



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Watch Board of Selectmen meetings **LIVE** and rebroadcast on Comcast Channels 96, 1090, Frontier Channel 6071 and **LIVE** streamed or on-demand at www.simsburytv.org

SIMSBURY BOARD OF SELECTMEN

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

Special Meeting – August 25, 2022 – 1:00 p.m.

PLEDGE OF ALLEGIANCE

SELECTMEN ACTION

- a) AARP CT Livable Communities Grant
- b) Healthy Living Grant
- c) 2021 – 2023 Board of Selectmen Goals
- d) Proposed Town Manager Goals July 1, 2022 – June 30, 2023

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** AARP CT Livable Communities Grant
2. **Date of Board Meeting:** August 25, 2022
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Deputy First Selectman Amber Abbuhl
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports applying for the AARP CT Livable Communities Grant, the following motions are in order:

Move, effective August 25, 2022, to authorize submittal of the AARP CT Livable Communities grant application and to authorize Maria E. Capriola, Town Manager, to execute the grant application.

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

Move, to accept the AARP CT Livable Communities grant and to authorize Maria E. Capriola, Town Manager, to execute all documents related to the grant award.

5. **Summary of Submission:**
CT AARP is currently accepting applications for its Livable Communities grant program. The Simsbury Public Library and Social Services have a desire to partner on "The Simsbury Stories Café," a new program that will provide an opportunity for seniors, families, caregivers, and other community members to gather in an inviting space for conversation and connection. Our Stories Cafe program will include a facilitated series of regular in-person and/or virtual gatherings for local seniors and friends, including persons with Alzheimer's, Dementia, and other cognitive impairments, to share stories about a common theme, such as reminiscing about growing up in Simsbury, their experiences during a particular decade, or favorite childhood games and activities. In addition, the Simsbury Stories Cafe will be equipped to help preserve the talks and other memories for future gatherings and generations.

The Simsbury Stories Cafe will give the public access to:

- A **high quality digital scanner** to save photos for a family archive or shared digital scrapbook with distant family, for example.
- **Recording equipment** (i.e. microphones, necessary accessories, computer, and supporting software) to preserve oral histories from those who were there.

- Free **programs with tutorials and activities** about storytelling, with prompts and ideas designed to engage users in recalling memories, safe social interaction, and creating connections among the generations.

The Simsbury Stories Cafe program will benefit participants by:

- Reinforcing verbal and recall skills, and having opportunities to demonstrate existing skills
- Providing a friendly means to address technology resistance
- Increasing comfort level with technology to increase access to practical time- and money-saving applications, like grocery apps or tele-med services
- Transferring knowledge and skills among generations
- Building confidence and maintaining self-identity
- Creating an “in-their-own-words” oral history for families
- Offering socialization and community connection
- Preserving community history for the Simsbury Collection at the Library
- Demonstrating the value of seniors’ contributions to healthy community

The Simsbury Stories Cafe program fits eligible project categories under the grant criteria of:

- Delivery of services to help residents age 50+ age in the setting of their choice
- Socialization and fostering community connection for older residents

The grant application is due September 7th. Many thanks to Deputy First Selectman Amber Abbuhl for identifying the grant opportunity and assisting with the endeavor.

6. Financial Impact:

This grant allows funding for the program outlined above. If awarded, the grant will provide up to \$5,000 in funding. Staff anticipates requesting a draft budget of \$4,500. Social Services and Library Staff will be the grant administrators.

7. Description of Documents Included with Submission:

- a) Simsbury Stories Café Summary

AARP CT Livable Communities Grant
Submission by: Simsbury Public Library & Social Services
Summary Proposal: 8/22/22



***Simsbury Stories Cafe: A community gathering space
for sharing, preserving, and making memories***

The Simsbury Stories Cafe will provide an opportunity for seniors, families, caregivers, and other community members to gather in an inviting space for conversation and connection. Our Stories Cafe program will include a facilitated series of regular in-person and/or virtual gatherings for local seniors and friends, including persons with Alzheimer's, Dementia, and other cognitive impairments, to share stories about a common theme, such as reminiscing about growing up in Simsbury, their experiences during a particular decade, or favorite childhood games and activities. In addition, the Simsbury Stories Cafe will be equipped to help preserve the talks and other memories for future gatherings and generations.

The Simsbury Stories Cafe will give the public access to:

- A **high quality digital scanner** to save photos for a family archive or shared digital scrapbook with distant family, for example.
- **Recording equipment** (i.e. microphones, necessary accessories, computer, and supporting software) to preserve oral histories from those who were there.
- Free **programs with tutorials and activities** about storytelling, with prompts and ideas designed to engage users in recalling memories, safe social interaction, and creating connections among the generations.

The Simsbury Stories Cafe program will benefit participants by:

- Reinforcing verbal and recall skills, and having opportunities to demonstrate existing skills
- Providing a friendly means to address technology resistance
- Increasing comfort level with technology to increase access to practical time- and money-saving applications, like grocery apps or telemed services
- Transferring knowledge and skills among generations
- Building confidence and maintaining self-identity
- Creating an "in-their-own-words" oral history for families
- Offering socialization and community connection
- Preserving community history for the Simsbury Collection at the Library
- Demonstrating the value of seniors' contributions to healthy community

Draft Budget for Grant Request

Requested Items	Estimated Costs
Microphones & Accessories (i.e. cords, interface, stands)	\$800
Laptop & Project-specific Software	\$1,500
High-Res Scanner	\$1,000
Sound Panels	\$200
Facilitator	\$700
Meeting Refreshments	\$300
TOTAL	\$4,500

Additional Resources

[AARP. Memory Cafés Offer Social Activities for Those Living With Dementia.](#)

[Danbury Public Library. Danbury Voices.](#)

[LiveWell Dementia Specialists. Memory Cafes Bring Joy & Community to People Living with Dementia.](#)

[Massachusetts Association of Councils on Aging. Massachusetts Memory Cafe Toolkit.](#)

[Massachusetts Department of Developmental Services & Jewish Family and Children's Service of Greater Boston. Launching a Memory Café.](#)

[Memory Cafe Directory. What is a Memory Cafe?](#)



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Healthy Living Collective Grant
2. **Date of Board Meeting:** August 25, 2022
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community and Social Services *Maria E. Capriola*

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

If the Board of Selectmen supports applying for the Healthy Living Collective Grant (Tai Ji Quan: Moving for Better Balance® program and instructor training grant), the following motions are in order:

Move, effective August 25, 2022, to authorize submittal of the Healthy Living Collective Grant (Tai Ji Quan: Moving for Better Balance® program and instructor training grant) application and to authorize Maria E. Capriola, Town Manager, to execute the grant application.

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

Move, to accept the Healthy Living Collective Grant (Tai Ji Quan: Moving for Better Balance® program and instructor training grant) and to authorize Maria E. Capriola, Town Manager, to execute all documents related to the grant award.

5. **Summary of Submission:**

Tai Ji Quan: Moving for Better Balance® is an evidence-based therapeutic movement program which helps participants improve balance, mobility and daily functioning and prevent falls. Participants meet twice a week for 1-hour for 24 weeks. The program was developed by Fuzhong Li, Ph.D., a Senior Scientist at Oregon Research Institute. TJQ:MBB is a licensed property of Exercise Alternatives, LLC and requires a license or sub-license to deliver. The CT Healthy Living Collective is a license holder. The TJQ:MBB program must begin prior to January 9, 2023. The anticipated value of the grant is \$2,880.

The Senior Center was previously awarded this grant and ran this program. They had 22 participants with 10 people on the waiting list. We are anticipating similar levels of participation.

6. **Financial Impact:**

This grant allows funding for the program outlined above, up to \$2,800 and includes

training and support for sites and instructors. Social Services and the Senior Center will be the grant administrators.

7. Description of Documents Included with Submission:

- a) Information on the Grant Program
- b) Grant Application



Tai Ji Quan: Moving for Better Balance

Interest Form for Funding, Training and Sub-license Opportunities v22.23

All fields marked with * are required and must be filled.

Complete Section 1: If you are an organization applying for funding and licensing.

Complete Section 2: To register instructors for training.

Complete Section 3: To explore collaboration opportunities if you are already offering/delivering Tai Ji Quan: Moving for Better Balance as a site or an instructor, but aren't under the multi-site license of the CT Healthy Living Collective.

Name of Person Completing Form *

Kathleen

First Name

Marschall

Last Name

Organization

Town of Simsbury Senior Center

If you are an instructor, with which site are you affiliated? Where do you teach?

Address *

754 Hopmeadow Street

Street Address

Street Address Line 2

Simsbury

City

Connecticut

State / Province

06070

Postal / Zip Code

Email *

kmarschall@simsbury-ct.gov

example@example.com

Phone Number *

(860) 658-3273

Please enter a valid phone number.

1. FUNDING OPPORTUNITIES FOR ELIGIBLE ORGANIZATIONS

a. Will you be delivering this program in person or virtually?

- ☒ Yes
☐ No
☐ Other

b. Do you have a trained TJQ:MBB instructor who is an employee or on contract?

- ☒ Yes
☐ No
☐ Not Sure

c. Do you have a TJQ:MBB instructor candidate who is an employee or on contract that will be attending New Instructor Training on October 18th & 19th, 2022?

- ☐ Yes
- ☒ No
- ☐ Not Applicable
- ☐ Not Sure

d. Do you anticipate barriers to recruiting participants or starting the TJQ:MBB program on or before the week of January 9, 2023?

I do not anticipate any barriers.

e. Please tell us about the target demographic you aim to recruit as participants. .

Older adults with balance difficulties and those at risk for falling.

f. As a sub-licensee of the CT Healthy Living Collective, an initiative of CT Community Care, do you agree to: *

- ☒ Use marketing and recruitment materials provided or approved by the Collective?
- ☒ Complete and submit in a timely fashion, all required enrollment and evaluation data collection?
- ☒ Maintain accurate attendance records?
- ☒ Complete and adhere to a coordination agreement with the Collective?

Applications are open until September 9th, 2022 and organizations will be informed of funding no later than September 16th, 2022. Workshops must start no later than the week of January 9, 2023.

2. TRAINING FOR NEW AND CURRENT INSTRUCTORS AND IMPLEMENTATION ORGANIZATIONS

Individuals interested in training should have experience as an exercise instructor, physical therapist or Tai Chi instructor.

Register here for training (the CT Healthy Living Collective will contact you with additional details. Click the + button to add additional names.

Name	Email	Choose a class
Kathleen Marschall	kmarschall@simsbu	Implementation Training Oct. 24 ▼
Kenneth Zaborowski	taichiforhealth@live.	2022 Refresher/Enhanced Training Nov. 9 2022 ▼
<input type="text"/>	<input type="text"/>	Please Select ▼
<input type="text"/>	<input type="text"/>	Please Select ▼
<input type="text"/>	<input type="text"/>	Please Select ▼

3. AUTHORITY TO DELIVER THE TJQ:MBB PROGRAM

Check here if you are an organization or instructor delivering the TJQ:MBB program but unsure if you are operating under a required license and we will contact you to explore collaboration opportunities.

☐ Please contact me.

Questions/Comments

Type here...

Once submitted, your application will be reviewed. Remember:

Sites may be approved for funding and must sign and adhere to a coordination agreement with the CT Healthy Living Collective. The funding is for \$2,880 payable to the site and includes instructor training, instructor materials, promo materials and technical assistance.

Sites not approved for funding will still be able to deliver Tai Ji Quan: Moving for Better Balance under the Collective's multi-site license. Sites must sign and adhere to a coordination agreement with the CT Healthy Living Collective. Instructor training and materials is included as are promo materials and technical assistance.

Only instructors affiliated with sites who complete and adhere to the coordination agreement with the CT Healthy Living Collective are eligible to attend training and receive training materials.

Submit



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** 2021-2023 Board of Selectmen Goals

2. **Date of Board Meeting:** August 25, 2022

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

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

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

This item is informational for discussion. If after discussion, the Board is prepared to formally adopt its goals, the following motion is in order:

Move, effective August 25, 2022, to adopt the 2021-2023 Board of Selectmen goals as presented (or as amended).

5. **Summary of Submission:**

Selectmen were asked to prioritize goals of most importance to them from a list developed from their December and January goal setting sessions, and input submitted this summer. Selectmen ranked the priorities by high, medium, low, or not interested. Based on Board feedback, goals that were ranked as high or medium by at least three members were included on the revised draft list, now totaling 15 draft goals. As discussed at the last meeting, Selectman Sean Askham assisted in the review of the list.

The Board may wish to further discuss and prioritize their goals prior to adoption.

6. **Financial Impact:**

Ultimately the agreed upon goals assist in setting organizational priorities and policy direction, including guidance that is used during budget development for establishing resource priorities.

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

- a) Draft 2021 – 2023 Board of Selectmen Goals
- b) Presentation Slides from First Selectman Mackstutis - *FORTHCOMING*

2021-2023 SIMSBURY BOARD OF SELECTMEN GOALS - DRAFT

INSTRUCTIONS: Please note high, medium, low or no for each row. No means no interest/remove for you. High, medium or low indicates a level of priority for you.

Notes: Red font indicates new addition submitted from a Board member that was not discussed during goal setting sessions. Initials reflect Board member making the addition

Topic Area	Goals	Abbuhl	Askham	Goetz	Mackstutis	Peterson	Wellman	SUMMARY	Notes
Financial Management	Engage in long range planning of Capital between BOS, BOF and BOE; incorporate the Town's Facilities Master Plan results	H	H	H	H	H	H	6 High	
Financial Management	Explore shared services between Town of Simsbury and Simsbury Board of Education.	H	H	M	L	H	H	4 High; 1 Medium; 1 Low	
Public Health and Well-Being	Support the work of the Town's DEI Council and DEI initiatives. Develop a DEI vision for the community and the organization.	H	M	NO	NO	M	M	1 High; 3 Medium; 2 No	
Parks & Recreation	Invest in our athletic fields and facilities.	M	L	M	NO	H	M	1 High; 3 Medium; 1 Low; 1 No	
Parks & Recreation	Prioritize filling gaps in trail connectivity - especially Tariffville gap.	M	M	H	H	M	H	3 High; 3 Medium	
Parks & Recreation	Conduct capital improvements to Tariffville Park within context of Parks and Open Space Master Plan.	L	Budgeted	M	M	M	M	4 Medium; 1 Low; 1 Budgeted	
Economic Development	Create a MOU with Main Street Partnership (HG) (WM)	H	M	H	H	L	L	3 High; 1 Medium; 2 Low	recommended addition from Selectman Goetz and FS Mackstutis
Economic Development	Engage in a charette and rezoning for Tariffville Village to allow/promote business development in this area (HG)	L	Need More Info	H	M	L	M	1 High; 2 Medium; 2 Low; 1 Need More Info	recommended addition from Selectman Goetz
Economic Development	Draft ordinance regarding the sale of cannabis. Educate Board of Selectmen and the community on the topic.	M	M	L	H	H	NO	2 High; 2 Medium; 1 Low; 1 No	
Fostering an Engaged, High Quality Workforce	Create executive coaching & 360 feedback opportunities for employees.	M	M	M	NO	M	M	5 Medium; 1 No	
Fostering an Engaged, High Quality Workforce	Invest in our workforce through professional development opportunities.	H	M	M	L	M	L	1 High; 3 Medium; 2 Low	
Fostering an Engaged, High Quality Workforce	Engage in an employee satisfaction survey (WM)	Duplicate	NO	M	H	M	NO	1 High; 2 Medium; 2 No; 1 Duplicate	recommended addition from FS Mackstutis
Public Safety	Conduct police services staffing study and implement changes (HG) (WM)	H	Underway	M	M	M	M	1 High; 4 Medium; 1 Underway	recommended addition from Selectman Goetz and FS Mackstutis
Public Safety	Receive annual updates from Simsbury Volunteer Ambulance Association.	M	H, Ongoing	M	L	M	NO	1 High/Ongoing; 3 Medium; 1 Low; 1 No	

High: 6	High: 3	High: 4	High: 5	High: 4	High: 3
Medium: 5	Medium: 6	Medium: 8	Medium: 3	Medium: 8	Medium: 6
Low: 2	Low: 1	Low: 1	Low: 3	Low: 2	Low: 2
No/Other: 1	No/Other: 5	No/Other: 1	No/Other: 3	No/Other: 0	No/Other: 3

BOS GOALS 2022/2023
Draft – Working Document Intro (wgm 8-24-2022)

This draft includes the BOS goals in Power Point format.

The Goal setting spreadsheet items have been inserted in this format to ‘unflatten’ how we are viewing them.

It requires input from the board in many spots – questions in red, items to keep or drop, format and consolidation attempts.

Created overarching goals using the spreadsheet – white sheet topics as those are the main goals.

There was a methodology on what was included :

- Took out anything that was all LOWs and Nos
- Ranked each item by number of votes in the H and M column
- Second ranking includes L's.
- Chopping block is anything with only 1 H/M votes

The items on the town reduced list are included as they met the above criteria, but I left in items for discussion to keep and cut, by the members of the board as I felt they needed confirmation and/or further discussion.

Other changes – please weigh in.

- Removed the ARPA item as I don't think we are making decisions around that anymore – just prioritizing capital and planned items.
- Removed Emergency Service Contract from our Goals – it's part of Maria's Job – has to be done
- Merged my affordable housing line and vote with Amber's
- Merged my DEI with the other but took out the reference to the council as we discussed
- Merged the Facilitate Employee engagement into the employee satisfaction survey
- This does not seem like a BOS goal - Create executive coaching & 360 feedback opportunities for employees - the encourage prof development really covers all aspects of growth for our employees
- Items that we funded - are moving forward on since we started this – others?
 - ARPA
 - Pathways
 - Bike Path
 - SPD study
 - Social Workers

Board of Selectmen

2022/2023 Goals



Mission/summary statement:

We were elected to set policy and direction on how to use taxpayer dollars in the best interest of our town, to make sure we do our best to ensure the safety and well-being of our residents, that we are transparent in how we operate, and that we encourage economic growth to offset the costs of our growing community.

Do we want an opening statement to cover our overall goal to the town?

Goal: Strong Financial Management and Capital Planning

Primary Initiatives

H/M	H/M/L	
6	6	Engage in long range planning of Capital between BOS, BOF and BOE; incorporate the Town's Facilities Master Plan results. See below
5	6	Explore shared services between Town of Simsbury and Simsbury Board of Education.
3	4	Improve the Budget Process, reduce redundancies, identify savings and growth opportunities, GFOA best practices, clarity to the public
3	3	Apply for and explore grant funding for Town-wide assets

Rankings will be removed in final version but here to discuss and confirm what we are taking out

Culture, Parks, and Recreation & Open Space Master Plan Priority Focus

H/M	H/M/L	
6	6	Prioritize filling gaps in trail connectivity - especially Tariffville gap.
4	5	Invest in our athletic fields and facilities.
4	5	Conduct capital improvements to Tariffville Park
3	6	Conduct capital improvements to Simsbury Farms
		Where does the PAC fall – since that is now becoming a town project with a priority of next year?

Infrastructure & Facilities Master Plan Priority Focus

H/M	H/M/L	
5	6	Continue prioritization and implementation of Facilities Master Plan items.
3	6	Engage in clean energy initiatives such as electric vehicles, electric charging stations, etc. Pursue grant funding working with our CROCOG for IJA dollars as it becomes available.
3	6	Explore improvement of crosswalks and intersections throughout Town. Explore options for improving crosswalk in front of Town Hall.

A suggested way to cover all of these – they fall into how we plan and use our budget – and highlight how we want to focus when making capital decisions.

Goal: v2 Strong Financial Management and Capital Planning

*An option – to create this as a dialogue
rather than a list...SAMPLE - DRAFT*

This Board is focused on the following goals when it comes to spending taxpayer dollars and doing what we believe is best for our parks, infrastructure, town buildings and all those who use them.

- **Engage in long range planning of Capital between BOS, BOF and BOE**

- Take advantage of the Finance Subcommittee to facility this effort
- Bring in the Capital Budgeting piece of Cleargov to enhance the current process and create a historical roadmap

Culture, Parks and Rec Board Priority Focus

- ✓ Prioritize filling gaps in trail connectivity - especially Tariffville gap.
- ✓ Invest in our athletic fields and facilities
- ✓ Conduct capital improvements to Tariffville Park and Simsbury Farms
- ✓ *Where does the PAC fall – since that is now becoming a town project with a priority of next year?*

Infrastructure & Facilities Master Plan Priority Focus

- ✓ Continue prioritization and implementation of Facilities Master Plan items.
- ✓ Engage in clean energy initiatives such as electric vehicles, electric charging stations, etc. Pursue grant funding working with our CROG for IJA dollars as it becomes available.
- ✓ Explore improvement of crosswalks and intersections throughout Town. Explore options for improving crosswalk in front of Town Hall.

- **Explore shared services between Town of Simsbury and Simsbury Board of Education.**

- Complete the Finance Department integration
- Consider other areas including Facilities, Fleet Management – town staff

- **Improve the Budget Process, reduce redundancies, identify savings and growth opportunities, GFOA best practices, clarity to the public**

- Look for savings in the operating budget each year while maintaining needed services
- Find ways to reduce or consolidate the timeline within the framework of the Charter

- **Apply for and explore grant funding for Town-wide assets**

- Focus on taking advantage of all opportunities to get free money
- Future – do we hire someone to find and apply for grants

Goal:
The health, safety and
well being of our
constituents.

Goal wording –
consensus needed

Primary Initiatives		
H/M	H/M/L	
5	5	Conduct SPD work study and implement changes
4	5	Receive annual updates from Simsbury Volunteer Ambulance Association.
4	4	Support townwide DEI initiatives. Develop a DEI vision for the community and the organization.
3	6	Provide mental health services & resources to the community.
1	4	Support our seniors by engaging in a community survey re: making Simsbury an age-friendly community and incorporate such feedback as appropriate in our plans/program (re-inserted for discussion)
2	4	Engage community re: affordable housing needs in Simsbury and incorporate such feedback as appropriate in our plans/programs

Initiatives underway

Future Initiatives

Given some of the items have already started, we could include additional
information so we don't lose sight of some things

Goal: Transparency in Government, Investing in and retaining a high quality workforce, and Constituent Outreach

Consolidates these into one overall goal as I believe they are all related.

I also think that the Invest in workforce is enough to cover the executive coaching as the 360 is specific to a limited number of employees and should enhance their professional development.

H/M	H/M/L	Primary Initiatives
2	3	Receive proactive updates on projects and staffing needs on an ongoing basis from Town staff to BOS and residents (WM)
2	3	Record all meetings or take well documented minutes of all meetings
2	3	Equitable access to staff and information for all Selectmen, enhanced liaison reporting
2	3	Improve Town Manager's transparency, communication and accountability

H/M	H/M/L	
5	5	Create executive coaching & 360 feedback opportunities for employees.
4	6	Invest in our workforce through professional development opportunities.
4	3	Engage in an employee satisfaction survey
2	4	Update the personnel rules and regulations

H/M	H/M/L	
0	0	Explore a Constituent Tracking System

I added this in as we had discussed it in one of our sessions, and I feel it would be helpful to know who has responded to who from either the BOS or Town offices so to eliminate duplication. Yes or no – just putting it here.

Goal:
Develop an
Economic
Vision for our
community (?)

Primary Initiatives		
H/M	H/M/L	
4	6	Create a MOU with Main Street Partnership
4	5	Draft ordinance regarding the sale of cannabis. Educate Board of Selectmen and the community on the topic.
3	6	Engage in a charette and rezoning for Tariffville Village to allow/promote business development in this area
2	4	Promote walkability of downtown.

Does the focus on the PAC by the Town fit here or under capital projects? This recently became a ‘town project’, funded mostly by the PAC but requiring town resources.

Not making the cut unless there is a sales push – low to no priority for most

1	Prioritization of Parks and Rec projects	Support work of Pollinator Pathways initiative.	L	L	0	0	L	M	0	1	3	2
1	The health, safety and well being of our residents/constituents	Support our seniors by engaging in a community survey re: making Simsbury an age-friendly community and incorporate such feedback as appropriate in our plans/program	M	0	L	0	L	L	0	1	3	2
1	The health, safety and well being of our residents/constituents	Engage community re: affordable housing needs in Simsbury and incorporate such feedback as appropriate in our plans/programs	M	0	0	0	L	L	0	1	2	3
1	The health, safety and well being of our residents/constituents	Support and develop DEI initiatives across all boards and commissions	0	0	0	L	L	M	0	1	2	3
1	The health, safety and well being of our residents/constituents	Explore expanded and affordable housing opportunities	0	0	0	M	L	0	0	1	1	4
1	Transparency in Government and Constituent Outreach	Engage in webmaster and website improvements	M	L	L	L	L	L	0	1	5	0
0	Develop an Economic Development Strategy	Explore opportunities for boat/river access.	L	0	L	0	L	L	0	0	4	2
0	Investing in and retaining a high quality workforce	Update all job descriptions	L	0	L	0	L	0	0	0	3	3
0	Prioritization of Infrastructure projects	Engage in traffic calming studies and improvements.	L	L	L	0	L	L	0	0	5	1
0	The health, safety and well being of our residents/constituents	Evaluate need for new and existing town committees.	L	L	NO	NO	L	NO	0	0	3	3
0	The health, safety and well being of our residents/constituents	Increase presence and visibility at Simsbury Meadows/Rotary Park	0	L	L	0	L	0	0	0	3	3



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, 2022 – June 30, 2023

2. **Date of Board Meeting:** August 25, 2022

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 August 25, 2022, to adopt the Town Manager's Goals for July 1, 2022 – June 30, 2023 as presented.

5. **Summary of Submission:**
The Town Manager's proposed goals were discussed at the Personnel Sub-Committee meeting on July 7, 2022 and at the Board of Selectmen meetings on July 11, 2022 and August 8, 2022. These goals provide an important framework for the Town Manager 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. As indicated by Selectman Peterson at our last meeting, the proposed goals include priorities related to core job functions of the Town Manager, including the fulfillment of legal requirements, such as collective bargaining responsibilities.

Additionally, when developing this list, the Town Manager also considered the Board of Selectmen's goal setting discussion, departmental and organizational needs, strategic initiatives, and funded capital and CNR projects. This list of goals is both achievable yet aspirational, and provides a framework for the work that will be performed in the current year as well as future years.

As requested, I have provided additional context for each goal such as if it is an approved capital project, legal requirement, existing Selectmen goal, identified in a Master Plan, etc.

6. **Financial Impact:**
The proposed goals require both direct and indirect resources.

7. Description of Documents Included with Submission:

- a) Draft Town Manager Goals, July 1, 2022 – June 30, 2023



Town of Simsbury

Town Manager Goals, July 1, 2022 – June 30, 2023

Adopted August XX, 2022 by Board of Selectmen

Human Resources/Labor Relations

<i>Priority</i>	<i>Goal</i>
High	Complete negotiations for successor collective bargaining agreement with Dispatchers; implement compensation and other changes. Implement wage, benefits, and other arbitration award changes for the groups represented by CSEA for the 2019-2023 contract. Initiate negotiations for successor collective bargaining agreement with AFSCME and CSEA.
Medium	Conduct annual leadership retreat, with a focus on creating a diverse workforce and inclusive workplace.
Medium	Engage in employee satisfaction survey (funds permitting).
Medium	Engage in re-writes and updates to the Town's Personnel Rules and Regulations (funds permitting).
Medium	Create executive coaching, 360 review, and other professional development opportunities for staff.
Low	Complete a RFQ for pension and OPEB actuarial services; select vendor.

Economic Development

<i>Priority</i>	<i>Goal</i>
Medium	Working with the Economic Development Commission and other stakeholders, conduct visitations and outreach with the business community.
Medium	Assist special villages with initiatives related to special events, infrastructure improvements, and economic development.
Low	Conduct research regarding public gathering permit policies and ordinances. Develop a draft policy.

Financial Management

<i>Priority</i>	<i>Goal</i>
High	Prepare and submit FY 23/24 operating and capital budgets in accordance with Charter timeline requirements. Continue to quantify our baseline and capital needs.
High	Support the Board of Selectmen's priorities by using Federal Recovery funds in a manner that is permissible and consistent with federal guidelines. Support Board of Selectmen Finance Sub-Committee in this work. Implement and audit funded initiatives.
Medium	Support implementation of budgeted resources to further grow the grand list.



Town of Simsbury

- | | |
|-----|---|
| Low | Evaluate opportunities to enhance our capital budgeting and long range planning capabilities. |
| Low | Continue implementation of our new financial management and human resources software system. Implement electronic timekeeping and leave accruals for our workforce. |

Special Projects

- | <i>Priority</i> | <i>Goal</i> |
|-----------------|---|
| High | Support the Board's vision for a diverse and inclusive community and workforce through special projects, initiatives, and policies. Support the DEI Council Data Sub-Committee in the completion of a community wide survey, data collection, and analysis project. |
| High | Continue stewardship and preservation of the Meadowood open space acquisition. Engage in architectural and planning services to rehabilitate the historic tobacco barns. Issue RFP for barn rehabilitation work. |
| High | Complete update to the 5-year EMS Plan. |
| Medium | Issue RFQ for staffing study for police services; select vendor. Begin study. |
| Medium | Issue RFQ for cyber security audit; select vendor. Begin study. |
| Medium | Evaluate opportunities for sharing services with the Board of Education. |
| Low | Continue policy and land management review practices for our open space parcels. Develop a PA-490 policy. |
| Low | Support work related to the pollinator pathways initiative. |
| Low | Develop a policy or regulations regarding the prohibition of tobacco, vaping, and other similar products on town owned property. |
| Low | Execute projects and studies that support traffic calming, intersection, and pedestrian crossing improvements. |
| Low | Implement shared work order system for Public Works and Parks and Recreation. |
| Low | Support the Library in its implementation of its recently updated 5-year strategic plan. |
| Low | Begin preliminary work regarding scope, timeline, and member composition for Charter Review. |
| Low | Assist Board of Selectmen in a comprehensive update to its Rules and Procedures. |



Town of Simsbury

Low

Create the tools and infrastructure needed to support the work of the Fair Rent Commission should it be reactivated under recent statutory requirements.

DRAFT

DRAFT Town Manager Goals FY 22/23

Topic Area	Priority	Goal	Framework
Human Resources/Labor Relations	High	Complete negotiations for successor collective bargaining agreement with Dispatchers; implement compensation and other changes. Implement wage, benefits, and other arbitration award changes for the groups represented by CSEA for the 2019-2023 contract. Initiate negotiations for successor collective bargaining agreement with AFSCME and CSEA.	Legal requirements under state statute
Human Resources/Labor Relations	Medium	Conduct annual leadership retreat, with a focus on creating a diverse workforce and inclusive workplace.	Adopted 20-21 BOS goal; draft 21-22 BOS goal re: professional development
Human Resources/Labor Relations	Medium	Engage in employee satisfaction survey (funds permitting).	Adopted 20-21 BOS goal; draft 21-22 BOS goal re: employee engagement opportunities
Human Resources/Labor Relations	Medium	Engage in re-writes and updates to the Town's Personnel Rules and Regulations (funds permitting).	Town Manager/staff identified need in 2021; Personnel Sub-Committee
Human Resources/Labor Relations	Medium	Create executive coaching, 360 review, and other professional development opportunities for staff.	Adopted 20-21 BOS goal; draft 21-22 BOS goal re: professional development
Human Resources/Labor Relations	Low	Complete an RFQ for pension and OPEB actuarial services; select vendor.	Best practice to maintain compliance with Purchasing Policy
Economic Development	Medium	Working with the Economic Development Commission and other stakeholders, conduct visitations and outreach with the business community.	Board of Selectmen adopted Economic Development Commission Plan for 21-22
Economic Development	Medium	Assist special villages with initiatives related to special events, infrastructure improvements, and economic development.	Ongoing BOS identified goal for Town Manager/organization
Economic Development	Low	Conduct research regarding public gathering permit policies and ordinances. Develop a draft policy.	Town Manager/staff identified need
Financial Management	High	Prepare and submit FY 23/24 operating and capital budgets in accordance with Charter timeline requirements. Continue to quantify our baseline and capital needs.	Charter requirements; Various Master Plan documents
Financial Management	High	Support the Board of Selectmen's priorities by using Federal Recovery funds in a manner that is permissible and consistent with federal guidelines. Support Board of Selectmen Finance Sub-Committee in this work. Implement and audit funded initiatives.	Federal requirements; timely

DRAFT Town Manager Goals FY 22/23

Topic Area	Priority	Goal	Framework
Financial Management	Medium	Support implementation of budgeted resources to further grow the grand list.	Approved operating budget resources
Financial Management	Low	Evaluate opportunities to enhance our capital budgeting and long range planning capabilities.	Adopted 20-21 BOS goal; draft 21-22 BOS goal re: financial management
Financial Management	Low	Continue implementation of our new financial management and human resources software system. Implement electronic timekeeping and leave accruals for our workforce.	Approved capital project. Past Board of Selectmen directive to advance and leverage technology in the organization
Special Projects	High	Support the Board's vision for a diverse and inclusive community and workforce through special projects, initiatives, and policies. Support the DEI Council Data Sub-Committee in the completion of a community wide survey, data collection, and analysis project.	Ongoing BOS identified goal for Town Manager/organization; BOS adopted policy resolution declaring racism a public health crisis
Special Projects	High	Continue stewardship and preservation of the Meadowood open space acquisition. Engage in architectural and planning services to rehabilitate the historic tobacco barns. Issue RFP for barn rehabilitation work.	Timely/pressing due to condition of historic barns and available resources for restoration.
Special Projects	High	Complete update to the 5-year EMS Plan.	Legal requirements under state statute
Special Projects	Medium	Issue RFQ for staffing study for police services; select vendor. Begin study.	Approved CNR project
Special Projects	Medium	Issue RFQ for cyber security audit; select vendor. Begin study.	Approved CNR project
Special Projects	Medium	Evaluate opportunities for sharing services with the Board of Education.	Adopted 20-21 BOS goal; draft 21-22 BOS goal re: financial management
Special Projects	Low	Continue policy and land management review practices for our open space parcels. Develop a PA-490 policy.	Ongoing BOS identified goal for Town Manager/organization
Special Projects	Low	Support work related to the pollinator pathways initiative.	BOS adopted Policy Resolution on Pollinator Initiative; Approved CNR project; Adopted 20-21 BOS goal
Special Projects	Low	Develop a policy or regulations regarding the prohibition of tobacco, vaping, and other similar products on town owned property.	Timely due to 2021 cannabis legislation
Special Projects	Low	Execute projects and studies that support traffic calming, intersection, and pedestrian crossing improvements.	Approved CNR project; draft 21-22 BOS goal

DRAFT Town Manager Goals FY 22/23

<i>Topic Area</i>	<i>Priority</i>	<i>Goal</i>	<i>Framework</i>
Special Projects	Low	Implement shared work order system for Public Works and Parks and Recreation.	Approved CNR project
Special Projects	Low	Support the Library in its implementation of its recently updated 5-year strategic plan.	Approved by an elected body (Library Trustees)
Special Projects	Low	Begin preliminary work regarding, scope, timeline, and member composition for Charter Review.	Legal requirements under state statute in 2023
Special Projects	Low	Assist Board of Selectmen in a comprehensive update to its Rules and Procedures.	Best practice; identified need by Personnel Sub-Committee and staff
Special Projects	Low	Create the tools and infrastructure needed to support the work of the Fair Rent Commission should it be reactivated under recent statutory requirements.	Legal requirements under state statute