



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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## **SIMSBURY BOARD OF SELECTMEN Regular Meeting – March 22, 2021 – 6:00 p.m.**

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC AUDIENCE**

### **PRESENTATIONS**

- a) Proclamation for Autism Awareness Month
- b) Aquarion Water – Irrigation Restrictions

### **FIRST SELECTMAN'S REPORT**

### **TOWN MANAGER'S REPORT**

### **SELECTMEN ACTION**

- a) Donation from Hartford Federal Credit Union
- b) Tax Refund Requests
- c) Appointment of Pullman & Comley as Bond Counsel
- d) Proposed Revisions to Debt Management Policy
- e) FY 21/22 Budget Discussion

### **APPOINTMENTS AND RESIGNATIONS**

- a) Resignation from and Appointment to Aging and Disability Commission
- b) Reappointment of Cheryl Cook to the Housing Authority
- c) Resignations from Various Boards, Committees and Commissions

### **REVIEW OF MINUTES**

- a) Special Meeting of March 2, 2021
- b) Regular Meeting of March 6, 2021
- c) Regular Meeting of March 8, 2021
- d) Special Meeting of March 10, 2021

### **SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS**

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

### **COMMUNICATIONS**

- a) Community Renewal Team's Simsbury Annual Report

**EXECUTIVE SESSION**

- a) Executive Session per General Statutes section 1-200(6)(D): Discussion of potential purchase of Meadowood property.

**ADJOURN**



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Autism Awareness Month Proclamation
2. **Date of Board Meeting:** March 22, 2021
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Eric Wellman, First Selectman  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen wishes to issue a proclamation in support of Autism Awareness Month, the following motion is in order:  
  
*Move, effective March 22, 2021, to issue a Proclamation in support of Autism Awareness Month.*
5. **Summary of Submission:**  
The National Autism Awareness Month is April. In 2021, the Autism Society is launching their "Celebrate Differences" campaign. This proclamation is to show Simsbury's support to the Autism community and #CelebrateDifferences that make us all a unique part of our wonderful Town. During the month of April, Eno Memorial Hall will be lit blue for National Autism Awareness Month.  
  
If anyone would like to learn more, please go to [www.autismawarenessmonth.org](http://www.autismawarenessmonth.org).  
  
Guest speakers are: Shannon Knall, Jack Knall, and Robin Batchelder (tentatively).
6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**
  - a) Proclamation in Support of Autism Awareness Month

**PROCLAMATION  
AUTISM AWARENESS**

**WHEREAS**, autism spectrum disorder affects an estimated 1 in 54 U.S. children and 1 in 45 U.S. adults and is a complex condition that affects each person differently, resulting in unique strengths and challenges; and

**WHEREAS**, autism can cause challenges with verbal and nonverbal communication, social interaction, and repetitive behaviors, and can affect anyone, regardless of race, ethnicity, gender, or socioeconomic background; and

**WHEREAS**, autism is often accompanied by medical conditions that impact quality of life; and

**WHEREAS**, a comprehensive, collaborative approach will help to advance research, providing a better understanding of the many forms of autism, while strengthening advocacy efforts and ensuring access to services and resources throughout the life span; and

**WHEREAS**, early diagnosis and intervention tailored to individual needs can have lifelong benefits, easing the transition to adulthood and fostering greater independence; and,

**WHEREAS**, each person and family affected by autism should have access to reliable information and supports; and

**WHEREAS**, people with autism should have opportunities to reach their greatest potential and the whole of society stands to benefit from this; and,

**WHEREAS**, the Town of Simsbury is honored to take part in the annual observance of World Autism Month and World Autism Awareness Day to address the diverse needs of individuals with autism and their families;

**THEREFORE, I**, Eric S. Wellman, First Selectman, do hereby proclaim April 2021 as **WORLD AUTISM MONTH** and April 2, 2021 as **WORLD AUTISM AWARENESS DAY** in Simsbury to create a kinder, more inclusive world for people with autism spectrum disorder.

*IN WITNESS THEREOF*, I have placed my seal and the great seal of the Town of Simsbury.

Dated the 22<sup>nd</sup> day of March 22, 2021.



Eric S. Wellman, First Selectman





# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Aquarion Water Company Presentation:  
Watering/Irrigation Restrictions
2. **Date of Board Meeting:** March 17, 2021
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Jeff Shea, Town Engineer; Tom Roy, Public Works Director; Mike Glidden, Planning Director  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
This presentation is informational.

5. **Summary of Submission:**

You may recall that last spring, Aquarion was scheduled to present to the Board of Selectmen regarding planned restrictions on watering/irrigation systems. Due to the pandemic, Aquarion delayed implementation in Simsbury. An implementation date of April 1<sup>st</sup> is anticipated.

In summary, here are some highlights:

- Generally speaking, people will be limited to lawn/turf watering 2x/wk. Exceptions can be granted for new landscaping, large scale properties with multiple watering zones, and high-efficiency/weather based controlled systems.
- Irrigation/watering restrictions have been implemented in some other communities with high water usage, and eventually, this will be implemented state-wide for all of their water customers.
- Restrictions are mandatory and enforced by Aquarion staff. Usually, a written warning letter and photos achieve compliance. Very rarely is more than that required to achieve compliance.
- Aquarion will be working directly with large scale education, public, and commercial institutions (has already begun).
- Our staff is working with Aquarion regarding the watering of our municipal infrastructure to ensure compliance as appropriate for the facilities.
- Aquarion will conduct a print, digital, and in-person education campaign. We will assist where we can. A mailer regarding the restrictions will go out with the upcoming bill, and each customer will receive a post card mailer.
- CT Water will be rolling out similar restrictions in the future (update forthcoming). Aquarion is reaching out to Tariffville Water Company to see if they have similar plans.

A presentation will be provided tonight by George Logan, Director of Community Relations, Peter Fazekas, Director of Communications, and Robert (Jeff) Ulrich, Vice President of Supply Operations and Sustainability for Aquarion.

**6. Financial Impact:**

None.

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

- a) Excerpt from Aquarion March 2021 Newsletter
- b) Presentation Slides

# Simsbury Board of Selectmen

Water Conservation Program

March 22, 2021

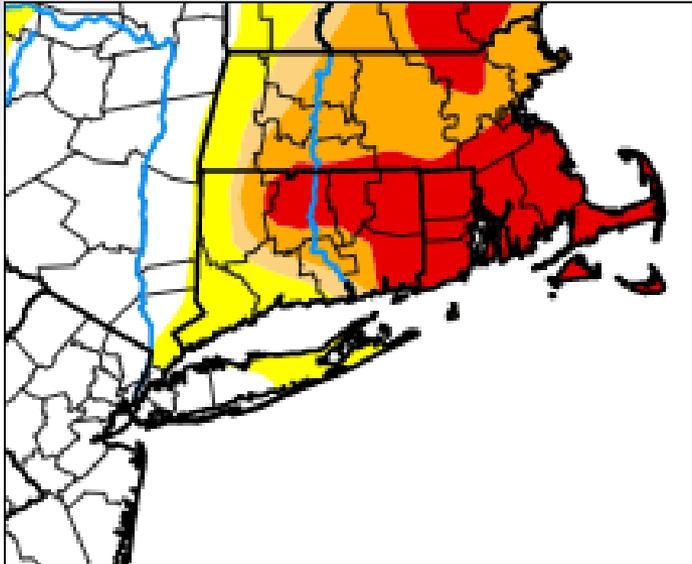
George S. Logan  
Director - Community Relations

# 2020 In Review

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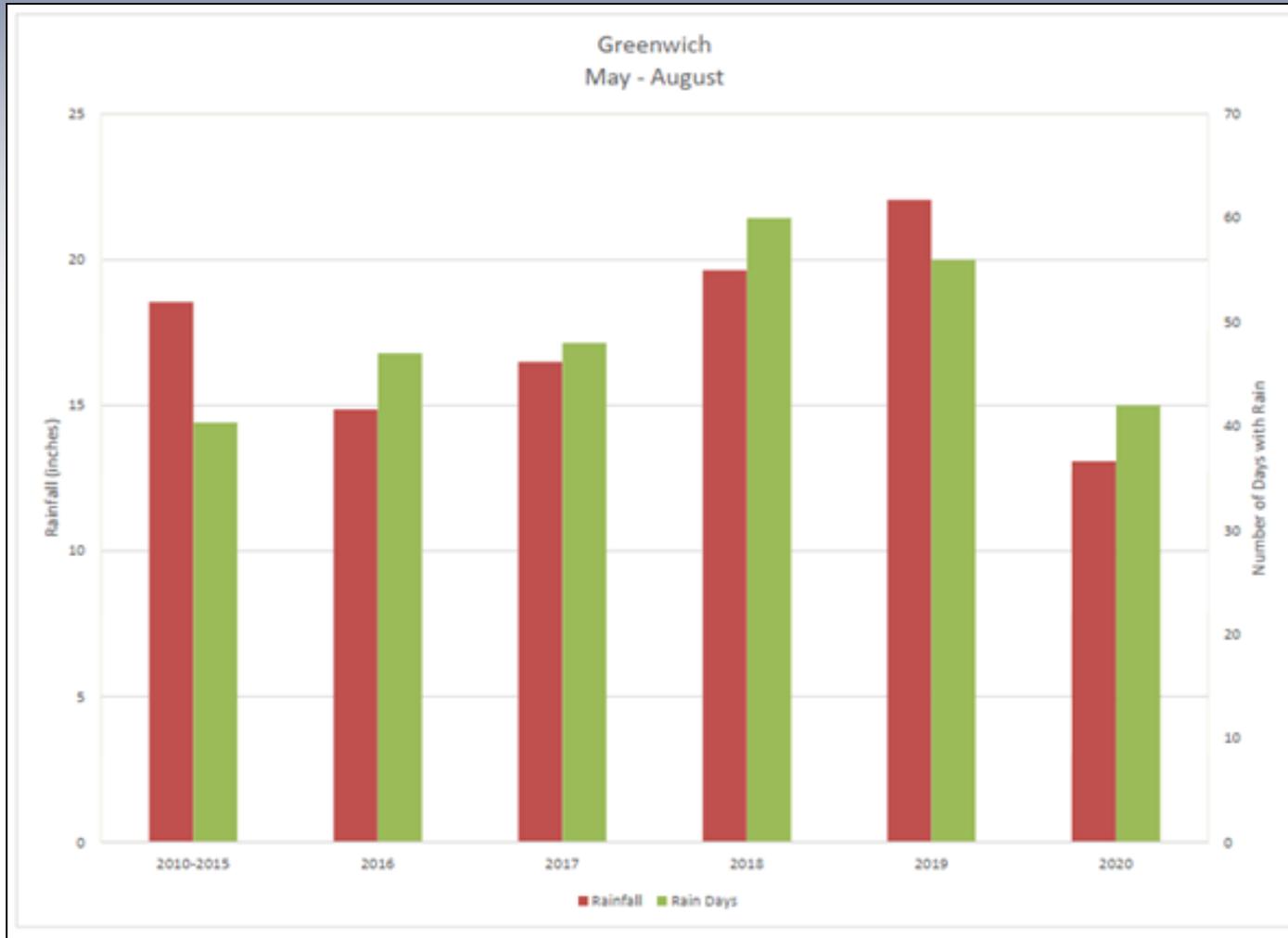
# US Drought Monitor – 2020



## Intensity:

-  None
-  D0 (Abnormally Dry)
-  D1 (Moderate Drought)
-  D2 (Severe Drought)
-  D3 (Extreme Drought)
-  D4 (Exceptional Drought)
-  No Data

# Greenwich Rainfall – May thru Aug



# 2020 Demands vs 2016 Demands

- 2020 Demands are lower than 2016
- 2016 was the 3<sup>rd</sup> year of a 3 year drought

May Through August	Rainfall	SWFC Demand (w/o Suez)		Greenwich Demand (w/o Suez)	
		MGD	Savings(MG) (123 Days)		Savings(MG) (123 Days)
2010 - 2015	18.55	36.20		15.35	
2016	14.86	38.25		15.26	
2017	16.49	31.22		11.90	
2018	19.64	32.26		12.94	
2019	22.05	30.67		12.24	
2020	13.08	33.79		13.85	
<b>2020 Difference from 2016</b>	<b>-1.78</b>	<b>-4.46</b>	<b>-548.06</b>	<b>-1.41</b>	<b>-173.17</b>

# Water Conservation

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- Already started down this road
- Southwest Fairfield County demands
  - Southwest regional pipeline expansion
- Streamflow regulations
  - 10 years out
  - Loss of 15 MGD

# CT Single-Family (SF) Customer Water Use Analysis

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- Average SF 83 GPCD
  - Median SF = 62 GPCD
- CT SF average is below U.S. average domestic 88 gpcd
  - 7 CT systems are above the national average
- Top 1% SF avg. 693 GPCD, 8 times higher than U.S. avg.
  - #1 highest account averages 4,932 GPCD (12,873 GD/acct)
- Bottom 50% avg. 37 GPCD, about 1/3 U.S. avg.
  - Weekenders, seasonal, part-time residents, for sale and under foreclosure, small households, homes with private well augmentation, and “Super savers”

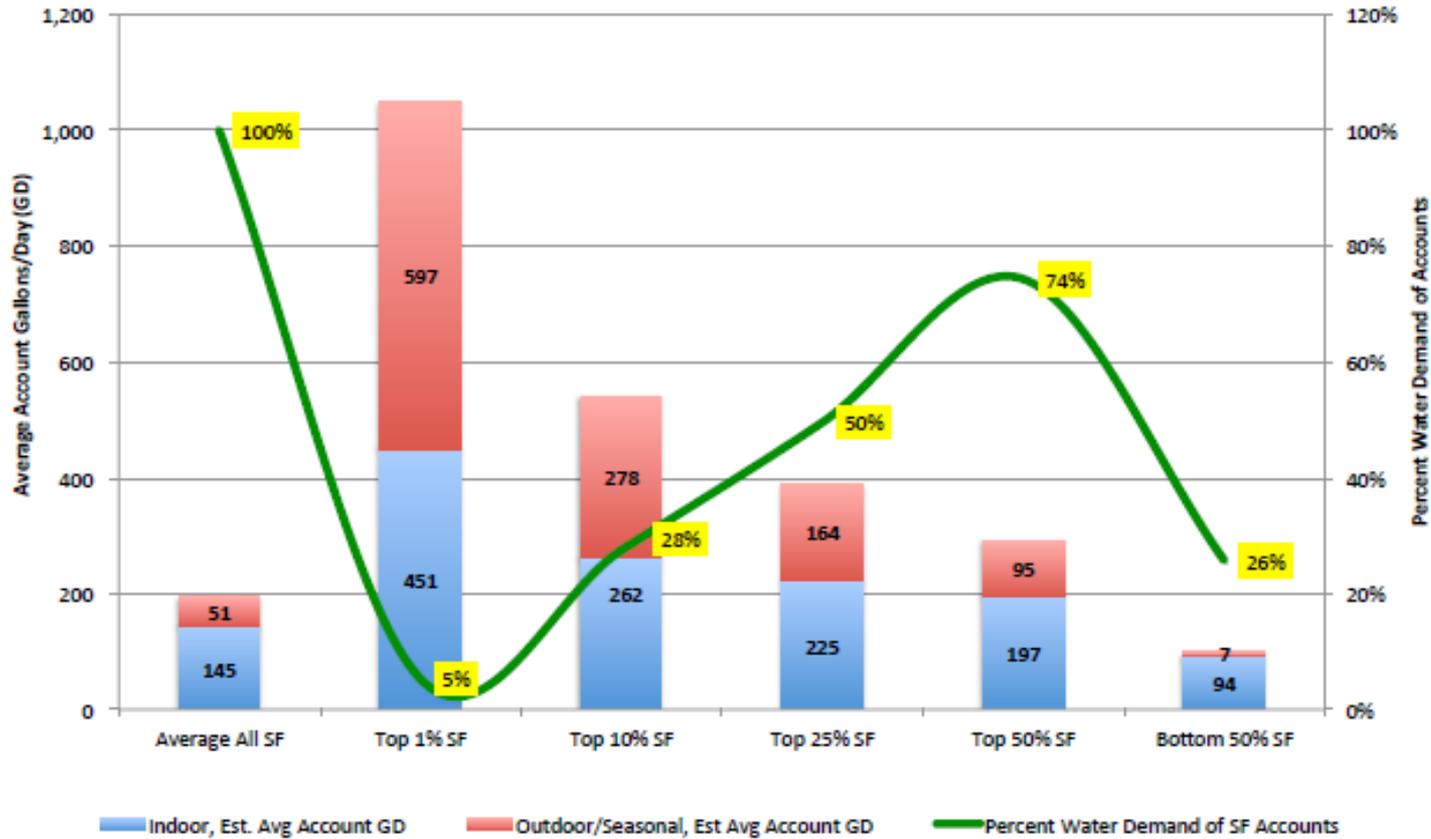
# Study Findings

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- Most Customers are water efficient
- Small number of users in each customer class are very large users
- Outdoor water use offers a large potential for savings
- Conservation efforts should be focused on:
  - Very high & high users in each customer class

# Simsbury – Residential Water Use

Simsbury, CT: Single-Family (SF) Customer Accounts, Average and Percentile Indoor and Outdoor/Seasonal Gallons Per Account Per Day, 2012-2014



# Twice-Weekly Irrigation Policy

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- Using Dallas Texas Program as a model
- Two days per week maximum
  - Even addresses – Sundays and Wednesdays
  - Odd addresses – Saturdays & Tuesdays
- Applies to:
  - Automatic/buried irrigation systems
  - Hose sprinklers
- Doesn't apply to:
  - Handheld watering, drip irrigation, soaker hoses
- Variance process

# Twice-Weekly Irrigation

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- Outdoor water use provides the largest potential for savings
- Irrigation is becoming pervasive
- Grass will survive
- Right thing to do
- Reduce the potential for future droughts
- Customer education required
- Enforcement required
  - Rules/laws may be required

# Twice-Weekly Irrigation

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**Over Two Billion Gallons of Water  
Have Been Saved  
Over the Last Three Years!**

# Simsbury – Water Conservation

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- Implement twice-weekly irrigation schedule in 2021
- Schedule runs from April 1 to October 31
- Communications about new requirements
  - Postcard mailings, newsletter reminder stories
  - TV, streaming OTT, print/digital advertising, social media, emails
  - Virtual meeting with Irrigation professionals – April 7
  - Monthly conservation letters to high users throughout our service area
  - FAQs and variance options @ [www.aquarionwater.com/watering](http://www.aquarionwater.com/watering)
  - System water demands tracked on Aquarion website

# Simsbury – Water Conservation

## For Aquarion Customers in Simsbury Smarter Watering Begins With You



Smarter watering is watering without wasting such an important, irreplaceable resource, while also keeping your lawn and garden looking their best.

Most importantly, it can be as easy as following Aquarion's new, mandatory irrigation schedule. Or go a step further. Upgrade to a high-efficiency, irrigation system. It'll do all the work for you and may even exempt you from the mandatory schedule.

Either way, you'll reduce what the EPA has identified as one of America's biggest water wasters – lawn and garden overwatering.

Meanwhile, you'll make more water available for critical needs throughout your community – like for drinking and fire protection. And that's just plain smart.

**Questions?** Call Aquarion's Customer Service Center at 1-800-732-9678 or speak to a licensed irrigation professional.

For more information about the irrigation schedule and variance options, visit [www.aquarionwater.com/watering](http://www.aquarionwater.com/watering)

### Mandatory, Maximum Twice-Weekly Sprinkler Irrigation Schedule

Last Digit of Your Address Number	Please Water Only On:
0, 2, 4, 6 or 8 (even numbers)	Sunday & Wednesday 12:01 am – 10:00 am, or 6:00 pm – Midnight
1, 3, 5, 7 or 9 (odd numbers)	Saturday & Tuesday 12:01 am – 10:00 am, or 6:00 pm – Midnight
No address number	Sunday & Wednesday 12:01 am – 10:00 am, or 6:00 pm – Midnight



**AQUARION**  
Water Company

*Stewards of the Environment™*

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Water Company

# In Summary

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- We need to plan on significantly varying conditions from season to season and from year to year, with dramatic swings in weather conditions and more frequent "extreme" weather and "flash droughts."
- Increased weather events will require more adaptability to maintain water quality and service. Every gallon saved is water that does not need to be pumped, treated and delivered. Conservation helps slow the rise of water rates over the long term.
- Outdoor water use provides the largest potential for savings. Irrigation is becoming pervasive.
- Twice-weekly irrigation schedule begins April 1...runs through October 31.
- Enforcement is required – rules/laws may be required.
- Variance process will be available.
- Water conservation is the right thing to do.



# QUESTIONS



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Donation from Hartford Federal Credit Union
2. **Date of Board Meeting:** March 22, 2021
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community & Social Services *Maria E. Capriola*

4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports acceptance of the Hartford Federal Credit Union donation, the following motion is in order:

*Move, effective March 22, 2021, to accept a donation from Hartford Federal Credit Union in the amount of \$2,000 for the purpose of supporting Simsbury Community and Social Services Department's Food Programs.*

5. **Summary of Submission:**  
Edward Danek, Jr., President and CEO of Hartford Federal Credit Union, would like to donate \$2,000 to the Community and Social Services Department's food programs. The donation will be used to provide emergency food assistance to Simsbury residents in need; this is particularly helpful given the impact of the COVID-19 pandemic on our residents, many of whom are experiencing hardship.

Chapter 100 of our Code of Ordinances, "Gift Policy," Section 100-2 "Monetary Donations" states that no donation of more than \$1,500 may be accepted without Board of Selectmen approval. If the donation is accepted I will direct staff to send a thank you letter to Hartford Federal Credit Union.

6. **Financial Impact:**  
The \$2,000 donation from Hartford Federal Credit Union will be used to provide emergency food assistance to Simsbury residents in need. The funds would be deposited into a Social Services special revenue fund used for this purpose.
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:** Tax Refund Requests
2. **Date of Board Meeting:** March 22, 2021
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector  
*Maia 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 March 22, 2021 to approve the presented tax refunds in the amount of \$3,796.90, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds.*

5. **Summary of Submission:**

Tax refunds need to be issued from time to time for motor vehicles, real property, and personal property. Some of the most common reasons tax refunds need to be issued for motor vehicles include: sale of the vehicle; the vehicle is destroyed; the vehicle is donated; the owner has moved out of state; or, the owner has successfully appealed the taxes. Real estate refunds are typically due to the fact that during the sale or refinancing of a property, both a bank and an attorney's office have paid taxes owed, resulting in an overpayment to the Town. Overpayments of personal property taxes are rare; often overpayments of personal property are due to a person or entity forgetting that they paid in full in July, then also sending the January installment.

In a legal opinion from the Town Attorney dated May 22, 2001, he stated that CGS §12-129 "requires that all applications for tax refunds be referred to the Board (of Selectmen) for their consideration and action." Once approved by the Board of Selectmen, the Town Manager will sign off on tax refund applications. As a reminder, the Tax Collector's Office is responsible for collecting revenue for the Fire District pursuant to Special Act #264 of the Legislature in 1945. However, tax refunds for the Fire District are not under the jurisdiction of nor approved by the Board of Selectmen and are therefore not included in the requested tax refunds presented.

6. **Financial Impact:**

The aggregate amount of all tax refunds as presented is \$3,796.90. The attachment dated March 22, 2021 has a detailed listing of all requested tax refunds.

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

- a) Requested Tax Refunds, dated March 22, 2021

REQUESTED TAX REFUNDS  
MARCH 22, 2021

	<b>BILL NUMBER</b>	<b>TAX</b>	<b>INTEREST</b>	<b>TOTAL</b>
<b>List 2019</b>				
Adams Roger C Jr	19-01-0084	\$1,217.48		\$1,217.48
ACAR Leasing Ltd	19-03-50069	\$215.12		\$215.12
ACAR Leasing Ltd	19-03-50124	\$371.68		\$371.68
ACAR Leasing Ltd	19-03-50087	\$475.19		\$475.19
Santillan Ana C	19-03-66541	\$138.09		\$138.09
VCFS Auto Leasing Co	19-03-69561	\$780.82		\$780.82
CAB East LLC	19-04-80357	\$525.20		\$525.20
Falcon, Fay O	19-04-80805	\$73.32		\$73.32
<b>Total 2019</b>		<b>\$3,796.90</b>	<b>\$0.00</b>	<b>\$3,796.90</b>
<b>TOTAL ALL YEARS</b>		<b>\$3,796.90</b>	<b>\$0.00</b>	<b>\$3,796.90</b>



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Appointment of Pullman & Comley as Bond Counsel

2. **Date of Board Meeting:** March 22, 2021

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 staff's recommendation to appoint Pullman & Comley as bond counsel, the following motion is in order:

*Move, effective March 22, 2021, to appoint the firm of Pullman & Comley, as bond counsel for the Town of Simsbury through December 6<sup>th</sup>, 2021, with the understanding that staff has the option to conduct an RFQ for bond counsel in the future. Further move to authorize Town Manager Maria E. Capriola to execute the engagement letter once completed.*

5. **Summary of Submission:**

Judith Blank, the town's bond counsel, is currently at Day Pitney but will be leaving for Pullman & Comley effective March 22, 2021. Her colleague Glenn Rybacki will be moving to the firm as well. When the town appoints counsel, we appoint a firm, not an individual.

The practice of the town has been to appoint bond counsel to a term that coincides with a Board of Selectmen term. It is staff's recommendation that we rescind the appointment of Day Pitney and that we move to appoint Pullman & Comley to retain Attorneys Judith Blank and Glenn Rybacki as bond counsel.

This has happened five times recently, with special land use counsel (January 2018), pension counsel (April 2017, June 2018) and labor counsel (April 2018 and August 2019) switching firms. In all these instances, the town followed counsel to their new firm.

The Town Attorney will review and assist in preparing an engagement letter that would be executed by the Town Manager.

6. **Financial Impact:**

Bond Counsel's fees are calculated on a per project rate; please see the attached "Bond Counsel Fee Estimates" letter that was included in your December 5, 2019 Board of Selectmen Packet for the price breakdowns.

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

a) Letter from Day Pitney, dated March 13, 2021

b) Letter from Day Pitney LLP re: Bond Counsel Fee Estimates, dated January 2016

c) Biographies of Judith Blank & Glenn Rybacki

**NAMITA TRIPATHI SHAH**

Attorney at Law

242 Trumbull Street

Hartford, CT 06103-1212

T: (860) 275-0132 F: (860) 881-2504

ntshah@daypitney.com

March 13, 2021

**VIA E-MAIL (ameriwether@simsbury-ct.gov)**

Ms. Amy Meriwether  
Director of Finance  
Town of Simsbury  
Town Hall  
933 Hopmeadow Street  
Simsbury, CT 06070

Re: Client: Town of Simsbury – [REDACTED]

Matters: [REDACTED]  
[REDACTED]

Dear Ms. Meriwether:

On March 19, 2021, Judith Blank, Esq., who was primarily responsible for handling the above-noted matter(s), will be leaving our firm to commence practice at a new law firm. Effective March 22, 2021, Ms. Blank's new contact information will be:

Judith A. Blank, Esq.  
Pullman & Comley, LLC  
90 State House Square  
Hartford, Connecticut 06103  
(860) 424-4319  
[jblank@pullcom.com](mailto:jblank@pullcom.com)

You have the right to decide whether to have our firm continue to represent you in this matter, or to have Ms. Blank represent you in the matter, or to retain an entirely new lawyer to represent you in the matter. If you choose to have the matter handled by our firm, I will replace Ms. Blank and be primarily responsible for the matter.

Ms. Amy Meriwether  
March 13, 2021  
Page 2

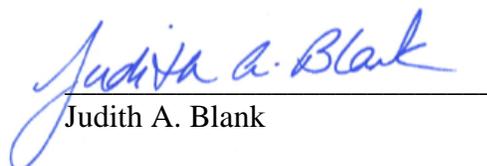
If you decide to have Ms. Blank or a new lawyer represent you, we will need to address your outstanding account balance (if any) before we will transfer the file for this matter to Ms. Blank or a new lawyer. We understand that our fee arrangement has been that no payment is due until issuance. If you decide to have Ms. Blank or a new lawyer represent you, such indication below constitutes an agreement that the outstanding account balance (up to the amount of our fee schedule) will be paid to Day Pitney at the time of the next financing, pursuant to a final invoice to be provided to you at that time.

Please advise Ms. Blank and us of your decision by March 18, 2021. You may do so by indicating your choice below and returning a signed copy of this letter to us, either by mail or by e-mail to [ntshah@daypitney.com](mailto:ntshah@daypitney.com).

Very truly yours,



Namita Tripathi Shah  
Partner and Municipal Finance Group Leader



Judith A. Blank

Client Instructions:

- This matter should remain with Day Pitney LLP.
- This matter should be transferred to Ms. Blank.
- I will retain a new lawyer and have that person contact Day Pitney LLP.

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Client Signature and Date

**January 2016**

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**Bond Counsel Fee Estimates**

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Day Pitney LLP's Bond Counsel fees are based on the amount of bonds or notes authorized or issued, and are divided into three components:

1. Bond Authorization
2. Note Issues
3. Bond Issues

The percentage component of the fee calculation decreases as the size of the authorization and financing increases.

Bond Counsel costs can be included in project costs and financed by bonding, just like other project costs, to avoid charges against the annual budget.

**Bond Authorizations**

Fees pertaining to authorizations are calculated on a per project basis:

<u>Amount of Authorization</u>	<u>Fee</u>
\$2,500,000 or less	\$2,500
Over \$2,500,000 but not more than \$5,000,000	.001 of authorization amount (\$1,000 per \$1,000,000), but not more than \$4,500
Over \$5,000,000 but not more than \$7,500,000	.001 of authorization amount (\$1,000 per \$1,000,000), but not more than \$7,000
Over \$7,500,000 but not more than \$10,000,000	.001 of authorization amount (\$1,000 per \$1,000,000), but not more than \$9,500
Over \$10,000,000	\$10,000 plus .0005 of amount over \$10,000,000 (\$500 per \$1,000,000)

We normally postpone billing for authorization services until the first bond or note issue, so that funds are available to make payment. If a financing authorization is not approved or a financing is not consummated, we will expect to be compensated at our normal hourly rates for time actually spent on the Municipality's behalf, plus client charges, but not in excess of the fee

schedule amounts. When we bill we provide a brief description of the services provided, the amount of the fee and the amount of each type of disbursement. If more detail is needed, it can be provided.

### **Note Issues**

Fees pertaining to note issues vary based on the size of the issue, as follows:

<b><u>Amount of Notes</u></b>	<b><u>Fee</u></b>
\$2,500,000 or less	\$5,000
Over \$2,500,000 but not more than \$5,000,000	\$6,000
Over \$5,000,000 but not more than \$7,500,000	\$7,000
Over \$7,500,000 but not more than \$10,000,000	\$9,500
Over \$10,000,000	\$10,000 plus .0005 of amount over \$10,000,000 (\$500 per \$1,000,000)

### **Bond Issues**

Fees pertaining to bond issues vary based on the size of the issue, as follows:

<b><u>Amount of Bonds</u></b>	<b><u>Fee</u></b>
\$2,500,000 or less	\$10,000
Over \$2,500,000 but not more than \$5,000,000	\$12,500
Over \$5,000,000 but not more than \$7,500,000	\$15,000
Over \$7,500,000 but not more than \$10,000,000	\$17,500
Over \$10,000,000	\$20,000 plus .001 of amount over \$10,000,000 (\$1,000 per \$1,000,000)

We normally bill for bond or note issuance services at or near the delivery date. If an issue does not go forward, we will expect to be compensated at our normal hourly rates for time actually spent on the Municipality's behalf, plus client charges, but not in excess of the fee schedule amounts. When we bill we provide a brief description of the services provided, the amount of the fee and the amount of each type of disbursement. If more detail is needed, it can be provided.

### **Refunding Bonds**

There is a minimum of \$20,000 per issue for refunding bonds. There is an additional \$5,000 fee if the refunding escrow includes securities other than U.S. Treasury SLGs.

### **Negotiated Issues**

The fee is based on the par amount of the bond or note plus any original issue premium to the extent not applied to Underwriter's discount.

### **Disbursements**

Day Pitney LLP's charges for disbursements and other expenses incurred on a client's behalf are based on the accompanying "Schedule Of Selected Client Recoverable Disbursements". This schedule is subject to periodic adjustment.

**Please Note:** This fee estimate is provided as a guide to estimate our current fees as Bond Counsel. The schedule is based on our experience in terms of average time, complexity and responsibility for recent bond or note issues. Our fees may vary if unusual or unforeseen circumstances arise which require a significant increase in our time or responsibility. If at any time we believe that circumstances may require an adjustment of our fees, we will consult with the Municipality.

## JUDITH A. BLANK



### OVERVIEW

Since 1985, Judith Blank has practiced in the area of state and local government finance, representing governmental agencies issuing general obligation and revenue bonds and representing borrowers, lenders, underwriters, trustees, and issuers of private activity bonds. Financings have included tax-exempt leases; variable-rate put bonds with swaps; Dutch-auction redemptions; advance refunding bonds with float contracts; and bonds backed with financial insurance, letters of credit, or standby purchase agreements.

Judith has also provided counsel to various Connecticut municipalities on nonfinancing matters ranging from election law and Freedom of Information Act compliance to tax levy and assessment matters. She has also provided advice to, or served as counsel to, the charter establishment or revision commissions in several Connecticut towns.

### EXPERIENCE

- Bond counsel for numerous government issuers in the State of Connecticut.
- Development of a tax-exempt leasing program.
- Financings throughout New England and the United States.

### INSIGHTS

- Presenter, "New England States Government Finance Officers Association (NESGFOA) Annual Fall Conference," NESGFOA 71st Annual Fall Conference, Mystic, CT, September 24, 2018
- Co-author, "SEC Amends Municipal Bond Continuing Disclosure Rules," August 21, 2018
- Author, "Connecticut Budget Act Increases Holdback for School Building Project Grants," November 2, 2017
- Co-author, "New Management Contract Rules Affect Tax-Exempt Bond-Financed Projects," August 14, 2017
- Co-author, "Gov. Malloy Signs Legislation Changing the Structuring of Municipal Bonds," July 11, 2017
- Co-author, "SEC Proposes Requiring Material Event Notices for Municipal Bank Loans and Other Private Placements," March 2, 2017
- Co-author, "[CT](#) Court Holds Communications Between Public Agency and Attorneys Not Always Exempt from FOIA," September 2, 2016
- Co-author, "Anti-discrimination rules for contractors expanded," *Fairfield County Business Journal*, July 27, 2015
- Co-author, "Connecticut Set-Aside Statutes Amended to Apply to Municipalities and Quasi-Public Agencies," July 9, 2015
- Co-author, "Mayor Settles SEC Enforcement Action for Municipal Bond Disclosure Violation," November 18, 2014
- Co-author, "Getting Out the Vote: Election Law and Referenda," *Connecticut Law Tribune*, September 29, 2014
- Co-author, "SEC Modifies MCDL Initiative to Encourage Participation," August 1, 2014
- Co-author, "Municipal Issuers, Check Your Math," *Law360*, August 9, 2013
- Author, "City of Miami and Its Former Budget Director Subjects of SEC Enforcement Action," July 23, 2013
- Co-author, "Expiring Tax Provisions Dramatically Change Municipal Finance Landscape," January 6, 2011
- Co-author, "Expiration of Certain Municipal Bond Tax Provisions," December 1, 2010

- Co-author, "Municipal Advisors Must Register With The SEC By October 1," September 2, 2010
- Co-author, "The Rules of Continuing Disclosure are Continuing to Change," June 2, 2010

## NEWS

- Featured, "Green Bonds Feature in Coming Connecticut GO Sale," *The Bond Buyer*, November 12, 2015

## EDUCATION AND CREDENTIALS

### EDUCATION

- Albany Law School of Union University, J.D., *magna cum laude*, 1985
- Union College, B.A., *summa cum laude*, 1978

### ADMISSIONS

- State of Connecticut
- State of New York

### AFFILIATIONS

- National Association of Bond Lawyers
- Government Finance Officers Association of Connecticut
- Governmental Finance Officers Association of the United States and Canada

## RECOGNITION AND COMMUNITY

### RECOGNITION

Recognized as a Connecticut Super Lawyer, 2006

## GLENN G. RYBACKI



### OVERVIEW

Glenn Rybacki, a corporate and business law attorney, assists clients in the areas of public finance and state and local tax.

Glenn serves as the primary tax counsel on municipal finance matters. Glenn represents issuers of tax-exempt and taxable bonds as bond counsel and represents underwriters, lenders, borrowers and trustees in debt transactions. Glenn has served as bond counsel on all types of tax-advantaged bonds. He has prepared and advised on post-issuance tax compliance procedures for municipalities, state agencies and conduit borrowers, and regularly conducts compliance training seminars for municipal issuers and conduit borrowers and municipalities.

Glenn provides state and local tax planning and representation to individual and business clients. After years of experience at the Connecticut Department of Revenue Services, he turned his focus to controversy representation and the structuring of entities, operations and transactions to achieve maximum tax savings for individuals and entities, ranging from Fortune 500 corporations to start-ups. Before entering private practice, Glenn was a tax manager in the multistate practice group at Deloitte & Touche.

### INSIGHTS

- Presenter, "Domicile and Residency Series: Breaking Up Can be Hard", Harvard Club of Boston, Boston, MA, October 24, 2019
- Presenter, "Domicile and Residency Series: Breaking Up Can be Hard", Stamford, CT, October 23, 2019
- Author, "Connecticut's New Budget is Packed with New and Expanded Taxes," State Tax Notes, September 11, 2019
- Presenter, "New England States Government Finance Officers Association (NESGFOA) Annual Fall Conference," NESGFOA 71st Annual Fall Conference, Mystic, CT, September 24, 2018
- Author, "Connecticut's New Pass-Through Entity Tax," June 13, 2018
- Author, "U.S. Supreme Court Hears Sales Tax Nexus Case," April 18, 2018
- Author, "IRS Provides New Remedial Actions for Certain Tax-Exempt and Tax-Advantaged Bonds," April 16, 2018
- Author, "Voluntary Compliance or Fresh Start: Now There's a Choice," State Tax Notes, March 5, 2018
- Co-author, "New Management Contract Rules Affect Tax-Exempt Bond-Financed Projects," August 14, 2017

## NEWS

- Featured, "Green Bonds Feature in Coming Connecticut GO Sale," The Bond Buyer, November 12, 2015
- 

## EDUCATION AND CREDENTIALS

### EDUCATION

- Quinnipiac University School of Law, J.D., 1998
- Providence College, B.S. 1984

### ADMISSIONS

- State of Connecticut
- State of New York

### AFFILIATIONS

- American Bar Association, Business Section, Tax Section
- Connecticut Bar Association, Business Section, Tax Section
- Government Finance Officers Association
- National Association of Bond Lawyers
- New York State Bar Association, Business Section, Tax Section



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Revisions to Debt Management Policy
2. **Date of Board Meeting:** March 22, 2021

3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Amy Meriwether, Finance Director

- Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the proposed revision to the Debt Management Policy, the following motion is in order:

*Move, effective March 22, 2021, to approve the proposed revisions to the Debt Management Policy as presented.*

5. **Summary of Submission:**  
In fiscal year 2020/2021 the Board of Education completed a facility study for all school buildings. As a result of this study, the Board of Education has put forth a large capital project to renovate the Latimer Elementary School as part of the fiscal year 2021/2022 capital budget. The cost of this project is anticipated to be \$36,792,406. Taking on this project, along with other known Town and Board of Education capital needs, will result in debt service as a percent of operating outside the approved debt management policy.

The Board of Selectmen has put forth a six year capital plan that will put the Town's overall debt service ceiling around 8% in order to accommodate the Latimer Lane renovation project. The expected 8% ceiling is anticipated to happen during fiscal year 2025/2026.

The Board of Finance was amenable to increasing the Town's debt service as a percent of operating from 7% to 8%, and staff recommended that the debt management policy be updated to reflect this change. We do not anticipate that the change to 8% would adversely impact our bond rating. A proposed amended policy is attached for review and discussion.

This Policy is a joint policy of the Board of Finance and Board of Selectmen. The Board of Finance reviewed and approved the presented revisions at their March 16, 2021 meeting.

6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**  
a) Proposed Amended Debt Management Policy



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

## **TOWN OF SIMSBURY DEBT MANAGEMENT POLICY**

*Adopted by the Board of Finance on February 15, 1989*

*Revised by the Simsbury Board of Selectmen on February 11, 2020, [March XX, 2021](#) and  
The Board of Finance on February 18, 2020 [and March 16, 2021](#)*

### **I. Purpose**

The purpose of a debt policy is to establish written and objective guidelines to improve the quality of decision-making on long-term capital planning and on the appropriateness of utilizing debt to fund capital expenditures at the most economically advantageous rates of interest. It is the Board of Finance policy that the Town will confine long-term borrowing to capital improvements or projects that cannot be financed with current revenues. This policy recognizes the infrastructure needs of the Town as well as the taxpayer's ability to pay while taking into account existing legal, economic, financial and debt market considerations.

The primary objectives of this policy are to:

- Establish conditions for the issuance of debt for the purpose of funding capital projects.
- Plan for long and short-term issuance to finance the Town's capital program based on cash flow needs, sources of revenue, capital construction periods, available financing instruments and market conditions.
- Minimize the Town's debt service and issuance costs.
- Retain the highest credit rating and ensure financial integrity while providing a funding mechanism to meet the Town's capital needs.
- Maintain full and complete financial disclosure and reporting.

This policy is based on the practices recommended by the Government Financial Officers Association (GFOA) to facilitate compliance with local, state and federal laws and regulations.

### **III. Effective Date**

This policy shall remain in effect until revised or rescinded. The Town reserves the right to amend this policy as necessary.

#### IV. Authority and Responsibility

1. *Borrowing Authority*: The Town shall have the power to incur indebtedness in accordance with Connecticut General Statutes subject to the provisions of the Simsbury Town Charter. As stated in Chapter VIII, Section 813, the issuance of bonds and notes, except tax anticipation notes, shall be authorized by resolution of the Board of Selectmen. The issuance of notes, the term of which does not exceed one (1) year, may be authorized by the Board of Selectmen upon recommendation of the Board of Finance.
2. *Responsibility*: It shall be the responsibility of the Board of Selectmen, the Town Manager and the Finance Director to issue debt in compliance with the terms outlined in this policy and in compliance with the Town Charter and State and Federal law. The primary responsibility of debt management rests with the Finance Director. The Finance Director shall:
  - Provide for the issuance of debt at the lowest possible cost and risk;
  - Determine the available debt capacity;
  - Provide for the issuance debt at appropriate intervals and in reasonable amounts as required to fund approved expenditures;
  - Recommend to the Board of Selectmen the manner of sale of debt;
  - Monitor opportunities to refund debt and recommend such refunding as appropriate;
  - Comply with all Internal Revenue Service (IRS), Securities and Exchange Commission (SEC), and State and local rules and regulations governing the issuance of debt;
  - Provide for the timely payment of principal and interest on all debt; ensure that the fiscal agent receives funds for payment of debt service on or before the payment date;
  - Provide for and participate in the preparation and review of offering documents;
  - Provide annual disclosure information to established national information repositories and maintain compliance with disclosure statements as required by the state and national regulatory bodies;
  - Distribute to appropriate repositories information regarding financial condition and affairs at such time and in the form required by law, regulation and general practice;
  - Provide for the distribution of pertinent information to rating agencies;
  - Maintain a current database of all outstanding debt; and
  - Apply and promote prudent fiscal practices.
  - Develop and maintain a capital finance model to evaluate the impact of capital program spending, operations and maintenance costs, and debt service on its financial condition.

## V. Policy

1. Debt Retirement Objective – As determined by the Board of Finance, debt retirement expenses (interest and principal) shall be at a rate of not more than ~~7%~~ 8% of the total annual general fund operating budget. Debt that is being funded outside of tax revenues (i.e. WPCA Sewer Use Fees) shall not be included within the ~~7%~~ 8% unless the fund responsible for the debt payments is financially unstable and it is anticipated that the Town will be called upon to make debt payments from the general fund.
2. Compliance with Six-year Capital Improvement Plan (CIP) - Capital Planning for Simsbury is required by the Town Charter, Section 803 and predicated on adoption by the Board of Selectmen of a six-year CIP. In general, with the exception of emergencies and mandates, this plan is the governing document for capital expenditures. The Town further recognizes that certain projects for which debt financing should be considered may arise in such a manner that they cannot be incorporated into the six-year CIP prior to financing, e.g., the coming to the market of a specific property the Town desires to acquire for open space purposes.
3. Types of Permissible Debts – whenever possible, the Town will first attempt to fund capital projects with state and federal grants or other revenues. When such funds are insufficient, the Town may use dedicated revenues from Special Revenue Funds, Capital Projects Funds, or General Fund revenues or reserves. If these are not appropriate or sufficient, the Town will use bond funding or long-term leases. The Board of Selectmen and the Board of Finance will evaluate debt-funding scenarios as part of the capital budget process using models developed by the Finance Director in order to prioritize future financing needs and to evaluate compliance with this policy. The Board of Finance will forward its recommendations to the Board of Selectmen.

General Obligation (G.O.) bonds may be issued to finance traditional public improvements for which other funding is unavailable or impractical. Long-term bonds may be used to finance infrastructure or facility improvement projects with an estimated life expectancy of at least 15 years ~~and~~ or cost ~~of~~ at least \$250,000.

The Town may go to market for G.O. bonds for a minimum threshold of \$1,000,000. A smaller number of projects may be combined to meet the threshold, provided that each such included project meets the 15-years useful life condition.

General Obligation (G.O.) Bond Anticipation Notes (BAN's) may be issued for short-term debt. The Town may choose to issue bond anticipation notes (BAN's) as a source of interim financing when deemed prudent. Bond anticipation notes may also be used as a form of permanent financing (generally up to 10 years under current statutes) by renewing the notes over a number of years and reducing the principal amount of the notes on renewal.

Capital Lease Purchase Financing, in contrast to a true lease, provides for the acquisition of the leased item. Lease purchase financing may be used for procuring assets that are too expensive to fund with current receipts in any one year, but with useful lives too short (less than 15 years) to finance with long-term debt. Generally, lease purchase financing will not be considered for the purchase or construction of

assets with a life expectancy of less than five years. The Town will seek competitive pricing when practical.

Low Interest Loan – The use of federal and state aided low interest loans should be considered before consideration of issuing any other forms of debt. Low interest loans may also be considered from private banks as permitted by law.

4. Statutory Debt Limitations – Under Connecticut Law, municipalities may not incur indebtedness through the issue of bonds which will cause aggregate indebtedness by class to exceed the following:

General Purposes 2.25 times base  
School Purposes 4.50 times base  
Sewer Purposes 3.75 times base  
Urban Renewal Purposes 3.25 times base

The “base” is defined as annual receipts from taxation (total tax collections including interest and penalties) and State payment for revenue losses under CGS sections 12-24a, 12-24c and 12-129d. In no case shall total indebtedness exceed seven times the base.

The statutes also provide for certain exclusions of debt issued in anticipation of taxes, for the supply of water, supply of gas, supply of electricity, construction of subways, for the construction of underground conduits for cables, wires, and pipes and for two or more of such purposes; for indebtedness issued in anticipation of the receipt of proceeds from State or Federal grants evidenced by a written commitment or contract.

5. Bond Structure

Consideration should be given by the Board of Selectmen to each of the following:

- Providing cash in advance to meet project expenses
- Maximizing the credit rating potential and market acceptance of the bonds
- Minimizing net borrowing cost
- Minimizing the impact of debt service payments on annual cash flow

Bond term – All capital improvements financed through the issuance of debt will be financed for a period not to exceed the useful life of the improvements, but in no event to exceed 20 years. For capital expenditures valued below \$20 million, bonding will not exceed ten (10) years. Fifteen (15) to twenty (20) year bond terms may be considered and approved in the budget process by the Board of Finance for major projects exceeding \$20 million that benefit the community.

Interest Rates - The Town will attempt to issue debt that carries a fixed interest rate. However, it is recognized that certain circumstances may warrant the issuance of variable rate debt. In those instances, the Town should attempt to stabilize debt service payments through the use of an appropriate stabilization arrangement. Board of Selectmen approval is needed to issue variable rate debt.

Debt Service Pattern – The preferred debt service method is level principal, however, new debt should be structured to coincide with the retirement of past debt to lessen the

impact upon the mill rate and to keep debt service costs at or below 6-8% 7% of the operating budget. Debt that is being funded outside of tax revenues (i.e. WPCA Sewer Use Fees) shall not be included within the 6-8% 7% unless the fund responsible for the debt payments is financially unstable and it is anticipated that the Town will be called upon to make debt payments from the general fund. The Board of Finance will review the debt service percent of operating on an annual basis and formally set the target debt as percent of operating during the budget process.

Call provision – The Board of Selectmen seeks to minimize the cost from optional redemption call provisions, consistent with its desire to obtain the lowest possible interest rates on its bonds. The Town Manager and Finance Director will evaluate the optional redemption provisions for each issue to ensure that the Town does not pay unacceptable higher interest rates to obtain such advantageous calls.

Method of sale – Debt obligations are generally issued through competitive sale. When conditions favorable for a competitive sale do not exist and when a negotiated sale will provide significant benefits to the Town that would not be achieved through a competitive sale, the Board of Selectmen may elect to sell its debt obligations through a private or negotiated sale.

6. Refunding Debt - The Board of Selectmen will continually monitor its outstanding debt in relation to existing conditions in the debt market and will refund any outstanding debt when sufficient savings can be realized. The target threshold for net present value savings should be a minimum of 2%.
7. Emergencies - During emergency situations, the Town may issue debt to provide for emergency infrastructure repair or replacement if such repair or replacement as necessary for the immediate preservation of the public peace, health and safety as governed by the Town Charter.

## **VI. Debt Affordability Measures**

The Board of Finance, in connection with the budget approval process, will evaluate the Town's debt position. The following statistical measures to determine debt capacity will be used and evaluated in relation to rating agency standards and the Town's historical ratios to determine debt affordability:

### Debt Burden and Service Indicators

- Debt as a percentage of Net Taxable Grand List
- Debt per capita
- Debt to personal income
- Debt to taxable property value
- Debt as a percentage of General Fund expenditures
- Simsbury debt in comparison to other comparable towns

## **VII. Professional Services**

1. Bond Counsel: All debt issued by the Town will include a written opinion of bond counsel affirming that the Town is authorized to issue the proposed debt. The opinion

shall include confirmation that the Town has met all Town and state requirements necessary for its issuance, a determination of the proposed debt's federal income tax status and other components necessary for the proposed debt.

2. Municipal Advisor: A Municipal Financial Advisor(s) will be used to assist in the issuance of the Town's debt. The Municipal Financial Advisor will provide the Town with objective advice and analysis on debt issuance. This includes, but is not limited to, analyzing debt capacity, projecting future debt impact and modeling of future debt issuance, monitoring market opportunities, structuring and pricing debt, and preparing official statements of disclosure.
3. Underwriters: An Underwriter(s) may be used for all debt issued in a negotiated or private placement sale method. The Underwriter is responsible for purchasing the negotiated or private placement debt and reselling the debt to investors.
4. Fiscal Agent: A Fiscal Agent will be used to provide accurate and timely securities processing and timely payment to bondholders.

All vendors retained by the Town of Simsbury will be selected in accordance with the Town of Simsbury's purchasing policy.



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** FY 21/22 Budget Discussion
2. **Date of Board Meeting:** March 23, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Melissa Appleby, Deputy Town Manager; Amy Meriwether, Finance Director/Treasurer  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
To reduce the Board of Selectmen FY 21/22 budget by \$100,000-\$150,000, or to raise revenues by the same range.

If the Board of Selectmen supports staff recommendation, the following motion is in order:

*Move, effective March 22, 2021, to recommend to the Board of Finance an increase to the Building permit revenues for FY 21/22 of \$125,000, bringing the total budgeted building permit revenue to \$800,000.*

5. **Summary of Submission:**

The Board of Selectmen's approved FY20/21 budget was presented to the Board of Finance at their March 16, 2021 meeting. The Board of Finance expressed a desire to/for:

- Fully implement the public sector mortality tables, reduce the pension interest rate assumption to 6.625%, and to increase the amortization period for the pension plan to 17 years
- Bond all costs associated with the Meadowood project

The Board of Finance has deferred scheduling the public hearing on the budget until they have reviewed the requested appraisal on Meadowood. They also asked the Board of Selectmen to reduce their budget by \$100,000-\$150,000, or to raise revenues by the same range.

Staff recommends adjusting the building permit revenue by an increase of \$125,000, to \$800,000. A conservative estimate was budgeted. Increasing the revenue budget for building permits to \$800,000 is close to trend for the last six years (including year-to-date, excluding the Tobacco Valley Solar permitting revenues). An analysis is attached.

The Planning Commission was provided with the CGS 8-24 referral regarding the capital improvement plan. The Commission is required to provide a response as to whether or not the proposed capital improvement plan is consistent with the goals and

objectives outlined in the 2017 Plan of Conservation and Development. The Planning Commission is expected to review this referral at their March 23, 2021 meeting.

**6. Financial Impact:**

This information will be used to assist the Board of Finance with the adoption of the FY 21/22 budget.

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

a) Building Permit Revenue Analysis

**Building Permit Revenues w/TVS**

<b>Fiscal Year</b>	<b>Amount</b>
2015/2016	\$1,113,472
2016/2017	\$360,456
2017/2018	\$1,170,712
2018/2019	\$1,218,462
2019/2020	\$714,179
2020/2021 YTD	\$899,100
AVERAGE	\$912,730
MEDIAN	\$1,006,286

Note: FY 20/21 has 3.5 months remaining

**Building Permit Revenues w/o TVS**

<b>Fiscal Year</b>	<b>Amount</b>
2014/2015	\$1,113,472
2015/2016	\$360,456
2016/2017	\$1,170,712
2018/2019	\$580,462
2019/2020	\$714,179
2020/2021 YTD	\$899,100
AVERAGE	\$806,397
MEDIAN	\$806,640

Note: FY 20/21 has 3.5 months remaining

Note: Does not include TVS permit revenue of \$638,000 FY18/19



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation from and Appointment to Aging and Disability Commission

2. **Date of Board Meeting:** March 22, 2021

3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk  
*Maria E. Capriola*

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

*Move, retroactive to February 12, 2021, to accept the resignation of Susan J. Krinsky as an alternate member of the Aging & Disability Commission.*

If the Board of Selectmen supports the recommendation from the Simsbury Republican Town Committee to appoint Deborah Glass as an alternate member of the Aging and Disability Commission, the following motion is order:

*Move, effective March 22, 2021, to appoint Deborah Glass as an alternate member of the Aging & Disability Commission with a term ending January 1, 2022.*

5. **Summary of Submission:**  
The Town Clerk has received the resignation of Susan Krinsky as an alternate member from the Aging and Disability Commission. Ms. Krinsky's term was to expire January 1, 2022. The Town Clerk has also received a recommendation from the Simsbury Republican Town Committee to appoint Deborah Glass (R) as an alternate member, completing the term left vacant by Ms. Krinsky's resignation.

Ms. Glass is a graduate of the University of Vermont. She recently retired as a Dental Hygienist. She volunteers at Food Share and the Restore in Bloomfield, as well as Simsbury's Medical Equipment Loan Locker program. She has lived in Simsbury since 1991 and her three children all went to Simsbury Schools.

6. **Financial Impact:**  
None

7. **Description of Documents Included with Submission:**  
a) Susan J. Krinsky's Resignation Letter, dated February 12, 2021

**Susan Krinsky**

Erika,

I did switch my party to Democrat. It had nothing to do with our local parties. Per Paul's request I am resigning my assignment to A & D as a Republican. I understand there are Democratic seats empty. I would love to be appointed to one of those. If you could point me in the right direction it will be greatly appreciated.

Thanks!

Sue Krinsky



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Reappointment of Cheryl Cook to the Housing Authority
2. **Date of Board Meeting:** March 22, 2021
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the recommendation from the Simsbury Republican Town Committee to reappoint Cheryl Cook as a regular member of the Housing Authority, the following motion is order:  
  
*Move, effective March 22, 2021, to reappoint Cheryl Cook as a regular member of the Housing Authority with a term expiring April 1, 2026.*
5. **Summary of Submission:**  
The Town Clerk has received the recommendation from the Simsbury Republican Town Committee for Cheryl Cook (R) to be reappointed as a regular member to the Housing Authority with a term expiring April 1, 2021.
6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**  
None



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignations from Various Boards, Committees and Commissions

2. **Date of Board Meeting:** March 22, 2021

3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk  
*Maria E. Capriola*

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

*Move, retroactive to March 8, 2021, to accept the resignation of Gerard H. Wetjen as a regular member of the Culture, Parks & Recreation Commission.*

*Move, effective March 31, 2021, to accept the resignation of Cheri Calnan as a regular member of the Clean Energy Task Force & Sustainability Team.*

*Move, retroactive to November 18, 2020, to accept the resignation of Mary Turner as a regular member of the Sustainability Team.*

*Move, retroactive to March 12, 2021, to accept the resignation of Chris Kelly as a regular member of Community for Care.*

*Move, retroactive to March 8, 2021, to accept the resignation of Katie S. Martin as a regular member and Chair of the Zoning Board of Appeals.*

5. **Summary of Submission:**

The Town Clerk has received the resignation of Gerard H. Wetjen (R) as a regular member of the Culture, Parks & Recreation Commission. Mr. Wetjen's term was to expire January 1, 2022.

The Town Clerk has received the resignation of Cheri Calnan (D) as a regular member of the Clean Energy Task Force and Sustainability Team (Clean Energy Task Force Representative). Ms. Calnan's terms were to expire December 6, 2021 and February 10, 2022 respectively.

The Town Clerk has received the resignation of Mary Turner (R) as a regular member of the Sustainability Team (Recycling Comm. Representative). Ms. Turner's term was to expire February 10, 2022.

The Town Clerk has received the resignation of Chris Kelly (D) as a regular member of Community for Care. Mr. Kelly's term was to expire December 6, 2021.

The Town Clerk has received the resignation of Katie S. Martin (D) as a regular member and Chair of the Zoning Board of Appeals. Ms. Martin's term was to expire December 6, 2021. Ms. Martin has served on the ZBA for 18 years.

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."

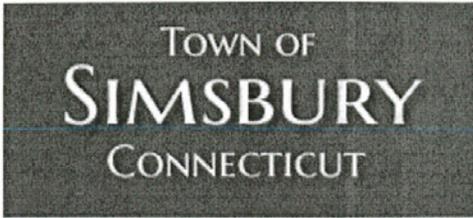
Therefore, this vacancy for the Zoning Board of Appeals must be filled no later than April 22, 2021. The appointee will serve until December 6, 2021, which is the expiration of the term; at this time the newly elected ZBA Member will assume their position for a full four year term.

**6. Financial Impact:**

None

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

- a) Gerard H. Wetjen's Resignation Letter, dated March 6, 2021
- b) Cheri Calnan's Resignation Letter, dated March 11, 2021
- c) Mary Turner's Resignation Letter, dated November 18, 2020
- d) Chris Kelly's Resignation Letter, dated March 12, 2021
- e) Katie S. Martin's Resignation Letter, dated March 8, 2021
- f) Copy of ED-638: Vacancy in Elective Office, sent to Secretary of the State's Office on March 12, 2021 Regarding ZBA Vacancy



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

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

Submission information

Form: [Resignation Submission Form](#) [1]  
Submitted by Anonymous (not verified)  
March 6, 2021 - 5:19pm  
2601:182:300:3460:dc0d:c934:8e22:9afb

**Member's Name**

Gerard Wetjen

**Type of Member**

Regular

**Name of Board/Commission**

Culture Parks and Recreation

**Effective Date of Resignation**

03/08/2021

**Reason for Resignation**

No longer interested in serving

**Any Additional Comments**

**Source URL:** <https://www.simsbury-ct.gov/node/98363/submission/21901>

**Links**

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

**Cheri Calnan**

**Member's Name**

Cheri Calnan

**Type of Member**

Regular

**Name of Board/Commission**

CETF, Sustainability Committee

**Effective Date of Resignation**

03/31/21

**Reason for Resignation**

Personal

**Any Additional Comments**

**Mary Turner**

I am sorry to say I must resign from this committee. This has nothing to do with personalities. It has to do with content. Thank you for all your hard work. Mary

**Chris Kelly**

Hi Ericka

This email is to confirm that I have resigned from the Community for Care Committee. It has been a pleasure to serve on the committee.

Thanks

Chris Kelly

**Katie Martin**

Dear Erica,

I am writing to formally resign from the Zoning Board of Appeals, and resign as Chair of the ZBA. It has been my pleasure to serve the Town of Simsbury for about 18 years in this capacity. I enjoyed meeting many neighbors who wanted to make improvements to their properties, and hearing neighbors support other neighbors so they could have their variances approved. I value the bipartisan spirit of the ZBA and I appreciate my fellow commissioners who volunteer their time to serve the town.

I understand that Steven Antonio was elected Chairman of the ZBA at the recent meeting and I know Steven will do a terrific job in this role. Please let me know if you need any additional details from me.

Sincerely,  
Katie

(ED-838 - Vacancy in Elective Office 3/06)

To: Secretary of the State  
30 Trinity Street  
P.O. Box 150470  
Hartford, CT 06115-0470  
Attn: Legislation & Elections Administration Division

**Vacancy/Appointment In Elective Office**

<i>Vacancy In Elective Office</i>	<i>Appointment To Fill Vacancy In Elective Office</i>
<p>On <u>03/08/2021</u>, the office of <i>(date of vacancy)</i> <u>Zoning Board of Appeals</u></p> <p>was vacated due to the <u>resignation</u> <i>(manner in which vacancy occurred)</i></p> <p>of the incumbent, <u>Katie S. Martin</u> <i>(name)</i></p> <p><u>Democratic</u> <i>(party)</i></p> <p>who was elected/appointed for a term from: <u>12/04/2017</u> to: <u>12/06/2021</u></p>	<p>On _____, pursuant to the provisions of <i>(date)</i></p> <p><i>(specific section of Connecticut General Statutes or local law under which vacancy was filled)</i></p> <p>_____ <i>(name)</i></p> <p>_____ <i>(address)</i> _____ <i>(party)</i></p> <p>was appointed by _____ <i>(appointing authority)</i></p> <p>to fill the vacancy in the office of _____</p> <p>vacated by _____ <i>(name of person who vacated office)</i></p> <p>on _____ <i>(date)</i></p> <p>to serve until <u>12/06/2021</u>, <i>(date appointment expires)</i></p> <p>being the date of <input type="checkbox"/> the next regular municipal election. <input checked="" type="checkbox"/> the expiration of the term</p>

Date of Filing 03/12/2021 City  
Town of Simsbury Mayor  
Borough Town Clerk Erica L. Butler  
Warden *(signature)*

Notice Under Section 9-223 (C.G.S.)

## **CALL TO ORDER**

The Special Meeting of the Board of Selectmen was called to order at 5:00p.m. on ZOOM due to COVID-19. Present were: First Selectman Eric Wellman; Deputy First Selectman Sean Askham; board members Jackie Battos, Mike Paine, Wendy Mackstutis and Chris Peterson. Staff in attendance included Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; Finance Director Amy Meriwether; Superintendent of Schools Matt Curtis; Assistant Superintendent for Administration Neil Sullivan; Director of Infrastructure & Technology Jason Casey. Also in attendance were Board of Education members Susan Salina and Jeff Tindall and Jeff Wyszynski from Tecton Architects.

## **PUBLIC AUDIENCE**

Mr. Wellman read a submitted comment from Joan Coe who spoke about her concerns with the proposed Meadowood Acquisition

## **OVERVIEW OF BUDGET**

### **a) Board of Education Capital and Debt Service**

Mr. Curtis started by thanking the Board of Selectmen for the opportunity to present and discuss the proposed Board of Education capital items for this upcoming budget. Mr. Sullivan gave a detailed overview of the proposed Latimer Lane School renovation project. The presentation included an overview of how the Board of Education and Tecton worked to get the present value of the renovation, and how the long range plan of the project accounts for repurposing the existing space dedicated to 6<sup>th</sup> grade students for preschool use once the 6<sup>th</sup> grade moves to the Middle School. Mr. Sullivan stated that during neighborhood discussions the Board of Education had, preschool was a key point they kept hearing.

Mr. Wyszynski stated that the project was presented as a renovate as new plan rather than build a new school due to the State providing more favorable reimbursement rates for renovate as new projects. The total cost of the project was anticipated to be \$36,792,406 with the cost to the Town being \$25,703,175.

Ms. Mackstutis asked about the line titled “Ineligibles” and what that means. Mr. Wyszynski clarified that those are costs that are not reimbursable. Board of Selectmen members expressed interest in a more detailed list of those costs to better understand what is included.

Mr. Sullivan explained that the Board of Education has a long range plan that includes renovations to multiple schools but they chose Latimer Lane as the first school to renovate because of the more urgent capacity issues. The renovation will account for projected enrollment and addresses not only the current needs for a school but also the future needs as well.

Mr. Askham asked if there is a way costs can be reduced. Mr. Wyszynski answered that cost savings could potentially be achieved as refinements are made during the grant application process.

Mr. Peterson made remarks about the project and his desire to see a concise, one page document made available to the public about what is in the project and what the project cost provides to the Town and students.

Ms. Meriwether reviewed a debt service model with the current draft capital plan. The model showed different potential debt limits, and depending on potential guidance from the Board of Finance, the future debt will

exceed the limit. Following discussion on the amortization schedule of the bonds, Ms. Meriwether clarified that the presented model assumed 10 year bonds for routine capital and 15 year bonds for the school projects. A small discussion ensued about comfort levels on different amortization schedules for bonding.

Mr. Curtis introduced the bleacher project and how the scope was reduced from the previous year's project to find savings. Mr. Casey gave a detailed history on the project and how the project was originally presented last year with a cost of \$850,000 but this year they are asking for \$600,000 due mainly to reducing the capacity of the bleachers. Mr. Casey said a recent safety inspection indicated that the bleachers should be replaced soon. A discussion between the Board of Selectmen and Board of Education ensued about the level of priority for this project. Ms. Salina said it is a high priority due to safety issues and with how much use the bleachers get. There was a quick discussion on other items for the stadium in the 6 year capital plan.

Ms. Mackstutis requested additional detail on all Board of Education projects in the 6 year capital plan.

Mr. Casey reviewed the continuation of security improvements project for the district at an amount of \$250,000

Ms. Capriola mentioned that the Town should think about the length of bonds and consider generational equity. Ms. Capriola reiterated the need to continue to build up our cash capacity as it is an important way to reduce the need to take on debt for smaller valued items in the capital improvement plan.

**b) Other Discussion on Board of Education Fiscal 21/22 Budgets (if needed)**

No discussion needed.

**c) General Discussion on Manager's Proposed Fiscal Budgets (if needed)**

Mr. Paine expressed an interest in the Board of Selectmen sending a letter of support for the proposed budget of the Farmington Valley Health District. Mr. Askham stated the Board should see the proposed budget before sending a letter.

**EXECUTIVE SESSION**

Mr. Askham made a motion to adjourn to Executive Session pursuant to CGS §1-200(6)(D) Purchase of Real Estate, at 6:13 p.m. and to include Attorney Robert DeCrescenzo, Town Manager Maria E. Capriola, Deputy Town Manager Melissa Appleby, Finance Director Amy Meriwether, Director of Planning Mike Glidden, Town Engineer Jeff Shea, and Director of Culture, Parks and Recreation Tom Tyburski. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to adjourn from executive session at 7:26 p.m. Mr. Paine seconded. All were in favor and the motion passed.

Mr. Askham mad a motion to adjourn the meeting at 7:26 p.m. Mr. Paine seconded. All were in favor and the meeting was adjourned.

Respectfully submitted,

Thomas Fitzgerald  
Management Specialist

## **CALL TO ORDER**

The Board of Selectmen Budget Workshop was called to order at 9:03 a.m. via Zoom video conference. Present were: First Selectman Eric Wellman; Board members Sean Askham, Michael Paine, Jackie Battos, Chris Peterson, and Wendy Mackstutis. Others in attendance included Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; Director of Culture, Parks and Recreation Tom Tyburski; Director of Planning Michael Glidden; Director of Public Works Tom Roy; Information Technology Manager Rick Bazzano; Library Director Lisa Karim; Director of Finance/Treasurer Amy Meriwether; Director of Social Services Kristen Formanek; Police Chief Nicholas Boulter; Deputy Chief of Police Chris Davis; Town Engineer Jeff Shea; Town Clerk Ericka Butler, Parks Superintendent Orlando Casiano, and other interested parties.

## **PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

## **PUBLIC AUDIENCE**

A public comment from Rachel Wellman was read in which she expressed her support for funding the Parks and Recreation facilities maintenance technician position as well as her support for the purchase of the Meadowood parcel.

A public comment from Kelly Kearney was read in which he too expressed his support for the additional Parks and Recreation position. He also expressed how critical it is that the golf course irrigation system replacement be funded.

Mark Orenstein shared his support for funding for the Senior Center.

Ms. Battos thanked Ms. Capriola and her staff for navigating the Town through the past year.

## **OVERVIEW OF BUDGET**

### **• Revenues and Budgeting Assumptions (Tab 2)**

Ms. Capriola said the grand list increased by 2.93% or \$73,457,208 generating approximately \$2.7M in new revenue. Real estate increased by 1.55% or \$34,095,618, motor vehicles increased by 6.72% and personal property increased by 17.90%.

Ms. Capriola stated since the budget was released they went back at the staff level and increased the certified growth list to 20 years. The last two years have been the strongest years in the last 20 years, without revaluation years (2.66%, 2.93%).

Much of the development from recent new growth is in the top 20 taxpayers such as Tobacco Valley Solar, Big Y, Aspen Green, etc.

Ms. Capriola stated that they left the state revenues flat for budgeting purposes. They did use a tax collection rate of 98.5% for budget purposes and adjusted local revenues. The tax collection revenues remain stable despite the pandemic. Assumption was used for budgeting purposes that motor vehicles will continue to have the same mill rate as real estate and personal property for FY 21/22.

While the potential for state or federal pandemic relief funds remains uncertain, one very preliminary estimate they saw was that the Town may receive as much as two and a half million dollars under the next round of funding.

### **Community Development**

- **Planning (Tab 12)**
- **Building (Tab 12)**

Mr. Glidden stated that overall for his department the total proposed operating budget is a 0.07% increase. The Planning Department is a 1.19% decrease and Building is a 1.70% increase. One of the driving factors for the increase in the Building Department is an increase in full-time salaries due to contractual step increases. Mr. Glidden stated that their areas of focus include working with the Zoning Commission on a rewrite of zoning regulations, updating the development guide to provide a user friendly format with detailed guidance for land use applications, advancing the POCD’s economic development priorities, and creating a user friendly process for land use applications. Mr. Glidden said they are expecting the draft FEMA Flood Insurance Rate Maps to be distributed in 2021 and the Planning Department will serve as the point of contact during the re-study.

Mr. Glidden discussed the commercial projects that are going on in Town, which include McLean Independent Living Expansion, Ensign Bickford- Phase 2, Andy’s Plaza and the Route 44 electric car dealership. Their residential development projects include; Ridge at Talcott Mountain, Highcroft Place, and Cambridge Crossing.

The potential developments were discussed which include redevelopment of the Simscroft Echo Farms property off Iron Horse Blvd. Hurley Property (potential mixed use development of Foster Ice Cream property Powder Forest) and the development of a commercial parcel located at the northwestern corner of Hopmeadow and Powder Forest Drive.

### **General Government Departments**

- **Town Clerk (Tab 8)**

Ms. Butler said the Town Clerk’s budget increase is 1.5% or \$3,565. She stated that they will be applying for a \$7,500 grant through the CT State Library Historic Documents Preservation Grant. She stated another area of focus is organizing records on existing and newly installed high capacity shelving units in the Town Clerk vault and creating a record inventory list. By summer, hopefully all CT Towns will have access to and begin using the State of CT Electronic Death Registry System to register death certificates, issue permits, amend certificates, etc.

Ms. Butler stated their budget highlight includes a \$4,100 increase in full-time salaries due to contractual step increases.

- **Registrars/Elections (Tab 7)**

Ms. Butler said the Registrars/Elections department has a \$132,100 proposed operating budget, a 19.15% decrease due to fewer elections in FY22.

Mr. Wellman acknowledged the unprecedented work of Ms. Butler’s team during this past year.

Mr. Askham asked what Ms. Butler sees coming down the pipe from a capital standpoint, a technological need, etc. in regards to elections. Ms. Butler stated that early voting is probably what their association is going to take the stance on for staffing reasons and she believes it will be on the 2022 state election ballot. She stated that the equipment that the state uses is old and out of date, if they turn over to early voting she imagines the equipment used will change. Ms. Butler stated it is uncertain if it will be an equipment or staffing need as it is all still uncertain.

Mr. Paine commended Ms. Butler’s office for the assistance with the election.

• **IT (Tab 11)**

Mr. Bazzano said the proposed operating budget increase is 2.9% or \$9,812. The areas of focus are continued cybersecurity awareness training, to enhance security levels for intranet and internet connected technologies, conduct security audits, complete phase of fiber optic build-out and update disaster recovery plan.

The budget increase includes \$5,447 in full-time salaries and \$4,366 increase in contractual services, i.e. zoom licenses and a slight increase in the cost for cyber security awareness training.

The CNR projects were discussed, which include staff computer replacements for \$30,240. They have put the replacement of hardware based on a four-year lifecycle, yearly contributions to this project will cover 42 devices per year. A Microsoft office upgrade for \$17,550 (project will span two years), and \$12,000 for email spam filtering and archiving, as the current spam filter and archiving environment will be inactive by the end of FY22, the project funded with savings from FY21 network storage project.

In regards to the hardware replacement, Ms. Mackstutis asked if everyone was being moved to laptops or are they already on laptops with docking stations. Mr. Bazzano stated that it’s more the front line administrative office staff that has desktops, while department directors have the need to take laptops home. Mr. Bazzano said it would be a mixture of desktops and laptops that get refreshed.

Mr. Askham stated that an important continuing discussion is, if they went virtual what would be the strategic investments they would need to make over the next two to five years.

• **Finance, including Revenue and Assessment (Tab 10)**

Ms. Meriwether said the proposed FY20/21 proposed budget is \$1,008,729, which is a 6.44% increase from the prior year. The major area of focus includes maintaining AAA bond rating, implementing a new financial management system, continuing to value property fairly and in a timely manner and maintaining tax rate about 99%,

The budget highlights include a \$22,827 increase in the Finance Department full-time salary account, the majority of the increase reflects increase in Finance Director’s salary for shared services with the Board of Education, and a \$9,700 increase in the Finance Department part-time salary account. Highlights also include a \$8,690 increase in the Finance Department computer software account (last year they were able to take a credit on their old accounting system, which reduced last year’s expenditures and this year they are able to utilize that credit) and a \$10,171 increase in Assessor Division full-time salary account.

Ms. Meriwether spoke about CNR, which includes the grand list revaluation in 2022. The contract should be awarded by July 2021, with work to begin around September 1, 2021.

The service improvement requested is for temporary staffing for the Assessor’s Office (28 hrs/wk) for about \$55,603 to help assist the Assessor with field work backlog (estimated 2,5000 parcels), estimated to increase tax revenue by \$557,000.

Ms. Mackstutis wanted to reiterate to the Board that if the service improvement request is approved for the temporary assessor staffing, it is going to generate about \$550,000 in additional revenue, it will not hurt the mill rate if this person is added, it will actually alleviate somewhere else.

Ms. Meriwether stated that the person hired in the Assessor’s Office would actually have to come in and start the work so they would probably capture some of that savings on the back-end and then the majority would be for the next year but the cost would definitely be offset.

Mr. Askham commented that the \$55,000 was budgeted for in the current fiscal year so that’s an increase year over year so from a straight line basis it’s going to contribute to a quarter of a percent increase roughly in the Board of Selectmen budget but in the overall 100 million dollar Town budget it’s not going to contribute to a tax increase.

• **Town Manager’s Office/General Government/Legal (Tab 4)**

Ms. Capriola shared the Town Manager’s proposed operating budget is \$484,969, a 0.3% decrease as they shifted some funds for temporary staffing from their budget to Ms. Meriwether’s budget due to an upcoming retirement. The budget highlights include a \$9,421 increase in full-time account due to salary increases and a \$4,000 decrease in the advertising account due to modernizing their method of posting job openings. They reallocated a portion of those savings to special activities to support employee and Board of Selectmen events and recruitment related expenses.

Ms. Capriola said the General Government’s budget increase is 3.3% or \$3,600. This budget includes tuition reimbursement funds, copy/print funds for Town Hall, telephone service funds, organization-wide training and development funds and postage for all departments (excluding special revenue fund and WPCA)

The \$3,600 increase for telephone service reflects a reallocation from the Parks and Recreation special revenue fund.

Ms. Capriola reported the BOS-Community Service’s budget increase is 0.8%, or \$1,037. The budget includes the First Selectperson’s stipend, funding for commission clerks, funding for legal notices and dues for membership organizations.

• **Board of Selectmen/Public Agencies/Health (Tab 5)**

Ms. Capriola reported that the Public Agency support (\$63,619) includes all public agency grants not budgeted through Community and Social Services or Economic Development, a \$1,274 increase for North Central EMS Council, the remaining funds in Public Agency support reflect FY21 approved requests. They have received two new outside agency requests from Gifts of Love and A Promise to Jordan, as well as three increased requests from SCTV, Chamber and Meals on Wheels.

Ms. Appleby reported that the Town’s contribution to the Farmington Valley Health District is \$177,765, which reflects a 9.49% increase. She noted that this budget assumes that the state per capita funding will be 1.76,

which falls short of the statutory contribution that the state is supposed to be providing, the state has not fully funded the per capita grant in several years. The major drivers for this budget are personnel costs, the full time salary for this person will be included next year. The secondary driver is the office expansion.

Ms. Appleby reminded the Board that there is one more year in the strategic plan so next year for fiscal year 2023 there will be costs associated with the strategic plan including the accreditation costs, which have been put on hold during the pandemic

Mr. Askham asked if there would be a revisiting of the discussion at the health district level as to the allocation of services and what they're being asked to do as a Board. Ms. Appleby stated that she thinks when they laid out the five year plan they were driving home that they are very good at their regulatory responsibilities, the community health aspect of what they do is where they really need to invest and that was part of the goal of accreditation.

Mr. Askham asked if the state was revisiting the funding formula for the composition of health districts, as it seems negligent that they are not funding the obligated amount. Ms. Appleby stated that the health directors in the state are advocating for more direct support in terms of grant funding as there are no direct grants from the state at this point.

Ms. Appleby shared the areas of focus which include continuing the Town's response to Covid-19, supporting the work of the Economic Development Commission, negotiating successor collective bargaining agreements, continuing to work on long-range capital planning and advancing the Board of Selectmen's goal to foster an engaged and high quality workforce.

• **Boards and Commissions (Tab 6)**

There was no significant change in the Boards and Commissions budget.

• **Insurances (Tab 19)**

Ms. Appleby shared that the budget indications from CIRMA are at a 3% increase, and we reallocated a portion of LAP and workers compensation insurance from the Parks & Recreation special revenue fund budget to the General Fund. In addition, this budget includes the new cyber security policy premium which is split with the Board of Education.

Mr. Peterson asked how the health insurance utilization and claims perform so far this year. Ms. Capriola shared that the Health Insurance Fund is in a much improved and stable position and no budget increase is recommended. The Health Insurance fund balance is projected to be at 42% of expected claims for FY 21/22, due to uncertainty related to Covid, recommendation to maintain current reserves. She stated that health insurance claims temporarily decreased due to the pandemic and that they have seen somewhat of a return to normal in utilization.

Ms. Appleby discussed the CNR Projects for General Government including \$10,000 for public safety radio system maintenance and repairs, this is recurring cost that will help cover repairs and upgrades to the shared infrastructure, the Town and Fire district will split the mutually agreed upon costs.

The FY 21/22 capital project of the Meadowood Acquisition was discussed. Ms. Capriola stated that it is looking at the acquisition may increase up to \$220,000 above what they were planning for. The updated

acquisition costs may look like; \$2,515,860 (recently revised based on status of grants), \$2,200,000 acquisition (bonds), up to \$228,000 acquisition (GF and Capital Reserves equally), up to \$87,860 environmental review, appraisal, signage, parking, other site improvements as needed, bond issuance costs (bonds) The town’s estimate range of cost per acre is \$8,431-\$8,736. Other acquisition costs and barn restoration and demolition work to be funded by grants and donations.

Ms. Capriola discussed the estimated impact of the Meadowood acquisition on a median valued home.

Ms. Mackstutis asked if the acquisition will cause an increase in the need for maintenance of open space. Ms. Capriola stated that the Open Space Committee’s natural stewardship policy was fairly consistent with the practice of the parks department so essentially it’s saying to not do what’s called active management of those spaces, however, if there was an urgent maintenance need then parks and recreation would step in.

Mr. Tyburski stated that the staffing requests his department has in the budget and that were in the Parks and Open Space master plan are based on what they have now, not what could potentially be here with the Meadowood acquisition.

Mr. Casiano stated that a property like Meadowood is only maintained on an as needed basis.

• **Probate (Tab 9)**

There was no significant change in the Probate budget.

**Community Services**

• **Social Services (Tab 16)**

Ms. Formanek said the Community and Social Services total proposed operating budget is \$629,776, an increase of \$16,947 or 2.77%. The main increase is for administration/direct service, senior center and senior transportation. The areas of focus include developing and implementing improved data collection and this year they will be implementing a web based case management system. They will also seek to increase the community’s knowledge of their programs and services and strive to increase donations to the department.

Ms. Formanek went through her budget highlights, which include a \$7,736 increase in full-time salaries, \$4,500 increase in Public Agency Support and \$8,000 town match for Youth Service Bureau Funding moved from Administration budget to Operating transfer, \$1,080 increase in Senior Center part-time salaries, full cost of Tuesday/Wednesday senior lunch program with offsetting revenue from the Belden Trust, \$2,570 increase in senior/disabled transportation.

Ms. Formanek reported that her CNR Project is \$64,000 for a Dial-A-Ride Van, \$12,800 to be funded through the Dial-A-Ride fund, 80% anticipated to be funded through a state grant. They received grant funding for replacement of the 2014 van, the replacement is reflected in the CNR for FY21. The grant has been awarded and the acquisition is forthcoming. Simsbury SPIRIT Council’s proposed service improvement includes a \$22,000 budget request to collect and analyze community data and assess progress toward Diversity, Equity and Inclusion goals. \$3,000 of the estimated \$25,000 cost provided via FY21 supplemental budget appropriation.

Mr. Askham encouraged the Board to find creative ways to get SPIRIT Council’s proposed service improvement request in the budget as it is a priority that was committed to in the fall.

Mr. Peterson asked Ms. Formanek what impact the additional staff member has had to their team. Ms. Formanek stated that the community social worker has done a phenomenal job which has allowed them to serve the public during the pandemic. They were able to transition from every four weeks of food distribution to every three. They had averaged 80 households served before the pandemic and now serve 140 households. They have also had to change the way they deliver their programs, as this year they have had to do everything electronically and by mail. They have also increased the work that they do with the service bringing in additional speakers virtually and will be supporting a four week long presentation providing yoga and meditation for youth before their finals.

Ms. Cook spoke on behalf of the SPIRIT Council and thanked the Board for prioritizing their work and that their service request represents their desire to try to improve the quality of life for everybody who lives in Simsbury.

Ms. Kodak shared that the SPIRIT Council wants to position themselves to be the Town’s central coordinating group to assess and improve overall efforts to be more welcoming, inclusive and diverse.

Ms. Mackstutis asked if SPIRIT worked with the schools’ equity counsel and if the study is done will they be including them? Ms. Cook stated they do have two separate groups doing this work. The issues in the school system have been identified as very specialized, what they do is particular to the community as a whole, they do share members but the work and data is very different.

Mr. Peterson asked about Simsbury being a leader in the SPIRIT Council concept. Ms. Cook stated she feels we are ahead of the pack. She stated Simsbury is unique in having separate community branches of this work.

• **Library (Tab 17)**

Ms. Karim reported that the proposed operating budget is \$1,727,601, an increase of \$36,969. The areas of focus include increasing library engagement, continuing to invest in the development of library staff, supporting job seekers, business and the local economy through library programs, materials and services, especially those provided by the Business and Career Center. The budget highlights include full-time salary increases, \$500 increase in Innovators’ workshop support for air filters for the laser/etcher and \$420 increase in computer software, \$2,500 increase in cleaning supplies, \$400 increase in equipment maintenance for an AED battery, \$430 anticipate increase in natural gas, \$1,330 anticipated increase in electric and a \$3,000 reduction in Administrative Contractual Services due to a change in vendor for digital magazine content.

Their proposed service restoration is for \$8,000 to restore Children’s material allocation to the 2008 level. The Friends of the Simsbury public library support was cut by 50% due to the fact the annual book sale could not take place due to Covid and this has had a huge impact on them.

Ms. Karim discussed the CNR Project, which includes the replacement of public reference/adult services and tech lab PCs, public Children’s Department technology and public Borrowing & Technical Services technology as part of the 4-year replacement plan for the Library’s public technology.

Ms. O’Neil, chair of the library’s board, shared that she feels it is really critical to obtain additional funding for their resources.

Mr. Peterson spoke to the Board regarding the importance of providing the library with funding for children’s materials.

Ms. Battos asked if the \$2,500 requested for cleaning supplies would be covered by the FEMA reimbursement. Ms. Meriwether stated that at this time they do not know what’s coming from FEMA.

Mr. Askham questioned if they are buying all the same children’s materials for all the schools as well as the library and asked if that is the way it should be done. Ms. Karim stated that this increases access to all of the children in the community and it also provides access to younger children who are not yet in school.

### **Culture, Parks and Recreation (Tab 24)**

Mr. Tyburski reported that the proposed operating budget is \$3,233,497. Their areas of focus include safely bringing back programs, services and events to pre-Covid levels, continuing to implement recommendations from the Parks and Open Space Master Plan, increasing diversity of program offerings, increasing use and awareness of Town parks, trails and open space, and maintaining fencing and trees on trails and in parks. The budget highlights include a \$30,226 increase across all divisions due to minimum wage increase (they are the largest employer of teenagers in town) \$9,000 increase for parks division agricultural supplies, \$9,100 increase across divisions for water charges. The budget highlights also include a \$58,308 reduction in Revenue Fund expenses due to previous overcharging of expenses, \$181,715 contribution from General Fund to Special Revenue Fund. Mr. Tyburski stated that the proposed budget maintains current level of services with recognition of the structural deficiencies in the Special Revenue Fund. The CNR Projects include the Simsbury Farms playground replacement (\$200,000), Simsbury Farms Ice Rink Chiller replacement (\$120,000), Parks rotary mower replacement (\$74,000), parks utility vehicle replacement (\$25,000), playground improvements (\$25,000), schultz park gazebo roof and refurbishments (\$10,000), golf clubhouse repair and systems replacement (\$35,000).

Mr. Peterson asked if the netting was replaced at the rink. Mr. Casiano stated that the netting was replaced about 18 years ago, they typically go 30-40 years with showing no signs of wear and tear.

Mr. Tyburski shared that he has been in discussion with Eagles Scouts regarding various Parks and Recreation projects.

Mr. Wellman asked what \$25,000 would buy for the playground improvements. Mr. Casiano shared that \$25,000 would maybe purchase the equipment but would not cover the installation or material cost for the surfacing.

Ms. Mackstutis asked how it is determined which projects through Culture, Parks and Recreation go to the General Fund versus Capital Reserves. Ms. Capriola shared that the General Fund has a five-year payback period. It’s more important to rely on the General Fund money for Parks and Rec because they don’t have other opportunities to offset their needs.

Mr. Tyburski continued his presentation and proposed a year 2 request of \$65K for the overhaul of the interior systems of the Golf Club House. CNR projects also includes \$16K for park entrance sign replacements (most park signs are rotted; they are in year 2 of a 5-year plan to replace all park entrance signs to be consistent at all recreation facilities). \$15K, funded through P&O Master Plan project savings, was requested for a new Facilities Management Software which would help improve efficiencies and streamline operations, including maintenance reporting, generating work orders, improving record keeping and providing preventative maintenance reminders. \$8K was requested for a new equipment trailer & \$10,000 for electrical repairs at Simsbury Meadows. \$40K was requested for year 1 of a 5-year plan to repair and replace the irrigation systems

at various fields, with year 1 replacing the system at Memorial Field. The total for the 5-year plan is estimated at \$390K. Mr. Tyburski requested a golf course rake for \$27K and a utility vehicle for \$13K, both items would be funded from surplus in the Golf Equipment Fund. \$700K was requested for parking and accessibility at the Performing Arts Center. The Department is also seeking \$96,982 for a Parks and Facility Maintenance Technician, who will perform repairs and routine maintenance tasks at all parks and facilities. Mr. Tyburski said the Parks and Open Space Master Plan will recommend 2-3 additional parks maintenance staff. \$2,500 was requested for continued training and professional and development.

## **PUBLIC WORKS**

### **• Engineering (Tab 14)**

Mr. Shea went through the Engineering proposed budget of \$283,811, a 0.78% decrease or \$2,479. Services and programs provided were discussed. The areas of focus include Tariffville to Bloomfield multi-use trail project, municipal site and safety improvements project, Performing Arts Center parking improvements, Firetown Road bridge over Bissell Brook Rehab, Barndoor Hills Road Bridge, and multi-use trail from Route 10 to Curtiss/Patterson Parks. He also went over several private projects that they support.

Mr. Shea stated that other departmental activities include the continued technical support for MS4 storm water management, to continue to pursue grant opportunities to leverage town funds, and to assist with FEMA re-study Farmington watershed study.

As far as budget highlights, there was a decrease of \$8,233 in salary line and the department is fully staffed. The consultant line item has increased by \$2,500. There is consideration to implement permit fees for their Excavation Permit Program, which was discussed last year, but momentum was lost due to COVID. Low range revenue estimates of \$6,000 was anticipated.

- **Highway (Tab 15)**
- **Facilities (Tab 15)**
- **WPCA ( Tab 15)**

Mr. Roy said that the proposed operating budget is \$4,259,623 for public works, a 2% increase overall. Administration increased by 10.5% due to moving the MS4 from the highway dept. Other changes include building & grounds 5.8%, facilities -0.4%, highway 1.2%, and transfer station -15.9%.

The areas of focus include the management and roll out of the Town-wide facilities master plan, changes associated with the possible redevelopment of MIRA facilities, year four of the implementation of new sidewalk rehabilitation program, design and construction of Hopewell Sidewalk program, Greenway and Farmington River Trail resurfacing, compliance with MS4 storm water requirements and continue pavement management work. They are looking for a reimbursement of approx. \$100,000 claim from FEMA.

FY 21/22 budget highlights include a \$105,352 increase in full-time salaries due to negotiated union contracts, a \$2,080 increase in minimum wage, \$23,000 for MS4 reallocated from the Highway Dept. to Administration and, AED battery replacement costs have been included in the Facilities budget.

Mr. Roy said his CNR projects include a \$180,000 for a plow truck replacement, \$10,000 for material recycling, \$28,000 for a plow blade replacement (from the Town Aid Road fund), \$30,000 for a traffic calming

project at West Mountain and Notch, \$45,000 (with a \$12,500 trade in) for a replacement highway superintendent frontline 1-ton truck, \$50,000 (with a 12,500 trade in) for a replacement crew leader 1-ton dump truck, \$200,000 for a replacement front end loader, and \$108,000 for a replacement large wood chipper, The capital projects include \$1,205,000 for highway pavement management (10 miles of road), \$200,000 for sidewalk resurfacing and reconstruction (4<sup>th</sup> year of funding for a 20-year plan), and \$810,000 for the North End sidewalk construction.

Questions included the timing of Eno paving and work on Station Street raised by Ms. Battos. This was address by Ms. Capriola, who confirmed they are hoping to do a handful of Eno projects in year 2 of the 6-year plan. Ms. Mackstutis asked what items can be funded by Town Aid Road funding, and Ms. Capriola and Mr. Roy provided the high-level guidelines and overview.

### **WPCA**

Mr. Roy shared the WPCA is a utility operated by the Town and all expenses are supported by user fees. They have approx. 4,700 customers who are supporting the budget. Simsbury’s portion is just under \$8M and the remainder is being paid by Granby and Avon.

Simsbury’s portion includes the Operating budget of \$1,783,42, Capital is \$1,119,340 and Debt Service is just under \$600,00.

WPCA CNR projects include \$50,000 for the Tunxis pump station repairs and \$45,000 for a replacement service truck.

21/22 Capital projects include \$600,000 for the Tariffville sewer improvements, and \$3,250,000 for berm improvements. The berm project will only be considered if the FEMA BRIC grant is received. \$1,200,000 is required for the Woodland Street sewer replacement and will come out of the Sewer Assessment fund.

### **Public Safety**

- **Police (Tab 13)**
- **Dispatch (Tab 13)**
- **Animal Control (Tab 13)**
- **Emergency Management (Tab 13)**

Chief Boulter said their proposed operating budget is \$5,662,815, an increase of \$97,165 or 1.75% over 5 budgets. The proposed increase for Police, Dispatch, and Animal Control budgets were due to wage increases and general equipment costs, maintenance and warranties.

The FY21/22 areas of focus include maintenance and preservation (services, equipment, supplies and resources), and state mandates (Police Accountability Act and de-escalation training). Chief Boulter went through the following budget highlights: \$37,937 increase in full-time wages, \$25,000 increase in police overtime (3<sup>rd</sup> of three planned increases), \$7,000 in dispatch, no increase in Holiday pay due to 85% usage, \$3,600 for state mandated behavioral health and drug screening, \$1,400 for new taser batteries, \$1,671 for replacement tasers, and an increase of \$1,800 per recruit in POSTC academy tuition costs.

CNR projects include \$145,050 for 3 replacement police cruisers, \$46,000 for a replacement police administration vehicle and \$46,158 for body worn cameras and car cameras.

Service improvements include a request for \$8,000 for police de-escalation training and a scenario based practical application via a portable simulator for \$65,000 (this cost includes a discount of \$30,000 if purchased in 2021 due to the simulator being the 1<sup>st</sup> in CT). \$8,000 in associated simulator training overtime is estimated during the 1<sup>st</sup> year.

Several questions followed on the simulator and the police vehicles which were addressed by Chief Boulter.

### **Capital, CNR and Debt Service**

- **Capital Wrap-up (FY 21/22) (Tab 27)**
- **CNR Wrap-up (FY 21/22) (Tab 26)**
- **Cash-to-capital for ongoing and routine capital needs**
- **Possible use of a portion of capital reserve to fund some capital expenditures**
- **Debt Service (Tab 21)**

Ms. Capriola gave an overview of the FY21/22 Capital wrap up. She reported on completed analysis and quantitative 6-year baseline needs under \$250,000. The annual average costs across all departments came was reported at \$2.5M with the average cost, excluding sewer, being approx. \$2.3M. The cash contribution for CNR fund is level with last year and she reported a funding gap of approx. \$1.5M (without sewer). She provided an overview of the 6-year CNR plan (no WPCA items) and will get back to Mr. Askham on whether the numbers include Town Aid Road. Ms. Capriola presented a breakdown of proposed revenue allocation and a discussion followed on the line items. Mr. Askham gave feedback on the layout of the report for next year which Ms. Capriola was in agreement. Ms. Capriola summarized the three items coming out of taxpayer's dollars (coming from the operating budget and being transferred into CNR) are the police cruisers, the public works truck, and the materials recycling.

Ms. Capriola gave an overview on debt service and its effect on mill rate and said for the 3<sup>rd</sup> consecutive year the increase to debt service has been the largest budget driver. She said there are a couple of bond issuances which received bond premium which is budgeted for to offset interest costs and recommended continuing to build the capital reserve with funds from capital project close-outs and year-end savings when available. FY 21/22 proposed projects to be funded by bonding include Latimer Lane for \$24M, Simsbury high school bleachers and press box for \$600K, Meadowood acquisitions for \$2.3M, highway pavement management for \$600K, sidewalk reconstruction for \$200K and Performing Arts Center parking improvements for \$600K. A discussion followed on options available to fit Latimer Lane in within the guidelines from the BOF for an 8% target. Mr. Askham recommending coming to consensus on Latimer first, then Meadowood, and from there review the entirety of the 6-year plan and cut or prioritize accordingly so that 8% target is achieved. The cut projects would be put on the bottom, so they are not lost. Ms. Capriola said the BOE are getting revised numbers from Tecton within the next week.

By consensus, the Board tabled the discussion and the rest of the agenda for review and further debate. Ms. Capriola gave a brief overview of the items remaining for consideration and discussion, and Mr. Askham asked to include the costs for the police officer requests. They agreed to continue at 5:30 p.m. on Wednesday for a special meeting, following the regular meeting scheduled for Monday.

### **ADJOURN**

Mr. Wellman made a motion to adjourn at 5:00 p.m. Ms. Battos seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Heather Taylor & Marion Lynott  
Commission Clerks

## **CALL TO ORDER**

The Regular Meeting of the Board of Selectmen was called to order at 6:00 p.m. on ZOOM due to COVID-19. Present were: First Selectman Eric Wellman; Deputy First Selectman Sean Askham; Board members Wendy Mackstutis, Jackie Battos, Chris Peterson and Mike Paine. Others in attendance included: Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; Finance Director Amy Meriwether; Director of Parks and Recreation Tom Tyburski; Public Works Director Tom Roy; Library Director Lisa Karim; Police Chief Nick Boulter; Deputy Police Chief Chris Davis; Town Engineer Jeff Shea; Parks Supervisor Orlando Casiano; Planning and Community Development Director Mike Glidden; Social Services Director Kristen Formanek; Town Clerk Ericka Butler; and other interested parties.

## **PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

## **PUBLIC AUDIENCE**

- Email written comments to [ebutler@simsbury-ct.gov](mailto:ebutler@simsbury-ct.gov) by 12 P.M. on Monday March 8, 2021, to be read into the records; or
- Email [tfitzgerald@simsbury-ct.gov](mailto:tfitzgerald@simsbury-ct.gov) by 12:00 P.M. on Monday, March 8, 2021, to register to address the Board of Selectmen through ZOOM

Mr. Wellman read an e-mail from Mark McGrath, who spoke about the Simsbury Library request for \$8,000 to restore its material account to the 2008 funding levels and the request for \$5760 for its technology replacement plan. He feels both of these requests should be approved.

Mr. Wellman read an email from Marianne O’Neil, Chairperson of the Simsbury Library Board of Trustees, who also supports the two request from the Library. She said while our population has increased, the materials remain the same old materials. She feels the Library provides an excellent service to the community and, therefore, these requests should be approved.

Mr. Askham read an email from Anne Erickson, who also urged support for the \$8,000 and \$5,760 request so the Library can remain dominant, fundamental and vital part of Simsbury. The Library has become a center for digital learning during this COVID crisis.

Mr. Wellman read an email from April and Michael Smith who spoke about homes increasing slightly in value but not recouping since the drop in 2008. They are not union workers and have not received raises in 20 years. They want to know why union employees get raises each year, while the rest of employees are suffering from a global pandemic.

Mr. Askham read an email from Amber Abbuhl, a member of the Board of Trustees of the Library, who is also in support of the Library budget requests. She feels the funding is essential to keep the books and current digital content current and to keep current with employment application software. She urged the Board to approve these requests.

Mr. Wellman read an email from Joan Coe, who spoke about the Board being elected to represent the people’s voice. She also spoke about the Town Manager’s office, the Police Department’s investigations increase and

the mil rate and grand list. She doesn't think there should be an increase in the Spirit Council. She also spoke about vacant building, violence, development challenges, and other issues.

Mr. Askham read an email from Heather Goetz, member of the Library Board of Trustees, who spoke about approving the requests from the Library. She said the \$8100 would help support our schools curricula and invest in our children. She also said that the residents rely on technology for employment and business needs. Both requests should be approved.

Gerry Toner spoke to the Board about this unprecedented time. He said the Board should accept the donation from the Friends of Simsbury Farms for the lighting at the basketball courts. He also spoke about a position in Parks and Recreation for a maintenance tech, which is very important to maintain the parks for safety. He also feels that staff training and development is very important and this budget item should be considered also.

### **FIRST SELECTMAN'S REPORT**

Mr. Wellman, First Selectman, reviewed his First Selectman's Report.

### **TOWN MANAGER'S REPORT**

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

### **SELECTMEN ACTION**

#### **a) Tax Refund Requests**

Mr. Askham made a motion, effective March 8, 2021, to approve the presented tax refunds in the amount of \$6,157.48, and to authorize Town Manager, Maria E. Capriola to execute the tax refunds. Mr. Paine seconded the motion. All were in favor and the motion passed.

#### **b) Proposed Friends of Simsbury Farms Donation and Supplemental Appropriation Request**

Mr. Wellman said the Friends of Simsbury Farms are donating \$36,000 for lighting at the basketball courts. We would then take \$13,000 out of the capital reserve so this project can be completed this year.

Mr. Peterson made a motion, effective March 8, 2021, to accept a donation, in the amount of \$36,000 from the Friends of Simsbury Farms to be used for the construction of outdoor basketball court lighting at Simsbury Farms. Further move, to approve a supplemental budget appropriation of up to \$13,000 from the Capital Reserve Fund for the construction of outdoor basketball lighting at Simsbury Farms. Mr. Askham seconded the motion. All were in favor and the motion passed.

#### **c) Simsbury Farms Golf Professional Services Agreement**

Mr. Wellman said this Professional Services Agreement would allow us to continue with the same Professional. An RFQ process was conducted; only one was received. This Professional has been a great asset to Simsbury Farms.

Ms. Mackstutis made a motion, effective March 8, 2021, to authorize the Town Manager to execute the proposed agreement for the Simsbury Farms Golf Course Pro Shop with John Verrengia. Mr. Askham seconded the motion. All were in favor and the motion passed.

**d) Letter of Support for Farmington Valley Health District Proposed FY 21/22 Budget**

Mr. Wellman said the health district is an example of regional collaboration, the this letter would be sent in support of the FY21/22 budget.

Ms. Battos made a motion, effective March 8, 2021, to authorize the Town Manager’s office to send a letter of support to the Farmington Valley Health District regarding their proposed FY 21/22 budget with our thanks. Mr. Paine seconded the motion. All were in favor and the motion passed.

**e) FY 21/22 Budget Discussion and Adoption**

There was a lot of discussion about the FY 21/22 Budget with the Board of Finance guidance of 1.5%. There would need to be service reductions to meet this guidance.

There was discussion on Outside Agency Funds, including Gifts of Love, Promise to Jordan, STCV and Chamber of Commerce. There was also discussion on Meal-on-Wheels funding. Mr. Wellman noted that this budget is challenging as all of these agencies do incredible work.

Ms. Capriola went through the service restoration priorities, including a parks facilities maintenance tech position, Parks Department professional development, and increased funding for Library materials.

There was discussion on service improvement priorities including de-escalation training for the Police Department, the SPIRIT Council, etc.

There was also discussion on Pension and OPEB interest rate assumption options.

Mr. Askham noted that the Police Commission wanted to add 4 officers as we have a low officer per capita ratio at this time. We need 42 officers and only have 39 at this time.

After further discussion, there was no motion at this time.

**APPOINTMENTS AND RESIGNATIONS**

**a) Resignation of Gina Morgan from the Culture, Parks and Recreation Commission**

Ms. Mackstutis made a motion, effective retroactively to February 28, 2021, to accept the resignation of Gina Morgan (D) as a regular member of the Culture, Parks, and Recreation Commission with our thanks. Mr. Paine seconded the motion. All were in favor and the motion passed.

## REVIEW OF MINUTES

### **a) February 28, 2021 Regular Meeting**

There were no changes to the Regular Meeting minutes of February 28, 2021, and, therefore, the minutes were adopted.

### **b) March 2, 2021 Special Meeting**

There were no changes to the Special Meeting minutes of March 2, 2021, and, therefore, the minutes were adopted.

## LIAISON AND SUB-COMMITTEE REPORTS

1. **Personnel** – no report at this time.
2. **Finance** – no report at this time.
3. **Welfare** – no report at this time.
4. **Public Safety** – no report at this time.
5. **Board of Education** – no report at this time.

## COMMUNICATIONS

- a) **2019- 2020 Town of Simsbury Annual Report**- no discussion at this time.
- b) **Aquarion Water Watch March 2021 Newsletter “Preparing Your Irrigation System for Our Twice Weekly Schedule”** – there was no discussion at this time.
- c) **Letter from T. Kirk, re: MIRA FY21/22 Tipping Fees dated February 26, 2021** – Ms. Battos asked about the MIRA impact on the tip fees being \$14 more.  
Mr. Roy said the Town is preparing to ship waste out of state and we do have a get out clause in the contract. We need to look at all provisions and maybe do our own RFP, however, there is no good option at this time.

## ADJOURN

Mr. Askham made a motion to adjourn at 9:10 p.m. Ms. Battos seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio  
Clerk

## **CALL TO ORDER**

The Board of Selectmen Special Meeting was called to order at 5:31 P.M. on ZOOM due to COVID-19. Present were: First Selectman Eric Wellman; Board members Sean Askham, Jackie Battos, Wendy Mackstutis Michael Paine and Chris Peterson. Others in attendance included Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; Director of Culture, Parks and Recreation Tom Tyburski; Director of Public Works Tom Roy; Library Director Lisa Karim; Director of Finance/Treasurer Amy Meriwether; Board of Education Chair Susan Salina; Board of Education member Jeff Tindall; Parks Superintendent Orlando Casiano; Police Chief Nicholas Boulter; Town Engineer Jeff Shea; Police Commissioner Mike Long; Board of Education member Sharon Thomas; and other interested parties.

## **PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

## **PUBLIC AUDIENCE**

- **Email written comments to [ebutler@simsbury-ct.gov](mailto:ebutler@simsbury-ct.gov) by 10:00 AM on Wednesday, March 10, 2021 to be read into the record;**
- **Email [tfitzgerald@simsbury-ct.gov](mailto:tfitzgerald@simsbury-ct.gov) by 10:00 AM on Wednesday, March 10, 2021 to register to address the Board of Selectmen live through Zoom.**

Mr. Wellman read a letter from Helen Peterson who voiced her support of the Meadowood acquisition. Susan Masino spoke about her support of the purchase of Meadowood for its historical value. Lisa Gray spoke about the agency grant application submitted for the board’s consideration from the non-profit organization A Promise To Jordan. Dave Bush spoke in support of the Park and Rec. budget submission and the Meadowood acquisition. Morgan Hilyard, Executive Director of the Simsbury Chamber of Commerce, spoke about tourism in town, the value of the visitor center, and the various events the Chamber works on to draw tourism to Simsbury.

Mr. Wellman stated the one agenda item is to continue the work on the proposed FY22 budget.

## **OVERVIEW OF BUDGET**

### **a) Capital, CNR and Debt Service**

- Pension.

Ms. Meriwether gave an overview of the slide and highlighted the impact on the General Fund, the mill rate and the median home based on the various scenarios. A discussion followed on recommendations, with the understanding that the BOF will have the ultimate decision. The consensus was to recommend the updated mortality tables with the 20-year amortization which would have no impact on the mill rate. The BOF can have further conversations to see if they want to take more aggressive action on this.

- Operating Budget.

Ms. Meriwether made some updates to the figures based off the decisions that were made in the last meeting around the operating budget. This was a starting point and she welcomed updates and adjustments from the board. Mr. Peterson opened a conversation around using caution to what’s been agreed to with some of the outside organizations and the effects it will have in the future. Ms. Askham agreed and said he will be asking for more statistics as SPIRIT develops and this will help determine if they are making a difference, improving,

and enacting change. Mr. Wellman voiced that his opinion was to keep the SPIRIT council funding at the level that has been discussed and to keep all outside agency funding requests at the same level as the current year. Mr. Wellman opened up a discussion around the police officer addition, and the cost associated with this.

Following the discussion, Mr. Askham made a motion to add the police officer to the operating budget in the amount of \$142,342. Mr. Paine seconded the motion. Mr. Askham, Mr. Paine, and Ms. Battos were in favor; Mr. Wellman, Mr. Peterson, and Ms. Mackstutis were opposed. The motion failed 3-3.

Ms. Mackstutis questioned the “registrar increase to keep the budget flat” number of \$25,000, and Mr. Askham said it was a suggestion to be proactive and set money aside into a fund designated for registrar/voting needs and he was in agreement to remove it. Further discussion followed on what line items to add and remove from the spreadsheet and concluded with a serious of votes as follows:

Mr. Askham moved to add the SPIRIT Council, for \$22,000, to the operating budget. Ms. Battos seconded the motion. All were in favor and the motion passed.

Mr. Askham moved to add the Parks and Rec. Professional Development, for \$2,500, to the operating budget. Mr. Wellman seconded the motion. All were in favor and the motion passed.

Mr. Askham moved to add the Police De-escalation Training, for \$8,612, to the operating budget. Ms. Battos seconded the motion. All were in favor and the motion passed.

Mr. Askham moved to add the Library Materials, for \$8,000, to the operating budget. Ms. Battos seconded the motion. All were in favor and the motion passed.

Mr. Peterson moved to add the Parks and Rec. Maintenance Technician, for \$96,982, to the operating budget. Mr. Wellman seconded the motion. Mr. Peterson, Mr. Wellman, Ms. Mackstutis, and Mr. Paine were in favor; Mr. Askham and Ms. Battos were opposed. The motion passed 4-2.

Ms. Mackstutis summarized the numbers with result of the votes; \$55 median home impact incorporating everything approved, the 20-year amortization period, the mortality tables, and the current estimate for debt service of 6.76%. Mr. Askham agreed and said what goes out in the mailer is a 3.35% increase to the Town budget. Mr. Wellman suggested that the median increase is included also.

- Capital Wrap-up (Tab 27)

Mr. Askham opened the conversation around the CIP with the guidance received from the Board of Finance to keep the debt service below 8%. He mentioned the intent of the discussion is to see how they can make the Latimer Lane project work while keeping the debt service below the 8% debt service line in the years to come. Ms. Meriwether reviewed a spreadsheet showing recommended projects to be included this year and those to be revised in future years. Mr. Askham explained that these projects to be revisited are still very important, still active, but no longer holds a place on the six-year plan. They may come back on a future CIP.

Mr. Peterson gave some feedback to incorporate the future plans into a visual so they can see the wholistic plans and get a sense of everything upcoming. A discussion followed on the projects, the scope of the work, the priorities and the cost estimates. Consideration was taken into looking at the out years as well as the upcoming CIP year.

Mr. Wellman said they are just showing one way that the model can mathematically work by doing Latimer in the next couple of years and are not committing to a plan for the next 6 years. Mr. Askham agreed and said they are not held accountable for future years. Ms. Meriwether reviewed the highlighted items that were changed or updated to fit within the guidelines including the town hall renovation moved out a year. She noted that several projects will be bonded in two parts so that the funding will be spread out. Meadowood is being presented as half funded with bonds and half cash. Mr. Askham suggested the board needs to come to consensus on both the projects and the recommendation on how to fund them. A discussion followed on funding, the proposed change in strategy, and then a vote was put forward on the Meadowood project.

Mr. Askham made a motion to include the Meadowood acquisition at \$2.5M on the CIP with a recommendation for half bonds, half cash to be determined in conjunction with the BOF. Mr. Wellman seconded the motion. It was discussed. Mr. Askham, Mr. Wellman, Mr. Peterson, Ms. Mackstutis, and Mr. Paine were in favor; Ms. Battos was opposed. The motion passed 5-1.

- CNR Wrap-up (Tab 26)
- Cash-to-capital for ongoing and routine capital needs
- Possible use of a portion of capital reserve to fund some capital expenditures
- Debt Service (Tab 21)

Ms. Capriola reviewed the CNR Breakdown. She indicated that anything listed under “Additional Cash” affects the mill rate; police vehicles, traffic calming and clubhouse repairs, totaling approximately \$110,000. This is equivalent to .045 mills which is less than \$10 a year, or about 83 cents a month. Questions and discussions followed. Ms. Mackstutis asked if there was any Capital Reserve capacity for the police simulator for \$65,000 so as to take advantage of the \$30,000 savings if purchased in 2021. The consensus was to include it and to have a conversation with the BOF.

Ms. Battos asked if the traffic calming could go under Town Aid Road and Mr. Roy said that the priorities for use of Town Aid Road have been identified in the current CNR plan. She also asked if the clubhouse repairs could go under the golf equipment fund and Ms. Capriola said this special revenue fund is for equipment only. Ms. Battos asked if these items could be covered by the Reserve and Ms. Capriola said the more that is taken out of reserve, the less they will have available in future years when debt service is higher.

Further discussions and questions followed to understand options and see where savings can be achieved. Ms. Mackstutis and Mr. Peterson were in agreement that the public should receive more communication around the decisions being made, and Mr. Askham encouraged people to engage more in the process. Ms. Battos asked about using the possible federal money from the American Rescue Plan to alleviate some of the costs and Ms. Capriola said that it could not be used towards tax relief or to apply toward pension obligations. She said it could be used to offset lost revenue due to the pandemic, but more information will follow on this.

#### **b) FY 21/22 Budget Discussion and Adoption**

The meeting continued with budget motions as follows:

Mr. Askham made a motion, effective March 10, 2021 to approve the Board of Selectmen 2021-2022 Operating Budget in the amount of **\$24,887,734**, to include the following changes from the Town Manager’s Proposed Budget:

- \$36,383 – Decrease for Pension
- \$96,982 – Increase for Parks Technician Position
- \$22,000 – Increase for SPIRIT Council

- \$2,000 – Increase for Meals on Wheels
- \$2,500 – Increase for Parks Professional Development
- \$8,000 – Increase for Library materials
- \$55,603 – Increase for temporary Assessor position
- \$8,612 – Increase for Police de-escalation training

Mr. Wellman seconded the motion. Motion carried unanimously.

Mr. Askham made a motion, effective March 10, 2021 to approve the Water Pollution Control 2021-2022 Operating Budget in the amount of **\$5,374,005** (including Avon & Granby CWF share). Mr. Paine seconded the motion. Motion carried unanimously.

Mr. Askham made a motion, effective March 10, 2021 to approve the Residential Property 2021-2022 Operating Budget in the amount of **\$48,522**. S. Battos seconded the motion. Motion carried unanimously.

Mr. Askham made a motion, effective March 10, 2021 to approve the Simsbury Parks and Recreation Fund 2021-2022 Operating Budget in the amount of **\$2,159,666**. Ms. Battos seconded the motion. Motion carried unanimously.

Mr. Askham made a motion, effective March 10, 2021 to approve the Debt Service 2021-2022 Operating Budget in the amount of **\$6,270,881**. Ms. Battos seconded the motion. Motion carried unanimously.

Mr. Askham made a motion, effective March 10, 2021 to approve the Capital and Non-Recurring Plan for 2021-2022 in the amount of **\$1,868,758** including:

- \$416,250 to be funded by the General Fund via the Five-Year Payback Method
- \$449,008 to be funded by the General Fund
- \$51,200 to be funded by Federal or State Grants
- \$373,500 to be funded by the Town Aid Road Fund
- \$95,000 to be funded by the Sewer Use Fund
- \$379,000 to be funded by the Capital Reserve Fund
- \$25,000 to be funded by Anticipated Trade-In Value
- \$27,000 from Project Savings
- \$12,800 from the Dial-A-Ride Fund
- \$40,000 from the Golf Equipment Fund

Ms. Battos seconded the motion. Motion carried unanimously.

Mr. Askham made a motion, effective March 10, 2021 to add the following new projects to the Capital Improvement Plan for 2021-2022 in accordance with Charter Section 803(b):

- |                                 |             |
|---------------------------------|-------------|
| Meadowood Acquisition           | \$2,515,860 |
| North End Sidewalk Construction | \$810,000   |
| Sewer Lining                    | \$600,000   |
| Berm Improvements               | \$3,250,000 |

Mr. Peterson seconded the motion. Motion carried unanimously.

Mr. Askham made a motion, effective March 10, 2021 to approve the Capital Improvement Program to include the following projects in 2020-2021, with total funding of **\$48,123,266** for 2021-2022:

Recommended Funding

Meadowood Acquisition	\$2,515,860	Bonds/Cash
Performing Arts Center Parking & Accessibility Improvements	\$700,000	Bonds/Grants
Highway Pavement Management	\$1,205,000	Bonds/Cash/Grants
Sidewalk Reconstruction	\$200,000	Bonds
North End Sidewalk Construction	\$810,000	Grants
Sewer Lining	\$600,000	Sewer Use Fund
Berm Improvements	\$3,250,000	Sewer Use Fund/Grants
Woodland St/Hopmeadow St Sewer Upgrade	\$1,200,000	Sewer Assessment Fund
District Security Improvements	\$250,000	Bonds
SHS Stadium Bleachers/Press Box Replacement	\$600,000	Bonds
Latimer Lane Renovation	\$36,792,406	Bonds/Grants

Mr. Wellman seconded the motion. Motion carried unanimously.

Mr. Askham made a motion, effective March 10, 2021 to refer the following capital projects to the Planning Commission in accordance with CGS Section §8-24:

Meadowood Acquisition  
Performing Arts Center Parking & Accessibility Improvements  
Highway Pavement Management  
Sidewalk Reconstruction  
North End Sidewalk Construction  
Sewer Lining  
Berm Improvements  
Woodland St/Hopmeadow St Sewer Upgrade  
District Security Improvements  
SHS Stadium Bleachers/Press Box Replacement  
Latimer Lane Renovation

Mr. Paine seconded the motion. Motion carried unanimously.

Ms. Appleby confirmed the Debt Service numbers was slightly off on the documents and would need to be redone. Mr. Askham made a motion to retract the approval for the Debt Service FY2121-2122 that was previously approved. Mr. Wellman seconded the motion. Motion carried unanimously.

Mr. Askham made a motion, effective March 10, 2021 to approve the Debt Service 2021-2022 Operating Budget in the amount of **\$6,549,357**. Ms. Battos seconded the motion. Motion carried unanimously.

## **ADJOURN**

Mr. Askham made a motion to adjourn at 9:12 p.m. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Marion Lynott  
Commission Clerk

Thursday, March 4, 2021

Maria Capriola  
Town Manager  
933 Hopmeadow Street  
Simsbury, CT 06070

Dear Town Manager Capriola,

Are you familiar with the Community Renewal Team (CRT)? We are the designated community action agency for Central Connecticut. Our mission is “*Preparing Our Community to Meet Life’s Challenges*” and for more than 56 years we have dedicated our work to empowering people to become self-sufficient helping them to break the cycle of poverty. CRT carries out its mission by creating, coordinating, and delivering more than 60 different programs and services.

As a result of the Coronavirus pandemic, we had to update our service delivery model at CRT over the course of this past year, but we stayed strong – and we stayed open – to ensure we could best meet the needs of the thousands of individuals and families that we serve each and every day.

As soon as the pandemic struck, we immediately put plans into action last spring to enable our work throughout 2020. While we chose to react quickly, we were always guided by the science, and made decisions that would be in the best interest of the people we serve while at the same time protecting the health and safety of our hundreds of employees in Central Connecticut.

We made significant changes to many of our programs, allowing them to remain accessible to people in need of support during this very difficult year, including:

- Modifications to our Elderly Nutrition Program so that Meals on Wheels could be delivered safely to home-bound seniors.
- The use of telehealth options in our Behavioral Health Services programs to ensure clients could continue to receive critical counseling services.
- Coordinating with area agencies to ensure homeless adults could be safely moved out of our congregate shelter and into local hotels.
- Adopting new policies in our preschool program to keep our children and staff safe.
- Ensuring individuals could apply remotely for the Connecticut Energy Assistance Program.

At the same time, we adopted new policies to make it possible for many of our staff to work safely from home; and we implemented protocols throughout our offices to ensure proper hygiene and social distancing.

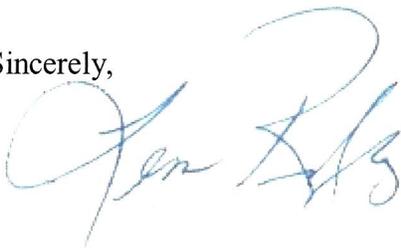
Additionally, CRT was chosen by the Connecticut State Department of Social Services to be one of five community organizations statewide that would serve as a local Community Resource Coordinator (CRC), helping to address the needs of COVID-positive individuals or those exposed to a COVID-positive individual in 41 towns in the Greater Hartford area (“Region 3”). Each CRC is charged with providing immediate interventions to people in this situation and giving them everything they need to stay safely quarantined in their homes for a two-week period.

While CRT’s core service area covers 40 cities and towns in Hartford and Middlesex Counties, people living in 104 towns throughout the state have been helped by CRT’s programs during 2020. As government funding continues to be cut at both the federal and state level, we believe that it is critical for the people of Connecticut and the municipalities to understand the value that CRT provides to individuals and families throughout our state. We fully anticipate that the need for our services in 2021 will continue to grow.

The enclosed Community Benefit “Report Card” offers information about the services CRT provided to the residents of the Town of Simsbury in 2020. It highlights the number of people who benefited from our programs and services throughout the year and provides the dollar value associated with each of the services rendered. Please consider how your town might offer its own financial support from its 2021/2022 budget to help us continue the promise of community action in the year ahead: helping people and changing lives.

Should you have any questions about this information or any of the services CRT offers to your town’s residents, please contact Julie Ackerman, Assistant Vice President of Planning at (860)-560-5772 or [ackermanj@crtct.org](mailto:ackermanj@crtct.org). We also encourage you to visit our website for the latest information about the agency and the programs that we offer: [www.crtct.org](http://www.crtct.org).

Sincerely,



Lena Rodriguez  
President & Chief Executive Officer

