



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN Regular Meeting – May 11, 2020 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATIONS

- a) 350th Anniversary Proclamation and Committee Update
- b) Library Fine Free Initiative Update

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN ACTION

- a) Acceptance of Donation from Big Y for 350th Anniversary Celebration Events
- b) Acceptance of Donation from Bill Garrity for Simsbury Social Services Food Programs
- c) Acceptance of Donation from Northwest Community Bank for Simsbury Social Services Food Programs
- d) Trust for Public Lands Memorandum of Understanding and Referrals for Potential Open Space Acquisition of the Meadowood Project
- e) Request to Waive Fees for Temporary Outdoor Dining
- f) Budget Status Report as of March 31, 2020
- g) Revised Resolution to Extend Budget Process Timeframes
- h) FY 20/21 Operating Budget, Capital Budget and Budget Adoption Date
- i) Proposed FY 20/21 Budget Mailer
- j) Summer 2020 Pool Season Proposal and Revised Aquatics Fee Schedule
- k) Neighborhood Assistance Act Program Proposal; Schedule Public Hearing

APPOINTMENTS AND RESIGNATIONS

- a) Resignation of Andrew Brazer from Board of Ethics
- b) Resignation of Jim Fleming from the Police Commission

REVIEW OF MINUTES

- a) Regular Meeting of April 27, 2020

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** 350th Anniversary Proclamation and Committee Update
2. **Date of Board Meeting:** May 11, 2020
3. **Individual or Entity Making the Submission:**
Maria Capriola, Town Manager; Lisa Karim; Library Director; Tom Tyburski, Culture Parks & Recreation Director; Cheryl Cook, Co-Chair 350th Anniversary Committee; Kris Barnett, Co-Chair 350th Anniversary Committee
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
No action required. This is an informational update.
5. **Summary of Submission:**
The 350th Anniversary Committee was established by the Board of Selectmen at their meeting on April 27, 2019, to plan and facilitate 350th anniversary celebration events. COVID-19 has caused the postponement of some of the originally planned events, including the Opening Ceremony and River Day. These two events will now be held in 2021. Committee Co-Chairs Cheryl Cook and Kris Barnett will conduct a presentation this evening. First Selectman Eric Wellman will issue a proclamation in honor of Simsbury's 350th anniversary.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Presentation Slides
 - b) 350th Anniversary Proclamation
 - c) Letter to Residents re: Simsbury 350

A white rectangular box containing a large green '350' with a blue banner across the middle that says 'SIMSBURY' in white. Below the banner, the years '1670 - 2020' are written in blue.

350
SIMSBURY
1670 - 2020

July 2020-July 2021



350TH Anniversary Committee

A team of volunteers has been assembled to plan and coordinate a series of events throughout the year to honor Simsbury's rich history, celebrate the present and imagine the possibilities of its future.

The planned events for the celebration will be affordable and accessible for town residents, impart a strong sense of community, enhance tourism and promote continued economic growth and prosperity for the town.

The signature events include the **Simsbury Day at Septemberfest, Celebration event in the Fall, 350th Gala at the Riverview, and our final event River Day**. The final calendar of events will leverage existing events and have anniversary-specific and complementary activities.

Due to the unprecedented time we are in we have made the decision to shift our celebration events to July 2020 through July 2021.

We look forward to sharing our 350th anniversary with you!

COMMITTEE MEMBERS:

Cheryl Cook-Chair

Steven Antonio

Jeff Dornenburg

Judy Knight

Deeg Mackay

Polly Rice

Tara Willerup

Kris Barnett- Co Chair

Joe Buda

Nancy Grandin

Wendy LaMontagne

Diana Moody

Ieke Scully

Joe Campolieta

Lisa Gray

Jan Lintner

Dick Ostop

Sharene Wassell

350TH Signature Events Timeline

Visit us at <http://simsbury350.com/celebration-events/> for up to date event information

2020

9/12 **Simsbury Day at Septemberfest**

- * Wear t-shirt, hat, sweatshirt etc. that has Simsbury on it and admission is free to this all ages day of celebrating.
- *Entertainment throughout including local bands ending with a fireworks display celebrating the 350th
- *Agricultural Fair and booths showcasing our local Simsbury Businesses
- *Float Parade

9/26 **350th Celebration**

- *Details to be announced

11/13 **350th Celebration Gala at the Riverview**

- *ticketed event for adults with food and music

2021

6/26 **350th River Day**

- *Celebration of the Farmington River from the Pinchot Sycamore to Curtis Park
- *Huck Finn River Raft Races
- *Canoe and Kayak launches
- *Flower Bridge Activities and Land Trust Scavenger Hunt
- *Food Trucks, Music and Ice Cream

Organizations Branding Events with 350th Celebration

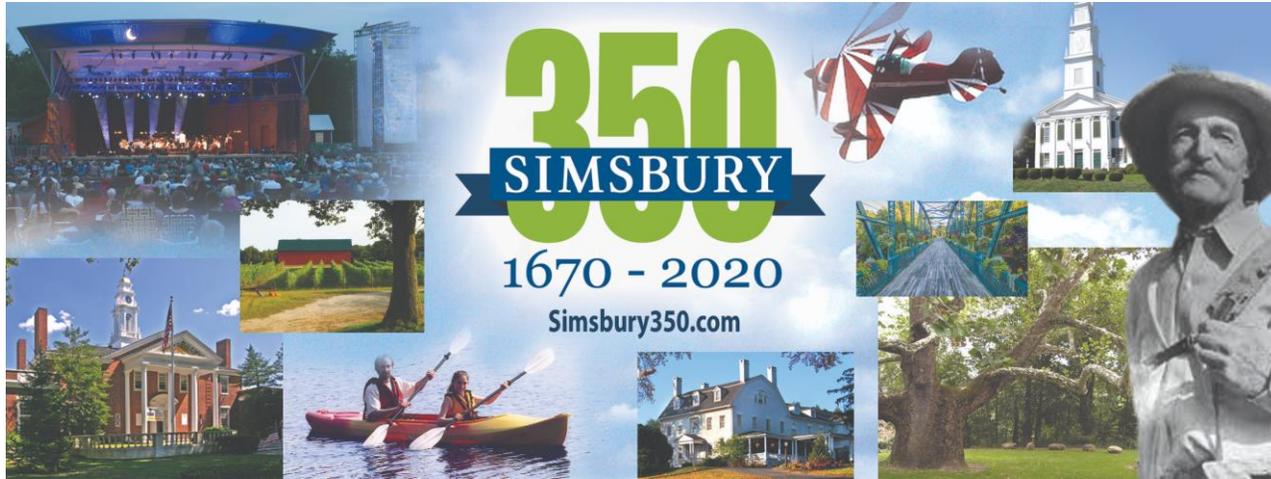
2020	
6/5-9/29	Simsbury Chamber of Commerce Art Trail Sculptures
9/27	Simsbury Fly In
10/3	Simsbury/Granby Rotary Road Race
11/7	Simsbury Camera Club Family Photo Shoot

2021	
6/13	Simsbury Historical Society Historic House Tour
6/19	Beyond the Garden Gate Tour

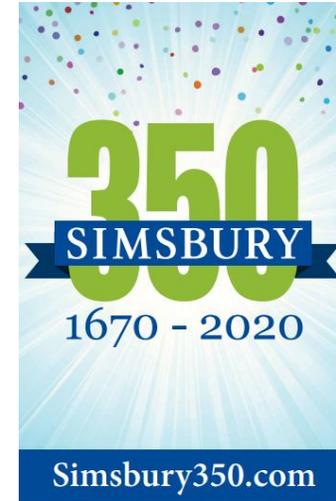
Other Events with Dates To Be Determined

- ❖ Simsbury Theatre Guild performance of “Our Town”
- ❖ For All Ages “Simsbury Scavenger Hunt”

Promotion of the 350th Celebrations



Display Cases at Bradley International Airport



Lamp Post Banners
on Hopmeadow Street

Banner over Hopmeadow Street



Simsbury Celebrates 350

Thanks to our Sponsors and Volunteers!

Big Y

DKA

Ensign-Bickford
Aerospace & Defense

Vincent Funeral
Homes, Inc.

Event Dates
May Change
See Website:
Simsbury350.com

Thank you to our generous sponsors of our 350th events.

Please consider becoming a PATRON of the events for \$35.

Visit our Patron page at

<http://simsbury350.com/donations-and-sponsorship-opportunities/#sponsor>



Presenting Sponsors



Septemberfest Simsbury Day Sponsor



Gold Level Sponsors



The Wellman Family

Silver Level Sponsors

Simsbury Land Trust
Educational Playcare
Westminster
Ethel Walker
Anthology
Holloways

Copper Level Sponsors

Kris Barnett-Berkshire Hathaway HomeServices
Webber, Meyers and Geraghty
West Street Wines
Union Bank
The Peterson Family
Simsbury Theatre Guild

350th Commemorative Merchandise

Purchases can be made online and curbside pickup is available

Visit <http://simsbury350.com/store/>

NEW! 350th Commemorative Medallion
will be added in July 2020



\$20

Stainless Steel Water Bottle



\$20

Canvas Tote Bag



\$5

Small Folding Tote Bag



\$20

T-Shirts (v-neck)



\$20

T-Shirts (unisex)



\$20

Hat

Proclamation Commemorating the 350th Anniversary of the Town of Simsbury

Whereas, The Town of Simsbury, Connecticut, which was established on May 12th, 1670 as part of the Colony of Connecticut, celebrates its 350th anniversary, and it is fitting to recognize the Town on this special occasion and to applaud its past citizenship and distinguished history; and

Whereas, Today, the Town covers nearly 35 square miles of natural beauty that is made up of four distinct communities operating as one: Simsbury, Tariffville, Weatogue, and West Simsbury; and

Whereas, the Town of Simsbury marks its 350th Anniversary by celebrating its residents, volunteers, businesses, emergency workers, town staff and elected officials who strive to preserve and enhance this community, today and into the future; and

Whereas, The Town today is comprised of more than 24-thousand residents who enjoy the many facilities and attractions Simsbury has to offer including public parks, athletic fields, the Farmington River, a public library, extensive trails, and excellent schools; and

Whereas, The Town of Simsbury has many plans to celebrate its 350th anniversary with community-wide celebrations, historical re-enactments, River Day, Septemberfest, and a formal gala organized by the dedicated volunteers of the Simsbury 350th Celebration Committee. Further, we acknowledge the generosity of dozens of businesses and individuals whose contributions have ensured that these events will be accessible to all our residents.

Now Therefore Be It Resolved, the Board of Selectmen of the Town of Simsbury recognizes this historic anniversary.

Board of Selectmen

May 12, 2020

Eric Wellman
First Selectman

Sean Askham
Deputy First Selectman

Jackie Battos
Selectman

Wendy Mackstutis
Selectman

Mike Paine
Selectman

Chris Peterson
Selectman



SIMSBURY 350TH CELEBRATION COMMITTEE
info@simsbury350.com www.Simsbury350.com

COMMITTEE MEMBERS:

Steven Antonio
Kris Barnett
Joe Buda
Joe Campolieta
Cheryl Cook
Jeff Dornenburg
Nancy Grandin
Lisa Gray
Judy Knight
Wendy LaMontagne
Jan Lintner
Deeg Mackay
Diana Moody
Dick Ostop
Polly Rice
Ieke Scully
Sharene Wassell
Tara Willerup

Dear Simsbury Resident,

We wanted to reach out to all of our residents about our plans in 2020 for the 350th celebration of our Town. If we have learned one thing during this difficult time is that we need to be adaptable. The celebration of Simsbury's past, present and future is something we have been planning for over two years now. It is an important celebration to have in our community once it is safe to do so together.

We will be shifting our events to begin in July of 2020 and go through July of 2021. The new schedule of events will be updated once details have been finalized on our website at www.simsbury350.com and by following us on Facebook [@Simsbury350](https://www.facebook.com/Simsbury350).

We will continue to have 350th merchandise for sale with new offerings being added later this month. The merchandise can be ordered through our website at www.simsbury350.com/store/ with curbside pickups available .

We would like to again acknowledge and thank our generous sponsors for their support of these events without whom we would not be able to present the no cost or low cost events to our community.

Thank you for your understanding and we look forward to celebrating with you!

Eric Wellman
First Selectman

Maria Capriola
Town Manager

Cheryl Cook
Chair 350th Committee

Kris Barnett
Co-Chair 350th Committee

Presenting Sponsors



DORNENBURG | KALLENBACH ADVERTISING

Septemberfest Simsbury Day Sponsor



Gold Level Sponsors



The Wellman Family

Silver Level Sponsors

Simsbury Land Trust
Educational Playcare
Westminster
Ethel Walker
Anthology
Holloways

Copper Level Sponsors

Kris Barnett-Berkshire Hathaway HomeServices
Webber, Meyers and Geraghty
West Street Wines
Union Bank
The Peterson Family
Simsbury Theatre Guild



Town of Simsbury

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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Library Fine Free Initiative Update
2. **Date of Board Meeting:** May 11, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Lisa Karim, Library Director; Rachel Gravel, Head of Borrowing and Technical Services *Maria E. Capriola*

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

If the Board of Selectmen supports continuing the Library's Fine Free Initiative the following motion is in order:

Move, effective May 11, 2020, to authorize the Simsbury Public Library to remain fine free until revised or rescinded.

5. **Summary of Submission:**

At their meeting on March 25, 2019, the Board of Selectmen approved a Fine Free pilot initiative for the Simsbury Public Library for Fiscal Year 2019-2020. The Library's Fine Free pilot program comes to a close June 30, 2020. Tonight the Library will present the findings and results of the Fine Free pilot.

Simsbury Public Library's mission is to provide free and equal access to information resources and experiences. Overdue fines are a barrier to this access for many wishing to use library resources. Furthermore, studies both in the 30 member Library Connection Consortium of which Simsbury is a part and nationally, have shown overdue fines do not incentivize the return of material on time while fines create the most negative and time intensive interactions between library staff and users. Library users would still be responsible for the replacement cost of lost or damaged items and fines for museum passes, Library of Things items, and pronto books.

Eliminating overdue fines is a national public library initiative which has been implemented by libraries large and small, such as San Francisco Public Library and in many Connecticut libraries, with much success. The number of card holders and overall use of Library material has increased, while most materials continue to be returned on time.

The Library Board voted at their December 10, 2018 meeting to support the Library replacing overdue fines with a Library support jar with collected funds going into the General Fund and to recommend approval of the proposal to the Board of Selectmen. The Board of Trustees remains in support of the Fine Free initiative. Staff and the Board

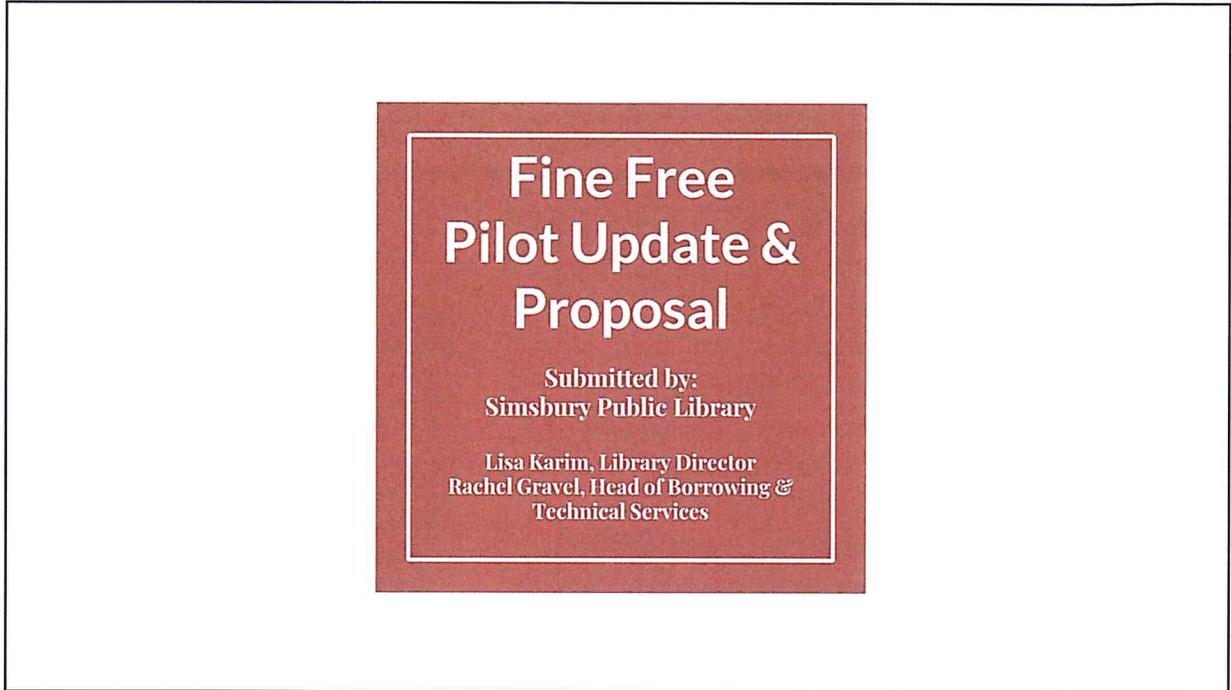
believe the pilot has been successful, and recommend that the Selectmen permanently eliminate fines and replace them with the Library support jar.

6. Financial Impact:

The Library's report indicates that revenue continues to be generated through the Library Support Jar at a nearly comparable rate to the prior year in which fines were collected.

7. Description of Documents Included with Submission:

- a) Presentation Slides



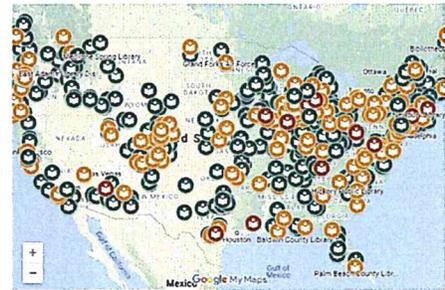
Fine Free Pilot: July 1, 2019 - Present

From Trend to Policy	Meaningful Metrics	Positive Impacts
<p>Increased number of CT & US libraries have adopted fine-free policies</p>	<p>Return rate data Materials with fines Revenue collection</p>	<p>Library card use & Circulation Impressions from patrons Impressions from staff</p>

Fine-free policies taking root and blooming in libraries

Local & National Communities Without Overdue Fines

- Dozens of CT libraries are fully or partially fine-free
 - Acton/Old Saybrook, Kent, Lyme, Mansfield, Putnam, Southbury, Willimantic, Woodbury
- Pay as You Like libraries
 - Brainerd/Haddam, Cragin/Colchester
- Fine-free trials or forthcoming implementation
 - Derby, Prosser/Bloomfield, Scranton/Madison
- Many more considering in CT
 - Avon, Canton, Cheshire, Essex, Hartford
- More major US library systems made the move
 - Boston, Chicago, D.C., San Francisco



Fine-Free Library Map
<https://endlibraryfines.info/fine-free-library-map/>

With no fines, did stuff come back on time?

Simsbury Public Library & LCI - Average Material Return Rates

	Average number of days items returned BEFORE the due date	Percent of check-ins returned ON TIME
Simsbury materials - <i>At start of trial</i>	10.5 days	95%
Simsbury materials - <i>YTD through March</i>	10.3 days	93%
All LCI materials - <i>At start of trial</i>	7.7 days	90%
All LCI materials - <i>Current</i>	8.4 days	92%

Did materials with fines do any better?

Simsbury Public Library: Fine -free v. Fine Materials
Percent Returned On Time

	New Adult Fiction	Adult Fiction	New Adult DVDs	Adult DVDs	Prontos	Library of Things
FY19 YTD through March	93%	97%	96%	93%	83%	74%
FY20 YTD through March	94%	95%	93%	94%	82%	87%

Is being fine-free financially sustainable?

Simsbury Public Library
Circulation-related Income

	FY19
Fines & Fees Total	\$7,525

	FY20 YTD
Library Support Jar	\$1,849
Passport Fees	\$1,050
Fees	\$864
Total	\$3,763

Positive patron impact

Simsbury Public Library - Cards & Users

	FY19 (July - March)	FY20 (July - March)
Total new library cards issued	901	936
Child/teen library cards issued	202	239
Percent of blocked cards that belong to children/ teens	33%	13%
Estimated returned users	--	200+

Circulation successes despite unique challenges

Simsbury Public Library - Print Collection Activity

	FY19 (July - March)	FY20 (July - March)
Total library circulation	32,1738	30,1254
Teen	13,112	13,390
Business	1,634	1,811
Adult Large Print	6,553	6,561
Children's Graphic Novels	8,405	9,455
Children's Board Books	2,119	2,455
Children's Paperbacks	346	1,309
Children's Parenting	968	1,094

Circulation successes despite unique challenges

Simsbury Public Library - Online Collection Activity

	FY19 (July - March)	FY20 (July - March)
Total circulation - Downloadables	39,311	45,533
Total use- Databases	Up 20% overall	

“That is wonderful and totally appropriate. Thank you for taking such a public spirited position. We have an absolutely wonderful library and it makes us happy to see the parking lots filled at all hours. Thank you.
Libraries for everyone!”

“Thank you so very much for this idea. How fabulous and progressive.
Excellent.”

“I’m still going to bring by books back by the due date, but this will surely help busy families!”

“A patron came in and was very apologetic about the large fine she had accrued from overdue items. She told me that she had been too embarrassed to come to the library because her fine was so large and had not been here in some time. She heard about our Fine Free initiative and finally felt able to come back in and use the library again. She was extremely appreciative of the initiative.”

“Thank you very truly for your compassion and assistance in waiving the fines. I have treasured my visits at the Simsbury Public Library, and I appreciate your understanding after what has been an extremely challenging past two months!”

“I wanted to tell you that today we were forgiving old fines. [The patron] owed about \$17 all for children's books that had long since been returned. She was so happy! I wish you could have seen it. I had the definite impression that she had been avoiding checking things out and will now check out more.”

“An older patron came in today and I could tell he hadn't been in for awhile, so I asked if needed any help. He admitted he had a charge on his account he had been avoiding, but heard we were fine-free. I welcomed him back and said to him, 'Let's start over.' We forgave the old fine and set him up with a new card and a welcome packet, and he was so grateful to be able to check out books again.”

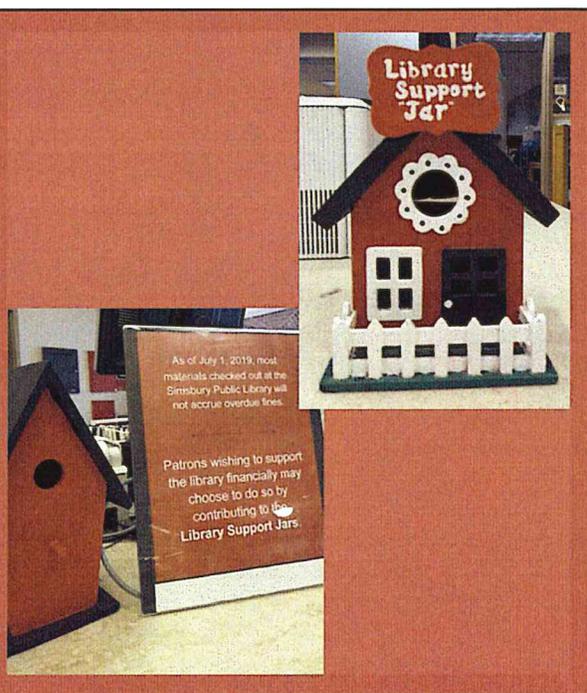
“I definitely feel like it’s made our jobs easier at the desk.
We don’t fight over \$.015 anymore!”

“People have been generally positive about this and it makes some
interactions at the desk much smoother.”

“I feel like it’s changed the atmosphere a little.”

“It’s so nice to take this step [fine money processing] out of closing rounds.”

Questions?





Town of Simsbury

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SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Acceptance of Donation from Big Y for 350th Anniversary Celebration Events
2. **Date of Board Meeting:** May 11, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Lisa Karim, Library Director; Tom Tyburski, Culture, Parks & Recreation Director; Cheryl Cook, Co-Chair 350th Anniversary Committee; Kris Barnett, Co-Chair 350th Anniversary Committee
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports acceptance of the donation from Big Y, the following motion is in order:

Move, effective May 11, 2020, to accept a \$25,000 donation from Big Y to support the 350th Anniversary Celebration.
5. **Summary of Submission:**
The 350th Anniversary Committee was established by the Board of Selectmen at their meeting on April 27, 2019, to plan and facilitate 350th anniversary celebration events. The 350th Anniversary Committee has been soliciting sponsorships to support and defray the cost of these events.

The Big Y sponsorship is a commitment at this time. These funds will help support the 350th celebration at Septemberfest.
6. **Financial Impact:**
These funds will be deposited into the special revenue fund for the 350th anniversary.
7. **Description of Documents Included with Submission:**
None



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Acceptance of Donation from Bill Garrity for Simsbury Social Services Food Programs
2. **Date of Board Meeting:** May 11, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community & Social Services *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports acceptance of the donation from Bill Garrity, the following motion is in order:

Move, effective January 13, 2020 to accept a donation from Bill Garrity in the amount of \$5,000 for the purpose of supporting Simsbury Community and Social Services Department food programs that assist residents in need.
5. **Summary of Submission:**
Bill Garrity has provided a financial donation in the amount of \$5,000 to the Community and Social Services Department food program. The donation will be used to provide food to Simsbury residents, many of whom have been impacted by COVID-19.

Chapter 100 of our Code of Ordinances, "Gift Policy," Section 100-2 "Monetary Donations" states that no donation of more than \$1,500 may be accepted without Board of Selectmen approval. If the donation is accepted I will direct staff to send a thank you letter to Bill Garrity.
6. **Financial Impact:**
The \$5,000 donation from Bill Garrity will be used to provide food assistance to Simsbury residents in need. The funds would be deposited into a Social Services special revenue fund.
7. **Description of Documents Included with Submission:**
None



Town of Simsbury

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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Acceptance of Donation from Northwest Community Bank for Simsbury Social Services Food Programs

2. **Date of Board Meeting:** May 11, 2020

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community & Social Services
Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports acceptance of the donation from Northwest Community Bank, the following motion is in order:

Move, effective May 11, 2020 to accept a donation from Northwest Community Bank in the amount of \$5,000 for the purpose of supporting Simsbury Community and Social Services Department food programs that assist residents in need.

5. **Summary of Submission:**
Northwest Community Bank has provided a financial donation in the amount of \$5,000 to the Community and Social Services Department food program. The donation will be used to provide food to Simsbury residents, many of whom have been impacted by COVID-19.

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

6. **Financial Impact:**
The \$5,000 donation from Northwest Community Bank will be used to provide food assistance to Simsbury residents in need. The funds would be deposited into a Social Services special revenue fund.

7. **Description of Documents Included with Submission:**
None



Town of Simsbury

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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Trust for Public Lands Memorandum of Understanding and Referrals for Potential Open Space Acquisition of the Meadowood Project
2. **Date of Board Meeting:** May 11, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports formally requesting assistance from the Trust for Public Lands for the potential Meadowood open space acquisition, the following motion is in order:

Move, May 11, 2020, to authorize Town Manager Maria E. Capriola to execute the proposed memorandum of understanding with the Trust for Public Lands concerning technical assistance related to the potential Meadowood open space acquisition.

If the Board of Selectmen is interested in further pursuing this project, referrals should be made to a number of our public bodies. The following motion would be in order:

Move, effective May 11, 2020, to refer the potential acquisition of "Meadowood" by the Town of Simsbury to the Open Space Committee, Planning Commission, Conservation Commission, Zoning Commission, Historic District Commission, and Culture, Parks and Recreation Commission for comment on proposed purchase of open space.

5. **Summary of Submission:**
The Trust for Public Lands (TPL) contacted the Town of Simsbury regarding a potential purchase of the residential development known as "Meadowood". A presentation and background information was provided to the Board of Selectmen at your April 6th meeting.

The Meadowood project was an affordable housing development. The project was approved via the courts. The plan calls for the construction of 296 homes with 88 out of the 296 as deed restricted affordable homes.

If completed, the acquisition would consist of 288 acres preserved for a combination of open space, agriculture, and multi-use athletic fields. As currently envisioned approximately 24 acres would be set aside from conservation restrictions so that the

Town could have the ability to construct athletic fields in the future (if needed). A concept plan has been prepared to illustrate how these fields could be developed for the construction of said fields.

The project was subject to an environmental clean-up as conditions of the court's approval. The environmental remediation plan was completed under the supervision of the licensed environmental professional representing the property owner. The Town of Simsbury has engaged the services of a licensed environmental professional to review the documentation and confirm that the site has been cleaned.

The Town Attorney has reviewed the proposed memorandum of understanding with TPL for technical assistance.

6. Financial Impact:

The purchase of the 288 acres would involve funding from various sources. Federal and state open space acquisition grants along with state historic preservation funding are some of the examples where funding can be leveraged for the project.

The Town Manager's proposed budget had a capital project placeholder for open space acquisition of \$2.2 million. However the Board of Finance expressed their concern to move the project to the fall and therefore removed it from the Board of Selectmen's approved capital budget. On March 23, 2020, the Board of Selectmen voted to remove the item from the proposed budget, but to reconsider its inclusion in the fall for a potential November referendum.

The Town contribution towards the project will exceed 1% of the total operating budget and therefore the project will be subject to a referendum. The Trust for Public Lands provided a concept budget which outlines the various amounts of grant funding along with the Town Contribution.

7. Description of Documents Included with Submission:

- a) Proposed Memorandum of Understanding with Trust for Public Lands
- b) Proposed Letter, Re: Request for Technical Assistance
- c) Subdivision Map
- d) Aerial Photograph from GIS Documenting Existing Conditions
- e) Concept Plan Illustrating Potential Athletic Fields
- f) Presentation Slides from Trust for Public Lands

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding dated this ___ day of April, 2020 is between the Town of Simsbury and The Trust for Public Land to establish and define the respective roles of each party related to the project described herein.

Statement of Purpose

The Trust for Public Land (“TPL”) agrees to continue to support its efforts on behalf of the Town of Simsbury (“Town”) to preserve approximately 282 acres of undeveloped land currently owned by Riverbend Development CT, LLC. known as the Meadowood Conservation Project (“Meadowood”) and used for agriculture and other conservation related purposes (the “Property”). A map of the Property is attached. TPL is willing to assist the Town in this effort at the Town’s request and the Town hereby seeks TPL’s assistance. The purpose of this Memorandum of Understanding is to memorialize the agreement between the Town and TPL to work together, to define how TPL works, and to propose the next steps that TPL expects to take to move forward with preservation of this important Simsbury property.

The Purpose of the Trust for Public Land

TPL’s interest in working with the Town is to advance TPL’s organizational mission. TPL is a national, non-profit land conservation organization founded in 1972. It’s mission is to protect land for people, which it accomplishes through several services. TPL’s principal service is working with public agencies to identify and acquire private open spaces for conveyance into public ownership and management. TPL helps government agencies accomplish their land acquisition priorities and also works with local communities and groups, along with land trusts and other non-profits to strengthen their land conservation and protection activities.

TPL is an independent principal in each of its transactions, and is not an agent for the governmental agencies with which it works. As such, it will not act as the Town’s agent for this project, but will provide technical assistance as requested in a letter of even or nearly even date hereto. This independence will benefit Simsbury because it allows TPL to take the necessary risks – especially financial – that are critical to succeed in the competitive real estate arena.

The Trust for Public Land’s Role

Simsbury desires to work with TPL because it has an established track record of success in negotiating complex real estate negotiations including the successful partnership with the Town to acquire the Ethel Walker Woods property. TPL is also accomplished in finding the additional public or private funds that may be necessary to acquire the Property, and because TPL may reduce Simsbury’s financial burden for the acquisition of the Property, either in fee or

as development rights. These savings may include a reduction of acquisition costs for the Town through the identification and acquisition of grand funds from public and private sources. TPL absorbs many of the costs inherent in acquiring lands, including attorneys' time, and staff time involved in negotiating complex agreements. For this project, TPL may also absorb some of the cost associated with completing appraisals, environmental assessments and surveys.

The Trust for Public Land's Funding

As a private, non-profit §501(c)(3) organization, TPL relies entirely upon the generosity of donors, including individuals, foundations and occasionally corporations. Like all non-profits, it asks those individuals who know it best, and who most appreciate its work, to become contributors. These donors include landowners with whom it works, and foundations and wealthy individuals who particularly understand the benefits that inure to a community when a special property is protected. This Memorandum of Understanding does not obligate Simsbury to donate to TPL nor does it contractually obligate Simsbury to provide funding for acquisition of the Property until and unless all necessary non-municipal sources of funds and local approvals are obtained as set forth herein.

Action Plan

TPL and the Town will undertake the following next steps to accomplish their joint conservation objective for the Property:

1. TPL has negotiated an agreement to purchase the Property from the Riverbend Development CT, LLC either in fee interest or in development rights, and, if the Town is (a) satisfied with the terms of the agreement and that all required non-municipal funds have been obtained or committed, and (b) if the contract is approved by the Board of Selectmen, the Board of Finance, the Planning Commission and possibly the Special Town Meeting under Charter Section 409, the Town will enter into a contract to purchase said Property subject to approval at referendum. TPL will do so at its own risk and expense, and prior to the execution of an approved contract and approval at referendum, TPL's activities will not obligate the Town to fund the acquisition of the Property in any way.
2. At the Town's request, TPL shall provide the Town with non-confidential information it has in its possession regarding its negotiations with Riverbend Development CT, LLC for the purchase a fee interest or development rights in the Property, including all appraisals, option agreements, reports, maps and information regarding the Property. TPL understands that absent a specific agreement, it cannot compel the Town to expend its funds to hire consultants or to provide additional reports or information.

3. TPL will complete its due diligence examinations of the Property and share the results of examinations of title, environmental, and other due diligence with the Town. The Town shall undertake, at its expense, its own due diligence efforts.
4. If both TPL and the Town are satisfied with TPL's due diligence, TPL will present the terms and conditions of the sale of the Property to the Town for approval by the Board of Selectmen, the Board of Finance, the Planning Commission and possibly the Special Town Meeting under Charter Section 409. TPL and the Town will enter into a contract under which the Town would acquire a fee interest or development rights in the Property from TPL, subject to funding and public approval as set forth below.
5. Upon approval by the Board of Selectman, the Board of Finance and the Planning Commission, and a referendum, if necessary, shall be scheduled in conformance with the Town's Charter to conduct a referendum vote on the purchase of the Property either from Riverbend Development CT, LLC or from TPL.
6. Prior to said Meeting of Town agencies and possible referendum, TPL and the Town shall work together to inform Simsbury officials, residents and voters of the opportunity to purchase a fee interest or development rights in the Property.
7. TPL and the Town shall confer and develop strategies, and work together to identify and raise the public and private funds necessary for the Town to complete the purchase of the Property either in fee or in development rights. It is expressly understood and agreed that the Town reserves the right to reject any proposal whatsoever from TPL for the purchase of the Property
8. TPL shall convey the Property to the Town in conformance with the agreement between TPL and the Town.

Term

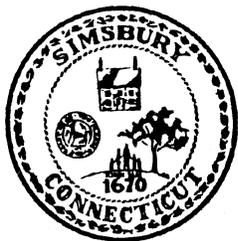
The term of this Memorandum of Understanding shall be two years from the date set forth above. The Town, acting through its Town Manager, at its sole option may, upon the request of TPL, extend the term for one (1) year for a total term of three (3) years. It is understood and agreed that any extension of the term beyond three (3) years shall require the approval of the Board of Selectmen.

THE TRUST FOR PUBLIC LAND

THE TOWN OF SIMSBURY

Walker Holmes
State Director, CT
Duly Authorized

Maria E. Capriola
Town Manager
Duly Authorized



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

Walker Holmes
Connecticut State Director
The Trust for Public Land
101 Whitney Ave, 2nd Floor
New Haven, CT 06510

Dear Ms. Holmes:

By this letter, The Town of Simsbury, Connecticut officially requests technical advice and assistance from your organization in connection with our efforts to develop a program to finance land conservation and recreation and a potential related ballot measure. As part of your advice and assistance, I understand you may conduct public opinion research, study local laws and recent elections, and evaluate the feasibility of acquisition, in fee or through conservation easements, of key properties.

We are interested not only in the factual information that you can provide to us, but also your organization's opinions and recommendations on public funding measures available to us and strategies to enact such measures. That would include understanding the public's priorities and attitudes regarding land conservation and other issues currently facing Simsbury and how the public would respond to different methods of presenting those issues. Although your submissions will be directed to the attention of Maria E. Capriola, Town Manager, I understand that your responses to this request will be for the general use of the Town of Simsbury.

This request will continue in effect for any advice you offer or presentations you submit related to such matters. In addition, we would like to take this opportunity to request that you continue to be available to provide technical advice and assistance in this area and on related matters in the future.

Thank you for your organization's contribution to the work of Simsbury.

Sincerely,

A handwritten signature in cursive script that reads "Maria E. Capriola".

Maria Capriola
Town Manager



- LEGEND**
- Existing Town Open Space
 - Proposed Permanent Open Space To Be Conveyed to Town
 - Proposed Permanent Open Space To Be Purchased By Town
 - Proposed Permanent Private Open Space

Master Site Plan and Subdivision Approval
Meadowood
 Settlement Plan Submission
 Simsbury, Connecticut

Professional Seal

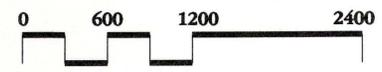
Certificate of Approval
 Received for the _____ Commission
 by: _____
 on: _____
 We hereby certify that on _____
 The _____ Commission of Simsbury,
 Connecticut approved this plan for the
 Commission.
 Chairman: _____
 Secretary: _____
 Received for filing on: _____
 by: _____ (Town Clerk)
 In accordance with the Connecticut
 General Statutes, all work in connection with this
 approval must be completed by: _____

Scale: 1" = 300'-0"
 Date: 06-02-00
 Revs: 05-30-07

Sheet Title
**Open Space
 Context**

Sheet No. **1.5**

River Bend Associates, Inc. • Owner
 Griffin Land • Project Manager
 Richter & Oegan Inc. • Master Planner/Landscape Architect
 F.A. Heath & Associates, Inc. • Engineer/Surveyor/Title
 Robert V. Fish & Associates • Residential Designer



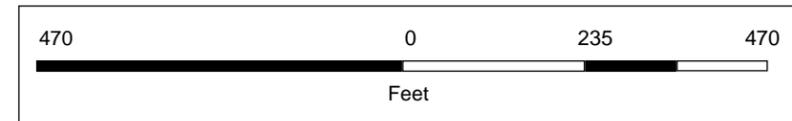


Legend

- Parcels
- Town Border
- Citations

Location

Notes



1:2,818

Meadowood Firetown Road Existing Conditions



This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

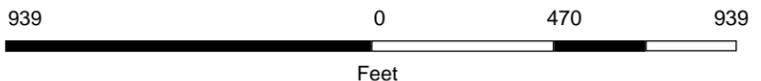


Legend

-  Parcels
-  Town Border
-  Citations

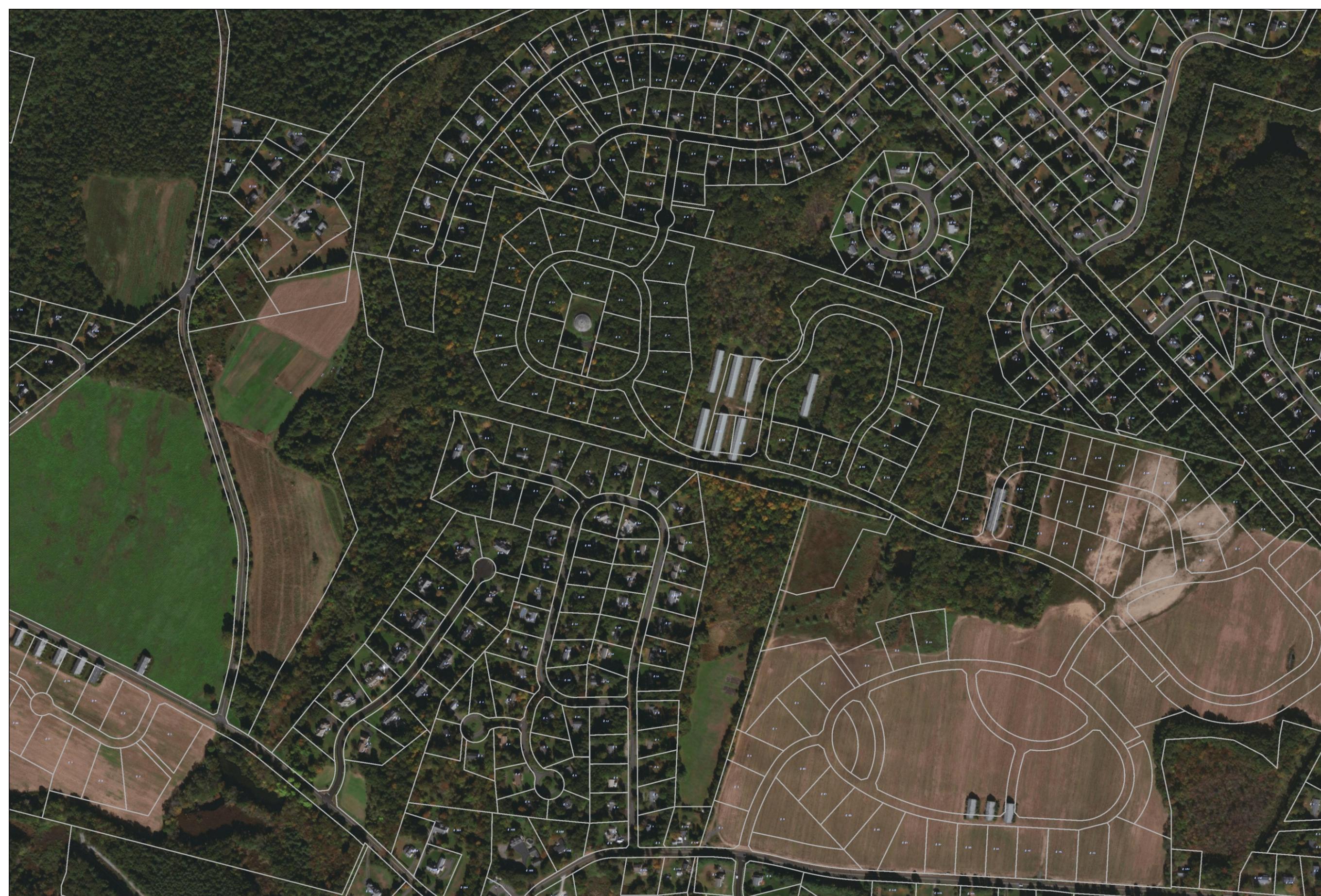
Location

Notes



1:5,634 Meadowood Hoskins and County Road Existing Part 1 Conditions 

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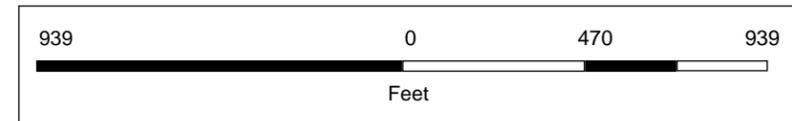


Legend

- Parcels
- Town Border
- Citations

Location

Notes



1:5,625 Meadowood Hoskins and County Road Existing Part 2 Conditions

This product is for informational purposes and may not have been prepared for, or be suitable for, legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.



CP-1	CONCEPTUAL SOCCER FIELD LAYOUT PREPARED FOR TOWN OF SIMSBURY SIMSBURY, CONNECTICUT HOSKINS ROAD		Date: 01-31-2020 Drawn by: KLL Job no: 20109 Scale: 1" = 60' Checked by: DSZ Street no: 1 OF 1 <small>W:\CALERO\2020 Soccer Fields\SIG\01.dwg, Soccer Fields, Jan. 30, 2020 - 12:49:36 PM</small>
	Revisions: No. Date Description		F. A. Hesketh & Associates, Inc. 3 Creamery Brook, East Granby, CT 06026 Phone (860) 653-8000 Fax (860) 844-8600 www.fahesketh.com - matri@fahesketh.com Civil & Traffic Engineers - Surveyors - Planners - Landscape Architects



Meadowood Conservation Purchase

April 6, 2020

J.T. Horn, Senior Project Manager

Trust for Public Land

- Non-profit conservation organization with “Land for People” mission
- Founded in 1972, based in San Francisco
- Active in Connecticut since 1986, office in New Haven
- Protected 92 properties/ 7,500 acres/ \$150 million fair market value in CT
- Past partnership w/ Simsbury with Ethel Walker Woods project (2007-14)

Project History

Meadowood: Residential Development

- Project is an affordable housing development which was approved by the Court in 2008
- Approved plans call for the construction of 296 single family homes; 88 of the 296 homes are deed restricted affordable homes
- Approvals valid thru March 20, 2022

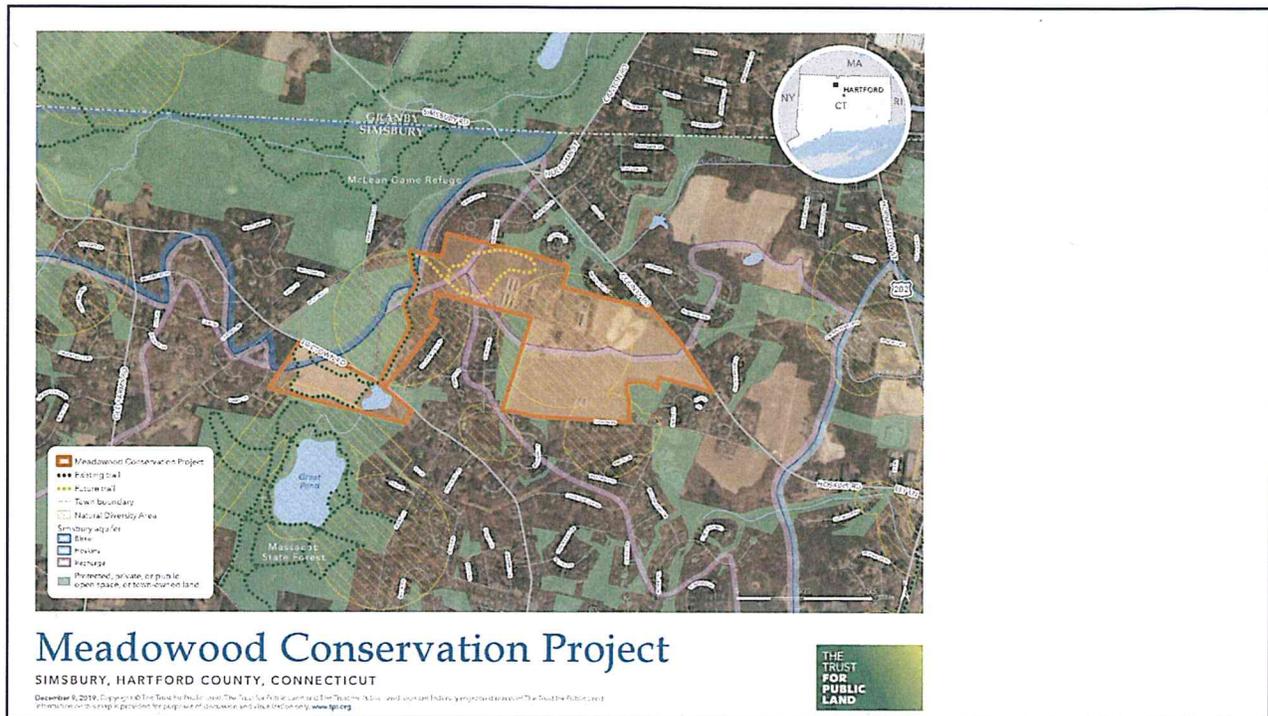


Environmental Clean-Up

Environmental Remediation

- Pursuant to the Court Settlement, Environmental remediation was required in order to “clean” site to residential exposure standards
- Actions such as soil mixing and exporting of contaminated soils were undertaken
- The Town of Simsbury has engaged the services of a Licensed Environmental Professional to review files and inspect site





Meadowood Attributes

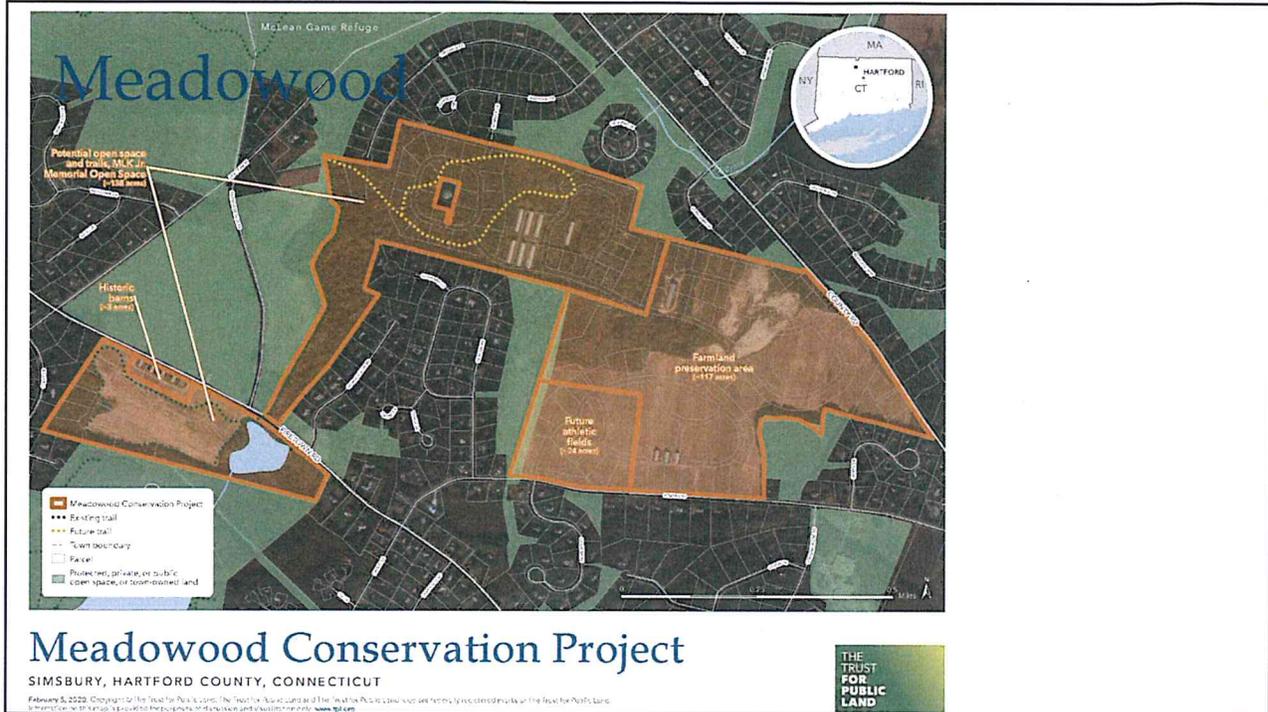
- Historic resources – Martin Luther King Jr.
- Community trails w/ multiple new access points
- Agricultural soils and opportunity for continued farming
- Connectivity to McLean Game Refuge and other conserved lands
- Opportunity for 6 new multi-purpose athletic fields
- Preserving historic tobacco barns to the extent possible on Firetown Road

Landowner Contract

- Owned by a subsidiary of Griffin Industrial Realty
- Fully permitted for 296 unit subdivision
- TPL has a signed contract for fee purchase at \$6 million
- Initial term until February 2021, 6-month extension until July 2021
- TPL contract envisions Griffin pursuing an 18-month permit extension as a backup plan if the conservation purchase does not move forward.

Phased Conservation Outcome

1. 138 acres of open space w/ State DEEP recreational access easement
2. 24 acres for future athletic fields
3. 117 acres of farmland preservation w/ State Dept. of Agriculture easement
4. 3 acres w/ historic barns & MLK interpretive displays



Tentative Capital Funding Model

Subject to agency approvals and successful fundraising

- \$2,175,000 - Town of Simsbury
- \$820,000 – DEEP via Open Space Grant
- \$600,000 – DEEP via Land and Water Conservation Fund
- \$1,755,000 – Connecticut Dept of Agriculture
- \$500,000 – State Historic Preservation Office
- \$150,000 – Sale of private lot at 129 Holcomb St
- **\$6,000,000 total capital**
- Private funding campaign for TPL project costs **\$460,000**
- Additional funds for land management.

Simsbury Action Items

1. Allocate \$2.175-2.2 M towards land purchase and other costs
2. Request technical assistance of Trust for Public Land (avoids issues with lobbying)
3. Develop a Memorandum of Understanding with TPL outlining roles and responsibilities
4. Zoning, Planning, and Conservation Commission to review landowner's request for resubmittals of approved plans for 18 month approvals
5. Collaborate with TPL on due diligence – title, survey, environmental, appraisal



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Request to Waive Fees for Temporary Outdoor Dining
2. **Date of Board Meeting:** May 11, 2020

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

Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development; Sarah Nielsen, Executive Director of Simsbury Main Street Partnership

Maria E. Capriola

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

If the Board of Selectmen supports waiving the noted fees, the following motion is in order:

Move, effective May 11, 2020 to waive administrative zoning and building permit fees through September 30, 2020 for restaurants seeking approval for temporary outdoor dining.

5. **Summary of Submission:**

Pursuant to executive orders from Governor Lamont, restaurants are not permitted to open on-premise dining areas. The Governor has indicated that discussions are ongoing regarding amending current executive orders. Starting May 20, restaurants may be allowed to have outdoor dining. This amendment will likely require that while restaurants may have outdoor dining, certain social distancing measures will need to be implemented. These measures may limit the capacity or area that can be used for outdoor dining and therefore restaurants may look for temporary solutions to provide outdoor dining.

On Monday May 4, the Zoning Commission discussed how requests for the establishment of temporary outdoor dining areas could be permitted. The Commission elected to authorize staff to permit by administrative zoning permits, temporary outdoor dining areas for restaurants. The Commission felt these requests are time sensitive and important for the business community to have the option. Temporary permits would be issued by the Director of Planning for a period of up to 90 days.

With the help of Simsbury Main Street Partnership, the Fire Marshal, Farmington Valley Health District, Simsbury Chamber of Commerce and the Building Official a FAQ guide is being developed that will help answer general questions and simplify the permitting process for applicants.

6. Financial Impact:

The administrative zoning permit is \$25.00. The revenue these requests would generate is minimal. A building permit is only required when tents are constructed that exceed 700 square feet in size or have utilities.

7. Description of Documents Included with Submission:

- a) Memorandum from M. Glidden to Zoning Commission, Re: Temporary Outdoor Dining for Restaurants, dated May 4, 2020
- b) Email from Sarah Nielsen, Executive Director of Simsbury Main Street Partnership, Re: Waiving Fees for Restaurants Seeking Temporary Outdoor Dining Areas, dated May 5, 2020
- c) Draft Guide to Temporary Outdoor Dining



Town Of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Office of Planning and Community Development

Date: May 4, 2020

To: Zoning Commission

From: Michael Glidden CFM CZEO
Director of Planning and Community Development

Re: **Temporary Outdoor Dining**

Governor Lamont spoke of a tentative plan lifting certain restrictions on restaurants starting May 20, 2020. If the governor were to lift restrictions, onsite dining at restaurants will be limited to outdoor areas. It is assumed that appropriate social distancing measures would be required of any establishment to use this opportunity.

As members are aware, restaurants have been operating in a very limited capacity since mid March. Any accommodations that we can make would directly benefit the success and viability of these businesses. The concern is that some restaurants may want to expand their outdoor footprint so that they can continue to operate.

Staff has discussed this matter with the Executive Director of Simsbury Main Street Partnership. We feel that in order to provide the best economic climate for our restaurants that a flexible approach needs to be taken with respect to outdoor dining. We are also consulting with our Fire Marshall and Building Official to develop requirements that will provide a safe manner for restaurants to create additional temporary outdoor dining options.

We are proposing to authorize areas of expanded outdoor dining by an administrative zoning permit. An administrative approval was chosen for this use due to these being time sensitive, temporary expansions. An operator wishing to expand the area of outdoor dining would provide staff a plan that illustrates the physical layout of outdoor areas utilized that upon approval would be valid for 90 days. Administrative permits would be reviewed and approved by Planning staff with input from the Building Official, Fire Marshall, and Farmington Valley Health District.

Staff will provide the Commission with a report listing the locations of approvals, size/scale of the proposed outdoor dining area, and other relevant information.

Telephone (860) 658-3245
Facsimile (860) 658-3206

An Equal Opportunity Employer
www.simsbury-ct.gov

8:30 – 7:00 Monday
8:30 – 4:30 Tuesday through
Thursday
8:30 – 1:00 Friday

After 90 days, we are hoping that business will return to normal operation. Temporary outdoor dining areas would be removed and restaurants would revert to operating in a more traditional set-up. In the event restrictions are not lifted within the 90 day window, staff will discuss possible extensions with the Zoning Commission.

To the Board of Selectmen,

As Maria knows, I'm trying to help coordinate the temporary outdoor dining process with all parties.

Monday night, the Zoning Commission unanimously approved an administrative approval process by staff for the restaurants. It would include the zoning compliance form and a \$25 fee.

I'd like to ask the Board of Selectmen to waive this fee. The restaurants are already suffering and will continue to do so with limited table space due to social distancing. It would be a welcome gesture to them.

Best,
Sarah

Sarah Nielsen, Executive Director
Simsbury Main Street Partnership Inc.
933 Hopmeadow Street, P.O. Box 3
www.ShopSimsbury.com
simmainst@sbcglobal.net



Town Of Simsbury

33 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Office of Planning and Community Development

Guide to Temporary Outdoor Dining

On May 4, 2020, the Simsbury Zoning Commission authorized staff to handle requests for temporary outdoor dining for restaurants that are looking to open pursuant to executive orders by Governor Lamont. In order to provide for a quick and comprehensive approach staff has developed this document with input from the Simsbury Main Street Partnership, the Chamber of Commerce, the Fire Marshall, Building Official, and Farmington Valley Health District.

Frequently Asked Questions

Is a permit required? Yes, an administrative zoning permit is required

What is the fee? \$25.00 paid to the Town of Simsbury

How long will my permit be valid?

This permit will be valid for a maximum of 90 days. If you require an extension beyond 90 days, please contact Mike Glidden, Director of Planning and Community Development, at (860) 658-3252.

Do I need professionally drawn plans for submission?

No, a sketch/drawing would be required. The drawing needs to illustrate the following:

- Approximate location for the area of temporary dining
- Measures that will be used to delineate perimeter for temporary dining
- Number of tables and seating
- Placement/ spacing between tables

Do I need a permit from Farmington Valley Health District?

Temporary outdoor dining is being offered to those that already hold a permit to operate a food service establishment. Establishments will not have to apply for a new or different permit however, they will be required to comply with guidelines outlined by FVHD to ensure safety of both patrons and staff during this time. Restaurants will NOT be allowed to manipulate and or prepare food outside, nor will they be allowed to open an outdoor bar if they do not already have outdoor seating.

Can I use areas of my parking lot, lawn, or other designated outdoor areas?

Yes, provided appropriate social distancing is implemented. For temporary dining areas to be located in parking lots, barriers for the protection of patrons will be required.

Am I required to cover my dining area (example tent or table umbrellas)?

No, you are not required to cover the temporary dining area.

Can I install tents within temporary dining areas?

While a tent is not required, you are allowed to install tents. The tents need to be secured properly to the ground. Please review the guidance from the Simsbury Fire District concerning tent installation.

Is a building permit required for the installation of temporary tents?

Tents which are greater than 700 square feet require a building permit.

Do my restrooms need to be opened to the public?

No, signage needs to be provided that restrooms will not be provided to the public.

Does my staff need to wear masks while serving customers?

Pursuant to the Governor's safe workplace guidance, service staff will be required to wear masks.

Are patrons required to wear masks as per Gov Lamont's Executive Order?

Patrons are not required to wear masks while eating.

What is the separation requirement for placement of tables?

Tables should be separated by a minimum of eight (8) feet.

These guidelines are intended to reduce the risk, not eliminate. Farmington Valley Health District has prepared a guide specific to the Connecticut Public Health Code and Temporary Outdoor Dining. Please review for Health Code specific standards.

Please feel free to contact staff directing if you have questions specific to your location which may not have been addressed.

Mike Glidden - Director of Planning

mglidden@simsbury-ct.gov

(860) 658-3252

Sarah Nielsen - Simsbury Main St Partnership

simmainst@sbcglobal.net

(860) 874-1533



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Budget Status Report as of March 31, 2020
2. **Date of Board Meeting:** May 11, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Amy Meriwether, Finance Director/Treasurer
Maria E. Capriola
4. **Action Requested of the Board of Finance:**
No action is requested for this agenda item.
5. **Summary of Submission:**

General Fund Overview

As of March 31, 2020, revenues total \$98,362,660 or 97% of the budget. Insurance refunds totaling \$59,423 exceeded budgetary estimates of \$27,500 by \$32,221. All other revenues are currently proceeding in accordance with budget. Finance Director will provide additional comment related to COVID-19 impact during review of this agenda item.

As of March 31, 2020, expenditures total \$73,629,548 or 73% of budget. Expenditures are proceeding in accordance with budget with the exception of legal services, specifically labor and employment related legal services. These services were budgeted at \$40,000. As of March 31, 2020, actual expenditures total \$98,904, exceeding budgetary estimates by \$58,904. Estimated expenditure thru June 30, 2020 are expected to be around \$160,000, exceeding budgetary estimates by \$120,000.

Capital Funds Overview

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

Parks and Recreation (Simsbury Farms) Fund

Parks and Recreation fund revenues exceeded expenditures by \$496,696 as of March 31, 2020. Fund balance increased from \$53,201 to \$549,897.

Current year revenues exceeded revenues for the same period in the prior year by \$487,061. This is due to the reversal of the deferred revenue recorded at the end of the 2018/2019 fiscal year end. Comparatively, current year revenues exceeded revenues

for the same period in the prior year by \$229,442. This is mainly due to an additional contribution from the General Fund of \$80,000 and increased Golf fees of \$158,658.

Current year expenditures were \$64,692 less than the same period in the prior year. Complex Maintenance and Golf Course expenditures increased \$10,494 and \$44,215, respectively, while Special Program and Simsbury Farms Administration expenditures decreased \$78,719 and \$40,683 respectively. Decreases reflect a budgeted staffing decrease and timing of payments with respect to pension and insurance costs.

Health Insurance Fund

The Health Insurance Fund revenues exceeded expenditures by \$881,550 as of March 31, 2020. Fund balance increased from \$1,567,407 to \$2,448,957, which is due to the \$850,000 contribution from the General Fund and less than expected claims activity to date. Reserves as of March 31, 2020 totaled \$3,168,474, or 21% of expected claims. The Town's health insurance consultants recommend reserves at 20-25% of expected claims. The Fund continues to be in a much improved and stable position.

Sewer Use Fund

The Sewer Use Fund revenues exceeded expenditures by \$1,197,311 as of March 31, 2020. Fund balance increased from \$6,406,424 to \$7,603,735. This is mainly due to 99% of revenues being received while only 65% of expenditures have been incurred.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

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

**Town of Simsbury
General Fund
Statement of Revenues
For the Period Ended March 31, 2020
With Comparative Totals For the Period Ended March 31, 2019**

	2020 Budget	2020 Actual	Budget Variance	Percent of Budget	2019 Actuals	Variance
General Government						
Tax Department	\$ 91,358,661	\$ 91,565,314	\$ 206,653	100%	\$ 88,358,374	\$ 3,206,940
Building Department	651,000	524,308	(126,692)	81%	437,081	87,227
Finance Department	623,631	1,782,939	1,159,308	286%	797,612	985,327
Town Clerk	592,125	543,281	(48,844)	92%	370,429	172,852
Town Manager's Office	286,155	184,736	(101,419)	65%	212,729	(27,992)
Information Technology	170,262	129,350	(40,912)	76%	-	129,350
Land Use Commission	30,000	13,324	(16,676)	44%	20,499	(7,175)
Insurance Refunds	27,500	59,721	32,221	217%	50,402	9,318
Assessor's Office	7,000	48,709	41,709	696%	50,042	(1,333)
Total General Government	<u>93,746,334</u>	<u>94,851,682</u>	<u>1,105,348</u>	<u>101%</u>	<u>90,297,169</u>	<u>4,554,513</u>
Public Safety						
Police Department	177,863	100,638	(77,225)	57%	28,379	72,260
Animal Control	500	295	(205)	59%	285	10
Total Public Safety	<u>178,363</u>	<u>100,933</u>	<u>(77,430)</u>	<u>57%</u>	<u>28,664</u>	<u>72,270</u>
Public Works						
Engineering	20,050	161	(19,889)	1%	229	(68)
Eno Memorial Hall	15,000	8,250	(6,750)	55%	8,725	(475)
Highway Department	5,000	-	(5,000)	0%	3,013	(3,013)
Landfill	2,000	37,819	35,819	1891%	370	37,449
Total Public Works	<u>42,050</u>	<u>46,230</u>	<u>4,180</u>	<u>110%</u>	<u>12,336</u>	<u>33,894</u>
Health & Welfare						
Elderly/Handicapped Transport	40,050	5,020	(35,030)	13%	4,967	53
Total Health & Welfare	<u>40,050</u>	<u>5,020</u>	<u>(35,030)</u>	<u>13%</u>	<u>4,967</u>	<u>53</u>
Culture & Recreation						
Parks & Recreation	211,456	162,503	(48,953)	77%	-	162,503
Library	26,940	15,222	(11,718)	57%	23,884	(8,662)
Community Gardens	2,675	2,125	(550)	79%	1,975	150
Miscellaneous	2,500	100	(2,400)	4%	245	(145)
Memorial Pools & Fields	1,500	7,541	6,041	503%	1,860	5,681
Total Culture & Recreation	<u>245,071</u>	<u>187,491</u>	<u>(57,580)</u>	<u>77%</u>	<u>27,964</u>	<u>159,527</u>
Education						
Board of Education	6,225,964	3,164,304	(3,061,660)	51%	3,203,153	(38,849)
Total Education	<u>6,225,964</u>	<u>3,164,304</u>	<u>(3,061,660)</u>	<u>51%</u>	<u>3,203,153</u>	<u>(38,849)</u>
Intergovernmental						
Transfer In - Designated Fund Balance	850,000	-	(850,000)	0%	-	-
Transfer In - Belden Trust	7,000	7,000	-	100%	-	-
Total Intergovernmental	<u>857,000</u>	<u>7,000</u>	<u>(850,000)</u>	<u>1%</u>	<u>-</u>	<u>-</u>
Total Revenues	\$ <u>101,334,832</u>	\$ <u>98,362,660</u>	\$ <u>(2,972,172)</u>	97%	\$ <u>93,574,253</u>	4,781,407

Town of Simsbury
General Fund
Statement of Expenditures
For the Period Ended March 31, 2020
With Comparative Totals For the Period Ended March 31, 2019

	2020 Budget	2020 Actual	Budget Variance	Percent of Budget	2019 Actual	Actuals Variance
General Government						
Town Manager's Office	\$ 467,648	\$ 346,107	\$ (121,541)	74%	\$ 344,794	\$ 1,313
Planning Department	374,593	194,877	(179,716)	52%	215,051	(20,175)
Finance Department	369,851	246,545	(123,306)	67%	233,342	13,203
Information Technology	330,380	202,934	(127,446)	61%	122,626	80,309
Building Department	278,894	197,691	(81,203)	71%	202,301	(4,610)
Assessor's Office	278,886	175,605	(103,281)	63%	182,469	(6,864)
Town Clerk	232,295	163,765	(68,530)	70%	163,038	728
Tax Department	179,310	127,627	(51,683)	71%	131,894	(4,267)
Legal Services	151,000	173,764	22,764	115%	97,461	76,303
Elections Administration	125,521	70,670	(54,851)	56%	89,921	(19,250)
Community Services	119,068	85,661	(33,407)	72%	93,324	(7,663)
Administrative Services	97,166	64,985	(32,181)	67%	64,352	633
Board of Finance	45,700	40,857	(4,843)	89%	39,670	1,188
Economic Development Commission	45,150	45,000	(150)	100%	45,000	-
Land Use Commission	23,500	7,196	(16,304)	31%	8,983	(1,786)
Regional Probate Court	9,501	-	(9,501)	0%	-	-
Public Buildings Commission	1,625	1,563	(62)	96%	980	584
Tourism Commission	500	129	(371)	26%	-	129
Historic District Commission	-	-	-	#DIV/0!	141	(141)
Total General Government	3,130,588	2,144,978	(985,610)	69%	2,035,344	109,634
Public Safety						
Police Department	4,640,132	3,356,808	(1,283,324)	72%	3,365,391	(8,583)
Dispatch	556,770	395,355	(161,415)	71%	-	395,355
Animal Control	71,176	50,161	(21,015)	70%	49,604	558
Emergency Management	6,685	4,835	(1,850)	72%	4,853	(19)
Total Public Safety	5,274,763	3,807,159	(1,467,604)	72%	3,419,848	387,312
Public Works						
Highway Department	3,006,827	2,069,720	(937,107)	69%	2,077,857	(8,138)
Buildings & Maintenance	496,035	335,713	(160,322)	68%	340,183	(4,470)
Engineering	283,274	143,065	(140,209)	51%	191,843	(48,778)
Public Works Administration	277,074	200,450	(76,624)	72%	175,482	24,968
Town Office Buildings	150,855	81,530	(69,325)	54%	94,231	(12,701)
Library	131,350	100,883	(30,467)	77%	97,357	3,526
Eno Memorial Hall	76,675	42,064	(34,611)	55%	46,559	(4,495)
Landfill	69,000	41,659	(27,341)	60%	60,688	(19,029)
Other Buildings	30,863	15,457	(15,407)	50%	15,333	123
Total Public Works	4,521,953	3,030,540	(1,491,413)	67%	3,099,534	(68,993)
Health & Welfare						
Social Service Administration	297,749	198,740	(99,009)	67%	189,020	9,720
Transportation Services	166,150	84,347	(81,803)	51%	83,033	1,314
Senior Center Services	153,567	112,695	(40,872)	73%	107,849	4,846
Health Department	150,960	150,960	-	100%	134,239	16,721
Total Health & Welfare	768,426	546,741	(221,685)	71%	514,141	32,601
Culture & Recreation						
Library	1,484,705	1,005,920	(478,785)	68%	1,079,665	(73,745)
Parks & Open Space	815,135	561,598	(253,537)	69%	474,283	87,315
Memorial Pool	55,458	48,423	(7,035)	87%	39,615	8,807
Recreation Administration	53,422	37,784	(15,638)	71%	36,617	1,168
Memorial Field	28,364	10,031	(18,333)	35%	9,302	729
Beautification Committee	4,800	1,528	(3,272)	32%	2,030	(502)
Total Culture & Recreation	2,441,884	1,665,283	(776,601)	68%	1,641,512	23,771

Town of Simsbury
General Fund
Statement of Expenditures
For the Period Ended March 31, 2020
With Comparative Totals For the Period Ended March 31, 2019

	<u>2020</u> <u>Budget</u>	<u>2020</u> <u>Actual</u>	<u>Budget</u> <u>Variance</u>	<u>Percent of</u> <u>Budget</u>	<u>2019</u> <u>Actual</u>	<u>Actuals</u> <u>Variance</u>
Education						
Board of Education	71,427,410	52,714,720	(18,712,690)	74%	51,192,377	1,522,344
Total Education	<u>71,427,410</u>	<u>52,714,720</u>	<u>(18,712,690)</u>	<u>74%</u>	<u>51,192,377</u>	<u>1,522,344</u>
Intergovernmental						
Employee Benefits	5,616,733	4,191,737	(1,424,996)	75%	4,049,535	142,201
Transfer Out - Capital Projects	710,000	710,000	-	100%	1,741,500	(1,031,500)
Transfer Out - Health Insurance Fund	850,000	850,000	-	100%	1,000,000	(150,000)
Liability Insurance	464,726	528,991	64,265	114%	496,910	32,081
Transfer Out - Simsbury Farms	180,000	180,000	-	100%	100,000	80,000
Transfer Out - 350th Special Revenue Fu	-	18,000	18,000	#DIV/0!	-	18,000
Contingency Reserve	194,675	-	(194,675)	0%	-	-
Transfer Out - CNR 2015	-	-	-	0%	83,250	(83,250)
Transfer Out - CNR 2016	83,250	83,250	-	100%	83,250	-
Transfer Out - CNR 2019	83,250	83,250	-	100%	83,250	-
Transfer Out - CNR 2020	208,340	208,340	-	100%	-	208,340
Transfer Out - CNR 2018	83,250	83,250	-	100%	83,250	-
Transfer Out - CNR 2017	68,300	68,300	-	100%	68,300	-
Total Intergovernmental	<u>8,542,524</u>	<u>7,005,118</u>	<u>(1,537,406)</u>	<u>82%</u>	<u>7,789,245</u>	<u>(784,128)</u>
Debt Service						
Principal	4,126,359	2,145,000	(1,981,359)	52%	2,150,000	(5,000)
Interest	1,100,925	570,008	(530,917)	52%	473,275	96,733
Total Debt Service	<u>5,227,284</u>	<u>2,715,008</u>	<u>(2,512,276)</u>	<u>52%</u>	<u>2,623,275</u>	<u>91,733</u>
Total Expenditures	\$ <u>101,334,832</u>	\$ <u>73,629,548</u>	\$ <u>(27,705,284)</u>	<u>73%</u>	\$ <u>72,315,275</u>	\$ <u>1,314,273</u>

**Town of Simsbury
Simsbury Farms
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended March 31, 2020
With Comparative Totals for the Period Ended March 31, 2019**

	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>2019 Actual</u>	<u>Actuals Variance</u>
Revenues				
Recreation Programs				
Special Programs	\$ 325,000	\$ 252,516	\$ 157,972	\$ 94,544
Day Camps	148,000	190,055	66,946	123,108
Miscellaneous	-	18	-	18
Total Recreation Programs	<u>473,000</u>	<u>442,588</u>	<u>224,919</u>	<u>217,669</u>
Simsbury Farms Complex				
Skating	202,466	172,548	203,290	(30,742)
Simsbury Farms Pools	183,000	110,986	73,964	37,022
Vending	23,500	14,780	16,441	(1,661)
Court Rental	23,000	21,315	25,242	(3,927)
Apple Barn Rental	4,000	5,344	1,852	3,492
Miscellaneous	1,000	90	20	70
Total Simsbury Farms Complex	<u>436,966</u>	<u>325,062</u>	<u>320,809</u>	<u>4,254</u>
Golf Course				
Golf Course Fees	890,587	564,345	405,687	158,658
Golf Surcharge	46,104	37,824	20,073	17,751
Restaurant	-	18,550	18,550	-
Donations	-	8,460	-	8,460
Miscellaneous	26,500	270	-	270
Total Golf Course	<u>963,191</u>	<u>629,448</u>	<u>444,310</u>	<u>185,138</u>
Intergovernmental				
Transfer In - General Fund	180,000	180,000	100,000	80,000
Total Intergovernmental	<u>180,000</u>	<u>180,000</u>	<u>100,000</u>	<u>80,000</u>
Total Revenues	<u>2,053,157</u>	<u>1,577,099</u>	<u>1,090,038</u>	<u>487,061</u>
Expenditures				
Golf Course	946,365	684,440	640,225	44,215
Simsbury Farms Complex	498,634	398,301	387,806	10,494
Special Programs	373,201	232,564	311,282	(78,719)
Simsbury Farms Administration	234,081	134,852	175,535	(40,683)
Total Expenditures	<u>2,052,281</u>	<u>1,450,157</u>	<u>1,514,849</u>	<u>(64,692)</u>
Net Change in Fund Balance	876	126,942	(424,811)	
Fund Balance - 7/1	<u>53,201</u>	<u>53,201</u>	<u>32,971</u>	
Fund Balance - 3/31	<u>\$ 54,077</u>	<u>\$ 180,143</u>	<u>\$ (391,840)</u>	
Fund Balance Breakdown:				
Designated for Golf		53,201	31,790	
Unassigned		-	1,181	

Town of Simsbury
Health Insurance Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended March 31, 2020
With Comparative Totals For the Period Ended March 31, 2019

	2020 Budget	2020 Actual	Budget Variance	2019 Actual	Actuals Variance
Revenues					
Premiums	\$ 15,332,739	\$ 10,754,813	\$ (4,577,926)	\$ 10,315,150	\$ 439,663
H.S.A Funding	569,000	605,830	36,830	542,166	63,664
Rx Reimbursement	484,243	483,524	(719)	438,630	44,894
Insurance Refunds	-	103,354	103,354	44,656	58,698
Miscellaneous	-	1,049	1,049	-	1,049
Total Revenues	16,385,982	11,948,571	(4,437,411)	11,340,602	607,969
Expenditures					
Claims	14,822,691	10,634,991	(4,187,700)	10,395,841	239,150
H.S.A Funding	569,000	605,830	36,830	554,567	51,263
ASO Fees/Admin Fees	454,316	312,179	(142,137)	337,876	(25,696)
Stop Loss Insurance	539,975	364,020	(175,955)	415,785	(51,765)
Total Expenditures	16,385,982	11,917,021	(4,468,961)	11,704,069	212,952
Operating Transfers					
Transfer In	850,000	850,000	-	1,000,000	(150,000)
Total Operating Transfers	850,000	850,000	-	1,000,000	(150,000)
Net Change in Fund Balance	850,000	881,550	31,550	636,534	245,016
Fund Balance - 7/1	1,567,407	1,567,407		(122,695)	
Fund Balance - 3/31	\$ 2,417,407	\$ 2,448,957		\$ 513,839	
IBNR Liability Balance	719,517	719,517		1,865,007	
Fund Balance	2,417,407	2,448,957		513,839	
Total Reserve	3,136,924	3,168,474		2,378,846	

Town of Simsbury
Residential Rental Property Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended March 31, 2020
With Comparative Totals For the Period Ended March 31, 2019

	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Budget Variance</u>	<u>2019 Actual</u>	<u>Actuals Variance</u>
Revenues					
Rental Income	\$ 64,638	\$ 57,155	\$ (7,483)	\$ 59,123	\$ (1,968)
Total Revenues	<u>64,638</u>	<u>57,155</u>	<u>(7,483)</u>	<u>59,123</u>	<u>(1,968)</u>
Expenditures					
Operating					
Contractual Services	15,450	5,430	(10,020)	6,000	(570)
Facilities Maintenance	5,500	(210)	(5,710)	3,972	(4,181)
Building Improvements	2,500	17,000	14,500	2,950	14,050
Water Charges	1,350	996	(354)	897	98
Sewer Use Fees	1,300	968	(332)	1,143	(175)
Equipment Maintenance	1,250	2,187	937	52	2,135
Electric	1,000	-	(1,000)	-	-
Building Supplies	500	740	240	-	740
Total Operating	<u>28,850</u>	<u>27,111</u>	<u>(1,739)</u>	<u>15,014</u>	<u>12,097</u>
Debt Service					
Principal	8,111	6,060	(2,051)	6,000	60
Interest	411	438	27	498	(60)
Total Debt Service	<u>8,522</u>	<u>6,498</u>	<u>(2,024)</u>	<u>6,498</u>	<u>0</u>
Total Expenditures	<u>37,372</u>	<u>33,609</u>	<u>(3,763)</u>	<u>21,512</u>	<u>12,097</u>
Operating Transfers					
Transfer Out - Open Space	-	(7,152)	(7,152)	-	(7,152)
Total Operating Transfers	<u>-</u>	<u>(7,152)</u>	<u>(7,152)</u>	<u>-</u>	<u>(7,152)</u>
Net Change in Fund Balance	27,266	16,394	(10,872)	37,611	(21,217)
Fund Balance - 7/1	<u>340,995</u>	<u>340,995</u>		<u>303,322</u>	
Fund Balance - 3/31	<u>\$ 368,261</u>	<u>\$ 357,389</u>		<u>\$ 340,934</u>	

Town of Simsbury
Sewer Use Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended March 31, 2020
With Comparative Totals For the Period Ended March 31, 2019

	2020 Budget	2020 Actual	Budget Variance	Percent of Budget	2019 Actual	Actuals Variance
Revenues						
Assessments	\$ 3,049,278	\$ 3,035,863	\$ (13,415)	100%	\$ 2,597,551	\$ 438,312
WPCA Fees	479,623	464,085	(15,538)	97%	580,824	(116,739)
Intergovernmental Revenues	409,927	307,445	(102,482)	75%	307,445	-
Interest & Liens	25,000	18,969	(6,031)	76%	18,065	904
Miscellaneous Grant	10,000	50,325	40,325	503%	10,037	40,288
Interest on Investments	7,997	65,383	57,386	818%	11,679	53,705
Miscellaneous	-	294	294	0%	20	274
Total Revenues	3,981,825	3,942,364	(39,461)	99%	3,525,621	416,743
Expenditures						
Operating						
Salaries & Wages	894,568	574,280	(320,288)	64%	575,454	(1,174)
Utilities	512,770	294,772	(217,998)	57%	336,138	(41,366)
Benefits	433,735	299,625	(134,110)	69%	312,420	(12,795)
Supplies	132,290	58,910	(73,380)	45%	73,415	(14,505)
Public Agency Support	114,483	114,483	-	100%	110,917	3,566
Machinery & Equipment	88,500	21,206	(67,294)	24%	28,829	(7,623)
Program Services	69,026	42,546	(26,480)	62%	38,118	4,429
Consultant	48,000	16,666	(31,334)	35%	1,026	15,640
Sewer Extensions	32,000	-	(32,000)	0%	7,752	(7,752)
Equipment & Vehicle Maintenance	30,240	7,683	(22,557)	25%	20,092	(12,408)
Insurance	24,063	-	(24,063)	0%	21,876	(21,876)
Facilities Maintenance	17,400	14,222	(3,178)	82%	8,377	5,845
Travel & Conferences	5,565	1,326	(4,239)	24%	2,067	(741)
Dues & Subscriptions	1,500	430	(1,070)	29%	475	(45)
Total Operating	2,404,140	1,446,147	(956,923)	60%	1,536,954	(90,807)
Debt Service						
Principal	960,452	810,067	(150,385)	84%	794,040	16,027
Interest	304,755	138,839	(165,916)	46%	154,866	(16,027)
Total Debt Service	1,265,207	948,905	-	75%	948,905	0
Total Expenditures	3,669,347	2,395,053	(1,274,294)	65%	2,485,860	(90,807)
Operating Transfers						
Transfers Out	450,000	350,000	(100,000)	0%	430,000	(80,000)
Total Operating Transfers	450,000	350,000	(100,000)	0%	430,000	(80,000)
Net Change in Fund Balance	762,478	1,197,311	434,833		609,761	
Fund Balance - 7/1	6,406,424	6,406,424			4,938,189	
Fund Balance - 3/31	\$ 7,168,902	\$ 7,603,735			\$ 5,547,950	

Town of Simsbury
Sewer Assessment Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended March 31, 2020
With Comparative Totals for the Period Ended March 31, 2019

	<u>2020</u>	<u>2019</u>	<u>Variance</u>
	<u>Actual</u>	<u>Actual</u>	
Revenues			
Assessments	\$ 144,151	\$ 133,860	\$ (10,291)
Interest & Liens	20,857	13,043	(7,813)
Interest on Investments	16,206	12,730	(3,476)
	<u>181,214</u>	<u>159,633</u>	<u>(21,581)</u>
Total Revenues			
	<u>181,214</u>	<u>159,633</u>	<u>(21,581)</u>
Expenditures	-	-	-
Net Change in Fund Balance	181,214	159,633	(21,581)
Fund Balance - 7/1	<u>1,146,957</u>	<u>1,501,879</u>	
Fund Balance - 3/31	<u>\$ 1,328,171</u>	<u>\$ 1,661,512</u>	

Town of Simsbury
Special Revenue Funds
Revenues, Expenditures and Changes in Fund Balance
For the Period Ended March 31, 2020

	<u>Library Programs</u>	<u>Police Community Services</u>	<u>Police DUI Safety</u>	<u>Narcotics Task Force</u>	<u>D.A.R.E. Program</u>	<u>Police Block Grant</u>
Revenues						
Grants	\$ 1,000	\$ 3,817	\$ -	\$ -	\$ -	\$ -
Donations	9,499	2,309	-	-	-	-
Intergovernmental Revenues	-	-	-	1,868	-	-
Charges for Services	-	-	-	-	-	-
Interest on Investments	-	-	-	-	-	-
Miscellaneous	-	-	-	10,000	-	-
Total Revenues	<u>10,499</u>	<u>6,127</u>	<u>-</u>	<u>11,868</u>	<u>-</u>	<u>-</u>
Expenditures						
Contractual Services	3,776	-	-	-	-	-
Supplies & Materials	24,360	-	-	2,996	-	-
Program Services	-	4,067	-	-	-	-
Facilities Maintenance	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Public Agency Support	-	1,037	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Total Expenditures	<u>28,136</u>	<u>5,104</u>	<u>-</u>	<u>2,996</u>	<u>-</u>	<u>-</u>
Operating Transfers						
Transfers Out	-	-	(33,142)	-	-	-
Transfers In	-	33,142	-	-	-	-
Total Operating Transfers	<u>-</u>	<u>33,142</u>	<u>(33,142)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	(17,637)	34,164	(33,142)	8,872	-	-
Fund Balance - 7/1	<u>90,283</u>	<u>21,003</u>	<u>33,142</u>	<u>20,740</u>	<u>1,243</u>	<u>9,704</u>
Fund Balance - 3/31	<u>\$ 72,646</u>	<u>\$ 55,167</u>	<u>\$ -</u>	<u>\$ 29,612</u>	<u>\$ 1,243</u>	<u>\$ 9,704</u>

**Town of Simsbury
Special Revenue Funds
Revenues, Expenditures and Changes in Fund Balance
For the Period Ended March 31, 2020**

	<u>Police Vehicles</u>	<u>Police Special Duty</u>	<u>Social Services Programs</u>	<u>Community Development Grant</u>	<u>Town Aid Road</u>
Revenues					
Grants	\$ -	\$ -	\$ 4,000	\$ -	\$ -
Donations	-	-	50,238	-	-
Intergovernmental Revenues	-	-	-	-	-
Charges for Services	-	319,995	-	-	-
Interest on Investments	-	-	-	-	-
Miscellaneous	10,000	-	-	-	-
Total Revenues	10,000	319,995	54,238	-	-
Expenditures					
Contractual Services	-	270,963	200	-	-
Supplies & Materials	-	-	11,972	-	-
Program Services	-	-	1,313	-	-
Facilities Maintenance	-	-	-	-	-
Utilities	-	-	-	-	-
Public Agency Support	-	-	-	-	-
Machinery & Equipment	-	-	-	-	16,368
Total Expenditures	-	270,963	13,485	-	16,368
Operating Transfers					
Transfers Out	-	(84,662)	-	-	(343,500)
Transfers In	-	33,142	-	-	-
Total Operating Transfers	-	(51,520)	-	-	(343,500)
Net Change in Fund Balance	10,000	(2,488)	40,752	-	(359,868)
Fund Balance - 7/1	44,632	309,555	126,331	233,142	841,063
Fund Balance - 3/31	\$ 54,632	\$ 307,067	\$ 167,084	\$ 233,142	\$ 481,195

Town of Simsbury
Special Revenue Funds
Revenues, Expenditures and Changes in Fund Balance
For the Period Ended March 31, 2020

	<u>Preservation of Historic Documents</u>	<u>Eno Memorial Fund</u>	<u>Town Clerk LOCIP</u>	<u>Expanded Dial-A-Ride</u>	<u>Incentive Housing</u>
Revenues					
Grants	\$ 7,500	\$ -	\$ -	\$ 25,581	\$ -
Donations	-	-	-	110	-
Intergovernmental Revenues	-	-	-	-	-
Charges for Services	21,396	-	5,706	-	-
Interest on Investments	-	627	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>28,896</u>	<u>627</u>	<u>5,706</u>	<u>25,691</u>	<u>-</u>
Expenditures					
Contractual Services	-	-	-	21,355	-
Supplies & Materials	-	-	-	-	-
Program Services	25,338	-	-	-	-
Facilities Maintenance	-	-	-	-	-
Utilities	-	-	-	-	-
Public Agency Support	-	-	-	-	-
Machinery & Equipment	1,980	-	-	-	-
Total Expenditures	<u>27,318</u>	<u>-</u>	<u>-</u>	<u>21,355</u>	<u>-</u>
Operating Transfers					
Transfers Out	-	-	(25,000)	-	-
Transfers In	-	-	-	-	-
Total Operating Transfers	<u>-</u>	<u>-</u>	<u>(25,000)</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	1,578	627	(19,294)	4,336	-
Fund Balance - 7/1	<u>10,686</u>	<u>128,148</u>	<u>68,753</u>	<u>76,588</u>	<u>8,826</u>
Fund Balance - 3/31	<u>\$ 12,265</u>	<u>\$ 128,776</u>	<u>\$ 49,459</u>	<u>\$ 80,924</u>	<u>\$ 8,826</u>

Town of Simsbury
Special Revenue Funds
Revenues, Expenditures and Changes in Fund Balance
For the Period Ended March 31, 2020

	Dog Park	Regional Probate	Clean Energy Task Force	Simsbury Celebrates	Field Recreation
Revenues					
Grants	\$ -	\$ -	\$ -	\$ -	\$ -
Donations	1,015	-	-	20,933	-
Intergovernmental Revenues	-	15,234	-	-	-
Charges for Services	-	-	-	-	22,960
Interest on Investments	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	1,015	15,234	-	20,933	22,960
Expenditures					
Contractual Services	330	-	-	14,261	-
Supplies & Materials	-	7,373	-	1,935	6,478
Program Services	-	5,298	-	1,872	560
Facilities Maintenance	-	-	-	-	-
Utilities	-	-	-	-	2,502
Public Agency Support	-	-	-	-	-
Machinery & Equipment	-	-	-	-	3,633
Total Expenditures	330	12,671	-	18,067	13,172
Operating Transfers					
Transfers Out	-	-	-	-	-
Transfers In	-	-	-	-	-
Total Operating Transfers	-	-	-	-	-
Net Change in Fund Balance	685	2,563	-	2,866	9,788
Fund Balance - 7/1	3,353	22,629	6,715	4,766	(443)
Fund Balance - 3/31	\$ 4,038	\$ 25,192	\$ 6,715	\$ 7,632	\$ 9,345

**Town of Simsbury
Special Revenue Funds
Revenues, Expenditures and Changes in Fund Balance
For the Period Ended March 31, 2020**

	<u>Simsbury Try-Athlon</u>	<u>MSP Senior Center</u>	<u>Youth Service Bureau</u>	<u>Simsbury 350th</u>
Revenues				
Grants	\$ -	\$ -	\$ 24,819	\$ -
Donations	250	44,257	-	60,033
Intergovernmental Revenues	-	-	-	-
Charges for Services	-	500	-	1,631
Interest on Investments	-	-	-	-
Miscellaneous	4,197	-	-	-
Total Revenues	<u>4,447</u>	<u>44,757</u>	<u>24,819</u>	<u>61,664</u>
Expenditures				
Contractual Services	300	1,415	-	4,000
Supplies & Materials	2,203	-	17,086	8,682
Program Services	2,486	1,415	-	-
Facilities Maintenance	-	-	-	-
Utilities	-	-	-	-
Public Agency Support	-	-	375	-
Machinery & Equipment	-	-	-	-
Total Expenditures	<u>4,989</u>	<u>2,830</u>	<u>17,461</u>	<u>12,682</u>
Operating Transfers				
Transfers Out	-	-	-	-
Transfers In	-	-	-	18,000
Total Operating Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>18,000</u>
Net Change in Fund Balance	(542)	41,927	7,358	66,982
Fund Balance - 7/1	<u>13,428</u>	<u>14,465</u>	<u>4,204</u>	<u>-</u>
Fund Balance - 3/31	<u>\$ 12,887</u>	<u>\$ 56,392</u>	<u>\$ 11,562</u>	<u>\$ 66,982</u>

Town of Simsbury
Trust Funds
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended March 31, 2020

	<u>Eno Wood Trust</u>	<u>Horace Belden Trust</u>	<u>Julia Darling Trust</u>	<u>Kate Southwell Trust</u>	<u>Ellsworth Trust</u>
Revenues					
Trust Distributions	\$ 11,190	\$ 22,089	\$ 9,769	\$ 5,323	\$ -
Interest Income	-	-	-	-	366
Total Revenues	11,190	22,089	9,769	5,323	366
Expenditures					
Salaries & Benefits	-	-	-	4,974	-
Program Services	-	180,962	38,425	420	-
Total Expenditures	-	180,962	38,425	5,393	-
Operating Transfers					
Transfers Out	(21,000)	-	-	-	-
Total Operating Transfers	(21,000)	-	-	-	-
Net Change in Fund Balance	(9,810)	(158,872)	(28,656)	(70)	366
Fund Balance - 7/1	103,630	135,497	27,723	24,675	23,040
Fund Balance - 3/31	\$ 93,820	\$ (23,376)	\$ (933)	\$ 24,605	\$ 23,406

Town of Simsbury
Pension Trust Funds
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended March 31, 2020

	<u>General Government</u>	<u>Police</u>	<u>Board of Education</u>	<u>OPEB</u>
Revenues				
Contributions	\$ 1,262,744	\$ 862,891	\$ 1,389,123	\$ 484,778
Interest & Dividends	500,732	359,632	487,037	288,778
Change in Market Value	<u>(2,778,164)</u>	<u>(1,987,946)</u>	<u>(2,755,121)</u>	<u>(911,400)</u>
Total Revenues	<u>(1,014,688)</u>	<u>(765,423)</u>	<u>(878,961)</u>	<u>(137,844)</u>
Expenditures				
Retiree Payments	1,589,133	829,308	1,162,802	-
Admin Expenses	47,301	28,595	19,589	-
Custodian Fees	23,270	20,914	21,503	-
Securities Purchased	<u>-</u>	<u>-</u>	<u>-</u>	<u>799,854</u>
Total Expenditures	<u>1,659,705</u>	<u>878,817</u>	<u>1,203,894</u>	<u>799,854</u>
Net Change in Fund Balance	(2,674,392)	(1,644,240)	(2,082,855)	(937,698)
Fund Balance - 7/1	<u>24,955,570</u>	<u>17,688,088</u>	<u>23,749,717</u>	<u>16,687,117</u>
Fund Balance - 3/31	<u><u>\$ 22,281,177</u></u>	<u><u>\$ 16,043,847</u></u>	<u><u>\$ 21,666,862</u></u>	<u><u>\$ 15,749,419</u></u>

Town of Simsbury
Capital Project Fund
Schedule of Expenditures Compared with Appropriations
For the Period Ended March 31, 2020

	Expected Completion	Project	Appropriations			Expenditures			Encumbrances Mar 31, 2020	Uncommitted Balance Mar 31, 2020
			Balance June 30, 2019	Current Year	Balance Mar 31, 2020	Balance June 30, 2019	Current Year	Balance Mar 31, 2020		
Sewer Fund Projects										
	2020	Project 2010 - Woodland Street Upgrade	\$ 260,000.00	\$ -	\$ 260,000.00	\$ 238,810.11	\$ 5,000.00	\$ 243,810.11	\$ -	\$ 16,189.89
	2020	Sewer Main Ext - Woodland Street Upgrade	371,000.00		371,000.00	269,463.13	11,821.34	281,284.47	-	89,715.53
	June 2020	Hopmeadow/Center Area Sewer repairs	135,000.00		135,000.00	-	-	-	-	135,000.00
	Complete	Portable Generator	80,000.00		80,000.00	60,663.06	19,336.93	79,999.99	-	0.01
	June 2020	Hopmeadow/Center Area Sewer Repairs	100,000.00		100,000.00	-	-	-	-	100,000.00
	September 2020	36 Drake Hill Rd Dike Analysis	75,000.00		75,000.00	-	-	-	-	75,000.00
	September 2020	Phosphorus Removal Analysis	150,000.00		150,000.00	-	-	-	-	150,000.00
	FY22	Tariffville Area Sewer	100,000.00		100,000.00	-	-	-	-	100,000.00
	September 2020	WPC Plan update	100,000.00		100,000.00	-	5,651.00	5,651.00	-	94,349.00
	Re-evaluating	Jet/Flush Truck	175,000.00		175,000.00	-	-	-	-	175,000.00
	FY22	Tariffville Sewer	100,000.00		100,000.00	-	-	-	-	100,000.00
	Spring 2020	Primary Clarifier	75,000.00		75,000.00	19,894.84	-	19,894.84	-	55,105.16
	Spring 2020	Plant H2O Sys Rehab	80,000.00		80,000.00	-	-	-	-	80,000.00
	June 2020	Plan Logic Controllers	-	250,000.00	250,000.00	-	76,798.09	76,798.09	19,723.65	153,478.26
Town Projects										
	June 2020	Town Security Measures	77,600.00		77,600.00	52,908.51	-	52,908.51	-	24,691.49
	June 2020	Open Space - Betty Hudson Property	275,000.00		275,000.00	247,816.12	355.61	248,171.73	-	26,828.27
	Completed	Senior/Community Center Design	321,698.56		321,698.56	163,595.68	-	163,595.68	1,962.25	156,140.63
	August 2020	Bridge Improvements (Design-FY15)	115,000.00		115,000.00	67,392.99	605.50	67,998.49	4,040.85	42,960.66
	August 2020	Technology Infrastructure	635,395.17		635,395.17	495,359.12	49,424.40	544,783.52	-	90,611.65
	July 2020	Weatogue Planning Route 10 and Code Prep	57,000.00		57,000.00	-	-	-	-	57,000.00
	July 2020	Town Hall Site and Safety Improvements	45,000.00		45,000.00	13,620.31	-	13,620.31	-	31,379.69
	July 2020	Portable Generator / Generator Infrastructure	80,000.00		80,000.00	79,417.67	-	79,417.67	-	582.33
	June 2020	Project Planning Fund	28,000.00		28,000.00	9,800.00	-	9,800.00	11,500.00	6,700.00
	December 2023	Multi-Use Connections & Master Plan Updates	1,160,000.00		1,160,000.00	129,328.56	14,290.96	143,619.52	44,275.77	972,104.71
	July 2020	Open Space Planning Improvements	705,410.00		705,410.00	110,818.79	547,785.20	658,603.99	26,187.50	20,618.51
	June 2020	Street Lighting Purchase / Lighting Improvements	937,321.92		937,321.92	875,789.78	12,577.50	888,367.28	5,970.00	42,984.64
	December 2020	Dam Evaluations and Repairs	220,000.00		220,000.00	108,104.83	34,751.84	142,856.67	5,648.16	71,495.17
	June 2020	Public Works Complex Infrastructure Improvements	700,000.00		700,000.00	184,092.87	443,857.76	627,950.63	21,903.98	50,145.39
	December 2020	Town Hall Site and Safety Improvements	385,000.00		385,000.00	4,672.74	-	4,672.74	43,000.00	337,327.26
	June 2020	Portable Generator Infrastructure	175,000.00		175,000.00	74,772.78	86,761.83	161,534.61	1,562.93	11,902.46
	December 2020	Land Use Studies	92,500.00		92,500.00	19,245.83	-	19,245.83	3,983.73	69,270.44
	June 2020	Storage Building	65,000.00		65,000.00	11,750.00	24,896.64	36,646.64	-	28,353.36
	June 2020	Street Lighting Purchase / Lighting Improvements	400,000.00		400,000.00	4,854.79	-	4,854.79	20,700.00	374,445.21
	Completed	Finance Security Upgrades	230,000.00		230,000.00	76,643.14	153,356.86	230,000.00	-	-
	July 2020	Eno Memorial Hall Renovations	300,000.00		300,000.00	261,348.21	6,088.39	267,436.60	24,515.00	8,048.40
	Completed	Cold Storage Facility	380,000.00		380,000.00	4,612.06	366,525.48	371,137.54	13,474.52	(4,612.06)
	June 2020	Town Facilities Master Plan	400,000.00		400,000.00	13,494.96	-	13,494.96	-	386,505.04
	May 2020	Library Interior/Parking Renovations	584,500.00		584,500.00	125,106.46	65,945.18	191,051.64	31,267.22	362,181.14
	June 2020	Library Lower Level Improvements	906,048.00		906,048.00	683,138.52	112,135.37	795,273.89	1,000.00	109,774.11
	December 2020	Zoning Regulation Update	65,000.00		65,000.00	5,000.00	-	5,000.00	-	60,000.00
	December 2021	Bridge Improvements	805,000.00		805,000.00	28,991.59	40,878.00	69,869.59	90,105.20	645,025.21
	May 2020	Sidewalk Resurface	250,000.00		250,000.00	24,542.00	210,512.66	235,054.66	14,945.34	-
	December 2021	Multi-Use Trail	1,020,000.00		1,020,000.00	-	-	-	-	1,020,000.00
	July 2020	Highway Pavement Management	845,000.00		845,000.00	816,820.01	-	816,820.01	-	28,179.99
	July 2020	Greenway Improvements	275,000.00		275,000.00	26,537.65	156,500.28	183,037.93	14,818.17	77,143.90
	June 2020	Fencing at Bandshell (PAC)	100,000.00		100,000.00	-	-	-	66,000.00	34,000.00
	June 2020	Highway Pavement Management	-	1,245,000.00	1,245,000.00	-	1,066,609.70	1,066,609.70	-	178,390.30
	June 2020	Greenway Improvements	-	100,000.00	100,000.00	-	4,702.46	4,702.46	-	95,297.54
	June 2020	Sidewalk Reconstruction	-	200,000.00	200,000.00	-	60,379.63	60,379.63	2,281.36	137,339.01
	June 2021	Accounting System	-	350,000.00	350,000.00	-	123,124.41	123,124.41	7,216.62	219,658.97
Education Projects										
	Needs Audit	HJMS Phase 1A	1,255,000.00		1,255,000.00	1,168,299.83	-	1,168,299.83	-	86,700.17
	Completed	SHS Turf Field Replacement	910,000.00		910,000.00	862,911.19	42,275.00	905,186.19	-	4,813.81

**Town of Simsbury
Capital Project Fund
Schedule of Expenditures Compared with Appropriations
For the Period Ended March 31, 2020**

Expected Completion	Project	Appropriations			Expenditures			Encumbrances Mar 31, 2020	Uncommitted Balance Mar 31, 2020
		Balance June 30, 2019	Current Year	Balance Mar 31, 2020	Balance June 30, 2019	Current Year	Balance Mar 31, 2020		
Needs Audit	Squadron Line Main Office Project	1,050,000.00		1,050,000.00	868,829.61	-	868,829.61	-	181,170.39
June 2020	Climate Control Phases 1 (FY16) & 2 (FY17)	3,100,000.00		3,100,000.00	2,248,988.14	198,078.95	2,447,067.09	3,775.00	649,157.91
Needs Audit	Central School Roof Replacement	770,000.00		770,000.00	620,602.49	-	620,602.49	-	149,397.51
Needs Audit	HJMS Renovation - Phase 2	1,950,000.00		1,950,000.00	1,751,859.38	-	1,751,859.38	-	198,140.62
June 2020	SHS Tennis Court Replacement	740,000.00		740,000.00	565,214.32	0.01	565,214.33	-	174,785.67
September 2020	Boiler Replacement Latimer	900,000.00		900,000.00	-	-	-	-	900,000.00
September 2020	School Security Improvements	850,000.00		850,000.00	480,154.90	326,205.70	806,360.60	26,639.40	17,000.00
June 2020	School Facility Master Plan	200,000.00		200,000.00	43,647.02	101,116.61	144,763.63	45,973.39	9,262.98
September 2020	District Network Infrastructure	400,000.00		400,000.00	150,656.81	49,721.60	200,378.41	41,256.89	158,364.70
June 2021	HJMS Renovation - Phase 3	23,965,620.00		23,965,620.00	1,437,414.31	11,718,283.26	13,155,697.57	7,390,946.32	3,418,976.11
June 2020	Underground Tank Replacement		325,000.00	325,000.00	-	275,362.68	275,362.68	42,450.00	7,187.32
June 2020	District Security Improvements		750,000.00	750,000.00	-	-	-	51,133.10	698,866.90
June 2020	SHS Partial Roof Replacement		2,600,000.00	2,600,000.00	-	41,994.70	41,994.70	23,725.00	2,534,280.30
		<u>\$ 50,527,093.65</u>	<u>\$ 5,820,000.00</u>	<u>\$ 56,347,093.65</u>	<u>\$ 15,506,985.11</u>	<u>\$ 16,453,711.53</u>	<u>\$ 31,960,696.64</u>	<u>\$ 8,101,981.35</u>	<u>\$ 16,284,415.66</u>

Town of Simsbury
Capital Non-Recurring Fund
Schedule of Expenditures Compared with Appropriations
For the Period Ended March 31, 2020

Project	Appropriations			Expenditures			Encumbrances Mar 31, 2020	Uncommitted Balance Mar 31, 2020
	Balance June 30, 2019	Current Year	Balance Mar 31, 2020	Balance June 30, 2019	Current Year	Balance Mar 31, 2020		
305 FY16 CNR Projects	1,225,013	-	1,225,013	1,210,324	-	1,210,324	-	14,689
300 FY17 CNR Projects	1,134,004	-	1,134,004	1,115,535	-	1,115,535	-	18,469
306 FY18 CNR Projects	1,126,121	-	1,126,121	1,014,218	86,160	1,100,378	6,069	19,674
307 FY19 CNR Projects	1,194,450	-	1,194,450	604,215	444,638.46	1,048,854	23,529	122,067
301 CNR Reserve (5 Year Payback)	1,900,000	-	1,900,000	-	-	-	-	1,900,000
30170006 CNR Assessor	61,500	60,000	121,500	-	-	-	-	121,500
30170005 Telephone System	-	40,000	40,000	-	39,855	39,855	-	145
30170007 Deep Water Wind	-	15,000	15,000	-	350	350	-	14,650
30170008 Automated Book Handler	-	73,640	73,640	-	31,817	31,817	31,823	10,000
30170009 Police Cruisers	-	130,000	130,000	-	-	-	-	130,000
30170010 Interview Rm Recording System	-	35,610	35,610	-	-	-	35,599	11
30170011 Radio Feasibility Study	-	35,000	35,000	-	-	-	-	35,000
30170012 Security Cameras	-	15,910	15,910	-	15,911	15,911	-	(1)
30170013 Ash Borer Tree Mitigation	-	36,500	36,500	-	25,600	25,600	10,900	-
30170014 Eno Clock Tower Repairs	-	21,000	21,000	-	-	-	-	21,000
30170015 PW Truck Replacement	-	180,000	180,000	-	180,000	180,000	-	0
30170016 PW PU Truck Replacement	-	35,000	35,000	-	35,614	35,614	-	(614)
30170017 Infared Asphalt Trailer	-	37,000	37,000	-	-	-	-	37,000
30170018 Plow Blades	-	28,000	28,000	-	27,501	27,501	-	499
30170019 Sanitary Sewer Lining	-	100,000	100,000	-	-	-	-	100,000
30170020 CPR PU Truck Replacement	-	40,000	40,000	-	-	-	29,811	10,189
30170021 Ice Rink Condenser	-	109,200	109,200	-	-	-	-	109,200
30170022 Paddle Court Maintenance	-	12,000	12,000	-	9,540	9,540	-	2,460
30170023 SF Security Fencing	-	30,000	30,000	-	-	-	-	30,000
30170024 Ice Rink Roof Painting	-	50,000	50,000	-	-	-	-	50,000
30170025 Playscapes	-	25,000	25,000	-	-	-	-	25,000
30170026 Plow & Sander Replacement	-	15,000	15,000	-	14,984	14,984	-	16
30180003 Buses/Vehicles/Equipment	-	382,000	382,000	-	266,089	266,089	-	115,911
30180004 Ceiling/Floor Replacement	-	50,000	50,000	-	-	-	-	50,000
30180005 Interior Improvements	-	70,500	70,500	-	-	-	-	70,500
30180006 Plumbing/Electric Modifications	-	10,000	10,000	-	-	-	-	10,000
30180007 Exterior Improvements	-	58,000	58,000	-	-	-	-	58,000
	<u>\$ 6,641,088</u>	<u>\$ 1,694,360</u>	<u>\$ 8,335,448</u>	<u>\$ 3,944,292</u>	<u>\$ 1,178,058</u>	<u>\$ 5,122,351</u>	<u>\$ 137,732</u>	<u>\$ 3,075,366</u>



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Revised Resolution to Extend Budget Process Timeframes

2. **Date of Board Meeting:** May 11, 2020

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Melissa A.J. Appleby, Deputy Town Manager
Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports revising the resolution extending the timeframes associated with the FY 20/21 budget development process to update the budget approval dates, the following motion is in order:

Move, effective May 11, 2020 to adopt the attached resolution modifying the timeframes associated with the FY 20/21 budget development process and authorizing the Board of Finance to adopt the final budget in accordance with Executive Order No. 71.

5. **Summary of Submission:**
At the March 23, 2020 meeting, the Board of Selectmen voted 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.

On March 21, 2020, the Governor issued Executive Order No. 71, which removes any in-person voting requirements, including referenda and town meetings requiring in-person votes, for purposes of adopting FY 20/21 municipal budgets and setting the mill rate. This Executive Order indicates that the Board of Selectmen needs to designate the Town's "budget-making authority" as the final body to adopt a budget and set the mill rate. Under our Charter, this body is the Board of Finance.

On April 6, 2020, the Board adopted a resolution to reinforce the new timeline, and also grant the Board of Finance the authority to adopt the FY 20/21 budget in lieu of holding the annual budget referendum, provided that the Executive Orders remain in place. This resolution has been revised to more accurately reflect the dates associated with the budget process, and needs to be approved this evening.

The Town Attorney assisted in preparing the resolution.

6. **Financial Impact:**
None

7. Description of Documents Included with Submission:

- a) Revised Resolution Pertaining to a Modified Calendar for the FY 20/21 General and Capital Fund Budgets Authorized by Executive Orders 2020-7B, 7C AND 7I

RESOLUTION

TOWN OF SIMSBURY BOARD OF SELECTMEN

RESOLUTION PERTAINING TO A MODIFIED CALENDAR FOR THE FY 2020-2021 GENERAL AND CAPITAL FUND BUDGETS AUTHORIZED BY EXECUTIVE ORDERS 2020-7B, 7C AND 7I

WHEREAS, on March 10, 2020, the Governor of the State of Connecticut (“Governor”) 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 (“President”) declared a national emergency to combat the coronavirus that is currently infecting the population of the United States; and

WHEREAS, on March 20, 2020, the Town Manager of the Town of Simsbury (“Town Manager”) declared a local state of emergency to ensure that local officials and the Town Manger have all the authorities necessary to limit the spread of COVID-19 disease and to protect the public safety of the Town of Simsbury; and

WHEREAS, the effects the transmission of COVID-19 has resulted in the spread of infections in the Town of Simsbury, 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, he has issued a series of Executive Orders setting forth the law governing the conduct of the business of state and municipal government during the period of the emergency; and

WHEREAS, on March 14, 2020, the Governor issued Executive Order No. 7B (“EO 7B”), paragraph 1 of which suspends all statutes, charter provisions,

ordinances and regulations mandating open meetings in order “...to permit any public agency to meet and take such actions authorized by the law without permitting or requiring in-person, public access to such meetings, and to hold such meetings or proceedings remotely by conference call, videoconference or other technology” (“Electronic Meetings”); and

WHEREAS, on March 15, 2020 the Governor issued Executive Order No. 7C (“EO 7C”), paragraph 5 of which extended “all budget deadlines for the preparation of the municipal budget” for the FY 2020-2021 “that falls on any date prior to and including May 15, 2020 are extended by thirty (30) days”; and

WHEREAS, the Simsbury Charter confers the legislative power of the Town of Simsbury in the Board of Selectmen, for all matters except those powers specifically reserved for the Town Meeting initiated by petition; and

WHEREAS, EO 7C permits the legislative body to “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” including any required public hearing(s), publication, referendum or final budget adoption: and,

WHEREAS, EO 7C postpones all submission dates as set forth in the Simsbury Charter until such time as the legislative body approves said modified scheduled and deadline consistent with the thirty (30) day extension; and,

WHEREAS, on March 21, 2020, the Governor issued Executive Order No. 7I (“EO 7I”), paragraph 13 of which dispenses with any in-person voting requirements, including referenda and town meetings requiring in-person votes, for purposes of adopting 2020-2021 fiscal year municipal budgets and setting the mill rate; in effect conferring final responsibility on the Board of Selectmen to designate the Board of Finance as the Town’s “budget-making authority” under the Charter to adopt a budget and set a mill rate, which roles are otherwise allocated by the Charter to the Automatic Referendum; and,

WHEREAS, EOs 7C and 7I do not alter or modify the control of line-items that fall squarely within the authority of the Board of Education budget and, thus, the Board of Education should comply with all submission requirements pertaining to budget deadlines adopted by the municipality, except as modified by this Resolution; and,

WHEREAS, on April 6, 2020 the Town of Simsbury Board of Selectmen adopted a version of this resolution extending the timeframes associated with the FY 2021 budget development process and authorizing the Board of Finance to adopt the final budget based on preliminary dates available at that time; and,

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Town of Simsbury Board of Selectmen pursuant to paragraph 5 of Executive Order 7C, the legislative body of the Town of Simsbury hereby sets forth the following modified schedule, process, and deadlines for the submission, deliberation and final action on the Town Budget for FY 2020-2021, which meetings shall be conducted in accordance with the requirements noticed in accordance with EO 7B ¶1.

1. The Town Manager has forwarded a proposed FY 2021 Town of Simsbury Budget and Board of Education Budget (the Annual Budget) consistent with the Simsbury Charter (Charter) to the Board of Selectmen and has made said proposed budgets available for public inspection on the Town's website.
2. The Board of Selectmen adopted its recommended Annual Budget on March 11, 2020 and forwarded it to the Board of Finance, consistent with the Charter.
3. The Board of Finance held public hearings on April 21, 2020 and May 5, 2020 in accordance with the Charter by means of Electronic Meeting and the Board of Finance accepted written public comment via email and hard copy document for both hearings.
4. The Board of Finance adopted the proposed FY 2021 Annual Budget and submitted it to the Town Clerk in accordance with the Charter on May 6, 2020 and caused said proposed Annual Budget to be available for public inspection on the Town's website on May 6, 2020.
5. The Board of Finance shall consider and approve as separate resolutions for the Town Government Budget, the Board of Education Budget and the Capital Non-Recurring Budget, and set the mill rate related to the FY 2021 budget, on Tuesday, May 19, 2020 in accordance with its bylaws and policies and conducted in accordance with the public meeting requirements outlined above. The adoption of said resolutions shall be deemed final approval of the Annual Budget.

6. BE IT FURTHER RESOLVED, all public hearings and meetings shall adhere to rules and protocols set for Electronic Meetings, including the use of online or telephonic conferencing and that no in-person meetings shall be held in consideration of this process.

Approved this 11th day of May, 2020.

BOARD OF SELECTMEN

Eric Wellman, First Selectman

ATTEST

Ericka L. Butler, Simsbury Town Clerk



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** FY 20/21 Operating Budget, Capital Budget and Budget Adoption Date
2. **Date of Board Meeting:** May 11, 2020

Individual or Entity Making the Submission:

Maria E. Capriola, Town Manager; Amy Meriwether, Finance Director/Treasurer; Melissa A.J. Appleby, Deputy Town Manager

Maria E. Capriola

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

If the Board of Selectmen supports adopting the operating and capital budgets and budget adoption date as presented, the attached resolutions should be adopted and read into the record.

5. **Summary of Submission:**

The Board of Finance held public hearings on the FY 20/21 Budget on April 23, 2020 and May 5, 2020. The Board of Finance closed the public hearing and adopted resolutions for the operating budget and the capital budget on May 5, 2020. The budget as approved by the Board of Finance results in a decrease to the median home taxpayer of \$49/year or -0.61%.

Due to the circumstances surrounding the COVID-19 pandemic, and in accordance with the Governor's Executive Order No. 71, this year's budget referendum will not be held. Final authority for adoption of the 20/21 budget has been given to the Board of Finance in accordance with the executive order and by resolution of the Board of Selectmen on April 6, 2020 (amended this evening). Final budget adoption is scheduled for May 19, 2020.

Today the Board of Selectmen should use the provided motions to adopt the same resolutions pertaining to the operating budget and capital budgets, approve the budget adoption questions and set the adoption date by the Board of Finance of Tuesday, May 19th.

6. **Financial Impact:**
Attached

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

- a) FY 20/21 BOS Final Resolutions and Budget Questions for the Board of Finance
- b) FY 20/21 BOS Capital Resolutions

FY 20/21 BOS Final Resolutions and Referendum Questions

Pursuant to Section 808 of the Town Charter the following motions were introduced at the Special Meeting of the Board of Finance on May 5, 2020:

Be it resolved, that the appropriation recommended and approved by the Board of Finance for the purposes of paying the expenses of the Board of Selectmen annual budget for the fiscal year ending June 30, 2021, shall be approved and implemented in the amount of **\$24,104,638**.

Be it resolved, that the appropriation recommended and approved by the Board of Finance for the purposes of paying the expenses of the Board of Education annual budget for the fiscal year ending June 30, 2021, shall be approved and implemented in the amount of **\$72,309,061**.

Be it resolved, that the appropriation recommended and approved by the Board of Finance for the purposes of paying the expenses of Sewer Use Fund (Sewer Treatment Plant), Residential Rental Properties, Simsbury Farms/Special Programs, Non-Public Schools, Debt Retirement/Capital and Capital Non-Recurring annual budgets for the fiscal year ending June 30, 2021, shall be approved and implemented in the amount of **\$12,429,922**.

In accordance with Executive Order No. 7I and the resolution adopted by the Board of Selectmen on April 6, 2020 (and amended on May 11, 2020), the recommended budgets will be submitted to the Board of Finance for adoption:

Questions for Budget Adoption by the Board of Finance:

1. Shall the appropriation recommended and approved by the Board of Finance for the purposes of paying the expenses of the Board of Selectmen annual budget for the fiscal year ending June 30, 2021, be approved and implemented in the amount of **\$24,104,638**?

2. Shall the appropriation recommended and approved by the Board of Finance for the purposes of paying the expenses of the Board of Education annual budget for the fiscal year ending June 30, 2021, be approved and implemented in the amount of **\$72,309,061**?

3. Shall the appropriation recommended and approved by the Board of Finance for the purposes of paying the expenses of Sewer Use Fund (Sewer Treatment Plant), Residential Rental Properties, Simsbury Farms/Special Programs, Non-Public Schools, Debt Retirement / Capital

and Capital Non-Recurring annual budgets for the fiscal year ending June 30, 2021, be approved and implemented in the amount of \$12,429,922?

MOTION TO SET THE BUDGET ADOPTION DATE

Move to set the date of Tuesday, May 19, 2020 for budget adoption by the Board of Finance.

TOWN OF SIMSBURY
Resolutions of the Board of Finance
Resolutions of the Board of Selectmen

RESOLVED,

Upon motion duly made, seconded and adopted, the reading into the minutes of the full text of the resolutions set out below is waived, copies of the resolutions having been made available to those in attendance, and recorded in these records immediately preceding these minutes.

RESOLVED, That the Board of Finance recommends and approves the following:

CIP #	<u>General Purpose Projects</u>	
	Radio System Upgrade	\$1,202,000
	Greenway Improvements (Cash)	\$ 135,000
	Highway Pavement Management (Bonding \$605,000; Cash \$200,000 & LoCIP Grant \$156,500; Town Aid Road Grant \$243,500)	\$1,205,000
	Sidewalk Reconstruction	\$ 200,000
	Various Drainage Improvements	\$ 125,000
	Wing Plow Truck (Town Aid Road Grant)	\$ 258,000
	PW Facility Paving & Storm Drainage	\$ 330,000
	<u>Sewer Use Fund (Cash)</u>	
	Secondary Clarifier Weir Covers	\$ 275,000
	<u>School Projects (Bonds)</u>	
	District Network Infrastructure	\$ 500,000

RESOLUTION APPROPRIATING FROM THE GENERAL FUND \$135,000 FOR GREENWAY IMPROVEMENTS

RESOLVED, That the Town of Simsbury appropriate from capital project funds ONE HUNDRED THIRTY-FIVE THOUSAND DOLLARS (\$135,000) for improvements to the Greenway including resurfacing, fence replacement, pavement markings and related improvements. The appropriation may be spent for design, engineering and other consultants' fees, construction, equipment, and other expenses related to the project. The Board of Selectmen may determine the particulars, and may reduce or modify the scope of the project, and the entire appropriation may be spent on the reduced or modified project.

RESOLUTION APPROPRIATING \$258,000 TOWN AID ROAD GRANT FOR ACQUISITION OF A WING PLOW TRUCK

RESOLVED, That the Town of Simsbury appropriate from capital project funds TWO HUNDRED FIFTY-EIGHT THOUSAND DOLLARS (\$258,000) for the acquisition of a wing plow truck for use by the Department of Public Works. The appropriation may be spent for acquisition costs and other expenses related to the project. The Board of Selectmen may determine the particulars, and may reduce or modify the scope of the project, and the entire appropriation may be spent on the reduced or modified project.

RESOLUTION APPROPRIATING FROM THE SEWER USE FUND \$275,000 FOR CLARIFIER WEIR COVERS

RESOLVED, that the Town of Simsbury appropriate from the Sewer Use Fund TWO HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$275,000) for clarifier weir covers. The appropriation may be spent for investigations, design, equipment, engineering, construction and materials, and other expenses related to the project. The Water Pollution Control Authority may determine the particulars, and may reduce or modify the scope of the project, and the entire appropriation.

RESOLUTION APPROPRIATING \$1,202,000 FOR AN UPGRADE TO THE TOWN RADIO SYSTEM; AND AUTHORIZING BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION

RESOLVED,

- (a) That the Town of Simsbury appropriate ONE MILLION TWO HUNDRED TWO THOUSAND DOLLARS (\$1,202,000) for an upgrade to the Town radio system. The appropriation may be spent for engineering and other consultants' fees, equipment costs, design and construction costs, legal fees, net temporary interest and other financing costs, and other expenses related to the project and its financing. The Board of Selectmen may determine the particulars, and may reduce or modify the scope of the project, and the entire appropriation may be spent on the reduced or modified project.
- (b) That the Town issue bonds or notes in an amount not to exceed ONE MILLION TWO HUNDRED TWO THOUSAND DOLLARS (\$1,202,000) to finance, in part, the appropriation for the project. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town. The term of the bonds or notes shall not exceed ten years.
- (c) That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project. The amount of the notes outstanding at any time shall not exceed ONE MILLION TWO HUNDRED TWO THOUSAND DOLLARS (\$1,202,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.
- (d) That the Town Manager and the Treasurer of the Town shall sign any bonds or notes by their manual or facsimile signatures. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and the Treasurer are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.
- (e) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and the Treasurer are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by

this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

- (f) That the Town Manager and the Treasurer are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.
- (g) That the Board of Selectmen, the First Selectman, the Town Manager, the Treasurer and other proper officers of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds, notes or other obligations to finance the aforesaid appropriation.

RESOLUTION APPROPRIATING \$1,205,000 FOR THE HIGHWAY PAVEMENT MANAGEMENT PROGRAM; AND AUTHORIZING BONDS AND NOTES IN THE AMOUNT OF \$605,000 TO FINANCE, IN PART, SAID APPROPRIATION

RESOLVED,

- (a) That the Town of Simsbury appropriate ONE MILLION TWO HUNDRED FIVE THOUSAND DOLLARS (\$1,205,000) for repaving, repair and rehabilitation of the Town roadways pursuant to the Town's pavement management program. Of such appropriation, \$200,000 is hereby appropriated from the General Fund; \$605,000 shall be financed by the issuance of bonds and notes of the Town; and the balance shall be paid by the following anticipated grants: Town Aid Road grant \$243,500 and LOCIP grant \$156,500. The appropriation may be spent for engineering and other consultants' fees, equipment costs, design and construction costs, legal fees, net temporary interest and other financing costs, and other expenses related to the project and its financing. The Board of Selectmen may determine the particulars, and may reduce or modify the scope of the project, and the entire appropriation may be spent on the reduced or modified project.
- (b) That the Town issue bonds or notes in an amount not to exceed SIX HUNDRED FIVE THOUSAND DOLLARS (\$605,000) to finance, in part, the appropriation for the project. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town. The term of the bonds or notes shall not exceed ten years.
- (c) That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project. The amount of the notes outstanding at any time shall not exceed SIX HUNDRED FIVE THOUSAND DOLLARS (\$605,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.
- (d) That the Town Manager and the Treasurer of the Town shall sign any bonds or notes by their manual or facsimile signatures. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and the Treasurer are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.
- (e) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the

project. The Town Manager and the Treasurer are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

- (f) That the Town Manager and the Treasurer are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.
- (g) That the Board of Selectmen, the First Selectman, the Town Manager, the Treasurer and other proper officers of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds, notes or other obligations to finance the aforesaid appropriation.

RESOLUTION APPROPRIATING \$200,000 FOR SIDEWALK RESURFACING AND RECONSTRUCTION; AND AUTHORIZING BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION

RESOLVED,

- (a) That the Town of Simsbury appropriate TWO HUNDRED THOUSAND DOLLARS (\$200,000) for sidewalk resurfacing and reconstruction, drainage and ADA accessibility improvements. The appropriation may be spent for planning, engineering, equipment, construction costs, and other expenses related to the project. The Board of Selectmen may determine the particulars, and may reduce or modify the scope of the project, and the entire appropriation may be spent on the reduced or modified project.
- (b) That the Town issue bonds or notes in an amount not to exceed TWO HUNDRED THOUSAND DOLLARS (\$200,000) to finance, in part, the appropriation for the project. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town. The term of the bonds or notes shall not exceed ten years.
- (c) That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project. The amount of the notes outstanding at any time shall not exceed TWO HUNDRED THOUSAND DOLLARS (\$200,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.
- (d) That the Town Manager and the Treasurer of the Town shall sign any bonds or notes by their manual or facsimile signatures. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and the Treasurer are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.
- (e) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and the Treasurer are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

- (f) That the Town Manager and the Treasurer are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

- (g) That the Board of Selectmen, the First Selectman, the Town Manager, the Treasurer and other proper officers of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds, notes or other obligations to finance the aforesaid appropriation.

RESOLUTION APPROPRIATING \$330,000 FOR DRAINAGE IMPROVEMENTS AND RESURFACING AT THE PUBLIC WORKS FACILITY; AND AUTHORIZING BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION

RESOLVED,

- (a) That the Town of Simsbury appropriate THREE HUNDRED THIRTY THOUSAND DOLLARS (\$330,000) for drainage improvements and resurfacing of the parking lot at the Public Works Facility. The appropriation may be spent for engineering and other consultants' fees, equipment costs, design and construction costs, legal fees, net temporary interest and other financing costs, and other expenses related to the project and its financing. The Board of Selectmen may determine the particulars, and may reduce or modify the scope of the project, and the entire appropriation may be spent on the reduced or modified project.
- (b) That the Town issue bonds or notes in an amount not to exceed THREE HUNDRED THIRTY THOUSAND DOLLARS (\$330,000) to finance, in part, the appropriation for the project. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town. The term of the bonds or notes shall not exceed ten years.
- (c) That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project. The amount of the notes outstanding at any time shall not exceed THREE HUNDRED THIRTY THOUSAND DOLLARS (\$330,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.
- (d) That the Town Manager and the Treasurer of the Town shall sign any bonds or notes by their manual or facsimile signatures. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and the Treasurer are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.
- (e) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and the Treasurer are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by

this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

- (f) That the Town Manager and the Treasurer are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.
- (g) That the Board of Selectmen, the First Selectman, the Town Manager, the Treasurer and other proper officers of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds, notes or other obligations to finance the aforesaid appropriation.

RESOLUTION APPROPRIATING \$125,000 FOR DRAINAGE IMPROVEMENTS; AND AUTHORIZING BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION

RESOLVED,

- (a) That the Town of Simsbury appropriate ONE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$125,000) for drainage improvements throughout the Town. The appropriation may be spent for engineering and other consultants' fees, equipment costs, design and construction costs, legal fees, net temporary interest and other financing costs, and other expenses related to the project and its financing. The Board of Selectmen may determine the particulars, and may reduce or modify the scope of the project, and the entire appropriation may be spent on the reduced or modified project.
- (b) That the Town issue bonds or notes in an amount not to exceed ONE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$125,000) to finance, in part, the appropriation for the project. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town. The term of the bonds or notes shall not exceed ten years.
- (c) That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project. The amount of the notes outstanding at any time shall not exceed ONE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$125,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.
- (d) That the Town Manager and the Treasurer of the Town shall sign any bonds or notes by their manual or facsimile signatures. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and the Treasurer are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.
- (e) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and the Treasurer are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by

this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

- (f) That the Town Manager and the Treasurer are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.
- (g) That the Board of Selectmen, the First Selectman, the Town Manager, the Treasurer and other proper officers of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds, notes or other obligations to finance the aforesaid appropriation.

RESOLUTION APPROPRIATING \$500,000 FOR IMPROVEMENTS TO THE DISTRICT NETWORK INFRASTRUCTURE; AND AUTHORIZING BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION

RESOLVED,

- (a) That the Town of Simsbury appropriate FIVE HUNDRED THOUSAND DOLLARS (\$500,000) for improvements to the District Network Infrastructure, including the replacement of network servers, routers, and storage devices. The appropriation may be spent for engineering and other consultants' fees, equipment costs, design and construction costs, legal fees, net temporary interest and other financing costs, and other expenses related to the project and its financing. The Board of Selectmen may determine the particulars, and may reduce or modify the scope of the project, and the entire appropriation may be spent on the reduced or modified project.
- (b) That the Town issue bonds or notes in an amount not to exceed FIVE HUNDRED THOUSAND DOLLARS (\$500,000) to finance the appropriation for the project. The bonds or notes shall be issued pursuant to Sections 7-369 and 10-289 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town. The term of the bonds or notes shall not exceed ten years.
- (c) That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project. The amount of the notes outstanding at any time shall not exceed FIVE HUNDRED THOUSAND DOLLARS (\$500,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.
- (d) That the Town Manager and the Treasurer of the Town shall sign any bonds or notes by their manual or facsimile signatures. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and the Treasurer are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.
- (e) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and the Treasurer are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by

this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

- (f) That the Town Manager and the Treasurer are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.
- (g) That the Board of Selectmen, the First Selectman, the Town Manager, the Treasurer, the Board of Education and other proper officers of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds, notes or other obligations to finance the aforesaid appropriation.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed FY 20/21 Budget Mailer
2. **Date of Board Meeting:** May 11, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Amy Meriwether, Finance Director/Treasurer;
Melissa A.J. Appleby, Deputy Town Manager
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the FY 20/21 budget mailer as presented, the following motion is in order:

Move, effective May 11, 2020 to approve and authorize issuance of the FY 20/21 budget mailer as presented.

5. **Summary of Submission:**
For many years, the Town and the Board of Education have jointly issued a budget mailer regarding the proposed operating and capital budgets in advance of the budget referendum. Attached is the proposed FY 20/21 budget mailer. In the past, the Board of Selectmen has approved the content of the mailer prior to issuance.

Typically, the budget mailer is sent to all residential and commercial properties in advance of the budget referendum. Because the referendum will not be held this year, the mailer will be sent after final adoption as an informational communication regarding the Town and Board of Education budgets.

Budget adoption by the Board of Finance is scheduled for May 19th. If the budget is approved, the budget mailer will be sent after that date to all residential and commercial properties in town.

6. **Financial Impact:**
The cost to print and mail the budget mailer has historically been around \$3,000. The cost to publish the budget mailer is shared with the Board of Education. Funds for this purpose are budgeted in the Board of Selectmen budget under the advertising line item; sufficient funds remain in this account for this purpose.
7. **Description of Documents Included with Submission:**
 - a) Proposed FY 20/21 Budget Mailer

Dear Neighbor,

Due to the circumstances surrounding the COVID-19 pandemic, and in accordance with the Governor's Executive Order No. 71, a budget referendum was not held this year. Final authority for adoption of the 2020-2021 budget was granted to the Board of Finance in accordance with the executive order and by resolution of the Board of Selectmen on April 6, 2020. The information presented here is intended to provide an overview of the Town and Education operating and capital budgets, which were adopted by the Board of Finance on May 19, 2020.

BUDGET OVERVIEW

Board of Selectmen

Total Budget:

- \$24,104,637
- 0.56% increase
- \$134,499 in new dollars

Board of Education

Total Budget:

- \$72,309,061
- 2.01% increase
- \$1,428,083 in new dollars

TOWN OF SIMSBURY GENERAL FUND BUDGETS

	FY2019/20 Budget	FY2020/21 Budget	Change	Percent Change
Town Operating Budget	\$22,219,073	\$23,214,826	\$995,753	4.48%
Operating Transfers	1,751,065	889,811	(861,254)	-49.18%
Total Town Budget	23,970,138	24,104,637	134,499	0.56%
School Operating Budget	70,880,978	72,309,061	1,428,083	2.01%
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	102,436,547	1,101,715	1.09%
Anticipated Non-Tax Revenue	9,376,271	10,013,768	637,497	6.80%
Use of Fund Balance (Transfers)	850,000	-	(850,000)	-100.00%
Total Non-Tax Revenue	10,226,271	10,013,768	(212,503)	-2.08%
Balance to be Raised by Property Tax	\$91,108,561	\$92,422,779	\$1,314,218	1.44%

TOWN BUDGET HIGHLIGHTS

REVENUE DRIVERS

- **Grand List:** Total valuation increased by 2.6%, generating approximately \$2.4 million new revenue

EXPENDITURE DRIVERS

- **Debt Service:** \$548,647 increase for previously issued debt for capital projects
- **Pension/other post-employment benefits:** \$315,934 increase to meet the actuarial required contribution
- **Salaries:** \$291,844 increase for contractual requirements and statutory change to minimum wage
- **Police Department reorganization:** \$183,872 for Deputy Chief position, \$4,260 to upgrade one position to Lieutenant (benefits included in cost estimates)
- **Assessor inspection services:** \$25,000, estimated to generate \$65,000 in revenue
- **Library materials:** \$20,000 increase for digital and print content for adults, teens, and business resource center
- **Use of Fund Balance:** \$850,000 decrease due to one-time transfer from reserves to the Health Insurance Fund

MILL RATE AND MEDIAN HOME IMPACT

Mill Rate Impact

Current Mill Rate – 37.32

New Mill Rate – 37.09

Decrease of 0.23 mills or -0.61%

Median Home Impact

Current Median Home Taxes – \$7,986

New Median Home Taxes – \$7,938

Decrease of \$49 or -0.61%

KEY FACTS ABOUT SIMSBURY PUBLIC SCHOOLS

ENROLLMENT HISTORY & PROJECTION AS OF OCT. 1

	2018	2019	2020*
Elementary Schools K-6	1,989	2,038	2,095
Middle School 7-8	610	633	635
High School 9-12	1,419	1,354	1,295
Total	4,018	4,025	4,025

*Milone & MacBroom projections

Benchmarking Per Pupil Expenditures 2018-19 Comparative Data

Simsbury\$17,450

- Per pupil spending is 94th out of 169 of all towns in Connecticut
- Per pupil spending is 9th out of 27 of all towns in the Hartford area
- Per pupil spending is 13th out of 21 of all Demographic Reference Group B towns

Demographic Reference Group B Average \$17,230
State Average \$18,810

Source: CT State Department of Education - Bureau of Grants Management





Simsbury Board of Education
 Simsbury Board of Selectmen
 933 Hopmeadow Street
 Simsbury, CT 06070

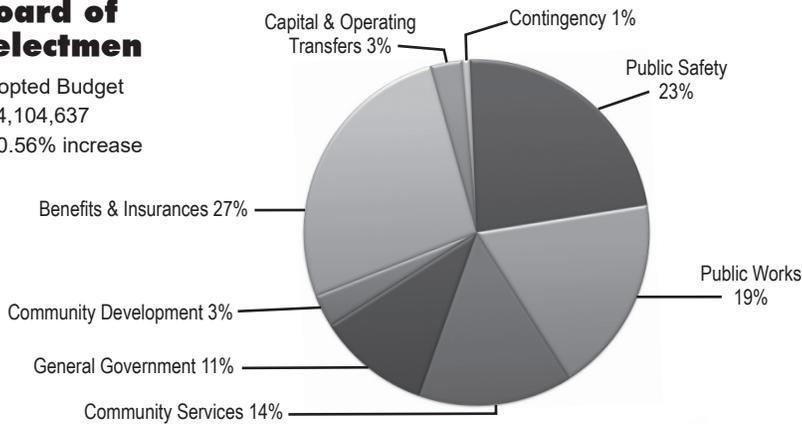
Inside...

- Board of Selectmen & Board of Education Budgets
- Town Budget Highlights
- Key Facts About the Simsbury Public Schools

Adopted 2020-2021 Budgets

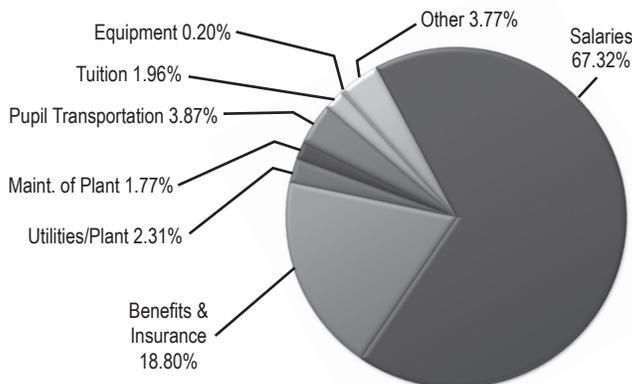
Board of Selectmen

Adopted Budget
 \$24,104,637
 or 0.56% increase



Board of Education

Adopted Budget
 \$72,309,061
 or 2.0% increase



Year-by-Year Budget Data

Item	16-17	17-18	18-19	19-20	20-21
BOS Operating Budget	3.30%	15.98%	-7.01%	14.03%	0.56%
BOE Operating Budget	1.51%	0.99%	1.50%	2.50%	2.01%

	10 Year Avg.	5 Year Avg.
BOS Operating Budget	2.99%	5.42%
BOE Operating Budget	1.49%	1.47%

Have a Question About the Budget?

Board of Selectmen

Eric Wellman, First Selectman
 tel. (860) 658-3231 or EWellman@simsbury-ct.gov
 Maria E. Capriola, Town Manager
 tel. (860) 658-3230 or townmanager@simsbury-ct.gov

Board of Education

Susan Salina, Chairman
 tel. (860) 408-9743 or ssalina@simsburyschools.net
 Matthew T. Curtis, Superintendent
 tel. (860) 651-3362 or mcurtis@simsburyschools.net

Board of Finance

Robert Pomeroy, Chairman, RPomeroy@simsbury-ct.gov

For a complete listing of Board members and itemized budget information, please go to:
www.simsbury-ct.gov (BOS and BOF members)
www.simsbury.k12.ct.us (BOE members)



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Summer 2020 Pool Season Proposal and Revised Aquatics Fee Schedule
2. **Date of Board Meeting:** May 11, 2020
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Tom Tyburski, Director of Culture, Parks and Recreation *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectman is in concurrence with operating the Simsbury Farms Pool for the 2020 season, despite the projected deficit due to COVID-19 restrictions, the following motion is in order:

Move, effective May 11, 2020, to approve operating the Simsbury Farms pool for the 2020 season and the revised fee schedule as presented.
5. **Summary of Submission:**
In light of the anticipated easing of COVID-19 virus restrictions, the Culture, Parks and Recreation Department is expecting the State of CT, Department of Public Health to allow for public swimming pools to operate but with restrictions to avoid the spread of the virus. Staff is proposing to limit the amount of children in swimming lessons and to also limit the amount patrons allowed into the pool area during public sessions to allow for safe social distancing. Due to the new restrictions staff is proposing to alter the previously approved Summer 2020 Aquatics Fee Schedule to reflect changes in proposed aquatic programming this summer.
6. **Financial Impact:**
Based on the average of the last four years of participation, the 2020 proposed changes to the fee schedule will project a significant decrease in revenues to the Parks and Recreation Fund. Staff estimates the subsidy needed to run the pool (at current fee projections) for the 2020 season to be approximately \$100,000.

If the Board of Selectmen supports this course of action, it will also be presented to the Board of Finance at their May 19th meeting due to the financial impact on the Parks and Recreation Special Revenue Fund.
7. **Description of Documents Included with Submission:**
 - a) Revised Proposed 2020 Aquatics Fee Schedule
 - b) COVID Pool Opening Executive Summary

2020 AQUATIC AND DAY CAMP FEES

ANNUAL RECREATION FEES	2017	2018	2019 BOS Approved	2020 Proposed	Projected Additional Revenue	COVID-19 Proposed Fee	COVID-19 Estimated Revenues	Previously Proposed Revenues
Aquatics								
Season Passes	Presale/In Season	Presale/In Season	Presale/In Season	Presale/In Season				
Family of 4 **	\$125.00/\$175.00	\$125.00/\$175.00	\$130.00/\$199.00	\$145/\$200	\$ 7,383	\$75	\$32,568.75	\$89,070.00
Individual	\$70.00/\$95.00	\$70.00/\$95.00	\$75.00/\$109.00	\$80/\$110	\$ 123	\$40	\$930.00	\$19,280.00
Additional	\$20.00/\$25.00	\$20.00/\$25.00	\$25.00/\$29.00	\$25/\$30	\$ 41	\$20	\$2,745.00	\$9,150.00
Senior	\$35.00/\$45.00	\$35.00/\$45.00	\$35.00/\$45.00	\$40/\$50	\$ 180	\$40	\$1,080.00	\$1,530.00
Non Resident Family of Four	\$175.00/\$230.00	\$175.00/\$230.00	\$180.00/\$269.00	\$200/\$300	\$ 959			\$9,500.00
Non Resident Individual	\$95.00/\$145.00	\$95.00/\$145.00	\$100.00/\$159.00	\$110/\$170	\$ 52			\$670.00
Non Resident Additional	\$55.00/\$60.00	\$55.00/\$60.00	\$60.00/\$69.00	\$60/\$70	\$ 3			\$870.00
Non Resident Senior	\$40.00/\$45.00	\$50.00/\$60.00	\$50.00/\$65.00	\$55/\$70	\$ 40			\$470.00
Session Fees								
Resident	\$5.00	\$5.00	\$5.00	\$5.00		\$3	\$4,351.50	\$21,275.00
Non-resident	\$7.00	\$7.00	\$7.00	\$8.00	\$ 1,286			\$10,288.00
After 6:00 p.m. Resident	\$2.50	\$2.50	\$3.00	\$3.00				\$648.00
After 6:00 p.m. Non-Resident	\$3.50	\$3.50	\$4.00	\$5.00	\$ 45			\$225.00
Discount Card (Res/Non-Res)	\$50/\$70 - 11 visits	\$50/\$70 - 11 visits	\$50/\$70 - 11 visits	\$50/\$80 - 11 visits	\$50			\$2,150.00
Learn-to-Swim	\$40.00/\$50.00	\$ 40.00/\$50.00	\$ 40.00/50.00	\$50/\$60	\$ 6,230	\$50/\$60	\$15,000	\$30,000.00
Swim Team	\$140.00	\$140.00	\$145.00	\$155.00	\$ 950	\$155.00	\$9,189	\$14,725.00
Pool Rental (per 2 hrs.)	\$450.00	\$450.00	\$450.00	\$450.00			0	\$90.00
			TOTAL		\$ 17,342.00		\$65,864.25	\$209,941.00
Pool Concessions							\$7,500	\$20,000.00
Day Camps								
Camp Stuff-Ta-Doo	165.00	\$165.00	\$175	\$195	\$11,880			<i>modified?</i>
Koala Kids	105.00	\$105.00	\$195 & \$105	\$120	\$1,680	removing full day option		<i>modified?</i>
Awesome Adventure	260.00	\$265.00	\$235	\$265	\$4,470			<i>cancelled</i>
Playground Explorers (discontinuing program in 2019)	145/280/65 190/340/95	\$235.00						
		(1 child season pass option only)	TOTAL		\$18,030			
** Pass rates are discounted prior to June 1								
<p>Special Promotions and Discounts: When Culture, Parks and Recreation Staff finds it to be in the best interest of the Town, from time to time, they may exercise their discretion to issue special promotions and discounts to encourage use of Town recreational facilities and programs. Any such special promotion or discount shall be approved by the Town Manager prior to implementation.</p>								

2020 AQUATIC AND DAY CAMP FEES

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

COVID Pool Opening - Executive Summary:

Due to the severity and uncertainty of the disease, COVID-19 has drastically changed the foreseeable future for all public recreation facilities across the United States. Simsbury Farms Pool is no exception to this change. Simsbury Farms Pool employs a seasonal staff of about 50 lifeguards, and is managed by a staff of pool directors, and Recreation Supervisor, John Thibeault. After an Aquatic Staff-wide discussion, efforts have been made to construct a comprehensive plan that aims to reopen Simsbury Farms for the summer of 2020. Looking at these plans from a high level, social distancing must be enforced along with other measures, in order for the pool to exist as a safe place for public swimmers. This will require many changes to the operations of the facility. In addition, the staff of pool directors, lifeguards, and swim instructors will need additional, and specific training to ensure safety for themselves, and the public. These trainings will include modifications to facility cleaning protocols, first aid administration, and the Emergency Action Plan. While the impending changes to the operation of Simsbury Farms are new to implement, they are essential in order to provide safe, summer entertainment to the public users. As a result of the changes in operation, Simsbury Farms will not project to generate the same revenue as in past summers. In the summer of 2020, the goal of Simsbury Farms is to provide town residents with a safe aquatic facility in which to recreate. As a result, it will not produce the same amount of revenue on a day to day, or season pass basis. Finally, recommendations regarding the Simsbury Summer Recreation Camps and the Memorial Pool in Simsbury are supplied as well. This plan is comprehensive to date, but does not include all or final logistics in terms of operating schedules, maximum occupancy, or other specific details as the Department is still awaiting on guidance from the State of CT Department of Public Health concerning Summer Aquatics programs.

Opening Logistics:

Dates of Operation:

Simsbury Farms pool was originally projected to begin operations for its summer 2020 season on June 9, 2020. This date has been tentatively moved back to June 20, 2020. This date will need to be determined as quickly as possible, in order to properly prepare the pool, complete necessary staff training sessions, and to communicate the plan of action to the public. The pool will continue to operate for as long as deemed safe, or until the end of the summer season in August.

Hours of Operation:

The hours of Simsbury Farms pool have previously operated under the following schedule:

Monday- Friday:

7:30-9:30 am	Swim Team
9:00-10:00 am	Lap Swim
10:00-12:00 pm	Public Swimming Lessons
12: 00-1:00 pm	Public Swim for Season Passholders
1:00- 8:00 pm	Public Swim
7:00-8:00 pm	Lap Swim

Saturday & Sunday:

11:00-12:00 pm	Lap Swim
12:00-6:00 pm	Public Swim

The previous hours of operation will not accommodate the changes required for new cleaning and or social distancing protocols. Thus, there are many options for new schedules of daily operation for

Monday-Friday. These options are dependent on whether or not swimming lessons and swim team will occur this summer.

Some sample Monday-Friday schedules are provided below:

Option 1: Monday-Friday (3 hour public swim blocks, Swim team and lessons permitted)

7:30-9:30am	Swim Team Practice
8:30-9:30am	Lap Swim
9:30-10:00am	Clean
10:00-12:00pm	Lessons
12:00 - 12:30pm	Lap Swim
12:30 – 1:00pm	Clean
1:00-4:00pm	Session 1- Public Swim Session
4:00-4:30pm	Clean
4:30 - 7:30pm	Session 2- Public Swim Session

Option 2: Monday-Friday (3 Hour Public Swim Blocks, no Swim Team or lessons)

8:00 - 9:00am	Lap Swim
9:00 - 12:00pm	Session 1- Public Swim Session
12 - 12:30pm	Lap Swim
12:30 – 1:00pm	Clean
1:00 - 4:00pm	Session 2- Public Swim Session
4:00 - 4:30pm	Clean
4:30 - 7:30pm	Session 3- Public Swim Session

Weekend Schedule for Saturday & Sunday:

10:00-12:00pm	Lap Swim and lessons
12:00-3:00pm	Session 1 - Public Swim Session
3:00-3:30pm	Clean
3:30-6:30pm	Session 2 - Public Swim Session

Payment options:

Simsbury Farms will aim to limit points of contact between staff and the public wherever possible. Therefore we will look to implement a preregistration admission process to be done on our website prior to arrival at the pool. Only those patrons who have registered for a specific session will be allowed in the facility. This system allows us to cap the number of patrons in the facility during a session, to a number to be determined with the Dept. of Public Health that allows for proper social distancing.

As in previous years, Simsbury residents will be urged to purchase season passes online. These passes will allow the holders a unique time period to register for a session on the following day. Any spots not sold will then be available for the general public for purchase online, the morning of session.

This system will allow us to be totally payment free onsite and to be able to limit the amount of patrons on the pool deck.

Simsbury Farms Projected Staff Expense/Revenue

Projected Staff Expense (under Option 1)	M-F	\$225/hr x 4 hours = \$ 900/Day
	M-F	\$172/hr x 8 hours = \$ 1,376/Day
	S/S	\$172/hr x 7 hours = <u>\$ 1,204/Day</u>
		Total <u>Week</u> <u>\$13,788</u>

Total 9 Week Season **\$124,092**

Estimated Revenue (under **Option 1**)

Swim Team 2019 - \$12,252 Estimated 75% reduction	\$ 9,189	
Swim Lessons 2019 - \$30,015 Estimated 50% reduction	\$15,007	
Public Swim – Passes & Admission	\$41,677	
Snack Bar	<u>\$ 7,500</u>	
Total Est. Revenue		<u>\$73,373</u>
Total		(\$50,719)

Projected Staff Expense (under **Option 2**) M-F \$172/hr x 11 hours = \$ 1,892/Day

S/S \$172/hr x 7 hours = \$ 1,204/Day

Total Week \$ 11,868

Total 9 Week Season **\$106,812**

Estimated Revenue (under **Option 2**)

Public Swim – Passes & Admission	\$41,677	
Snack Bar	<u>\$ 7,500</u>	
Total Est. Revenue		<u>\$49,177</u>
Total		(\$57,635)



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Neighborhood Assistance Act Program Proposal;
Schedule Public Hearing

2. **Date of Board Meeting:** May 11, 2020

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

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the Simsbury Grange's proposal under the Neighborhood Assistance Act, the following motion is in order:

Move, effective May 11, 2020 to set a public hearing to receive public comment on the proposal submitted by the Simsbury Grange pursuant to the 2020 Connecticut Neighborhood Assistance Act for 6:00pm on Wednesday, May 27, 2020.

5. **Summary of Submission:**
In March 2020, the Town was notified by the State Department of Revenue Services (DRS) that the 2020 Neighborhood Assistance Act (NAA) application is available to tax-exempt organizations. This program provides a tax credit to businesses that make cash investments in qualifying community programs conducted by tax-exempt or municipal agencies. Examples of qualifying community programs include energy conservation projects, neighborhood assistance, job training, education, community services, and crime prevention. Programs must be approved by both the municipality in which the programs are conducted and by DRS.

Notice of this opportunity was posted to the Town website, distributed via News & Announcements and social media, and was sent directly to Town departments, the Housing Authority, and the Performing Arts Center.

The Town Manager's Office has received one NAA program proposal. The Simsbury Grange is seeking funds for an energy efficiency and conservation project, including the replacement of windows, a ductless mini-split to eliminate window units, and attic insulation. The Grange participated in this program in 2018 and 2019; with funds received in those rounds, the Grange was able to repair a broken window and storm door, install ceiling fans, and install new lighting.

A public hearing is required prior to approval of the application by the Board of Selectmen. The attached proposal will be re-submitted to the Board of Selectmen at that time for consideration and possible approval subsequent to the hearing. If the

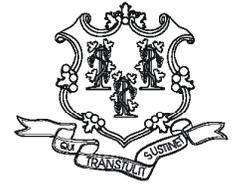
Board approves the application, staff will submit it to DRS in advance of the July 1 deadline. We will receive notification in August as to whether or not the programs were approved. Businesses requesting a tax credit under the program are required to apply for participation between September 15 and October 1.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

a) 2020 Simsbury Grange NAA Program Application



Municipality: _____

Form NAA-01

2020 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____

Address: _____

Federal Employer Identification Number: _____

Program title: _____

Name of contact person: _____

Telephone number: _____ — —

Email address: _____

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ _____

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

Yes No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- Energy conservation; or
- Comprehensive college access loan forgiveness (see Conn. Gen Stat. § 12-635(3)).

60% credit percentage

- Job training/education for unemployed persons aged 50 or over;
- Job training/education for persons with physical disabilities;
- Program serving low-income persons;
- Child care services;
- Establishment of a child day care facility;
- Open space acquisition fund; **or**
- Other (specify): _____

Description of program: _____

Need for program: _____

Neighborhood area to be served: _____

Plan to implement the program: _____

Timetable:

Program start date: _____

Program completion date: _____

The program completion date must not be more than two years from the program start date. A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.

Part III — Financial Information

Program Budget:

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested _____

Other funding sources - itemized sources:

a) _____

b) _____

c) _____

d) _____

Total Funding: _____

Proposed Program Expenditures:

Direct operating expenses - itemized description:

a) _____

b) _____

c) _____

d) _____

Administrative expenses - itemized description:

a) _____

b) _____

c) _____

d) _____

Total Proposed Expenditures: _____

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: _____ _____
Mailing address: _____ _____
Name of municipal liaison: _____
Telephone number: _____ - _____ - _____
Fax number: _____ - _____ - _____
Email address: _____

<p style="text-align: center;">Post-Project Review</p> <p style="text-align: center;">Is a post-project review required for this proposal?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">If Yes, date post-project review due:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>

2020 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01**, *2020 Connecticut Neighborhood Assistance Act (NAA) Program Proposal*. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Contact Information* below.

Part I – General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II – Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III – Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program.

This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV – Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with DRS for all NAA matters.

Post-Project Review: Any program receiving \$25,000 or more in NAA funding is required to provide a post-project review, prepared by a certified public accounting firm, to the municipality overseeing the program. This review must be submitted to the municipality no later than three months after the program completion date.

Contact Information

Direct inquiries to:

Department of Revenue Services (DRS)
Neighborhood Assistance Act Program
Attn: Research Unit
450 Columbus Blvd Ste 1
Hartford CT 06103-1837

or call **860-297-5687**.

TTY, TDD, and Text Telephone users only may transmit inquiries anytime by calling 860-297-4911. Taxpayers may also call 711 for relay services. A taxpayer must tell the 711 operator the number he or she wishes to call. The relay operator will dial it and then communicate using a TTY with the taxpayer.



990N E-Postcard Filing Confirmation for
SIMSBURY GRANGE No. 197
(This Grange falls under the group exemption of the
Connecticut State Grange, Patrons of Husbandry)

Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** CONNECTICUT STATE GRANGE PATRONS OF HUSBANDRY
- **EIN:** 060945695
- **Tax Year:** 2018
- **Tax Year Start Date:** 10-01-2018
- **Tax Year End Date:** 09-30-2019
- **Submission ID:** 10065520200563524704
- **Filing Status Date:** 02-25-2020
- **Filing Status:** Accepted

MANAGE FORM 990-N SUBMISSIONS



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Andrew Brazer from Board of Ethics
2. **Date of Board Meeting:** May 11, 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, effective May 11, 2020, to accept the resignation of Andrew Brazer as a regular member of the Board of Ethics retroactive to April 1, 2020.

5. **Summary of Submission:**
The Town Clerk has received the resignation of Andrew Brazer as a regular member of the Board of Ethics. Mr. Brazer's term was to expire 1/1/2023. Pursuant to our Charter, since Mr. Brazer was a Republican, his replacement must be from the same political party.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
a) A. Brazer's Resignation Letter, dated April 29, 2020

TOWN OF
SIMSBURY
CONNECTICUT

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

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

Submission information

Form: [Resignation Submission Form](#) [1]
Submitted by Anonymous (not verified)
April 29, 2020 - 4:11pm
24.91.73.57

Member's Name

Drew Brazer

Type of Member

Regular

Name of Board/Commission

Town Ethics Board

Effective Date of Resignation

4/1/2020

Reason for Resignation

Changing Party

Any Additional Comments

Source URL: <https://www.simsbury-ct.gov/node/98363/submission/17863>

Links

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



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of James Fleming from the Police Commission
2. **Date of Board Meeting:** May 11, 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, effective May 11, 2020, to accept the resignation of James Fleming as a regular member of the Police Commission retroactive to April 22, 2020.
5. **Summary of Submission:**
The Town Clerk has received the resignation of James Fleming as a regular member of the Police Commission. Mr. Fleming's term was to expire January 1, 2021. Pursuant to our Charter, since Mr. Fleming was a Republican, his replacement must be from the same political party.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) J. Fleming's Resignation Letter, dated April 22, 2020

Mr Chairman,

Thank you for your leadership in helping resolve the latest issue with the on- going dispute with Town Manager concerning the authority of the Simsbury Police Commission.

I believe in the rule of law and find this situation untenable.

Effective immediately I resign my position as Commissioner on the Simsbury Police Commission.

Respectfully submitted,

James Fleming

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:04 p.m. on ZOOM due to COVID-19. Present were: First Selectman Eric Wellman; Deputy First Selectman Sean Askham; Board members Jackie Battos; Wendy Mackstutis, Michael Paine, and Chris Peterson. Also in attendance was Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; and Director of Public Works Tom Roy.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Mr. Wellman said if anyone has comments for Public Audience, please email EButler@Simsbury-ct.gov.

Joan Coe, 26 Whitcomb Drive, spoke about the amended Declaration of Local State of Emergency, the Police Department, her outstanding FOI requests, the Simsbury Golf Course, the past Zoning Officer, and other issues.

FIRST SELECTMAN’S REPORT

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

TOWN MANAGER’S REPORT

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

SELECTMEN ACTION

a) Tax Refund Requests

Ms. Mackstutis made a motion, effective April 27, 2020 to approve the presented tax refunds in the amount of \$462.88, 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) Bid Waiver for Tecton Architects to Perform a Town-Wide Buildings Assessment & Master Plan

Mr. Wellman said the Board of Education is going through its own master planning process on their facilities. The Town budgeted money to perform a building assessment of its own about 4 years ago. Due to the similarity in scope and the shared Capital Improvement Plan with the Board of Education, there are benefits to using the same Tecton team.

Ms. Capriola said they felt it was a great idea to use the same firm to evaluate the Town buildings as the School buildings. They are hoping to secure a work order system at the end of the project and there would be savings.

Mr. Roy said the Town was already involved in the selection Tecton for the Board of Education and now the information can be done for the Town in the exact same format. He also went through the scope of the project.

After some discussion, Mr. Paine made a motion, effective April 27, 2020, to waive the RFP (Request for Proposal) process for the Town-wide Buildings Assessment and Master Plan and authorize Town Manager, Maria E. Capriola, to execute a contract with Tecton Architects. Ms. Battos seconded the motion. All were in favor and the motion passed.

a) Farmington Valley Health District Reappointment

Mr. Wellman said the Town has three members of the Farmington Valley Health District Board. Mr. Shea’s term expires on May 8, 2020.

Ms. Battos made a motion, effective April 27, 2020, to reappoint Jeff Shea to the Farmington Valle Health District Board of Health for a three-year term effective May 8, 2020. Mr. Paine seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of April 6, 2020

Ms. Mackstutis made a motion to make a correction under COMMUNICATIONS, page 5, 1st paragraph to endorse the letter on the COVID 19 pandemic that was written by the Board of Selectmen instead of written by Ms. Capriola. Mr. Askham seconded the motion. All were in favor and the motion passed.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- a) **Personnel** – there was no report at this time.
- b) **Finance** – Mr. Askham said he feels the Board of Finance is doing an excellent job and public comment has been heard about the proposed budget. They are working hard and thoughtfully in these trying times.
- c) **Welfare** – there was no report at this time.
- d) **Public Safety** – Mr. Askham said the Public Safety Commission is still meeting on Thursday mornings for updates. He feels that public input is very important. They had discussed signage enforcement and how to be thoughtful and respectful at this time as most signage is for our own safety.
- e) **Board of Education** – there was no report at this time.

COMMUNICATIONS

- a) **Memo from T. Roy RE: 2020 Paving Memo** – no discussion at this time.
- b) **Revised Emergency Declaration, dated April 17, 2020 and Legal Opinion RE: Enforcement of Governor Lamont’s Executive Orders from R. DeCrescenzo, dated April 10, 2020** –no discussion at this time.

ADJOURN

Mr. Askham made a motion to adjourn at 6:45p.m. Mr. Paine seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio, Clerk