

Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Lisa L. Heavner - First Selectman

Watch Board of Selectmen meetings LIVE and rebroadcast on Comcast Channel 96, rebroadcast on AT&T U-verse Channel 99 and on-demand on www.simsburytv.org

SIMSBURY BOARD OF SELECTMEN

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

Regular Meeting – June 22, 2015 – 7:00 p.m.

(Immediately Following Public Hearing)

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATIONS

FIRST SELECTMAN'S REPORT

SELECTMEN ACTION

- a) Approve Tax Refunds
- b) Approve submittal of Connecticut Recreation Trails Program Grant in the amount of \$305,000
- c) Authorize Board of Education Resolutions for the following:
 - 1) Submit an application for a Connecticut School Construction Grant for partial roof replacement at Central School
 - 2) Referral of the project to Public Building Committee
 - 3) Authorize preparation of schematic drawings and specifications
- d) Action on revised Business Development Incentive Policy
- e) Authorize the Gifts of Love/Community Farm of Simsbury to distribute eggs to Food Pantry Clients

OTHER BUSINESS

- a) Update on Senior Community Center Project

APPOINTMENTS AND RESIGNATIONS

- a) Accept the Resignation of Michael T. Wade (D) as a regular member of the Board of Education effective June 30, 2015

Telephone (860) 658-3230
Facsimile (860) 658-9467

LHeavner@simsbury-ct.gov
www.simsbury-ct.gov
An Equal Opportunity Employer

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

REVIEW OF MINUTES

- a) Regular Meeting of June 8, 2015

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- 1. Personnel
 - a) Action on Vacation Time Carry-Over for Richard Bazzano
 - b) Action on Vacation Time Carry-Over for Hiram Peck
 - c) Action on Proposed Charge to Charter Revision Commission
- 2. Finance
- 3. Welfare
- 4. Public Safety
- 5. Board of Education

ADJOURN



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:** 06-16-2015
3. **Date of Board Meeting:** 06-22-2015
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 **\$ 76.13**

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

[illegible]



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Connecticut Recreation Trails Program Grant
Application-Greenway connection to Curtiss/Pattison Parks
2. **Date of submission:** June 16, 2015
3. **Date of Board Meeting:** June 22, 2015
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):**
Richard L. Sawitzke, P.E., Engineering Project Manager
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:
Concur that a grant application may be submitted to the DEEP for \$305,000.00, to construct a multi-purpose trail from the Farmington Valley Greenway at Rts 10/202 & 315 to Curtiss/Pattison parks. Formal approval not needed at this time.
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) Concur that application may be submitted to meet a submit date to DEEP of July 1, 2015.
 - (ii) Town of Simsbury and Connecticut DEEP.
 - (iii) The Town would need to meet a match of \$80,000.00, if the grant is approved and the Town proceeds with the project. Local funding is programmed for future year CIP. Some design funds are already in place.
 - (iv) NA at this time
 - (v) Letter, dated June 16, 2015, explaining the project

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

If the grant is awarded, and the Town proceeds with the project, a local share of \$80,000.00 will be required. This is programmed for future year CIP. Some design funds are already in place.

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:
Letter, dated June 16, 2015 from Richard L. Sawitzke, Project Engineering Manager



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Richard Sawitzke - Engineering Project Manager

June 16, 2015

Board of Selectmen
Town of Simsbury
Town Offices
933 Hopmeadow Street
Simsbury, Connecticut 06070-0495

Dear Selectmen:

**Subject: Connecticut Recreation Trails Program
Grant Application
Multi-Use Trail Connection – Curtiss & Pattison Parks**

The Connecticut Department of Energy and Environmental Protection has invited proposals for Connecticut's Recreational Trails Program Grants, to be submitted by July 1, 2015. A multi-use trail connection from the Farmington Valley Greenway (at Routes 10/202 & 315) to Curtiss/Pattison Parks is proposed for your consideration. With a total estimated cost of \$385,000.00, a grant of \$305,000.00 is requested, with a Town share of \$80,000.00. Parts of the Town share may be in-kind services, design funds already in place, and additional funds as programmed in a future year CIP. Attachments B, D, and E more thoroughly describe this project, and provide a preliminary cost estimate.

At this time, the Board of Selectmen, if they agree with this grant application, need to concur that the application may be submitted. Formal authorization is not needed at this time.

Please contact me if you have any questions.

Sincerely,

Richard L. Sawitzke, P.E.
Engineering Project Manager

cc: Lisa L. Heavner, First Selectman
Joseph Mancini, Director of Finance
Jerome F. Shea, P.E. Town Engineer
Thomas Cooke, Director of Administrative Services

p:\my documents\recreational trails-2015\bos-6-16-15.doc

Telephone (860) 658-3260
Facsimile (860) 658-3205

rsawitzke@simsbury-ct.gov
www.simsbury-ct.gov

An Equal Opportunity Employer
8:30 - 7:00 Monday
8:30 - 4:30 Tuesday through Thursday
8:30 - 1:00 Friday

Part III: Project Information

This proposal is for 0.6 miles of the first section of a multi-use trail that will ultimately provide a 2 mile connection between the existing 22 mile Farmington Valley Greenway and the Village of Tariffville. The trail will be 10' wide and paved. As part of the Farmington Canal Heritage Trail, the Farmington Valley Greenway is a link in the continuous trail from New Haven, CT to Northampton MA. In conjunction with trail planning in the Capitol Region, this section of trail would become part of a key link in the East Coast Greenway (ECG). Upon completion of additional trail sections in Bloomfield and Hartford, ultimate connection would be made between the completed Charter Oak Greenway in East Hartford and Manchester and the Farmington Valley Greenway.

This trail will serve a wide range of users, including recreational bicyclists, walkers, runners and roller bladders, as well as commuters between work, educational and regional recreational facilities. When extended into Bloomfield and Hartford, access will be provided to over 5000 jobs in the Griffin Corporate Park, the University of Hartford and other facilities in the region.

Locally, the trail would provide an energy savings, alternative means of transportation linking the Villages of Weatogue, Simsbury and Tariffville. The trail offers unique recreational opportunities by linking six park facilities-Weatogue, Simsbury Meadows, Curtiss, Pattison and Tariffville. The Village of Tariffville, a National Register Place, is the junction location of the proposed trail, the Metacomet Hiking Trail and the Farmington River Gorge, a world class white water kayaking site. The Metacomet Trail is a federally protected National Scenic Trail, linking Connecticut, Massachusetts and New Hampshire.

- The trail begins at the Farmington Valley Greenway, near the intersections of Route 10/202 and 315, at a proposed bicycle roundabout. The trail then is located on the north side of Route 315, within the State DOT Right-of-Way. At the Farmington River, the trail crosses on an existing trail/walkway on the north side of the bridge. After crossing the river, the trail continues on Town of Simsbury property, terminating near the easterly edge of the Town's Curtiss/Pattison parks. The length of the proposed trail is 0.6 miles.
- Ground disturbances are described, as follows.
- From the Farmington Valley Greenway to the west side of the Farmington River, excavation will occur in existing lawn/meadow areas. Excavation of topsoil will be approximately 9", in order to provide depth for a 6" process aggregate base and 2 1/2 "of paving.
- From the east side of the Farmington River to the easterly edge of Curtiss/Pattison parks, similar excavation will occur. There will be limited tree cutting just east of the Farmington River Bridge in order to provide a transition of the trail from the bridge to town property.
- Equipment expected to be used on this project are hydraulic excavators, loaders, rollers, paving machine and 10 wheel trucks.
- Amenities to be installed include a bicycle roundabout with signage, signage at street and drives, and bollards at street and drives. No new parking is proposed; existing trail parking is at the southeast corner of Routes 10/202 and 315, and in Curtiss/Pattison parks.
- No bridges or boardwalks will be installed. A small culvert extension will be constructed.
- The following permits are expected to be needed.
 - Simsbury Planning Commission CGS 8-14 referral
 - Simsbury Inland Wetlands Permit
 - DEEP Flood Management Certificate
 - DEEP Water Quality Certificate
 - ACOE Wetland Permit (for floodplain work)
 - DOT Permit for work within Route 315 ROW

Project Tasks and Anticipated Completion Timeline

| Tasks | Person(s) Performing Work | Anticipated Completion Date |
|----------------------|----------------------------------|------------------------------------|
| Survey | Town & Consultant | October 2015 |
| Design/Permitting | Town & Consultant | July 2016 |
| Advertising | Town | July 2016 |
| Contractor Selection | Town | August 2016 |
| Construction | Contractor | September 2017 |

Note: Timeline will be adjusted based on date of grant project selection.

Attachment E.
Cost Estimate – Recreational Trails Program

6/15/15

Name of Grantee Town of Simsbury
Project Cost Estimate

| ITEM | COST |
|-----------------------------------|----------------------------|
| Clear & Grub | \$ 6,000.00 |
| Strip Topsoil | \$ 4,000.00 |
| Excavation | \$15,000.00 |
| Formation Sub-grade | \$15,000.00 |
| Fill | \$36,000.00 |
| Rip-rap slope protection | \$20,000.00 |
| 6" Process Aggregate base | \$12,000.00 |
| Fine Grade | \$12,000.00 |
| Bit. Conc. Binder | \$28,000.00 |
| Bit. Conc. Surface | \$18,000.00 |
| Bit. Conc. Aprons | \$ 2,000.00 |
| Remove Guiderail | \$ 5,000.00 |
| Extend Culvert | \$ 9,000.00 |
| F.E. Section | \$ 2,500.00 |
| Bicycle Roundabout | \$15,000.00 |
| Guide Rail | \$10,000.00 |
| Timber Rail | \$12,500.00 |
| Turf Establishment | \$15,000.00 |
| Textured Pavement | \$ 5,000.00 |
| White Lines | \$ 2,000.00 |
| Painted symbols | \$ 2,000.00 |
| Signs | \$ 5,000.00 |
| Bollards | \$ 1,500.00 |
| <u>Stake out</u> | <u>\$ 4,500.00</u> |
| Sub-total | \$257,000.00 |
| Survey | \$18,000.00 |
| Engineering | \$27,000.00 |
| Permitting | \$25,000.00 |
| Admin/Testing | \$18,000.00 |
| Contingency | \$40,000.00 |
| <u>TOTAL Project Costs</u> | <u>\$385,000.00</u> |

| | |
|---|--------------|
| Match (>-20% of Total Project Costs) | \$ 80,000.00 |
| Grant Amount (<-80% of Total Project Costs) | \$305,000.00 |



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Authorize the Board of Education to apply for a Connecticut school construction grant for the partial roof replacement project at Central School; referral of the project to the Public Building Committee and authorization of preparation of schematic drawings and specifications.
2. **Date of submission:** June 16, 2015
3. **Date of Board Meeting:** June 22, 2015
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):**

Burke LaClair, Business Manager, Simsbury Public Schools

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:

The following resolutions must be read into the record.

- a. **"RESOLVED** that the Board of Selectmen authorizes the Town of Simsbury Board of Education to apply to the Commissioner of Education and to accept or reject a grant for the Central School Partial Roof Replacement Project."
- b. **"RESOLVED** that the Board of Selectmen hereby establishes the permanent Public Building Committee as the building committee for the proposed Central School Partial Roof Replacement Project."
- c. **"RESOLVED** that the Board of Selectmen authorizes the preparation of schematic drawings and outline specifications for the proposed Central School Partial Roof Replacement Project."

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):
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:

See attached Six Year Capital Improvement Program - Board of Education Project #51

**TOWN OF SIMSBURY
CAPITAL IMPROVEMENT PROGRAM SUMMARY
FISCAL YEARS 2016-2021**

BOS Approved March 2015

| | Estimated Cost | Source of Funds | FY 2016 | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 |
|--|----------------------|-----------------|----------------------|---------------------|---------------------|----------------------|---------------------|---------------------|
| Culture, Parks & Recreation | | | | | | | | |
| 1 Multi-Use Connections & Master Plan Updates | \$ 1,960,000 | Bonds/S | | \$ 1,960,000 | | | | |
| 2 SF Golf Course Improvements | \$ 330,000 | Bonds | | \$ 190,000 | \$ 90,000 | \$ 50,000 | | |
| 3 SF Rink/Pool Improvements | \$ 1,100,000 | Bonds | \$ 1,100,000 | | | | | |
| 4 Park Improvements | \$ 795,000 | Bonds | \$ 508,000 | | | | \$ 287,000 | |
| 5 Athletic Field Improvements | \$ 530,000 | Bonds | | \$ 30,000 | \$ 235,000 | | | \$ 265,000 |
| 6 Greenway Improvements | \$ 800,000 | Bonds | | \$ 200,000 | | \$ 600,000 | | |
| 7 Simsbury Farms Apple Barn Renovations | \$ 1,977,000 | Bonds | | | \$ 1,977,000 | | | |
| 8 Performing Arts Center Improvements | \$ 345,000 | Bonds | | | \$ 345,000 | | | |
| 9 Simsbury Farms Golf Clubhouse Expansion | \$ 540,000 | Bonds | | | | \$ 540,000 | | |
| 10 Open Space Planning and Improvements | \$ 1,193,000 | Bonds | \$ 145,000 | \$ 385,000 | \$ 255,000 | \$ 204,000 | \$ 204,000 | |
| 11 Concession Space and Storage for the Performing Arts Center | \$ 300,000 | Bonds | | | \$ 300,000 | | | |
| 12 Townwide Park Master Plan | \$ 102,000 | Bonds | | | \$ 102,000 | | | |
| 13 Irrigation Renewal Project | \$ 305,000 | Bonds | | | | \$ 105,000 | \$ 100,000 | \$ 100,000 |
| Total | \$ 10,277,000 | \$ - | \$ 1,753,000 | \$ 2,765,000 | \$ 3,304,000 | \$ 1,499,000 | \$ 591,000 | \$ 365,000 |
| Police/Emergency Operations | | | | | | | | |
| 14 Police Station Renovation/Addition | \$ 3,150,000 | Bonds | | | \$ 72,000 | \$ 3,078,000 | | |
| Total | \$ 3,150,000 | \$ - | \$ - | \$ - | \$ 72,000 | \$ 3,078,000 | \$ - | \$ - |
| Planning and Development | | | | | | | | |
| 15 Center Area Charette Infrastructure | \$ 1,300,000 | Bonds | | | \$ 1,300,000 | | | |
| 16 Weatogue Planning Route 10 and Code Preparation Work | \$ 87,000 | Bonds | \$ 57,000 | \$ 30,000 | | | | |
| Total | \$ 1,387,000 | \$ - | \$ 57,000 | \$ 30,000 | \$ 1,300,000 | \$ - | \$ - | \$ - |
| Social Services | | | | | | | | |
| 17 *Senior/Community Center Construction | \$ 8,200,000 | Bonds | \$ 8,200,000 | | | | | |
| Total | \$ 8,200,000 | \$ - | \$ 8,200,000 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Facilities Management | | | | | | | | |
| 18 Bridge Improvements | \$ 1,610,000 | Bonds/S | | | \$ 805,000 | | \$ 805,000 | |
| 19 Highway Pavement Management | \$ 6,000,000 | Bonds | | \$ 2,500,000 | | \$ 1,500,000 | | \$ 2,000,000 |
| 20 Salt Shed Replacement | \$ 375,000 | Bonds | \$ 375,000 | | | | | |
| 21 Cold Storage Facility (Police/DPW Shared) | \$ 380,000 | Bonds | | | \$ 380,000 | | | |
| 22 Municipal Building Renovations | \$ 4,990,000 | Bonds | \$ 50,000 | | \$ 270,000 | \$ 4,670,000 | | |
| 23 Dam Evaluations and Repairs | \$ 175,000 | Bonds | \$ 30,000 | \$ 145,000 | | | | |
| 24 Sidewalk Resurfacing | \$ 1,200,000 | Bonds | | | \$ 1,200,000 | | | |
| 25 Town Facilities Master Plan | \$ 400,000 | Bonds | | \$ 400,000 | | | | |
| 26 Townwide Bridge / Culvert Inventory and Evaluation | \$ 204,000 | Bonds | | | | | \$ 204,000 | |
| 27 Townwide Drainage Master Plan Update | \$ 305,000 | Bonds | | | | | \$ 305,000 | |
| 28 Public Works Complex Infrastructure Improvements | \$ 730,000 | Bonds | \$ 280,000 | \$ 450,000 | | | | |
| 29 Town Hall Site and Safety Improvements | \$ 430,000 | Bonds | \$ 45,000 | \$ 385,000 | | | | |
| 30 Portable Generator / Generator Infrastructure | \$ 250,000 | Bonds | \$ 80,000 | \$ 170,000 | | | | |
| 31 Project Planning Fund | \$ 153,000 | Bonds | \$ 28,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 |
| 32 Various Drainage Improvements | \$ 300,000 | Bonds | \$ 175,000 | | \$ 125,000 | | | |
| Total | \$ 17,502,000 | \$ - | \$ 1,063,000 | \$ 4,075,000 | \$ 2,805,000 | \$ 6,195,000 | \$ 1,339,000 | \$ 2,025,000 |
| Water Pollution Control | | | | | | | | |
| 33 Sewer Main Extensions | \$ 371,000 | SUF | \$ 371,000 | | | | | |
| 34 Inline Grinder and Screen Replacement | \$ 260,000 | SUF | \$ 260,000 | | | | | |
| 35 Hopmeadow/Center Area Sewer repairs | \$ 940,000 | SUF | \$ 135,000 | | | | \$ 805,000 | |
| 36 Garage and Chemical Storage Facility | \$ 1,500,000 | SUF | | | \$ 1,500,000 | | | |
| 37 West Mtn. Road Area Sewer Interceptor - Design | \$ 500,000 | SUF/S | \$ 50,000 | | \$ 450,000 | | | |
| 38 West Mtn. Road Area Sewer Interceptor - Construction | \$ 17,520,000 | SUF | | | | \$ 17,520,000 | | |
| 39 Holcomb Area Trunk Line Sewer | \$ 2,700,000 | SUF/S | | | \$ 72,000 | \$ 2,628,000 | | |
| 40 Portable Generator | \$ 80,000 | SUF | \$ 80,000 | | | | | |
| 41 Portable Six (6) Inch Dri-Prime Pump | \$ 72,000 | SUF | \$ 72,000 | | | | | |
| Total | \$ 23,943,000 | \$ - | \$ 968,000 | \$ - | \$ 2,022,000 | \$ 20,148,000 | \$ 805,000 | \$ - |
| TOWN PROJECT TOTAL: | \$ 64,459,000 | \$ - | \$ 12,041,000 | \$ 6,870,000 | \$ 9,503,000 | \$ 30,920,000 | \$ 2,735,000 | \$ 2,390,000 |

TOWN OF MSBURY
CAPITAL IMPROVEMENT PROGRAM SUMMARY
FISCAL YEARS 2016-2021

BOS Approved March 2015

| | Estimated Cost | Source of Funds | FY 2016 | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 |
|--|----------------------|-----------------|----------------------|---------------------|---------------------|----------------------|---------------------|---------------------|
| GRANTS/OTHER FUNDING: | | | | | | | | |
| Tariffville Connection - Greenway | \$ 1,650,000 | \$ | | \$ 1,650,000 | | | | |
| Bridge Improvements (Design-FY15; Construct-FY18) | \$ 240,000 | \$ | | | \$ 240,000 | | | |
| Sewer Main Extensions | \$ 371,000 | SUF | \$ 371,000 | | | | | |
| Inline Grinder and Screen Replacement | \$ 260,000 | SUF | \$ 260,000 | | | | | |
| Center Area Charrette Infrastructure | \$ 635,000 | \$ | \$ 135,000 | | \$ 500,000 | | | |
| Hopmeadow/Center Area Sewer repairs | \$ 940,000 | SUF | \$ 135,000 | | | | \$ 805,000 | |
| Pine Hill/Woodland Street Sewers | \$ - | SUF | | | | | | |
| Garage and Chemical Storage Facility | \$ 1,500,000 | SUF | | | \$ 1,500,000 | | | |
| West Mtn. Road Area Sewer Interceptor - Design | \$ 500,000 | SUF | \$ 50,000 | \$ 450,000 | | | | |
| West Mtn. Road Area Sewer Interceptor - Construction | \$ 17,520,000 | SUF/S | | | | \$ 17,520,000 | | |
| Holcomb Area Trunk Line Sewer | \$ 2,700,000 | SUF/S | | | \$ 72,000 | \$ 2,628,000 | | |
| Portable Generator | \$ 80,000 | SUF | \$ 80,000 | | | | | |
| Portable Six (6) Inch Dri-Prime Pump | \$ 72,000 | SUF | \$ 72,000 | | | | | |
| Total | \$ 26,468,000 | \$ - | \$ 1,103,000 | \$ 2,100,000 | \$ 2,312,000 | \$ 20,148,000 | \$ 805,000 | \$ - |
| TOTAL TOWN AMOUNT Requested: | \$ 37,991,000 | \$ - | \$ 10,938,000 | \$ 4,770,000 | \$ 7,191,000 | \$ 10,772,000 | \$ 1,930,000 | \$ 2,390,000 |

Note:

1. Bold text represents new projects for FY 2016
2. Based on a number of considerations, including the result of a town-wide survey, a capital proposal for a Senior / Community Center may be presented to the Board of Finance for their consideration and for potential inclusion as a November referendum item. The Senior / Community Center has not been approved for inclusion in the May budget referendum.

Funding Sources: Bonds = Municipal Bond Fund S = State Grant/Assistance GF=General fund

Board of Education

| | | | | | | | | |
|--|----------------------|---------|---------------------|----------------------|----------------------|-------------------|-------------------|-------------|
| 42 District Network Infrastructure | \$ 650,000 | Bonds | \$ 200,000 | \$ 450,000 | | | | |
| 43 HJMS - Renovation (Science classrooms, LMC, Sprinklers) | \$ 13,000,000 | Bonds/S | | \$ 13,000,000 | | | | |
| 44 SHS Turf Field Replacement | \$ 602,000 | | | | \$ 602,000 | | | |
| 45 SHS Stadium Renovations and Improvements | \$ - | | | | TBD | | | |
| 46 SHS Turf Field #2 Construction | \$ 1,030,000 | | | | \$ 1,030,000 | | | |
| 47 SHS Tennis Court Replace / Possible Relocation | \$ - | Bonds | | TBD | | | | |
| 48 Window Replacement (LL,TH,SQL) | \$ 1,250,000 | Bonds | | | \$ 1,250,000 | | | |
| 49 Climate Control (Phase 1 - 7 buildings) | \$ 2,150,000 | Bonds | \$ 2,150,000 | | | | | |
| 50 Climate Control (Phase 2) | \$ 950,000 | | | \$ 950,000 | | | | |
| 51 Central School Roof Replacement | \$ 770,000 | Bonds/S | \$ 770,000 | | | | | |
| 52 Latimer Lane Renovation | \$ 6,800,000 | Bonds/S | | | \$ 6,800,000 | | | |
| 53 Boiler Replacement - Latimer Lane | \$ 900,000 | Bonds | | | \$ 900,000 | | | |
| 54 Tariffville School-Field Reconstruction/Irrigation | \$ 405,000 | Bonds | | | | 405,000 | | |
| 55 HJMS Tennis Court Replacement | \$ 500,000 | | | | | | 500,000 | |
| BOARD OF ED PROJECT TOTAL: | \$ 29,007,000 | | \$ 3,120,000 | \$ 14,400,000 | \$ 10,582,000 | \$ 405,000 | \$ 500,000 | \$ - |

GRANTS/OTHER FUNDING:

| | | | | | | | | |
|---|----------------------|-------------|---------------------|----------------------|---------------------|-------------------|-------------------|-------------|
| HJMS - Renovation (Science classrooms, LMC, Sprinklers) | \$ 4,317,300 | \$ | | \$ 4,317,300 | | | | |
| Central School Roof Replacement | \$ 255,717 | \$ | \$ 255,717 | | | | | |
| Latimer Lane Renovation | \$ 2,258,280 | \$ | | | \$ 2,258,280 | | | |
| Total | \$ 6,831,297 | \$ - | \$ 255,717 | \$ 4,317,300 | \$ 2,258,280 | \$ - | \$ - | \$ - |
| TOTAL BOE AMOUNT Requested: | \$ 22,175,703 | \$ - | \$ 2,864,283 | \$ 10,082,700 | \$ 8,323,720 | \$ 405,000 | \$ 500,000 | \$ - |

Note:

1. Bold text represents new projects for FY 2016

Funding Sources: Bonds = Municipal State Grant/Assistance S = State Grant Assistance GF=General fund

| | | | | | | | | |
|--|----------------------|--|----------------------|----------------------|----------------------|----------------------|---------------------|---------------------|
| GRAND TOTAL FOR CAPITAL PROJECTS: | \$ 93,466,000 | | \$ 15,161,000 | \$ 21,270,000 | \$ 20,085,000 | \$ 31,325,000 | \$ 3,235,000 | \$ 2,390,000 |
| GRAND TOTAL Less Reimbursements: | \$ 60,166,703 | | \$ 13,802,283 | \$ 14,852,700 | \$ 15,514,720 | \$ 11,177,000 | \$ 2,430,000 | \$ 2,390,000 |



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Submission of Business Development Incentive Policy Document.
2. **Date of submission:** May 4, 2015
3. **Date of Board Meeting:** May 11, 2015
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):**
Nancy Haase, EDTF Chairman for the EDTF.
Hiram Peck - support staff for EDTF and the Business Development Committee
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:

BOS is requested to review, modify if necessary, and approve the revised Business Development Incentive Policy.
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. The EDTF Programs Committee has worked on revising the Business Development Incentive Policy (previously called the Tax Abatement Program) to get to the submitted draft document which it recommended approval at its last meeting on April 21, 2015.

- ii. The parties involved and approval recommended by:
 - a. EDTF Program Committee
 - b. Simsbury Chamber of Commerce, Government Affairs Committee
 - c. Economic Development Commission
 - d. Simsbury Main Street Partnership Board of Directors
 - e. EDTF, whole Task Force
- iii. The financial exposure is virtually eliminated by the fact that any incentive approved by the Board of Selectmen will be converted to a written contract by the Town Attorney. The contract details of any incentive granted will be worked out on a case by case basis, including claw back provisions.
- iv. No contracts are part of this submission.
- v. The draft Business Development Incentive Policy is attached.

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

The adoption of this policy is very likely to result in significant positive impact of the Town's Grand List.

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:

1. Copy of the draft Business Development Incentive Policy.

**Statement of Purpose
for the
Simsbury Business Incentive Program**

In an ongoing effort to attract, retain and expand local businesses, the Town of Simsbury has adopted an incentive and abatement program. Created in accordance with Connecticut General Statutes 12-65b and 12-65h, the program allows the Town to enter into written agreements with owners and/or lessees of certain real property where targeted businesses are located or could be properly located in accordance with adopted plans in certain locations in Simsbury.

The decision to approve a request for tax abatement or any benefit described in this Policy is within the sole and exclusive discretion of the Simsbury Board of Selectmen. The filing of an application under this Policy or any recommendation of the Business development Committee or any other Town Agency is not binding on the Board of Selectmen and creates no rights for the applicant or any obligation for the Town.

This Business Incentive Program is completely separate from the statutorily required local land use approval process.

DRAFT

Resolution Regarding the Establishment of a Business Development Incentive Policy ("the Policy")

WHEREAS, The Board of Selectmen of the Town of Simsbury seeks to encourage the growth and expansion of resident businesses as well as the initial location of specific types of businesses within the Town of Simsbury; and

WHEREAS, to help accomplish this goal the Town of Simsbury, acting through its Board of Selectmen, hereby establishes a process to take advantage of available economic development incentives as found permissible by the Connecticut General Statutes, and

WHEREAS, the Town may offer qualified applicants temporary tax abatement pursuant to CGS § 12-65b. and § 12-65h., and

WHEREAS, the Town may also offer applicants other incentives as included herein if the proposed new development or expanded existing development are deemed to be in the best interests of the Town as described in this Policy, and

WHEREAS, the Town acting through the Business Development Committee (BDC) will review specific business development incentives on a case-by-case basis and will base the decision to grant any incentives to any specific project applicant on the requirements of this adopted policy and the overall best interests of the Town based on the required application materials, and

WHEREAS, in the event of unusual or extraordinary circumstances presented in writing by the applicant, the Business Development Committee may recommend to the Board of Selectmen approval of the waiver, if requested in writing by the applicant, of any requirement contained in the Policy so long as the development is found to be consistent with the stated goals and objectives of Simsbury's adopted economic development plans.

NOW THEREFORE BE IT RESOLVED, that the following program of incentives is hereby adopted and shall be implemented as indicated hereafter:

THE TYPES OF BUSINESSES or INDUSTRIES TARGETED BY THIS POLICY:

The Business Development Incentive Policy Program will be used to target the following types of high quality businesses that generate substantial tax revenue to the Town of Simsbury:

1. Corporate headquarters and satellite offices
2. Retail uses
3. Campus-style office development
4. Research and development and high technology and information technology facilities, especially those which are environmentally sustainable.
5. Manufacturing facilities as defined in Chapter 588 of CGS. (CGS 12-81, Subdivision 72 defines mfg. facilities.)
6. Existing Simsbury business expansion as defined in §12-65b(b). including office use, retail use, permanent residential use, transient residential use, manufacturing use, warehouse, storage or distribution use , structured multilevel parking use necessary possibly in connection with a mass transit system, information technology, recreation facilities, transportation facilities, or mixed- use development as defined in Section 8-13m. In order to be eligible the business use must be consistent with the list of types of businesses or industries targeted by this Policy (on Page 3).
7. Mixed Use Development which contains at least 25% of its floor area designated for commercial use if combined with a specific plan for the timely, acceptable, sequential development of the entire site and located in the Simsbury Town Center Code area, and existing area zoned for business use, an approved Planned Area Development (PAD) Zone or in an established Village District.
8. New or existing recreational or entertainment businesses which are in keeping with an adopted goal or plan.

The Town is interested in attracting sustainable businesses which will:

1. Generate additional tax revenue through real estate and/or personal property taxes
2. Provide lasting employment opportunities.
3. Provide high quality goods and services
4. Improve the aesthetics of the community or a particular area of the community so designated for such development.
5. Occupy, use and/or preserve a historic site.
6. Provide desirable recreational and entertainment opportunities.

The following types of enterprises shall receive priority in consideration for recommendation for abatement or incentives as outlined in this policy:

1. Those within targeted locations as identified in this Policy, the current Comprehensive Plan or adopted Economic Development Plan.
2. Those proposing a project that forwards a stated goal or objective which will bring about a substantial, positive impact on the Grand List.
 - a. For new businesses a substantial impact will be defined as contributing at least an additional one and one-half (1.5) million dollars in real estate value to the grand list.
 - b. For those businesses that are expanding and meet the above criteria as defined and contributing a minimum *increase* of one (1) million dollars in real estate value to the grand list or an *increase* of 50% of the current real estate value, whichever is greater.

TAX ABATEMENT SCHEDULE*

| Minimum Investment | Period of Abatement Not More than |
|---|--|
| (1) Not less than \$3 Million | 7 years |
| (2) \$500,000 - \$2,999,999 | 2 years |
| (3) Equal to 50% of the increase in the assessment | 3 years |
| (4) For retail businesses: To be set by Ordinance | To be set by Ordinance |

* Maximum abatement possible, may not be granted for all applications. Percentage abatement applies to the increase in assessment. (example: 50%/40%/30%)

* Varies based on specifics of application and determination of positive contribution to town.

BUSINESS DEVELOPMENT INCENTIVE GUIDELINES:

Overview and Background:

- A. The objective of offering a tax abatement or business development incentive as stated in the Purpose above is to encourage the attraction or expansion of specific types of businesses through the establishment of a public/private partnership, which results in growth expansion consistent with the Town of Simsbury's adopted plans, codes or regulations.
- B. Any proposed abatements or incentives are subject to final approval by the Board of Selectmen after referral to the BOS by the Business Development Committee.
- C. The Board of Selectman, in adopting these incentive guidelines hereby establishes the following objectives consistent with adopted plans and sound economic growth.

The project must:

1. Provide a clear benefit to the Town as determined by:
 - a. Staff review of application facts and completeness, based on program policy, objectives and guidelines, and
 - b. Recommendation of the Business Development Committee, and
 - c. Approval of the Board of Selectmen.
2. Create substantial, long term tax base growth.
3. Provide stimulation of the local economic conditions for existing businesses, and the development of future related or unrelated industry groups.
4. Accomplish community goals as stated in the current Comprehensive Plan, Plan of Conservation and Development or adopted economic development plan.
5. Must have a solid financial base and growth potential as determined by the Director of Finance.
6. Have parent or subsidiaries of businesses which are the subject of or connected to such applications which must have a satisfactory record of environmental compliance as may be documented, or not, by Connecticut Department of Energy and Environmental Protection (DEEP).

BUSINESS DEVELOPMENT INCENTIVE MINIMUM REQUIREMENTS:

1. The proposed project is a permitted use, or may be permitted by the Zoning Commission through a process established in the Simsbury Zoning Regulations. If rezoning is required, the abatement/incentive may be conditional.
2. Delinquency in any fees or taxes that have not been waived and that are otherwise due to the Town of Simsbury from the applicant or any related entity shall render the applicant and application ineligible.
3. If the end user of the proposed facility is a lessee, tax benefits must be clearly reflected in the lease as accruing to the Applicant entity for at least the term of the abatement period.
4. Applicant must not be in violation of any law, regulation or agreement with town, state or federal government, notwithstanding any tax lien with governmental forbearance.
5. Applicants must be committed to make a significant investment in new or renovated real property in Simsbury.
6. Applicant's project must provide new employment opportunities or enhancement to the tax base or encourage technological innovation and/or investment and address a goal(s) or objective identified in the Town's adopted plans.
7. A statement is to be provided by the applicant as to the ownership structure of the real property, personal property and operating company including information as to the ownership of any applicable subsidiary companies.
8. There is a firm commitment to remain in the Town beyond the length of the abatement or other incentive period, if applicable.
9. All tax obligations to the Town by the applicant must be current except in the case when the applicant is seeking approval to purchase existing tax liens.

10. The project should meet goals and objectives identified in the adopted Plan of Conservation and Development and the adopted 1995 Economic Development Strategic Plan as it may be amended.
11. An agreement entered into pursuant to this Policy shall not be subject to assignment, transfer, or sale without the written consent of the Simsbury Board of Selectmen.
12. After approval of an application by the Board of Selectmen and approval of a final site plan by the Simsbury Zoning Commission, construction shall commence within twelve (12) months and shall be completed within twenty-four (24) months unless otherwise extended by the Board of Selectmen in its sole discretion.
13. In the event that the applicant, during the period of its participation in this program:
 - a. relocates its business from Simsbury,
 - b. becomes delinquent in taxes or fees,
 - c. closes its operation, or
 - d. declares bankruptcy,

then any tax abatement or incentive benefit enjoyed by the applicant under this program shall be forfeited and the applicant shall be required to pay back all taxes that would have been assessed had the applicant not participated in the program.

14. If benefits were obtained fraudulently, the town may pursue any recourse allowed by law including prosecution and obtaining penalty fees.

TYPES OF ASSISTANCE AVAILABLE:

Tax Abatement: The assessment of the real property and all improvements to be constructed thereon may be reduced for a period of time and under the conditions set forth in the above information chart.

The period of reduced assessment shall commence with the Grand List immediately following the issuance of a final certificate of occupancy for the new or expanded construction and upon the execution of an agreement satisfactory to the Town Attorney that will set the terms and conditions of the abatement/incentive based on the established parameters.

Waiving or Reduction of Any Town Permit Fees for targeted businesses and industries:

The BDC Committee may recommend to the Board of Selectmen waiver of up to 50% of any Town permit fees or a smaller portion of such fee upon request and determination that such a fee waiver would encourage the development or expansion of quality businesses especially those of the targeted industries. The Board of Selectmen may upon recommendation of the BDC agree to waive a portion up to 50% of the entire fee as it may determine necessary to encourage the desirable development. The development must have been determined to meet the applicable desirable criteria as outlined herein. The Town and the applicant shall enter into an agreement which will set forth the terms and conditions based upon the established guidelines. The agreement shall be approved by the Town Attorney.

Infrastructure Rebate Program:

An applicant who is applying for a complying new or expanded existing business development that meets the criteria herein may also apply for a partial rebate for infrastructure which is located in the public right of way and approved by the appropriate Town Departments, Town Engineer, and the Board of Selectmen for the construction of infrastructure which the Town Engineer determines will serve a valid public purpose, be in the best long term interest of the Town and may also, in certain developments, clearly contribute to the creation of a more walkable, sustainable community. Note that only improvements that are public and are constructed in the public right of way are eligible for any potential rebate. Parking facilities, for example, which are available to the public may be determined to be eligible for this program.

The percentage rebate which may be applied to any given development under this infrastructure rebate program is to be determined and recommended by the Town Engineer. The maximum percentage of rebate is to be 50% of the cost as determined acceptable by the Town Engineer. Certification of actual cost shall be made to the satisfaction of the Town Engineer. The actual approval of the infrastructure rebate including percentage shall be determined by the Board of Selectmen and also be based on available funding.

Application Requirements and Procedures:

1. Applications shall be made to the Director of Planning and Community Development.
2. Applications shall be reviewed by the First Selectman.
3. Applications shall be referred to the Director of Finance.
4. Applications shall contain at least the information specified herein as required by this policy.
5. For purposes of reviewing these Applications, there is established a **Business Development Committee (BDC)**. The Committee shall consist of five (5) members. The First Selectman shall serve as the Chairperson of the Committee. The remaining four (4) members of the Committee shall be appointed by the First Selectman and one member shall be chosen from each of the then existing membership of the Economic Development Commission, the Board of Finance and the Zoning Commission. The remaining member of the Committee shall be chosen at large.
6. The First Selectman shall refer applications that meet the minimum requirements as set forth in this document to the BDC for consideration and recommendation to the Board of Selectmen.
7. Upon receipt of a complete Application the BDC shall report the findings and recommendations of the Committee to the Board of Selectmen for action.

APPLICATION PROCEDURE:

STEP 1:

Applicant submits a written report, application and Economic Development Impact Statement to the Director of Planning, who will then suggest to the BDC, a Business Development Incentive, based on the report, the development's direct and indirect economic and fiscal impacts and compliance with the overall Business Development Policy.

The applicant's request should include at least the following types of information:

1. Specific Assistance Requested and rationale for the request.
 - a. Tax assessment reduction specifics on a year to year basis, estimated as closely as possible.
 - b. Waiving or reduction of any Town permit fee, specifying the amount of requested waiver
 - c. Any infrastructure rebate request specifically the amount of request with all construction details.
2. Description of the project including an estimate of the number of jobs to be created and their wages.
3. Description of the applicant's business including a listing of its officers.
4. Description of the application and its products or services.
5. An estimate of the value of the proposed improvements.
6. An estimate of employment provided, full-time and part-time.
6. An anticipated project construction schedule.
7. Identification of any other public incentives, financial or otherwise, which have been requested and are included in the project financing.
8. A statement of the benefits to the Town for granting an incentive including an estimate of local taxes to be paid on a year to year basis for as long as the requested incentive lasts.
9. All other information requested by the BDC and /or per the Minimum Criteria/Information of this Policy.

STEP 2:

1. The Planning Director shall refer the application to the Business Development Committee (BDC) for review and recommendation to the Board of Selectmen.
2. The BDC shall review and discuss the application. Questions of fact shall be answered by the applicant or the Director of Planning.

STEP 3:

The BDC shall make a recommendation to the BOS on the application.

STEP 4:

Upon preliminary approval by the Board of Selectmen and at the direction of the First Selectman, the Planning Director and if applicable, the Town Engineer, will work with the applicant, and the Town Attorney to draft a legal contract that assures that all provisions of the Business Development Incentive program as preliminarily approved by the BOS will be met. Contract details will be on a case by case basis depending on the project specifics.

STEP 5:

In order for the incentives to become official, the Board of Selectmen must approve the final Business Development Incentive(s) in contract form by majority vote.

STEP 6.

The BOS shall also authorize the First Selectman to sign the proposed contract once approved as to form by the Town Attorney.

Appendix A

Application Minimum Requirements:

Does the application contain:

YES

NO

| | | |
|---|--|--|
| Specific assistance requested: | | |
| a. Tax abatment | | |
| b. Reduction of Fees | | |
| c. Infrastructure rebate | | |
| Project Description. | | |
| Description of Business. | | |
| Description of application products & services. | | |
| Est value of proposed improvements. | | |
| Employment to provided (Estimated or Actual). | | |
| a. Full time (by year) | | |
| b. Part time (by year) | | |
| Estimated project relocation or construction schedule. | | |
| Other requested incentives. | | |
| Statement of benefits to Town. | | |
| All other requested info. | | |



Town of Simsbury

66 Town Forest Road, P.O. Box 495, Simsbury, Connecticut 06070

~ Thomas J. Roy, P.E. – Director of Public Works ~

BOARD OF SELECTMEN MEETING **AGENDA SUBMISSION FORM**

1. **Title of submission:** Request from Community Farm to Distribute Eggs

2. **Date of submission:** June 17, 2015

3. **Date of Board Meeting:** June 22, 2015

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

Thomas J. Roy, P.E. – Director of Public Works

Diana Goode – Executive Director, Gifts of Love/Community Farm of Simsbury

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

Authorize the Gifts of Love/Community Farm of Simsbury to distribute eggs generated on the farm to food pantry clients.

6. **Summary of Submission:**

The Community Farm of Simsbury (CFS) has requested to be permitted to distribute eggs produced by the chickens on the farm to clients of the Gifts of Love food pantry. The chickens have been on the farm as part of the overall farm program and up to now the eggs have been consumed by CFS staff or allowed to go to waste. The egg production would be limited to the chickens that are currently part of the farm program and there is no intention of changing the farm program to accommodate large scale egg production. The eggs produced will be a good source of protein to needy families that are supported by the various food pantries that work with the farm.

CIRMA has reviewed the risks associated with the distribution of animal products by the Farm and Sean Kimball has provided the attached memo, stating that the risk exposure is limited.

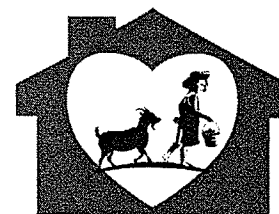
7. **Financial Impact:**

None

8. Description of documents included with submission:

- Letter from Community Farm/Gifts of Love requesting the distribution of eggs and outlining their procedures (industry best practices) for handling and distributing eggs for human consumption.
- Memo from Sean Kimball outlining CIRMA's review of the risks associated with the farm distributing egg products.

To: Simsbury Board of Selectman
From: Farm to Family, AKA Gifts of Love and Community
Farm of Simsbury
Date: June 15, 2015
Re: Permission to distribute eggs from the Community Farm of
Simsbury to Gifts of Love food pantry clients



Gifts of Love &
Community Farm
of Simsbury

Community Need:

When people are food insecure, they can often place a priority on obtaining as much food as possible for the cheapest price. So-called "value meals" at fast food restaurants seem like a good option because they offer larger portions for a few more cents. Food insecurity tends to result in buying cheap, processed foods richer in calories than nutrients. That's why Gifts of Love is offering healthy alternatives in the food pantry even in tough economic times by working with the Community Farm of Simsbury. We would like to not only provide healthy produce but eggs high in protein as well.

In 2013, Gifts of Love merged with the Community Farm of Simsbury. The mission of The Farm is to preserve the Town Farm as an environmentally sound, sustainable working farm, providing education, building community support, and assisting food security programs. Part of that mission is to grow food for low-income people in the community. All of the produce grown on the 1 acre teaching garden is donated to people in need through Simsbury Social Services and the Gifts of Love distribution channels. Donated eggs would truly enhance our food programs and benefit the 18,000 people who visit our pantry every year.

Food Safety Procedures:

Egg Collection

- Eggs are collected or picked 2-3 times a day.
- Discard eggs with broken or cracked shells.

Egg Cleaning

- Shells are cleaned using a dry cleaning method such as fine sandpaper, a brush or emery cloth.
- Eggs are dry. If shell gets wet, bacteria can pass through the shell.
- Wash hands with soap and warm water before and after cleaning eggs.

Clean Chicken House

- The chicken house is clean and dry. Floor litter is in good condition.
- Nests are cleaned once a week and nesting materials are replaced.

- Feed is stored to prevent contamination.
- Feeding and watering equipment cleaned in a sink other than the kitchen sink.

Inspection

- Look for defects inside the shell by holding the egg up to a bright light.
- Discard eggs with abnormal shape, spots, cracks or other irregularities.

Egg Packaging and Labeling

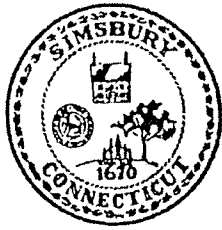
- Fiber egg cartons can be reused if they are clean. Remove prior packing information from the label. Blacken out the dates, the packers name and contact information with a permanent marker.
- Label egg cartons and/or flat cases with:
 - A harvest date
 - Freshness date not to exceed 30 days from the date of harvesting.
 - Safe handling instructions: "To prevent illness from bacteria: keep eggs refrigerated, cook eggs until yolks are firm, and cook foods containing eggs thoroughly."

Egg Storage

- Refrigerate eggs at 45 degrees or less after harvesting.
- Keep eggs in the carton. Store in the coldest part of your refrigerator away from fresh fruits and vegetables.

Preparation

- Inspect eggs. Do not use if shell is cracked.
- Check carton's pack date. Eggs have a shelf life of 4 to 5 weeks from pack date.
- Crack eggs into bowl before using. Throw away if you see any defects. According to the American Egg Board, a blood spot found on an egg yolk is most often a ruptured blood vessel which happens during the yolk formation. Eggs with blood spots are safe to eat. You can remove the spot with a spoon or knife.
- Wash hands utensils, equipment and work areas with hot, soapy water after contact with eggs.
- Never eat raw eggs. Outbreaks for Salmonella illnesses have been associated with undercooked egg whites and yolks.
- To avoid illness, cook eggs until yolks are firm. Cook foods containing eggs to 160 degrees F as measured by a food thermometer.
- Throw away raw or cooked eggs left at room temperature for more than two hours.



Town of Simsbury

933 HOPMEADOW STREET


P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Sean M. Kimball – Deputy Director of Administrative Services

MEMORANDUM

To: Tom Roy – Director of Public Works

From: Sean Kimball – Deputy Director of Administrative Services 

Re: Risk Analysis - Request from Community Farm to Distribute Eggs

Date: June 17, 2015

CC: Lisa Heavner – First Selectman
Tom Cooke – Director of Administrative Services
Diana Goode – Gifts of Love

We have reviewed the risks associated with the proposed donation of farm-raised eggs from the Community Farm of Simsbury to families using the Gifts of Love Food Pantry with our insurance carrier, CIRMA and they have confirmed that our risk exposure is limited.

The Community Farm/Gifts of Love insurance policy provides products liability coverage with an aggregate limit of \$2,000,000. I have received confirmation from Diana Goode that the Town of Simsbury will be named as an additional insured on their policy.

The safe handling procedures outlined by the Community Farm significantly reduce the likelihood of any food-borne illnesses being transmitted through these donated eggs. And even in the unlikely event of an incident, the Town is reasonably protected as a named insured on the Community Farm/Gifts of Love insurance policy as stated above. Therefore, the risk exposure to the Town is relatively minimal.

Telephone (860) 658-3230
Facsimile (860) 658-9467

skimball@simsbury-ct.gov
www.simsbury-ct.gov
An Equal Opportunity Employer

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



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Resignation
2. **Date of submission:** June 17, 2015
3. **Date of Board Meeting:** June 22 or July 13, 2015
4. **Individual or Entity making the submission:** Michael T. Wade, 3 East Weatogue Street, Simsbury
5. **Action requested of the Board of Selectmen:**
The Individual or Entity making the submission requests that the Board of Selectmen: Accepts the resignation of Michael T. Wade from the Board of Education effective June 30, 2015.
6. **Summary of Submission:**
Resignation: Michael T. Wade, Regular Member
Board: Board of Education
Party: Democratic
Effective: June 30, 2015
Term of Office: 12/5/2011 to 12/7/2015
7. **Financial Impact:** None
8. **Description of documents included with submission:**
The following documents are included with this submission and attached hereto:

Letter of resignation

Michael T. Wade
3 East Weatogue Street
Simsbury CT 06070

June 17, 15

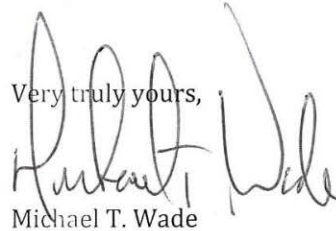
Carolyn Keily
Town Clerk
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Re: Board of Education Position

Dear Ms. Keily,

I hereby resign my position as a member of the Simsbury Board of Education effective June 30, 2105.

Very truly yours,



Michael T. Wade

Cc:

Lisa Heavner, First Selectman
Matthew Curtis, Superintendent



CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 7:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Lisa Heavner; Board members Michael Paine, Christopher Kelly, Nancy Haase, Cheryl Cook, and Sean Askham. Others in attendance included Thomas Cooke, Director of Administrative Services, Tom Roy, Director of Public Works, and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

David Richman, representing the Chamber of Commerce, gave the Board some information on upcoming activities. He said there is a new website, facebook and an expansion on the bike friendly business community in Town. He said they awarded Mary Glassman “Public Servant of the Year”, Martin Geitz “Business Leader of the Year” and Melissa Fearington “Educator of the Year”. Mr. Richman said they have plans for the 1st annual Simsbury Spooktacular Chili Challenge on Halloween.

Mr. Richman, 1 Saddle Ridge Drive, spoke about the real estate market in Town. He said it is not in a good cycle right now. House prices are going down and this is not good for anyone selling for their homes.

Joan Coe, 26 Whitcomb Drive, spoke about her candidacy and policies she would like to see for the Town. She also spoke about tax rebates that shouldn’t have been given, conflict of interests with Town staff, sewer back-ups in the Town office building and The Hartford property.

Robert Kalechman, 971 Hopmeadow Street, spoke about when he ran for Representative for the 16th District. He said politicians lie about increasing taxes. Mr. Kalechman said the Board is operating with an illegal Charter. He wants politicians to tell the truth.

PRESENTATIONS

Ms. Heavner said there were no presentations at this time.

FIRST SELECTMAN’S REPORT

Ms. Heavner said on May 29th there was a spectacularly successful Tootin’ Hills PTO Duck Race. There were 3,500 ducks racing. Of the 50 businesses participating in the “business duck” race,

Tulmeadow Farm won by a beak. Ms. Heavner congratulated Johanna Merriman and all of those involved with this great event.

Ms. Heavner congratulated both the organizers and participants in the Iron Horse Half Marathon, which drew 2,300 runners and their supporters to Simsbury. She congratulated Sean Askham who also ran. She said the event organizers worked with the Town to minimize the impact of the event on residents and thanked them for their hard work.

Ms. Heavner reminded everyone that the Regional Hazardous Waste Collection will be held Saturday, June 13th from 8 to noon at the Public Works Facility. More information can be read on <http://www.simsbury-ct.gov/public-works-grounds/pages/bulky-waste-recycling> or by contacting the Public Works Department at 860-658-3222 or the Simsbury Landfill at 860-658-9481.

Ms. Heavner said Simsbury residents are invited to visit the Wadsworth Athenaeum free of charge on Simsbury Open House Day, Saturday, June 20th from 10 a.m. to 5 p.m. They will need to bring a proof of residency. For more information about the events, please call 860-838-4100 or visit the Athenaeum's website at www.thewadsworth.org.

Ms. Heavner said she was pleased to announce that CMS is presenting its Founder's Award to our Director of Planning and Community Development, Hiram Peck. The award is given in recognition of individuals and organizations who dedicate themselves to promoting a comprehensive management approach to the revitalization of Connecticut's historic downtowns and neighborhood commercial districts.

Ms. Heavner asked everyone to join her in a moment of silence for the passing of Gordon Gyngell, who retired from the position of Chief of Police with the Town of Simsbury in 1990 after forty – three years of service. We are grateful to Gordon for all he did for the Town, and our thoughts and prayers go out to his wife and family.

SELECTMEN ACTION

a) Approve Proposed Eagle Scout Project

Ms. Heavner introduced Michael Richard, who is proposing an Eagle Scout project to enhance the walking path and building a walkway in the woods from Town Forest Park to Tootin' Hills School that will allow children to walk to school without walking in the road. This project was approved by the Culture, Parks and Recreation Commission at their May 28, 2015 meeting.

Michael explained where the walkway would be going and what materials he would be using. He said the cost would be approximately \$650. He would be fundraising and asking for donations. He would be finishing the project by September.

Ms. Cook made a motion to approve the proposed Eagle Scout project of Michael Richard subject to all Land Use approvals. Mr. Kelly seconded the motion. All were in favor and the motion passed.

b) Approve Tax Refunds

Ms. Haase made a motion to approve tax refunds in the amount of \$5,796.09 as recommended and requested by the Tax Collector. Mr. Askham seconded the motion. All were in favor and the motion passed.

c) Approve submission of application and acceptance of Highway Safety Grant award in the amount of \$16,700 and creation of a Special Revenue account for receipt of funds

Ms. Heavner said the purpose of this grant is to assist local governments who qualify as a “High Risk Rural Road” municipality with Specialized Speed Enforcement Operations beyond their police agency’s routine patrol activities, and to address “Special Events” that municipality may be hosting. This grant award will also allow awarded agencies to purchase two Lidar/Doppler Speed Measuring Devices.

Ms. Heavner thanked the Police Department for applying for this grant.

Mr. Askham made a motion to approve the submission of application and acceptance of Highway Safety Grant award in the amount of \$16,700 and the creation of a Special Revenue account for receipt of these funds. Ms. Cook seconded the motion. All were in favor and the motion passed.

d) Referral of Simsbury Farms Improvement Project to the Public Building Committee

Ms. Heavner said this project was approved at the Referendum on May 5, 2015. Therefore, a resolution is needed to formally delegate oversight of the Simsbury Farms Skating Rink and Pools project to the Public Building Committee. It is also to delegate the tennis courts.

Mr. Askham made a motion “Resolved, that, in accordance with Section 612 of the Simsbury Town Charter, as amended, the Board of Selectmen hereby charges the Public Building Committee with the responsibility for carrying out the design and construction oversight for the Simsbury Farms Skating Rink and Pools Project and Tennis Courts.” Ms. Haase seconded the motion. All were in favor and the motion passed.

e) Approve submission of and authorize the First Selectman to sign a Connecticut State Department of Education Youth Service Bureau Grant Application in the amount of \$14,000 with a local match of \$8,000 which has been budgeted in the Fiscal Year 2015-2016 budget

Ms. Heavner noted that Mickey Le-Cours-Beck applies for this Grant every year. There are programs included in the Board packets.

Ms. Cook made a motion to approve submission of and authorize the First Selectman to sign a Connecticut State Department of Education Youth Service Bureau Grant Application in the amount of \$14,000 with a local match of \$8,000, which has been budgeted for in FY 2015-16. Mr. Kelly seconded the motion. All were in favor and the motion passed.

f) Review and Possible Action on Affordable Housing Policy Statement

Ms. Heavner said this policy statement is not ready for Board of Selectmen review at this time. She is recommending referring it to the Land Use Boards and Town Counsel at this time.

Mr. Askham made a motion to refer the Affordable Housing Policy Statement to the Land Use Boards and Town Counsel for review. Mr. Paine seconded the motion. All were in favor and the motion passed.

g) Authorize the First Selectman to sign a Letter of Intent and related to documents for Investigation and Potential Purchase of the Town's Street Lights

Ms. Heavner said this is a request from Tom Roy, which satisfies the bid requirements. This purchase will allow for better customer service and greatly reduce energy costs. The anticipated electricity savings are approximately \$96,369 per year. This was not part of the budget process as this information was just obtained last week.

Mr. Roy said the Public Works Department has been looking to purchase and maintaining street lights in Simsbury for a number of years now. This offers a great opportunity and greater customer service. ESCO will go through Town and document what street lights we have and will work directly with Eversource to come up with final number. He feels it makes great financial and environmental sense.

Mr. Askham made a motion to authorize the First Selectmen to sign a "letter of intent" with ESCO Energy Services Company. Mr. Paine seconded the motion. All were in favor and the motion passed.

OTHER BUSINESS

a) Update on Senior Community Center Project

Ms. Heavner said they are in the process of hiring a consultant on the senior center programming and what space is needed for programming. They are also anticipating that the survey results will be in by the end of this week or beginning of next week. The Architect

Selection Committee is meeting Wednesday to solicit questions to the public as to what they are looking for in an architect. The Committee will be making the final decision.

Mr. Cooke said Town staff met with the Performing Arts Center representatives on their programming issues, including an architect they have to help them. They just want to make sure what each side needs when an event is put on.

Ms. Heavner recused herself from the meeting and turned the chair over to Ms. Haase.

b) Update on The Hartford Insurance Property

Mr. Cooke said he spoke to representatives of The Hartford and they said there is a lot of interest in that property. They are not able to announce anything at this point. They also confirmed that they will be continuing to use the buildings throughout 2015 for employees who are temporarily displaced as they are finishing the restructuring and refurbishing of the downtown offices. They repeatedly said that the charrette was very successful in keeping interest in that space.

Ms. Haase said the update on this property will remain on the agenda monthly to keep residents informed.

Ms. Heavner rejoined the meeting.

c) Update on the State Budget

Ms. Heavner spoke about the memo from Joseph Mancini, Finance Director/Treasurer. He said the Simsbury is fortunate to have received additional funding for fiscal year 2016 over and above the recently approved budget. He said the only material change in town will receive ECS funding over and above what was approved by the town in the amount of \$321,696. The ECS funds will be a direct pick-up to the general fund revenue and correlate to roughly 0.15 mills. He also said the State is capping the mill rate on motor vehicles at 32.00 mills.

d) Discuss Public Hearing Date for Simsbury Business Incentive Program

The Public Hearing date for Simsbury Business Incentive Program will be held on June 22, 2015 at 6 p.m. No motion is necessary as this is not an ordinance. Mr. Cooke will make sure a 10 day notice is given.

APPOINTMENTS AND RESIGNATIONS

Ms. Heavner said there were no appointments or resignations at this time.

REVIEW OF MINUTES

a) Special Meeting of May 11, 2015 – Public Forum

No action was taken and therefore the minutes were adopted.

b) Special Meeting of May 11, 2015 – Hometown Hero

Ms. Haase made a motion to approve the Special Meeting Minutes of May 11, 2015 – Hometown Hero- as amended. Mr. Paine seconded. All were in favor and the motion passed.

- **Amendment to Page 1 – Selectmen action (a) Wanda Coleman (change to Wanda Colman). Also, Mr. Paine introduced Wanda Coleman (change to Mr. Paine introduced Wanda Colman).**

c) Regular Meeting of May 11, 2015

No action was taken and therefore the minutes were adopted.

d) Special Meeting of May 15, 2015

No action was taken and therefore the minutes were adopted.

Ms. Heavner said there will be a joint meeting of Open Space, Conservation and Parks and Recreation on Wednesday, June 17th at 6 p.m. in the Library to discuss the Ethel Walker Woods master plan. No action will be taken. There will also be discussion on the Betty Hudson property. Recommendations will then be made to this Board.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

1. Personnel:

a. Approval of Building Department Specialist Job Description

Mr. Kelly said this position was discussed during the budget process. This was formerly the Administrative Secretary II – Building position. This position is being expanded with added technological functions.

Mr. Kelly made a motion to approve job description, title and salary range changes for the position of Building Department Specialist from T8 to T 10. Mr. Askham seconded the motion. All were in favor and the motion passed.

b. Approval of Deputy Building Office Job Description

Mr. Kelly said this position was discussed during the budget process also. This was formerly the Assistant Building Official position. The responsibilities are being expanded as well.

Mr. Kelly made a motion to approve job description, title, and salary range changes for the position of Deputy Building Official A2 to A 6. Mr. Askham seconded the motion. Mr. Paine made a spelling correction on the word “manner”. Mr. Kelly amended his motion to include the correction. All were in favor and the motion passed.

Mr. Kelly said the Personnel Sub-Committee developed a draft proposal of language for the Charter Revision. This will be brought forward at the next Board meeting. Mr. Askham suggested that the Board move on this at the next meeting.

2. Finance – Ms. Heavner noted that Mr. Mancini is in the process of setting up a Finance Committee meeting to review the capital planning process.

Mr. Kelly spoke about the Community for Care, which provides access for people who need help for social services and health and mental health support. They have developed a website as well. He gave a magnet out to the Board with information on it. He thanked everyone for their help and information. This is a great way to get help.

3. Welfare – no report at this time.

4. Public Safety – no report at this time.

5. Board of Education – Mr. Kelly said graduation is Friday. A new High School Principal was appointed. He was formerly from Woodbury and it was an exhausting process.

Ms. Heavner thanked Ms. Cook for handling Senior Citizen Art Night. Ms. Cooke said it was a great event for seniors, students and teachers.

Mr. Askham said the Iron Horse ½ Marathon volunteers did a great job on making sure residents got out of their streets when they needed to. It was a great event.

Ms. Haase said the Economic Development Task Force is meeting Tuesday, June 16th at 5 p.m.

Ms. Haase reminded everyone that it is Handicapped Parking Awareness Month. People need to be mindful of parking spaces and the lines so handicapped people have access to their vans.

Ms. Haase said June 19th is wear purple to work day. June is Alzheimer’s Awareness Month also.

Ms. Heavner said Mike Jennings met Tom Roy and Mr. Cooke at Eno Memorial Hall and went through with his wheelchair to try to do some problem solving with Mr. Roy. It just helped to show the challenges at Eno that the handicapped residents have.

Mr. Cooke said problems were all high-tech problems. Somethings were very simple to solve.

ADJOURN TO EXECUTIVE SESSION

a) Simsbury Hopmeadow Street, LLC vs Town of Simsbury with Town Counsel

Mr. Askham made a motion to adjourn to Executive Session, to discuss Simsbury Hopmeadow Street, LLC vs Town of Simsbury with Town Counsel, at 8:17 p.m. Ms. Cook seconded the motion. All were in favor and the motion passed.

In addition to the Board of Selectmen, Town Assessor David Gardner, Town Counsel Robert DeCrescenzo and Director of Administrative Services Thomas Cooke were present. Ms. Haase noted for the record that she was no longer providing services to Ensign Bickford and that she was no longer required to recuse herself.

ADJOURN FROM EXECUTIVE SESSION

Ms. Cook made a motion to adjourn from Executive Session at 8:44 p.m. Ms. Haase seconded the motion. All were in favor and the motion passed.

POSSIBLE ACTION

Ms. Cook made a motion to accept the proposed settlement in the matter of Simsbury Hopmeadow Street, LLC vs. Town of Simsbury based upon proposed market values for the subject property of \$11,000,000 for Assessment Year 2013; \$11,000,000 for Assessment Year 2014; \$9,000,000 for Assessment Year 2015; and \$8,250,000 for Assessment Year 2016 with all assessments to be based on these values. Mr. Kelly seconded the motion. All were in favor and the motion passed.

ADJOURN

Ms. Haase made a motion to adjourn at 8:47 p.m. Mr. Paine seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING **AGENDA SUBMISSION FORM**

1. **Title of Submission:**

Carry Over of 8 vacation days in excess of the 10 allowed by Town Charter, request by Rick Bazzano

2. **Date of Submission:**

June 17, 2015

3. **Date of Board Meeting:**

June 22, 2015

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):

Rick Bazzano, Data Processing Manager

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:

Permission to carry over 8 vacation days into the next fiscal year 2015 to 2016.

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.):

During the 2014-2015 year, the Computer department has participated in large mission critical IT projects that put intense demand on the department's staff of 2 individuals to oversee and manage while continuing to support daily operations. During this period, the department was involved in acquiring the Public Works and maintenance facility into the Town/Educational data network as well as preliminary "make-ready" operations and daily administration of multiple vendors involved with the Town's fiber optic deployment and the Nutmeg Network\CEN network. These demands and current staff levels limited the availability to take time off. It will be Rick's priority to use all 8 carry-over days by September 30, 2015 and without conflict to upcoming IT projects and daily operations.

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:

Original submission to First Selectman Lisa Heavner.



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Richard P. Bazzano, Data Processing Manager

To: Honorable Lisa Heavner
From: Richard Bazzano
Date: June 10, 2015
Subject: ROLL-OVER OF VACATION TIME

Lisa:

I am writing at this time, to notify you of my departmental request to roll-over vacation days from our 2013-2014 fiscal year into our next fiscal year 2015-2016. Due to several ongoing projects over this fiscal year and the limitations of personal downtime during these critical projects as well as the department's two-person schedule, I have been left with 18.3 vacation days (146.48 hours).

Understanding the impact and responsibility of these carry-over days, I will schedule the 8.3 vacation days during the first 3 months of the 2015-2016 fiscal year to avoid any delays Computer department activities and performance.

If you have any concerns on the above request, I will be available to discuss them at your convenience.

Thank you,

Telephone (860) 658-3281
Facsimile (860) 658-3206

rbazzano@simsbury-ct.gov
<http://www.simsbury-ct.gov/>

An Equal Opportunity Employer
8:30 a.m. – 7:00 p.m. Monday
8:30 a.m. – 4:30 p.m. Tuesday through Thursday
8:30 a.m. – 1:30 p.m. Fridays



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Request to authorize carryover of excess vacation time
2. **Date of submission:** June 17, 2015
3. **Date of Board Meeting:** June 22, 2015
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):
Hiram Peck, 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.):
The Individual or Entity making the submission requests that the Board of Selectmen:

Authorize the carryover of excess vacation time for Hiram Peck
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.):

Due to excess number of meetings and appointments which are made so as not to inconvenience the commissions, applicants or residents it is difficult to take the permitted vacation time without placing an undue burden on land use department staff.

Staff also has a large number of meetings and appointments to attend to and cannot often fill in when I am absent from the office.

Any carryover vacation authorized by the Board of Selectmen for this period will be taken by the end of the calendar year.

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

The adoption of this request should have no additional financial impact .

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:

Administrative calculation indicates that I need to use:

- a. 68.25 hours of vacation, and
- b. 8.25 hours of floating holiday, and
- c. 1.25 hours of personal time

Total 77.75 hours.

Prior to June 30, 2015.

While I am attempting to use an appropriate amount of vacation time, I cannot in good conscience use it all by 6/30/15. The Land Use Dept Admin and the BOS Admin track the unused time and will insure that only the unused portion of this time is part of this particular authorization. Only time which has not been used by 6/30/15 will be carried over as part of this particular request.

I support the clarification of the process in whatever way the Administration or Board deems acceptable.

Thank you.

General Statutes Chapter 99, Section 7-187 through 7-194 – Charter Revision Requirements

From Town Attorney Memo to First Selectman – January 28, 2011

| | | | |
|---|---|---|-------------------|
| 1 | Initiation of Amendments to the Charter | <ul style="list-style-type: none">• By two thirds vote of Board of Selectmen; town can adopt a resolution initiating charter revision | June 22 |
| 2 | Commission to be Appointed Within 30 Days | <ul style="list-style-type: none">• Within 30 days of the adoption of an initiation, B.O.S. shall by resolution appoint a charter revision commission.• Consisting of 5 – 15 members• Only 50% plus 1 (bare majority) may be members of one party• Example – 7 member commission, 4 may be from one party | July 22 |
| 3 | Appointing Authority May Direct the Commission | <ul style="list-style-type: none">• B.O.S. may direct commission to consider recommended changes, or specific topics to be addressed in the existing charter.• The commission may consider other items for inclusion in a proposed amended charter.• The commission is required to comment on each recommendation forwarded to it by the B.O.S. | |
| 4 | Required Public Hearings As Part of Commission Work | <ul style="list-style-type: none">• The Commission must hold at least two public hearings: first before any “substantive” work is done, and the second prior to submission of the draft report to the Board of Selectmen. | |
| 5 | Deadline for Commission Report | <ul style="list-style-type: none">• B.O.S. resolution must specify when the commission will submit a draft report; which cannot be later than sixteen months from the date of the appointment of the commission. | November 22, 2016 |
| 6 | Commission Proceedings | <ul style="list-style-type: none">• Spelled out in General Statute Section 7-191 | |

Commission Proceedings – Section 7–191

From Town Attorney Memo to First Selectman – January 28, 2011

| | |
|---|---|
| a | The commission must submit its draft report to the town clerk, who in turn submits it to the appointing authority |
| b | The appointing authority must hold at least one public hearing on the draft report and must “hold its last public hearing not later than 45 days after the submission of the draft report to such [Town] clerk. |
| c | Not later than 14 days after its last hearing the appointing authority must make its recommendations to the commission for changes in the draft report it “deems desirable.” |
| d | If the appointing authority makes no recommendations within the 14 day period, the draft report shall be considered final and the appointing authority “shall act on such report.” |
| e | If the appointing authority makes recommendations, the commission “shall confer with the appointing authority” and may amend or reject such recommendations. In either case, the commission shall make its final report to the appointing authority not later than thirty (30) days after receiving such recommendations. |
| f | Within 15 days of receiving the final report from the commission, the appointing authority by a majority vote of the full membership may approve or reject the proposed amended charter or “separate provisions thereof.” |
| g | If the appointing authority rejects the proposed charter, 10% of the electors may present a petition to the appointing authority. |
| h | Within 30 days of approval by the appointing authority, or certification of the petition, the proposed charter shall be published in full at least once in a newspaper having a general circulation in the municipality. |
| i | The appointing authority, if it approves the final report, must hold a referendum within fifteen months of its approval of the proposed amended charter. |

There are other provisions of Chapter 99 that may govern the proceedings of the commission. .

