



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN

Special Meeting – September 21, 2021 – 5:15 p.m.

Virtual Format Only

PLEDGE OF ALLEGIANCE

SELECTMEN ACTION

- a) Meadowood Acquisition - Acceptance of Grants and Supplemental Appropriations
- b) Appointment of Town Clerk

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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Meadowood Acquisition – Acceptance of Grants and Supplemental Appropriations
2. **Date of Board Meeting:** September 21, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**

The Board of Selectmen needs to accept and appropriate the remaining incoming funds to the capital project established for the acquisition of Meadowood. Therefore, the following motions are in order:

Move, effective September 21, 2021, to accept approximately \$886,500 from the state Department of Agriculture and/or the Trust for Public Land to be applied towards the acquisition of Meadowood. Further move to authorize Town Manager Maria E. Capriola to execute all documents related to accepting these funds. This motion replaces the motion made on June 28, 2021.

Move, effective September 21, 2021, to accept approximately \$280,000 from the George Dudley Seymour Trust and/or the Trust for Public Land to be applied towards the acquisition of Meadowood. Further move to authorize Town Manager Maria E. Capriola to execute all documents related to accepting these funds.

Move, effective September 21, 2021, to accept approximately \$1,400,000 from the federal Highlands Conservation Program and/or the Trust for Public Land to be applied towards the acquisition of Meadowood. Further move to authorize Town Manager Maria E. Capriola to execute all documents related to accepting these funds.

Further move, to approve a supplemental appropriation in the amount of \$2,566,500 for the Meadowood purchase as presented and recommend its approval to the Board of Finance. The total Town appropriation will be \$5,466,500.

5. **Summary of Submission:**

To date, the following appropriations have been made towards the acquisition of Meadowood:

- \$2,500,000 (bond authorization)
- \$400,000 (state open space grant)
- \$877,500 (state department of agriculture grant)

Additional funds need to be accepted and appropriated:

- \$11,000 in additional state department of agriculture funds (bringing the total to \$886,500)
- \$280,000 (George Dudley Seymour Trust)
- \$1,400,000 (federal Highlands Conservation program)

The anticipated closing date for the Meadowood property is September 24, 2021.

The Board of Finance will review the supplemental appropriation requests at their September 21, 2021 meeting.

6. Financial Impact:

The Town's total contribution towards acquisition, with grant funds, will be \$5,350,000. Of that, \$2,383,500 will be from bond funds and \$2,080,000 will be grant funds. TPL is contributing an additional \$500,000 in grant funds and \$150,000 from the sale of a private lot. The total purchase prices will be \$6,000,000. As a reminder, some of the appropriated revenue from the bond authorization will be used towards other related expenses such as survey work, environmental reviews, and site improvements.

7. Description of Documents Included with Submission:

a) Meadowood Funding Status

Status of Meadowood Acquisition Funding - 9/15/2021

Amount	Grant	Status	Recipient or Pass Through	Status of Supplemental Appropriation
\$500,000	State Historic Preservation Office, Dept. of Economic and Community Dev. – Good to Great	Awarded	TPL	N/A - funds provided by TPL at closing
\$150,000	Sale of private lot		TPL	N/A - funds provided by TPL at closing
\$400,000	DEEP Open Space and Watershed Land Acquisition grant	Awarded	Town	Supplemental appropriation approved \$400,000
\$280,000	George Dudley Seymour Trust	Awarded	Town	Supplemental appropriation not approved
\$1,400,000	Highlands Conservation Funding	Awarded	Town	Supplemental appropriation not approved
\$886,500	DOAG*	Awarded	Town	Supplemental approved for \$877,500; \$11,000 additional funds received
<u>\$2,383,500</u>	Town of Simsbury	Authorized/Approved	Town	N/A
\$6,000,000				

\$5,350,000 Total town wired funds for closing

Note: Additional \$400K for barn restoration, interpretive development, and signage is also committed



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Recommended Appointment of Town Clerk
2. **Date of Board Meeting:** September 21, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Melissa A.J. Appleby, Deputy Town Manager
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen concurs with the recommendation of the Town Manager and Deputy Town Manager to appoint Trish Munroe as Town Clerk, the following motion is in order:

Move, to appoint Ms. Trish Munroe to the position of Town Clerk effective October 4, 2021, with a salary and employment-related benefits assigned to that position.

5. **Summary of Submission:**
Following the announcement of Ericka Butler's resignation from the position of Town Clerk, a recruitment process was initiated to find her replacement. Finalists for the position participated in first and second round interviews with external Town Clerks, the Town Manager and Deputy Town Manager, the First Selectman, the leadership team, and departmental staff. Additionally, finalists were required to submit writing samples. From that process, a preferred candidate emerged.

I have identified Ms. Trish Munroe as the preferred candidate for the Town Clerk position. Ms. Munroe currently serves as an Assistant Town Clerk for the Town of West Hartford, and previously served as an Assistant Town Clerk for the Town of Avon. Prior to that, Ms. Munroe was an Assistant Attorney General for the state of Virginia specializing in administrative and statutory law. She holds a bachelor's degree in Economics from Wellesley College and a J.D. from Washington & Lee School of Law. She has completed her coursework for the Connecticut Certified Town Clerk Program.

Ms. Munroe is available to begin work on October 4, 2021. Carolyn Kiely, our current interim Town Clerk, is able to remain on staff on a limited basis during the transition.

The Charter requires appointment of the Town Clerk by the Board of Selectmen. The position is in the A & P bargaining unit, and is on Grade A7 of that pay plan. The position reports to the Deputy Town Manager and is a member of our leadership team.

6. **Financial Impact:**
Sufficient funds are budgeted to support the salary of \$84,675 (Grade A7, Step 1).

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

None