

Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Lisa L. Heavner - First Selectman

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AMENDED

SIMSBURY BOARD OF SELECTMEN

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

Regular Meeting – March 14, 2016 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATIONS

FIRST SELECTMAN'S REPORT

SELECTMEN ACTION

- a) Approve Tax Refunds
- b) Appointment of Special Legal Counsel – Land Use Commissions for development associated with 200 Hopmeadow Street
- c) Review and discuss waiver of \$290 Zoning Application Fee
- d) Review and discuss waiver of fees for the Simsbury Light Opera Company Event at Eno Hall
- e) Review and discuss waiver of fees for the Theatre Guild of Simsbury Event at Eno Hall
- f) Approve Public Gathering Permit Applications for 2016 Events
- g) Approve Payment of \$850 to U.S. Treasury for Friends of Simsbury Farms 501(c)3 status
- h) Approve Resolution authorizing the Town of Simsbury Defined Contribution Plan to comply with the requirements of the Pension Protection Act of 2006 (PPA), the Heroes Earnings Assistance and Relief Tax Act of 2008 (HEART Act), the Worker, Retiree, and Employer Recovery Act of 2008 (WRERA) and other applicable guidance

- i) Approve entering into a contract with Blum Shapiro to Perform an Assessment of the IT Operations of the Town and School District of Simsbury
- j) Budget Discussion and Possible Action

OTHER BUSINESS

- a) Update on Senior Community Center Project

APPOINTMENTS AND RESIGNATIONS

- a) Reappoint Richard Ostop (D) to the Hartford Area Cable Television Advisory Council with an expiration date of June 30, 2017
- a) Reappoint Kenneth N. Picard (D) to the Hartford Area Cable Television Advisory Council with an expiration date of June 30, 2017

REVIEW OF MINUTES

- a) Regular Meeting of February 22, 2016 – Public Hearing
- b) Regular Meeting of February 22, 2016
- c) Regular Budget Workshop Meeting of February 29, 2016

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- 1. Personnel
- 2. Finance
- 3. Welfare
- 4. Public Safety
- 5. Board of Education

ADJOURN

Most of the documents reviewed by the Board of Selectmen at this meeting can be located at:
<http://www.simsbury-ct.gov/board-of-selectmen>



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Tax Refunds
2. **Date of submission:** March 8, 2016
3. **Date of Board Meeting:** March 14, 2016
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

Colleen O'Connor- Tax Collector

5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):

Individual or Entity making the submission requests that the Board of Selectmen:

Tax refunds to be approved by State Statue 12-129. Some of the reasons for refunds on cars are –vehicle sold, destroyed, donated, moved out of state or appealed the taxes.

Real Estate refunds are due to the fact that both a bank and an attorney's office pay the taxes because of sale of house or re-finance.

6. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):

7. **Financial Impact** (Include a description of any impact on the finances of the Town of Simsbury):

Approve tax refunds per attached printout in the amount of **\$ 1,705.01**

8. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

Tax Refunds.xls

	BILL NUMBER	TAX	FIRE	INTEREST	TOTAL
List 2012					
					\$0.00
					\$0.00
Total 2012		\$0.00	\$0.00	\$0.00	\$0.00
List 2013					
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total 2013		\$0.00	\$0.00	\$0.00	\$0.00
List 2014					
Gardner Muriel e	14-1-2772	\$54.13			\$54.13
Mamet Luciana	14-1-4890	\$81.48			\$81.48
Diamler Trust	14-3-54063	\$574.17	\$18.41		\$592.58
Nissan Infinit LT	14-3-63348	\$200.75	\$6.44		\$207.19
Scanlon Patricia or Charles	14-3-66303	\$259.18			\$259.18
Tassinari Joanne E	14-3-681439	\$5.94			\$5.94
Toyota Lease Trust	14-3-68495	\$430.03	\$13.78		\$443.81
Williams Kevin A	14-3-70005	\$49.74	\$1.59		\$51.33
Bronchetti Steven T	14-4-80344	\$49.59			\$49.59
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total 2014		\$1,705.01	\$40.22	\$0.00	\$1,745.23
TOTAL 2012		\$0.00	\$0.00	\$0.00	\$0.00
TOTAL 2013		\$0.00	\$0.00	\$0.00	\$0.00
TOTAL 2014		\$1,705.01	\$40.22	\$0.00	\$1,745.23
					\$1,745.23
TOTAL ALL YEARS		\$1,705.01	\$40.22	\$0.00	\$1,745.23



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** *Land Use Commissions' Legal Counsel*
2. **Date of submission:** *March 10, 2016*
3. **Date of Board Meeting:** *March 14, 2016*
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

James D. Rabbitt, AICP, Director of Planning and Community Development

5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):

James D. Rabbitt, AICP, Director of Planning and Community Development, requests that the Board of Selectmen: Allow the First Selectman to enter into a contract on behalf of the Town's Land Use Commissions with attorney Mike Zizka from Murtha Cullina for matters associated with 200 Hopmeadow Street. Present legal counsel has a conflict with matters associated with 200 Hopmeadow Street.

6. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):

Attorney Zizka would be retained to provide legal advice to staff and the Commissions during development negotiations, as well as during the permitting process and any follow-up to the permitting process. The relevant dates are associated with project timelines; permitting process is expected to start this spring.

7. Financial Impact (Include a description of any impact on the finances of the Town of Simsbury):

Mr. Zizka's billable rate is \$275 per hour.

8. Description of documents included with submission (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

Mr. Zizka's bio is attached.



Michael A. Zizka

Of Counsel

860-240-6144 | mzizka@murthlaw.com

MURTHA
CULLINA

Education:

University of Connecticut Law School (J.D., *with honors*, 1982)

University of Connecticut (M.S. in Geology, 1978)

Rensselaer Polytechnic Institute (B.S., *cum laude*, 1975)

Description:

Mr. Zizka has represented numerous municipalities, businesses, and individuals in all phases of land-use and environmental permitting, compliance, and litigation. His land-use practice encompasses zoning, planning, subdivisions, inland and coastal wetlands, public sewer and water development, and the drafting and amendment of regulations and ordinances. His environmental practice has focused on water and hazardous waste issues and litigation in state and federal courts. Prior to practicing law, Mr. Zizka served as a hydrogeologist for the Connecticut Department of Environmental Protection. He is the author of "What's Legally Required?", a procedural guide for municipal land use agencies that is published by the Connecticut Department of Environmental Protection and widely used throughout Connecticut (7th ed. 2004).

Practices & Industries:

- Land Use
- Municipal Law
- Litigation
- Administrative & State Tax Appeals
- Environmental Law
- Appellate Practice

Bar & Court Admissions:

- Connecticut
- U.S. District Court, District of Connecticut

Memberships:

- Member, Executive Committees of the Planning and Zoning Sections and the Environmental Law sections of the Connecticut Bar Association
- Member, Legal Action Network for Development Strategies (LANDS) of the National Association of Home Builders (NAHB)

Recognition:

-

Listed in The [Best Lawyers in America®](#) as Hartford Lawyer of the Year in the area of Land Use and Zoning Law in 2015 and in the area of Litigation – Land Use and Zoning in 2015 (Copyright 2015 by Woodward/White, Inc., Aiken, SC)

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Listed in [The Best Lawyers in America®](#) in the area of Land Use and Zoning Law since 2011 and in the area of Litigation – Land Use and Zoning since 2011 (Copyright 2015 by Woodward/White, Inc., Aiken, SC)

MURTHA CULLINA LLP
ATTORNEYS AT LAW MURTHALAW.COM

BOSTON HARTFORD NEW HAVEN STAMFORD WOBURN



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

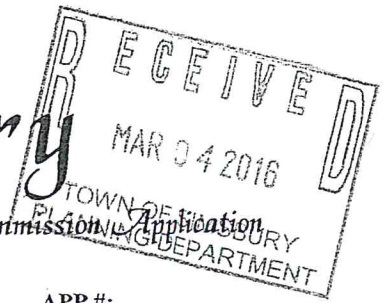
BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. Title of submission: ① REQUEST SIGNING OF SPECIAL EXCEPTION FORM RE: ARTICLE 10 H
② REQUEST WAIVER OF FEE IN THAT PERMANENT LICENSE WAS INTENT OF 2015 APPLICATION WHEN FEE WAS PD
2. Date of submission: 3-3-16
3. Date of Board Meeting: 3-14-16
4. Individual or Entity making the submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting): FERG SANSEN
800-402-4566 FERG E TYEEMANAGEMENT.COM
5. Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.): ABOVE
The Individual or Entity making the submission requests that the Board of Selectmen:
① + ② ABOVE
6. Summary of Submission (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):
7. Financial Impact (Include a description of any impact on the finances of the Town of Simsbury): COPY OF PERMANENT LIQUOR LICENSE
" " ZONING COMMISSION APPLICATION FOR 3/2/16
8. Description of documents included with submission (All documents must be in final form and signed by the appropriate party.):
The following documents are included with this submission and attached hereto:
ABOVE



Town of Simsbury

Office of Community Planning and Development - Zoning Commission



DATE: 3-3-16 FEE: \$ _____ CK #: _____ APP #: _____
PROPERTY ADDRESS: 22 IRON HORSE MCD
NAME OF OWNER: TOWN OF SIMSBURY
MAILING ADDRESS: 933 HOPMEADOW ST, SIMSBURY CT 06070
EMAIL ADDRESS: _____ TELEPHONE # _____
NAME OF AGENT: FERG JENSEN
MAILING ADDRESS: 3 FOX DEN RD WEST SIMSBURY, CT 06092
EMAIL ADDRESS: FERG@TYEEMANAGEMENT.COM TELEPHONE # 860 402-4560
ZONING DISTRICT: SC3 SC4 LOT AREA: _____ SQ FT/ACRES
Does this site have wetlands? ☒ YES ☐ NO Have you applied for a wetlands permit? ☐ YES ☒ NO

REQUESTED ACTION (PLEASE CHECK APPROPRIATE BOX):

- ☐ **ZONE CHANGE:** The applicant hereby requests that said premises be changed from zone _____ to zone _____.
- ☒ **SPECIAL EXCEPTION:** The applicant hereby requests a public hearing pursuant to Article 10, Section H.
- ☐ **SITE PLAN APPROVAL:** The applicant hereby requests
☐ PRELIMINARY ☐ FINAL ☐ SITE PLAN AMENDMENT pursuant to Article 5, Section J
- ☐ **SIGN PERMIT**
- ☐ **OTHER (PLEASE EXPLAIN):** NON PROFIT THEATER LIQUOR PERMIT

NOTE: Each application must fully comply with the requirements of the Zoning Regulations prior to receipt by the Commission. Each application for zone change and/or special exception shall include a list of names and addresses of abutting property owners and all property owners within 100 feet of the subject site.

A check payable to the Town of Simsbury must accompany this **signed and dated** application. **Six (6) complete (folded) sets of plans and eleven (11) copies of the completed application and correspondence** must also be included. If you have a PDF of your plans, we would appreciate a copy of that sent to cvibert@simsbury-ct.gov, as well.

[Signature]
Signature of Owner

3/4/16
Date

[Signature]
Signature of Agent

3-3-16
Date

Telephone (860) 658-3245
Facsimile (860) 658-3205

www.simsbury-ct.gov

933 Hopmeadow Street
Simsbury, CT 06070

your permit number. You must take this permit to the Town Clerk in the town of address to be filed and stamped as authorized for business. This permit is not in effect until filed with the Town Clerk. This permit is not transferable.

If you need assistance, contact the Department of Consumer Protection, Liquor Control Division at (860) 713-6210 or email dcp.liquorcontrol@ct.gov. Visit our web site at www.ct.gov/dcp.

SIMSBURY MEADOWS PERFORMING ARTS CENTER
FERGUSON ROMEYN JANSEN
PO BOX 33
SIMSBURY, CT 06070-0033

This liquor permit is not in effect until filed with the Town Clerk CGS Section 30-53

STATE OF CONNECTICUT ♦ DEPARTMENT OF CONSUMER PROTECTION

LIQUOR PERMIT

This certifies that

FERGUSON ROMEYN JANSEN
22 IRON HORSE BLVD
SIMSBURY, CT 06070

RECEIVED
MAY - 4 2015
TOWN OF SIMSBURY, CT
TOWN CLERK'S OFFICE
met Brady
ATC

is authorized to sell such alcoholic liquor as is provided by law under permit number

NON PROFIT THEATER LIQUOR

Permit # LTH.0000090

Trade Name: SIMSBURY MEADOWS PERFORMING ARTS CENTER

Backer: SIMSBURY PERFORMING ARTS CENTER INC

Effective: 05/23/2015

Expiration: 05/22/2016



Jonathan A. Harris, Commissioner



Town of Simsbury

RECEIVED

FEB 29 2016

Town of Simsbury
TOWN SELECTMAN'S OFFICE

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. Title of Submission: Request to Waive Eno Hall Usage Fees for Simsbury Light Opera Company
2. Date of Submission: 2/25/16
3. Date of Board Meeting: 3/14/16
4. Individual or Entity making the submission: (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):
Simsbury Light Opera Company P.O. Box 323, Simsbury CT
sloco@sloco.org
Contact persons: Julie Rumbold, member, Board of Directors
30 Walker Dr., Simsbury CT. 860-712-361
5. Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):

The Individual or Entity making the submission requests that the Board of Selectmen:

Please waive rental fees for Simsbury Light Opera Company's usage of Eno Memorial Hall for our rehearsals and performances on April 4th, 6th, 8th, 9th, 10th, 16th, and 17th.

SLOCO is a 501(c)(3) nonprofit organization based in Simsbury.

6. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):

The Simsbury Light Opera Company has reserved rehearsal and performance times in Eno Memorial Hall on April 4th, 6th, 8th, 9th, 10th, 16th, and 17th. We request that the town waive our rental fees for use of the auditorium; SLOCO agrees to

7. **Financial Impact** (Include a description of any impact on the finances of the Town of Simsbury):

Fees for rental were quoted at \$6,800.

SLOCO will pay any janitorial fees associated with our usage of Eno Memorial Hall.

8. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

- Email from Kathleen Marschall, Senior Center Coordinator, to Kari Mackey, SLOCO President, and Tim Colby, SLOCO Vice-President, quoting estimated fees for SLOCO's use of Eno Memorial Hall.
- Invoice Statements #834542, 834543, and 832599 showing dates reserved by Simsbury Light Opera to use Eno Memorial Hall for rehearsals and performances.



Kari Mackey <karilyn.mackey@gmail.com>

Eno Use Fee

Marschall Kathleen <kmarschall@simsbury-ct.gov>

Thu, Feb 11, 2016 at 12:41 PM

To: "Karilyn Mackey (karilyn.mackey@gmail.com)" <karilyn.mackey@gmail.com>, "colbyth@outlook.com" <colbyth@outlook.com>

Kari and Tim,

I was just reviewing your requests for your upcoming show, at this point the fee for using Eno Hall Auditorium will be \$6,800.00.

Kathleen Marschall

Simsbury Senior Center

754 Hopmeadow Street

Simsbury, CT 06070

860.658.3273~p

860.408.7046~f

kmarschall@simsbury-ct.gov



Kari Mackey <karilyn.mackey@gmail.com>

Statement #834542 for Simsbury Senior Center

Simsbury Senior Center <simsburyseniors.com@receipts.myrecdepartment.com>

Tue, Feb 9, 2016 at 4:12 PM

Reply-To: Simsbury Senior Center <kmarschall@simsbury-ct.gov>

To: Kari Mackey <karilyn.mackey@gmail.com>

Cc: Simsbury Senior Center <kmarschall@simsbury-ct.gov>



Invoice: 834542 Date: 02/09/16 Total for Items Purchased: \$0.00

Light Opera Company
Kari Mackey
Hopmeadow Street
Simsbury, CT 06070
(203) 671-7911
karilyn.mackey@gmail.com

Simsbury Senior Center
754 Hopmeadow Street
PO Box 495
Simsbury CT 06070
P:860-658-3273 • F:860-408-7046
kmarschall@simsbury-ct.gov
http://www.simsburyseniors.com/
Fed ID:

Reservation Name/Org	Event Name	Dates/Times	Fee	Paid	Balance
Kari Mackey	Light Opera Rehearsal	04/04/2016 - 04/06/2016	\$0.00	\$0.00	\$0.00
<div><div>Dates</div><div>Monday, April 04, 2016</div></div> <div><div>Times</div><div>06:00 PM - 10:00 PM</div></div> <div><div>Location</div><div>Senior Center - Eno Memorial Hall - Auditorium</div></div>					
Wednesday, April 06, 2016		06:00 PM - 10:00 PM	Senior Center - Eno Memorial Hall - Auditorium		
Totals					
Sub-Total		Fees	Adjustment	Total Due	Total Paid
\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
				Balance:	\$0.00



Kari Mackey <karilyn.mackey@gmail.com>

Statement #834543 for Simsbury Senior Center

5 messages

Simsbury Senior Center <simsburyseniors.com@receipts.myrecdepartment.com>

Tue, Feb 9, 2016 at 4:15 PM

Reply-To: Simsbury Senior Center <kmarschall@simsbury-ct.gov>

To: Kari Mackey <karilyn.mackey@gmail.com>

Cc: Simsbury Senior Center <kmarschall@simsbury-ct.gov>

**Invoice: 834543 Date: 02/09/16 Total for Items Purchased: \$0.00****Light Opera Company**

Kari Mackey
Hopmeadow Street
Simsbury, CT 06070
(203) 671-7911
karilyn.mackey@gmail.com

Simsbury Senior Center

754 Hopmeadow Street
PO Box 495
Simsbury CT 06070
P:860-658-3273 • F:860-408-7046
kmarschall@simsbury-ct.gov
http://www.simsburyseniors.com/
Fed ID:

Reservation Name/Org	Event Name	Dates/Times	Fee	Paid	Balance
Kari Mackey	Light Opera Rehearsal	04/08/2016	\$0.00	\$0.00	\$0.00
FEE-TO BE DETERMINED					
	Dates Friday, April 08, 2016	Times 06:00 PM - 10:00 PM	Location Senior Center - Eno Memorial Hall - Auditorium		
Totals	Sub-Total \$0.00	Fees \$0.00	Adjustment \$0.00	Total Due \$0.00 Balance:	Total Paid \$0.00 \$0.00

Kari Mackey <karilyn.mackey@gmail.com>

Mon, Feb 15, 2016 at 1:07 PM

To: Ralph Sherman <atty@ralphdshearn.com>, "colbyth@outlook.com" <colbyth@outlook.com>

[Quoted text hidden]

atty@ralphdshearn.com <atty@ralphdshearn.com>

Mon, Feb 15, 2016 at 1:08 PM

To: Kari Mackey <karilyn.mackey@gmail.com>

So is this what you expected to see?

--



Kari Mackey <karilyn.mackey@gmail.com>

Statement #832599 for Simsbury Senior Center

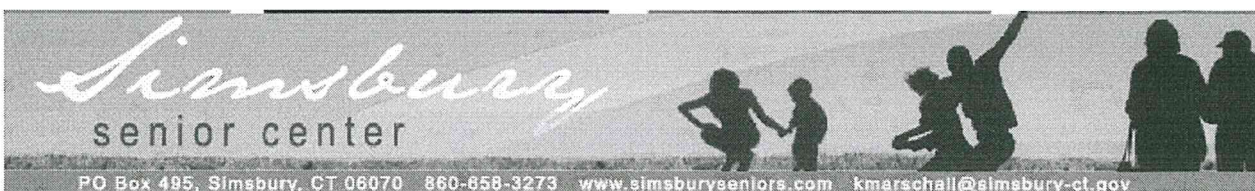
Simsbury Senior Center <simsburyseniors.com@receipts.myrecdepartment.com>

Mon, Sep 14, 2015 at 6:50 PM

Reply-To: Simsbury Senior Center <kmarschall@simsbury-ct.gov>

To: Kari Mackey <karilyn.mackey@gmail.com>

Cc: Simsbury Senior Center <kmarschall@simsbury-ct.gov>



Invoice: 832599 Date: 09/14/15 Total for Items Purchased: \$0.00

Light Opera Company

Kari Mackey
Hopmeadow Street
Simsbury, CT 06070
(203) 671-7911
karilyn.mackey@gmail.com

Simsbury Senior Center

754 Hopmeadow Street
PO Box 495
Simsbury CT 06070
P:860-658-3273 • F:860-408-7046
kmarschall@simsbury-ct.gov
http://www.simsburyseniors.com/
Fed ID:

Reservation Name/Org	Event Name	Dates/Times	Fee	Paid	Balance
Kari Mackey	Light Opera Performance	04/09/2016 - 04/17/2016	\$0.00	\$0.00	\$0.00
	Dates	Times	Location		
	Saturday, April 09, 2016	05:00 PM - 11:00 PM	Senior Center - Eno Memorial Hall - Auditorium		
	Sunday, April 10, 2016	12:00 PM - 06:00 PM	Senior Center - Eno Memorial Hall - Auditorium		
	Saturday, April 16, 2016	05:00 PM - 11:00 PM	Senior Center - Eno Memorial Hall - Auditorium		
	Sunday, April 17, 2016	12:00 PM - 06:00 PM	Senior Center - Eno Memorial Hall - Auditorium		
Totals	Sub-Total	Fees	Adjustment	Total Due	Total Paid
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				Balance:	\$0.00



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Non-profit request for Eno fee waiver
2. **Date of submission:** March 4, 2016
3. **Date of Board Meeting:** March 14, 2016
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

Theatre Guild of Simsbury (TGS)
Donna Sennott, Board member of TGS
860.651.7050
860.559.4837
jsenndsenn@aol.com

5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):
The Individual or Entity making the submission requests that the Board of Selectmen: Waive the rental fees for use of Eno Hall for our "Broadway Revue and Family Dance Fundraiser" on Saturday, April 23, 2016. TGS requests that payment be limited to custodial fees for the time period rented.
6. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):

i Saturday, April 23, 2016, 6 pm – 11 pm

ii Theatre Guild of Simsbury fundraiser supporting Simsbury High School Scholarship funds. Theatre Guild Members, teachers and students from Simsbury

High School, students from Squadron Line and local band Organized Chaos will perform a Broadway Revue for an audience of Simsbury residents.

- iii. None
- iv. None
- v. See Below

7. Financial Impact (Include a description of any impact on the finances of the Town of Simsbury):

Custodial costs reimbursed.

8. Description of documents included with submission (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

Detailed description of Theatre Guild of Simsbury's "Broadway Revue and Family Dance Fundraiser"

Theatre Guild of Simsbury's "Broadway Revue and Family Dance Party Fundraiser"

The Theatre Guild of Simsbury (TGS) requests the use of Eno Hall for the event "Broadway Revue and Family Dance Party Fundraiser." This event will showcase the talents of our children in the Simsbury Public Schools as well as adult talent from TGS. The event is being held to raise funds for two scholarships given to graduating seniors of Simsbury High School. The event is a coordination of efforts by Simsbury teaching staff and their students and TGS to create an hour musical revue. This will be followed by a two hour dance party with a local DJ or band providing the music. The event is scheduled for 7-10, with rental period being 6-11 pm. TGS will require the use of the auditorium, the stage, the piano, the lobby, restrooms, sound and lights as well as tables and chairs.



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission: Public Gathering Permits – Recommendation for Approval**
2. **Date of submission:** March 3, 2016
3. **Date of Board Meeting:** March 14, 2016
4. **Individual or Entity making the submission:**

Gerard G. Toner, Director of Culture, Parks and Recreation
5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):
The Individual or Entity making the submission requests that the Board of Selectmen:

Approve the Public Gathering Permit Applications for the 2016 events listed on the following page.

6. **Individual(s) responsible for submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.):

Gerard G. Toner, Director of Culture, Parks and Recreation
860-408-4682
gtoner@simsbury-ct.gov

7. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):

On February 23, a Public Gathering Permit meeting was held for organizations interested in securing permission for an event utilizing town owned property.

Those attending included Lieutenant Fred Sifodskalakis, Assistant Town Planner Mike Glidden, Public Works Director Tom Roy, Fire Marshal Kevin Kowalski, PAC Manager Tom Vincent, and me. Elaine Milardo of the FV Health District was unable to attend and any PGP approval will be pending her sign-off.

The following have submitted completed applications with all other required signoffs and are ready for Board of Selectmen approval:

Simsbury Flea Market/Smorgasborg – PAC	Saturday, April 30
Lions Club Journey for Sight – PAC	Saturday, May 7
My Best Friend's 5K Road Race	Saturday, May 14
PAC Concert – TBD	Friday, June 24
PAC Concert – TBD	Wednesday, July 20
PAC Concert – Slightly Stoopid	Sunday, July 24
PAC Concert – Summer Music Festival	Thursday, August 11
PAC Concert – Summer Music Festival	Friday, August 26
PAC Concert – TBD	Wednesday, Sept. 7
PAC – Septemberfest	Friday, September 9 -
	Sunday, September 11
Women's Club Arts and Crafts Festival	Friday, September 16 –
	Sunday, September 18
Chamber of Commerce Chili Festival	Saturday, October 29

** Pending Zoning Commission approval to the SMPAC to serve beer and wine at their events.

8. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):
The following documents are included with this submission and attached hereto:

NA



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Friends of Simsbury Farms – Request for Application Fee
2. **Date of submission:** March 9, 2016
3. **Date of Board Meeting:** March 14, 2016
4. **Individual or Entity making the submission:**

Gerard G. Toner, Director of Culture, Parks and Recreation
5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):
The Individual or Entity making the submission requests that the Board of Selectmen:

Approve the request from Gerry Wetjen of the Friends of Simsbury Farms for the Town to provide the \$850 application fee to the U.S. Treasury for 501(c)3 status under the Internal Revenue Code.

6. **Individual(s) responsible for submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.):

Gerard G. Toner, Director of Culture, Parks and Recreation
860-408-4682
gtoner@simsbury-ct.gov

7. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):

As detailed in Mr. Wetjen's March 2 e-mail to me, the Friends of Simsbury Farms are requesting that the Town provide the \$850 application fee to the US Treasury for 501(c) 3 status under the Internal Revenue Code. This would be done with the understanding that the Friends would reimburse the Town as soon as possible.

8. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

March 2 e-mail from Gerry Wetjen

From: Gerard Wetjen [g.wetjen@comcast.net]
Sent: Wednesday, March 02, 2016 10:59 AM
To: Toner Gerard
Cc: Mark Deming; David Bush
Subject: Friends of Simsbury Farms

Gerry:

As a followup to our conversation this morning regarding submission of form 1023 Application for Recognition of Exemption (00) Under Section 501(c)(3) of the Internal Revenue Code there is an \$850.00 User Fee payable to the U.S. Treasury that needs to be submitted along with the Application. Our organization is still in its infancy and we have not yet had the opportunity to do any general fund raising. We will begin to do so in April. We would like to ask the Board of Selectmen front the \$850.00 with the understanding that the Friends of Simsbury Farms will reimburse the Town as soon as possible. It is a lengthy process to receive IRS approval for our tax exempt status and any delay will certainly slow down our fund raising efforts.

We are actively soliciting funds for specific projects recommended by Parks and Recreation staff with significant success but have not begun our general fund raising efforts. Anything the Town can do to help and support us during our organization process would be greatly appreciated.

Regards,

Gerry



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Authorization of Defined Contribution Plan Restatement
2. **Date of submission:** March 9, 2016
3. **Date of Board Meeting:** March 14, 2016
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

Thomas F. Cooke – Director of Administrative Services – tcooke@simsbury-ct.gov

5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):

The Individual or Entity making the submission requests that the Board of Selectmen:

Approve the attached Resolution authorizing the Town of Simsbury Defined Contribution Plan to comply with the requirements of the Pension Protection Act of 2006 (PPA), the Heroes Earnings Assistance and Relief Tax Act of 2008 (HEART Act), the Worker, Retiree, and Employer Recovery Act of 2008 (WRERA) and other applicable guidance.

The Resolution must be read into the record.

6. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):

The Internal Revenue Service generally requires a restatement of the Town of Simsbury's defined contribution plan documents every six years to reflect certain changes in tax law due to legislation, such as the changes indicated above. The plan

documents have been prepared by MassMutual and reviewed (and amended as necessary) by John Galiette, the Town's benefits counsel.

7. Financial Impact (Include a description of any impact on the finances of the Town of Simsbury):

None.

8. Description of documents included with submission (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

Resolution

**ACTION BY UNANIMOUS CONSENT OF GOVERNMENT ENTITY
RESTATEMENT OF QUALIFIED RETIREMENT PLAN**

The undersigned as the persons entitled to make decisions on behalf of Town of Simsbury ("Employer") hereby consent to the following resolutions:

WHEREAS, the Employer has maintained the Town of Simsbury Defined Contribution Plan ("Plan") since 7-1-2013 for the benefit of eligible employees.

WHEREAS, the Employer has decided to restate the above-referenced Plan to comply with the requirements of the Pension Protection Act of 2006 (PPA), the Heroes Earnings Assistance and Relief Tax Act of 2008 (HEART Act), the Worker, Retiree, and Employer Recovery Act of 2008 (WRERA) and other applicable guidance.

NOW, THEREFORE, BE IT RESOLVED that the Employer hereby adopts the Town of Simsbury Defined Contribution Plan as a complete restatement of the prior Plan, to be effective on 1-1-2016.

RESOLVED FURTHER that the Employer is authorized to execute the restated Plan document and perform any other actions necessary to implement the adoption of the Plan restatement. The Employer may designate any other authorized person to perform the actions necessary to adopt the Plan restatement. A copy of the Plan shall be retained in the business office of the Employer.

RESOLVED FURTHER that the Employer will act as administrator of the Plan and will be responsible for performing all actions necessary to carry out the administration of the Plan. The Employer may designate any other person or persons to perform the actions necessary to administer the Plan.

RESOLVED FURTHER that Plan participants shall be provided with a summary of the Plan provisions within a reasonable period of time following the adoption of the Plan.

Lisa L. Heavner

[Name]

[Signature]

[Date]

Sean P. Askham

[Name]

[Signature]

[Date]

Cheryl B. Cook

[Name]

[Signature]

[Date]

Christopher M. Kelly

[Name]

[Signature]

[Date]

Elaine W. Lang

[Name]

[Signature]

[Date]

Michael R. Paine

Name]

[Signature]

[Date]



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Appointment - HACTAC

2. **Date of submission:** March 9, 2016

3. **Date of Board Meeting:** March 14, 2016

4. **Individual or Entity making the submission**

Thomas F. Cooke – Director of Administrative Services

5. **Action requested of the Board of Selectmen:**

The Individual or Entity making the submission requests that the Board of Selectmen:

Reappoint Richard Ostop (D) of 14 Crane Place to the Hartford Area Cable Television Advisory Council (HACTAC) with an expiration date of June 30, 2017.

6. **Summary of Submission:**

The term for this appointment expired on June 30, 2015.

7. **Financial Impact**

N/A

8. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

None



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Appointment - HACTAC

2. **Date of submission:** March 9, 2016

3. **Date of Board Meeting:** March 14, 2016

4. **Individual or Entity making the submission**

Thomas F. Cooke – Director of Administrative Services

5. **Action requested of the Board of Selectmen:**

The Individual or Entity making the submission requests that the Board of Selectmen:

Reappoint Kenneth N. Picard (D) of 12 Quarry Road to the Hartford Area Cable Television Advisory Council (HACTAC) with and expiration date of June 30, 2017.

6. **Summary of Submission:**

The term for this appointment expired on June 30, 2015.

7. **Financial Impact**

N/A

8. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

None



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** BlumShapiro Assessment of IT Operations -
Town and Board of Education
2. **Date of submission:** March 9, 2016
3. **Date of Board Meeting:** March 14, 2016
4. **Individual or Entity making the submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):**

Technology Task Force

Thomas F. Cooke – Director of Administrative Services – tcooke@simsbury-ct.gov

5. **Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**
The Individual or Entity making the submission requests that the Board of Selectmen:

Approve entering into a contract with BlumShapiro to Perform an Assessment of the IT Operations of the Town and School District of Simsbury

6. **Summary of Submission (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):**

In recognition of the increasing complexity of and costs associated with the information technology (IT) function for both organizations, Town and Board of Education Staff solicited a proposal from BlumShapiro for the following scope of work:

- Review current IT strategies, roadmaps and plans, core functions, and support and maintenance processes, including information security and privacy practices.

- Review current IT organizational leadership and staffing, job descriptions, roles and responsibilities.
- Review methods used to prioritize, schedule, and resource technology projects.
- Review areas where the Town and School District can realize efficiencies and economies of scale through shared resources or purchasing power.
- Document findings and any gaps observed as part of the discovery efforts.
- Provide constructive and practical recommendations to achieve potential change.

The attached proposal was presented to the Town's Technology Task Force and to the Board of Education. The Technology Task Force interviewed BlumShapiro on February 1, 2016 and, after ascertaining that the proposal had been reviewed by the Board of Education and that Board of Education staff was in support of the proposal, voted on March 7, 2016 to recommend approval of the proposal to the Board of Selectmen.

References listed by BlumShapiro were interviewed and the feedback was positive.

7. Financial Impact (Include a description of any impact on the finances of the Town of Simsbury):

A maximum of \$28,500.

8. Description of documents included with submission (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

BlumShapiro Proposal

Proposal to Perform an Assessment of the IT Operations of the
Town and School District of Simsbury

Town of Simsbury

March 10, 2016

Let's **imagine** doing.

BlumShapiro
Consulting
a division of Blum, Shapiro & Co., PC

Let's *imagine* doing.



March 10, 2016

Mr. Thomas F. Cooke
Director of Administrative Services
Town of Simsbury
933 Hopmeadow Street
Simsbury, Connecticut 06070

Dear Tom:

It was a pleasure meeting with you and Joe to discuss how Blum Shapiro Consulting can assist the Town of Simsbury with a review of the Town and School District's IT Operations. BlumShapiro has had extensive experience working with many public and private organizations to evaluate their internal IT operations and evaluate processes in order to be more productive and efficient. Our goal as part of this project is to provide an assessment of the overall IT operations and roles and responsibilities of the current personnel within the IT Departments of the Town and School District. Based on our discussion, our services will include:

- Reviewing current IT strategies, roadmaps and plans, core functions, and support and maintenance processes, including information security and privacy practices.
- Reviewing current IT organizational leadership and staffing, job descriptions, roles and responsibilities.
- Reviewing methods used to prioritize, schedule, and resource technology projects.
- Reviewing areas where the Town and School District can realize efficiencies and economies of scale through shared resources or purchasing power.
- Documenting findings and any gaps observed as part of the discovery efforts.
- Providing constructive and practical recommendations to achieve potential change.

We appreciate the opportunity to perform this work and look forward to a successful business partnership. I welcome the opportunity to discuss further, at your convenience, any of the matters covered in this proposal. Should you require any additional information or clarification, please call me at (860) 561-6815.

Very truly yours,

A handwritten signature in black ink that reads "Jeffrey Ziplow". The signature is fluid and cursive.

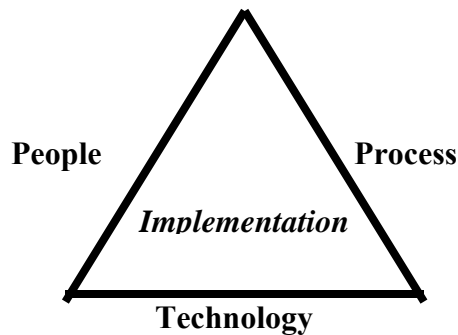
Jeffrey Ziplow
Partner

I. PROJECT METHODOLOGY/APPROACH

BlumShapiro helps organizations take an accurate picture of where they are today and how they can improve to reach their goals for tomorrow. Based on our discussions, we are knowledgeable of, and responsive to, the needs and requirements of both the Town and School District of Simsbury. Our goal is to evaluate the IT Departments of both entities and provide recommendations that could improve processes and/or reduce costs.

PROJECT APPROACH

The Town of Simsbury is looking to enhance operational improvements while reducing costs. As such, our project centers around three key elements:



Technology – Understanding the current technologies supported by the IT Departments will be a major component of maintaining operations and achieving efficiencies. Our goal is to review the technologies currently in place within the Town and School District, identifying any opportunities for increased collaboration or economies of scale, maintain the quality of services while reducing costs.

Process -- As part of this project, we take a cross-functional view of the key planning and support processes within the IT Departments in order to fully understand how users, application and technology infrastructure are supported, maintained, and secured presently and into the future. Ultimately, this helps to re-engineer processes, streamline operations, and refine strategic direction.

People – It is important to fully understand how the IT Departments' personnel support the user community and the various technologies utilized with the Town and Schools. Our assessment helps to confirm employee's roles, responsibilities, overall position objectives and current organizational structure, leadership and staffing levels.

PROJECT OBJECTIVES

Our objectives for this project are to:

- Reviewing current IT strategies, roadmaps and plans, core functions, and support and maintenance processes, including information security and privacy practices.
- Reviewing current IT organizational leadership and staffing, job descriptions, roles and responsibilities.
- Reviewing methods used to prioritize, schedule, and resource technology projects.
- Reviewing areas where the Town and School District can realize efficiencies and economies of scale through shared resources or purchasing power.
- Documenting findings and any gaps observed as part of the discovery efforts.
- Providing constructive and practical recommendations to achieve potential change.

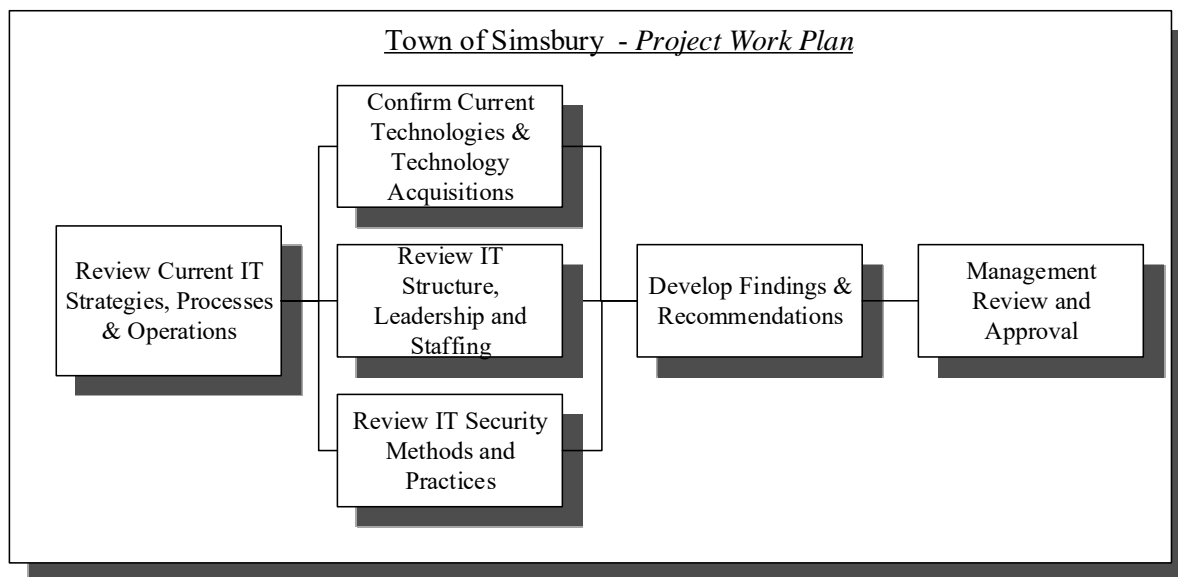
I. PROJECT METHODOLOGY/APPROACH

A. PROJECT METHODOLOGY

Blum Shapiro has developed and refined a structured approach to help successfully complete the project on time, within a designated budget, and meet the Town's needs. Our proposed approach is based on our experience and current methodology, which has been customized to meet your specific goals and objectives. As part of our efforts, understanding the current IT operations and support requirements of the IT Departments of both the Town and School District is essential.

B. PROJECT APPROACH

We will obtain an in-depth understanding of the current operational and information management systems along with the core strategies and functions of the IT Departments. In addition, we will identify cross functional systems and processes to understand their impact to all affected departments and identify areas of collaboration between the Town and Schools. We plan to accomplish this using the project approach below.



Based on this, Blum Shapiro Consulting recommends a project approach that is comprised of the following five tasks.

1. REVIEW CURRENT IT STRATEGIES, PROCESSES & OPERATIONS

During this task, we will obtain an in-depth understanding of the operational and information systems in place within the IT departments of both the Town and School District. The project team will review the IT plans, procedures and processes managing the support of all IT operations. We plan to accomplish this task by interviewing all members of the IT departments in order to gain specific information and perspectives on support strategies and challenges. We typically use one-on-one interviews to gain a personal insight into the core functions and roles/responsibilities of the personnel. We may also review any documentation that is available.

I. PROJECT METHODOLOGY/APPROACH

2. CONFIRM CURRENT TECHNOLOGIES AND TECHNOLOGY ACQUISITION PLANNING

A review of the current technologies and infrastructure implemented by the Town and School District will help identify how they are currently planned for and supported by their respective IT Department. This will include areas where the Town and School may collaborate to realize cost savings, economies of scale, or reduction in support costs. This typically includes interviews and review of any documentation that is available.

3. REVIEW IT STRUCTURE, LEADERSHIP AND STAFFING

As part of this project we will perform an assessment of the information technology organizational structure. During the interview process, we will identify current obstacles and challenges associated with performing their jobs. We will also be assessing skill sets, knowledge and ability to handle current and future requirements. Based on the information obtained in these interviews and the previous steps, we will develop any recommendations regarding overall IT management and organizational structure.

In addition, we will reach out to selected professional staff from both the Town and School District to obtain additional information on how each IT department services their respective user community. We will review the service level capabilities and challenges of each IT department.

4. REVIEW IT SECURITY METHODS AND PRACTICES

As part of this project we will perform an assessment of the methods and strategies currently in place to evaluate and test the security of the Town's information technology, to help ensure the reliability of its infrastructure and privacy of its data. We will interview IT Department personnel with security responsibilities to gain an understanding, and review documentation that is available, including the results of any recent security testing.

5. DEVELOP FINDINGS AND RECOMMENDATIONS

Having completed the IT Departments operational and organizational analysis, we would then proceed to develop recommendations for improvements. Part of our goal is to help ensure that our recommendations are practical and cost effective. As part of this process we will document proposed costs savings (if any) and overall benefits to the Town's and School District's IT Departments.

6. MANAGEMENT REVIEW AND APPROVAL

At the conclusion of the project, we will meet with management and review our findings and recommendations. Once you have had an opportunity to review the draft report, we would plan on meeting with other management team personnel (if required) to further discuss and answer questions regarding the report or other discussion points of the project. This onsite presentation may also include an analysis and supporting data for our recommendations.

II. References

1. CITY OF NEW LONDON, NEW LONDON, CONNECTICUT – FINANCIAL SOFTWARE AND TECHNOLOGY ASSESSMENT PROJECT

Mr. Jeff Smith, Finance Director, City of New London, (860) 447-5218

The City of New London and the Board of Finance were looking to have an experienced independent consulting firm assess the use and implementation of the core financial systems along with their technology infrastructure within the City and School District. As part of this effort we performed the following:

- Reviewed the overall technology infrastructure within the City and School District of New London
- Reviewed the use of software technologies within selected areas in order to confirm and understand overall capabilities
- Identify open issues and/or obstacles relating to the use of technology
- Identify opportunities for enhancing internal services through the use of technology

BlumShapiro has also been engaged to assist New London with the implementation of the MUNIS financial management system.

2. MISS PORTER’S SCHOOL – TECHNOLOGY ASSESSMENT

Mr. Michael Bergin, Chief Financial and Operating Officer, Farmington, (860) 409-3649

BlumShapiro conducted an assessment of Miss Porter’s technology infrastructure and overall IT functions for the administrative operations of the School. Our goals as part of this study were to:

- Review the overall technology infrastructure within Miss Porter’s administrative operations
- Review the use of hardware/software technologies within these areas in order to confirm and understand overall capabilities
- Identify open issues and/or obstacles relating to the use of technology
- Identify opportunities for enhancing services through the use of technology
- Create a document to outline findings and develop realistic recommendations.

3. TOWN AND SCHOOL DISTRICT OF GUILFORD – IT SHARED SERVICES ASSESSMENT

Ms. Sheila Villano, Finance Director, Guilford, (203) 453-8023

BlumShapiro is currently performing an IT Shared Services Assessment for the Town and School District of Guilford. As part of this effort, BlumShapiro is performing the following:

- Reviewing the IT operations (this includes Police and Fire) within Guilford
- Confirming the IT service delivery models that currently exist within Guilford
- Developing a shared services IT organizational model
- Documenting the current state of technology utilization

This project is still in process and we expect to complete it within the next 1.5 months.

III. Project Fees

In order to estimate the effort required to perform this project, the following assumptions were made:

1. One-on-one interviews will be used to help define the current operational and information systems along with the core roles and responsibilities of the IT Departments. We estimate that no more than 10 to 12 individual interviews will be required for this project. Each interview session will typically last approximately 1.5 to 2 hours.
2. Our fees include all travel and miscellaneous out-of-pocket expenses.
3. Additional consulting time and services outside the scope of this project would be on a time and expense basis.

Based upon the scope and assumptions detailed in this proposal, we estimate our fees for this project will be \$28,500. The total amount billed will not exceed this figure unless previously discussed and approved.

CALL TO ORDER

The Public Hearing of the Board of Selectmen was called to order at 6:07 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Lisa Heavner; Board members Michael Paine, Cheryl Cook, Christopher Kelly, Elaine Lang, and Sean Askham. Others in attendance included Attorney Robert DeCrescenzo, Thomas Cooke, Director of Administrative Services and other interested parties.

PLEDGE OF ALLEGIANCE

Some members of Troop 76 lead everyone in the Pledge of Allegiance.

PUBLIC HEARING

To receive public comment concerning the proposed Amendment to Chapter 21 of the Simsbury Code of Ordinances; the Agricultural Land Preservation and Land Acquisition Fund, inserting a new section 21-8 Process and Criteria for Disposition of Open Space Land.

Ms. Heavner said the new section, 21-8, has been posted online and is available at the Town Clerk's office. She said the purpose of this new section is to add protection for open space as there is no process for disposition of open space.

Ms. Heavner said this was brought to the Board by five revisions by the Open Space Committee. She introduced the members in attendance. She said they also received comments from the Board of Finance and Tariffville Water Company.

Attorney DeCrescenzo said the Town owns certain parcels of land. This amendment to the ordinance only relates to those parcels of land that have been designated as open space. This amendment has no effect on any conservation restrictions that may already be in place.

Attorney DeCrescenzo explained all the rules of the sale of land when needed. He said the proposed revision in Section 8 is not enough.

Attorney DeCrescenzo said there may be instances in the future that by selling a small piece of open space land the Town can get a bigger piece of land at a higher value. He said this revision would give the Board of Selectmen some rules it must follow in evaluating open space. This proposed amendment gives the criteria for open space land sale.

Attorney DeCrescenzo said under the Simsbury Town Charter the Board of Finance is the final budget authority for the Town. This will give guidance to the Board of Finance as to what to do with the sale of open space land.

Helen Peterson, 20 Longview Drive, said she is in support of the proposed amendment. She said the Town has 33% of land deemed valuable open space now. The citizens have clearly stated their thinking of preservation time and time again by these actions. The residents respect life and beauty and she puts her trust in them.

Susan Masino, 41 Madison Lane, said she applauded the initiative and the policy of this proposed policy. She said the State is going through some issues with State open space. She thinks this new policy has some clear benefits and has also shed some light on some other important issues. She feels the Town needs to address public trust, the Character of the Town and economic tangibles. She said there needs to be long term goals for public good and the process needs to be completed. She did want other changes made.

John Schaefer, 16 Lostbrook Road, said he supports the amendment to add Section 21-8 to the Code. He said open space and farmland are critical parts of the Town's character. If the proceeds from the sale of open space or farmland were put back into the general fund, they may reduce everyone's taxes. He feels the land should be sold only under extremely unusual circumstances. He feels if we sell Town owned open space or farmland, we are selling the soul of the Town. Mr. Schaefer said it is extremely important to protect what Town owned open space or farmland there is. This amendment may not be strong enough, but it is better than what is there now.

Linda Schofield, 3 Ryan Circle, said the Board of Finance did discuss amendment and they did have some drafting/language issues. She said they also questions on Section 4, the issue of “should”. When the Town spends money it needs to be approved by the Board of Finance also.

Diane Nash, 4 Merrywood, said she is in favor of protecting open space. However, she will reject the amendment due to the placement of the ordinance, which is in the protection policy. There is a legal principal of understanding when buying property. She feels the verbiage needs to be modified. She feels the land needs more protection. She feels this document is very flawed as presented.

Joan Coe, 26 Whitcomb Drive, said the sale of the land should be put back into the general fund. She spoke about the property at Ethel Walker School and the Eno Trust. There should be no sale of restricted land. She is against the special fund for open space and feels it should be eliminated. The Town should not be allowed to expand the ordinance. She against this ordinance.

Robert Kalechman, 971 Hopmeadow Street, showed his medal from the Republic of Korea. He said about 5-8 years ago there was a controversy in the State Legislature to give prime river said leave something to the Town it has a purpose and the Town is the trustee to that property.

Sally Rieger, 9 Stodmor Road, said she supported the proposed amendment to the Town code which defines a process that must be followed should the Board of Selectmen be asked to make a decision on whether an open space property should be disposed of. This amendment does not replace any existing requirements that the town code may already impose on the Board of Selectmen, it would add to it. This proposed ordinance is a longer and more complex process, which gives citizens more opportunities to express their opinions. She feels it would also likely increase trust in local government.

Don Rieger, 9 Stodmor Road, said of the 230 parcels of Town owned open space, there are probably a few that might not be serving a public purpose and may need protection. This Board has the ability to sell these parcels and we have to work with the law. This proposal is intended to help this Board make good decisions. He also feels Section 3 is a “tool kit” of options for the Board to consider for sale of parcels. He is reluctant about the 60 day provision and the wording shall/should be and would like those issues to be looked in to further.

Anita Mielert, 57 E. Weatogue, said applauded the Board for taking this issue on. Protocol is needed. She said she was ok until the last sentence with the “should”. She said all open space is not created equal. She would like the Board to take another look at a few issues to make sure the language is correct.

Jim Miller, 22 Talcott Mountain Road, supports this proposed amendment and he feels the Board is setting a good example by going ahead with this proposal. He lives off of E. Weatogue Street and goes by the Dewey Farms. He loves watching what is going on there – it is very interesting. He wants everyone to think about the good things in Town.

Dagney Griswold, 21 Corey Road, has lived in Town for 31 years. She believes that Dewey Farm is designated as part of a scenic road, which is very important.

Dee Ryeson, 98 Holcomb Street, said she moved here in 1991, across from the tobacco field. She pushed the Town to make the tobacco land open space. The Board does need guidance for open space. She said the triangle needs to be kept in perpetuity in open space as long as other pieces of Town.

Wanda Coleman, said she lives in Simsbury because she thinks it’s beautiful. She is in favor of the proposed amendment. She feels the Board should, before selling any open space, consider recommendations from the Open Space Committee, the Conservation Commission, Culture, Parks and Recreation, Planning and Zoning and hold public hearings before the sale.

Ms. Heavner said there are no plans to sell open space right now.

Attorney DeCrescenzo answered some questions that were raised. He said a revision to the language about the 60 day issue can be made. There was some discussion about putting the

money from the sale of the land back into open space and not the general fund. There was also some discussion on modifying language to add another Public Hearing. There was discussion on public land trust sales and a few other issues also.

There were no further comments, Mr. Askham made a motion to adjourn the Public Hearing at 7:37 p.m. Mr. Paine seconded the motion. All were in favor and the motion passed.

Sincerely,

Kathi Radocchio
Clerk

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 7:45 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Lisa Heavner; Board members Michael Paine, Cheryl Cook, Christopher Kelly, Sean Askham and Elaine Lang. Others in attendance included Thomas Cooke, Director of Administrative Services, Attorney Robert DeCrescenzo, Gerry Toner, Director of Culture, Parks and Recreation, James Rabbitt, Director of Planning and Community Development, and other interested parties.

PUBLIC AUDIENCE

Joan Coe, 26 Whitcomb Drive, spoke about the last Charter Revision Commission meeting; a Town Manager form of government; the changing of positions in Town Hall; the Performing Arts Center; the Senior Center; the Fire District by-laws, and other issues.

Robert Kalechman, 781 Hopmeadow Street, read a citation he received from the Republic of the People of Korea. He spoke about reinstating the Constables; the Board of Education; the Performing Arts Center, the Charter, and other issues.

Everyone congratulated Mr. Kalechman on his citation.

Susan Masino, 41 Madison Lane, acknowledged Erin Smith who was just appointed to the Planning Board. She was happy that Troop 76 starred in the Pledge of Allegiance for their merit badge.

Ms. Masino spoke about an activity at the Simsbury Grange. She said they will be hosting electronic recycling events on Saturday on May 14th and October 29th. There is a \$10 donation that supports this effort.

Mr. Askham made a motion to amend the agenda to make Item J first on the Selectmen Action. Mr. Kelly seconded the motion. All were in favor and the motion passed.

j) Approve submission of CT Humanities Council “Quick Grant” Application

Ms. Lang recused herself.

Ms. Nagy, Reference Librarian of the Simsbury Public Library, asked the Board to approve an application to submit a CT Humanities Council “Quick Grant” on “Simsbury and the Early Environmental Movement”, in the amount of \$1,125 to help cover the cost of a series of programs beginning June 4th through 11th.

Ms. Cook made a motion to approve an application for a quick grant to the CT Humanities Council for Simsbury and the History of Land Conservation. Mr. Askham seconded the motion. All were in favor and the motion passed.

Ms. Lang rejoined the meeting.

PRESENTATIONS

- **Current projects & Growth in Simsbury – James Rabbitt Director of Planning**

Mr. Rabbitt said it is an exciting time in Simsbury. He said that the Cumberland Farms and Dorset Crossing specialty housing projects have been recently completed.

Mr. Rabbitt said the Berkshire Bank, Carson Way, Dorset Crossing Eastpointe Apartments, Garden Homes, Ethel Walker Centennial Center, Murphy’s Turn, Cumberland Farms and Pool Barn Building, and the Townhouses at Mill Pond Crossing are still under construction.

Mr. Rabbitt said the following projects are on the horizon: The Silverman Group; Community/Senior Center Facility; Performing Arts Center ticket booth/office building; Infinity IV/Mark Greenberg; St. Mary’s School; Sunrise Convenience; Powder Forest; and the Solar Farm Projects.

Mr. Rabbitt gave the Board a map of the new projects.

FIRST SELECTMAN’S REPORT

Ms. Heavner said residents are welcome to attend the Board of Selectmen budget workshops, which will be held on Thursday March 10th at 5:30 p.m.; Saturday, March 12th beginning at 8:00 a.m.; and, if necessary, Wednesday, March 16th at 5:30 and Saturday, March 19th beginning at 8:00 a.m.

She said information about the budget would be posted on the Town’s website as it becomes available.

Ms. Heavner said the Simsbury Community for Care offers a panel on the impact of Drugs on Youth and Young Adults on Wednesday February 24th at 6:00 p.m. at the Simsbury Public Library’s Program Room.

Ms. Heavner announced that the Simsbury Senior Center and the Simsbury Public Library will be sponsoring the AARP Tax Aide Program. The program is free of charge and open to anyone who needs assistance regardless of age or town or residence. Appointments can be made by calling 860-658-3273.

Ms. Heavner said it was time to “get your ducks in a row” for the 2016 Simsbury Duck Race. The Tootin’ Hills POT is sponsoring the second Duck Race at the Historic Drake Hill Flower Bridge on Friday, May 20th from 4:00 to 7:00 p.m. This event serves as a fundraiser for the Tootin’ Hills PTO which is a 501(c)(3) organization.

SELECTMEN ACTION

a) Possible Action on Amendment to Chapter 21 of the Simsbury Code of Ordinances, the Agricultural Land Preservation and Land Acquisition Fund

Ms. Heavner said there was a lot of public input in the Public Hearing. There were two minor changes to the proposed changes made that would not require another Public Hearing.

The Board cannot change the word should to shall and that is it important to have a policy in place for these issues.

Mr. Askham made a motion to adopt the proposed ordinance amendment to Chapter 21, Fund For Land Acquisition and Preservation with the two highlighted changes (item a and a1) as given to the Board by Tom Cooke. Mr. Paine seconded the motion. All were in favor and the motion passed.

b) Approve Tax Refunds

Ms. Lang made a motion to approve tax refunds in the amount of \$105,022.71 as requested and approved by the Tax Collector. Mr. Askham seconded the motion. All were in favor and the motion passed.

c) Director of Administrative Services effective March 1, 2016

Ms. Heavner said with the resignation of Joseph Mancini as Director of Finance/Treasurer effective March 1st, the Town must appoint an Interim Finance Director to maintain the daily financial operations and to complete the budget process for the FY 2016-17. She also asked that Eric Gomes, who serves as the Town’s Benefits Coordinator, be moved to the Deputy Director of Administrative Services position on an interim basis to insure the risk management and pension management functions and preparations for collective bargaining receive priority attention.

Mr. Askham made a motion to appoint Sean Kimball as interim Director of Finance/Treasurer and Eric Gomes as Interim Deputy Director of Administrative Services as of March 1, 2016. Mr. Kelly seconded the motion. All were in favor and the motion passed.

d) Approve expenditure of \$15,000 for replacement of Simsbury Meadows Performing Arts Center Utility Vehicle and refer to Board of Finance

Ms. Heavner said the existing Cushman Utility Vehicle is essential in setting up, operating and tearing down concerts. The old Cushman will be kept as a backup vehicle.

Dave Ryan said the Cushman they have now is old and has failed several times. They can rent one, but it was not be cost effective. He said Mr. Mancini had found a way to finance a new vehicle at this time. Mr. Ryan feels we could get good deals now, before the actual concert season starts.

After some discussion and budget concerns, it was decided that this item would be put on the agenda for the meeting on the 29th.

No action was taken at this time.

e) Approve 2016 fee schedule for Simsbury Farms Golf Course, Aquatic Facilities and Summer Camp Programs

Mr. Toner said the Culture, Parks and Recreations Commission addressed the 2016 fee schedule at their December meeting. The process involves reviewing annual fee surveys as well as the review of past years usage and projected operational costs for the same facilities.

Ms. Lang made a motion to approve the 2016 fee schedules for the Simsbury Farms Golf Course and Aquatic Facilities, as well as the summer camp programs. Mr. Askham seconded the motion. All were in favor and the motion passed.

**f) Approve the appointment of the following members to the Friends of Simsbury Farms:
•Sarah Cramer, Thomas Cross, Robert Ellis, Ronald Patterson, and Paul Simeon**

Ms. Lang made a motion to approve the appointment of Sarah Cramer, Thomas Cross, Robert Ellis, Ronald Patterson and Paul Simeon to the Friends of Simsbury Farms. Mr. Askham seconded the motion. All were in favor and the motion passed.

g) Proposed Amendment to Code of Ordinances: Board of Assessment Appeals

Ms. Heavner said the proposed amendment, which comes pursuant to the CT Statutes, appoints additional members to the Board of Assessment Appeals on an annual basis. The Town must adopt the Resolution authorizing such participation. This proposed ordinance would allow the Board of Selectmen to appoint an additional member of the Board of Assessment Appeals and to allow the Selectmen to appoint an alternate to the Board of Assessment Appeals.

Mr. Askham made a motion to set the Public Hearing date of March 28, 2016 at 6:00 p.m. for the proposed amendment to Code of Ordinances: Board of Assessment Appeals. Ms. Cook seconded the motion. All were in favor and the motion passed.

h) Adopt Resolution for Capitol Region Council of Governments (CRCOG) Application for Regional Performance Grants

Ms. Heavner said the Capital Region Council of Governments has asked its member Towns to adopt a resolution identifying two projects to submit to the Office and Policy Management for grant funding. In order to participate in this application, the Town of Simsbury must adopt the Resolution authorizing such participation. There is no cost to the Town.

She said the first project is intended to create an inter-governmental pool for medial stop loss insurance. The grant is estimated at \$650,000. Also, support for this grant does not constitute a commitment to participate in the underlying project.

Ms. Heaver said the second project seeks funding for a study to identify potential economic development initiatives related to “transit oriented development” in the CTfastrak corridor, which will have no direct impact on the Town of Simsbury.

Some members of the Board had some issues with funding the CTfastrak project as there are many other projects should be funded and helpful to our Town. However, they did like the Insurance project.

Ms. Cook made a motion to adopt the resolution authorizing the Town of Simsbury to join the Capitol Region Council of Governments and participate in a regional application for grants to support the Stop Loss Captive Insurance project proposal. Mr. Paine seconded the motion. All were in favor and the motion passed.

Ms. Cook made a motion reading the following resolution:

**CRCOG Support Resolution
OPM Regional Performance Incentive Program**

Whereas, Section 4-124s as amended by Section 251 and 253 of Public Act 13-247 passed by the Connecticut General Assembly provides statewide incentive grants to regional planning organizations for projects that involve shared services; and

Whereas, the Capitol Region Council of Governments is acting as a convener and facilitator of service sharing projects around the CRCOG region; and

Whereas, on November 24, 2015 and January 27, 2016 the Policy Board of CROCOG passed resolutions authorizing development and submittal of an application packages to the State Office of Policy and Management for funding under the Regional Performance Incentive Grant Program, on behalf of the Council’s member municipalities, and municipalities of other regions, which are participating in Council initiatives, and

Whereas, the Chief Elected Officials and municipal staff of the Capitol Region have developed a list of service sharing project proposals that will be included in this application package, to the benefit of individual municipalities and the region as a whole, and

Whereas, the Town of Simsbury has expressed an interest in taking part in the project proposal entitled:

1. Stop Loss Captive Insurance

Now, Therefore, Be it Resolved, that the Simsbury Board of Selectmen does hereby endorse the above referenced Regional Performance Incentive Program project proposal and authorizes the First Selectman to sign all necessary agreements and take all necessary actions to all for the Town’s participation in this program.

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

Mr. Kelly made a motion to approve the resolution to adopt the resolution for the Anchor Institution and Neighborhood Engagement in TOD - Implementation of Next Steps for \$200,000. Ms. Lang seconded the motion. Mr. Kelly, Ms. Heavner, and Ms. Lang were in favor with Mr. Paine, Ms. Cook, and Mr. Askham not in favor. Therefore, the motion did not pass.

i) Adopt resolution updating Retirement Income Plan to include terms of IBPO Arbitration Award

Mr. Askham made motion reading the following resolution:

**RESOLUTIONS TO BE ADOPTED
BY THE BOARD OF SELECTMEN
OF THE TOWN OF SIMSBURY**

WHEREAS, the Town of Simsbury (the “Town”) maintains the Town of Simsbury Retirement Income Plan (the “Retirement Plan”) for the benefit of its eligible employees; and

WHEREAS, it is desirable that the Retirement Plan be amended in order to reflect the participant contributions which police officers have been required to make to the Retirement Plan pursuant to the terms of the August 19, 2014 binding arbitration award.

NOW, THEREFORE, BE IT

RESOLVED: that Amendment No. 1 to the Retirement Plan, in the form presented to this meeting, be and hereby is approved and adopted, together with any modifications that are determined by counsel for the Town to be necessary or desirable to effectuate the intention thereof and to comply with the requirements of the Internal Revenue Code of 1986, as amended; and further

RESOLVED: that the First Selectman of the Town or any other officer designated by the First Selectman be, and each of them hereby is, authorized and empowered, for and on behalf of the Town, to execute Amendment No. 1 to the Retirement Plan and to take any and all other actions which may be necessary or desirable to effectuate the intention of the foregoing resolution.

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

OTHER BUSINESS

a) Notification of Number of Voting Tabulators

Ms. Heavner said this is filing that needs to be made with the Board of Selectmen pursuant to Section 9-238 and 9-238a of the Connecticut General Statutes. There is no action needed.

b) Update on Senior Community Center Project

Ms. Heavner said the Board received a letter from the Performing Arts Center that said they met on the conceptual design of the Senior Community Center. There will be more meetings for program needs. The next steps include a meeting between the representative from the Dog Park and Town staff, along with other Committees and Commissions.

c) Aquarion Environmental Champion Award Program

Ms. Heavner said Aquarion is seeking names to recognize people for their sixth Annual Aquarion Environmental Champion Award. The deadline for nominations is May 4th. The complete details of the program are at aquarionwater.com or facebook.com/aquarionwater.

APPOINTMENTS AND RESIGNATIONS

- a) Acknowledge the resignation of Ronald J. Locandro, Jr. (R) as an alternate member of the Planning Commission effective February 8, 2016**

Mr. Askham made a motion to acknowledge the resignation of Ronald J. Locandro, Jr. as an alternate member of the Planning Commission effective February 8, 2016. Ms. Lang seconded the motion. All were in favor and the motion passed.

- b) Appoint Ronald J. Locandro, Jr. (R) as a regular member of the Planning Commission with an expiration date of December 4, 2017**

Mr. Askham made a motion to appoint Ronald J. Locandro, Jr. as a regular member of the Planning Commission with an expiration date of December 4, 2017. Ms. Lang seconded the motion. All were in favor and the motion passed.

- c) Appoint Mark Drake (R) as an alternate member of the Planning Commission with an expiration date of November 7, 2017**

Mr. Askham made a motion to appoint Mark Drake as an alternate member of the Planning Commission with an expiration date of November 7, 2017. Ms. Lang seconded the motion. All were in favor and the motion passed.

- d) Reappoint Kevin Kowalski as Director of Civil Preparedness with an expiration date of December 4, 2017**

Mr. Askham made a motion to reappoint Kevin Kowalski as Director of Civil Preparedness with an expiration date of December 4, 2017. Ms. Lang seconded the motion. All were in favor and the motion passed.

- e) Reappoint Michael Berry as Assistant Director of Civil Preparedness with an expiration date of December 4, 2017**

Mr. Askham made a motion to reappoint Michael Berry as Assistant Director of Civil Preparedness with an expiration date of December 4, 2017. Ms. Lang seconded the motion. All were in favor and the motion passed.

f) Reappoint Geoffrey H. Dale (R), Donald Kipetz (U) and Robert R. Moran (U) as Hearing Officers with an expiration date of December 4, 2017

Mr. Askham made a motion to reappoint Geoffrey H. Dale, Donald Kipetz, and Robert R. Moran as Hearing Officers with an expiration date of December 4, 2017. Ms. Lang seconded the motion. All were in favor and the motion passed.

g) Reappoint Peter C. Pabich (U) as a member at large of the Business Development Committee with an expiration date of December 4, 2017

Mr. Askham made a motion to reappoint Peter C. Pabich as a member at large of the Business Development Committee with an expiration date of December 4, 2017. Ms. Lang seconded the motion. All were in favor and the motion passed.

h) Reappoint Paul F. McAlenney (U) and Philip M. Schulz (D) as members a large of the Retirement Plans Sub-Committee with an expiration date of December 4, 2017

Mr. Askham made a motion to reappoint Paul F. McAlenney and Philip M. Schulz as members at large of the Retirement Plans Sub-Committee with an expiration date of December 4, 2017. Ms. Lang seconded the motion. All were in favor and the motion passed.

i) Reappoint Robert Beinstein (R) and James A. Ray (U) as regular members of the Clean Energy Task Force with an expiration date of December 4, 2017

Mr. Askham made a motion to reappoint Robert Beinstein and James R. Ray as regular members of the Clean Energy Task Force with an expiration date of December 4, 2017. Ms. Lang seconded the motion. All were in favor and the motion passed.

j) Reappoint Carol Miller (R) as a regular member of the Recycling Committee with an expiration date of December 4, 2017

Mr. Askham made a motion to reappoint Carol Miller as a regular member of the Recycling Committee with an expiration date of December 4, 2017. Ms. Lang seconded the motion. All were in favor and the motion passed.

k) Reappoint Steven S. Mitchell (U) as a regular member of the Tourism Committee with an expiration date of December 4, 2017

Mr. Askham made a motion to reappoint Steven S. Mitchell as a regular member of the Tourism Committee with an expiration date of December 4, 2017. Ms. Lang seconded the motion. All were in favor and the motion passed.

l) Appoint Lucian M. Dragulski (R) as a regular member of the Water Pollution Control Authority with an expiration date of January 1, 2018

Mr. Askham made a motion to appoint Lucian M. Dragulski as a regular member of the Water Pollution Control Authority with an expiration date of January 1, 2018. Ms. Lang seconded the motion. All were in favor and the motion passed.

m) Rescind the January 25, 2016 appointment of Elizabeth Keppel (R) to the Tourism Committee

Mr. Askham made a motion to rescind the January 25, 2016 appointment of Elizabeth Keppel to the Tourism Committee. Ms. Lang seconded the motion. All were in favor and the motion passed.

n) Reappoint Judy Schaefer (D) as a regular member of the Fair Rent Commission with an expiration date of November 30, 2019

Mr. Askham made a motion to reappoint Judy Schaefer as a regular member of the Fair Rent Commission with an expiration date of November 30, 2019. Ms. Lang seconded the motion. All were in favor and the motion passed.

o) Appoint Eric Wellman (D) and Todd Burrick (D) as regular members of the Insurance Committee with an expiration date of December 4, 2017

Mr. Askham made a motion to appoint Eric Wellman and Todd Burrick as regular members of the Insurance Committee with an expiration date of December 4, 2017. Ms. Lang seconded the motion. All were in favor and the motion passed.

p) Appoint David Krayeski (D) and Joy Himmelfarb (D) as regular members of the Tourism Committee with an expiration date of December 4, 2017

Mr. Askham made a motion to appoint David Krayeski and Joy Himmelfarb as regular members of the Tourism Committee with an expiration date of December 4, 2017. Ms. Lang seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of January 25, 2016

No action was taken and therefore, the minutes were adopted.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

1. **Personnel** – no report at this time.
2. **Finance** – no report at this time.
3. **Welfare** – no report at this time.
4. **Public Safety** – no report at this time.
5. **Board of Education** – no report at this time.

Ms. Cook said Wednesday, February 24th Community for Care will be hosting a panel discussion at 6 p.m. The age range is 13-24. The panel will have a therapist, law enforcement, teacher, affected parent, coach, etc. They invite everyone to attend.

ADJOURN

Mr. Askham made a motion to adjourn the meeting at 9:30 p.m. Ms. Lang seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk

CALL TO ORDER

The Board of Selectmen Regular Meeting Budget Workshop was called to order at 5:33 PM in the Main Meeting Room of the Simsbury Town Offices, 933 Hopmeadow Street. Present were First Selectman Lisa Heavner and Board members Sean Askham, Cheryl Cook, Christopher Kelly, Elaine Lang and Michael Paine. Also in attendance were Thomas Cooke, Director of Administrative Services, Sean Kimball, Deputy Director of Administrative Services, Thomas Roy, Director of Public Works, Joseph Mancini, Finance Director, Jeff Shea, Town Engineer and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance

PUBLIC AUDIENCE

Ms. Joan Coe, 26 Whitcomb Drive, voiced her displeasure on the expenditure of \$15,000 for the replacement of the Simsbury Meadows Performing Arts Center Utility Vehicle. She believes this expenditure should be paid for by the PAC and not the town of Simsbury. Ms. Coe noted that most of the Board members have not expressed their views on what form of government Simsbury should have and requested that the Charter Revision Commission place members of the BOS to give their testimony on Town Manager vs First Selectmen form of government. Ms. Coe also discussed the reduction in tax dollars which included the planned demolition of The Hartford building.

Mr. Robert Kalechman, 971 Hopmeadow Street, noted that the minutes from the last Board of Selectmen meeting did not mention the \$15,000 Cushman Utility Vehicle that was discussed. He also stated his displeasure on this expenditure and noted other ways this money could be spent in Town.

Dr. Michael Rinaldi, 32 Pinnacle Mountain Road, discussed the Charter Revision Commission straw vote taken at the last meeting on what type of government should be in Simsbury. He stated that he believes that the Town residents should be the ones to decide what type of government Simsbury should have. Dr. Rinaldi noted that the mill rate should not be as important as how much the Town spends.

SELECTMEN ACTION

a) Approve draft letter to Charter Revision Commission regarding recommendation to add two additional “at large” members to the Open Space Committee.

Ms. Heavner noted that this is in response to public input. Board members discussed their opinions for and against voting on this action at this time.

Mr. Cooke noted that after the Charter Revision Commission passes this action, the Board of Selectman can add to the action.

Mr. Kelly made a motion to approve the draft letter to Charter Revision Commission regarding the recommendation to add two additional “at large” members to the Open Space Committee with the stipulated revision. Ms. Cook seconded the motion. All were in favor and the motion passed.

b) Approve expenditure of \$15,000 for replacement of Simsbury Meadows Performing Arts Center Utility Vehicle and refer to the Board of Finance.

Mr. David Ryan, PAC Director, stated that the PAC center is owned by the town of Simsbury. The Performing Arts Center is a 501c3 and has contracted to rent this facility and operate at a cost of \$10,000 a year. He noted that, when they took over this facility, an older Cushman utility vehicle was housed in the red barn on the property. Mr. Ryan noted that this vehicle is used to transport signs, bags of ice, etc. around the property to set up for concerts and stated that it has become unreliable.

Mr. Mancini noted that this request originally came to the Town in May, 2015, but was denied at that time due to the budget process was just completed. It was suggested to submit this again in the next budget year.

Board members discussed their opinions for and against this expenditure.

Mr. Mancini explained where the money would be coming from for this expenditure and why it is not recommended to wait for transfers.

Mr. Askham made a motion to approve the expenditure of \$15,000 for replacement of Simsbury Meadows Performing Arts Center Utility Vehicle and refer to the Board of Finance. Mr. Kelly seconded the motion. Four (4) were in favor of the motion (Ms. Heavner, Mr. Askham, Mr. Kelly and Ms. Lang) and two (2) were against (Ms. Cook and Mr. Paine). The motion has passed.

PRESENTATION

- First Selectman’s Fiscal year 2017 Budget Presented to Board of Selectmen

Ms. Heavner stated that she is pleased to present the First Selectman’s budget and noted that it will be online tomorrow for the public to review.

Ms. Heavner recognized Mr. Mancini, Mr. Kimball, who will help with the Powerpoint presentation, and Mr. Cook. The slide presentation included:

- Highlights of Simsbury
- Recommended Budget – FY 2016-2017 of \$19,679,268
- Budget Objectives – Listed Objectives
- Major Town Accomplishments
- Budget Context
- State Legislation Impact
- Cost Drivers of the Budget
- Cost Saving Efforts
- Median Net Taxable Assessments
- Where Do Your Tax Dollars Go
- What Do Your Tax Dollars Pay For
- Mill Rate Distribution
- BOS Budget History
- First Selectman Recommended Budget

Ms. Heavner thanked Town employees for preparing their budgets and noted that this presentation will be available online for residents to review.

OVERVIEW OF BUDGET

Board members commented on the budget which included the Connecticut state cap of 2.5% on the municipal budgets.

DISCUSSION

Board members discussed the impact on taxes with the proposed State Cap on municipal budgets.

Mr. Cooke thanked Mr. Mancini for his excellent service to the Town in the past two years.

ADJOURN

Ms. Askham made a motion to adjourn the meeting. Ms. Lang seconded the motion and the motion passed. The meeting was adjourned at 6:46 pm.

Respectfully submitted,

Leslie Brigham