -					
Junior - 10 week	\$ 300.00	\$ 50.00	\$ 300.00	\$ 325.00	\$ 350.00	\$ 350.00	\$ 50.00	\$ 350.00	\$ -					
Junior - Non-res. 10 week	\$ 350.00	\$ 50.00					\$ 50.00							
Junior - Non-resident	\$ 520.00	\$ 50.00					\$ 50.00							
Adult Non Resident - Unlimited	\$ 1,575.00	\$ 100.00	\$ 1,575.00	\$ 1,625.00	\$ 1,675.00	\$ 1,675.00	\$ 100.00	\$ 1,675.00	\$ -					
Sr. - Non-res. Weekday	\$ 875.00	\$ 50.00	\$ 875.00	\$ 900.00	\$ 925.00	\$ 925.00	\$ 50.00	\$ 925.00	\$ -					
Sr. - Non-res. Unlimited	\$ 1,455.00	\$ 100.00	\$ 1,455.00	\$ 1,505.00	\$ 1,555.00	\$ 1,555.00	\$ 100.00	\$ 1,555.00	\$ -					
								Est. new revenue		\$ 17,500.00				
	2017	2018	2019	2020	2021	2022	2023	2023		2023				
CARTS	Rate	Rate	Rate	Rate	Rate	2022 Rates inc. surcharge	Rate	Proposed Rates inc. surcharge	Increase or Decrease Amt	Increased Revenue Projection				
18 holes	\$ 18.00	\$ 18.00	\$ 18.00	\$ 19.00	\$ 19.00	\$ 20.00	\$ 18.00	\$ 20.00	\$ -					
9 holes	\$ 11.00	\$ 11.00	\$ 11.00	\$ 12.00	\$ 12.00	\$ 13.00	\$ 11.00	\$ 13.00	\$ -					
Sr. 18 holes	\$ 16.00	\$ 16.00	\$ 16.00	\$ 17.00	\$ 19.00	\$ 20.00	\$ 16.00	\$ 20.00	\$ -					
Sr. 9 holes	\$ 10.00	\$ 10.00	\$ 10.00	\$ 11.00	\$ 12.00	\$ 13.00	\$ 10.00	\$ 13.00	\$ -					
Cart Value Cards (11 for 10) Sr. 18	\$ 160.00	\$ 160.00	\$ 160.00	\$ 170.00	\$ 190.00	\$ 200.00	\$ 160.00	\$ 200.00	\$ -					
Cart Value Cards (11 for 10) Adult 18	\$ 180.00	\$ 180.00	\$ 180.00	\$ 190.00	\$ 190.00	\$ 200.00	\$ 180.00	\$ 200.00	\$ -					
Cart Value Cards (11 for 10) Sr. 9	\$ 100.00	\$ 100.00	\$ 100.00	\$ 110.00	\$ 120.00	\$ 130.00	\$ 100.00	\$ 130.00	\$ -					
Cart Value Cards (11 for 10) Adult 9	\$ 110.00	\$ 110.00	\$ 110.00	\$ 120.00	\$ 120.00	\$ 130.00	\$ 110.00	\$ 130.00	\$ -					
RANGE BALLS									after pro split					
Small (30)	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ -					
Medium (60)	\$ 8.00	\$ 8.00	\$ 8.00	\$ 9.00	\$ 9.00	\$ 9.00	\$ 8.00	\$ 9.00	\$ -					
Large (90)	\$ 12.00	\$ 12.00	\$ 12.00	\$ 13.00	\$ 13.00	\$ 13.00	\$ 12.00	\$ 13.00	\$ -					
Senior (60)	\$ 7.00	\$ 7.00	\$ 7.00	\$ 8.00	\$ 9.00	\$ 9.00	\$ 7.00	\$ 9.00	\$ -					
Range Pass (12)	\$ 40.00	\$ 40.00	\$ 40.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 40.00	\$ 50.00	\$ -					
Range Pass (28)	\$ 90.00	\$ 90.00	\$ 90.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 90.00	\$ 100.00	\$ -					
Range Pass (45)	\$ 136.00	\$ 136.00	\$ 136.00	\$ 156.00	\$ 156.00	\$ 156.00	\$ 136.00	\$ 156.00	\$ -					
					Total				New Revenues	\$ 44,279.00				
Night Leagues									\$ 1.00	3247				

	RATES AT REGIONAL COMPETITORS for 2023 Season													
	Course	Fee Structure	18-Hole Weekday	9-Hole Weekday	18-Hole Senior	9-Hole Senior	18-Hole Weekend	9-Hole Weekend	Adult Res Pass	Senior Pass	Partial Pass	Cart 18	Cart 9	
	Rockledge	1 rate	40	24	32	18	44	26	1450	1080	800	20	13	2023
	Timberlin	R/NR	42	26	34	21.25	46	28.5	1520	1310	970	19.75	12	2023
	Stanley	1 rate	40	23.5	30	18.5	43	25.5	1385	1175	800	20	12	2023
	Simsbury	1 rate	42	24	32	20	46	26	1430	1300	825	20	13	2023
	Keney	R/NR	43	25	31	20	45	27	1599	1140		19	12	2022
	Tunxis	1 rate	41	24	35	18	48	25	1999			23	14	2022
	Hunter	1 rate	39	23	29	18	46	27	1650	950		17	10	2023



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** 2023 Aquatic Facility and Day Camp Fee Schedule

2. **Date of Board Meeting:** February 15, 2023

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 Selectman is in concurrence with the recommendation of the Culture, Parks and Recreation Commission and supports the proposed 2023 Aquatic Facility and Day Camp fee schedule as presented, the following is in order:

Move, effective February 15, 2023 to approve the 2023 fee schedule for Aquatics Facilities and Day Camp programs as presented.

5. **Summary of Submission:**

For 2023, Culture, Parks and Recreation Department staff is proposing increases to some aquatic facility season pass rates and 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 schedule was unanimously endorsed by the Culture, Parks and Recreation Commission at their January 26, 2023 meeting. However, Culture, Parks and Recreation Commission members have expressed that they feel these fees are becoming unaffordable for many of Simsbury's struggling households. They 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 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 are the highest of our regional competition.

6. **Financial Impact:**

Based on the average of the last four years of participation (not including 2020), the 2023 recommended Aquatics fee schedule is projected to generate an estimated \$4,260 in additional revenue for our aquatics program. Based on the average of the last four years of day camp participation (not including 2020), the 2023 recommended Day Camp fee schedule is projected to generate an estimated \$7,200 in additional revenue

for our day camp program. Revenue from camps and aquatics is accounted for in the Parks and Recreation Special Revenue Fund.

7. Description of Documents Included with Submission:

a) 2023 Aquatics and Day Camp Fee Schedule

2023 AQUATIC AND DAY CAMP FEES

ANNUAL RECREATION FEES	2017	2018	2019	2020	2021	2022 Approved	2023 Proposed	Projected Additional Revenue (based on 4 yr. avg)		
Aquatics										
Season Passes	Presale/In Season	Presale/In Season	Presale/In Season	Presale/In Season	Presale/In Season	Presale/In Season	Presale/In Season			
Family of 4 **	\$125.00/\$175.00	\$125.00/\$175.00	\$130.00/\$199.00	\$145/\$200	\$155/\$210	\$170/\$230	\$175/\$235	2,990.00	2022 Above 4 year average	
Individual	\$70.00/\$95.00	\$70.00/\$95.00	\$75.00/\$109.00	\$80/\$110	\$85/\$115	\$90/\$125	\$90/\$125	0.00	2022 Below 4 year average	
Additional	\$20.00/\$25.00	\$20.00/\$25.00	\$25.00/\$29.00	\$25/\$30	\$30/\$35	\$35/\$45	\$40/\$55	720.00	2022 Above 4 year average	
Senior	\$35.00/\$45.00	\$35.00/\$45.00	\$35.00/\$45.00	\$40/\$50	\$40/\$50	\$45/\$60	\$45/\$60	0.00	2022 Above 4 year average	Seniors
Non Resident Family of Four	\$175.00/\$230.00	\$175.00/\$230.00	\$180.00/\$269.00	\$200/\$300	\$210/\$300	\$230/\$320	\$235/\$325	250.00	2022 Above 4 year average	
Non Resident Individual	\$95.00/\$145.00	\$95.00/\$145.00	\$100.00/\$159.00	\$110/\$170	\$115/\$175	\$120/\$185	\$120/\$185	0.00	2022 Below 4 year average	
Non Resident Additional	\$55.00/\$60.00	\$55.00/\$60.00	\$60.00/\$69.00	\$60/\$70	\$70/\$80	\$75/\$90	\$80/\$95	0.00	2022 Below 4 year average	
Non Resident Senior	\$40.00/\$45.00	\$50.00/\$60.00	\$50.00/\$65.00	\$55/\$70	\$60/\$75	\$65/\$85	\$65/\$85	0.00	2022 Above 4 year average	Seniors
Session Fees										
Resident	\$5.00	\$5.00	\$5.00	\$5.00	\$7.00	\$7.00	\$7.00	0.00	2022 Below 4 year average	
Non-resident	\$7.00	\$7.00	\$7.00	\$8.00	\$9.00	\$9.00	\$9.00	0.00	2022 Below 4 year average	
After 6:00 p.m. Resident	\$2.50	\$2.50	\$3.00	\$3.00	\$5.00	\$5.00	\$5.00	0.00	2022 Below 4 year average	
After 6:00 p.m. Non-Resident	\$3.50	\$3.50	\$4.00	\$5.00	\$7.00	\$7.00	\$7.00	0.00	2022 Below 4 year average	
Discount Card (Res/Non-Res)	\$50/\$70 - 11 visits	\$50/\$70 - 11 visits	\$50/\$70 - 11 visits	\$50/\$80 - 11 visits	\$70/\$90 - 11 visits	\$70/\$90 - 11 visits	\$70/\$90 - 11 visits	\$70/\$90 - 11 visits		
Learn-to-Swim	\$40.00/\$50.00	\$ 40.00/\$50.00	\$ 40.00/50.00	\$50/\$60	\$50/\$60	\$55/\$65	\$55/\$65	0.00	2022 Above 4 year average	
Swim Team	\$140.00	\$140.00	\$145.00	\$155.00	\$160.00	\$170.00	\$170.00	0.00	2022 Above 4 year average	
Pool Rental (per 2 hrs.)	\$450.00	\$450.00	\$450.00	\$450.00	\$500.00	\$500.00	\$550.00	300.00		
			TOTAL					\$ 4,260.00		
Day Camps										
Camp Stuff-Ta-Doo	165.00	\$165.00	\$175	\$195	\$205	\$219	\$229	\$7,200	2022 Above 4 year average	
Koala Kids	105.00	\$105.00	\$195 & \$105	\$120	\$125					
Awesome Adventure	260.00	\$265.00	\$235	\$265	\$275	\$285	\$295	did not run in '20-22		
Playground Explorers	145/280/65									
(discontinuing program in 2019)	190/340/95	\$235.00								
		(1 child season pass option only)	TOTAL					\$7,200		
** Pass rates are discounted prior to June 1 (May 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.									

2023 AQUATIC AND DAY CAMP FEES

Program and Facility Participation Numbers 2017-2022 Seasons										
	2017	2018	2019	2021	2022	4yr Avg.				
Camp Stuff-Ta-Doo	555	615	663	709	714	675				
Koala Kids	137	123	56	NA	NA	112				
Awesome Adventure	159	116	140	NA	NA	149				
Season Passes	2017	2018	2019	2021	2022	4yr Avg.				
Family of 4 **	459	469	516	539	559	521				
after May 31	113	105	72	77	54	77				
Individual	18	22	35	54	31	36				
after May 31	6	10	9	8	4	8				
Additional	142	137	136	205	183	165				
after May 31	56	50	35	2	1	22				
Senior	16	31	39	76	56	51				
after May 31	11	14	9	10	12	11				
Non Resident Family of Four	34	22	45	36	59	41				
after May 31	13	10	5	9	13	9				
Non Resident Individual	1	4	4	0	4	3				
after May 31	2	2	1	1	0	1				
Non Resident Additional	12	5	17	0	30	13				
after May 31	0	7	3	0	3	3				
Non Resident Senior	3	8	8	8	18	11				
after May 31	2	4	1	2	1	2				
Session Fees	2017	2018	2019	2021	2022	4yr Avg.				
Resident	3623	4234	4031	2721	3400	3597				
Non Resident	1164	1227	1350	1120	1444	1285				
After 6:00 p.m. Resident	98	314	214	62	172	191				
After 6pm Non-resident	27	67	50	20	43	45				
						0				
Discount Card Res	51	27	27	8	22	21				
Discount Card Non Res	6	3	5	1	12	5				
Learn-to-Swim	608	560	695	884	1310	862				
Swim Team	108	93	100	132	133	115				
Pool Rental (per 2 hrs.)		\$2,250	\$1,050			825				



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Appropriation of Congressionally Directed Spending for Police Department IT Needs and to Create CNR Project
2. **Date of Board Meeting:** February 15, 2023
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Nicholas Boulter, Chief of Police; Rick Bazzano, IT Manager *Maria E. Capriola*

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

If the Board of Selectmen supports appropriating funds received from a previously submitted Congressionally Directed Spending Request, the following motions are in order:

Move, effective February 15, 2023, to appropriate funds received from the Congressionally Directed Spending Request in the amount of \$70,000 for Technology Upgrades for the Simsbury Police Department.

Further move to create a CNR project for Police Department IT Needs and appropriate the funds received towards that project.

5. **Summary of Submission:**

The Board of Selectmen authorized staff on May 24, 2021 to submit an application to Senator Blumenthal for Congressionally Directed Spending for Fiscal Year 2022.

Chief Boulter and IT Manager Rick Bazzano recommended a project called Simsbury Police Tech 2022. This project enhanced current access to information systems for criminal justice systems through additional equipment, and hardware and software upgrades. Simsbury Police Tech 2022 also increased current crime prevention and investigative technology within and around the Police Department and assets (e.g. generator) with the procurement of contemporary equipment. You can view the full details of the project by clicking [here](#).

The Town was made aware that we were chosen for the appropriation. We have received the funds and need to both appropriate the funds and create a corresponding CNR project.

The Board of Finance will review this at their February 27th meeting.

6. Financial Impact:

The awarded federal appropriation is in the amount of \$70,000, these funds will be used for:

- NexGen system
- Mobile connectivity software Netmotion
- Security camera upgrades for the interior space in the Police Department and the exterior of Town Hall
- Additional dash cameras to be fitted to vehicles in the police fleet

The upgrades are expected to reduce current operating costs.

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:** Simsbury Public Library PEGPETIA Grant Application
2. **Date of Board Meeting:** February 15, 2023
3. **Individual or Entity Making the Submission:**
Maria 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 PEGPETIA grant application, the following motion is in order:

Move, effective February 15, 2023 to apply for a PEGPETIA Grant in the amount of \$26,864 to purchase a smart meeting room pod, webcasting and podcasting equipment.

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

Move, to accept the PEGPETIA grant and authorize Town Manager, Maria E. Capriola, to execute all documents related to the grant award.

5. **Summary of Submission:**
The Public Utilities Regulatory Authority (PURA) annually makes available grant funding for educational technology projects from the Public, Educational and Governmental Programming & Education Technology Investment Account (PEGPETIA). The Library is applying for funds to purchase a sound-proof smart meeting pod which contains a screen for video conferencing, as well as a web camera, ring light and Yeti microphone to facilitate webcasting and podcasting. The meeting pod will be able to be reserved by Library users in the same manner the study and conference rooms are reserved.
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 \$26,864.
7. **Description of Documents Included with Submission:**
a) Grant Application - *Forthcoming*



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** CRCOG LOTCIP Grant Application - Climax Road Bridge Replacement
2. **Date of Board Meeting:** February 15, 2023
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Thomas Roy, Director of Public Works/Town Engineer; Adam Kessler, Deputy Town Manager *Maria E. Capriola*

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen approves the LOTCIP grant application as presented, the following motion is in order:

Move, effective February 15, 2023, to apply for a 2023 CRCOG LOTCIP grant to fund the replacement of Climax Road Bridge over Nod Brook.

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

Move, to accept the LOTCIP grant for the Climax Road bridge replacement and authorize Town Manager, Maria E. Capriola, to execute all documents related to the grant award.

5. **Summary of Submission:**

The Capitol Region Council of Governments (CRCOG) is inviting municipalities to submit proposals for transportation improvement projects for funding under the Local Transportation Capital Improvement Program (LOTICIP). CRCOG is reserving \$33.75 million for this purpose. This solicitation assumes continuation of current LOTICIP funding levels, and therefore selection under this solicitation does not guarantee funding. Funding will be awarded on a competitive basis according to project rating procedures developed by CRCOG's Transportation Committee as documented in the LOTICIP Project Selection Policy.

Town Staff discussed potential projects for this solicitation and determined replacement of the Climax Road Bridge over Nod Brook was the most competitive project at this time. Selection under the LOTICIP program is based on inspection rating criteria, which is generally fair based on a 2019 inspection report.

This bridge was built in 1942 and reconstructed in 1989. Replacement of the bridge will provide structural and traffic safety features that meet current standards as well as provide a shoulder for a future sidewalk.

While most LOTCIP projects must be located on roadways functionally classified as urban collector or higher, bridge improvements are eligible on any roadway classification. Climax Road is currently classified as a Local Road.

Proposals are due February 22, 2023.

6. Financial Impact:

The grant will provide 100% of the construction costs for the project, estimated at \$3,735,000. The cost of design and permitting of the project will be the responsibility of the municipality under the LOTCIP program. In the event we are successful in obtaining the grant, \$372,000 in funding will be requested as part of the FY23/24 Capital Improvement budget request to support the design.

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:** Supplemental Appropriation Request – Emergency Repairs to DPW Garage Furnace
2. **Date of Board Meeting:** February 15, 2023
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Tom Roy, Director of Public Works/Town Engineer
Maria E. Capriola

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

If the Board of Selectmen supports the supplemental appropriation request for the emergency repairs to a DPW garage furnace, the following motion is in order:

Move, effective February 15, 2023, to approve a supplemental appropriation for the emergency repairs to a DPW garage furnace in the amount of \$16,312.26 and to recommend to the Board of Finance use of funds from the capital reserve to fund the work.

5. **Summary of Submission:**

One of the furnace/AC units at the DPW Garage had failed. As a result several spaces at the facility were without permanent heat.

Town staff needed to conduct emergency repairs to replace the unit. The Town Manager authorized the emergency appropriation. The Board of Selectmen and Chair of the Board of Finance were notified of the appropriation.

The Board of Finance will review this at their meeting on February 27, 2023.

6. **Financial Impact:**

Staff is estimating costs of up to \$16,312.26 to complete the emergency repairs. Staff recommends utilizing funds from the capital reserve to fund this work.

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:** Schedule a Public Hearing for Proposed Ordinance to Temporarily Prohibit the Retail Sale of Cannabis in Simsbury

2. **Date of Board Meeting:** February 15, 2023

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

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen agrees on setting a public hearing date for the proposed ordinance to temporarily prohibit the retail sale of cannabis in Simsbury, the following motion is in order:

Move, effective February 15, 2023, to schedule a public hearing for 6:00 PM on February 27, 2023 to consider the proposed ordinance to temporarily prohibit the retail sale of cannabis in Simsbury.

5. **Summary of Submission:**
At your January 9th, 2023 meeting a public hearing was scheduled for February 13, 2023 for a proposed ordinance to Temporarily Prohibit the Retail Sale of Cannabis in Simsbury for a period of 18 months. The Town Attorney and Town staff prepared the draft ordinance as presented.

The State of Connecticut still recognizes President Lincoln's birthday as a holiday and thus no board or commission meetings are allowed on that day. In this case Lincoln's birthday is being observed on Monday, February 13th because of Lincoln's actual birthday being on Sunday the 12th. Therefore, we need to reschedule the Public Hearing on the proposed ordinance from February 13th to a new date. I recommend scheduling the public hearing for your next regularly scheduled meeting on February 27th.

6. **Financial Impact:**
At this time, it is difficult to project what revenues the Town would receive from sales taxes derived from retail cannabis sales in Simsbury. State statute¹ provides for the acceptable uses of that revenue as follows:
(5) *The tax collected pursuant to this section shall be used by such municipality to*
(A) *make improvements to the streetscapes and other neighborhood developments in and around each community in which a cannabis retailer, hybrid retailer or micro-*

cultivator is located, (B) fund education programs or youth employment and training programs in such municipality, (C) fund services for individuals released from the custody of the Commissioner of Correction, probation or parole and residing in such municipality, (D) fund mental health or addiction services, (E) fund youth service bureaus established pursuant to section 10-19m of the general statutes and to municipal juvenile review boards, or (F) fund efforts to promote civic engagement in communities in such municipality.

Should there be a temporary prohibition on the retail sale of cannabis the Town would not receive revenues from sales taxes on cannabis.

7. Description of Documents Included with Submission:

- a) Proposed Ordinance to Temporarily Prohibit the Retail Sale of Cannabis in Simsbury
- b) Legal Notice for Public Hearing

TOWN OF SIMSBURY
AN ORDINANCE PROHIBITING
CANNABIS RETAIL ESTABLISHMENTS - DRAFT

1. Authority

This ordinance is adopted pursuant to general Statutes Section 7-148(c)(7)(A)(ii), 7-148(c)(7)(H), and 7-148 (c)(10)(A), as amended by Public Act 21-1, Section 148 (June 2021 special Session), which allows municipalities to regulate activities deemed harmful to public health. Said law permits municipalities to prohibit cannabis establishments within their jurisdictions by identifying such uses as a “Prohibited Use” in their respective local zoning regulations or land use ordinances. Section 148(b) of such law provides, in relevant part: “[a]ny municipality may, by amendment to such municipality’s zoning regulations or by local ordinance, prohibit the establishment of a cannabis establishment.

2. Definitions

The following definitions shall apply to this Article:

Authorized Enforcement Agency. Any employees or designees of the town as designated by the Town Manager to enforce this ordinance.

Cannabis Establishment: A producer, dispensary facility, cultivator, micro-cultivator, retailer, hybrid retailer (i.e., licensed to sell both recreational cannabis and medical marijuana) of products containing cannabis; or a manufacturer, packager, delivery service, or transporter of products containing cannabis, including cannabis-infused food and beverage products.

Cannabis Producer: An individual or business that possesses a state or municipal license to grow, harvest, dry, trim, cure and package cannabis.

Cannabis Micro-Cultivator: An individual or business that produces cannabis flowers in a limited-sized grow space.

Cannabis Food and Beverage Manufacturer: An individual or business that produces cannabis infused foods and beverages.

Cannabis Product Manufacturer: An individual or business that participates in any aspect of the cannabis extraction and infusion processes, including processing, preparing, holding, storing, packaging, or labeling of cannabis products. Cannabis manufacturing also includes any processing, preparing, holding, or soring of components and ingredients.

Cannabis Product Packager: An individual or business that focuses on assisting the proper and accurate packaging of cannabis products into pre-weighted containers and pre-rolled joints.

Cannabis Dispensary Facility: Regulated locations in which a person can purchase cannabis and cannabis related items for medical or recreational use.

Cannabis Retailer: An individual or business that sells, supplies, or offers recreational cannabis products for sale directly to consumers.

Cannabis Hybrid Retailer: An individual or business that sells, supplies, or offers cannabis recreational and medical products for sale directly to consumers.

Cannabis Delivery Service or Transporter: Any number of companies or individuals that are involved in the distribution of cannabis by way of delivery. This could be either mail-order delivery, or hand delivery.

3. Cannabis-Related Land Use Prohibition: Retail Sales

A. It shall be unlawful for any building, structure, or land anywhere within the Town of Simsbury to be used as a cannabis retailer or cannabis hybrid retailer. Violation of this section shall be punishable by a fine of \$250.00 per offense. Each day in operation or each sale, whichever is greater, shall constitute a separate offense.

B. The prohibition and fine in Section A shall not apply to any fully lawful cultivation, processing, manufacturing, or sale of hemp and hemp products by an individual or entity, including as applicable, licensure and authorization to engage in such activity by the Connecticut Department of Agriculture or the Connecticut Department of Consumer Protection. Such cultivation, processing, or manufacturing must comply with state law. Failure to comply with any state law regulating the cultivation, processing, and manufacturing of hemp or hemp products shall void the application of this exception to such person or entity in violation.

4. Violations and Penalties

Whenever the authorized enforcement agency determines that a person has violated this ordinance, the authorized enforcement agency is authorized to issue a fine to the violator in the amount of two hundred and fifty dollars (\$250.00) for each offense. Any violation continued more than one (1) day shall constitute a separate offense for each day such violation continues.

After two or more violations of this ordinance have been cited to any person, the town may initiate a civil action in Superior Court for injunctive relief to prohibit and prevent such violation or violations and the court may proceed in the action in a summary matter.

5. Appeals

Any person receiving a fine may appeal the determination of the authorized enforcement agency. The notice of appeal must be received in writing and filed with the Town Clerk's Office within ten (10) business days from receipt of the notice of the fine. The appeal shall be deemed received by the Town on the first business day following the day it is filed with and received by the Town Clerk's Office. Hearing on the appeal before the Hearing Officer shall take place

within thirty (30) business days from the date of receipt of the notice of appeal. The decision of the Hearing Officer may be appealed to Superior Court.

5. Severability

Should any provision of this Article be declared invalid for any reason, such declaration shall not affect the validity of other provisions of this Chapter as a whole, it being the legislative intent that the provisions of this Ordinance shall be severable and that the remainder shall be valid.

6. Sunset Provision

This ordinance shall expire eighteen (18) months from its adoption, unless extended by action of the Board of Selectmen.

7. Notice of Adoption

Pursuant to Section 148 of Public Act 21-1 (June 2021 Special Session), the Town Manager shall report the land use changes made by this Ordinance, in writing to the Secretary of the Office of Policy and Management and to the Connecticut Department of Consumer Protection not later than fourteen (14) days after the adoption of this Ordinance.

**TOWN OF SIMSBURY
PUBLIC HEARING NOTICE**

**Proposed Ordinance Prohibiting Cannabis Retail Establishments
Public Hearing Date: Monday, February 27, 2023 at 6:00 p.m.**

Notice is hereby given pursuant to Section 404 of the Charter of the Town of Simsbury that the Board of Selectmen will hold a public hearing on Monday, February 27, 2023 at 6:00 p.m. in the Main Meeting Room at the Simsbury Town Hall, 933 Hopmeadow Street, Simsbury, CT 06070 to receive public comment concerning a proposed ordinance, An Ordinance Prohibiting Cannabis Retail Establishments, which would temporarily prohibit the retail sale of cannabis for 18 months following adoption unless extended by the Board of Selectmen. Copies of the proposed ordinance can be found on the Town of Simsbury's website, www.simsbury-ct.gov on the Board of Selectmen's page. Hard copies are available at the Town Clerk's Office, 933 Hopmeadow Street, Simsbury, CT. Members of the public may address the Board of Selectmen live in-person, or they may email townmanager@simsbury-ct.gov by 12:00pm on February 27, 2023 to register to address the Board of Selectmen live through Zoom.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Teva, Allergan, CVS, Walgreens, Walmart National Opioid Settlements
2. **Date of Board Meeting:** February 15, 2023
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports opting in to the national prescription opiate litigation, the following motion is in order:

Move, effective February 15, 2023, to opt-in to the Teva, Allergan, CVS, Walgreens, Walmart National Opioid Settlements, and to authorize Town Manager, Maria E. Capriola or her designee, to execute and submit all required documentation.

5. **Summary of Submission:**

In November and December 2022 settlements were reached with Teva, Allergan, Walmart, Walgreens and CVS over National Opioid Settlements. These settlements are open to states and municipalities to "opt-in". Municipalities are required to affirmatively opt-in to the settlement, and must do so by April 18, 2023. Municipalities need not file a lawsuit to participate. Any municipality that does not opt-in cannot share in any of the settlement funds. The funds will be distributed through the State Opioid Recovery & Remediation Fund Advisory Council and administered by the state Department of Mental Health and Addiction Services.

6. **Financial Impact:**

In total there will be approximately \$6.63 billion in base payments available to settling states. At this point in time it is difficult to estimate how much the State of Connecticut will receive which makes it difficult to estimate how much Simsbury would receive.

Each of the 2022 National Settlements requires that at least 85% to 95.5% of abatement funds be used to fund opioid-remediation efforts, with at least 70% of abatement funds required to be used in connection with future opioid-remediation efforts.

More information about the settlements can be found at this [FAQ document](#).

This is similar to a previous opioid settlement that the Board of Selectmen opted into. That settlement has provided the town with \$67,311.04. Social Services staff is

evaluating potential uses of the funds that are consistent with allowed uses under the settlement.

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:** Local Emergency Medical Services Plan Agreement

2. **Date of Board Meeting:** February 15, 2023

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

Maria E. Capriola, Town Manager; Melissa A.J. Appleby, Deputy Town Manager;
Nicholas Boulter, Chief of Police *Maria E. Capriola*

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

If the Board of Selectmen supports the updates to the Local Emergency Medical Services Plan as presented, the following motion is in order:

Move, effective February 15, 2023 to approve the Local Emergency Medical Services Plan as presented and to authorize Town Manager, Maria E. Capriola, to execute the Emergency Medical Services Plan Agreement presented as Attachment K to the Plan.

5. **Summary of Submission:**

Municipalities are required to submit a Local Emergency Medical Services Plan to the Department of Health's Office of Emergency Medical Services every five years. According to Connecticut Public Act 00-151, the Local EMS Plan should identify the public safety answering point responsible for receiving calls and dispatching the providers; identify the entity responsible for each level of EMS response; establish EMS performance standards; and describe any mutual aid agreements that the provider has with other entities.

The Plan was last updated in 2017; the proposed updates were drafted as a collaborative effort between the Town Manager's Office, Police Department, Simsbury Volunteer Ambulance Association, and the Fire District. Proposed updates to the Plan are primarily housekeeping in nature, to reflect current operations for the various service providers. Proposed updates to Attachment K, the Plan agreement between the service providers, includes new language regarding dispute resolution as well as clarification of roles and responsibilities for ensuring compliance with performance standards.

If approved by the Board of Selectmen, the document will be signed by the Town Manager, Chief of Police, Executive Director of SVAA, and the Chief of the Fire District. It will then be submitted to DPH for final approval.

6. **Financial Impact:**

None

7. Description of Documents Included with Submission:

- a) Proposed Updates to Local Emergency Medical Services Plan
- b) Proposed Updates to Attachment K – Emergency Medical Services Plan Agreement
- c) 2017 Local Emergency Medical Services Plan (with attachments)

Town of Simsbury, Connecticut Local Emergency Medical Services Plan



February 2023
~~December 2017~~

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- I.** Saint Francis Hospital Quality Improvement Plan
- J.** 2016 Emergency Operations Plan
- K.** Simsbury EMS Plan Agreement
- L.** Town Map
- M.** Addendum - Opioid Antagonist (Signed Letter)

1) **PURPOSE STATEMENT**

The purpose of this document is to develop a plan that satisfies the Town's statutory requirement and communicate information about the local EMS system to all stakeholders. In addition, this document establishes objectives that allow for ongoing assessment of the EMS system in Simsbury.

2) **LOCAL EMS PLANNING STATUTORY REQUIREMENT**

The required components of the Local EMS Plan are contained in CGS 19a-181b, which was updated in 2014. Additional information regarding the EMS system for the Town of Simsbury has been included so that this plan will be a resource to anyone seeking information about the system.

3) **MUNICIPAL INFORMATION**

Contact Information

Town of Simsbury
~~Office of the First Selectperson~~ Town Manager's Office
933 Hopmeadow Street
Simsbury, CT 06070
860-658-3230
townmanager@simsbury-ct.gov

Description of Response Area/Demographics

The Town of Simsbury has a total area of 34.5 square miles and is located in Hartford County. The Town has a population of approximately ~~24,807~~ 23,234. It is bound on the north by Granby, on the east by Bloomfield, on the south by Avon, and on the west by Canton. The Town is traversed by State Route 10 and US Route 202, US Route 44, and State Routes 167, 185, 189, 309 and 315 and is bisected by the Farmington River. The State Office of Rural Health designation for Simsbury is non-rural.

~~A wide variety of housing opportunities exist in the Town with over 90 percent of all one-family residences owner-occupied. In addition, the Town has constructed moderate-income efficiency apartments at the Meadows and at Hoskins Crossing, subsidized rental apartments at Willow Arms and housing for elderly residents at the Owens L. Murphy project. The Town's latest affordable housing project at Eno Farms consists of 50 units on Town-owned land.~~

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4) **SYSTEM OVERVIEW**

Emergency Medical Services are provided in the Town of Simsbury through a multi-tiered response. The Simsbury Police Department is the First Responder service, and Simsbury Volunteer Ambulance Association (SVAA) is the Basic Life Support service and the Paramedic service. The Simsbury Police Department Dispatch Center receives 911 calls originating in Town and dispatches Police First responders via two-way radio which contain the information on location and special circumstances. SVAA personnel are dispatched via tone-activation and two-way radio communication. Patients are transported to the most appropriate receiving facility as per State regulations, patient care protocols or special request. Dispatch automatically implements mutual aid as per protocol when it is determined it is needed.

5) **EMS SYSTEM COMPONENTS**

Public Safety Answering Point

Town of Simsbury Police Department
933 Hopmeadow Street, Simsbury, CT 06070
860-658-3100

First Responder Service

Town of Simsbury Police Department
933 Hopmeadow Street, Simsbury, CT 06070
860-658-3100

- The Simsbury Police Department holds the First Responder PSA for the Town of Simsbury. The boundaries include the Town of Simsbury, excluding the Ensign Bickford Industries-Simsbury Industrial complex¹ ~~and Powder Forest Business Park~~. SPD First Responders are certified at the Emergency Medical Technician or Emergency Medical Responder level. SPD response vehicles are equipped with AED's, medical bags, oxygen and Naloxone.

Ensign-Bickford Industries
640 Hopmeadow Street
P.O. Box 429
Simsbury, CT 06070
860-843-2289

- Ensign Bickford Industries holds the First Responder PSA for the Ensign Bickford Industries-Simsbury Industrial complex ~~and Powder Forest Business Park~~.

Supplemental First Responder

Simsbury Fire District
871 Hopmeadow Street, Simsbury, CT 06070
(860-658-1973)

- ~~The Simsbury Fire District responds with ten engines and two rescue trucks with first aid equipment bags, oxygen, AEDs and Technical rescue equipment.~~ The Simsbury Fire District responds with up to seven engines, a ladder truck, heavy rescue, technical rescue, and one all-terrain vehicle, all equipped with first aid equipment, oxygen, AED, and various levels of technical rescue equipment.

Basic Ambulance Service

Simsbury Volunteer Ambulance Association
4 Old Mill Lane, Simsbury, CT 06070
860-658-7213

- Simsbury Volunteer Ambulance Association, Inc. (SVAA) is a private, not for profit organization centrally located at 4 Old Mill Lane in Simsbury. SVAA operates three basic life support ambulances.

Medical control is provided through St. Francis Hospital and Medical Center. Quality Assurance is conducted on run reports per their policies. Additionally, QA is conducted by SVAA internally on all run reports. Crew members are engaged in discussions on care provided and best

¹ As of the date that this Plan was adopted, Ensign Bickford's PSA included the Powder Forest Business Park. In January 2023, the Simsbury Police Department submitted an application to DPH that lists the entire town of Simsbury as covered under the Simsbury Police Department, excluding the property owned by Ensign Bickford. The application was still pending as of the date of Plan adoption, but is anticipated to be approved as the removal of Powder Forest from Ensign Bickford's PSA reflects current practice.

practices. Remediation is conducted as indicated by SVAA practices and/or medical control oversight.

Written mutual aid agreements are established with Granby Ambulance Association and the Town of Canton Fire & EMS.

Advanced Life Support/Paramedic Service

Simsbury Volunteer Ambulance Association
4 Old Mill Lane, Simsbury, CT 06070
860-658-7213

- Simsbury Volunteer Ambulance Association staffs a minimum of one Paramedic 24/7. The Paramedic is dispatched per EMD protocols and responds with the SVAA ambulance or in a Paramedic response vehicle.

Medical control is provided through St. Francis Hospital and Medical Center. Quality Assurance (QA) is conducted on run reports per their policies. Additionally, QA is conducted by SVAA internally on all run reports. Crew members are engaged in discussions on care provided and best practices. Remediation is conducted as indicated by SVAA practices and/or medical control oversight.

The mutual aid agreements noted include Paramedic level response.

Mutual Aid

Granby Ambulance Association
1 Pegville Road, Granby, CT 06035
860-653-6535

Town of Canton Volunteer Fire & EMS
P.O. Box 168, Collinsville, CT 06022
860-693-7858

6) LOCAL SYSTEM COMPARISON TO MODEL EMS PLAN

Accident/Injury Prevention and Community Response

SVAA, the Simsbury Police Department and the Simsbury Fire District are all active in providing public education:

- **SVAA**
 - HEARTSafe achievement & designation (Attachment C)
 - AED program
 - CPR program
 - EMT training
- **Police Department**
 - Police cadets
 - Junior Police Academy
 - Citizens academy
 - Car seat installation
 - Everbridge
- **Fire District**
 - ~~Fire safety building inspection programs~~
 - ~~Elderly population safety programs~~

- ~~School safety programs, including visits by the Fire District~~
- Junior Firefighter Program
- Fire and Life Safety compliance building inspection programs
- Fire and Life safety programs for private and public schools from grades K- 12 and Day Cares
- Fire Station Tours
- Fire and fall prevention program for older adults
- Home fire safety survey visits for residents
- Fire and Life Safety programs for community businesses, civic organizations and groups
- Fire Extinguisher training
- Residential Smoke Alarm Check / Installation program
- Operates WSIM 103.5 FM Radio Station for Pre-recorded Public Safety Messages and ability for live emergency information broadcasting
- Community Risk Reduction assessments

Citizens Educated in the Proper Use of 911

Education in the proper use of 911 is generally led by the State of Connecticut. The State Department of Emergency Services and Public Protection (DESPP) has extensive information regarding the State's 911 system and its proper use on the department's website.

There are also extensive 911 education resources available on the National Emergency Number Association (NENA) website for any municipality, dispatch center, or EMS provider that wishes to undertake a 911 educational initiative in its area.

All Streets Clearly Identifiable, Homes and Businesses Properly Numbered

According to Chapter 112, Section 1 of the Code of the Town of Simsbury, all properties shall be identified by a uniform numbering system, and building numbers not less than three inches high shall be placed in such a way that they are visible from the street.

Public Safety Answering Point (PSAP) Utilizes Emergency Medical Dispatch

The PSAP for Simsbury is the Simsbury Police Department Dispatch Center. Dispatch uses ~~International Academies of Emergency~~ Priority Dispatch (IAED), which meets all current national guidelines. ~~IAED CEDC~~ adheres to an ongoing system evaluation:

- All dispatchers are required to attend and pass the Public Safety Tele communicator Class; additionally they all are required to be certified by Priority Dispatch.
- Dispatchers are evaluated by supervisory personnel that review completed evaluations completed by a certified Public Safety Tele communicator and the International Academies of Emergency Dispatch.
- Saint Francis is the medical oversight for Dispatch and signs off on EMD guidelines. Regular meetings are held to review performance and discuss problem resolution if needed.
- Dispatch operates in compliance with Connecticut General Statutes.

EMS First Responder with Primary Service Area Assignment

The Simsbury Police Department holds the First Responder PSA for the Town of Simsbury. The boundaries include the Town of Simsbury, excluding the Ensign Bickford Industries-Simsbury Industrial complex ~~and Powder Forest Business Park~~. The geographic boundaries are Avon to the south, Canton to the west, Granby to the north and Bloomfield to the east (see Attachment D).

Ensign-Bickford Industries, Inc. holds the First Responder PSA for the geographic areas noted above (see Attachment E).

The Simsbury Volunteer Fire Company is recognized as the Supplemental First Responder to the Simsbury Police Department for the Town of Simsbury, excluding the Ensign Bickford Complex (see Attachment F).

EMS First Responder with Semi-Automatic External Defibrillator

The Simsbury Police Department currently has ~~thirteen~~ ~~eight~~ designated first responder vehicles, all of which are equipped with SAED units. They also have a group of first responders strategically throughout Town that carry SAED's along with medical bags. Emergency Medical ~~Responders~~ ~~Technicians~~ are also authorized to administer Epinephrine (auto-injector) and Narcan.

Supplemental First Responder Equipped with SAED

The Simsbury Fire District has twelve apparatus equipped with SAED, oxygen and fully stocked medical supply bags.

Basic Ambulance Service with PSA Assignment

SVAA is the assigned Primary Service Area Responder at the Basic Ambulance level of care. The PSA includes the entire Town of Simsbury (see Attachment G).

Basic Ambulance Service Equipped with AED

Each SVAA Ambulance is equipped with an AED.

Paramedic Service with PSA Assignment

SVAA is the assigned Primary Service Area Responder at the Paramedic level of care. The PSA includes the entire Town of Simsbury (see Attachment H).

Ongoing EMS System Evaluation

Medical Quality Assurance and Quality Improvement is conducted by Saint Francis Hospital for the Simsbury Police Department and SVAA.

Sponsor Hospital Contact Information:
~~John Quinlavin~~, Manager, Emergency Medical Services
Saint Francis Hospital and Medical Center
114 Woodland Street, Hartford, CT 06105
860-714-5549

Written Mutual Aid Agreements

SVAA has written mutual aid agreements with the Granby Ambulance Association and the Town of Canton Volunteer Fire & EMS Department (see Attachments A and B).

Written Mass Casualty Plan

The Town of Simsbury has a comprehensive Emergency Operations Plan (EOP), which encompasses all hazards planning. The EOP is updated annually and was most recently updated in 2016 (see Attachment J). The emergency first responders as well as the members of the emergency operation centers have recurring training. Areas of training include but are not limited

to: MCI; snow storm response; shelter management; hurricane, tornado and active shooter response.

~~The Town's Public Safety Committee, made up of key management, response and reaction forces meet bi-monthly to address existing protocols and futures needs of the community.~~

Mass Casualty Plan Exercise

The emergency management team, comprised of the town's first responders, train on an annual basis. SVAA, the Police Department and the Fire District have participated in the Governor's annual Emergency Planning and Preparedness Initiative (EPPI) statewide exercises. These exercises have required participants to "table top" mass casualty incidents. Additionally, the team participates in large full scale exercises every three years which include mutual aid in all areas of responsibility. These typically have in excess of 200 participants.

7) EMS SYSTEM GOALS AND OBJECTIVES

One-Year

The Town and SVAA agree to evaluate ~~Examine~~ options for increasing EMS response capability during peak ~~weekday~~ hours and days of the week, including the viability of a second vehicle being staffed. The parties will evaluate funding options to ensure financial stability of the EMS system. The parties will amend Attachment K of this Plan if minimum service delivery requirements are revised by mutual agreement of the Town and SVAA.

Three-Year

Maintain HeartSafe designation

Five-Year

Work with mutual aid partners to update written mutual aid agreements

ATTACHMENTS

- A. Mutual Aid Agreement with the Town of Granby
- B. Mutual Aid Agreement with the Town of Canton
- C. HEARTSafe designation
- D. PSA – First Responder
- E. PSA – First Responder (Ensign-Bickford)
- F. PSA – Supplemental First Responder
- G. PSA – Basic
- H. PSA – Paramedic
- I. QA policy from hospital
- J. 2016 Emergency Operations Plan
- K. Simsbury EMS Plan Agreement
- L. Town Map
- M. Addendum - Opioid Antagonist (Signed Letter)

SIMSBURY EMERGENCY MEDICAL SERVICES PLAN AGREEMENT

Agreement entered into as of the __ 1st day of January ~~December~~, 2023 ~~2017~~, by and between the Town of Simsbury, a chartered municipal corporation organized and existing under the laws of the State of Connecticut, (hereinafter called the Town); the Town as its public safety answering point as defined in Section 28-25 of the Connecticut General Statutes; Simsbury Police Department, the designated first responder; Simsbury Fire District, the supplemental first responder; Simsbury Volunteer Ambulance Association, the basic ambulance provider; and Simsbury Volunteer Ambulance Association, the advanced life support provider.

WITNESSETH

WHEREAS, Chapter 368d, Section 19a-181b requires each municipality in the State of Connecticut to establish a local emergency medical services plan; and

WHEREAS, the plan shall include a written agreement, between the municipality, its emergency medical services providers, and the public safety answering point; and

WHEREAS, the plan shall also include performance standards for each segment of the municipality's emergency medical services system; and

NOW THEREFORE, the parties hereby agree as follows:

1. The Town as a public safety answering point agrees that it will provide staffing on a twenty-four (24) hour, seven (7) day a week basis with trained state-certified personnel; utilize Emergency Medical Dispatch (EMD) as per state law, including medical oversight as defined in the EMD program; comply with all state regulatory requirements for public safety answering points; and provide formal performance improvement effort which includes medical review of at least ten (10) samplings per quarter.
2. The Simsbury Police Department as designated first responder agrees that it will provide vehicles, equipment and personnel on a twenty-four (24) hour, seven (7) day a week basis with minimum staffing of one certified ~~MRT~~ EMR authorized in AED use; ~~have in place a written agreement with a backup EMS service that will provide mutual aid if unable to respond~~; agree to comply with all state regulatory requirements for first responder services; agree to follow state, regional and sponsor hospital guidelines; agree to a program of medical oversight as per local sponsor hospital; endeavor to meet this response time criteria for calls dispatched as highest levels:

Between 2 and 8 minutes: 80%

3. The Simsbury Fire District as supplemental first responder agrees that it will respond when the designated first responder is unavailable and provide vehicles, equipment and personnel with minimum staffing of one certified ~~MRT~~ EMR authorized in AED; comply with all state regulatory requirements for supplemental first responder services; follow state, regional and sponsor hospital guidelines; agree to a program of medical oversight as per

local sponsor hospital; and endeavor to meet this response time criteria for calls dispatched as highest level:

~~Less than 2 minutes: 5%~~
~~Between 2 and 4 minutes: 10%~~
~~Between 4 and 6 minutes: 10%~~
Between 6 2 and 8 minutes: 30 55%
Greater than 8 minutes: 45%

4. The Simsbury Volunteer Ambulance Association (SVAA) as the basic Ambulance level is designated as the primary service area responder at the basic ambulance and will provide vehicles, equipment and personnel on a twenty-four (24) hour, seven (7) day a week basis with minimum staffing of ~~one~~ two certified EMTs and ~~one~~ MRT. Have in place a written agreement with a backup EMS service that will provide mutual aid at the same level of care or higher if unable to respond; comply with all state regulatory requirements for basic level ambulances; follow state, regional and sponsor hospital guidelines; have in place a formal performance improvement effort, which includes medical review of a ten (10) percent sampling or 100 cases per annum whichever is greater; and endeavor to meet this response time criteria for calls dispatched as highest level:

Activation Time

Less than 2 minutes: 30%
2-5 minutes: 60%
Greater than 5 minutes: 10%

Response Time

Less than 5 minutes: 10%
Between 6-10 minutes: 50%
Between 10-14 minutes: 30%
Greater than 14 minutes: 10%

5. The Simsbury Volunteer Ambulance Association as the advanced level care provider will be designated as the primary service area responder at the advanced level of care, and will provide vehicles, equipment and personnel on a twenty-four (24) hour, seven (7) day a week basis with minimum staffing of one licensed paramedic. SVAA ~~The Town of Simsbury~~ will have in place a written agreement with a backup EMS service that will provide mutual aid at the same level of care if the Simsbury Volunteer Ambulance Association is unable to respond. The Simsbury Volunteer Ambulance Association will comply with all state regulatory requirements for mobile intensive care; follow state, regional and sponsor hospital guidelines have in place a formal performance improvement effort, which includes medical review of ten (10) percent sampling or 100 cases per annum whichever is greater; and endeavor to meet this response time criteria for calls dispatched as highest level:

Activation Time

Less than 2 minutes: 30%
2-5 minutes: 60%
Greater than 5 minutes: 10%

Response Time

Less than 5 minutes: 10%
Between 6-10 minutes: 50%
Between 10-14 minutes: 30%
Greater than 14 minutes: 10%

6. Should any disagreement arise regarding responsibilities under this Agreement, the parties through their Town Manager, Executive Director, and Chiefs shall meet, confer, and if possible, reach resolution on the matter. Should the Town Manager, Executive Director, and Chiefs be unable to reach a resolution, the disagreement shall be submitted to an ad hoc committee of the Board of Selectmen, SVAA Board, and Fire District for review and resolution.
7. The Connecticut Department of Health (DPH) is responsible for reviewing the Local EMS Plan, including this attached Agreement. DPH assigns the EMS provider for each Primary Service Area (PSA), designating a provider for the four levels of response as described in Sections 2-5 above. Should the existing providers fail to meet the performance standards identified in this Agreement, the Town of Simsbury may petition DPH for a change in PSA designation.
8. This Agreement will be in effect from January 2023 through January 2028 unless terminated earlier in accordance with Section 7 above.

The parties hereto have executed this agreement as of the day and year written above:

Town of Simsbury:

~~Lisa L. Heavner/First Selectwoman~~
Maria E. Capriola/Town Manager

Public Safety Answering Point:

Nicholas Boulter ~~Peter Ingvertsen~~/
Simsbury Chief of Police

Basic Ambulance Provider:

Karin Stewart ~~Michael Delehanty~~/Simsbury
Volunteer Ambulance Association
Executive Director

Advanced Life Support Provider:

Karin Stewart ~~Michael Delehanty~~/Simsbury
Volunteer Ambulance Association
Executive Director

First Responder:

Nicholas Boulter~~Peter Ingvertsen~~/
Simsbury Chief of Police

Manisha Juthani, MD~~Raul Pino, M.D., M.P.H.~~
Commissioner
Connecticut Department of Health

Supplemental First Responder:

James Baldis/Simsbury Fire District Chief

**Town of Simsbury, Connecticut
Local Emergency Medical Services Plan**



December 2017

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1) **PURPOSE STATEMENT**

The purpose of this document is to develop a plan that satisfies the Town's statutory requirement and communicate information about the local EMS system to all stakeholders. In addition, this document establishes objectives that allow for ongoing assessment of the EMS system in Simsbury.

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Contact Information

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933 Hopmeadow Street
Simsbury, CT 06070
860-658-3230

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5) **EMS SYSTEM COMPONENTS**

Public Safety Answering Point

Town of Simsbury Police Department
933 Hopmeadow Street, Simsbury, CT 06070
860-658-3100

First Responder Service

Town of Simsbury Police Department
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Ensign-Bickford Industries
640 Hopmeadow Street
P.O. Box 429
Simsbury, CT 06070
860-843-2289

- Ensign Bickford Industries holds the First Responder PSA for the Ensign Bickford Industries-Simsbury Industrial complex and Powder Forest Business Park.

Supplemental First Responder

Simsbury Fire District
871 Hopmeadow Street, Simsbury, CT 06070
(860-658-1973)

- The Simsbury Fire District responds with ten engines and two rescue trucks with first aid equipment bags, oxygen, AEDs and Technical rescue equipment.

Basic Ambulance Service

Simsbury Volunteer Ambulance Association
4 Old Mill Lane, Simsbury, CT 06070
860-658-7213

- Simsbury Volunteer Ambulance Association, Inc. (SVAA) is a private, not for profit organization centrally located at 4 Old Mill Lane in Simsbury. SVAA operates three basic life support ambulances.

Medical control is provided through St. Francis Hospital and Medical Center. Quality Assurance is conducted on run reports per their policies. Additionally, QA is conducted by SVAA internally on all run reports. Crew members are engaged in discussions on care provided and best practices. Remediation is conducted as indicated by SVAA practices and/or medical control oversight.

Written mutual aid agreements are established with Granby Ambulance Association and the Town of Canton Fire & EMS.

Advanced Life Support/Paramedic Service

Simsbury Volunteer Ambulance Association
4 Old Mill Lane, Simsbury, CT 06070
860-658-7213

- Simsbury Volunteer Ambulance Association staffs a minimum of one Paramedic 24/7. The Paramedic is dispatched per EMD protocols and responds with the SVAA ambulance or in a Paramedic response vehicle.

Medical control is provided through St. Francis Hospital and Medical Center. Quality Assurance is conducted on run reports per their policies. Additionally, QA is conducted by SVAA internally on all run reports. Crew members are engaged in discussions on care provided and best practices. Remediation is conducted as indicated by SVAA practices and/or medical control oversight.

The mutual aid agreements noted include Paramedic level response.

Mutual Aid

Granby Ambulance Association
1 Pegville Road, Granby, CT 06035
860-653-6535

Town of Canton Volunteer Fire & EMS
P.O. Box 168, Collinsville, CT 06022
860-693-7858

6) LOCAL SYSTEM COMPARISON TO MODEL EMS PLAN***Accident/Injury Prevention and Community Response***

SVAA, the Simsbury Police Department and the Simsbury Fire District are all active in providing public education:

- **SVAA**
 - HEARTSafe achievement & designation (Attachment C)
 - AED program
 - CPR program
 - EMT training
- **Police Department**
 - Police cadets
 - Junior Police Academy
 - Citizens academy
 - Car seat installation
 - Everbridge
- **Fire District**
 - Fire safety building inspection programs
 - Elderly population safety programs
 - School safety programs, including visits by the Fire District

Citizens Educated in the Proper Use of 911

Education in the proper use of 911 is generally led by the State of Connecticut. The State Department of Emergency Services and Public Protection (DESPP) has extensive information regarding the State's 911 system and its proper use on the department's website.

There are also extensive 911 education resources available on the National Emergency Number Association (NENA) website for any municipality, dispatch center, or EMS provider that wishes to undertake a 911 educational initiative in its area.

All Streets Clearly Identifiable, Homes and Businesses Properly Numbered

According to Chapter 112, Section 1 of the Code of the Town of Simsbury, all properties shall be identified by a uniform numbering system, and building numbers not less than three inches high shall be placed in such a way that they are visible from the street.

Public Safety Answering Point (PSAP) Utilizes Emergency Medical Dispatch

The PSAP for Simsbury is the Simsbury Police Department Dispatch Center. Dispatch uses Priority Dispatch, which meets all current national guidelines. CEDC adheres to an ongoing system evaluation:

- All dispatchers are required to attend and pass the Public Safety Tele communicator Class; additionally they all are required to be certified by Priority Dispatch.
- Dispatchers are evaluated by supervisory personnel that review completed evaluations completed by a certified Public Safety Tele communicator and the International Academies of Emergency Dispatch.
- Saint Francis is the medical oversight for Dispatch and signs off on EMD guidelines. Regular meetings are held to review performance and discuss problem resolution if needed.
- Dispatch operates in compliance with Connecticut General Statutes.

EMS First Responder with Primary Service Area Assignment

The Simsbury Police Department holds the First Responder PSA for the Town of Simsbury. The boundaries include the Town of Simsbury, excluding the Ensign Bickford Industries-Simsbury Industrial complex and Powder Forest Business Park. The geographic boundaries are Avon to the south, Canton to the west, Granby to the north and Bloomfield to the east (see Attachment D).

Ensign-Bickford Industries, Inc. holds the First Responder PSA for the geographic areas noted above (see Attachment E).

The Simsbury Volunteer Fire Company is recognized as the Supplemental First Responder to the Simsbury Police Department for the Town of Simsbury, excluding the Ensign Bickford Complex (see Attachment F).

EMS First Responder with Semi-Automatic External Defibrillator

The Simsbury Police Department currently has eight designated first responder vehicles, all of which are equipped with SAED units. They also have a group of first responders strategically throughout Town that carry SAED's along with medical bags. Emergency Medical Technicians are also authorized to administer Epinephrine (auto-injector).

Supplemental First Responder Equipped with SAED

The Simsbury Fire District has twelve apparatus equipped with SAED, oxygen and fully stocked medical supply bags.

Basic Ambulance Service with PSA Assignment

SVAA is the assigned Primary Service Area Responder at the Basic Ambulance level of care. The PSA includes the entire Town of Simsbury (see Attachment G).

Basic Ambulance Service Equipped with AED

Each SVAA Ambulance is equipped with an AED.

Paramedic Service with PSA Assignment

SVAA is the assigned Primary Service Area Responder at the Paramedic level of care. The PSA includes the entire Town of Simsbury (see Attachment H).

Ongoing EMS System Evaluation

Medical Quality Assurance and Quality Improvement is conducted by Saint Francis Hospital for the Simsbury Police Department and SVAA.

Sponsor Hospital Contact Information:
John Quinlavin, Manager, Emergency Medical Services
Saint Francis Hospital and Medical Center
114 Woodland Street, Hartford, CT 06105
860-714-5549

Written Mutual Aid Agreements

SVAA has written mutual aid agreements with the Granby Ambulance Association and the Town of Canton Volunteer Fire & EMS Department (see Attachments A and B).

Written Mass Casualty Plan

The Town of Simsbury has a comprehensive Emergency Operations Plan (EOP), which encompasses all hazards planning. The EOP is updated annually and was most recently updated in 2016 (see Attachment J). The emergency first responders as well as the members of the emergency operation centers have recurring training. Areas of training include but are not limited to: MCI; snow storm response; shelter management; hurricane, tornado and active shooter response.

The Town's Public Safety Committee, made up of key management, response and reaction forces meet bi-monthly to address existing protocols and futures needs of the community.

Mass Casualty Plan Exercise

The emergency management team, comprised of the town's first responders, train on an annual basis. SVAA, the Police Department and the Fire District have participated in the Governor's annual Emergency Planning and Preparedness Initiative (EPPI) statewide exercises. These exercises have required participants to "table top" mass casualty incidents. Additionally, the team participates in large full scale exercises every three years which include mutual aid in all areas of responsibility. These typically have in excess of 200 participants.

7) EMS SYSTEM GOALS AND OBJECTIVES

One-Year

Examine options for increasing EMS response capability during peak weekday hours

Three-Year

Maintain HeartSafe designation

Five-Year

Work with mutual aid partners to update written mutual aid agreements

ATTACHMENTS

- A. Mutual Aid Agreement with the Town of Granby
- B. Mutual Aid Agreement with the Town of Canton
- C. HEARTSafe designation
- D. PSA – First Responder
- E. PSA – First Responder (Ensign-Bickford)
- F. PSA – Supplemental First Responder
- G. PSA – Basic
- H. PSA – Paramedic
- I. QA policy from hospital
- J. 2016 Emergency Operations Plan
- K. Simsbury EMS Plan Agreement
- L. Town Map
- M. Addendum - Opioid Antagonist (Signed Letter)

Attachment A

Mutual Aid Agreement with the Town of Granby

MEMORANDUM OF AGREEMENT

**By and Between
Granby Ambulance Association
And
Simsbury Ambulance Association**

WHEREAS, the Granby Ambulance Association is responsible for and has provided basic life support and ambulance transportation to the residents and visitors of its Primary Service Area (PSA); and,

WHEREAS, the Granby Ambulance Association realizes the appropriateness of having advanced life support capability available and wishes to be able to have such available to the residents and visitors of its PSA; and,

WHEREAS, the Simsbury Ambulance Association has provided advanced life support intercept service in the past and wish to continue to serve the PSA provider with advanced life support services; and,

WHEREAS, the Simsbury Ambulance Association wishes to recoup the cost of providing such advanced life support intercept service in the most reasonable manner which meets both the patient's and the provider's needs; and,

WHEREAS, Medicare and Medicare HMOs have requirements wherein reimbursement for such advanced life support intercept services will only be honored when presented on a single, uniform statement of services rendered and when certain conditions are met; and,

WHEREAS, it is the desire of all parties to minimize the payment burden on the recipient of such advanced life support intercept services.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Simsbury Ambulance Association shall maintain an advanced life support capability.
2. The Simsbury Ambulance Association shall respond to requests for advanced life support from the Granby Ambulance Association. At the ambulance service's discretion, such response shall be either directly to the scene of the medical emergency or to meet the transporting ambulance en-route to an acute care medical facility at an agreed to intercept point. Paramedic Intercept services shall be based on and in accordance with the most recent revision of the CT State Advanced Life Support Protocols as revised from time to time.

3. It is understood that there may be times when emergency medical services systems requirements may be such as to make a response impossible due to limited resources of the Simsbury Ambulance Association.
4. If advanced life support procedures or therapies are initiated, the representative of the Simsbury Ambulance Association shall accompany the patient and the ambulance crew on board the ambulance until the patient is delivered to the acute care facility and patient care responsibilities are transferred from the pre-hospital care providers to the hospital personnel.
5. The Simsbury Ambulance Association authorizes Granby Ambulance Association to initiate a statement of services rendered which will include any and all normal fees of the Granby Ambulance Association and in addition, include a fee not to exceed the normal fee usually charged by the Simsbury Ambulance Association for such "Paramedic Intercept" services, set by the Simsbury Ambulance Association. However, at the discretion of the Granby Ambulance Association, such fee may be lower than that normally charged by the Simsbury Ambulance Association for such services.
6. The Simsbury Ambulance Association agrees to bill Granby Ambulance Association only for the Advanced Life Support intercept services, as described above, when the mutually treated patient is a Medicare beneficiary or whose primary insurance is a Medicare HMO on the date when services are rendered. The Simsbury Ambulance Association reserves the right to independently bill for and seek remuneration from those patients treated by both parties as part of an Advanced Life Support intercept who are not Medicare beneficiaries or Medicare HMO members on the date services were rendered. Such billing will be done utilizing standard billing practices and procedures, and the fee assessed will not exceed the fee normally charged by Simsbury Ambulance Association for such intercept services.
7. The Simsbury Ambulance Association will provide documentation to the Granby Ambulance of their legal capability to provide advanced life support. Such documentation shall be in the form of a copy of the license issued by the State, a letter from the Regional Council authorizing the Simsbury Ambulance Association at the advanced life support level or a letter from the sponsor hospital agreeing to provide the Simsbury Ambulance Association with medical control.
8. The Granby Ambulance Association agrees to pay the Simsbury Ambulance Association, the difference between the Basic Life Support and Advanced Life Support fees paid by Medicare or the Medicare HMO and any supplemental insurance or private pay for each advanced life support intercept to which a response was requested by the Granby Ambulance Association and to which a representative of the Simsbury Ambulance Association actually responded and an advanced life support therapy was initiated. This amount will be paid based on an invoice from the Simsbury Ambulance Association detailing the date and time of service, the location of the intercept and confirmed by comparison to the records of the Granby

Ambulance Association and Simsbury Ambulance Association. The Granby Ambulance Association agrees to pay said invoice within thirty (30) days of receipt for any undisputed response.

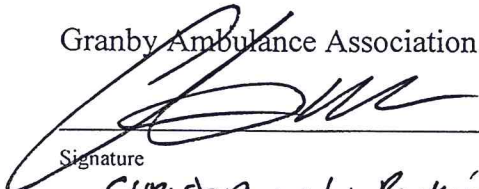
9. This Agreement shall run for a period of one year from the date of execution, unless terminated as provided herein. At the time of expiration, if there is no notice of intent for non-renewal by either party and no new agreement is entered into, this agreement shall remain in effect.

This agreement is the sole and entire understanding between the parties relating to the subject matter hereof, and supersedes all prior understandings, agreements, and documentation relating to the subject hereof. This Agreement may be amended only by an instrument executed by the authorizing representatives of both parties.

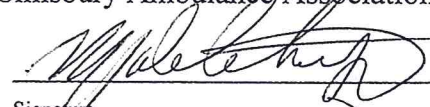
This Agreement may be terminated by either party at any time by giving written notice of sixty (60) days to the other party.

This Agreement shall become effective on the 1st day of February 2007.

Granby Ambulance Association


Signature
Christopher W. Perkins
Printed Name
President + CEO
Title
1/31/07
Date

Simsbury Ambulance Association


Signature
MICHAEL J. DEREMMY
Printed Name
EXEC-DIRECTOR
Title
1/30/07
Date

-The remainder of this page intentionally left blank-

Attachment B

Mutual Aid Agreement with the Town of Canton



EMS Mutual Aid Agreement

Between

The Simsbury Volunteer Ambulance Association

And

The Town of Canton Vol. Fire & EMS Department

The Simsbury Volunteer Ambulance Association does hereby agree to provide backup paramedic service and backup transport services, as available, to the Town of Canton Vol. Fire & EMS Department. Requests for this service should be made through the Simsbury Police Dispatch Center.

The Simsbury Volunteer Ambulance Association may be released from this agreement by the Town of Canton Vol. Fire & EMS Department at any time upon receipt of a written notice of termination.

And

The Town of Canton Vol. Fire & EMS Department does hereby agree to provide backup paramedic service and backup transport services, as available to The Simsbury Volunteer Ambulance Association. Requests for this service should be made through the Town of Canton Police Department Dispatch Center

The Town of Canton Vol. Fire & EMS Department may be released from this agreement by the Simsbury Volunteer Ambulance Association at any time upon receipt of a written notice of termination.

 Date: 6/6/16

Michael Delehanty
Executive Director
Simsbury Volunteer Ambulance Association
P.O. Box 301
Simsbury, CT 06070

 Date: 6/6/16

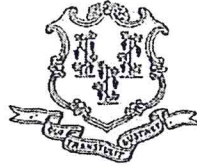
John Bunnell
Assistant Chief, EMS
Town of Canton Vol. Fire & EMS Department
4 Market Street
P.O. Box 16
Canton, CT 06019

Attachment C

HEARTSafe Designation

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH



Raul Pino, M.D., M.P.H.
Commissioner

Dannel P. Malloy
Governor
Nancy Wyman
Lt. Governor

February 2, 2017

The Honorable Lisa Heavner, First Selectman
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Dear First Selectman Heavner:

On behalf of the Connecticut Department of Public Health and the American Heart Association, congratulations to your community for having met the renewal requirements of a designated HEARTSafe community.

This three-year re-designation, effective February 2, 2017, recognizes your community's continued commitment to provide improved cardiac response and care to the residents of your community utilizing the "Chain of Survival" of early 9-1-1 access, cardiopulmonary resuscitation, defibrillation and advanced care.

We commend you on your efforts to continue to save lives and improve the health of your community.

Sincerely,

A handwritten signature in cursive script, appearing to read "Raul Pino".

Raul Pino, M.D., M.P.H.
Commissioner



Phone: (860) 509-7975 • Fax: (860) 730-8384
410 Capitol Avenue, P.O. Box 340308
Hartford, Connecticut 06134-0308
www.ct.gov/dph/ems

Affirmative Action/Equal Opportunity Employer

State of Connecticut Department of Public Health

Heart Disease and Stroke Prevention Program and
the Office of Emergency Medical Services

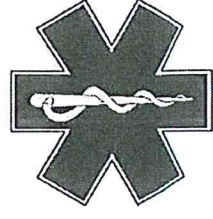
*In recognition of community efforts to improve survival from sudden cardiac arrest,
the Town of*

Simsbury

has met the criteria for re-designation as a

HEARTSafe Community

Presented this 2nd day of February in the year 2017



Raul Pino, M.D., M.P.H.
Commissioner

Attachment D

PSA – First Responder (Simsbury Police Department)



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

AMENDED

DIVISION OF HEALTH SYSTEMS REGULATION

PRIMARY SERVICE AREA RESPONDER

In accordance with Section 19a-179-4 of the Regulations for Emergency Medical Services:

SIMSBURY POLICE DEPARTMENT is assigned Primary Service Area Responder at the **FIRST RESPONDER** level of emergency care for the geographic area/s as described below:

THE BOUNDARIES INCLUDE THE TOWN OF SIMSBURY, CT EXCLUDING THE ENSIGN BICKFORD INDUSTRIES-SIMSBURY INDUSTRIAL COMPLEX AND POWDER FOREST BUSINESS PARK. BORDERED ON THE SOUTH BY AVON, WEST BY CANTON, NORTH BY GRANBY, AND EAST BY BLOOMFIELD, CT.

An express condition of licensure or certification as an emergency medical services provider shall be the availability and willingness of the emergency medical service provider to carry out any PSAR assignment made by the Department of Public Health pursuant to this section of these regulations.

This PSAR assignment may be withdrawn when it is determined by the Department of Public Health that it is in the best interest of patient care to do so, or the chief administrative official of the municipality in which the PSA lies can demonstrate to the commissioner that an emergency exists and that the safety, health and welfare of the citizens of the affected area are jeopardized by the performance of the assigned primary service area responder.

DATE: 6/30/99

Cynthia Denne, Director
Division of Health Systems Regulation

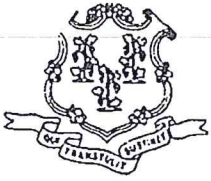
Amended: excludes the Ensign Bickford Industries-Simsbury Industrial complex and Powder Forest Business Park.



Phone:
Telephone Device for the Deaf (860) 509-7191
410 Capitol Avenue - MS # _____
P.O. Box 340308 Hartford, CT 06134

Attachment E

PSA – First Responder (Ensign-Bickford)



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH AND ADDICTION SERVICES
Office of Emergency Medical Services



AMENDED
STATE DEPARTMENT OF HEALTH SERVICES
OFFICE OF EMERGENCY MEDICAL SERVICES
PRIMARY SERVICE AREA RESPONDER

In accordance with Section 19a-179-4 of the Regulations for
Emergency Medical Services:


ENSIGN-BICKFORD INDUSTRIES, INC. is the assigned Primary Service
Area Responder at the **FIRST RESPONDER** level of emergency care for
the geographic area/s as described below:

THE TOWN OF SIMSBURY, CT AS DESCRIBED ON PAGE 4 OF THE PSA
APPLICATION

An express condition of licensure or certification as an emergency
medical services provider shall be the availability and willingness
of the emergency medical service provider to carry out any PSAR
assignment made by the OEMS pursuant to this section of these
regulations.

This PSAR assignment may be withdrawn when it is determined by the
OEMS that it is in the best interest of patient care to do so, or
the chief administrative official of the municipality in which the
PSA lies can demonstrate to the commissioner that an emergency
exists and that the safety, health and welfare of the citizens of
the affected area are jeopardized by the performance of the
assigned primary service area responder.

DATE: 10/3/95

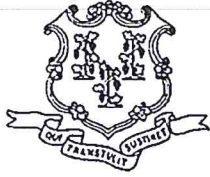

Paul J. Connelly
Assistant Director



Phone: (203) 566-7336 FAX (203) 566-7172
Telephone Device for the Deaf (203) 566-1279
150 Washington Street — Hartford, CT 06106
An Equal Opportunity Employer

Attachment F

PSA – Supplemental First Responder



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

DIVISION OF HEALTH SYSTEMS REGULATION

RECOGNITION OF OPERATION 1282SR

SIMSBURY VOLUNTEER FIRE COMPANY located at 871 Hopmeadow St., Simsbury, CT is hereby recognized as the Supplemental First Responder to the Simsbury Police Department, Simsbury, CT for the following area:

TOWN OF SIMSBURY, CT EXCLUDING ENSIGN BICKFORD COMPLEX

A copy of this document shall be placed prominently in the above stated operational headquarters and at each location from which the provider is granted permission to operate.

Date

8/25/99

By

Cynthia Denne

Cynthia Denne, Bureau Chief
Bureau of Regulatory Services



Phone:

Telephone Device for the Deaf (860) 509-7191

410 Capitol Avenue - MS # _____

P.O. Box 340308 Hartford, CT 06134

An Equal Opportunity Employer

Attachment G

PSA – Basic



STATE OF CONNECTICUT

DEPARTMENT OF HEALTH SERVICES

Office of Emergency Medical Services

STATE DEPARTMENT OF HEALTH SERVICES

OFFICE OF EMERGENCY MEDICAL SERVICES

PRIMARY SERVICE AREA RESPONDER


In accordance with Section 19a-179-4 of the Regulations for Emergency Medical Services:

SIMSBURY VOLUNTEER AMBULANCE SERVICE is the assigned Primary Service Area Responder at the **BASIC AMBULANCE** level of emergency care for the geographic area/s as described below:

THE BOUNDARIES OF SIMSBURY, CONNECTICUT

An express condition of licensure or certification as an emergency medical services provider shall be the availability and willingness of the emergency medical service provider to carry out any PSAR assignment made by the OEMS pursuant to this section of these regulations.

This PSAR assignment may be withdrawn when it is determined by the OEMS that it is in the best interest of patient care to do so, or the chief administrative official of the municipality in which the PSA lies can demonstrate to the commissioner that an emergency exists and that the safety, health and welfare of the citizens of the affected area are jeopardized by the performance of the assigned primary service area responder.


Thomas Santamauro, Chief
Licensure and Certification
Office of Emergency Medical Services

November 8, 1989

OEMS 10/89

Attachment H

PSA – Paramedic



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

STATE DEPARTMENT OF PUBLIC HEALTH

OFFICE OF EMERGENCY MEDICAL SERVICES

PRIMARY SERVICE AREA RESPONDER

In accordance with Section 19a-179-4 of the Regulations for Emergency Medical Services:

SIMSBURY VOLUNTEER AMBULANCE ASSOC. is the assigned Primary Service Area Responder at the **MOBILE INTENSIVE CARE-PARAMEDIC** level of emergency care for the geographic area/s as described below:

THE BOUNDARIES SIMSBURY, CONNECTICUT.

An express condition of licensure or certification as an emergency medical services provider shall be the availability and willingness of the emergency medical service provider to carry out any PSAR assignment made by the OEMS pursuant to this section of these regulations.

This PSAR assignment may be withdrawn when it is determined by the OEMS that it is in the best interest of patient care to do so, or the chief administrative official of the municipality in which the PSA lies can demonstrate to the commissioner that an emergency exists and that the safety, health and welfare of the citizens of the affected area are jeopardized by the performance of the assigned primary service area responder.

DATE: 4/28/97

Fred Hurtado, Chief
Regulations & Standards



Phone:

Telephone Device for the Deaf (860) 509-7191
410 Capitol Avenue - MS # _____
P.O. Box 340308 Hartford, CT 06134
An Equal Opportunity Employer

Attachment I

Saint Francis Hospital Quality Improvement Plan

Subject: **Continuous Quality Improvement Plan**

I. PURPOSE

To examine the prehospital care rendered by EMS personnel transporting patients to Saint Francis Hospital and Medical Center. To examine the prehospital care rendered by EMS personnel sponsored under MIC sponsorship of Saint Francis Hospital and Medical Center .

To identify issues or opportunities to improve the quality and appropriateness of care rendered by said prehospital care personnel.

To improve the quality of prehospital emergency and non emergency medical care.

II. POLICY

The management of the Quality Improvement Program will be coordinated by the EMS Manager with oversight by an EMS Medical Director. Audits may be conducted to monitor the appropriateness of delivered prehospital care to patients brought to Saint Francis Hospital and also of the care provided by sponsored EMS personnel in patient contact with transport to other facilities or no transport.

III. PROCEDURE

A. Scope of Care

1. Prehospital personnel evaluate, treat and triage a wide spectrum of patients of all ages. This spectrum includes but is not limited to:
 - a. Life threatening, urgent, non-urgent medical, surgical, pediatric, obstetric, gynecologic, and psychiatric emergencies.
 - b. All levels of trauma care.
2. Written patient care guidelines serve to guide EMS personnel and prehospital care with consultation available from on-line Emergency Department physicians.

B. Aspects of Care

1. Specific aspects of care may be evaluated by continuous monitoring of certain sentinel events as well as a continuous random review of high risk care and EMS policies and procedures.
 - a. Sentinel events that may be monitored are as follows:
 1. Core and full trauma patients.
 2. Cardiac Arrests
 3. Complaints as submitted either verbally or in writing.
2. High Risk Events that may be monitored include but are not limited to:
 1. Chest Pain
 2. Respiratory Distress
 3. Seizures

4. Overdose/poisoning
5. Hypothermia
6. Hyperthermia
7. Down-grades
8. Refusal of Care
9. Scene times greater than 20 mins.
10. Critical pediatric cases

3. EMS policies and procedures that may be monitored include but are not limited to:

1. Patient care guidelines
2. Continuing Education policy
3. Completion of prehospital run report
4. Radio transmissions
5. Narcotic exchange

C. Indicators of Care

For each audit a series of indicators may be established and charts are reviewed for these indicators.

D. Thresholds

Patterns and trending may be monitored and form the basis for future valuations.

E. Data

Data collection for audits may be collected by a random review of charts, monitor forms, checklists etc. Compliance rates are calculated for each indicator.

F. Evaluation

Care may be evaluated by comparing actual compliance rates with pre-set thresholds. If thresholds are reached, care is evaluated for evidence of continuous improvement.

G. Actions

When compliance falls below pre-set thresholds, specific action may be outlined and implemented. Repeat audits may be done to assess efficacy of corrective actions. In order to strive for continuous improvement actions could include; education, change in policy, procedure, medcon suspension and/or termination, and information sharing.

H. Re-evaluation

Frequent monitoring and re-evaluation may be used to assess the effectiveness of corrective actions.

I. Dissemination of Results

A copy of the Quality Improvement audit may be distributed as follows
when appropriate:
Director of EMS Service
Sponsored personnel
Other hospital EMS Coordinators
Connecticut Department of Public Health

Approved by:
John Quinlavin

Revised: 2/97, 1/03, 8/09, 2/15, 9/17

Attachment J

2016 Emergency Operations Plan

(this document was previously approved; it is intentionally omitted from this version due to size)

Attachment K

Simsbury EMS Plan Agreement

SIMSBURY EMERGENCY MEDICAL SERVICES PLAN AGREEMENT

Agreement entered into as of the 1st day of December, 2017, by and between the Town of Simsbury, a chartered municipal corporation organized and existing under the laws of the State of Connecticut, (hereinafter called the Town); the Town as its public safety answering point as defined in Section 28-25 of the Connecticut General Statutes; Simsbury Police Department, the designated first responder; Simsbury Fire District, the supplemental first responder; Simsbury Volunteer Ambulance Association, the basic ambulance provider; and Simsbury Volunteer Ambulance Association, the advanced life support provider.

WITNESSETH

WHEREAS, Chapter 368d, Section 19a-181b requires each municipality in the State of Connecticut to establish a local emergency medical services plan; and

WHEREAS, the plan shall include a written agreement, between the municipality, its emergency medical services providers, and the public safety answering point; and

WHEREAS, the plan shall also include performance standards for each segment of the municipality's emergency medical services system; and

NOW THEREFORE, the parties hereby agree as follows:

1. The Town as a public safety answering point agrees that it will provide staffing on a twenty-four (24) hour, seven (7) day a week basis with trained state-certified personnel; utilize Emergency Medical Dispatch (EMD) as per state law, including medical oversight as defined in the EMD program; comply with all state regulatory requirements for public safety answering points; and provide formal performance improvement effort which includes medical review of ten (10) samplings per quarter.
2. The Simsbury Police Department as designated first responder agrees that it will provide vehicles, equipment and personnel on a twenty-four (24) hour, seven (7) day a week basis with minimum staffing of one certified MRT authorized in AED use, have in place a written agreement with a backup EMS service that will provide mutual aid if unable to respond; agree to comply with all state regulatory requirements for first responder services; agree to follow state, regional and sponsor hospital guidelines; agree to a program of medical oversight as per local sponsor hospital; endeavor to meet this response time criteria for calls dispatched as highest levels:

Between 2 and 8 minutes: 80%

3. The Simsbury Fire District as supplemental first responder agrees that it will respond when the designated first responder is unavailable and provide vehicles, equipment and personnel with minimum staffing of one certified MRT authorized in AED; comply with all state regulatory requirements for supplemental first responder services; follow state, regional and sponsor hospital guidelines; agree to a program of medical oversight as per

local sponsor hospital; and endeavor to meet this response time criteria for calls dispatched as highest level:

Less than 2 minutes: 5%
Between 2 and 4 minutes: 10%
Between 4 and 6 minutes: 10%
Between 6 and 8 minutes: 30 %
Greater than 8 minutes: 45%

4. The Simsbury Volunteer Ambulance Association as the basic Ambulance level is designated as the primary service area responder at the basic ambulance and will provide vehicles, equipment and personnel on a twenty-four (24) hour, seven (7) day a week basis with minimum staffing of one certified EMT and one MRT. Have in place a written agreement with a backup EMS service that will provide mutual aid at the same level of care or higher if unable to respond; comply with all state regulatory requirements for basic level ambulances; follow state, regional and sponsor hospital guidelines; have in place a formal performance improvement effort, which includes medical review of a ten (10) percent sampling or 100 cases per annum whichever is greater; and endeavor to meet this response time criteria for calls dispatched as highest level:

Activation Time

Less than 2 minutes: 30%
2-5 minutes: 60%
Greater than 5 minutes: 10%

Response Time

Less than 5 minutes: 10%
Between 6-10 minutes: 50%
Between 10-14 minutes: 30%
Greater than 14 minutes: 10%

5. The Simsbury Volunteer Ambulance Association as the advanced level care provider will be designated as the primary service area responder at the advanced level of care, and will provide vehicles, equipment and personnel on a twenty-four (24) hour, seven (7) day a week basis with minimum staffing of one licensed paramedic. The Town of Simsbury will have in place a written agreement with a backup EMS service that will provide mutual aid at the same level of care if the Simsbury Volunteer Ambulance Association is unable to respond. The Simsbury Volunteer Ambulance Association will comply with all state regulatory requirements for mobile intensive care; follow state, regional and sponsor hospital guidelines have in place a formal performance improvement effort, which includes medical review of ten (10) percent sampling or 100 cases per annum whichever is greater; and endeavor to meet this response time criteria for calls dispatched as highest level:

Activation Time

Less than 2 minutes: 30%
2-5 minutes: 60%
Greater than 5 minutes: 10%

Response Time

Less than 5 minutes: 10%
Between 6-10 minutes: 50%
Between 10-14 minutes: 30%
Greater than 14 minutes: 10%

The parties hereto have executed this agreement as of the day and year written above:

Town of Simsbury:



Lisa L. Heavner/First Selectwoman

Basic Ambulance Provider:



Michael Delehanty/Simsbury Volunteer
Ambulance Association Executive Director

Public Safety Answering Point:



Peter Ingvertsen/Simsbury Chief of Police

Advanced Life Support Provider:



Michael Delehanty/Simsbury Volunteer
Ambulance Association Executive Director

First Responder:



Peter Ingvertsen/Simsbury Chief of Police

Supplemental First Responder:



James Baldi/Simsbury Vol. Fire Company
Chief of Department

Raul Pino, M.D., M.P.H.
Commissioner
Connecticut Department of Health

Attachment L

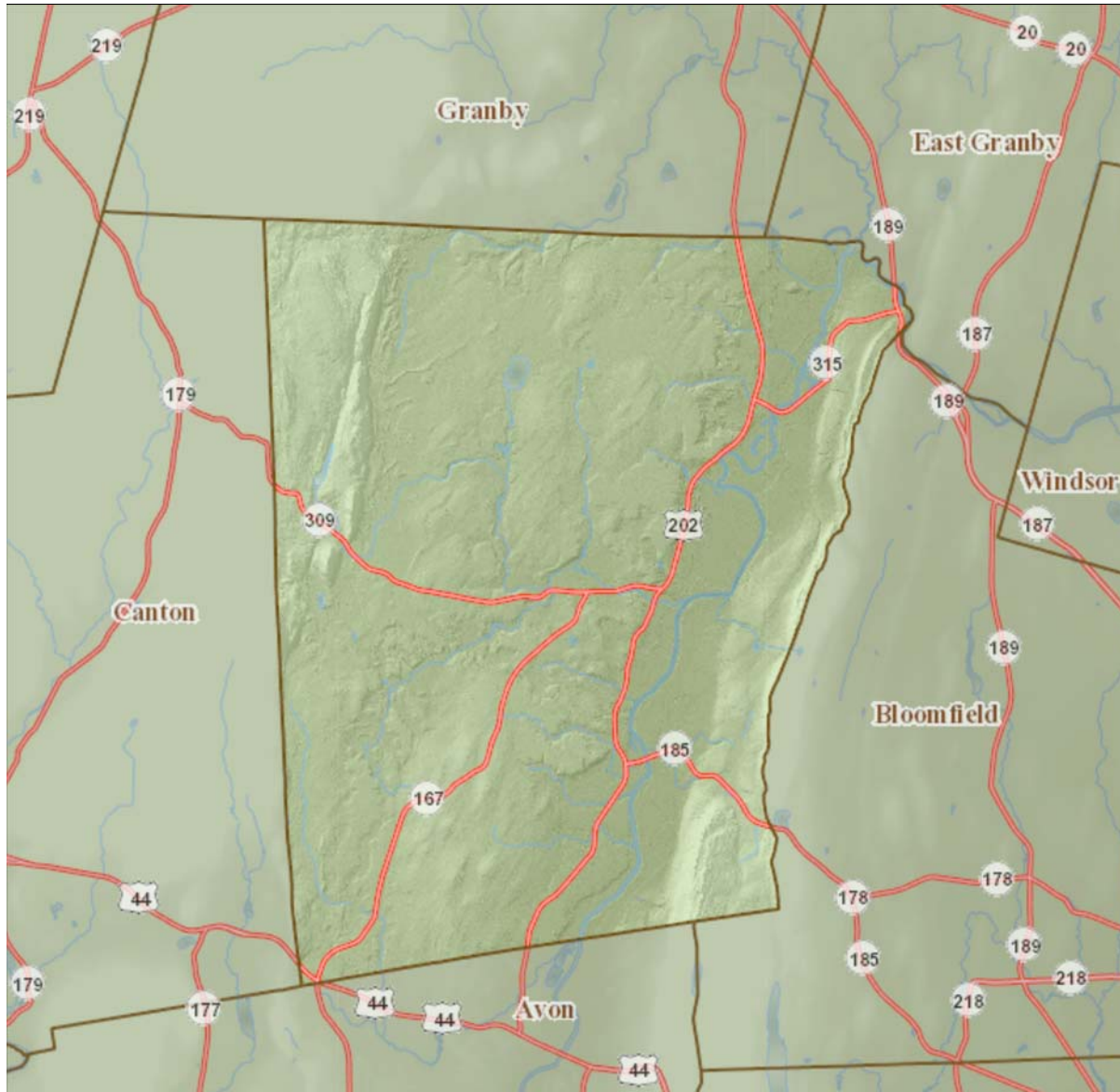
Town Map

Town of Simsbury

Geographic Information System (GIS)



Date Printed: 10/16/2017

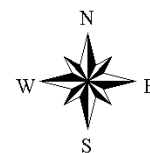


MAP DISCLAIMER - NOTICE OF LIABILITY

This map is for assessment purposes only. It is not for legal description or conveyances. All information is subject to verification by any user. The Town of Simsbury and its mapping contractors assume no legal responsibility for the information contained herein.

Approximate Scale: 1 inch = 8000 feet

0 8,000
Feet



Attachment M

Addendum - Opioid Antagonist (Signed Letter)

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH



Raul Pino, M.D., M.P.H.
Commissioner

Dannel P. Malloy
Governor
Nancy Wyman
Lt. Governor

In Response to the State of Connecticut Public Act 16-43 Local Emergency Medical Services Plan Addendum

Municipality of Simsbury

Connecticut Public Act 16-43 Section 1 requires the inclusion of the following:

(c) Not later than October 1, 2016, each municipality shall amend its local emergency medical services plan, as described in section 19a-181b, to ensure that the emergency responder, including, but not limited to, emergency medical services personnel, as defined in section 20-206jj, or a resident state trooper, who is likely to be the first person to arrive on the scene of a medical emergency in the municipality is equipped with an opioid antagonist and such person has received training, approved by the Commissioner of Public Health, in the administration of opioid antagonists.

In the Space below, please indicate the EMS provider(s) that satisfies the above requirement for the above noted municipality.

Simsbury Police Department
Name: Emergency Response Service

First Responder Basic Ambulance
Paramedic / Supplemental First Responder
Please Circle the Level of Service

Simsbury Volunteer Ambulance Association
Name: Emergency Response Service

First Responder Basic Ambulance
Paramedic / Supplemental First Responder
Please Circle the Level of Service

Simsbury Volunteer Ambulance Association
Name: Emergency Response Service

First Responder / Basic Ambulance
Paramedic / Supplemental First Responder
Please Circle the Level of Service

Name: Emergency Response Service

First Responder / Basic Ambulance
Paramedic / Supplemental First Responder
Please Circle the Level of Service

I authorize this addendum to be included in the current Local EMS Plan for the above noted municipality.

Municipal Chief Elected Official Signature

Lisa L. Hewner

Printed

10/16/17

Date



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Appointments to the Board of Assessment Appeals

2. **Date of Board Meeting:** February 15, 2023

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

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the proposed recommendations from the Personnel Sub-Committee to appoint alternate members to the Board of Assessment Appeals, the following motion is in order:

Move, effective February 15, 2023, to appoint Sheree Landerman (D) and Kenneth Katz (U) as alternate members to the Board of Assessment Appeals with terms expiring December 4, 2023.

Further move to appoint Shannon Shinskie (R) as an alternate member to the Board of Assessment Appeals with a term expiring December 1, 2025.

5. **Summary of Submission:**
Chapter 5 of the Code of Ordinances, Assessment Appeals Board, took effect April 22, 2016. Chapter 5-1 provides that:
"The Board of Selectmen may appoint an alternate for each member of the Board of Assessment Appeals. Each alternate member shall be an elector of the Town of Simsbury. When seated, an alternate member shall have all the powers and duties of a member of the Board of Assessment Appeals."

The Board of Assessment Appeals will begin conducting appeals hearings on assessment values during March 2023. A revaluation is currently underway, which generally yields a higher volume of assessment appeals than in other years.

The Personnel Sub-Committee reviewed applications and interviewed potential Alternate Board of Assessment Appeals candidates: Sheree Landerman, Shannon Shinskie, and Kenneth Katz. At their February 9, 2023 meeting, the Personnel Sub-Committee voted to move these candidates forward for the Board of Selectmen's consideration.

There are currently no alternate members appointed to the Board of Assessment appeals. There are also no temporary members appointed (only applicable in revaluation years).

6. Financial Impact:

None

7. Description of Documents Included with Submission:

a) Volunteer Applications for Recommended Candidates



Simsbury, CT
933 Hopmeadow Street

Phone: (860) 658-3200

Volunteer Form

Good Government Starts with You

Date Submitted: December 2, 2022

Name: Kenneth B Katz

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Party Affiliation: U

Current Occupation/Employer: Self employed. Attorney at law

Narrative: Have practiced law in Connecticut for 37 years. Available for Board of Assessment Appeals

Board(s) / Committee(s):



Simsbury, CT
933 Hopmeadow Street

Phone: (860) 658-3200

Volunteer Form

Good Government Starts with You

Date Submitted: January 4, 2023

Name: Sheree L Landerman

Home Address:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Party Affiliation: D

Current Occupation/Employer: Self- The Buyer's Representative LLC

Narrative: 35 Years as a licensed Real Estate Broker, lived in Simsbury 40+ years
Served on other committees and boards.

Board(s) / Committee(s): ___AGING & DISABILITY COMMISSION



Simsbury, CT
933 Hopmeadow Street

Phone: (860) 658-3200

Volunteer Form

Good Government Starts with You

Date Submitted: January 5, 2023

Name: Shannon L Shinskie

Home Address:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Party Affiliation: N/A

Current Occupation/Employer: Retired

Narrative: Two masters degrees. BS— United States Naval Academy. Secret Clearance. Retired lieutenant colonel—USMC. I was a Fellow, National Defense University, and held command positions at all levels of government.

Board(s) / Committee(s):



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Francis Kelly from the Public Building Committee

2. **Date of Board Meeting:** February 15, 2023

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

Maria E. Capriola

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

Move, effective February 15, 2023, to posthumously acknowledge the resignation of Francis Kelly as a Regular Member of the Public Building Committee.

5. **Summary of Submission:**

The Town Clerk has received notification from Chris Kelly sharing the sad news that his father, Francis Kelly, passed away on January 22, 2023. Francis Kelly was a regular member of the Public Building Committee and his 4-year term was to expire January 1, 2026. We wish to acknowledge Mr. Kelly for his many years of service on this committee.

Pursuant to our Charter, since Mr. Kelly was a Democrat, his replacement must be from the same political party.

6. **Financial Impact:**
None

7. **Description of Documents Included with Submission:**
a) Chris Kelly's Letter, dated January 24, 2023

Munroe Trish

From: Contact form at Simsbury CT <cmsmailer@civicplus.com>
Sent: Tuesday, January 24, 2023 7:54 PM
To: Munroe Trish
Subject: [Simsbury CT] Francis Kelly Vacancy on Public Building Committee (Sent by Christopher M Kelly, chris-sharon@comcast.net)

Hello tmunroe,

Christopher M Kelly [REDACTED] has sent you a message via your contact form (<https://www.simsbury-ct.gov/user/17206/contact>) at Simsbury CT.

If you don't want to receive such e-mails, you can change your settings at <https://www.simsbury-ct.gov/user/17206/edit>.

Message:

Ms Munroe

My father Francis Kelly passed away on Sunday January 22nd. He was a member of the Public Building Committee and subsequently his death creates a vacancy.

My Dad served on the Public Building Committee since the late 90's. He had respect for all that he served with; and in particular was grateful that the committee had a longstanding, capable, and dedicated leader in Dick Ostop.

He very much appreciated the opportunity granted to him to serve his community.

Respectfully

Chris Kelly

RECEIVED
TOWN OF SIMSBURY, CT
2023 JAN 25 A 8:59
TOWN CLERK'S OFFICE



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Rachel Wellman from the Culture, Parks & Recreation Commission

2. **Date of Board Meeting:** February 15, 2023

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

Maria E. Capriola

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

Move, retroactive to January 23, 2023, to accept the resignation of Rachel Wellman as a Regular Member of the Culture, Parks & Recreation Commission.

5. **Summary of Submission:**
The Town Clerk has received the resignation of Rachel Wellman (D) as a Regular Member of the Culture, Parks & Recreation Commission. Ms. Wellman's term was to expire January 1, 2026.

Pursuant to our Charter, since Ms. Wellman is a Democrat, her replacement must be from the same political party.

6. **Financial Impact:**
None

7. **Description of Documents Included with Submission:**
a) Rachel Wellman's Resignation Letter, dated January 22, 2023

From: Rachel Wellman - [REDACTED]
Sent: Sunday, January 22, 2023 4:26 PM
To: David Bush [REDACTED] Tyburski Tom <ttyburski@simsbury-ct.gov>
Cc: Munroe Trish <tmunroe@simsbury-ct.gov>
Subject: Parks & Rec Commission

Dear Dave and Tom,

I hope that you are having a good weekend. I am not able to make it to the meeting on Thursday. I have been finding it hard to keep up with all of my commitments since I started a new job last September. I have really enjoyed my time on the Parks & Rec commission, but I think that it is time for me to resign and make room for someone who can be more active. I am still interested in the Simsbury Farms playground project, and I am happy to help in any way that I can. Thank you for letting me be a part of this great group for almost 4 years!

Rachel

RECEIVED
TOWN OF SIMSBURY, CT
2023 JAN 23 A 10:27
TOWN CLERK'S OFFICE



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Linda Johnson from Library Board of Trustees

2. **Date of Board Meeting:** February 15, 2023

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

Maria E. Capriola

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

Move, retroactive to February 1, 2023, to accept the resignation of Linda Johnson as a Regular Member of the Library Board of Trustees.

5. **Summary of Submission:**
The Town Clerk has received the resignation of Linda Johnson (R) as a Regular Member of the Library Board of Trustees. Ms. Johnson's term was to expire December 4, 2023.

Section 205 of the Charter, "Vacancies: elective offices," states:

"... any vacancy, except a vacancy on the Board of Selectmen, in any elective Town office, including the Board of Education, shall be filled within forty-five (45) days of such vacancy by appointment by the Board of Selectmen, for the unexpired portion of the term or until the next regular municipal election, as defined in Section 9-1 of the General Statutes, whichever shall first occur."

Pursuant to our Charter, since Ms. Johnson is a Republican, her replacement must be from the same political party. Therefore, this vacancy must be filled no later than March 20, 2023. The appointee will serve until December 4, 2023, which is the date that the newly elected Library Board of Trustees Member will assume the position for a 6-year term.

6. **Financial Impact:**
None

7. **Description of Documents Included with Submission:**
a) Linda Johnson's Resignation Letter, dated February 1, 2023

February 1, 2023

Dear Board of Selectman and Others,

Please accept my resignation from the Simsbury Library Board of Directors effective immediately. I have made this decision after much thought and believe after years of community service this is a good plan for me. I am certain a candidate will be forthcoming very soon, as the Library Board is an extremely positive place in which to be part of our very active community.

Sincerely,

Linda P. Johnson



TOWN CLERK'S OFFICE

RECEIVED
TOWN OF SIMSBURY, CT
2023 FEB -2 P 1:25

TOWN OF SIMSBURY – BOARD OF SELECTMEN
REGULAR MEETING MINUTES – JANUARY 23, 2023
“ D r a f t ”

Page | 1

The Regular Meeting of the Board of Selectmen was called to order at 6 p.m. in the Main Meeting Room of the Simsbury Town Hall. Present were: First Selectman Wendy Mackstutis; Deputy First Selectman Amber Abbuhl; Board members Heather Goetz, Sean Askham, Eric Wellman and Chris Peterson. Others in attendance included: Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; Director of Public Works/Town Engineer Tom Roy; Director of Parks and Recreation Tom Tyburski; Deputy Town Engineer Adam Kessler; Attorney Robert DeCrescenzo (by Zoom); Director of Finance/Treasurer Amy Meriwether, and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the 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 9, 2023 to register to address the Board of Selectmen through Zoom**
- **Written comments can be emailed to townmanager@simsbury-ct.gov. Written comments will not be read into the record, but will be forwarded to all Selectmen via email**

Lori Boyko, 15 Ocris Road, said she had some confusion about the joint meeting of Board of Selectmen and Police Commission meeting as she never got the update that the meeting was changed to the main meeting room instead of upstairs. There should be a way to update people about the changes. She cares very much about the opioid and other drug crisis and knows a lot about it. She said we are encouraged to label our kids with ADD and other issues and get them a prescription of Adderall, which is also very addictive. We seem to normalize this. She read a quote from James Baldwin. She wants to know what role models we want to be for our children.

Dr. Mike Rinaldi, Pinnacle Mountain Road, spoke about medical marijuana and recreational marijuana. He said he went to Zoning Commission meetings and they don't know the difference between the two marijuana's. He feels it is the Board of Selectmen's decision to make on the sale on marijuana in Town, not the Zoning Commissions. He said a regular MD with a DEA license cannot prescribe marijuana, you need a special license. He doesn't feel a referendum is needed as this Board should make the decision now.

Susan Masino, 41 Madison Lane said the annual Environmental Summit is tomorrow, where she will be the lead person on the lead panel on nature's habitat. She will advocate for some of the policies they have been working on. She said there was a legislative bill on old and old-growth forests.

She said Open Space is working on some policies, a mowing schedule, native plants, pollution. They have an opportunity to co-brand with a National Organization Home Grown National Parks.

Ms. Masino said there will be an event at the Grange for seed give away/seed swapping and a Lego building project on February 26th from 2-4 p.m.

Joan Coe, 26 Whitcomb Drive, spoke about her concerns about her December 12th and January 23rd postings being removed from the Simsbury Patch. She also spoke about the positions of the Board members on the

Town Manager; Simsbury Meadow issues, articles in The Hartford Courant, Zoning issues on cannabis and passing the buck, Police incidents, and other issues.

PRESENTATIONS

a) Farmington Valley Health District update/Community Health Assessment Findings

Jennifer Kertanis, Director of Health, said before the pandemic they started their health assessment review. They are discussing mental health/community health and how to improve it. They are trying to better understand the health of the Farmington Valley. She spoke about obesity and morbid obesity.

Olivia Morris, Health Associate, spoke about what community health assessment is. She said it is a collaborative, systematic, data-driven report that describes health status and behaviors of residents. When they understand the health of the population they can inform the prioritization strategies and interventions that can improve the community. She also went through the Advisory Board's roles, topical areas, and data sources.

Kristen Carew, Epidemiologist, went through the data sources, adult mental health and youth mental health, radon levels, and affordable housing, falls, substance abuse and overdose deaths. She said their next steps are broadly disseminating the findings, establishing work groups by priority topics and developing community health improvement plans. She said people can help by recommending organizations, groups and community members that should be involved in community health. Just try to get the word out.

After some discussion, no motion was made at this time.

b) Simsbury Multi-Use Path Development and Maintenance Update

Mr. Roy said they are trying to recap everything that is going on in Town with the bike paths, sidewalks, along with maintenance.

Mr. Kessler spoke about the Tariffville to Bloomfield trail and the ongoing construction. They hope to finish this project in September or October 2024. He said the design project from Hopmeadow to Curtis Park is 90% complete. They are awaiting a grant approval and anticipate the start of construction in 2024.

Mr. Roy said the design project for Curtis Park to Tariffville has funding for the survey and preliminary design work in FY 23 budget. The survey work is underway.

He said new sidewalk projects include Rt. 10, Hoskins to Wolcott. This is LOTCIP funded which includes sidewalks and decorative lighting and utility relocations. He spoke about the sidewalk project on Firetown Road, West Street to Plank Hill which is LOTCIP funded, with additional funding from CTDOT and construction is anticipated in 2024.

Mr. Tyburski spoke about the Multi-Use Trail maintenance. He said Culture, Parks and Recreation staff are currently knocking back trailside brush and removing debris. They have removed and installed new railings on the trail and replaced signage and removed deteriorating fencing.

He spoke about upcoming projects like removing old fencing and installing new fencing from Latimer Lane to Winslow Place. He said they will continue pruning on Iron Horse to the Avon line during 2023-2025. They will also be removing deteriorating fencing and installing new fencing from Hazel Meadow to the Granby line between 2023-2025. They are requesting funding for a Ventrac Tractor with boom attachment in the budget.

Mr. Roy said the Sidewalk Rehab Program was initiated in FY 19 with \$200,000/yr. They completed sidewalk replacements with over 3 miles of sidewalks and 62 curb ramps brought into ADA compliance.

After some discussion, no motion was made at this time.

FIRST SELECTMAN’S REPORT

First Selectman, Wendy Mackstutis, reviewed her First Selectman’s report.

TOWN MANAGER’S REPORT

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

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

Ms. Abbuhl said there will be a tailgate party on February 5th at the Library from 11 – 3 for UConn basketball. People need to register for this activity by February 2nd.

Mr. Wellman said the DEI Council will be having an event for Black History Month on February 9th at 6 p.m. at the Library.

Mr. Askham made a motion to amend the agenda to table item (e) as further information is needed and to add it back to the next meeting agenda. Ms. Abbuhl seconded the motion. All were in favor and the motion passed.

SELECTMEN ACTION

a) Tax Refund Requests

Mr. Askham made a motion, effective January 23, 2023, to approve the presented tax refunds in the amount of \$15,654.71, and to authorize Town Manager, Maria E. Capriola to execute the tax refunds. Ms. Abbuhl seconded the motion. All were in favor and the motion passed.

b) Truck Driver/Technician Classification

Ms. Capriola said there was a request for a truck driver/technician brought to the Personnel Sub-Committee. There is a tentative agreement for this position with the union.

Mr. Askham made a motion to approve the creation of the Truck Driver/Technician job classification and job description as presented. Further move, to establish the position at grade T7 of the AFSCME employees pay plan. Further move, to endorse authorization of the Town Manager to enter into memorandum of agreement codifying the terms of the tentative agreement in the matter with the union and the incumbent. Ms. Goetz seconded the motion. All were in favor and the motion passed.

c) Budget Director Classification

Ms. Capriola said this position, due to a retirement in Central Office, would be a shared position with the Board of Education and was discussed with Ms. Meriwether and Superintendent Matt Curtis. This would bring shared services positions up to four. The pay scale would be \$93,500 – 114,565 and the workload would be shared.

Mr. Askham made a motion, effective January 23, 2023, to endorse the creation of the position and classification of Budget Director and the job description as presented. Further move to endorse, effective July 1, 2022 a salary range of \$93,500 – \$114,565 for this position. Further move to endorse the amendments to the shared services agreement with the Simsbury Board of Education. Ms. Abbuhl seconded the motion. All were in favor and the motion passed.

d) Successor Collective Bargaining Agreement Between the Town of Simsbury and Dispatchers, July 1, 2022 to June 30, 2023

Ms. Capriola said this successor collective bargaining agreement was negotiated in good faith, and reviewed the highlights of the settlement. They looked at other wage increase averages and this is very comparable. She went through the options for the Board to discuss.

After discussion, Mr. Wellman made a motion, effective January 23, 2023, to authorize Town Manager, Maria E. Capriola, to execute the proposed Successor Collective Bargaining between the Town of Simsbury and UE Local 222, CILU/CIPU, CILU Local 41 in which shall enter into effect retroactively from July 1, 2022 and expire on June 30, 2025.

e) Local Emergency Medical Services Plan Agreement

This item was tabled until the next Board meeting.

APPOINTMENTS AND RESIGNATIONS

a) Resignation of Gene Ott from the DEI Council

Mr. Wellman made a motion, effective January 23, 2023, to accept the resignation of Gene Ott from the DEI Council with our thanks. Mr. Askham seconded the motion. All were in favor and the motion passed.

b) Reappointment of Anne Erickson to the Aging and Disability Commission

Ms. Abbuhl made a motion, effective January 23, 2023, to reappoint Anne Erickson to the Aging and Disability Commission with a term ending January 1, 2027. Mr. Wellman seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of January 9, 2023

There were no changes to the Regular Meeting minutes of January 9, 2023, and, therefore, the minutes were adopted.

b) Special Meeting of January 9, 2023

There were no changes to the Special Meeting minutes of January 9, 2023, and, therefore, the minutes were adopted.

COMMUNICATIONS

a) Proposed Ordinance of Temporarily Prohibiting the Retail Sale of Cannabis in Simsbury

After some discussion, no motion was made. This proposed draft ordinance can be read online and can be seen with the legal notice.

b) Memo from T. Munroe re: Notification of the Number of Electors and Number of Polling Places, dated January 23, 2023

There was no discussion at this time.

EXECUTIVE SESSION

a) Executive Session Pursuant of General Statutes 1-200(6)(d), Discussion of Gifts of Love Lease of Town Owned Property

Mr. Askham made a motion to adjourn to Executive Session pursuant to General Statutes 1-200(6)(d), discussion of Gifts of Love Lease of Town Owned Property at 7:30 p.m. and to include the Town Attorney, Mr. Roy, and Ms. Capriola. Mr. Peterson seconded the motion. All were in favor and the motion passed.

ADJOURN FROM EXECUTIVE SESSION

Mr. Askham made a motion to adjourn from Executive Session at 7:39 p.m. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

ADJOURN

Mr. Askham made a motion to adjourn the meeting at 7:39 pm; Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk