

# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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## **SIMSBURY BOARD OF SELECTMEN Regular Meeting – June 22, 2020 – 6:00 p.m.**

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC HEARING**

- a) Disposition of Holcomb Street Open Space Parcel

### **PUBLIC AUDIENCE**

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

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

### **SELECTMEN ACTION**

- a) Tax Refund Requests
- b) Proposed Deputy Chief of Police Classification
- c) Supplemental Appropriation to CNR Fund – Body Worn Cameras and Car Cameras
- d) Proposed Ordinance to Prohibit the Intentional Feeding of Wildlife
- e) Vacation Carryover Requests
- f) Town Manager's Draft FY 20/21 Goals

### **APPOINTMENTS AND RESIGNATIONS**

- a) Proposed Appointment of Tolly Gibbs to the Library Board of Trustees

### **REVIEW OF MINUTES**

- a) Regular Meeting of June 8, 2020

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

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

**COMMUNICATIONS**

- a) Letter from M. Capriola, re: Appointment of Michael Berry as Emergency Management Director,  
dated June 18, 2020

**ADJOURN**



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Public Hearing - *Disposition of a portion of open space located along the rear/eastern property line for 133 Holcomb Street*
2. **Date of Board Meeting:** June 22, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development; Tom Tyburski, Director of Culture Parks and Recreation; Jeff Shea, Town Engineer *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
No action is needed during the public hearing. After the public hearing is closed and at a future date, the Board can determine whether to approve the sale of open space as presented.
5. **Summary of Submission:**  
At the May 27, 2020 Board of Selectmen meeting a public hearing was scheduled to receive public comment on the *Disposition of a portion of open space located along the rear/eastern property line for 133 Holcomb Street* for 6:00pm on Wednesday, June 22, 2020. This public hearing is a requirement of the Town Code.

The public hearing notice is attached.

The property owner of 133 Hopmeadow Street has contacted the Town of Simsbury regarding the potential sale of a portion of open space which is located along the eastern/rear portion of the property. While the public hearing is specific to the sale of open space, the same property owner has been involved with discussions with the Town of Simsbury concerning the purchase of an easement along Tariffville Road to accommodate the construction of a bike/pedestrian path which would connect the Farmington Canal trail to Curtiss Park in Tariffville. The discussion regarding purchasing this easement prompted the property owner to request purchasing a portion of the open space behind his residence off Holcomb Street.

The subject property was part of a 3 lot subdivision. A condition of approval for the subdivision was that a portion of the rear of the original lot would be set aside as preserved open space deeded to the Town of Simsbury. The plan was approved and open space was deeded to the Town of Simsbury. Over the years, the abutting property owner maintained and used the open space.

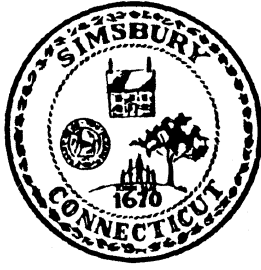
Pursuant to the Town Code and Connecticut General Statutes, the proposed sale was forwarded to the Planning Commission, Conservation Commission, and Open Space Committee. Staff prepared a memorandum that outlines the findings/reports from the various commissions.

**6. Financial Impact:**

The abutting property owner is intending to purchase the portion of open space. The sale would result in payment made to the Town of Simsbury.

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

- a) Public Hearing Legal Notice
- b) Subdivision Map; Illustrating Proposed Sale
- c) Aerial Photograph from GIS Documenting Existing Conditions
- d) Memorandum Summarizing Reports from Land Use Commissions Re: Open Space Disposition
- e) Memorandum Summarizing Referral Responses Re: Bike Path Easement



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## LEGAL NOTICE TOWN OF SIMSBURY BOARD OF SELECTMAN – PUBLIC HEARING

**Public Hearing Date: Monday, June 22, 2020 at 6:00 p.m.**

The Board of Selectman of the Town of Simsbury will hold a Public Hearing at the Regular Meeting on June 22, 2020 at 6:00 p.m. via Zoom on the following:

- Proposal for the sale by the Town of a parcel of Town owned open space land adjacent to 133 Holcomb Street pursuant to Simsbury Town Code §21-8 and upon positive referrals from the Planning Commission, Conservation Commission and Open Space Committee.

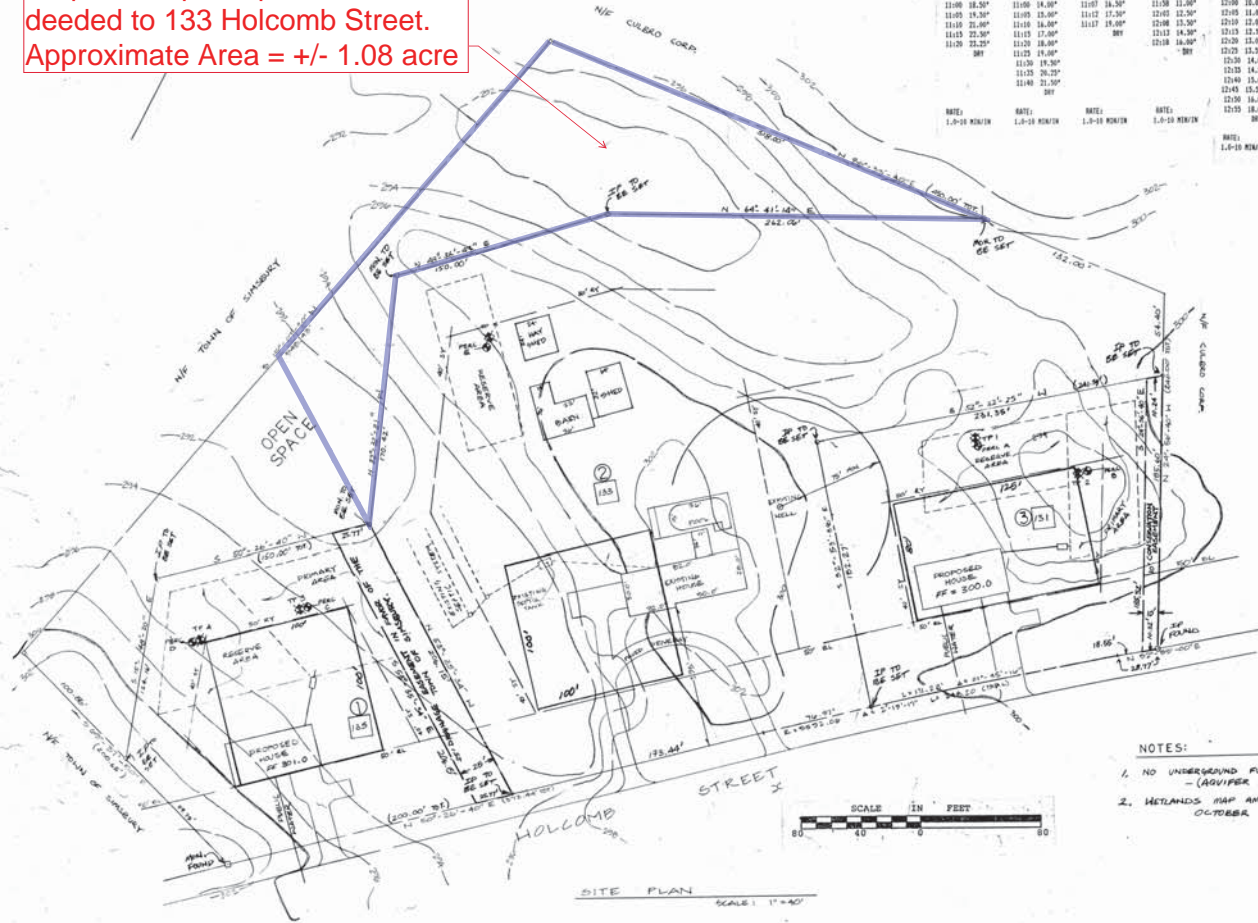
Pursuant to Executive Order No. 7B, issued by the Governor on March 14, 2020, in-person public access to Public Hearings is suspended. The public may view the meeting live and rebroadcasted on Comcast Channels 96 and 1090, Frontier Channel 6071, or live on-demand at [www.simsburytv.org](http://www.simsburytv.org).

Interested persons may be heard at the hearing by submitting written comment to the Town Clerk's Office via email to [EButler@simsbury-ct.gov](mailto:EButler@simsbury-ct.gov) by 12:00 pm on June 22, 2020. Public comments received by that date will be read into the record.

A copy of the above is on file for inspection in the office of the Town Clerk, 933 Hopmeadow Street, Simsbury, CT and can be found on the Town of Simsbury's website, [www.simsbury-ct.gov](http://www.simsbury-ct.gov).

REFERENCES:  
1. "ABRAMS", TOWN OF SIMSBURY, CONNECTICUT, TOPOGRAPHIC  
MAP, SHEET NO. E-5, JUNE 1979.

Proposed Open Space to be  
dedeed to 133 Holcomb Street.  
Approximate Area = +/- 1.08 acre



TEST PIT DATA  
OBSERVED: 07/21/79  
ORDERED BY: GAC/NC

TEST PIT 1

4-14" TOPSOIL  
10-20" SANDY LOAM  
20-100" COMBLES

NO NOTTLING  
NO DISCONTINUITY  
NO LEASE

TEST PIT 2

0-12" TOPSOIL  
10-20" SANDY LOAM  
20-100" COMBLES

NO NOTTLING  
NO DISCONTINUITY  
NO LEASE

TEST PIT 3

0-12" TOPSOIL  
10-20" SANDY LOAM  
20-100" COMBLES

NO NOTTLING  
NO DISCONTINUITY  
NO LEASE

TEST PIT 4

0-14" TOPSOIL  
10-20" SANDY LOAM  
20-100" COMBLES

NO NOTTLING  
NO DISCONTINUITY  
NO LEASE

TEST PIT 5

0-12" TOPSOIL  
10-20" SANDY LOAM  
20-100" COMBLES

NO NOTTLING  
NO DISCONTINUITY  
NO LEASE



ZONING REQUIREMENTS:

ZONE: R-40 (single family residence)

MINIMUM LOT AREA: 40,000 Sq. Ft.

LOT FRONTAGE: 200 ft.

FRONT YARD: 30 ft.

SIDE YARD: 40 ft.

REAR YARD: 50 ft.

MAXIMUM COVERAGE: N/A

LEGEND

EXISTING PROPERTY

PROPOSED SUBDIVISION

BUILDING UNIT

EXISTING ADJUTIVE

ADJUTIVE TO BE SET

TRAIL PAV. TO BE SET

NOTES:

1. NO UNDERGROUND FUEL TANKS ALLOWED  
(AQUIFER PROTECTION AREA)

2. WETLANDS MAP AMENDMENT APPROVED  
OCTOBER 7, 1977.

AREA TABLE:

ZONE: R-40

TOTAL AREA:

LOT 1:

LOT 2:

LOT 3:

OPEN SPACE:

264,094 Sq. Ft. or 6.062 Ac.

40,000 Sq. Ft. or 0.918 Ac.

131,238 Sq. Ft. or 3.013 Ac.

40,001 Sq. Ft. or 0.918 Ac.

52,854 Sq. Ft. or 1.212 Ac.

OPEN SPACE REQUIREMENTS:

TOTAL AREA:

20% open space:

264,094 Sq. Ft. or 6.062 Ac.

52,819 Sq. Ft. or 1.212 Ac.

NOTES:

1. THIS MAP AND SURVEY WERE PREPARED IN ACCORDANCE  
WITH THE MINIMUM STANDARDS OF ACCURACY, CONTENT  
AND CERTIFICATION FOR SURVEYS AND MAPS PURSUANT  
TO SEC. 20-300b-1 TO 20-300b-20 OF THE REGULATION  
OF CONNECTICUT STATE AGENCIES.

2. THE BOUNDARY PORTION OF THIS SURVEY IS IN ACCORDANCE  
WITH CLASS A-2 HORIZONTAL ACCURACY.

3. THE TOPOGRAPHIC PORTION OF THIS SURVEY IS IN ACCORDANCE  
WITH CLASS T-0 VERTICAL ACCURACY.

"TO MY KNOWLEDGE AND BELIEF, THIS MAP IS  
SUBSTANTIALLY CORRECT AS NOTED HEREON"

CLIFFORD A. WASHBURN JR., P.E., No. 5730



REV. 10-29-97  
REV. 11-18-97

SUBDIVISION PLAN

PROPERTY OF:

MARILYN HOLCOMB STREET

133 HOLCOMB STREET

SIMSBURY, CONNECTICUT

SCALE: AS SHOWN

JUNE 1996

OFFICE OF:

SANDERSON & WASHBURN

SIMSBURY, CONNECTICUT

R-40 ZONE

3388

CERTIFICATE OF APPROVAL

RECEIVED FOR THE PLANNING COMMISSION BY: Nancy Stevens

ON: 9-12-96

WE HEREBY CERTIFY THAT ON Oct 28 1997 THE PLANNING COMMISSION  
OF SIMSBURY, CONNECTICUT APPROVED THIS PLAN FOR THE PLANNING COMMISSION.

RECEIVED FOR FILING ON: \_\_\_\_\_ BY: \_\_\_\_\_ TOWN CLERK

IN ACCORDANCE WITH CONNECTICUT STATUTES, SECTION 8-20c, ALL WORK  
IN CONNECTION WITH THIS SUBDIVISION MUST BE COMPLETED BY: 10-28-2000

This drawing is the property of  
the registrant and shall not be  
reproduced, copied, or  
transmitted in any form or  
by any means, electronic or  
mechanical, including  
photocopying, recording, or  
by any information storage  
and retrieval system, without  
the prior written permission  
of the registrant.



SIMS 104-2







# Town Of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## Office of Planning and Community Development

Date: May 21, 2020

To: Maria Capriola MPA, Town Manager

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

Re: Referrals for sale of portion of open space adjacent to 133 Holcomb Street
--

The Open Space Committee, Planning and Conservation Commission discussed the referral concerning the sale of a portion of open space located at the rear of the above noted property.

### Planning Commission

The Planning Commission discussed the referral pursuant to the Town Code and Connecticut General Statutes 8-24 at the February 11, 2020 meeting.

The Commission found that the sale was consistent with CGS 8-24 and supported the concept of selling a portion of the open space. In considering these findings, the commission discussed how there is no public access to this open space parcel and how the town is not maintaining the property.

### Conservation Commission

The Conservation Commission discussed the referral at the February 18, 2020 meeting.

The Commission reviewed the sale along with the findings from the Planning Commission. In general, the Commission supported the sale with a consideration that a deed restriction be placed on the area that no new structures will be built in the area of open space.

### Open Space Committee

The Open Space Committee discussed the referral at the March 4, 2020 meeting.

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

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[www.simsbury-ct.gov](http://www.simsbury-ct.gov)

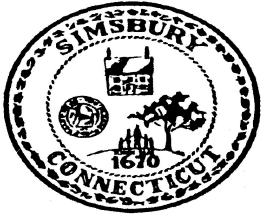
8:30 - 7:00 Monday  
8:30 - 4:30 Tuesday through Thursday  
8:30 - 1:00 Friday



The Committee issued a favorable recommendation after a 4-2 vote. The positive referral was made with the consideration that a deed restriction be placed on the portion of open space to be sold that no new structures be built within the area.

Some members felt that instead of selling the property that the town should investigate a potential life use lease with the abutting property owner instead of selling the property.

Please consider this correspondence to serve as an official report from the Open Space Committee, Planning, and Conservation Commission.



# Town Of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## Office of Planning and Community Development

Date: March 31, 2020

To: Maria Capriola MPA, Town Manager

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

Re: <b>CGS 8-24 referral report; bike/pedestrian easement Old Well Property</b>
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The referral for a bike/pedestrian easement along the frontage of the property at 20 Tariffville Road (aka Old Well property) was discussed at the February 11, 2020 regular meeting of the Planning Commission.

The Commission found that the purchase of the easement is consistent with the goals and objectives of the 2017 Plan of Conservation and Development.

Please consider this correspondence to serve as an official report pursuant to Connecticut General Statutes 8-24 from the Planning Commission.

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Facsimile (860) 658-3206

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[www.simsbury-ct.gov](http://www.simsbury-ct.gov)

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



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests

2. **Date of Board Meeting:** June 22, 2020

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

Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector

*Maria E. Capriola*

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

If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

*Move, effective June 22, 2020 to approve the presented tax refunds in the amount of \$1,889.71, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds.*

5. **Summary of Submission:**

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

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

6. **Financial Impact:**

The aggregate amount of all tax refunds as presented is \$1,889.71. The attachment dated June 22, 2020 has a detailed listing of all requested tax refunds.

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

a) Requested Tax Refunds, dated June 22, 2020

REQUESTED TAX REFUNDS  
JUNE

	BILL NUMBER	TAX	INTEREST	TOTAL
<b>List 2018</b>				
ACAR Leasing Ltd	18-03-50100	\$183.32		\$183.32
Healy Anthony P	18-03-57766	\$111.10		\$111.10
Toyota Lease Trust	18-03-68837	\$404.25		\$404.25
VCFS Auto Leasing Co	18-03-69354	\$419.07		\$419.07
VW Credit Leasing Ltd	18-03-69597	\$310.69		\$310.69
Wheels LT	18-03-70085	\$461.28		\$461.28
<b>Total 2018</b>		<b>\$1,889.71</b>	<b>\$0.00</b>	<b>\$1,889.71</b>
<b>TOTAL 2018</b>		<b>\$1,889.71</b>	<b>\$0.00</b>	<b>\$1,889.71</b>
<b>TOTAL ALL YEARS</b>		<b>\$1,889.71</b>	<b>\$0.00</b>	<b>\$1,889.71</b>



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Creation of Deputy Chief of Police Classification

2. **Date of Board Meeting:** June 22, 2020

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

Maria E. Capriola, Town Manager; Nick Boulter, Police Chief

*Maria E. Capriola*

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

If the Board of Selectmen supports the creation of the Deputy Chief of Police classification, the following motion is in order:

*Move, effective June 22, 2020 to approve the creation of the position classification of Deputy Chief of Police and the job description as presented. Further move to approve an annual salary range for the Deputy Chief of Police position of \$122,000 - \$128,300, which may be amended from time to time through resolutions of the Board of Selectmen.*

5. **Summary of Submission:**

The Simsbury Police Department currently operates with a Chief of Police and two Police Lieutenants as its administrative structure. The proposed budget for the upcoming fiscal year includes funding for a new Deputy Chief of Police position and upgrading a Sergeant position to a Lieutenant position. This would increase the administrative structure of the department to five sworn positions. The addition of a Deputy Chief of Police (DC) adds one sworn person to the current membership of 38 sworn. During budget development, the Simsbury Police Commission endorsed the creation of the Deputy Chief of Police and additional Lieutenant.

The Chief of Police and Town Manager's Office worked to conduct benchmarking for external 2<sup>nd</sup> in command positions of area police departments to find a competitive salary range for the proposed Deputy Chief of Police.

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

*"...the Town Manager shall cause to have prepared a statement of the duties and responsibilities of each position in the Town service and of the minimum qualifications for appointment to such position. The statement so prepared shall become effective upon the approval by resolution of the Board of Selectmen and*



*may be amended, upon recommendation of the Town Manager, by resolution of the Board.”*

This was reviewed and endorsed by the Personnel Sub-Committee at their June 11<sup>th</sup> meeting. The Police Commission reviewed this matter at their June 8<sup>th</sup> meeting.

**6. Financial Impact:**

For budgeting purposes, \$183,872 was allocated for the DC position (includes salary and benefits) in FY 2020/2021. The Deputy Chief of Police will be an exempt, unaffiliated position eligible for a benefits package. The proposed pay scale (annual salary range) for the Deputy Chief of Police is \$122,000 - \$128,300 with a typical 40 hour work week and flexible scheduling. A survey of similar towns was conducted for number of personnel, structure and salary.

One sergeant position will be upgraded to a lieutenant position, which an additional \$4,260 (includes salary and benefits) was budgeted for in FY 2020/2021.

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

- a) Proposed Job Description – Deputy Chief of Police
- b) Deputy Chief of Police Salary Benchmarking Analysis
- c) Memo from N. Boulter to Simsbury Police Commission RE: Deputy Chief of Police Position, dated May 13, 2020

Town of Simsbury

**TITLE:** Deputy Chief of Police

**SALARY RANGE:** \$122,000 - \$128,300

**DEPARTMENT:** Police Department

**DATE:** May 13, 2020

**FLSA STATUS:** Exempt, Non-Union (Unaffiliated)

**HOURS OF WORK:** 40 hours per week

**POSITION DESCRIPTION:**

This executive position is the second-in-command of the police department and reports to the Chief of Police. It is a highly responsible administrative, supervisory and managerial rank in the organization with the authority and responsibility of the Chief of Police in his/her absence. Duties include complex administrative and analytical functions, planning, development and implementation of practices, procedures and policies, managing, directing and controlling divisions, functions, operations, personnel or other activities as assigned by the Chief.

**ESSENTIAL JOB FUNCTIONS:**

- Assists the Chief of Police in developing and carrying out the mission and vision for the department.
- Receives oral and written direction from the Chief of Police.
- Commands the department in the absence of the Chief of Police.
- Performance of general and specialized law enforcement duties and administrative work in the coordination, planning, review and supervision of the activities of the department.
- Formulates and prescribes work methods for all divisions of the department with the approval of the Chief of Police.
- Exercises supervision over management personnel engaged in leading divisions of the department, as assigned by the Chief of Police. Supervises other staff as assigned.
- Trains, motivates, and coaches subordinate staff. Evaluates personnel.
- Assists with human resources and labor relations functions including position recruitments, collective bargaining support, and reporting requirements.
- Assures quality control, safe working conditions and compliance with laws, regulations policies and procedures throughout department.
- Work is performed in accordance with departmental and Town policies and procedures, state and federal law, supplemented with specific directions from the Chief of Police and is evaluated through observation, discussion and review of documents.
- Acts as the Incident Commander or any assigned role in the Incident Command System during major events.
- Investigate or supervise complaints or member conduct.
- Creates, presents and reviews documents and reports.

- Compiles data and conducts research, analysis and program evaluation related to projects, programs, budgets, ordinance development, policies, strategic planning and other aspects of the department or functions.
- Manages and implements projects and special initiatives as assigned.
- Assists in the preparation and management of the department operating and capital budgets.
- Develops grant proposals and oversees implementation of grant awards; ensures compliance with requirements of grant funded activities/agencies; prepares grant applications and related material; researches grant opportunities.
- Provides technical assistance and professional guidance to the Police Commission and other town agencies and committees as assigned. Maintains records and files for Town committees as assigned.
- Assists in maintaining the department's social media.
- Any other work assigned by the Chief of Police.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of modern principles, practices and methods of police administration, organization and operation, including crime prevention, criminal investigation, community policing, rules of evidence, constitutional applications, record keeping, training, public relations, recruitment and retention.
- Working knowledge of criminal and motor vehicle laws, practices and the criminal justice system of the State of Connecticut.
- Knowledge of municipal state and federal laws, regulations, ordinances and codes as they affect operations of a police department.
- Working knowledge of labor relations practices and procedures.
- Demonstrated skill in administration and organization.
- Ability to plan, assign, supervise and review the work of a large number of diverse subordinates and subordinate units.
- Ability to prepare budget recommendations, authorize and monitor departmental expenditures, generate and analyze financial reports and documents and prepare grant applications.
- Ability to establish good public relations by understanding expectations, establishing rapport and providing the highest quality services.
- Considerable proficiency in oral and written communications and public presentations.
- Ability to establish and maintain effective working relationships with subordinate staff, other Town officials, union representatives and the general public.
- Ability to effectively supervise and direct personnel.
- Ability to develop employees.
- Interviewing, mediating and active listening skills.
- Problem solving, negotiating, decision making, priority setting and conflict management skills.
- Use of contemporary technology and applications.

- Ability to present ideas and information to individuals, groups, media and various social media platforms.
- Ability to maintain confidential records.
- Considerable knowledge, skill and ability in municipal management and the skill and ability to make accurate and confidential decisions in a timely manner.
- Ability to follow oral and written instructions and to maintain information in confidence.
- Ability to create written correspondence that is concise and accurate.
- Ability to organize, implement and coordinate complex, multi-phase projects and tasks with minimal supervision.
- Ability to find facts and draw valid conclusions.
- Ability to use human and department resources effectively.

### **REQUIRED PHYSICAL AND MENTAL HEALTH EFFORT AND ENVIRONMENTAL CONDITIONS:**

The physical and mental effort demands as well as the environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to sit at a desk or stand at an assigned location and work continuously for extended periods of time.
- Works primarily in an office setting subject to continuous interruptions and background noises.
- May be required to participate in field operations involving major crimes, emergencies or events.
- Attendance required at meetings or activities outside the normal business day.
- Required to work on-call.
- May be required to work weekends or holidays.
- Ability to talk and hear.
- Interacts with agitated and hostile individuals.
- Ability to use hands to operate objects, tools, or controls and reach with hands and arms.
- Specific vision abilities required by this job include vision and the ability to adjust vision.
- Includes exposure to video display terminals on a daily basis.
- Ability to work in extreme weather conditions, including heat, cold, rain or snow.
- Ability to handle stressful situations.
- Safely operates a vehicle in non-emergency and emergency conditions.
- Subject to hazards in law enforcement work including inside and outside environments, in extreme hot and cold weather and exposure to various hazards such as dangerous persons, loud noises, hazardous spills with fumes, oils, gases and/or flammable liquids.
- Same requirements as the description of police officer.

### **MINIMUM QUALIFICATIONS:**

A bachelor's degree in criminal justice, law, sociology, public administration, public policy or other bachelor's degree from an accredited college or university is required. A minimum of 10

years of progressively responsible law enforcement experience, at least 2 years of which were at the rank of Lieutenant or higher at the time of appointment is required. Preferred is a master's degree, experience working in a CALEA accredited agency and a proven commitment to professional development such as the FBI National Academy, Southern Police Institute Administrative Officers or Command Officers Development Courses.

**SPECIAL REQUIREMENTS:**

- Police Officer Standards and Training Council certification
- Must possess a valid driver's license.
- The incumbent in the position is expected to attend early morning, evening and weekend meetings and events as needed in support of the work of assigned Town Committees, Commissions, and Boards.

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



### Simsbury Deputy Chief Salary Benchmarking Comparable Towns

Town	Chief	2nd	Difference
Avon	\$140,702	\$114,975	22.38%
Bloomfield	\$145,375	\$126,437	14.98%
Canton	\$125,000	\$112,000	11.61%
Farmington	\$149,297	\$128,125	16.52%
Glastonbury	\$143,071	\$123,591	15.76%
Granby	\$131,074	\$114,821	14.16%
Newington	\$137,976	\$119,233	15.72%
Rocky Hill	\$124,000	\$112,576	10.15%
Southington	\$151,179	\$140,305	7.75%
S. Windsor	\$144,031	\$130,770	10.14%
West Hartford	\$149,994	\$129,766	15.59%
Wethersfield	\$143,514	\$120,375	19.22%
Average	\$140,434	\$122,748	14.50%
Median	<b>\$143,293</b>	<b>\$121,983</b>	<b>15.28%</b>
Simsbury	\$141,177	\$120,710	\$20,467.31
	\$141,177	\$122,000	15.72%
	\$141,177	\$124,000	13.85%
	\$141,177	\$128,300	10.04%

updated 5/12/2020



# Simsbury Police Department

933 Hopmeadow Street

Simsbury, CT 06070



NICHOLAS J. BOULTER  
CHIEF OF POLICE

**TO: Simsbury Police Commission**  
**FROM:** Nicholas J. Boulter, Chief of Police  
**DATE: May 13, 2020**  
**SUBJECT: Deputy Chief of Police Position**

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## BACKGROUND

The Simsbury Police Commission (SPC) approved the creation of a Deputy Chief of Police position and an administrative structure that includes five sworn positions (Chief, Deputy Chief and three Lieutenants). The Town Manager endorsed the Deputy Chief position and the administrative structure to the Board of Selectman. The Board of Selectman approved the creation of the position as well as the administrative structure and included the same within the FY2021 budget, which was moved to the Board of Finance. The Board of Finance voted and approved the budget on May 5, 2020, which included the Deputy Chief and administrative structure. It is anticipated to be adopted on May 19, 2020 (without referendum due to the COVID-19 pandemic).

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

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

Past practice has included a review by the Personnel Sub-Committee of proposed job descriptions prior to adoption by the full Board of Selectmen. A draft job description has been prepared and is attached for your review and comment.

## **FINANCIAL IMPACT**

The addition of a Deputy Chief of Police (DC) adds one sworn person to the current membership of 38 sworn. For town budgeting purposes, \$183,872.00 was allocated for the DC position (includes salary and benefits). One sergeant position will be upgraded to a lieutenant position, which will impact the town budget by an additional \$4,260.00 (includes salary and benefits). The Deputy Chief of Police will be an exempt, unaffiliated position with specific benefits undetermined at this time. The proposed pay scale (annual salary) for the Deputy Chief of Police would \$122,000.00 - \$128,300.00 with a typical 40 hour work week and flexible scheduling. A survey of similar towns was conducted for number of personnel, structure and salary.

## **RECOMMENDATION**

I am recommending the proposed classification of Deputy Chief of Police be created, proposed job description be adopted, and that a salary range of \$122,000.00 to \$128,300.00 be established for the position. The Town Manager joins me in this recommendation.

## **ATTACHMENTS**

- a) Proposed Job Description – Deputy Chief of Police
- b) Deputy Chief Salary Benchmarking Analysis



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Supplemental Appropriation to CNR Fund – Body Worn Cameras and Car Cameras
2. **Date of Board Meeting:** June 22, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Amy Meriwether, Finance Director; Nick Boulter, Police Chief  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports moving forward with a transfer of up to \$111,000 from the Police Private Duty Fund to the General Fund, and an additional transfer of up to \$111,000 from the General Fund to the Capital Non-Recurring fund the following motions are in order:  
  
*Move effective June 22, 2020, to recommend to the Board of Finance a transfer of up to \$111,000 from the Police Private Duty Fund to the General Fund to offset Police operating expenditures.*  
  
*Move, effective June 22, 2020, to recommend to the Board of Finance a transfer of up to \$111,000 from the General Fund to the Capital Non-Recurring Fund to cover the cost of body worn cameras and car cameras.*
5. **Summary of Submission:**  
The capital and non-recurring plan adopted during the FY20/21 budget process included the purchase of body worn cameras and car cameras for the police department in FY21/22 (Year 2 of the plan), with additional maintenance and replacement costs budgeted in out years. The proposed funding source in the adopted capital non-recurring plan for this project was the General Fund<sup>1</sup>. The Police Commission supported this project during the budgeting process. However, given current national events, staff would like to move forward with this purchase in the current fiscal year. The purchase of these cameras will assist with better evidence documentation as well as increased accountability and transparency.

Funding (over a five year period) will provide each police officer with a body worn camera and replacement of existing car cameras that have reached the end of their useful life. It will cover all equipment including unlimited storage on the vendor's cloud storage for one year.

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<sup>1</sup> Could have been a General Fund cash contribution, or General Fund contribution from the 5-year CNR payback method

Staff is requesting a supplemental appropriation in FY 20/21 from the Private Duty Special Revenue Fund to the General Fund in the amount of up to \$111,000 to offset Police operating expenditures. This will allow available Private Duty Fund funding into the General Fund for the purchase of the body worn cameras and car cameras.

Staff is then requesting an additional supplemental appropriation in FY 20/21 from the General Fund to the Capital Non-Recurring Fund in the amount of up to \$111,000 to fund the purchase of body worn cameras and car cameras.

The reason two supplemental appropriations are being proposed is due to the recent discovery of the original documentation setting up the Private Duty Fund in November 2001. This documentation identified the required use of excess revenues generated from the fund. In accordance with the original intended purpose, all excess revenues in the Private Duty Fund need be returned to the General Fund at the end of each fiscal year. If we transfer funds directly from the Private Duty Fund to the Capital Non-Recurring Fund we are in violation of the established guidelines. Therefore, staff is requesting a transfer from the Private Duty Fund to the General Fund to offset operating expenditures. This savings created in the General Fund will allow for a transfer of the same value from the General Fund to the Capital Non-Recurring Fund to purchase the body cameras and car cameras.

If these supplemental appropriations are approved by the Board of Selectmen in order to expedite the project, staff will forward the recommendation to the Board of Finance for consideration at their July 21<sup>st</sup> meeting.

**6. Financial Impact:**

Police Private Duty Fund expenditures would increase by up to \$111,000; fund balance would decrease to an estimated \$270,000. There are a number of approved projects in the FY 20/21 CNR budget that will further bring down this balance to about \$105,000 (replacement of laptops for patrol cruisers, replacement of 2 vehicles utilized by sergeants). We are estimating excess revenues of \$90,000 for FY 20/21, which would bring the estimate FY 20/21 year-end fund balance to \$195,000 prior to any transfers to the General Fund.

There would be a zero net impact to the General Fund.

This appropriation would be the first of five appropriations for the project. The total five year estimated cost is \$299,462. Years two through five would be \$47,214 each year and would be an expense budgeted for in the department's operating budget (General Fund). The total five year cost would include the purchase of all body and car cameras, scheduled replacement of the equipment during the five years, data storage fees, licensing fees, and other maintenance costs. A breakdown of those expenditures is attached.

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

a) Breakdown of Capital and Operating Costs



## Body and Car Camera Acquisition, Maintenance and Replacement Cost Estimates

Item #	Description	Year 1	Year 2	Year 3	Year 4	Year 5	
87063	Tech Plan for Cameras	10,560.00	10,560.00	10,560.00	10,560.00	10,560.00	12 Months
87062	Tech Plan for Docking Stations	1,770.00	1,770.00	1,770.00	1,770.00	1,770.00	12 Months
73202	Body Cameras	30,756.00					Equipment
74210	Docking Stations	7,475.00					Equipment
85144	Starter Service	2,750.00					One Time Start up Fee
73830	Storage	12,672.00	12,672.00	12,672.00	12,672.00	12,672.00	12 Months
73841	Basic License	5,940.00	5,940.00	5,940.00	5,940.00	5,940.00	12 Months
73837	Professional License	2,340.00	2,340.00	2,340.00	2,340.00	2,340.00	12 Months
80217	Fleet Plan	13,932.00	13,932.00	13,932.00	13,932.00	13,932.00	12 Months
11634	Cradlepoint Router	13,581.00					
71200	Routher Antenna	2,430.00					
74063	Fleet Installation Service	5,400.00					
74066	Wifi Development Services	1,000.00					
<b>Total Cost</b>		<b>110,606.00</b>	<b>47,214.00</b>	<b>47,214.00</b>	<b>47,214.00</b>	<b>47,214.00</b>	
Capital Project Cost		110,606.00					
Operating Costs		47,214.00	per Year				



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Draft Ordinance Prohibiting the Intentional Feeding of Wildlife
2. **Date of Board Meeting:** June 22, 2020
3. **Individual or Entity making the submission:**  
Maria E. Capriola, Town Manager *Maria E. Capriola*

4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports forwarding the proposed Ordinance Prohibiting the Intentional Feeding of Wildlife as presented to public hearing, the following motion is in order:

*Move, to schedule a public hearing for 6:00PM at the Board of Selectmen's regular meeting on July 13, 2020 to solicit public comment regarding the proposed adoption of the Ordinance Prohibiting the Intentional Feeding of Wildlife.*

5. **Summary of Submission:**

At the September 9, 2019 Board of Selectmen meeting the Board motioned to establish a workgroup reviewing the feasibility of an ordinance to prohibit the public from intentionally feeding wildlife. At the September 19, 2019 Public Safety Sub-Committee members Sean Askham, Chris Peterson, and Gary Wilcox volunteered to assist with the effort. Chief Boulter and I staffed the workgroup.

Section 404 of the Town Charter sets forth the requirements for a public hearing on and publication of an ordinance. The Board of Selectmen is required to have at least one public hearing on a new or amended ordinance. We are required to give at least 7 days' notice in a newspaper having general circulation in the town. The Town Clerk also posts the notice in a public place, and copies of the ordinance must be available at the Town Clerk's Office. We also post the ordinance on the Town's webpage. A second hearing must be held if substantive changes are made to the ordinance (as determined by Town Counsel).

Once the ordinance is passed, it must be filed with the Town Clerk and posted in its entirety or in summary form within 10 days after final passage. The Board of Selectmen would have to approve use of a summary. The ordinances would become effective on the twenty-first day after final publication. General Code will assign the Chapter number to this new ordinance.

The workgroup has been working to draft the ordinance. The workgroup forwarded the draft to DEEP for their comments and incorporated those changes into the current proposal. The Town Attorney has also reviewed and commented on the draft, with changes incorporated as presented. The Public Safety Sub-Committee met on Thursday June 18, 2020 and recommended the draft ordinance to the Board of Selectmen.

**6. Financial Impact:**

None

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

a) Draft Ordinance Prohibiting the Intentional Feeding of Wildlife

**TOWN OF SIMSBURY**  
**DRAFT Ordinance to Prohibit the Intentional Feeding of Wildlife**  
**Dated February 28, 2020 - DRAFT**

**Purpose.**

The Town of Simsbury, under its powers pursuant to state law, has adopted this ordinance to protect public health, safety, and welfare by prohibiting the intentional feeding of wildlife. This ordinance is intended to assist our residents, guests, and other stakeholders peacefully and safely coexist with wildlife.

**Definitions.**

When used in this ordinance, the following definitions apply:

- a) **Authorized Enforcement Agency:** All sworn personnel of the Police Department and Animal Control Officers. Additionally, any employees or designees of the town as designated by the Town Manager to enforce this ordinance.
- b) **Person:** Person shall be construed to mean and include an individual, a corporation, a partnership, a non-profit, a trust, an unincorporated organization, business organization of any kind or any other group or organization.
- c) **Town:** Town means the Town of Simsbury.
- d) **Wildlife:** Wildlife includes, but is not limited to, non-domesticated animals that due to intentional feeding have been determined to be a nuisance or threat to public health, safety, and welfare such as bears, deer, coyotes, bobcats, fisher cats, turkeys and wild birds. Wildlife does not include livestock used for agricultural purposes.

**Prohibited Activity.**

In recognition that these animals are wild and should be left alone for the health, safety, and welfare of both the wildlife and our residents, guests, and other stakeholders, the following is prohibited activity:

- a) **Intentional Feeding of Wildlife.** Feeding, giving, placing, exposing, depositing, distributing or scattering any edible material, attractant, or other substance with the intention of feeding, attracting or enticing wildlife.
- b) **Feeding Birds.** Bird feeders may not be used from April 1<sup>st</sup> through November 30<sup>th</sup>, unless the source is recognized as not being desirable to bears, such as but not limited to Nyjer or thistle.
- c) **Improperly Storing Food, Refuse, or Other Wildlife Attractants.** Improperly storing food, pet food, refuse (garbage), or other attractants and substances in a manner that result in wildlife feedings.

**Exceptions.**

- a) **Unintentional Feeding of Wildlife.** Unintentional feeding of wildlife means using or placing any material for a purpose other than to intentionally attract, entice, or feed wildlife but which results in unintentionally attracting, enticing, or feeding of wildlife. Composting that was properly secured but unintentionally led to the feeding of wildlife is excluded.
  - i. Unintentional feeding will become intentional feeding if a written notice is issued by an Authorized Enforcement Agency and ignored.
- b) **Feeding Birds.** Bird feeders may be used from December 1<sup>st</sup> through March 31<sup>st</sup>.
  - i. If the source is recognized as not desirable to bears, such as but not limited to Nyjer or thistle, bird feeders may be used year round.
- c) **Permitted Activity.** This ordinance does not apply to any person with a valid permit issued by the state of Connecticut, Department of Energy and Environmental Protection.
- d) **Wildlife Rehabilitation.** Any person providing care to wildlife for the purpose of an animal's rehabilitation due to illness or injury, as part of a recognized for-profit or non-profit entity providing for such care of wildlife.

#### **Violations and Penalties.**

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

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

#### **Appeals.**

Any person receiving a fine may appeal the determination of the authorized enforcement agency. The notice of appeal must be received in writing and filed with the Town Clerk's Office within ten (10) business days from receipt of the notice of the fine. The appeal shall be deemed received by the Town on the first business day following the day it is filed with and received by the Town Clerk's Office. Hearing on the appeal before the Hearing Officer shall take place within thirty (30) business days from the date of receipt of the notice of appeal. The decision of the Hearing Officer shall be final.





# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Vacation Carryover Requests

2. **Date of Board Meeting:** June 22, 2020

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

Maria E. Capriola, Town Manager *Maria E. Capriola*

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

If the Board of Selectmen supports approving the vacation carryover requests, the following motion is in order:

*Move, effective June 22, 2020, to approve the vacation carryover requests as presented in the table below and requiring Selectmen action. Further stipulate that the approved excess vacation days must be used on or before December 31, 2020. Any unused approved excess vacation days still on the books as of January 1, 2021 will be forfeited. Should the employee leave service for any reason, including but not limited to retirement or resignation, they will not be paid out for the approved unused excess vacation days authorized by the Board of Selectmen.*

5. **Summary of Submission:**

Pursuant to our Union contracts and Personnel Rules and Regulations, vacation carryover requests in excess of ten days must be reviewed and approved or denied by the Board of Selectmen. It is standard practice for vacation carryover requests of up to ten days to be reviewed and approved or denied by the Chief Executive.

Unlike the rest of our workforce, per Section 9.10.C of the Personnel Rules and Regulations the Town Manager's (formerly First Selectman) carryover, even if it is fewer than 10 days, must be approved by the Board of Selectmen. As a matter of good practice, I have the Deputy Town Manager review and sign off on my leave request forms and my leave is tracked in a manner consistent with our workforce. I am planning to take time off in late June, July, and August.

Preparation for Mr. Thibeault's (Recreation Supervisor) summer season was busy due to the constantly evolving landscape of COVID guidelines, therefore he was unable to use the hours he is requesting; he plans to utilize the excess time by the end of August. Mr. Casiano (Parks Superintendent) was unable to use all of his accrued time due to a heavy workload that came with maintenance and safety for COVID; he plans to utilize the excess time before August 1<sup>st</sup>. Ms. Salvas is a Parks Maintainer and was unable to use her excess time due to being on extended leave; she plans to use the time in August and September. Mr. Roy was unable to use his time due to COVID and staffing

shortages; he will use his time by the end of December. PFC Kushman is one of the school resource officers and is encouraged to use his vacation time while the schools are also on vacation. Combined with being on an extended leave, he was not able to use all his time. His time will be used by the end of December. Ms. Appleby was unable to use all of her time due to her role as Deputy Town Manager and being heavily involved in the planning of the Town's response to COVID and serving as our Chief Information Officer during this time. She also went out on leave towards the 2<sup>nd</sup> half of May. She will plan to use all carry forwarded time by the end of December. Mr. Gomes (HR Coordinator) was unable to use all his time due to the logistics of managing our human resources department with all the Federal and State legislation surrounding COVID. He may be able to use some days before the end of June, but if not all excess time is used, carry forwarded leave will be used by the end of December.

The vacation carryover requests are as follows:

<b>Name of Staff</b>	<b>Vacation Carryforward Request CEO/Department Head Approval</b>	<b>Vacation Carryforward Request Amount Needing BOS Approval</b>	<b>Total Vacation Carryforward Total Request</b>
Maria Capriola	N/A	69.73 hours	69.73 hours
Tom Roy	80 hours	60 hours	140 hours
John Thibeault	70 hours	35 hours	105 hours
Orlando Casiano	80 hours	32 hours	112 hours
Karen Salvas	80 hours	48 hours	128 hours
Todd Kushman	80 hours	48 hours	128 hours
Melissa Appleby	80 hours	61.25 hours	141.25 hours
Eric Gomes	80 hours	36.37 hours	116.37 hours

If the Board of Selectmen supports granting the excess vacation carryover requests above the normally permitted ten days, I would recommend you do so with the following caveats:

- The approved excess vacation days must be used on or before December 31, 2020. Any unused approved excess vacation days still on the books as of January 1, 2021 will be forfeited.
- Should an employee leave service for any reason, including but not limited to retirement or resignation, they will not be paid out for the approved unused excess vacation days.

**6. Financial Impact:**

There is no direct financial impact associated with staff carrying forward the requested earned vacation time.

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

None



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Town Manager Goals July 1, 2020 – June 30, 2021

2. **Date of Board Meeting:** June 22, 2020

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

Maria E. Capriola, Town Manager

*Maria E. Capriola*

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

If the Board of Selectmen is supportive of the Town Manager's goals as presented, the following motion is in order:

*Move, effective June 22, 2020, to adopt the Town Manager's Goals for July 1, 2020 – June 30, 2021 as presented.*

5. **Summary of Submission:**

Concepts related to the proposed goals were discussed at the Personnel Sub-Committee meeting on June 11<sup>th</sup>. These goals provide an important framework for me and the organization to focus our efforts for the upcoming year. The goals are broken down into categories such as Human Resources & Labor Relations, Economic Development, Financial Management, and Special Projects. When developing this list, I also considered the Board of Selectmen's adopted goals and economic development priorities. I recognize that while the list is ambitious, it provides a framework for work that will be performed in the coming years.

In addition, a Personnel Sub-Committee member expressed a desire for me to offer drop-in office hours. Once our building is re-opened to the public for walk-ins I am willing to explore how this may best be accomplished.

6. **Financial Impact:**

None

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

- a) Draft Town Manager Goals, July 1, 2020 – June 30, 2021
- b) Draft Board of Selectmen Goals, 2019-2021



# Town of Simsbury

## **Town Manager Goals, July 1, 2020 – June 30, 2021** *Adopted June XX, 2020 by Board of Selectmen*

### **Human Resources/Labor Relations**

<i>Priority</i>	<i>Goal</i>
High	Complete negotiations for successor collective bargaining agreements with: AFSCME (parks and public works), dispatchers, and all 3 unions represented by CSEA. Implement wage, benefits, and other ratified changes.
High	Conduct third annual leadership retreat, with a focus on creating a diverse workforce and inclusive workplace.
High	Research and conduct other professional development opportunities for executive coaching/small group/departamental work (funds permitting). Proceed with customer service and anti-harassment training for staff.
Medium	Proceed with implementation of new vendor for defined contribution and deferred compensation administrative services.
Medium	Issue a RFQ for pension counsel.
Low	Issue a RFQ for pension and OPEB actuarial services.

### **Economic Development**

<i>Priority</i>	<i>Goal</i>
High	Support business recovery due to the pandemic. Work collaboratively with the Economic Development Commission, Town staff, Main Street Partnership, Chamber of Commerce, and other organizations that support the business community.
Medium	Working with the Economic Development Commission, conduct visitations and outreach with the business community.
Medium	Working with the Economic Development Commission, complete research on business incentive policy. Provide recommendations to update the policy to the Board of Selectmen.
Medium	Assist special villages with initiatives related to special events, infrastructure improvements, and economic development.



# Town of Simsbury

## **Financial Management**

<i>Priority</i>	<i>Goal</i>
High	Prepare and submit FY 21/22 operating and capital budgets in accordance with Charter timeline requirements. Continue to quantify our baseline and capital needs. Incorporate data from the Parks and Open Space Master Plan and the Facilities Master plan into our capital budgeting.
High	Monitor revenues, expenditures and cash flow due to the pandemic to maintain financial stability.
High	Continue implementation of our new financial management and human resources software system. Implement electronic timekeeping and leave accruals for our workforce.
Medium	Engage in long range planning for operating and capital budgeting purposes. Facilitate planning between the Boards of Selectmen, Finance, and Education when appropriate.
Medium	Support the work group to review recommendations from the Parks and Recreation Special Revenue Fund analysis. Implement recommendations as feasible.
Low	Continue to update our financial benchmarking data annually.

## **Special Projects**

<i>Priority</i>	<i>Goal</i>
High	Continue to coordinate the Town's response to the pandemic. Focus on the health, safety, and recovery of the community and the organization. Support residents with unmet needs during this unprecedented time.
High	Complete the public safety radio system upgrade.
High	Proceed with and implement the body camera project for the Police Department.
High	Support the Board's vision for a diverse and inclusive community through special projects, initiatives, and policies.
High	Evaluate opportunities for sharing financial management services with the Board of Education on a more permanent basis. Evaluate feasibility of shared Information Technology services. Formally document existing shared service arrangements with the BOE.
High	Facilitate the potential Meadowood open space acquisition.



# Town of Simsbury

## **Special Projects Continued**

<i>Priority</i>	<i>Goal</i>
Medium	Complete the Parks and Open Space Master Plan.
Medium	Complete the Town Facilities Master Plan. Select work order system.
Medium	Complete ordinance review work: Proposed Ordinance to Prohibit the Intentional Feeding of Wildlife; Proposed Ordinance to Regulate Short-Term Rentals; Proposed Revisions to the Volunteer Firefighter and Ambulance Personnel Tax Abatement Ordinance.
Medium	Support the work of the 350 <sup>th</sup> Anniversary Committee and events.
Low	Submit a proposal to the Board of Selectmen to create a senior services volunteer driving program to expand resources for our senior transportation network.
Low	Update our open space stewardship and acquisition policies. Develop open space land management policies and updates to our agricultural leases. Develop a ranger program.
Low	Support and coordinate fundraising and planning efforts for a future splash pad project.

## 2019-2021 BOARD OF SELECTMEN GOALS

Topic Area	Goals	IMPORTANCE	PRIORITIZATION High (5-6), Medium (3-4), Low (1-2), Not Important (0)	Short-Term or Long-Term
Financial Management	Explore shared services between Town of Simsbury and Simsbury Board of Education			
	Engage in long range planning of Capital between BOS, BOF and BOE			
	Update financial benchmarking for the BOS and BOF			
	Demonstrate how tax dollars are distributed; show impact on median valued home			
	Complete revenue fund analysis; implement recommendations			
Maintaining Quality of Life/Community Character	Research ability to upgrade signage on state roads			
	Support the work of the SPIRIT Council			
Fostering an Engaged, High Quality Workforce	Create executive coaching & 360 feedback opportunities for employees			
	Facilitate employee engagement opportunities			
	Invest in our workforce through professional development opportunities			
Parks & Recreation	Explore Pollinator Pathways opportunities			
	Explore the Open Space Ranger Program			
	Splash Pad - create a capital project for a splash pad; seek donations and grants			
	Disc Golf - create a capital project for disc golf			
Infrastructure	Improve cell service in town			
	Research underground utilities for center of town			
	Advocate for expansion of water and gas line installation; increase coordination between utilities			
	Prepare visual of what North End of Town will look like after Big Y and Sidewalks are complete			
	Parking improvements (not an all inclusive list): DOT commuter lots, contiguous business parking, parking on Route 10/lined parking on-street			
Transportation	Advocate for improvements to DOT timing of lights on Hopmeadow in Weatogue			
	Increase bus service; explore opportunities for fixed route service			



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Appointment of Tolly Gibbs to the Library Board of Trustees
2. **Date of Board Meeting:** June 22, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the Democratic Town Committee's recommendation to appoint Tolly Gibbs to the Library Board of Trustees, the following motion is in order:  
  
*Move, to approve the appointment of Tolly Gibbs (D) as a regular member of the Library Board of Trustees effective June 22, 2020, with a term expiring December 4, 2023.*
5. **Summary of Submission:**  
Christopher Tranberg (D) resigned as a regular member of the Library Board of Trustees effective March 16, 2020. Mr. Tranberg's term was to expire on December 4, 2023.  
  
Section 205 of the Charter, "vacancies: elective offices," states:  
*"...any vacancy, except a vacancy on the Board of Selectmen, in any elective Town office, including the Board of Education, shall be filled within forty-five (45) days of such vacancy by appointment by the Board of Selectmen, for the unexpired portion of the term or until the next regular municipal election, as defined in Section 9-1 of the General Statutes, whichever shall first occur."*  
  
Per Town Charter, the person appointed by the Board of Selectmen to fill Mr. Tranberg's seat must be from the same political party, in this case a Democrat. The Democratic Town Committee is recommending the appointment of Tolly Gibbs to replace Mr. Tranberg.
6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**  
None





# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Appointments to Various Boards/Commissions
2. **Date of Board Meeting:** June 22, 2020
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the proposed appointment recommendations from the Democratic Town Committee, the following motions are in order:  
  
*Move, effective June 22, 2020, to appoint Erin Leavitt-Smith (D) as a member of the Aging and Disability Commission with a term expiring January 1, 2024.*  
  
*Move, effective June 22, 2020, to appoint Phillip Purciello III (D) as a regular member of the Clean Energy Task Force with a term expiring December 2, 2021.*  
  
*Move, effective June 22, 2020, to reappoint Ronald Anastasio (D) as a regular member of the Housing Authority Commission with a term expiring April 1, 2025.*
5. **Summary of Submission:**  
The Simsbury Democratic Town Committee has submitted two recommended appointments and a reappointment to various town committees, boards and commissions. First they have recommended Erin Leavitt-Smith as a member of the Aging and Disability Commission, with a term to expire January 1, 2024.  
  
The second recommendation is to appoint Phillip Purciello III as a regular member to the Clean Energy Task Force, with a term expiring December 2, 2021.  
  
The recommended reappointment is for Ronald Anastasio as a regular member to the Housing Authority Commission with a term expiring April 1, 2025.
6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**  
None

**TOWN OF SIMSBURY – BOARD OF SELECTMEN  
REGULAR MEETING MINUTES – JUNE 8, 2020  
“Draft”**

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**CALL TO ORDER**

The Regular Meeting of the Board of Selectmen was called to order at 6:01 p.m. on ZOOM due to COVID-19. In attendance were: First Selectman Eric Wellman; Board members Michael Paine, Jackie Battos, Chris Peterson and Wendy Mackstutis. Absent was Deputy First Selectman Sean Askham. Others in attendance included Town Manager Maria E. Capriola; Police Chief Nicholas Boulter; Director of Community and Social Services Kristen Formanek, and Tom Fitzgerald. Absent was Deputy Town Manager Melissa Appleby.

**PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

**PUBLIC AUDIENCE**

Mr. Wellman said if anyone wishes to send in comments for Public Audience, please submit them to [ebutler@simsbury-ct.gov](mailto:ebutler@simsbury-ct.gov).

Mr. Wellman read comments from Joan Coe, 26 Whitcomb Drive, who spoke about protests, the pandemic, and violence during the protests. She also spoke about the Police Department, Police Commission, the Library, the Recreation Department, possible errors in the Charter, filing a FOI complaint and other issues.

**FIRST SELECTMAN’S REPORT**

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

**TOWN MANAGER’S REPORT**

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

**SELECTMEN ACTION**

**a) Statement in Memory of George Floyd and in support of our African American Community**

Mr. Wellman said he drafted a statement so this Board could speak to the community with a collective voice. The other members of the Board shared some reflections of the last week.

Mr. Wellman read his statement, attached, and the Board was in support of this.

Mr. Paine made a motion to support First Selectman’s letter in memory of George Floyd and in support of our African American Community. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

Ms. Wellman said his will go out as part of his First Selectman’s Report and will be put on the Town’s Facebook page.

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Ms. Mackstutis said there is an initiative to take a pledge to initiate a review of our use of force policy. She also spoke about the information out there about defunding the Police. After some discussion, Ms. Capriola said that she and Chief Boulter on working on the body camera project now.

**b) Tax Refund Requests**

Ms. Battos made a motion, effective June 8, 2020, to approve the presented tax refunds in the amount of \$903.78, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

**c) Proposed Appointment of Michael Barry as Emergency Management Director**

Mr. Wellman said Chapter VI, Section 704 of the Charter, says the Town Manager, with approval from this Board, should appoint a number of different Town Officers of which one is the Director of Civil Preparedness.

Ms. Capriola said she feels Michael Barry demonstrated great leadership in the past and would be a great asset to the Town.

Mr. Peterson made a motion, effective June 8, 2020, to appoint Michael Barry as the Emergency Management Director (Civil Preparedness Director) for the Town of Simsbury effective July 1, 2020 through June 30, 2022. This designation shall remain in effect until reappointment occurs, rescinded, or Mr. Barry's separation from service, whichever comes first. Ms. Battos seconded the motion. All were in favor and the motion passed.

**d) Proposed Greater Hartford Transit District Dial-a-Ride Assistant Grant**

Mr. Wellman said the Town applies for grant funding for the purchase of new Dial-A-Ride vehicles.

Ms. Formanek said the grant would be used to replace the oldest vehicle. If the grant is awarded the vehicle would not be purchased until 2021.

Ms. Battos made a motion, effective June 8, 2020, to approve the submission of a ConnDot 5310 capital application grant. If this grant is awarded, to further move to accept the ConnDot 5310 grant award and to authorize Town Manager, Maria E. Capriola to execute all documents related to the grant awarded. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

**e) Proposed Acceptance of Archdiocese of Hartford Donation**

Mr. Wellman said the Archdiocese of Hartford has donated \$3,500 to the Simsbury Food Closet to help our residents in need, especially during this pandemic.

Mr. Paine made a motion, effective June 8, 2020, to accept the Archdiocese of Hartford Archbishop's Annual Appeal Donation in the amount of \$3,500 for the purpose of supporting Simsbury Community and Social Services Department food programs that assist residents in need with our thanks. Mr. Peterson seconded the motion. All were in favor and the motion passed.

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**f) Purchase of Sign Post Banners**

Mr. Wellman said the Board personally purchased Simsbury Pride art banners that were hung on Iron Horse Boulevard last September. He would like to purchase more banners stating everyone is welcomed and loved in Simsbury. He will ask for ideas from the community on social media. Staff would like to hang additional Pride banners and will be researching purchasing seasonal banners and/or lights to hang on the sign posts when they are not in use by the PAC or Main Street Partnership. Ms. Capriola said they are looking at all different signs to post, including holiday signs.

Mr. Paine made a motion, effective June 8, 2020, to support the purchase of additional sign posts banners and kits to be hung by Town staff on Iron Horse Boulevard. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

**g) Social Media Account Request from Simsbury SPIRIT Council**

Mr. Wellman said the SPIRIT Council has been operating as a sub-committee related to Community for Care. The mission is to represent the community at large and to serve as our diversity champion. SPIRIT means Site Problem Identification and Resolution of Issues Together.

Mr. Wellman said this Council meets monthly and will be doing a presentation to the Board in September. He said Cheryl Cook and Nicole Kodak are co-chairs of this Committee.

Ms. Battos made a motion, effective June 8, 2020, to approve the creation of a Simsbury SPIRIT Council establishing a Facebook account to be used by the Committee to publicize their efforts, of which Town staff will have oversight. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

**REVIEW OF MINUTES**

**a) Regular Meeting of May 27, 2020**

Ms. Mackstutis made a correction on page 5, number 5 under Selectmen Liaison and Sub-Committee Reports: Change to - the Board of Education is moving forward with the Tecton option to add 6<sup>th</sup> grade to Henry James Middle School and to renovate as new Latimer Lane School.

Ms. Battos made a motion to accept the minutes of May 27, 2020 with this change. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

**SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS**

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

Mr. Peterson said he attended the May 28<sup>th</sup> Culture, Parks and Recreation meeting and he encouraged everyone to watch this meeting. He said Simsbury Farms Complex is doing a great job to provide services to the

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residents. They gave a preview of how the pool might be opened. He said Orlando gave a great presentation about what staff has been doing around Town during this pandemic. He has asked him to make the same presentation to this Board.

**COMMUNICATIONS**

- a) **Connecticut News Junkie Article “MIRA; Trash to Energy Plant No Longer Viable Without State Help” by Christine Stuart, dated May 28, 2020**

Mr. Paine said this issue is very big and will affect everyone. More information will come out between 60-90 days. Ms. Capriola said it is very unfortunate that we are not seeing investment from the State on this issue. Staff will continue to monitor the situation.

- b) **Connecticut Mirror Article; “The State’s Waste Management if in Dire Straits Now, Its Hartford Plant Overhaul is Uncertain” by Gregory Hladky dated May 29, 2020 – no discussion at this time.**

- c) **Letter from Maria Capriola, Re: Governor’s Executive Order 7-PP: Selection of Municipal Designees, dated May 20, 2020- no discussion at this time.**

Ms. Mackstutis made a motion to adjourn to Executive Session at 7:13p.m., pursuant to the following CGS and to include Maria E. Capriola, Attorney Bob DeCrescenzo, Planning Director Mike Glidden, Finance Director Amy Meriwether and Town Assessor Francine Beland. Mr. Paine seconded the motion. All were in favor and the motion passed.

**EXECUTIVE SESSION**

- a) **Pursuant to CGS §1-200(6)(E), Attorney Client Privileged to document not subject to disclosure – Review of Open Space Criteria Under the POCD for Purpose of Tax Exemption**  
b) **Pursuant to CGS §1-200(6)(B), Pending Litigation : Tobacco Valley Solar Real Estate Tax Appeal; Pursuant to CGS 1-200(6)(E), Attorney Client Privileged document not subject to disclosure – Tobacco Valley Solar Tax Stabilization Request**  
c) **Pending Litigation: CTEC Solar vs Town of Simsbury CGS §(6)(B), Attorney Client Privileged Commission, Section 1-200(6)(E) for the same legal matter**

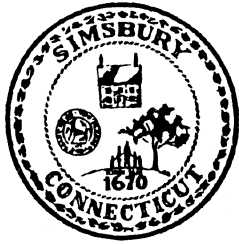
**ADJOURN**

Ms. Mackstutis made a motion to adjourn Executive Session at 8:23 p.m. Mr. Paine seconded the motion. All were in favor and the motion passed.

Ms. Mackstutis made a motion to adjourn at 8:23. Mr. Paine seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio  
Clerk



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

June 18, 2020

Michael Berry  
Simsbury Fire District  
393 Hopmeadow Street  
Simsbury, CT 06070

**Re: Appointment as Emergency Management Director**

Dear Mr. Berry:

I am pleased to inform you that at their meeting on June 8, 2020 the Town of Simsbury's Board of Selectmen unanimously appointed you to serve as the next Emergency Management Director for the Town of Simsbury effective July 1, 2020. Pursuant to our Charter this appointment is effective until June 30, 2022, at which time it may be extended. This designation shall remain in effect until reappointment occurs, rescinded, or your separation from service, whichever comes first.

I am excited to work with you in this new capacity and am confident that you will do a fine job. I look forward to working with you to keep Simsbury safe.

Please feel free to contact my office if you need anything further.

Sincerely,

Maria E. Capriola  
Town Manager