



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN

Main Meeting Room – Simsbury Town Hall – 933 Hopmeadow Street, Simsbury

Regular Meeting – March 23, 2020 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATION

- a) Town Preparedness Update Regarding COVID-19

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN ACTION

- a) Resolution to Extend Budget Process Timeframes
- b) Tax Refund Requests
- c) FY 2020/2021 Historic Documents Preservation Program Grant
- d) LOTCIP Grant Application
- e) 350th Painting – Proposed Donation and Purchase Agreement
- f) Proposed Updates to the Accountant Classification
- g) Discussion of FY 20/21 Budget

APPOINTMENTS AND RESIGNATIONS

- a) Resignation of Christopher Tranberg from the Library Board of Trustees

REVIEW OF MINUTES

- a) Regular Meeting of March 9, 2020
- b) Special Meeting of March 11, 2020

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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



COMMUNICATION

- a) Administrative Approvals for Public Gathering Permits

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Town Preparedness Update Regarding COVID-19
2. **Date of Board Meeting:** March 23, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
This is informational; no action is required at the moment.

5. **Summary of Submission:**

In order to authorize the Town Manager to take actions as necessary to protect public health and mitigate this emergency, including but not limited to committing resources to support emergency response, a declaration of a local state of emergency was issued by the First Selectman and Town Manager on March 16, 2020. This action was taken pursuant to Connecticut General Statutes Sections 28-8a(a), 28-1(8), and 28-22a, Town Charter Section 502(A)(8) and Chapter 11, Section 11-1et. seq. of the Code of Ordinances of the Town of Simsbury.

The Declaration is intended to allow Simsbury to be prepared for the possible effects of the pandemic on our community and to address the significant potential danger to public health posed by the spread of COVID-19 and possible shortages of supplies and equipment necessary to protect the public health and safety. The Declaration will allow the Town Manager to take necessary action for the purpose of ensuring civil preparedness and mitigating the effects of this public health emergency situation for the residents of the Town of Simsbury.

Town and Board of Education staff, along with our local emergency management officials, have been keeping in regular contact with the Farmington Valley Health District regarding the 2019 novel coronavirus (COVID-19). As this issue is rapidly evolving, residents are encouraged to visit <https://www.simsbury-ct.gov/> for up-to-date information regarding cancellation of programs, suspension or modification of services, meeting cancellations, building closures, or changes to our facility schedules.

We are requesting that our patrons please refrain from visiting our public buildings. The following facilities are closed to the public as of March 19, 2020 until further notice:

- Town Hall
- Eno Memorial Hall
- Simsbury Public Library
- Simsbury Farms Administration building

Staff will continue to work in our closed facilities, and we will be operational by phone, mail, email and virtually through our online services. We have created a brochure that highlights many of our online services (attached). Urgent matters may be addressed by appointment, at the discretion of staff.

A secure drop box has been placed at the Town Hall entrance for the public to leave documents for Town departments. A secure drop box will also be placed at Eno for donations and for the public to leave documents for the Social Services staff.

All non-essential town meetings have been cancelled and our regulatory bodies continue to meet on a limited basis. At this time, meetings of our regulatory bodies are closed to the public, but residents may watch the meetings live on Comcast Channels 96, 1090, Frontier Channel 6071 and at www.simsburytv.org. Residents may submit public comment in writing for those meetings to the Town Clerk's Office at EButler@simsbury-ct.gov.

The Town Manager's Office is coordinating response efforts with the Board of Selectmen, Health District, our Emergency Management officials, our Superintendent and members of the leadership team. We have a remarkable group of talented and dedicated officials and employees who are working extremely hard for our community right now to ensure essential services remain in place. My office is regularly communicating with members of the leadership team to ensure continuity of services to the extent possible. Thank you for your patience and understanding as we move forward during these very difficult circumstances.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

- a) Declaration of Local State of Emergency, dated March 16, 2020
- b) Online Services Brochure

**DECLARATION OF LOCAL STATE OF EMERGENCY
FOR THE TOWN OF SIMSBURY, CONNECTICUT**

WHEREAS, on March 10, 2020, the Governor of the State of Connecticut declared a public health emergency and civil preparedness emergency for the State of Connecticut, pursuant to Connecticut General Statutes Sections 19a-131 and 28-9, in response to the global pandemic of COVID-19 disease associated with a novel coronavirus that is currently affecting multiple countries and states; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency to combat the coronavirus that is currently infecting the population of the United States; and

WHEREAS, the effects the transmission of COVID-19 has resulted in the spread of infections in Connecticut and throughout the country, as well as resulting in shortages of personal protective equipment and other supplies that could jeopardize public safety and civil preparedness; and

WHEREAS, in response to the issuance of declarations of a public health emergency and civil preparedness emergency by the Governor of this State, and a national emergency by the President of the United States, and the spread of COVID-19 to an unknown number of Connecticut residents as a result of the global pandemic, the First Selectman Eric Wellman and the Chief Executive of the Town of Simsbury, its Town Manager Maria E. Capriola, MPA, hereby find that a local state of emergency now exists in the Town of Simsbury; and

WHEREAS, due to the significant danger to public health posed by the spread of COVID-19 and possible shortages of supplies and equipment necessary to protect the public health and safety, the Town Manager must take action for the purpose of ensuring civil preparedness and mitigating the effects of this public health emergency situation upon the residents of the Town of Simsbury.

WHEREAS, it is critically important that the First Selectman and the Town Manager have all authorities necessary to limit the spread of the COVID-19 and protect public health and safety within the Town of Simsbury; and

WHEREAS, upon the declaration of a local state of emergency by the First Selectman and the Town Manager, the Town Charter authorizes the Town Manager to obligate the Town in an amount of money necessary to cope with such emergency, and to do whatever she may deem necessary for the purpose of meeting the emergency.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED pursuant to Connecticut General Statutes Sections 28-8a(a), 28-1(8), and 28-22a, Town Charter Section 502(A)(8) and Chapter 11, Section 11-1et. seq. of the Code of Ordinances of the Town of Simsbury, that a state of local emergency now exists in the Town of Simsbury; and

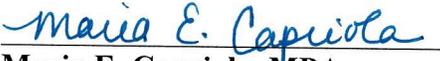
IT IS FURTHER PROCALIMED AND ORDERED, that during the existence of said emergency, the Chief Executive of the Town of Simsbury, Connecticut, its Town Manager, Maria E. Capriola, MPA, shall assume the powers, functions and duties prescribed and provided by law, including but not limited to Connecticut General Statutes Sections 28-8(a), 28-1(8), and 28-22a, Charter Section 502(A)(8) and Chapter 11, Section 11-1 et seq. of the Code of Ordinances of the Town of Simsbury, and may take such action as necessary to protect the public health and mitigate this emergency; and

IT IS FURTHER PROCLAIMED AND ORDERED, that this state of emergency shall remain in effect until declared terminated; and

IT IS FURTHER PROCLAIMED AND ORDERED that this order shall be available for review and inspection in the Office of the Town Clerk of the Town of Simsbury during regular business hours and shall be posted on the Town website.

Dated: 3/16/2020


Eric Wellman
First Selectman


Maria E. Capriola, MPA
Town Manager

Attested: 
Ericka Butler
Town Clerk

PARKS & REC UPDATES

To get information on spring and summer programs, pool passes and to register for programs please click [here](#)!

For information about the Simsbury Farms Golf Course please click [here](#).

AGENDAS & MINUTES

Meeting Agendas can be found [here](#).

Meeting Minutes can be found [here](#).

Land Record Searching and eRecording

To access the Town's Land records please click [here](#). If you have any questions please call the Town Clerk's Office at (860) 658-3243

ACCESSING LIBRARY MATERIALS

The Library has access to over a dozen [databases](#) to help you learn something new today!

Log into your [Library Catalog](#) to access your reserved material.

The library also allows you to download [ebooks, audiobooks and magazines](#) from their website!

The Town of Simsbury is committed to keeping our residents and employees as safe as possible at all times.

Please use this brochure as a resource for activities that you can do online. To keep everyone safe please refrain from visiting our public buildings for non-urgent matters.

You may call (860) 658-3200 to reach any Town department.

Contact the Police

The non-emergency phone number to contact police dispatch is (860) 658-3100. As always if you are in an emergency please call 911.

Online Building Permits

Please click [here](#) to access our online building permit portal. If you have any questions please call the Building Department at (860) 658-3234.

Paying your Taxes

Did you know that your tax bill can be paid online? Please click [here](#) to do so.

Did you also know that you can pay your sewer fees online? Please click [here](#) to do that.

Dial-A-Ride

While Dial-A-Ride services are reduced, they still are being done for essential services. Please call (860) 693-6876 to reserve a ride.

Dial-A-Ride Applications are located [here](#).



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resolution to Extend Budget Process Timeframes
2. **Date of Board Meeting:** March 23, 2020

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 extending the timeframes associated with the FY 20/21 budget development process, the following motion is in order:

Move, effective March 23, 2020, to extend the timeframes associated with the FY 20/21 budget development process by thirty (30) days, pursuant to Executive Order No.7C, issued by Governor Lamont on March 15, 2020.

5. **Summary of Submission:**
On March 10, 2020, in response to the global pandemic of COVID-19, Governor Lamont declared a public health emergency and civil preparedness emergency for the State of Connecticut pursuant to Connecticut General Statutes Sections 19a-131 and 28-9. Subsequently, the Governor issued several executive orders granting municipalities the ability to modify their operations in order to limit the spread of the COVID-19 and protect public health and safety in their communities.

In addition, Executive Order No.7C permits municipalities to extend the timeframes associated with their local budget adoption process by thirty (30) days. Should the Board choose to exercise this option, the new timeline for the remainder of the FY 20/21 budget development process would be as follows:

Budget Step	Original Date	New Date
Public Hearing	April 7	May 7
Public Hearing Continuation	April 21	May 21
Date by which BOF must approve budget	May 1	May 31
Date notice must be published in newspaper	May 12	June 9
Referendum	May 19	June 16*

**This keeps the referendum on a Tuesday, per tradition; this could be pushed to Thursday, June 18 to take advantage of the full 30-day extension.*

6. **Financial Impact:**
Staff is tracking departmental costs related to the response to COVID-19, including staff time as well as hard costs for cleaning supplies, medical equipment, and other items.

7. Description of Documents Included with Submission:

- a) Executive Order No.7C

STATE OF CONNECTICUT

BY HIS EXCELLENCY

NED LAMONT

EXECUTIVE ORDER NO. 7C

**PROTECTION OF PUBLIC HEALTH AND SAFETY DURING COVID-19 PANDEMIC
AND RESPONSE – FURTHER SUSPENSION OR MODIFICATION OF STATUTES**

WHEREAS, on March 10, 2020, I issued declarations of public health and civil preparedness emergencies, proclaiming a state of emergency throughout the State of Connecticut as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed spread in Connecticut; and

WHEREAS, my Executive Order No. 7, dated March 12, 2020, prohibited gatherings of 250 people or more for social and recreational activities, including but not limited to, community, civic, leisure, and sporting events; parades; concerts; festivals; movie screenings; plays or performances; conventions; and similar activities, and suspended various statutes and regulations to protect public health and safety; and

WHEREAS, my Executive Order No. 7A, dated March 13, 2020, authorized the Commissioner of Public Health to restrict entrance into nursing homes and similar facilities to protect people who are most vulnerable to COVID-19; and

WHEREAS, my Executive Order No. 7B, dated March 14, 2020, among other things, modified in-person open meetings requirements, waived certain rules to mitigate the critical shortage of hand sanitizer and personal protective equipment (PPE), maintain and increase the availability of childcare, and provide for increased healthcare resources and facilities; and

WHEREAS, COVID-19 is a respiratory disease that spreads easily from person to person and may result in serious illness or death; and

WHEREAS, the World Health Organization has declared the COVID-19 outbreak a pandemic; and

WHEREAS, the risk of severe illness and death from COVID-19 appears to be higher for individuals who are 60 years of age or older and for those who have chronic health conditions; and

WHEREAS, to reduce spread of COVID-19, the United States Centers for Disease Control and Prevention and the Connecticut Department of Public Health recommend implementation of community mitigation strategies to increase containment of the virus and to slow transmission of

the virus, including cancellation of large gatherings and social distancing in smaller gatherings; and

WHEREAS, attendance at public meetings and proceedings is likely to increase the risk of transmission of COVID-19; and

WHEREAS, there is an increased risk of rapid spread of COVID-19 among persons residing in congregate settings, such as inpatient or outpatient hospitals, clinics or other facilities for the diagnosis, observation or treatment of persons with psychiatric and intellectual disabilities; and

WHEREAS, there exists a compelling state interest in collecting health information pertaining to COVID-19 and its spread throughout the state; and

WHEREAS, the Commissioner of the Department of Public Health has added COVID-19 to the list of reportable diseases under Section 19a-215 of the Connecticut General Statutes; and

WHEREAS, Section 17a-547 of the Connecticut General Statutes governs the rights of patients to receive visitors at regular visiting hours at inpatient or outpatient hospitals, clinics or other facilities for the diagnosis, observation or treatment of persons with psychiatric and intellectual disabilities; and

WHEREAS, Section 17a-238 of the Connecticut General Statutes governs the rights of persons under the supervision of the Commissioner of Developmental Services to communicate freely and privately with any person; and

WHEREAS, Section 52-146e of the Connecticut General Statutes limits the disclosure of information that identifies a patient to any person, corporation or governmental agency without the consent of the patient or the patient's authorized representative; and

WHEREAS, Section 52-146f of the Connecticut General Statutes provides exceptions to Section 52-146e of the Connecticut General Statutes;

NOW, THEREFORE, I, NED LAMONT, Governor of the State of Connecticut, by virtue of the authority vested in me by the Constitution and the laws of the State of Connecticut, do hereby **ORDER AND DIRECT**:

1. **Cancellation of School Classes.** To promote and secure the safety and protection of children in schools related to the risks of COVID-19, all public school classes will be cancelled for all students effective Tuesday, March 17, 2020 until March 31, 2020, unless extended beyond that date. Private schools and other non-public schools are encouraged to follow the same schedule. The Connecticut State Department of Education, the Connecticut Department of Public Health, the Department of Children and Families, and the Connecticut Office of Early Childhood, are directed to immediately work together to implement measures to provide for the health, nutrition, safety, educational needs and well-being of children during the class cancellation period.

2. **Flexibility of Graduation Requirements, and Prescribed Courses of Study.** The provisions of Sections 10-16b and 10-221a, and any associated regulations, rules, and policies regarding prescribed courses of study and graduation requirements are modified to authorize the Commissioner of Education to temporarily waive any requirements contained therein as he deems necessary to address the impact of COVID-19 and school class cancellations.
3. **Flexibility for Educator Prep Programs.** The provisions of Section 10-145a, and any associated regulations, rules, and policies regarding educator preparation programs are modified to authorize the Commissioner of Education to temporarily waive any requirements, contained therein as he deems necessary to address the repercussions of college, university, and school class cancellations on students pursuing secondary education programs. The Commissioner may issue any order that he deems necessary to implement this order.
4. **Flexibility for Educator Certification Timelines, Educator Evaluations, and School In-Services.** The provisions of Sections 10-145, 10-145b, 10-145d, 10-151b, 10-151 and 10-220a, and any associated regulations, rules, and policies regarding educator certification timelines, evaluations, and professional development requirements are modified to authorize the Commissioner of Education to temporarily waive any requirements contained therein as he deems necessary to address the impact the school class cancellations and COVID-19 risks when classes resume and students return. The Commissioner may issue any order that he deems necessary to implement this order.
5. **Extension of Municipal Budget Adoption Deadlines.** Notwithstanding any provision of the Connecticut General Statutes, including Title 7, or any special act, municipal charter or ordinance, that conflicts with this order, all municipal budget deadlines for the preparation of the municipal budget for the fiscal year ending June 30, 2021 that fall on any date prior to and including May 15, 2020 are extended by thirty (30) days. The legislative body of the municipality, or in a municipality where the legislative body is a town meeting, the board of selectmen, may alter or modify the schedules and deadlines pertaining to the preparation and submission of a proposed budget and the deliberation or actions on said budget by the legislative body or other fiscal authority, including any required public hearing(s), publication, referendum or final budget adoption. All submission dates may be postponed until such time as the legislative body approves said modified schedule and deadline, consistent with the thirty (30) day extension.
6. **Extension of Regional Board of Education Budget Adoption Deadlines.** Notwithstanding any provision of the Connecticut General Statutes, including Title 10, or any special act, municipal charter or ordinance, that conflicts with this order, all budget deadlines for the preparation of regional school district budgets for the fiscal year ending June 30, 2021 that fall on any date prior to and including May 15, 2020 may be extended by thirty (30) days. Any regional board of education may alter or modify the schedules and deadlines pertaining to the preparation and submission of a proposed budget and the

deliberation or actions on said budget by the legislative body or other fiscal authority, including any required public hearing(s), publication, referendum or final budget adoption.

7. **Remote Conduct of DMV Operations.** To protect public health and safety, particularly the risk of transmission of COVID-19, by reducing in-person interactions, Title 14 of the Connecticut General Statutes is hereby modified to authorize the Commissioner of Motor Vehicles to issue any and all orders she deems necessary to close any DMV branch to transaction of business by the public, facilitate the conduct of business remotely using online methods or any other feasible means, including provision of any notice or conduct of any hearing required pursuant to that Title, waive the suspension of licenses and other credentials as required, and waive, modify or suspend related requirements in Title 14 that result from closure of DMV branch offices to the public. The Commissioner may suspend any timeline or deadline for any notice or hearing required by this Title or by the Uniform Administrative Procedure Act for up to 90 days. The Department of Motor Vehicles shall post a plan on its website to instruct customers how to conduct business remotely and provide updated information on services conducted by its partners. The DMV shall implement its plan as soon as feasible, and shall review the plan weekly to determine whether any modifications are necessary.
8. **Limits on Visitors to Facilities That Treat Persons with Psychiatric Disabilities.** For the duration of the aforementioned public health and civil preparedness emergencies, or until such time as I repeal or modify this executive order, notwithstanding Section 17a-547 of the Connecticut General Statutes or any other statute, regulation, local rule or ordinance or provision of law, the Commissioners of the Department of Mental Health and Addiction Services and the Department of Public Health are authorized to issue any and all orders restricting entrance into facilities, as defined in Section 17a-540(1) of the Connecticut General Statutes, including Whiting Forensic Hospital, that the Commissioners deem necessary to protect the health and welfare of patients, residents and staff.
9. **Limits on Visitors to the Southbury Training School.** For the duration of the aforementioned public health and civil preparedness emergencies, or until such time as I repeal or modify this executive order, notwithstanding Section 17a-238 of the of the Connecticut General Statutes or any other statute, regulation, local rule or ordinance or provision of law, the Commissioners of the Department of Developmental Services and the Department of Public Health are authorized to issue any and all orders restricting entrance into facilities, as referenced in Section 17a-231(1), the Southbury Training School and any other facility operated by the Department of Developmental Services that the Commissioners deem necessary to protect the health and welfare of patients, residents and staff.
10. **COVID-19 Information Sharing Between Facilities That Treat Persons with Psychiatric Disabilities, DPH, and Local Health Directors.** For the duration of the aforementioned public health and civil preparedness emergencies, or until such time as I

repeal or modify this executive order, Section 52-146f of the Connecticut General Statutes is amended to permit the Commissioner of Public Health and Local Health Directors to disclose communications or records to report cases of COVID-19 as required under Section 19a-215 of the Connecticut General Statutes and as they may deem necessary to limit the further spread of COVID-19 or respond to this public health and civil preparedness emergency.

Unless specified herein, each provision of this order shall take effect immediately and shall remain in effect for the duration of the public health and civil preparedness emergency, unless earlier modified or terminated by me.

Dated at Hartford, Connecticut, this 15th day of March, 2020.



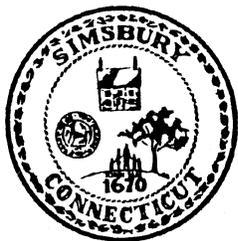
Ned Lamont
Ned Lamont
Governor



By His Excellency's Command



Denise W. Merrill
Denise W. Merrill
Secretary of the State



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Board of Selectmen
CC: Melissa Appleby, Deputy Town Manager; Amy Meriwether, Finance Director; Bob DeCrescenzo, Town Attorney; Rob Pomeroy, BOF Chair; Matt Curtis, Superintendent
From: Maria E. Capriola, Town Manager
Date: March 23, 2020
Subject: Resolution to Extend Budget Process Timeframes – Additional Information

All,

If the Board of Selectmen adopts the 30-day budget timeframe extension on 3/23, the following is a sample **tentative** timeline that could be established:

Topic	Date
BOS continues budget discussion (<i>if needed</i>)	April 6 th
BOF meets to adopt a budget and refer to public hearing	April 7 th or April 21 st
BOF holds budget public hearing (<i>written comments, no public attendance</i>)	April 21 st or May 7 th
Public hearing continuation (<i>if public hearing is held 4/21st</i>)	May 7 th
BOF adoption of budget/filed with Town Clerk	By May 14 th
BOS sets referendum date	By May 18 th
Notice to be published in newspaper	May 22 nd
Budget referendum (<i>if Executive Order is no longer in place</i>)	May 30 th
BOF sets the mill rate	June 1 st

The Governor issued Executive Order 7L on 3/21/20. It is our understanding that while the Executive Order remains in effect, we are not permitted to hold a public hearing open to the public, nor are we permitted to hold a budget referendum. At a minimum we believe the Executive Order will be in effect until April 22nd.

In the event that the Executive Order remains in place and we are unable to hold our budget referendum, the Board of Selectmen may grant the Board of Finance the authority to adopt a budget and to set the mill rate.

¹ If a public hearing is held on April 21st, a continuation of the hearing would be required in order to hold the referendum on June 2nd



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 23, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

Move, effective March 23, 2020 to approve the presented tax refunds in the amount of \$1,601.16, 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 \$1,601.16. The attachment dated March 23, 2020 has a detailed listing of all requested tax refunds.

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

- a) Requested Tax Refunds, dated March 23, 2020

REQUESTED TAX REFUNDS
MARCH 23, 2020

	BILL NUMBER	TAX	INTEREST	TOTAL
List 2017				
Jason Stammen LLC	17-02-40413	\$11.34		\$11.34
Total 2017		\$11.34	\$0.00	\$11.34
List 2018				
Crofton, Margaret	18-01-01758	\$115.92		\$115.92
Hickley/Allen/Snyder (Olivieri)	18-01-02347	\$26.04		\$26.04
Julie Green	18-02-40430	\$50.04		\$50.04
Deegan Michael L	18-03-54396	\$330.94		\$330.94
Muth Gary C	18-03-63097	\$103.43		\$103.43
Nissan Infiniti LT	18-03-63484	\$109.35		\$109.35
Preiser Peter P Jr	18-03-64989	\$145.14		\$145.14
Wysocki Dean B	18-03-70494	\$8.55		\$8.55
Lieberman Samuel L	18-04-81957	\$143.61		\$143.61
Sheehan Jerry G	18-04-82986	\$77.69		\$77.69
Vincent Michael J	18-04-83466	\$479.11		\$479.11
Total 2018		\$1,589.82	\$0.00	\$1,589.82
TOTAL 2017		\$11.34	\$0.00	\$11.34
TOTAL 2018		\$1,589.82	\$0.00	\$1,589.82
TOTAL ALL YEARS		\$1,601.16	\$0.00	\$1,601.16



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** FY 20/21 Historic Documents Preservation Grant Program

2. **Date of Board Meeting:** March 23, 2020

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

Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports applying for the Historic Documents Preservation Program Grant, the following motion is in order:

Move, effective March 23, 2020 to submit the FY 2020/2021 Historic Documents Preservation Program Grant application and to authorize Maria E. Capriola, Town Manager, to designate Ericka L. Butler, Town Clerk, as the agent for making the above application.

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

Move, to accept the FY 2020/2021 Historic Documents Preservation Program Grant and to authorize Maria E. Capriola, Town Manager, to execute all documents related to the grant award.

5. **Summary of Submission:**

Each year the Town Clerk has an opportunity to apply for the Historic Documents Preservation Program Grant. The Town has 11,250 pages of various town records, including indexes to vital records that need to be microfilmed for security in the event of a disaster. These pages will be microfilmed onto archival film and will then be stored at Iron Mountain.

The Town of Simsbury is also in need of archival land record index binders and archival vital record index binders. These archival binders will be engraved with clear descriptions of the binders' contents and are capable of protecting our permanent indexes. Vital and land records are part of the Town's permanent records collection.

Currently, the Town of Simsbury's vital record index binders are in very poor condition; some are falling apart and the binders are poorly labeled. The index pages are also not microfilmed. It is necessary to remove the index pages from the dilapidated binders, have them microfilmed and then place them in new archival binders that are clearly marked with their contents and will stand the test of time in order to protect and

preserve these permanent indexes. This project will accomplish just this. The completion of this project will also allow for staff, genealogists, residents, etc. to search for records more efficiently and effectively, as the binders will be more clearly marked and easier to organize.

Currently, the Town of Simsbury's Land Record Index binders are covered in labels to identify the binders' contents. These labels are peeling, fading and will eventually be illegible and/or will be falling off. Obtaining archival binders that are engraved permanently will allow for staff, constituents, etc. to clearly read the contents of the binders, and there will be no need to continue to print labels, cover up old labels, remove old labels, etc. to mark the binders.

The goal is to preserve our records for years to come, organize them in the most efficient way possible, better serve our community and retain the contents of our vault in the most respectable and professional manner as possible.

6. Financial Impact:

The total cost of the above project is expected to be \$7,500 which will be fully funded by the grant.

7. Description of Documents Included with Submission:

- a) Targeted Grant FY 2021-Historic Documents Preservation Program-CT
Municipalities Application

APPLICATION
TARGETED GRANT FY 2021
 Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (rev. 1/2020)



STATE OF CONNECTICUT
 Connecticut State Library
 PUBLIC RECORDS ADMINISTRATOR
 231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at <https://ctstatelibrary.org/publicrecords/hdpp>

Name of Municipality: <i>Use full name, i.e. 'Town of ___' or 'City of ___'</i>	Town of Simsbury		
Name of Municipal CEO:	Maria E. Capriola	Title:	Town Manager
Phone with Area Code:	860-658-3230		
Email:	mcapriola@simsbury-ct.gov		
Name of Town Clerk:	Ericka L. Butler	Title:	Town Clerk
Phone with Area Code:	860-658-3243		
Email:	ebutler@simsbury-ct.gov	Check if Designated Applicant:	<input checked="" type="checkbox"/>
TC Mailing Address:	933 Hopmeadow Street, Simsbury, CT 06070		
MCEO Address if Different:			

Grant Application Deadline:	<input checked="" type="checkbox"/> Cycle 1: April 30, 2020	<input type="checkbox"/> Cycle 2: September 30, 2020
Grant Contract Period:	The contract period begins after July 1, 2020 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2021.	
Maximum Grant Allowed:	\$5,500	Small Municipality Population less than 20,000
	\$7,500	Medium Municipality Population between 20,000 and 69,999
	\$10,500	Large Municipality Population of 70,000 or greater
Amount Requested:	\$ 7,500	
Grant Category(ies):	<input type="checkbox"/> Inventory and Planning	<input type="checkbox"/> Organization and Indexing
	<input type="checkbox"/> Program Development	<input type="checkbox"/> Storage and Facilities
	<input checked="" type="checkbox"/> Preservation/Conservation	<i>See Page 6 of the Guidelines for Category descriptions.</i>

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$ 2250	\$	\$ 2250
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$ 5250	\$	\$ 5250
4. Town Personnel Costs (Total cost for all town personnel)	\$	\$	\$
5. Other (Please specify on a separate sheet)	\$	\$	\$
6. TOTAL	\$ 7500	\$	\$ 7500

¹ Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.

² Personnel taxes, benefits and any overtime must be paid by the municipality.

Narrative Page & Supporting Documentation

- Answer on an attached page, numbering the answers for questions 1 through 3; and question 4 if required.
- If applying for more than one project, questions 1 through 3 must address each project separately; for example, number the answers 1a and 1b, 2a and 2b, 3a and 3b.
- Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.

1. **Describe the project:** State what will be done and why. Where applicable, identify the specific records involved, including volume numbers and date ranges.
2. **Provide vendor/personnel info & timeframe:** For vendors: Identify the company and the timeframe for completing the work within the grant period. For town personnel: Refer to the detailed instructions provided on Page 12 of the Guidelines under Section D, Town Personnel Costs.
3. **State what will be accomplished:** Explain how the project will impact the records, the office and/or the municipality.
4. **Provide a detailed budget:** If applying for more than one project – show the breakdown for each project under each line item (*Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs*) and the split between grant and local funds where applicable. If applying for only one project with one vendor, omit this question.
5. **Attach supporting documents:** For vendors: provide a copy of the proposal or quote. For direct purchases of equipment or supplies: provide a copy of the product information/pricing.

Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, Ericka L. Butler, the Town Clerk, as the agent for making the above application.

Signature of MCEO

Date

Maria E. Capriola, Town Manager
Name and Title of MCEO

Certification of the Application

This section must be signed by the applicant.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign. I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2021 Targeted Grant Guidelines* have been met.

Signature of Applicant (MCEO or Town Clerk if Designated)

Date (*must be same as or later than above date*)

Ericka L. Butler, Town Clerk
Name and Title of Applicant

For State Library Use Only

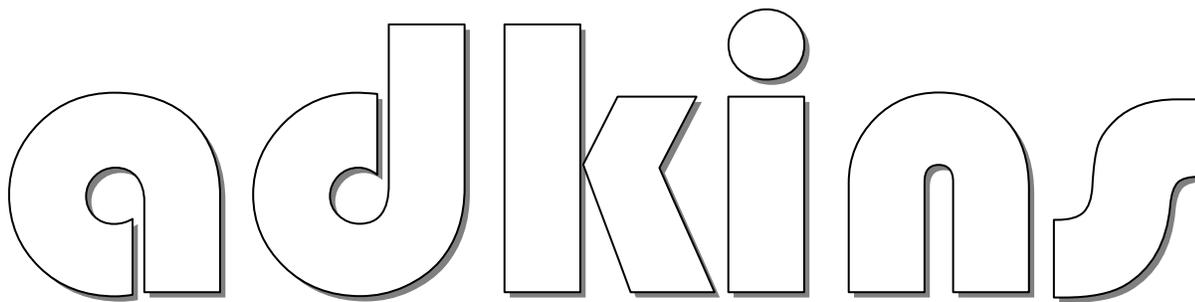
Grant Disposition: Approved Denied

Grant Award: \$ _____

Grant Number: _____ - _____ - _____

Signature of Public Records Administrator

Date



40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440
Tel: 1-800-807-3981 irene@adkinsinc.net

GRANT JOB ESTIMATE

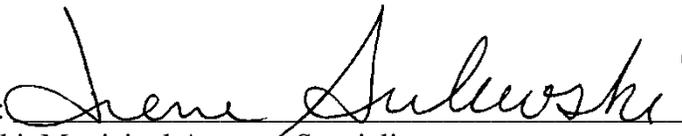
March 2, 2020

Client: Simsbury Town Clerk

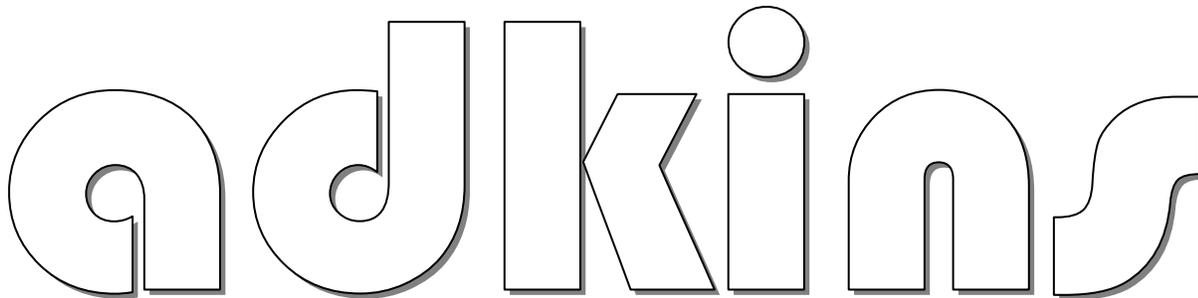
Title of Job: Archival Supplies

1. Fourteen index to land records binders @ \$140/ea.....\$1,960/lot
 - a. 8.5 x 14
 - b. Red Grantee stamped in gold
 - c. White Grantor stamped in black
2. Five index to Births, Marriages, Deaths binders @ \$300/ea.....\$1,500/lot
 - a. 16-3/4" x 13"
 - b. Black binders stamped in gold
3. Five index to vital statistics @ \$275/ea.....\$1,375/lot
 - a. 16" x 10.5"
 - b. Black binders stamped in gold
4. Two index to vital statistics @ \$140/ea.....\$280/lot
 - a. 14" x 8.5"
 - b. Black binders stamped in gold
5. Four maroon poly tabs @ \$14/ea.....\$56.00/lot
 - a. 14" x 8.5"
6. UPS/shipping/delivery on above - \$79/lot

Total - \$5,250

Signed: 
Sulewski, Municipal Account Specialist

Irene



40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440

Tel: 1-800-807-3981 irene@adkinsinc.net

GRANT JOB ESTIMATE

March 2, 2020

Client: Simsbury Town Clerk

Title of Job: Microfilming of town records currently not on microfilm

The town of Simsbury has 11,250 pages of various town records that need to be microfilmed for security in the event of a disaster. Adkins will microfilm each page on to archival film which will be stored at Iron Mountain.

Microfilming 11,250 pages of various town records @\$0.20/page.....\$2,250/lot

TOTAL COST - \$2,250

This project will take approximately 60-90 days to complete.

Signed: _____

A handwritten signature in black ink, appearing to read "Irene Sulowski", is written over a horizontal line.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Local Transportation Capital Improvement Program (LOTICIP) Grant Application

2. **Date of Board Meeting:** March 23, 2020

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager ; Mike Glidden CFM CZEO, Director of Planning;
Thomas Roy PE, Director of Public Works; Jeff Shea PE, Town Engineer

Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports applying for the Local Transportation Capital Improvement Program Grant, the following motion is in order:

Move, effective March 23, 2020, to submit an application for the Local Transportation Capital Improvement Program grant for the proposed project of constructing a sidewalk along the western edge of Hopmeadow Street in the northern village.

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

Move, to authorize Town Manager Maria E. Capriola to execute all documents related to the grant program.

5. **Summary of Submission:**
The Capital Region Council of Governments (CROCG) announced that applications are being accepted for the Local Transportation Capital Improvement Program (LOTICIP). LOTICIP grants are available to communities to fund transportation projects of regional significance, including reconstruction, pavement rehabilitation, sidewalk, bridge, intersection improvement and multi-use trail projects. The grant process is a competitive process as projects are scored based on a grading system developed by CROCG.

Staff met to discuss potential projects that may qualify for the program and whether they score well based on a preliminary review of CROCG's guidelines.

The project that staff selected was the construction of a sidewalk along the western edge of Hopmeadow Street in the northern village. With the recent commercial and residential investment in the area, staff felt that a sidewalk creating connectivity to our northern village businesses and the trail would greatly benefit the area. A preliminary map has been prepared which illustrates the total length of the proposed sidewalk.

The proposal is for a 5 foot concrete sidewalk starting at the intersection of Hopmeadow Street and Hoskins Road. The sidewalk will run north along the western edge of Route 10 for approximately 4,600 linear feet to the State Commuter/ Park and Ride Lot located north of the intersection of Wolcott Road and Hopmeadow Street. Overall the project will accomplish three points: 1) The proposed sidewalk will fill in gaps to the existing sidewalk network, 2) It will connect to the Farmington Canal Trail, and 3) Dorsett Crossing developments will be connected by pedestrian access to the commercial area of the North Village.

The project will be managed by the Department of Public Works and incorporated into the existing sidewalk rehabilitation program.

6. Financial Impact:

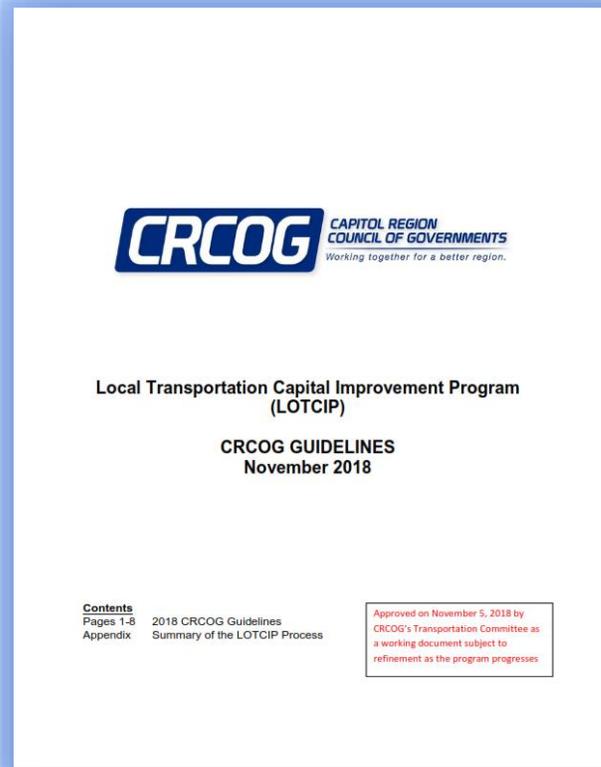
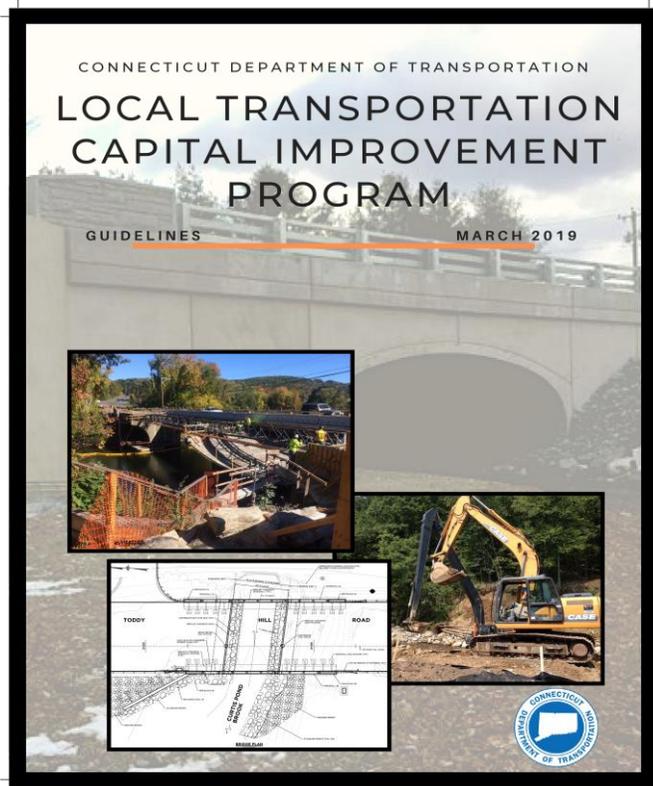
Construction costs associated with the project would be fully funded by the grant; a very preliminary estimate for construction is \$500,000. The Town of Simsbury will be responsible for covering costs associated with construction and engineering plan development; a very preliminary estimate for design and engineering is \$85,000, of which our sidewalk capital funds could be utilized.

7. Description of Documents Included with Submission:

- a) LOTCIP Grant Announcement from CROCG
- b) Concept Plan, Proposed Sidewalk Along Route 10

Capitol Region Council of Governments LOTICIP Program

Project Selection Policy



January 2020

This Project Selection Policy is used by the CRCOG Transportation Committee to guide the project selection process for CRCOG's member municipalities for the Local Transportation Capital Improvement Program (LOTICIP). The CTDOT LOTICIP Guidelines (March 2019) and LOTICIP CRCOG guidelines (November 2018) are used to administer the overall program.

Project Selection Policy Contents:

- I. Project Selection & Funding
- II. Project Rating Criteria

I. Project Selection & Funding

1. Total Program Award (\$35,500,000)

CRCOG will approve up to two years of LOTCIP funding for projects. The anticipated \$35,500,000 total program award is based on funding levels included in the Connecticut Department of Transportation (CTDOT) budget for State Fiscal Years 2020 and 2021. **Prior to the release of project ranking results, the project category amounts described in Sections 4 through 8 below, may be adjusted proportional to any funding revisions in the SFY2020/2021 State budget as administered by CTDOT.** The State Bond Commission approval of bonds is needed for project funding to proceed and will dictate the number and type of projects that will be initiated under this program. Therefore, selection under this solicitation does not guarantee project eligibility or funding.

2. Eligible Projects

As per CTDOT LOTCIP Guidelines, the projects must meet the eligibility requirements of the Federal Surface Transportation Block Grant (STBG) program. As such, roadway improvements must be located on a roadway classified as collector or higher (rural minor collectors, rural local roads, and urban local roads are not eligible). However, for projects primarily proposing bridge/culvert improvements, the following eligibility requirements apply:

1. The structure must carry a Federal Aid system roadway, OR;
2. For structures that carry public Local Roads or Rural Minor Collectors, the structure length (sum of the spans) must be greater than 20 feet.

Functional Classification Maps for each municipality are available on the Department's website at: <http://www.ct.gov/dot/maps>.

At times, in sensitive areas such as town centers, it may be appropriate to include enhancement type items on a project. It is CRCOG's policy to limit enhancement type items in a project to 20% of the project's cost. Enhancement type items include elements that enhance but are not required for transportation; such as benches, trash receptacles, concrete pavers, and decorative versions of streetlights, mast arms, and crosswalks. Also, street trees and landscaping, in excess of those needed to replace impacts in-kind, would be considered enhancement items.

Additionally, per CTDOT guidelines, items with no relation to transportation will typically be ineligible for funding in any quantity, including utility betterments/upgrades that are not required to accommodate the proposed transportation improvement.

It is the **responsibility of each municipality to independently confirm the eligibility** their proposal, as any prior lists of potentially eligible projects provided by CRCOG or others could contain errors, omissions, or outdated data.

3. Target Projects

CRCOG is primarily looking to fund capital improvement projects that will substantially improve the physical condition of our transportation system (roads, bridges/major culverts), construct complete streets (transit, pedestrian and bicycle accommodations) or correct existing traffic problems related to congestion, safety (crashes), and geometry. The majority of funding is for reconstruction projects, however separate funding is set-aside for pavement rehabilitation, stand-alone sidewalk, and bicycle and pedestrian projects.

4. Project Cost Limits (\$300,000 to \$3,000,000)

CRCOG will fund projects that cost between \$300,000 and \$3,000,000. Per CTDOT LOTCIP Guidelines, projects must have a minimum construction cost of \$300,000 to qualify for LOTCIP funding. Extremely large projects will take a disproportionate share of program funds, therefore projects utilizing more than \$3,000,000 of LOTCIP funding will not be approved.

5. Municipality and Agency Funding Limit (\$3,000,000)

No municipality will be awarded more than \$3,000,000 in projects (reconstruction, improvements, pavement rehabilitation, stand-alone sidewalk, and bicycle/pedestrian projects).

6. Pavement Rehabilitation and Stand-Alone Sidewalk Projects (\$5,400,000 Total)

A maximum amount of \$5,400,000 shall be reserved for Pavement Rehabilitation and Stand-Alone Sidewalk projects. This maximum amount is within the State limit of expending no more than 15 percent of program funds for pavement rehabilitation and/or stand-alone sidewalk projects. The maximum cost for any single project is \$1,000,000. Note that Pavement Rehabilitation Projects and Stand Alone Sidewalk projects will be ranked using different criteria as shown on page 12. However, both project categories are ranked using a total of 50 points and will compete against each other in one ranking list.

NOTE: Per State Guidelines, pavement rehabilitation projects will be subject to a 15 year minimum design life.

Stand-alone sidewalk projects must provide a safety and mobility benefit to the community. Per CTDOT, the replacement or maintenance of existing sidewalks due to their age and condition will not be eligible. However, if widening sidewalks to achieve ADA compliance, then project may be eligible.

7. Bicycle and Pedestrian Project Funding (CTDOT “Transportation Enhancement / Alternative projects) (\$1,800,000 Total)

A maximum amount of \$1,800,000 shall be reserved for bicycle and pedestrian projects. In general, CTDOT differentiates these projects from stand-alone sidewalk projects by requiring the bicycle/pedestrian project to have a significant bicycle improvement component and/or have a significant portion of the pedestrian accommodations removed from a roadway alignment (such as a multi-use trail). The funding limit for each individual project is \$1,000,000 which allows for funding of at least two (2) individual projects.

8. Projects in Rural Communities (\$3,600,000 Total)

A maximum amount of \$3,600,000 will be set-aside exclusively for rural communities. The following policies will apply:

- CRCOG towns that are classified as 60% or more rural per the US Census Bureau’s 2010 census are eligible to compete for the set-aside. This results in the following fifteen eligible towns: *Andover, Bolton, Canton, Columbia, Coventry, Hebron, East Granby, East Windsor, Ellington, Granby, Mansfield, Marlborough, Stafford, Suffield, and Willington.*
- Projects will first compete with all CRCOG municipalities for \$35,500,000 of funding. Eligible projects from rural communities that are not awarded projects will then compete against each other for the \$3,600,000 funding set-aside.

9. Cost Containment Policy (Municipal Liability for Cost Increases)

CRCOG's cost containment policy will remain in effect as amended by the Transportation Committee on April 24, 2017 (and Policy Board on April 26, 2017) to address cost increases in excess of twenty percent (20%). A municipality will be held liable for any increase in the cost of its project beyond twenty percent (20%) of that previously approved by CRCOG. If costs exceed the CRCOG approved amount by more than twenty percent (20%), the municipality will be required to either pay the entire amount of the increase in excess of the twenty percent, or request review and approval by the CRCOG Cost Review Subcommittee. Similarly, any noteworthy changes to a project's scope will necessitate Cost Review Subcommittee approval, regardless of any associated project cost changes.

10. Eligibility of State Highways and Bridges

Projects on State highways will be considered eligible projects if they are proposed by member municipalities, however the LOTCIP program was initiated to streamline projects not requiring standard State/Federal design oversight and approval. Projects that require this oversight are better suited for other funding sources, however there may be circumstances where flexibility to utilize LOTCIP funding is necessary. If a proposed project is viewed by CRCOG or CTDOT staff as needing state design oversight in excess of an encroachment permit, staff will first work with CTDOT to determine if the project merits the use of alternate funding sources, such as STBG. For projects that primarily address bridge conditions, only municipally owned bridges (meeting eligibility criteria) will be eligible.

11. Project Rating & Approval Process

The following rating process shall be applied. Unsuccessful proposals from communities categorized as Rural per Section 9 will then again be rated (against each other) to compete for the rural funding set-aside.

Step 1: All proposals are due on April 22, 2020 at 2 p.m.

Step 2: Staff rates projects. All proposals shall be rated by CRCOG staff using the approved rating criteria.

Step 3: Staff confirms eligibility and prepares rankings. The staff will confirm eligibility of projects based on CTDOT LOTCIP guidelines and rank all eligible projects based on rating criteria.

Step 4: Subcommittee Reviews Project Rankings/Ratings. The Subcommittee will review all the project ratings/rankings prepared by staff. The Subcommittee may make revisions as warranted.

Step 5: Approval by the Transportation Committee and Policy Board. The project list shall be submitted to the full Transportation Committee for its consideration and approval. The list shall also be submitted to the Policy Board for its consideration and approval.

Step 6: Review of Alternate Funding Opportunities. CRCOG staff will identify projects that might be funded through other federal or state programs.

12. Project Rating Criteria

The project rating system is described in the attached "Project Rating Criteria". CRCOG staff shall rate each project on each of the criteria listed. Staff ratings will be reviewed by the Subcommittee.

Most of the criteria require some subjective judgments about the potential benefits of the project. The subjective nature of the rating system is due to the need to apply the rating system to a broad range of project types. To assure consistency in the rating process, CRCOG staff shall follow the guidelines specified in the attached "Project Rating Criteria".

13. Project Time Limits

Generally, design timeframes of more than 36 months (as measured between the commitment to fund letter and authorization to advertise) shall be considered significantly delayed. If a project schedule slips due to reasons outside of securing permits or DOT/DEEP review, a letter will be sent to the Chief Elected Official putting the municipalities on notice. CRCOG staff will bring significant delay issues to the Cost Review Subcommittee for their review and action. The Cost Review Subcommittee may also require additional Town/City Council Resolutions in support of the project or the submission of periodic project progress/status reporting. After 3 notices to the municipality, if the Subcommittee is not satisfied with the progress, it shall recommend project termination to the Transportation Committee.

14. Project Submissions

Each municipality may submit no more than two (2) proposals from a combination of any of the following categories. Each of proposal must consist of a completed signed LOTCIP application.

Project Category

Roadway Reconstruction	\$24,700,000
Pavement Rehabilitation and Stand-Alone Sidewalk Projects	\$5,400,000
Bicycle and Pedestrian Project Funding	\$1,800,000
Projects in Rural Communities	\$3,600,000

<i>Total</i>	\$35,500,000
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15. CRCOG Complete Streets Policy

Proposals must comply with the most current approved CRCOG Complete Streets Policy. The CRCOG Complete Streets Compliance Form needs to be completed and submitted with each project proposal.

II. Project Rating Criteria

Each project proposal is ranked using the criteria listed below for each project type. **It is up to each applicant** to provide a description and explanation of how they meet any of these criteria.

Proposals will be rated based on a point system, with the maximum number of possible points assigned to the criteria reflecting the relative importance of the criteria. Points are awarded on the basis of how well the project meets the criteria. For example, a reconstruction project that provides a major traffic safety and operational improvement will be awarded the maximum 16 points for that criteria. A project with no traffic safety or operational improvement will be given a score of zero on that criteria. CRCOG staff will review each application and determine the number of points warranted for the benefits described by the applicant.

ROADWAY RECONSTRUCTION & BRIDGE IMPROVEMENT

<u>Rating Criteria</u>	<u>Max. Points</u>
1. Structural Improvement (Pavement, Drainage, Bridge/Culvert)	15
2. Traffic Safety & Operations (Flow, Safety, & Geometrics)	16
3. Traffic Volume or Transit Ridership	15
4. Regional Significance	17
<input type="checkbox"/> Benefit to Regional Public Facilities (10 points)	
<input type="checkbox"/> TOD Supportive (5 points)	
<input type="checkbox"/> Economic Development (2 points)	
5. Environmental	12
<input type="checkbox"/> Green Infrastructure (4 points max.)	
<input type="checkbox"/> Environmental Justice (8 points max.)	
6. Complete Streets	16
<input type="checkbox"/> Vulnerable Users	
<input type="checkbox"/> Pedestrian Supportive (3 points max.)	
<input type="checkbox"/> Bicycle Supportive (3 points max.)	
<input type="checkbox"/> School Zones (2 points max)	
<input type="checkbox"/> Traffic Calming (5 points max)	
<input type="checkbox"/> Transit Supportive (3 points max)	
7. Derived from Corridor Study / Long Range Transportation Plan	4
8. Municipal Road	10
9. Leveraging of Other Finances	5
10. Municipality has not recently secured LOTICP funding	5
11. Demonstrated Ability to Accelerate Project Delivery	5
TOTAL Possible Points	120

1. Structural Improvement: Pavement, Drainage, Bridge/Culvert (15 points)

The structural improvement rating provides an indication of the extent to which the project will help correct or reduce a structural problem with a road, a bridge, or a culvert. A municipality must provide documentation of: (1) the existing structural problems, and (2) how the proposed project will correct the problem. The municipality should provide any available deficiency ratings such as the municipality's own pavement condition inventory or the State's ratings on local bridges. Photographs would also be helpful. The municipality should also describe how the project will address each of the deficiencies it identifies.

For pavement projects, please attach core or test pits data to provide a representative sample of the existing roadway conditions (if available and prior to submittal to CTDOT). If varying pavement conditions exist along roadway indicating the possibility of different pavement conditions, a core/test pit should be performed in each roadway section. Pavement thickness and type, subbase thickness and type, and the presence of fines and/or groundwater should be noted.

CRCOG staff will review the documentation on each project. They will then rate each project based on their professional judgment, the general criteria listed below, and the municipality's documentation.

General criteria: (indicate existing conditions & conditions after improvement)

Roadway Pavement: pavement condition rating (e.g., good, fair, poor)

Roadway Drainage System: adequacy of subsurface drainage system (water in base?)
adequacy of surface drainage system (icing or ponding?)

Bridges & Culverts: bridge condition rating (super structure, deck)
hydraulic capacity (adequate for 25, 50, or 100 year flood?)

When assigning a project rating, staff will consider the range of existing problems (pavement, drainage, and culvert/bridge), the severity of the problems, and the degree to which the problem will be reduced.

2. Traffic Safety and Operations: Flow, Safety, & Geometrics (16 points)

The traffic improvement criterion provides an indication of whether the proposed project will help improve traffic delay, traffic safety, or roadway geometrics. The applicant must provide documentation of the existing problem and describe the proposed improvement. Using the suggested design criteria will assist CRCOG staff in their review. CRCOG staff will review the documentation and determine whether the improvement qualifies as major, moderate, minor, or none.

	Existing Problem	Proposed Improvement	Design Criteria
Traffic Flow	Describe the existing delay, congestion, or traffic operations problem. What is the severity of the travel time delays?	Will the proposal reduce the congestion and delays, or improve operations?	Level-of-service (LOS) before & after the proposal is implemented. The use of Highway Capacity Manual procedures is recommended but not required.
Traffic Safety	Provide crash data over a 3 year period, that identifies high frequency crash corridors, high crash intersections, or number of crashes involving injuries or fatalities.	Identify safety countermeasures (e.g., signage, pavement markings, centerline rumbles, shoulder & clear zone, roadside barriers)	Describe the expected reduction. The use of Highway Safety Manual procedures showing Crash Reduction Factor (percentage) is recommended but not required.
Roadway Geometry	Describe roadway geometric deficiencies, such as excessive grade, substandard width, excessive horizontal curvature, poor sight line, improper super elevation.	Describe the proposed improvement and how it meets design criteria.	Indicate degree of improvement in appropriate design criteria (e.g., improvement to meet sight distance requirements for the design speed of the roadways. Use AASHTO "Green Book" or CTDOT Highway Design Manual.

3. Traffic Volume or Transit Ridership (15 points)

This criterion provides a general indication of the number of people who benefit from the proposed project. Measurement method is dependent on the type of project proposed. For roadway improvement projects, the applicant must supply data on either the annual average daily traffic (AADT) or the peak hour volume of traffic (PHV). For transit projects, the applicant must supply data on the number of transit riders who will benefit from the project. For projects other than road or transit improvements, the applicant must provide some other estimate of the number of people who will benefit and give an explanation of how the estimate was prepared. Submit documentation on one of the following:

1. ADT,
2. PHV,
3. Transit Riders

When using ADT, the score is calculated by the following formula: **Score = ADT/12,000 x 15** (where ADT = Average Daily Traffic, and the maximum ADT that will be considered is 12,000)

4. Regional Significance (17 points)

Regional significance provides an indication of how widespread or localized the *transportation* benefits of the project are. The applicant must describe the area of impact of the project. For example, does the project benefit only a very small area, an entire municipality, multiple municipalities, or most of the region? Proposals can receive up to seventeen extra points if the proposed project has any of the benefits listed below.

Benefit to Regional Public Facilities (maximum 10 points)

A proposal can receive up to ten points if it helps improve access to regional **public** facilities such as hospitals, colleges, and airports; on an evacuation route; or to an emergency shelter.

The applicant should provide documentation on (1) the size of the area that benefits from the proposed project, and (2) information on any regional **public** facilities that benefit from the proposed project. The documentation should demonstrate how the area or regional facilities benefit.

CRCOG staff will review the documentation and determine whether the project qualifies as regional, sub-regional, town-wide, or localized.

TOD Supportive (maximum 5 points)

A proposal can receive up to five points if it is supportive of transit-oriented development (TOD). The applicant should provide documentation showing that the proposed project is within a half mile of a transit station on the CT **fastrak** line or CT **rail's** Hartford Line. If the project is within a quarter mile of a transit station, the applicant should document that as well. Also, key to supporting TOD, any elements of the project that enhance bicycle and pedestrian connections within the project area should be clearly stated and documented.

Economic Development (maximum 2 points)

Projects that help the economic development goals of the community will receive up to two points.

5. Environmental (12 points)

Proposals can receive up to twelve points if the proposed project has any of the benefits listed below.

□ **Green Infrastructure** (maximum 4 points)

Proposals can receive up to four points if the project includes the implementation of new technologies and methodologies that reduce environmental impacts associated with transportation infrastructure, it can receive up to an extra five points. These new initiatives seek to reduce stormwater runoff and associated pollutants, promote the use of recycled materials, bring natural elements into streets, reduce “heat island” effects, and improve the access and accommodations for pedestrians and bicycles.

Green Streets strategies include the use of permeable pavement, bioslopes and bioswales, bioretention cells, and vegetated filter strips to reduce and filter stormwater runoff. Additional strategies to reduce environmental impacts include use of reclaimed or recycled pavements and integration of natural elements into streets. Additional strategies to reduce environmental impacts include use of in-place reclaiming of existing pavements for use as a road granular base on lower-volume roads, partial depth cold-in-place recycling of pavements up to 8,000 ADT, use of reclaimed asphalt pavement (RAP) into hot-mix-asphalt, warm-mix asphalt (WMA) technology, and integration of natural elements into streets.

□ **Environmental Justice** (maximum 8 points)

Proposals can receive up to eight points if the proposed project benefits primary target area. A maximum of 4 points if the proposed project benefits a secondary target area. A map of the environmental justice target areas is included in this document.

6. Complete Streets (16 points)

□ **Vulnerable Users**

□ **Pedestrian Supportive** (maximum 3 points)

Proposals that improve pedestrian mobility and/or safety can receive up to three points. Proposals should indicate pedestrian measures that are being proposed such as new sidewalks, crosswalks, or pedestrian traffic signal equipment and how the measures will improve pedestrian safety.

□ **Bicycle Supportive** (maximum 3 points)

If the project helps to improve the mobility and safety of bicyclists or helps achieve the goals of the Regional Bicycle Plan, it can receive up to three points. Proposals should indicate how bicycle provisions (i.e. pavement striping to provide exclusive bicycle lane) will advance the vision of safety, convenience and improved linkages. Considerations should be given to the viability of reducing vehicle lane widths (for example from 12’ to 11’), where appropriate, to provide additional shoulder width for cyclists.

□ **School Zones** (maximum 2 points)

Projects that assist in addressing vehicular, pedestrian, or bicycle safety in school zones will receive up to two points.

❑ **Traffic Calming** (maximum 5 points)

If the project will have a positive effect on reducing vehicular travel speeds, altering driver behavior and/or reducing the negative effects of automobile use, the project is eligible for up to five points. When considering traffic calming benefits, CRCOG staff will evaluate a wide range of potential traffic calming improvements such as road diets, speed humps, reduced lane width, streetscaping elements, or other measures appropriate to the type of street. Proposals should indicate the severity of the existing problem and the degree to which the proposed improvements will reduce the problem.

❑ **Transit Supportive** (maximum 3 points)

If a proposal benefits the region's transit system or transit users, it can receive up to three points. Proposals should indicate if bus shelters are being proposed or if sidewalks to bus stops are being improved or installed.

7. Derived from Corridor Study or Long Range Transportation Plan (4 points)

A proposal can receive up to four extra points if the project is the result of a recommendation from a corridor study initiated through CRCOG, or is contained in CRCOG's Long Range Transportation Plan.

8. Municipally Owned Arterial or Collector Road (10 points)

A proposal can receive up to 10 points if the project is located on an arterial or collector road that is owned by the municipality (as versus State ownership).

9. Leverages other Finances (5 points)

A proposal will can receive up to five points if the proposed project leverages other finances. Leveraging other finances is defined as using LOTCIP funds to supplement other existing funds to fully fund a project. The number of points awarded will depend on how complete the planning or design processes are. To receive points, the existing funding must be secure and cannot be in the form of an earmark. With difficult financial times expected, multiple funding sources will offer great flexibility towards completion of projects.

10. Municipality has not recently secured LOTCIP funding (5 points)

A proposal can receive up to five points if it is from a municipality that either has not yet been awarded a LOTCIP project or all of its municipal projects have received an Authorization to Award Letter by application due date.

11. Accelerated Project Delivery (5 points)

A proposal can receive up to five points if it is demonstrated that significant design phase efforts have already been completed in a commitment to accelerate project delivery.

PAVEMENT REHABILITATION PROJECTS

<u>Rating Criteria</u>	<u>Max. Points</u>
1. Structural Improvement (Pavement)	20
2. Traffic Volume or Transit Ridership	10
3. Complete Streets	5
4. Regional Significance	5
<input type="checkbox"/> Benefit to Regional Public Facilities (3 points)	
<input type="checkbox"/> Economic Development (2 points)	
5. Environmental Justice	5
6. Municipality has not recently secured LOTCIP funding or all of its municipal projects have received an Authorization to Award Letter by application due date.	5
TOTAL Possible Points	50

Pavement rehabilitation projects will be evaluated on, but not limited to, the following criteria: structural deficiencies including existing roadway issues, pavement deficiencies, and above surface drainage issues (such as ponding); traffic volumes based on average daily traffic (ADT) or peak hour volume of traffic (PHV); regional significance including how widespread or localized the benefits of the project are (including the facilities it will benefit, and economic development); project location in relation to environmental justice areas; and whether the municipality has recently secured LOTCIP funding. In support of complete streets, considerations should be given to the viability of reducing vehicle lane widths (for example from 12' to 11'), where appropriate, to provide additional shoulder width for cyclists.

BICYCLE AND PEDESTRIAN PROJECTS and STAND-ALONE SIDEWALK PROJECTS

<u>Rating Criteria</u>	<u>Max. Points</u>
1. Improves Mobility (including filling gaps/connecting destinations)	20
2. Improves Safety (including volume of conflicting traffic)	15
3. Vulnerable Users	5
4. Environmental Justice	5
5. Municipality has not recently secured LOTCIP funding or all of its municipal projects have received an Authorization to Award Letter by application due date.	5
TOTAL Possible Points	50

Bicycle and Pedestrian projects and Stand-alone sidewalk projects primarily rated on their ability to improve bicycle and pedestrian mobility and safety. These projects will be evaluated, but not limited to the following criteria: whether or not the improvement fills a gap or connects destinations; the effectiveness in providing alternatives to driving; safety benefit to the community; if there are especially vulnerable users (i.e. elementary school children, handicap individuals, teenagers, elderly); the project's location in relation to environmental justice areas; and whether the municipality has recently secured LOTCIP funding.

Environmental Justice Target Areas 2017

EJ Target Area

- Primary Target Area*
- Secondary Target Area**

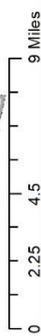
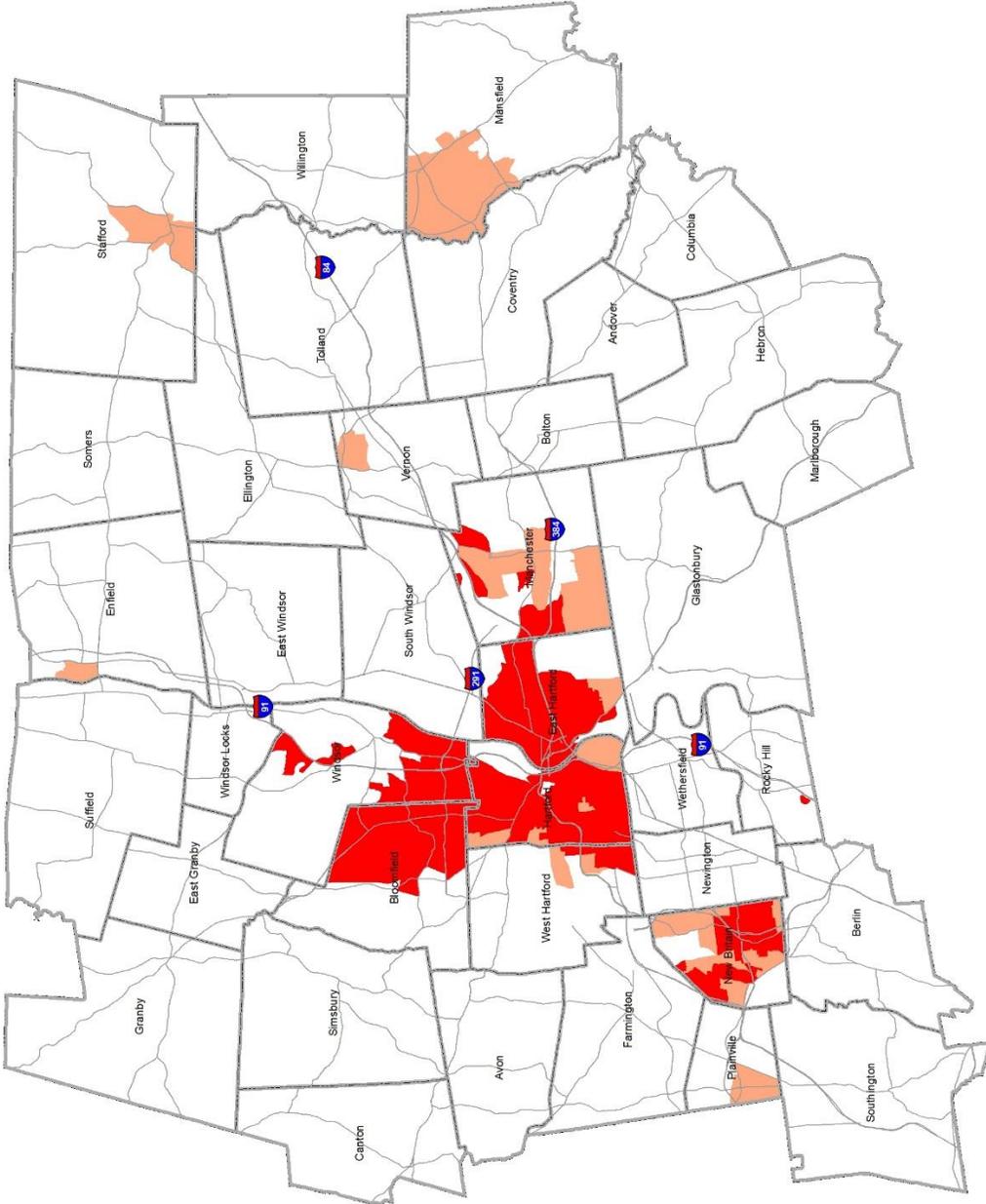
* Primary includes any block group that has at least 20% minority population according to the 2010 Census.

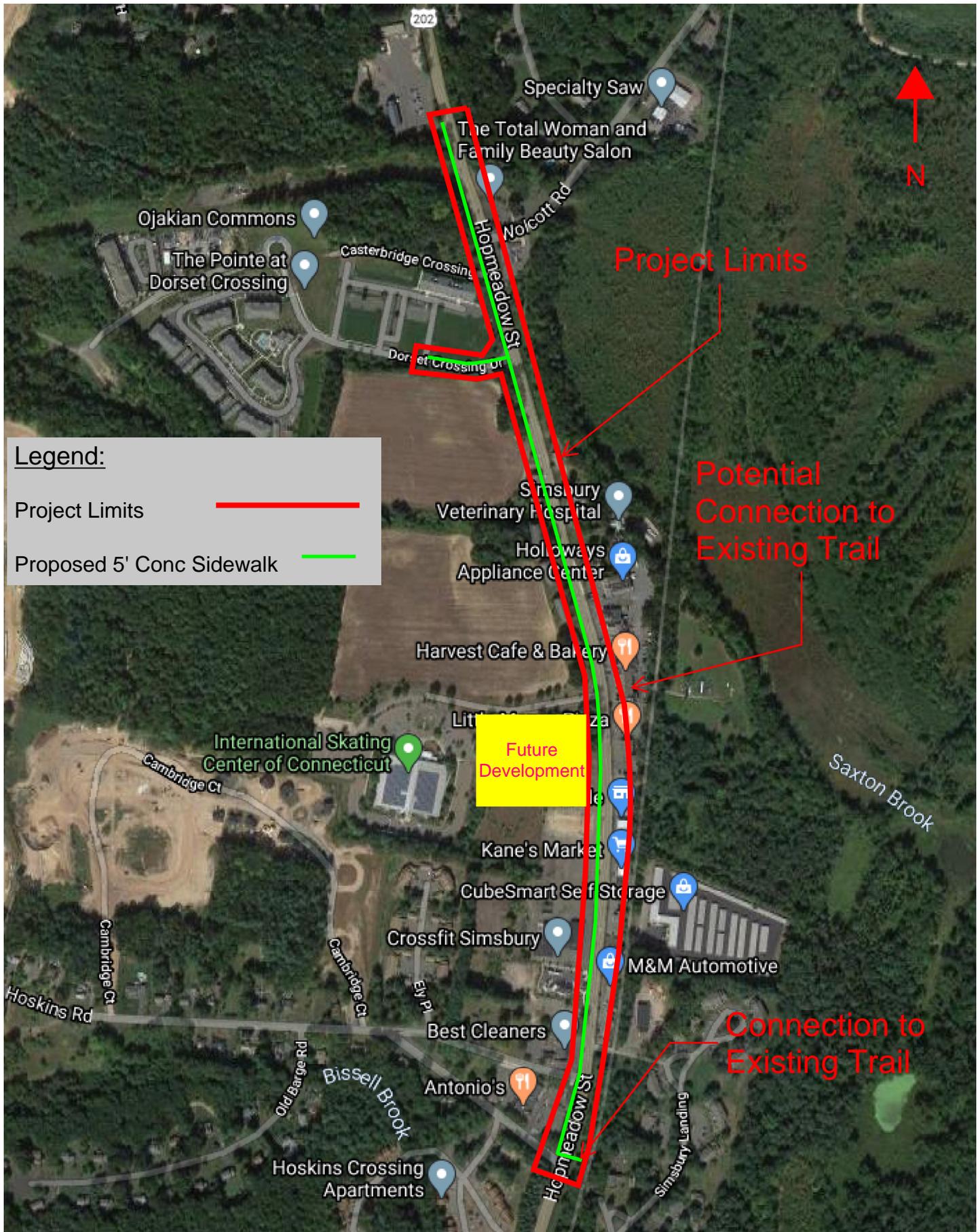
** Secondary includes additional census tracts that has at least 20% low-income population (household income 150% or below the Census poverty threshold, by family size) according to the ACS 2011-15 estimate.

Prepared by the
Capitol Region
Council of Governments
June, 2017

Source:
Census2010 SF3 P042
ACS 2011-2015 5 year estimate
Tele Atlas Road Network

FOR REFERENCE ONLY





Legend:

Project Limits —

Proposed 5' Conc Sidewalk —



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** 350th Painting – Proposed Donation and Purchase Agreement
2. **Date of Board Meeting:** March 23, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Tom Tyburski, Director of Culture, Parks and Recreation; Lisa Karim, Library Director
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectman supports the proposed donation and purchase of artwork for the 350th anniversary celebration as presented the following motions are in order:

Move, effective March 23, 2020 to accept the donation from Rachel and Eric Wellman for the purpose of acquiring the 350th Anniversary painting depicting the Pinchot Sycamore Tree.

Further move to authorize the Town Manager to execute the proposed donation agreement with Rachel and Eric Wellman.

Move, effective March 23, 2020 to authorize the Town Manager to execute the purchase agreement with Michael Grady, the artist of the 350th Anniversary painting depicting the Pinchot Sycamore Tree.

5. **Summary of Submission:**

The Simsbury 350th Committee, created by the Board of Selectman on April 27, 2019, has worked with a local artist on a painting that is in honor of Simsbury's 350th Anniversary. The "work" created by Michael Grady, depicts the majestic Pinchot Sycamore Tree. Eric and Rachel Wellman have agreed to donate the funds to the Town of Simsbury to purchase the painting from the artist. The Town, using funds raised by the 350th Anniversary Committee, has agreed to frame the painting and then hang the painting in a Town facility so it can be viewed by residents. The Town will retain ownership of the painting until such time that it chooses to no longer do so. If the Town chooses to divest itself of the ownership of the painting, at some future time, it will be offered to Eric and Rachel Wellman at no cost. The 350th Anniversary Committee will share copyright rights of the painting with the artist until December 31, 2020 with the intention of producing commemorative items depicting the image in the painting.

6. Financial Impact:

The donated funds will cover the cost of the painting and the 350th Anniversary Committee has raised funds to cover the costs of framing the painting. Any additional funds raised by the sale of commemorative items will be used to offset the cost of the production of the items and other Simsbury 350th Anniversary activities.

7. Description of Documents Included with Submission:

- a) Donation Agreement for Simsbury 350th Painting
- b) Purchase Agreement for Simsbury 350th Painting (*subject to final approval by artist*)

**TOWN OF SIMSBURY
DONATION AGREEMENT**

This Agreement is made this ____ day of _____, 2020, by and between Eric and Rachel Wellman (“Donor”) and the Town of Simsbury (“Town”).

WHEREAS, both the Donor and the Town believe that this donation to fund the purchase a work of art will enhance the aesthetic character of the community and advances the public understanding of art; and

WHEREAS, the Donor wishes to donate funding to the Town to purchase a work of art (the “Work”) commissioned from Michael Grady (“the Artist”) for use as public art support of Simsbury’s 350th Anniversary (“the Committee”) which Work of Art is more specifically described in Exhibit A.

WHEREAS, the Town is willing to accept the donation under the terms and conditions herein;

NOW, THEREFORE, the parties agree as follows:

1. The Donor acknowledges that the Town Gift Policy, Chapter 100 of the Code of Ordinances, governs this agreement and may be used to determine the suitability and acceptance and de-accession of the Work.
2. The Donor hereby irrevocably donates, and conveys funding in the amount of \$3,000.00 to enable the Town to contract directly with the Artist to secure title to the Work to the Town. A name plate recognizing the Donors’ donation will be affixed to the Work in a form mutually agreeable to the Donor and the Town.
3. The Donor acknowledges that they will not receive any financial benefit from the reproduction rights to the Work and merchandise sold with those reproduction rights.
4. After taking title to the Work, the Town may remove or de-accession the Work at its sole discretion. In the event that the Town, in its sole discretion, decides to divest the Work, the Town will give the Donor the right of first refusal to acquire the Work at no cost pursuant to the terms and conditions established by the Town. The right of first refusal is personal to the Donors and not transferrable.

In the event that the Town decides to divest the Work, the Town will notify the Donors in writing at the following address:

Eric and Rachel Wellman
[REDACTED], CT 06092

CONTRACT FOR THE SALE OF AN ARTWORK

AGREEMENT made as of the ___ day of March, 2020 between Michael Grady, [REDACTED], [REDACTED], Simsbury, Connecticut, 06070 (hereinafter referred to as “the Artist”) and the Town of Simsbury (hereinafter referred to as “the Town”), located at 933 Hopmeadow Street, Simsbury, Connecticut, 06070 with respect to the sale of an artwork depicting the Pinchot Sycamore tree in Simsbury (hereinafter referred to as “the Work”).

WHEREAS, the Artist has created the Work and has full right, title and interest therein;
and

WHEREAS, the Artist wishes to sell the Work; and

WHEREAS, the Town has viewed the Work and wishes to purchase it.

NOW, THEREFORE, in consideration of the foregoing premises and the mutual obligations, covenants and conditions hereinafter set forth, and other valuable considerations, the parties hereto agree as follows:

1. Description of Work. The Artist describes the Work as follows:

Title: _____

Medium: _____

Size: 3 Feet by 4 Feet

Framing or Mounting: To be determined by the Artist

Year of Creation: 2020

Signed by Artist [] Yes [] No

2. Sale. The Artist hereby agrees to sell the Work to the Town. Title shall pass to the Town at such time as full payment is received by the Artist pursuant to Paragraph 4 hereof.

The Artist will retain all artistic discretion regarding print reproductions, including paper quality and print quality after December 31, 2020. Other commercial decisions regarding prints

(e.g., number and size) will be done in conjunction with the Town acting through Simsbury's 350th Anniversary Committee ("the Committee").

The original limited edition of prints of the work will be numbered and signed by the Artist. The Town will provide ten (10) copies of Artist Proof highest quality prints from the first run to the Artist to use as his own as he sees fit.

3. Price. The Town agrees to purchase the Work for the agreed upon price of Three Thousand Dollars (\$3,000.00).

4. Payment. Payment shall be made in full upon the signing of this Agreement.

5. Delivery. The Artist shall arrange for delivery to the following location: Town Manager's Office, Simsbury Town Hall, 933 Hopmeadow Street, Simsbury, Connecticut, 06070.

6. Risk of Loss and Insurance. The risk of loss or damage to the Work and the provision of any insurance to cover such loss or damage shall be the responsibility of the Town from the time of delivery and acceptance of the Work.

7. Copyright and Reproduction. The Artist and the Town will work together for the period beginning upon the execution of this Agreement and ending on December 31, 2020 for the purpose of marketing reproductions of the work (the "Profit Sharing Program").

All profits from the reproduction rights will be divided equally by the Artist and the Town during the Profit Sharing Program. Any items offered for sale to the public shall be deemed part of the Profit Sharing Program. The Committee will be allowed to use the image of the painting on programs, mailers, brochures and other materials for the Anniversary celebrations without compensation to the Artist. At the conclusion of the Profit Sharing Program, the Artist will thereafter retain all rights to the sale of the reproduction of the Work. Future sale of the

reproduction of the Work by the Town after December 31, 2020 will require written permission of the Artist.

8. Miscellany. This Agreement shall be binding upon the parties hereto, their heirs, successors, assigns, and personal representatives. This Agreement constitutes the entire understanding between the parties. Its terms can be modified only by an instrument in writing signed by both parties. A waiver of any breach of any of the provisions of this Agreement shall not be construed as a continuing waiver of other breaches of the same or other provisions hereof. This Agreement shall be governed by the laws of the State of Connecticut.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement as of the date first set forth above.

MICHAEL GRADY

TOWN OF SIMSBURY

BY: _____
Maria E. Capriola, MPA
Town Manager



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Updates to Accountant Classification
2. **Date of Board Meeting:** March 23, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Amy Meriwether, Finance Director; Eric Gomes, HR Coordinator *Maria E. Capriola*

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the proposed updates to the Accountant classification, the following motion is in order:

Move, effective March 23, 2020 to approve the proposed changes to the job description, pay grade, and hours of work for the Accountant classification as presented.

5. **Summary of Submission:**
Attached please find a proposed revised job description for the Accountant position in the Finance Department. The position has been vacant since 2013. The position is represented by the CSEA Administrative & Professionals unit and is currently classified at grade "A0" on that employees' pay plan. The position is classified as non-exempt and would be regularly scheduled for 40 hours per week to match the number of hours for other positions in the Finance Department. Creating and recruiting for the Accountant position will provide the Finance Department greater resources for enhanced financial reporting, as well as ensuring the Town adheres to its financial policies.

Management is also proposing this position be placed on a new pay grade titled "A2-B". This would be similar to the current A5-B category that the Information Technology Analyst is currently in. This pay grade would accurately reflect the 40 hours that the position works as opposed to the general 35 hours that most Town Hall employees in that pay grade currently work. The Union and Management have not reached an agreement on this pay grade; should the Union formally object to the pay grade, they have the right to file for arbitration under the collective bargaining agreement.

The Finance Director, Management Specialist, Employee Benefits and Human Resources Coordinator and Town Manager were involved in preparing the job description.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed changes to job descriptions to the Board of Selectmen for review and approval. Excerpted Charter language reads:

“...the Town Manager shall cause to have prepared a statement of the duties and responsibilities of each position in the Town service and of the minimum qualifications for appointment to such position. The statement so prepared shall become effective upon the approval by resolution of the Board of Selectmen and may be amended, upon recommendation of the Town Manager, by resolution of the Board.”

The Personnel Sub-Committee reviewed and approved the proposed updates at their March 12, 2020 meeting.

6. Financial Impact:

This proposal does add to the overall number of full-time employees assigned to the Finance Department. This position was re-authorized as a mid-year hire for FY 19/20. The proposed annual range (40-hour/wk basis) for this position would be \$70,438 through \$84,179.

7. Description of Documents Included with Submission:

a) Proposed Job Description – Accountant

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of municipal accounting principles and procedures.
- Knowledge of State and Federal laws and regulations relating to accounting and auditing procedures.
- Knowledge of modern principles and practices of finance administration
- Ability to prepare accurate and complete reports in a timely manner.
- Plans and organizes work according to established or standard office procedures.
- Ability to handle and process high volumes of paperwork accurately and efficiently and establish and maintain complex files, record system and computer databases.
- Ability to perform complex mathematical computations.
- Ability to work effectively with staff, superiors and the general public.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Must be able to sit at a desk or stand and work continuously for extended periods of time.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Works in office setting subject to continuous interruptions.
- Includes exposure to video display terminals on a daily basis.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Stands, sits and walks extended periods of time; bends and reaches to file records, correspondence, reports, etc.

REQUIRED EQUIPMENT OPERATIONS:

- Operates standard office equipment, including but not limited to a personal computer, fax, copier and telephone.

REQUIRED MINIMUM QUALIFICATIONS:

- Graduation from an accredited college or university with a Bachelor's Degree in Accounting and 2 years of accounting experience or an Associate's Degree and four (4) years of accounting experience. CPA and municipal experience desirable.
- The incumbent in the position is occasionally expected to attend early morning, evening and weekend meetings and events as needed in support of the work of assigned Town Committees, Commissions, and Boards.

SPECIAL REQUIREMENTS:

Must possess a valid driver's license.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** FY 20/21 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 determine if any further capital or operating reductions can be made from the FY 20/21 budget. Reconsider prioritization, deferment, or funding sources of proposed capital and CNR projects.
5. **Summary of Submission:**
The Board of Selectmen's approved FY20/21 budget was presented to the Board of Finance at their March 17, 2020 meeting. The Board of Finance expressed a desire to/for:
 - Flat Mill Rate
 - Reduce the pension interest rate assumption from 6.75% to 6.5%
 - Implement the new mortality tables for the pension plan
 - Reconsider prioritization, deferment, or funding sources of capital and CNR projects
 - Consider bonding sidewalks, paving and drainage work at the DPW garage, and the BOE technology infrastructure
 - Consider using FY 19/20 DPW operating budget savings to pre-fund DPW capital or CNR projects
 - Consider moving the potential open space acquisition referendum question to November
 - Support for the four proposed service changes

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. Due to current exigent circumstances, the March 24th Planning Commission meeting has been cancelled.

6. Financial Impact:

This information will be used to assist the Board of Finance with the adoption of the FY 20/21 budget.

7. Description of Documents Included with Submission:

a) Capital Project Funding Source Breakdown

**Town of Simsbury
Levy Calculation Worksheet
Board of Selectmen Budget Revised
FY2020/21**

	<u>FY2019/20 Budget</u>	<u>FY2020/21 Projected</u>	<u>Change</u>	<u>Percent Change</u>
Town Operating Budget	\$ 22,219,073	\$ 23,309,815	\$ 1,090,742	4.91%
Operating Transfers	1,751,065	891,054	(860,011)	-49.11%
Total Town Budget	23,970,138	24,200,869	230,731	0.96%
School Operating Budget	70,880,978	72,401,061	1,520,083	2.14%
Non-Public School Budget	546,432	551,383	4,951	0.91%
Debt Service & Capital	5,937,284	5,471,465	(465,819)	-7.85%
Gross Expenditures	101,334,832	102,624,779	1,289,947	1.27%
Anticipated Revenue	9,376,271	10,013,768	637,497	6.80%
Use of Fund Balance (Transfers)	850,000	-	(850,000)	-100.00%
Use of Fund Balance (Mill Rate Relief)	-	-	-	#DIV/0!
Total Revenue and Approp of Fund Balance	10,226,271	10,013,768	(212,503)	-2.08%
Net Expenditures	\$ 91,108,561	\$ 92,611,011	\$ 1,502,450	1.65%

Mill Rate Calculation

Property Taxes				
Town Tax Relief Programs	(282,000)	(392,500)		
Supplemental Auto	1,323,245	1,000,000		
Property Taxes	83,113,179	84,561,201		
Car Taxes	6,954,137	7,442,310		
Total Property Taxes	91,108,561	92,611,011		
Net Grand List (non-vehicle)	2,249,592,709	2,309,777,494		
Tax Collection Rate	99.00%	98.50%		
Mill Rate	37.32	37.17	(0.15)	-0.41%
Fire	1.2	1.2	-	0.00%
Total Mill Rate	38.52	38.37	(0.15)	-0.40%
Median Home Impact	7,986	7,954	(33)	

Assumptions:

1. Pension - No Change in Assumptions from FY20
2. Includes the following increase in Agency Funding Requests
 - Hartford Interval House \$2,000
 - SCTV \$5,000
 - Farmington River Watershed \$397
 - Chamber of Commerce \$2,500
 - Main Street Partnership \$5,000
3. Includes the following Service Improvements
 - Assessor Inspection Services \$25,000
 - Parks Facility Maintenance Technician \$96,232
 - Upgrade Sergeant to Lieutenant \$4,260
 - Deputy Chief Position \$183,872
 - Library Materials \$20,000
4. Town Clerk Credit Card Fees Underbudgeted \$860
5. See Capital Cash Purchase Breakdown Worksheet

Capital Cash Purchase Breakdown

	<u>CNR Payback</u>	<u>Reserves</u>	<u>General Fund</u>	<u>Bonding</u>	<u>Total Project</u>
Network Storage	\$ 130,000	\$ -	\$ -	\$ -	\$ 130,000
Soft Body Armor	9,750	-	750	-	10,500
Ash Borer	36,500	-	-	-	36,500
Rink Fence	- A	-	-	-	-
Playscapes	- A	-	-	-	-
Feasibility Study	25,000	-	5,000	-	30,000
P&R Garage Ventilation	10,000	-	-	-	10,000
Rink Control Panel	60,000	-	-	-	60,000
Rec & PAC Staining (3 Buildings)	85,000	-	-	-	85,000
Reval	60,000	-	-	-	60,000
CNR Projects					
Comp Study	-	-	-	-	-
Permit Software	-	-	27,700	-	27,700
Fingerprint System	-	-	19,000	-	19,000
Drainage	-	-	-	125,000	125,000
Utility Van	- B	-	-	-	-
P&R Truck	-	-	42,000	-	42,000
Parking Feasibility Study - Curtiss Park and PAC	-	-	-	-	-
P&R Signage	-	-	16,000	-	16,000
Capital Projects					
Capital Reserve Funding	-	-	-	-	-
PW Facility Paving and Drainage	-	-	-	330,000	330,000
Sidewalks	-	-	-	200,000	200,000
BOE District Network Infrastructure	-	-	-	500,000	500,000
Totals	\$ 416,250	\$ -	\$ 110,450	\$ 1,155,000	\$ 1,681,700

A - Rink Fencing for \$8,000 and Playscapes for \$25,000 will be purchased via capital project savings in FY20

B - Utility Van for \$46,000 will be purchased via year end operating savings in FY20



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Christopher J. Tranberg from the Library Board of Trustees
2. **Date of Board Meeting:** March 23, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
The following motion is in order:

Move, retroactive to March 16, 2020, to accept the resignation of Christopher J. Tranberg as a regular member of the Library Board of Trustees.

5. **Summary of Submission:**

The Town Clerk has received the resignation of Christopher J. Tranberg (D) as a regular member of the Library Board of Trustees.

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 must be filled no later than April 30, 2020. The appointee will serve until December 6, 2021, which is the date that the newly elected Library Board of Trustees regular member will assume their position to fill the vacancy for two years until the expiration of the term which is December 4, 2023.

Per Town Charter, the person appointed by the Board of Selectmen to fill Mr. Tranberg's seat must be from the same political party, in this case a Democrat; legal counsel has confirmed this.

6. **Financial Impact:**

None

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

- a) Copy of Christopher J. Tranberg's Resignation Letter, dated March 2, 2020
- b) Copy of ED-638: Vacancy in Elective Office, sent to Secretary of the State's Office on 3/16/2020

CHRISTOPHER TRANBERG



Eric Wellman
First Selectman
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070



Dear First Selectman Wellman,

I recently accepted a new position as Assistant Superintendent for Curriculum and Instruction with the Darien Public Schools. This professional change also results in the need for relocation. As a result, I am unable to fulfill my term as an elected member of the Simsbury Library Board of Trustees. My last meeting with the Board will take place March 16th.

I would be remiss not to thank you for your leadership as First Selectman. As a direct result of you, Simsbury is more inclusive and dynamic than ever. Your willingness to make bold decisions to support equity and remove barriers to justice is bold and admirable. I know Simsbury will continue to thrive under your leadership.

Sincerely,

A handwritten signature in cursive script that reads "Christopher Tranberg".

Christopher Tranberg

CC: Marianne O'Neil, Chair
Lisa Karim, Library Director

(ED-638 - 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

Vacancy In Elective Office	Appointment To Fill Vacancy In Elective Office
<p>On <u>03/16/2020</u>, the office of <i>(date of vacancy)</i> <u>Library Board of Trustees</u></p> <p>was vacated due to the <u>Resignation</u> <i>(manner in which vacancy occurred)</i></p> <p>of the incumbent, <u>Christopher J. Tranberg</u> <i>(name)</i> <u>Democratic</u> <i>(party)</i></p> <p>who was elected/appointed for a term from: <u>12/04/2017</u> to: <u>12/04/2023</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 _____, <i>(date appointment expires)</i></p> <p>being the date of <input type="checkbox"/> the next regular municipal election. <input type="checkbox"/> the expiration of the term</p>

Date of Filing 03/16/2020 City of Simsbury
Town Borough
 Mayor Richard S. Butler
 Town Clerk _____
 Warden _____
 (signature)

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

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:00 p.m. in the Main Meeting Room of the Town Offices. Present were: First Selectman Eric Wellman; Deputy First Selectman Sean Askham; Board members Jackie Battos, Wendy Mackstutis, and Chris Peterson. Absent was Mike Paine. Other in attendance included: Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; Finance Director Amy Meriwether; Parks and Recreation Director Tom Tyburski; Social Service Director Kristen Formanek; Library Director Lisa Karim; Chamber of Commerce Director Lisa Gray; Police Chief Nicholas Boulter; Lieutenant Fred Sifodaskalatis; Executive Director of PAC Missy DiNunno; and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Joan Coe, 26 Whitcomb Drive spoke about her FOI requests, the Police Chief, the Police Union, an increase in the Grand List, meeting minutes, financial stress for taxpayers, and other issues.

Diane Nash, 5 Merrywood, spoke about the sale of open space, asking for a presentation of open space and purchase and swapping of open space. She spoke about the property being enhanced by the bike trail. She feels these issues need to be brought to the public.

Shannon Knoll, a member of the Simsbury Aging and Disabilities Commission, spoke about access to the Performing Arts Center and a proposed a study on this issue. She feels Aging and Disability Commission needs to be included in the study. She wants to know what the interim plan will be while the study is being done. With the upcoming events, she feels this issue is urgent.

Susan Masino, 41 Madison Lane, spoke about what is going on at The Grange and an update on Martin Luther King. The Grange is trying to be a model of community resilience. They are doing some remodeling at the building. They are trying not to use so much plastic and have received some donations to help with that.

Ms. Masino has also been working on New England Landscape Futures, which is tool about development patterns in the last 20 years and moving to the next 20 years. She does support the bike path project.

Dr. Mike Rinaldi, Pinnacle Mountain Road, spoke about the lack of disability parking at the Performing Arts Center. He doesn't feel a consultant is needed there, just the Town Engineer to evaluate it. He said the State statutes say there is enough parking for the disabled there, but more is needed. He also spoke about paying for parking there.

Lisa Gray, the Chamber of Commerce, spoke about activities such as the March 20th breakfast; the March 28th health expo. She said she will be leaving the Chamber on April 10th and said she has enjoyed working with everyone.

Sharon Byron wants to reinforce the disability parking issues at the Performing Arts Center. She feels that the no smoking, vaping, using pot at the Center needs to be enforced.

PRESENTATIONS

a) Recovery Friendly Community Initiative

Ms. Gray, from a Promise to Jordan, spoke about an initiative from the State of CT Alcohol & Drug Policy Counsel Recovery and Health Management Sub-Committee to designate CT communities as recover friendly. Accidental overdose deaths are now the leading cause of deaths under the age of 50.

Ms. Gray gave statistics of overdose deaths and said it is time to speak about it and take action to save lives. There are only three communities that have established themselves as Recovery Friendly Communities in CT. There are many resources on the Town's website and several events anyone can attend. There are now drugs that can help save lives from overdosing.

Mr. Askham made a motion, effective March 9, 2020, to endorse and support the pursuit of the establishment of Simsbury as a Recovery Friendly Community. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

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

Ms. Battos made a motion, effective March 9, 2020, to approve the presented tax refunds in the amount of \$1,631.63, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds. Mr. Askham seconded the motion. All were in favor and the motion passed.

b) Acceptance of Donation from Hartford Federal Credit Union

Mr. Wellman said the Town received a generous donation for our food programs and Chapter 100 of our Code of Ordinances "Gift Policy" requires the Board accept a donation over \$1,500.

Ms. Battos made a motion, effective March 9, 2020, to accept the \$2,000 monetary donation from Hartford Federal Credit Union for the purpose of supporting our food programs with our thanks. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

c) Public Gathering Permit – 2020 Simsbury Junior Women's Club Craft Show

Mr. Wellman said the Junior Women's Club Craft Show will be held on September 19 and 20th at the Commuter lot off Iron Horse Boulevard.

Ms. Battos made a motion, effective March 9, 2020, to approve the public gathering application for the 2020 Simsbury Junior Women's Club Craft Show and to authorize the issuance of the public gathering permit with the condition that the event is not permitted to use power. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

d) Public Gathering Permit – 2020 Valley Collector Car Club Show

Mr. Wellman said the Valley Collector Car Club event will be held on July 19th at the Commuter lot off Iron Horse Boulevard.

Mr. Peterson made a motion, effective March 9, 2020, to approve the public gathering application for the 2020 Valley Car Club Show and to authorize the issuance of the public gathering permit with the condition that the event is not permitted to use power. Mr. Askham seconded the motion. All were in favor and the motion passed.

e) Public Gathering Permit- 2020 Farmington Valley Jewish Congregation Rosh Hashanah Event

Mr. Wellman said the Farmington Valley Jewish Congregation Rosh Hashanah Event will be held on September 18th at the Simsbury Farms Skating Rink.

Ms. Mackstutis made a motion, effective March 9, 2020, to approve the public gathering application for the 2020 Farmington Valley Jewish Congregation Rosh Hashanah Event and to authorize the issuance of the public gathering permit. Mr. Peterson seconded the motion. All were in favor and the motion passed.

f) Public Gathering Permit – Simsbury Performing Arts Center Theater Guild Performance

Mr. Wellman said the Simsbury Performing Arts Center Theater Guild Performance will be held on June 18th at the Performing Arts Center.

Ms. Battos made a motion, effective March 9, 2020, to approve the public gathering application for the Simsbury Meadows Performing Arts Center Theater Guild Performance and to authorize the issuance of the public gathering permit. Mr. Askham seconded the motion. All were in favor and the motion passed.

Ms. DiNunno spoke about upcoming events at the Simsbury Performing Arts Center including the 350th Celebration at September Fest. Check the website for more information. She also spoke about accessibility at the Center. She said the Spin Doctors will be the headline at the Free Mason's Festival.

g) Public Gathering Permit – Simsbury Performing Arts Center Freemason's Festival

Ms. Mackstutis made a motion, effective March 9, 2020, to approve the public gathering application for the Simsbury Performing Arts Center Freemason's Festival and to authorize the issuance of the public gathering permit. Mr. Askham seconded the motion. All were in favor and the motion passed.

h) Public Gathering Permit – Simsbury Parks and Recreation 2020 Easter Egg Hunt

Mr. Tyburski said the Easter Egg Hunt will be held on Saturday, April 11th from 9-11.

Ms. Battos made a motion, effective March 9, 2020, to approve the public gathering application for the Simsbury Parks and Recreation 2020 Easter Egg Hunt and authorize the issuance of the public gathering permit. Mr. Askham seconded the motion. All were in favor and the motion passed.

i) MIRA Statement of Interest

Mr. Wellman said the Board had asked staff for feedback on the MIRA issue. The staff drafted a letter that could be signed by the Board tonight.

Ms. Capriola said they tried to capture everything the Board had asked for. The Board felt the letter was what they wanted to capture.

Mr. Askham made a motion, effective March 9, 2020, to authorize the Town Manager and First Selectman to send the prepared correspondence to MIRA. Ms. Battos seconded the motion. All were in favor and the motion passed.

j) Rescission of SCTV Location Charge to Public Building Committee

Mr. Wellman said this item was more of a “clean-up” item. The Public Building Committee has had this item on the agenda for about 4 years now and they would like it taken off their agenda as there is not an immediate need to relocate SCTV.

Ms. Battos made a motion, effective March 9, 2020, to rescind the Board of Selectmen directive issued October 28, 2016 to the Public Building Committee to begin studying a location change for SCTV. Mr. Askham seconded the motion. All were in favor and the motion passed.

k) Referral of Town Manager Employment Agreement to Personnel Sub-Committee

Ms. Capriola recused herself from the desk.

Mr. Wellman said the Town Manager’s 3-year contract expires at the end of January and he would like to start the conversation to renewing or not renewing her contract starting now. He would like to charge the Personnel Sub-Committee with providing a recommendation on how to proceed with this process in renewing or not renewing her contract. They would like the Personnel Sub-Committee to come before this Board no later than June 22nd for with recommendations.

Mr. Wellman made a motion, effective March 9, 2020, to refer to the Personnel Sub-Committee the matter of the Town Manager’s contract and request that the Personnel Sub-Committee provides a recommendation to the full Board of Selectmen no later than June 22nd. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

l) Proposed Clean Water Bond Refunding

Mr. Wellman said interest rates are very low right now to the Town.

Ms. Capriola spoke about said if we refinance now, we could save approximately \$260,000 on the Clean Water Fund loan for the next 10 years. This loan is shared with the Towns of Avon and Granby. This is a good opportunity for us. She said the General Statutes require that the Board of Selectmen formally approve the refunding and make the necessary resolutions/motions.

After discussion, Ms. Battos made a motion, effective March 9, 2020, to authorize the issuance of \$9,000,000 refunding bonds for payment of the outstanding principal of and interest and any call premium on any portion of the Town of \$21,037,216.21 project loan obligation dated March 31, 2008; and costs related thereto. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

Ms. Battos made a motion, effective March 9, 2020, to adopt the attached resolution of the refunding bonds. Mr. Askham seconded the motion. All were in favor and the motion passed.

m) FY 20/21 Budget Discussion and Adoption

Mr. Paine joined the meeting by phone.

Mr. Paine spoke about funding requests from Interval House, Simsbury Chamber of Commerce, EDC, and SCTV. He feels their proposed budgets should be changed. He thinks the Simsbury Chamber of Commerce should be increased to \$7,500 plus to add \$2,500 to the Technology Task Force for them to develop an internet document to access more information.

The Board went through a lot of different changes to the proposed budget items. They decided on four important capital items:

- Radio System
- Open Space
- Paving
- Bleacher project

Mr. Askham said the budget could be sent to the Board of Finance as is with safety items being at the top of the list. After more discussion, the Board decided they need to prioritize bonding items, capital items and safety items.

Ms. Capriola said the pension and OPEB interest rate assumption does have an impact on the mill rate.

After a lot of discussion, a special meeting will be held on Wednesday, March 11th at 6:30 p.m. to discuss the budget further. There was no motion at this time.

APPOINTMENTS AND RESIGNATIONS

a) Sustainability Team Appointment and Member Composition

Ms. Mackstutis made a motion, effective March 9, 2020, to increase the number of membership slots on the Sustainability Team by one membership slot designated for the Open Space Committee, for a total of 9

members. Further move to appoint Timothy Walzcak (R) to the Sustainability Team. Mr. Askham seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of February 24, 2020

There were no changes to the minutes, and, therefore, the minutes were adopted.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- a) **Personnel** – no report at this time.
- b) **Finance** – no report at this time.
- c) **Welfare** – no report at this time.
- d) **Public Safety** – no report at this time.
- e) **Board of Selectmen** – no report at this time.

COMMUNICATIONS

- a) **Sustainability Team Annual Report** – no discussion at this time.
- b) **Coronavirus communications** – no discussion at this time.
- c) **Eversource Vegetative Management Correspondence** – no discussion at this time.
- d) **Memo from J. Shea Re: PFAS Report** – no discussion at this time.
- e) **FEMA Flood Map Discovery Report** – no discussion at this time.

ADJOURN

Mr. Askham made a motion to adjourn at 9:37 p.m. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk

CALL TO ORDER

The Special Meeting of the Board of Selectmen was called to order at 6:30 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Eric Wellman; Deputy First Selectman Sean Askham; Selectmen Jackie Battos; Wendy Mackstutis; and Chris Peterson. Selectman Mike Paine was absent. Others in attendance included: Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; Finance Director Amy Meriwether; Library Director Lisa Karim; Director of Parks and Recreation Tom Tyburski; Police Chief Nicholas Boulter and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Mark Orensten, 82 Old Meadow Plain Road, clarified how SCTV obtains their money and some potential changes that might make their income much less. He said they only have two full time employees and try to make it as easy as possible for their volunteers as it is a gem for the Simsbury community.

Joan Coe, 26 Whitcomb Drive, spoke about the proposed budget, increasing staff, how users should pay for their services, contracting services, the Library, cost sharing and the Performing Arts Center. She also spoke about the Board of Selectmen producing a budget under Board of Finance guidelines and other issues.

SELECTMEN ACTION

a) FY 20/21 Budget Presentation and Adoption

Mr. Wellman wanted to start this by looking at the mill rate outcomes based on different budgetary functions.

Ms. Capriola said Mr. Roy, looking further into the electricity budget, found that our budget was pretty spot on. He did a conservative estimate on the Special Revenue Fund as there is not enough data yet to get an accurate amount. There was more discussion on the Special Revenue Fund and expenditures.

Ms. Capriola said the assumptions for the pension includes mortality tables and interest assumption rate of 6.50%. She said the updated budget includes an increase to Interval House, SCTV, the Farmington Valley Watershed, Chamber of Commerce, and Main Street Partnership. It also includes service improvements to Assessor Inspection Service, Parks Facility Maintenance Technician, Upgrading a Police Sergeant to a Lieutenant, a Deputy Police Chief position and Library materials. She also noted that the Town Clerk's credit card fees were under budgeted.

There was also discussion on the CNR fund and the rest of the budget items. Ms. Capriola gave different scenarios on other budget issues that were discussed at the last Board meeting, including the Police Department, Library, Parks, etc.

Ms. Capriola said if everything is added in to the Town operating budget the total would be 6.69% with the overall mill rate impact would be 0.29 mill increase. The increase per median home would be \$62.00.

After a lot more discussion on budget, Mr. Wellman felt this Board needs to be up front with the Board of Finance and get their guidance on how to change it.

Mr. Peterson made a motion, effective March 11, 2020, to approve the Board of Selectmen 2020-2021 Operating Budget in the amount of \$23,824,399, to include the following changes from the Town Manager’s Proposed Budget:

\$ 860	Increase for Town Clerk credit card reader and ACH fees
\$ 2,000	Increase for the contribution to Interval House
\$ 2,500	Increase for the contribution to the Chamber of Commerce
\$ 5,000	Increase for the contribution to SCTV
\$ 397	Increase for the contribution to the Farmington River Watershed Association
\$ 5,000	Increase for the contribution to Main Street Partnership
\$474,584	Increase in Pension contribution to account for new mortality table and reducing the interest rate assumption from 6.75% to 6.50%
\$ 25,000	Increase for Assessor inspection services
\$ 96,232	Increase for Parks Facility Maintenance Technician position
\$ 4,260	Increase for upgrading a sergeant to a Lieutenant
\$183,872	Increase for Deputy Chief position
\$ 20,000	Increase for Library materials
(\$ 20,000)	Decrease in contribution to Parks and Recreation Fund

Mr. Wellman seconded the motion. Mr. Wellman and Mr. Peterson were in favor and Ms. Battos, Ms. Mackstutis and Mr. Askham were against the motion. Therefore, the motion failed.

After further discussion regarding the interest rate assumption, Ms. Mackstutis made a motion, effective March 11, 2020, to approve the Board of Selectmen 2020-2021 Operating Budget in the amount of \$23,705,961, to include the following changes from the Town Manager’s Proposed Budget:

\$ 860	Increase for Town Clerk credit card reader and ACH fees
\$ 2,000	Increase for the contribution to Interval House
\$ 2,500	Increase for the contribution to the Chamber of Commerce
\$ 5,000	Increase for the contribution to SCTV
\$ 397	Increase for the contribution to the Farmington River Watershed Association
\$ 5,000	Increase for the contribution to Main Street Partnership
\$356,146	Increase in the Pension contribution to account for new mortality table and reducing the interest rate assumption from 6.75% to 6.625%
\$ 25,000	Increase for Assessor Inspection services
\$ 96,232	Increase for Parks Facility Maintenance Technician position
\$ 4,260	Increase for upgrading a Sergeant to a Lieutenant
\$183,872	Increase for Deputy Chief position
\$ 20,000	Increase for Library materials
(\$ 20,000)	Decrease in contribution to Parks and Recreation Fund

Mr. Peterson seconded the motion. Ms. Mackstutis, Mr. Peterson, and Mr. Wellman were in favor of the motion. Mr. Askham and Ms. Battos were against the motion. Therefore, the motion passed.

Mr. Peterson made a motion, effective March 11, 2020, to approve the Water Pollution Control 2020-2021 Operating Budget in the amount of \$4,223,421 (including Avon and Granby DWF share). Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion, effective March 11, 2020, to approve the Residential Property 2020-2021 Operating Budget in the amount of \$45,872. Ms. Battos seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion, effective March 11, 2020, to approve the Simsbury Parks and Recreation Fund 2020-2021 Operating Budget in the amount of \$2,137,781. Mr. Peterson seconded the motion. All were in favor and the motion passed.

Ms. Mackstutis made a motion, effective March 11, 2020, to approve the Debt Service 2020-2021 Operating Budget in the amount of \$5,471,465. Mr. Askham seconded the motion. All were in favor and the motion passed.

Ms. Mackstutis made a motion, effective March 1, 2020, to approve the Capital and Non-Recurring Plan for 2020-2021 in the amount of \$1,617,200 including:

- \$416,250 to be funded by the General Fund via the Five-Year Payback Method
- \$675,450 to be funded by the General Fund
- \$ 60,900 to be funded by Federal or State Grants
- \$ 71,000 to be funded by the Town Aid Road Fund
- \$150,000 to be funded by the Sewer Use Fund
- \$165,000 to be funded by the Police Private Duty Fund
- \$ 21,000 to be funded by the Eno Trust Fund
- \$ 12,600 from the Dial-A-Ride Fund
- \$ 45,000 from the Gold Equipment Fund

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

Mr. Askham made a motion, effective March 11, 2020, to add the following new projects to the Capital Improvements Plan for 2020-2021 in accordance with Charter Section 803(b):

Open Space Acquisition	\$2,200,000
Transfer to Capital Reserve	\$ 50,000
Plow Truck	\$ 258,000
Secondary Clarifier Weir Covers	\$ 275,000

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

Ms. Mackstutis made a motion, effective March 11, 2020, to approve the Capital Improvement Program to include the following projects to 2020-2021, with total funding of \$6,355,000 for 2020-2021:

		Recommended Funding
Radio System Upgrade/Replacement	\$1,202,000	Bonds
Open Space Acquisition	\$2,200,000	Bonds
Transfer to Capital Reserve	\$ 50,000	Cash
Greenway Improvements	\$ 135,000	Cash

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Highway Pavement Management	\$1,205,000	Bonds/Cash/Grants
Plow Truck	\$ 258,000	Grants
Public Works Facility Paving & Storm Drainage	\$ 330,000	Cash
Sidewalk Reconstruction	\$ 200,000	Cash
Secondary Clarifier Weir Covers	\$ 275,000	Sewer Use Fund
District Network Infrastructure	\$ 500,000	Cash

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

Ms. Mackstutis made a motion, effective March 11, 2020, to approve the following project in 2020-2021:
SHS Stadium Bleachers/Press Box Replacement \$ 850,000 Bonds

Mr. Peterson seconded the motion. Ms. Mackstutis and Mr. Peterson were in favor and Mr. Askham, Mr. Wellman, and Ms. Battos were against. Therefore, the motion failed.

Mr. Askham made a motion, effective March 11, 2020, to refer the following Capital Projects to the Planning Commission in accordance with CGS Section §8-24:

- Radio System Upgrade/Replacement
- Open Space Acquisition
- Transfer to Capital Reserve
- Greenway Improvements
- Highway Pavement Management
- Plow Truck
- Public Works Facility Paving & Storm Drainage
- Sidewalk Reconstruction
- Secondary Clarifier Weir Covers
- District Network Infrastructure

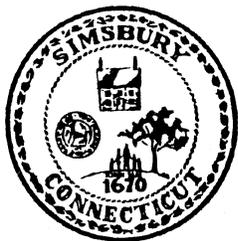
Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

ADJOURN

Mr. Peterson made a motion to adjourn at 9:05 p.m. Ms. Battos seconded the motion. All were in favor and the motion passed.

Respectfully Submitted,

Kathi Radocchio
Clerk



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Board of Selectmen
From: Maria Capriola, Town Manager
Cc: Mike Glidden, Director of Planning and Community Development; Tom Tyburski, Director of Culture, Parks and Recreation; Nick Boulter, Chief of Police
Date: March 12, 2020
Subject: Administrative Approvals of Public Gathering Permits

This memo is to inform the Board of Selectmen of the public gathering permits that I have approved for the Performing Arts Center (PAC). As you may recall, we recently switched to a method for public gathering permits submitted by the PAC that gives the Town Manager the ability to approve public gathering permits for events that have been approved by the Board of Selectmen in prior years as long as there are no substantial changes from the previous applications.

There is a Committee of staff from the Planning Department, Police Department, Fire District, Culture, Parks and Recreation, Public Works, and the Farmington Valley Health District that reviews all applications to ensure compliance and safety measures are addressed prior to approval. Following completion of that process, the following public gathering permits have been recently approved by me:

Name of Event	Date	Type
Flea & Smorgasboard	May 30, 2020	Sales Event
High School Graduation	June 12, 2020	Town Event
Hartford Symphony Orchestra	June 26, 2020-July 3, 2020*- July 10, 2020- July 17, 2020- July 24, 2020*	Musical Event
Circus Smirkus	July 28, 2020-July 29, 2020	Entertainment event
CT Volley Dig	August 1, 2020-August 2, 2020	Sports Event

* These events have rain dates of July 4, 2020 and July 25, 2020 respectively. *

Should you have any questions or concerns about one of the applications listed above, please contact me so I can reach out to staff to help answer those questions.