



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 8, 2015 – 7:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATIONS

FIRST SELECTMAN'S REPORT

SELECTMEN ACTION

- a) Approved Proposed Eagle Scout Project
- b) Approve Tax Refunds
- 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
- d) Referral of Simsbury Farms Improvement Project to the Public Building Committee
- 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
- f) Review and Possible Action on Affordable Housing Policy Statement
- g) Authorize the First Selectman to sign a Letter of Intent and related documents for Investigation and Potential Purchase of the Town's Street Lights

OTHER BUSINESS

- a) Update on Senior Community Center Project
- b) Update on The Hartford Insurance Property
- c) Update on the State Budget
- d) Discuss Public Hearing Date for Simsbury Business Incentive Program

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

APPOINTMENTS AND RESIGNATIONS

REVIEW OF MINUTES

- a) Special Meeting of May 11, 2015 – Public Forum
- b) Special Meeting of May 11, 2015 – Hometown Hero
- c) Regular Meeting of May 11, 2015
- d) Special Meeting of May 14, 2015

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- 1. Personnel:
 - a. Approval of Building Department Specialist Job Description
 - b. Approval of Deputy Building Office Job Description
- 2. Finance
- 3. Welfare
- 4. Public Safety
- 5. Board of Education

ADJOURN TO EXECUTIVE SESSION

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

ADJOURN FROM EXECUTIVE SESSION

Possible Action

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:** Proposed Eagle Scout Project – Recommendation for Approval
2. **Date of submission:** June 4, 2015
3. **Date of Board Meeting:** June 8, 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):

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 proposed Eagle Scout project of Michael Richard.

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.):

At their regular meeting on May 28,, the Culture, Parks and Recreation Commission received a presentation from Michael Richard for his proposed Eagle Scout community project. Michael is proposing to enhance the walking path and build 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.

The Commission was very impressed with the nature of the project and the quality of the presentation. They voted unanimously to recommend this project to the Board of Selectmen for final approval and to the Conservation Commission for their review.

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

The project is an enhancement to our park and trail system. It will create a safer way for children to walk to school.

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:

Project summary will be distributed at the meeting.



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:** 06-02-2015
3. **Date of Board Meeting:** 06-08-2015
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 \$5,796.09

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 2011					
Yount Dennis W	11-01-8722	\$200.46	\$6.58		\$207.04
Total 2011		\$200.46	\$6.58	\$0.00	\$207.04
List 2012					
Mandavilli Srinivas Rao	12-01-4847	\$553.75	\$18.12		\$571.87
Yount Dennis W	12-01-8739	\$214.79	\$7.02		\$221.81
Total 2012		\$768.54	\$25.14	\$0.00	\$793.68
List 2013					
Mandavilli Srinivas Rao	13-01-4879	\$550.04	\$17.62		\$567.66
Yount Dennis W	13-01-8752	\$193.13	\$6.19		\$199.32
CAB East LLC	13-03-52360	\$304.66	\$9.76		\$314.42
CAB East LLC	13-03-52366	\$597.10	\$19.13		\$616.23
CAB East LLC	13-03-52373	\$63.06	\$2.02		\$65.08
CAB East LLC	13-03-52385	\$190.16	\$6.09		\$196.25
CAB East LLC	13-03-52386	\$87.28	\$2.79		\$90.07
Proctor Derek W	13-03-64967	\$71.45	\$2.29		\$73.74
Vault Trust	13-03-69071	\$286.83	\$9.19		\$296.02
Vault Trust	13-03-69074	\$95.71	\$3.07		\$98.78
Vault Trust	13-03-69076	\$113.91	\$3.65		\$117.56
Vault Trust	13-03-69077	\$172.29	\$5.52		\$177.81
Vault Trust	13-03-69078	\$390.45	\$12.51		\$402.96
Vault Trust	13-03-69079	\$401.00	\$12.85		\$413.85
Vault Trust	13-03-69082	\$171.96	\$5.51		\$177.47
Vault Trust	13-03-69085	\$343.91	\$11.02		\$354.93
Vault Trust	13-03-69088	\$198.40	\$6.36		\$204.76
Vault Trust	13-03-69098	\$468.41	\$15.01		\$483.42
Honda Lease Trust	13-04-81407	\$89.36	\$2.86		\$92.22
Swain Ian S	13-04-82996	\$37.98			\$37.98
					\$0.00
Total 2013		\$4,827.09	\$153.44	\$0.00	\$4,980.53
TOTAL 2011		\$200.46	\$6.58	\$0.00	\$207.04
TOTAL 2012		\$768.54	\$25.14	\$0.00	\$793.68
TOTAL 2013		\$4,827.09	\$153.44	\$0.00	\$4,980.53
					\$5,981.25
TOTAL ALL YEARS		\$5,796.09	\$185.16	\$0.00	\$5,981.25



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** *2015 High Risk Rural Roads – Speed Enforcement Application and expected Grant Award*
2. **Date of submission:** *June 1, 2015*
3. **Date of Board Meeting:** *June 8, 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): *Peter N. Ingvertsen, Chief of Police*
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: Allow submission of Grant request and acceptance of expected receipt of a Highway Safety Grant award in the amount of \$16,700., and approve the creation of a special revenue fund if so required that will be used to receive and process the grant funds. 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 a municipality may be hosting. This grant award will also allow awarded agencies to purchase two Lidar/Doppler Speed Measuring Devices.*
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 Chief of Police expects to receive notification from the State of CT Office of Policy and Management no later than June 30, 2015, that the Town has been designated as qualifying for a Highway Safety Grant in the amount of \$16,700., which will be used to assist the Police Department with Specialized Speed Enforcement Operations and for the purchase of two Lidar/Doppler Speed Measuring Devices.*

7. **Financial Impact** (Include a description of any impact on the finances of the Town of Simsbury): *Receipt of funds in the amount of up to \$16,700. will reimburse the Town for personnel costs and equipment purchases used for specialized speed enforcement.*
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:

State of CT Department of Transportation Highway Safety Office (HSO) Notice of Grant Application.

PROJECT TITLE	APPLICANT
FY 2015 High Risk Rural Roads-Speed Enforcement	Simsbury

BUDGET SUMMARY

Federal Share	100.00%
State/Local Share	0.00%

BUDGET SUMMARY SUBMITTAL

COST CATEGORY	AMOUNT	SOURCE OF FUNDS	
PERSONNEL SERVICES	\$12,700.00	FEDERAL FUNDS (100%)	\$16,700.00
CONTRACTUAL SERVICES	XXXXXXXXXX	NON-FEDERAL FUNDS (0%)	\$0.00
OPERATING COSTS	XXXXXXXXXX	TOTAL FUNDS (100%)	\$16,700.00
EQUIPMENT	\$4,000.00		
INDIRECT COSTS	XXXXXXXXXX		
TOTAL BUDGETED	\$16,700.00	GRAND TOTAL	\$16,700.00

BUDGET SUMMARY APPROVAL (HSO USE ONLY)

COST CATEGORY	AMOUNT	SOURCE OF FUNDS	
PERSONNEL SERVICES		FEDERAL FUNDS (100%)	
CONTRACTUAL SERVICES	XXXXXXXXXX	NON-FEDERAL FUNDS (0%)	
OPERATING COSTS	XXXXXXXXXX	TOTAL FUNDS (100%)	
EQUIPMENT	\$4,000.00		
INDIRECT COSTS	XXXXXXXXXX		
TOTAL BUDGETED			



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING **AGENDA SUBMISSION FORM**

1. **Title of Submission:**
2. **Date of Submission:**
3. **Date of Board Meeting:**
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):
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:

1. Consider resolution to formally delegate oversight of the Simsbury Farms skating rink and pool renovation project to the Public Building Committee.

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. Recent budget approval of May 5, 2015 required initiation of the project.
- ii. Public Building Committee.
- iii. Project approved in the FY 2016 budget in the amount of \$1,100,000.00.
- iv. N/A
- v. This referral will allow the Public Building Committee to initiate and manager the project.

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

No direct financial impact is anticipated as a result of the project.

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. June 1, 2015 Memorandum to the Board of Selectmen requesting project assignment to the Public Building committee.



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Jerome F. Shea - Town Engineer

June 1, 2015

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

Dear Selectmen:

**Subject: Simsbury Farms Skating Rink and Pools Project
Project Delegation to Public Building Committee**

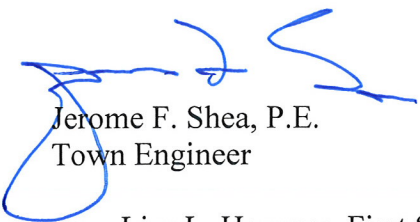
At a Referendum on May 5, 2015, approval was granted for improvements to Simsbury Farms skating rink and pools, in the amount of \$1,100,000.00. Under the provisions of Section 612 of the Simsbury Town Charter, the project is recommended to be assigned to the Simsbury Public Building Committee.

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 recommended that the following resolution be considered:

“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.”

Please contact me if there are any questions.

Sincerely,



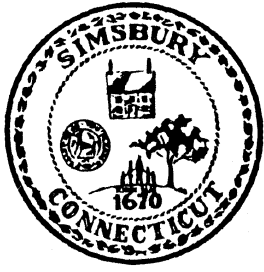
Jerome F. Shea, P.E.
Town Engineer

cc: Lisa L. Heavner, First Selectman

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

jshea@simsbury.k12.ct.us
www.townofsimsbury.com

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

Social Services Department

BOARD OF SELECTMAN MEETING AGENDA SUBMISSION

1. **Title of Submission:** Youth Service Bureau Grant Application
2. **Date of Submission:** June 2, 2015
3. **Date of Board Meeting:** June 8, 2015
4. **Entity making Submission:** Social Services Department
5. **Action Requested:** Board approval and authorization to sign the attached Connecticut State Department of Education Bureau of Health/Nutrition, Family Services and Adult Education Youth Service Bureau Grant Program Application for grant period July 1, 2015 – June 30, 2016.
6. **Summary of Submission:** The above-referenced grant provides funds for providing various services to Simsbury youth and their families
7. **Financial Impact:** The grant is for \$14,000 with \$6,250 additional Enhanced grant funds, and requires a local match of \$8,000, which has been budgeted for in FY 2015-16.
8. **Description of Documents:**
 1. Connecticut State Department of Education Bureau of Health/Nutrition, Family Services and Adult Education Youth Service Bureau Grant Program Application
 2. Youth Services provided in FY 2013-2014 using grant funds, CASAC funds and donations

SIMSBURY YOUTH SERVICES

SOCIAL SERVICES DEPARTMENT/SCHOOL COLLABORATIONS

FY 2013-2014

<u>SCHOOL</u>	<u>PROGRAM</u>	<u>FUNDS PROVIDED</u>
All Schools	Family Therapy	\$ 7,470.00
High School	Parents' Night	63.00
High/Middle Schools	Suicide Prevention Booklets for Teachers	864.00
High School	"Do The Right Thing" Flashdrives	1,817.00
Central School	MotivAiders	410.00
Central School	Youth Leadership	230.00
All Schools	Special Services/Positive Choices	1,000.00
Central School	Mentoring/Parenting/Tutoring Groups	350.00
High School	Dove Group	200.00
Central School	Character Development	266.00
Central School	Anxiety Management	222.00
All Schools	School Nurses/Substance Abuse Prevention	1,218.00
High/Middle Schools	CFC Substance Abuse Prevention Booklets	7,274.94
All Schools	Back To School Program	<u>10,050.00</u>

\$ 31,435.00

Community Youth Activities/Events

Distracted Driving Campaign	\$ 2,047.00
Bicycle Safety (SPD)	500.00
Family Day	2,800.00
Skate & Share	645.00
Septemberfest	3,800.00
Halloween Safety	118.00
Teen Center	<u>867.00</u>
	\$ 10,777.00

Total: \$ 42,212.00

CONNECTICUT STATE DEPARTMENT OF EDUCATION

BUREAU OF HEALTH/NUTRITION, FAMILY SERVICES AND
ADULT EDUCATION

Application for Funds

YOUTH SERVICE BUREAU GRANT PROGRAM
July 1, 2015 – June 30, 2017

Purpose: To assist municipalities or private agencies serving youth, which are designated to act as agents for such municipalities, in establishing, maintaining or expanding such Youth Service Bureaus.

Pursuant to Sections 10-19m through 10-19o of the Connecticut General Statutes.

Applications Due: June 15, 2015

Published: May 8, 2015
RFP #120



**APPENDIX A
Application**

Youth Service Bureau
Grant Application #120
Revised May 2015

Connecticut State
Department of Education

Statutory Ref.: C.G.S. 10-19m through 10-19o

TITLE PAGE

1. Legal Name of Organization Applying for Funds:

Town of Simsbury/Social Services Department CSDE Code: 128

2. Federal Identification No.: 06-6002085

3. Town(s) to be Served: Simsbury

4. Program Name: Simsbury Youth Service Bureau

5. Executive Director: M. Lecours-Beck Phone: 860 658-3283 Fax: 860 408-7046

Executive Director E-mail address: Mleccours-beck@simsbury-ct.gov

6. Contact Persons:

Program: M. Lecours-Beck Phone: 860 658-3283 Fax: 860 408-7046

Program Director E-mail address: Mleccours-beck@simsbury-ct.gov

Fiscal: M. Lecours-Beck Phone: 860 658-3283 Fax: 860 408-7046

Fiscal Director E-mail address: Mleccours-beck@simsbury-ct.gov

7. Program Mailing Address: Simsbury Social Services Dept. POBox 495, Simsbury CT 06070

8. Program Location Address: 754 Hopmeadow Street, Simsbury CT 06070

I certify that the information submitted is in conformance with the instructions and is an accurate representation of the YSBs planned programs and services for the period July 1, 2015 through June 30, 2017. A new form will be submitted if changes occurred.

9. Authorized Signature: _____ Date: _____

10. Typed Name: M. Lecours-Beck, LCSW Title: Director of Social Services

YOUTH SERVICE BUREAU PROFILE

11. Demographic Information:

- A. Name of YSB: Simsbury Social Services Dept.
- B. Is the YSB a department of the municipality XX or a nonprofit organization ☐
- C. If municipal-based, is the YSB an independent department ☐ or a department within a larger department, such as social services or human services XX
Name or Department: Simsbury Social Services Dept.
- D. Towns Served by YSB: Simsbury
- E. Town Population: 23,511 Percentage of population under age 18: 25%

12. Funding:

- A. YSB Grant (CSDE): \$14,000
- B. Municipal Funds: \$ 8,000
- C. Other State/Federal Grants: \$ 4,245
- D. Private grants and foundations: 0
- E. Donations: \$2,000
- F. Fundraising: 0
- Total YSB Cash Annual Budget (A+B+C+D+E+F): \$ 28,245.00
 - Estimated Value of In-Kind Services: \$ 10,000

13. Staffing:

- A. YSB Director: M. Lecours-Beck Phone: 860 658-3283
Email address: Mlecours-beck@simsbury-ct.gov
Is the Director: full-time XX or part-time ☐
union XX or nonunion ☐
List the salary range for the Executive Director position: \$81,439 - \$100,365

B. Additional Staff:

- Number of additional **full-time** staff: 1
- Number that are union: 1
 - Number that are nonunion: 0
- Number of additional **part-time** staff: 0
- Number that are union: 0
 - Number that are nonunion: 0
- Number of contracted personnel: 13 (Family Therapy)

14. Programming:

- A. Please place a **checkmark** next to each of the following programs offered by your YSB.
- √ after-school programming:
 - √ for elementary-age youth
 - √ for middle school-age youth
 - √ for high school-age youth
 - ☐ Birth-Five parent/child programming (playgroups/support groups)

- √ Counseling Services: Are clinicians: hired ☐ or contracted√
hourly rate ☐ or daily rate ☐
Individual Counseling √ Group Counseling ☐
Parent Training ☐ Family Therapy √
- ☐ Work Placement and Employment Counseling
☐ Alternative and Special Educational Opportunities
√ Recreational and Youth Enrichment Programs
☐ Outreach Programs
√ Preventive Programs (including youth pregnancy, youth suicide, violence, and alcohol and drug prevention)
√ Positive Youth Development Programs
☐ Court Ordered Community Service
☐ Detention/Suspension/Expulsion Programs
√ Juvenile Review Board
☐ Teen Center/Drop-In Center: after school ☐ evenings ☐ weekends ☐
☐ Other Juvenile Justice Programs (please list): _____

ADMINISTRATIVE CORE UNIT STRATEGIES AND PROGRAMS

The YSBs of Connecticut adopted and implemented a RBA framework, designed to guide the programs administered and the strategies used to ensure success.

Summarize the proposed strategies and activities of the administrative core unit using the following format:

- a. Management and Administration – list one strategy and the activities necessary to enhance your operations. List measures you will use to determine how well you have done the activities and whether you have been successful. Group your strategies, activities and measures under the following headings (see sample in Appendix F).

Strategy	Activities	Measures
Have Advisory Board select a theme or current problem that needs to be addressed (i.e. bullying, substance abuse, texting while driving)	- Order handouts w/positive message to be distributed -School events/activities that highlight problem -Speaker	Decrease in occurrence of activity/behavior addressed

- a. Youth Advocacy – list one strategy and the activities necessary to increase your youth advocacy. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Raise awareness of the Community For Care Committee	Print and send to all Simsbury households information, including website) for the Community For Care Committee	Families increased awareness of where to turn for help

- b. Resource Development – list one strategy and the activities necessary to increase resources for your agency. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Provide mental health resources for families and information on substance abuse	Fund, order and distribute Prevention booklets to parents of youth in 8 th – 12 th grade	Decrease in substance abuse arrests, suspensions and referrals to Juvenile Review Board

2015-17 Youth Service Bureau Grant Application

- c. Community Involvement – list one strategy and the activities necessary to increase community involvement. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Engaging the Community For Care Committee representing community, BOE, Police, Social Services, seniors and mental health providers	Speakers, presentations and other events on substance abuse and mental health – all filmed by cable television and broadcast to all residents	Provide information on issues of mental health, substance abuse and resources families may seek help from

- d. Research and Evaluation – list one strategy and the activities necessary to contribute to research. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Engage the Teen Librarian in providing resources on positive youth development at the Simsbury Library	Provide a teen section of books addressing substance abuse, mental health and other issues	Mental health issues addressed; positive development encouraged

DIRECT SERVICES UNIT STRATEGIES AND ACTIVITIES NARRATIVE

Summarize the proposed strategies and activities of your direct service unit. If you have subcontracted, note services provided by the subcontractor. Group your strategies, activities and measures under the following headings (see sample in Appendix F).

1. Juvenile Justice – list one strategy and the activities necessary to address the juvenile justice area. List measures you will use to determine how well you have done and whether you have been successful.

Strategy	Activities	Measures
Divert youth under 18 from Juvenile Court	Hold regular Juvenile Review Board meetings; meet with parents; assign community service hours; recommend counseling	Decrease in recidivism

2. Mental Health Services – list one strategy and the activities necessary to provide mental health Services. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Provide a vehicle for families to seek treatment free of charge	Provide Family Therapy sessions to Simsbury families (subcontracted service)	Increase in number of Simsbury families treated

3. Child Welfare – list one strategy and the activities necessary to promote child welfare. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Assist financially challenged families	Provide food programs, camps, pool passes, back to school supplies	Reduce family stress and other mental health problems

- a. Teen Pregnancy Prevention – list one strategy and the activities necessary to prevent teen pregnancy. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures

- b. Teen Parent Education – list one strategy and the activities necessary to educate teen parents. List the measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures

- c. Positive Youth Development – list one strategy and the activities necessary to promote positive youth development. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Promote the interaction between youth and seniors	Hold intergenerational dinners, events and activities	Increased communication and understanding between the two generations

4. Community Outreach – list one strategy and the activities necessary to improve community outreach. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Provide free activities for families to spend quality time together	Hold Family Day, Septemberfest and Halloween Safety Party	Improved family functioning, less stress and increased communication

Advisory Board Composition Report

Composition Criteria

- At least seven members.
- At least one member under 21-years-of-age (nonvoting member).
- Representatives from the school system, police department and a private youth-serving agency.
- At least one-third of the total membership from individuals who receive less than 50 percent of their income from delivering services to youth.
- At least one member on the Board from each municipality served by the YSB.

1. Board Composition

Attach a current membership list of your Advisory Board or Youth Commission to the grant application. The list should include at least the following information for each Board member:

Name plus Member Type:

- Youth
- School System representative
- Police Department representative
- Private youth serving agency representative
- Service consumer

Where a YSB serves more than one municipality, the membership list should also indicate that the Board includes a duly appointed representative from each municipality served.

2. Board Type

Check the appropriate board type for your Advisory Board.

☒ Advisory ☐ Youth Commission ☐ Other – please specify

3. Vacancies and Waivers

If your Advisory Board does not meet the composition criteria (see box above), please describe the circumstances below and refer to the instructions for information on requests for waivers and extensions:

Anticipated date for meeting composition criteria: _____

4. Board Meetings

- | | |
|--|----------------|
| (a) The number of times the YSB Advisory Board meets each fiscal year? | 4 _____ |
| (b) Are minutes of all meetings on file in your office and available for inspection? | Yes _____ |
| | Yes / No _____ |

Impact of Services: Professional Development Work Plan

List a minimum of three professional development activities in which you will participate in 2015-17. (Please refer to page 10, letter F for guidelines.)

Required Professional Development Activities	Impacted Administrative Core Unit (ACU) Function
<p>1. Results Based Accountability (RBA)</p> <p>Review, learn and look for opportunities to apply RBA</p>	<p>Management Administration</p>
<p>2. Proposed Professional Development</p> <p>Attend CYSA quarterly meetings</p>	<p>Management Administration Resource Development</p>
<p>3. Proposed Professional Development</p> <p>Attend workshops/seminars to earn 15 CEU's to satisfy state license requirements</p>	<p>Management Administration</p>

F. Impact of Services: Professional Development Work Plans

1. Goal: Our goal is to touch as many kids lives as we possibly can, in a positive and meaningful way
2. Objectives: Our objective is to educate and raise awareness of problem behavior and provide therapy to families who are coping with these behaviors.
3. Activities: Tall Cop Presentation; Family Therapy; Character Education Programs, Substance Abuse Prevention; Distracted Driving Campaign; Mentoring Programs
4. Timetable: All activities will take place from September 2015 through June 2016
5. Measure of Success: Police traffic tickets handed out for distracted driving; decrease in drug/alcohol arrests; decrease in number of time outs used in elementary schools; increase in self-esteem
6. Population to be Served: We generally target all children within the Simsbury school System and their families
7. Staff Assigned:
Director of Social Services
Simsbury Teachers (elementary/middle/high school)
Simsbury Police Officers
Senior Center Staff
Community Volunteers

2015-17 Youth Service Bureau Grant Application

ED114 FISCAL YEAR 2016

YOUTH SERVICE BUREAU BUDGET FORM

GRANT TITLE: YOUTH SERVICE BUREAU				
PROJECT TITLE:				
CORE-CT CLASSIFICATION:		FUND: 11000	SPID: 17052	PROGRAM: 82079
BUDGET REFERENCE: 2016				
CHARTFIELD1: 170002		CHARTFIELD2:		
GRANT PERIOD: 07/01/15- 06/30/16				
AUTHORIZED AMOUNT:\$				
AUTHORIZED AMOUNT by SOURCE: CURRENT DUE:\$				
LOCAL BALANCE:\$ CARRY-OVER DUE:\$				
CODES	DESCRIPTIONS	BUDGET AMOUNT	CASH MATCH	IN-KIND
111A	NON-INSTRUCTIONAL			
200	PERSONAL SERVICES/EMPLOYEE BENEFITS			
300	PURCHASES PROFESSIONAL/TECHNICAL SVCS	\$ 10,000		
400	PURCHASED PROPERTY SERVICES			
500	OTHER PURCHASED SERVICES	\$ 2,000	\$ 4,000	
600	SUPPLIES	\$ 2,000	\$ 4,000	
700	PROPERTY			
800	DEBT SERVICE AND MISCELLANEOUS			
	TOTAL	\$ 14,000**	\$ 8,000	\$ 10,000

****All funds used for Direct Services for Youth****

ORIGINAL REQUEST DATE	CT STATE DEPARTMENT OF EDUCATION	DATE OF
REVISED REQUEST DATE	PROGRAM MANAGER AUTHORIZATION	APPROVAL

Grant/Match Summary

CSDE Grant Award	\$ 14,000
Local Match:	
Municipal Appropriation	\$ 8,000
Other Funds	
In-Kind	\$ 10,000
Total Local Match	\$ 18,000

I certify that the budget provided herein represents the planned income and expenditures of the YSB Grant funds and local match of the above grantee for the grant period July 1, 2015 through June 30, 2016, in accordance with all applicable instructions and statutory requirements.

Authorized Signature	Date
Typed Signature	Date

Budget Narrative – Income

Provide a detailed description of the sources and amounts of funds and in-kind services to be used for the local match. Line item totals should agree with line items on the Grant and Local Match Summary form.

Account Name	Description	Line Item Total
Funds from the CSDE YSB Grant Program	Annual Youth Service Bureau Program	\$ 14,000
Other Funds (State and Federal)	List source and amounts for other funds that will be used as matching funds for this grant. 0	0
Municipal Appropriation	The portion of the amount appropriated to the YSB by the town(s) to be served that will be used as matching funds for this grant. List town(s): Simsbury	\$ 8,000
In-Kind	List source and amounts for in-kind contributions that will be used as match for this grant. Director of Social Services Human Services Aide	\$ 5,000 \$ 5,000

Budget Narrative – Expenses

Provide a detailed description of the expenses to be funded by the YSB grant funds and required local match for each expense account. Copy this form as necessary. Line item totals should agree with line items on the “Grant and Local Match Budget” form.

Account Code/Name	Description	Line Item Total
	1. Family Therapy Program	\$ 9,000
	2. Positive Youth Development (Character Development, Mentoring, Afterschool Programs, Teen Library Programs, Substance Abuse Prevention, School Programs)	\$ 7,000
	3. Educational Presentations	\$ 500
	4. Community Events (Family Day, Septemberfest, Halloween Safety)	\$ 5,000
	5. Collaborations w/Simsbury Police Department (Activities involving Police Officers interacting w/ Simsbury youth)	\$ 500
	Total:	\$ 22,000*
*ALL FUNDS	USED FOR DIRECT SERVICES FOR YOUTH	

APPENDIX E

Certification that a Current Affirmative Action Packet is on File

I, the undersigned authorized official, hereby certify that the applying organization/ agency has a current affirmative action packet on file with the Connecticut State Department of Education. The Affirmative Action Packet is, by reference, part of this application.

Signature of Authorized Official: _____ Date: _____

Name and Title: M. Lecours-Beck, Director of Social Services

2015-17 Youth Service Bureau Grant Application

APPENDIX G

Statutory Requirement of Administrative Core Unit Functions

In my official capacity as signatory for the Simsbury Youth Service Bureau, I, the undersigned authorized official*, hereby recognize and support the statutory requirements and regulations of the Youth Service Bureau (C.G.S. Sections 10-19m through 10-19o) to provide the five Administrative Core Unit (ACU) functions of:

1. Management and Administration.
2. Research that provides for the continued assessment of community needs and assets.
3. Resource development.
4. Community involvement.
5. Advocacy on behalf of issues related to youth and families.

Name	Lisa Heavner, First Selectman	Date	
------	-------------------------------	------	--

*Authorized official may be:

- Department Head
- Town Manager
- First Selectman
- Mayor

2015-17 Youth Service Bureau Grant Application

APPENDIX H
Statement of Assurances
STATEMENT OF ASSURANCES

CONNECTICUT STATE DEPARTMENT OF EDUCATION
STANDARD STATEMENT OF ASSURANCES
GRANT PROGRAMS

PROJECT TITLE: Youth Service Bureau

THE APPLICANT: Town of Simsbury **HEREBY ASSURES THAT:**
 Social Services Department
 (insert Agency/School/CBO Name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the State Board of Education and the Connecticut State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education, including information relating to the project records and access thereto as the Connecticut State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;

2015-17 Youth Service Bureau Grant Application

- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

L. REQUIRED LANGUAGE (NON-DISCRIMINATION)

References in this section to "contract" shall mean this grant agreement and to "contractor" shall mean the Grantee.

(a) For purposes of this Section, the following terms are defined as follows:

- i. "Commission" means the Commission on Human Rights and Opportunities;
- ii. "Contract" and "contract" include any extension or modification of the Contract or contract;
- iii. "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
- iv. "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;
- v. "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- vi. "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- vii. "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- viii. "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- ix. "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and

2015-17 Youth Service Bureau Grant Application

- x. "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

- (b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

2015-17 Youth Service Bureau Grant Application

- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.

2015-17 Youth Service Bureau Grant Application

(h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

M. The grant award is subject to approval of the Connecticut State Department of Education and availability of state or federal funds.

N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

I, the undersigned authorized official; hereby certify that these assurances shall be fully implemented.

Signature:

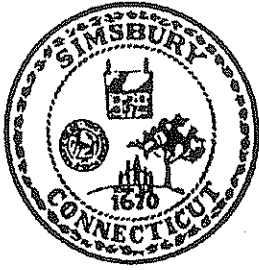
Lisa Heavner

Name: *(typed)*

First Selectman

Title: *(typed)*

Date:



Town of Simsbury

754 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Social Services Department

YOUTH ADVISORY BOARD 2014-2015

Officer Todd Kushman
Simsbury Police Department
933 Hopmeadow Street
P.O. Box 495
Simsbury CT 06070
860 658-3170
School Resource Officer

Officer Tim May
Simsbury Police Department
933 Hopmeadow Street
P.O. Box 495
Simsbury CT 06070
860 658-3170
School Resource Officer

Meredith Brockbank
Social Worker
Simsbury High School
34 Farms Village Road
Simsbury CT 06070
860 658-0451x360
School Representative

Taryn Rea
Recreation Supervisor
933 Hopmeadow Street
P.O. Box 495
Simsbury CT 06070
860 408-4684
Youth Service Agency

Regina Battaglia
Special Education Teacher
Simsbury High School
34 Farms Village Road
Simsbury CT 06070
860 658-0451
School Representative

Mary Hashmi
11 Banks Road
Simsbury CT 06070
860 658-1683
Parent

M. Lecours-Beck
Director of Social Services
933 Hopmeadow Street
P.O. Box 495
Simsbury CT 06070
860 658-3283
Youth Service Agency

Kim Lawlor
365 Collinsville Road
Unionville CT 06085
860 658-0451
School Psychologist

Officer Todd Kushman
Simsbury Police Department
933 Hopmeadow Street
P.O. Box 495
Simsbury CT 06070
860 658-3171
School Resource Officer

Zachary Walsh
10 Richard Road
Simsbury CT 06070
860 651-7737
Student (12)
zwalsh@sbcglobal.net

Caroline Hendershot
49 Old Stone Crossing
West Simsbury CT 06092
860 658-5249
Student (12)
cghendy@comcast.net

Reed Schick
3 Main Street, 2nd Floor
PO Box 14
Tariffville CT 06081
860 217-0432
Student (11)
99crystals@gmail.com

Melissa Stumper
26 Southbridge Court
Simsbury CT 06070
860 463-9044
Student (11)

Ellen Schenk
44 Quorn Hunt
West Simsbury CT 06092
860 217-1399
Student (11)
dqueen613@yahoo.com

Jack Patrino
8 Parsons Drive
Weatogue CT 06089
860 651-7244
Student (12)
jjpatrina@gmail

Telephone (860) 658-3283
Facsimile (860) 408-7046

mlecours-beck@simsbury.k12.ct.us
www.townofsimsbury.com

An Equal Opportunity Employer
8:30 - 4:30 Monday through 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:** Affordable Housing Plan
2. **Date of submission:** 8 May 2015
3. **Date of Board Meeting:** 27 May 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):
Town of Simsbury
Aging and Disability Commission
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 Town of Simsbury Aging and Disability Commission requests that the Board of Selectmen approve the attached Affordable Housing Policy statement.
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 Town of Simsbury Aging and Disability Commission believe that it is important for the town to have a stated policy which addresses the housing needs of seniors and persons with disabilities. The Commission is appreciative of the fact that Simsbury is one of thirteen towns/cities that has adapted Incentive Housing Zones. However, a stated policy

will demonstrate that the town is earnest about the development of affordable housing for its citizens who are in need.

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:

Copy of Affordable Housing Plan Proposal
Affordable Housing in Connecticut Report



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:** Authorization for Town to Pursue Purchase of Street Lights

2. **Date of submission:** June 3, 2015

3. **Date of Board Meeting:** June 8, 2015

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

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

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

Authorize the First Selectman to sign the Letter of Intent* with ESCO Energy Services Company** and related documents with Eversource Energy for the investigation and potential purchase of the Town's street lights.

**All agreements will be reviewed and approved by Town Council.*

***ESCO was selected through a competitive procurement with CT Conference of Municipalities.*

6. **Summary of Submission:**

For a number of years the Public Works Department has been looking to purchase and maintain the street lights in Simsbury. This will allow better customer service and greatly reduce our energy costs. With recent changes in State regulations and Eversource procedures and the procurement of qualified vendors through CCM, we now have the opportunity to purchase our street light inventory, re-lamp the lights with energy efficient LED lighting. The first step in this process is to initiate a Letter of Intent with ESCO to allow them to perform a detailed analysis of our street lights and calculate the exact costs and savings associated with purchasing our street lights. Please see attached memo for more information.

7. Financial Impact:

If we execute the Letter of Intent with ESCO and then determine that we do not want to proceed with the project, we will be responsible for the cost of the detailed analysis of the street lights performed by ESCO at a cost of \$4,225. If we move forward and purchase our lights, this cost will be built into the final program costs.

8. Description of documents included with submission:

Memo dated 6-3-2015

Letter of Intent – Allows ESCO to begin work on this project



Town of Simsbury

66 TOWN FOREST ROAD, P.O. BOX 495, SIMSBURY, CONNECTICUT 06070

~ Department of Public Works ~

Memorandum: Town Purchase of Street Lights

To: Board of Selectmen, Board of Finance, Clean Energy Task Force
CC: Joe Mancini, Tom Cooke, Jeff Shea
From: Thomas J. Roy, Director of Public Works *TJR*
Date: June 3, 2015

For many years the Public Works Department has been looking into purchasing the street lights in Town and taking over the maintenance of these lights. Recent changes at the State and Eversource have made this a viable project for Simsbury and the Connecticut Conference of Municipalities (CCM) has conducted a competitive procurement to select vendors to support Towns interested in taking part in this program.

Simsbury has been working with ESCO Energy Services Company one of the vendors approved by CCM on evaluating our street lights and laying out the cost and savings associated with the purchase of our street lights.

Program Overview:

Currently the street lights in Town, both decorative and standard fixtures are owned and operated by Eversource. The Town pays a higher rate for electricity for these lights and this rate includes all required maintenance. Eversource determines the bulb type and wattage used and is responsible for all re-lamping, repairs and replacements. The Town currently pays \$118,000 per year for our inventory of approximately 650 street lights.

Under ESCO's program the Town would purchase all of the street lights from Eversource and re-lamp them using LED lights. The new lights would be highly energy efficient and may have additional features including dimming and replacement notification (lights would have the ability to be monitored and will self-report outages). Additionally under the CCM program, a maintenance component has been developed, so we would be able to outsource the maintenance (repairs, broken poles etc.) to Turri-Masterson Electric who has a long track record with this type of maintenance work for other municipalities in Connecticut.

Process:

The first step in this process is to conduct a detailed audit of all of our street lights and a comprehensive review of the financial, operational and implementation impacts of the buyout and conversion to LED. This process will require the Town to execute a Letter of Intent to ESCO and send a letter to Eversource requesting they prepare a valuation for buyout of the street lights.

Anticipated Costs and Savings:*

The total estimated cost for the purchase and conversion to LED of all of the street lights in Town the cost would be \$346,000 and if we added the Town owned lights in the parking lots off of Iron Horse Boulevard the combined project cost would be \$371,000. The anticipated electricity savings are approximately \$96,369 per year, with an annual maintenance cost of \$16,500. This provides a simple payback of 4.3 years factoring in maintenance costs.

**all costs are preliminary and based on industry standards.*

Financing Options:

Assuming we move forward with this project, there are a number of options are available for financing this project, including:

1. Capital Expenditure, from reserves or “Spend to Save” fund
2. On bill financing from CT Energy Efficiency Fund (\$100,000 at 0% for 48-months)
3. Municipal Lease Financing – rate would be approximately 2.5% assuming a 5 year term.

Benefits of this Program:

Implementing this program has a number of benefits, including a 70% reduction in operating cost for our street lights with an estimated savings of \$79,860 per year. We would have direct control over the maintenance of our street lights allowing the Town to be more responsive to resident calls regarding street light outages. We will also be able to “self-report” street light outages, increasing the overall performance of our system and improve the safety associated with working street lights. Finally, in converting our street lights to LED technology, we will be saving approximately 272,247 kWh per year in electricity. This is comparable to the energy used by 32 residential homes and will reduce the Town’s carbon emissions by 517,542 pounds per year.

I look forward to discussing this program in more detail and being able to answer any questions you may have. Assuming we receive approval to move forward with this project, we anticipate being completed by early fall of 2015 for the street light conversion process.

LETTER OF INTENT

For

CCM Street Light LED Conversion Program

June 3, 2015

Thomas J. Roy, Director of Public Works
Town of Simsbury
66 Town Forest Road, P.O. Box 495
Simsbury, CT 06070

Dear Mr. Roy:

The purpose of this letter agreement ("Letter of Intent") is to express the interest of the Town of Simsbury, CT, (hereinafter "Simsbury") in having ESCO Energy Services Company, (hereinafter "ESCO") perform a study to determine the feasibility of developing and implementing a Street Light LED Conversion Program("Program") in cooperation with Simsbury.

ESCO plans to perform a comprehensive Street Light Audit and detailed financial, operational and energy analyses of the feasibility for implementation of a Street Light LED Conversion program. Upon completion of our analysis, ESCO will present its findings in a report entitled Street Light Audit Report ("SLA Report") describing existing conditions, projected costs, expected energy and maintenance savings, financing options, and a proposed program implementation plan for the program. Additionally, this Program will provide an analysis and recommendations for the lighting systems in the parking lots off of Iron Horse Boulevard. The report will also include a draft services agreement which will define the commercial terms of the development and implementation services to be provided by ESCO under the Street Light Conversion Program for Simsbury.

Simsbury acknowledges that ESCO is expending significant time and resources on behalf of Simsbury by conducting this SLA and therefore agrees as follows:

- On execution of this letter the Parties agree to work together in good faith for a period of one hundred eighty (180) days (the "Exclusivity Period") to allow ESCO to complete the above-referenced study. During the Exclusivity Period, the Town of Simsbury agrees to not, without first notifying ESCO, and will cause its affiliates or representatives not to, directly or indirectly, solicit, initiate, or encourage the submission of, or participate in discussions or negotiations with respect to, or consummate, proposals or offers from, or enter into any agreement with, any person, entity or group regarding arrangements or other contracts, which would be in conflict with the rights of ESCO as outlined herein. On notification by the Town of Simsbury to ESCO of its intent to enter into discussions with other parties ESCO may, in its sole and absolute discretion, immediately terminate its activities with respect to the Street Light Audit without any further liability.
- The Town of Simsbury will furnish (or cause its suppliers to furnish) to ESCO, upon its request, accurate and complete data concerning the town's street light billing history, street light asset inventory, street light maintenance history, and EVERSOURCE's proposed acquisition costs and valuation of the street light assets for which the Town of Simsbury is currently being billed. In the event of delays in providing this information, the Exclusivity Period will be extended by the amount of time required to provide all required information requested.
- During the Exclusivity Period, the Town of Simsbury's public works, finance, facilities, engineering, and public safety departments, as well as, its architects, engineers, contractors, and other vendors and staff shall cooperate with ESCO and assist it in gathering all data required to complete its analysis of the Town of Simsbury's operational and utility requirements related to street lights. Simsbury will also provide, as requested by ESCO, historical and, if available, its forecast of utility bills and tariff rates, fuel prices and consumption volumes, reliability history for electricity, water, and fuels, operating, maintenance and capital costs on existing infrastructure and any prior energy audits or studies for all Simsbury facilities.

ESCO will focus on the potential implementation of the Street Light LED Conversion Program and will perform an analysis of the facilities consistent with the Town of Simsbury's desire to implement said Program.

If the results in the SLA Report indicate that the Street Light LED Conversion Program can deliver adequate utility, maintenance, and operational savings to aid in funding the Program, Simsbury agrees to either:

1. Commence negotiations exclusively with ESCO in order to execute a Street Light LED Conversion Program Agreement within thirty (30) days, or
2. Notify ESCO within ten (10) days (not to exceed thirty (30) days from the date of delivery of the SLA Report of its decision not to proceed with the project. Pay ESCO a fee of Four Thousand, Two Hundred Twenty-five Dollars (\$4,225.00) within thirty (30) days of a decision not to proceed, not to exceed sixty (60) days from the date of SLA Report delivery as compensation for the SLA Report.

If Simsbury executes a Street Light LED Conversion Program Agreement with ESCO within thirty (30) days from the date of SLA Report delivery, the costs of the SLA Report shall be recovered under that Agreement.

If during the SLA, ESCO is unable to document the viability of the Street Light LED Conversion Program to achieve the economic criteria outlined above, ESCO and/or Simsbury shall have the option to terminate this Letter of Intent and each party shall have no obligation to the other whatsoever. Similarly, if ESCO is unable to find an economically viable project that can be implemented by ESCO, then ESCO shall not be obligated to prepare a SLA Report.

In addition, during the period that this Letter of Intent is in place, Simsbury agrees to work exclusively, and in good faith, with ESCO to develop a Street Light LED Conversion Program Agreement that is mutually acceptable to both parties. By executing this letter, the Town of Simsbury authorizes ESCO and ESCO agrees to conduct the analyses outlined in this agreement.

If the terms and conditions of this letter are acceptable to you, please sign and return an original counterpart of this letter, no later than July 1, 2015, after which date, if not signed and returned, this letter shall be null and void.

We very much look forward to working with you in this important and exciting effort. Should questions arise please do not hesitate to contact me.

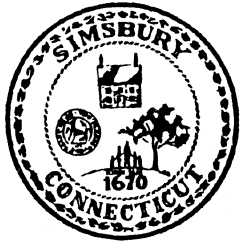
Sincerely,

Mitchell Barack
President

AGREED & ACCEPTED:

By: _____
[Name of Authorized Representative]
[Title]

Date: _____



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Joseph Mancini - Director of Finance/Treasurer

MEMORANDUM

To: Lisa Heavner – First Selectman, Board of Selectmen, Board of Finance
From: Joseph Mancini – Finance/Treasurer
Re: State Budget Update
Date: June 4, 2015
CC: Thomas Cooke

As most of you are aware the State of Connecticut Budget passed on the evening of June 3rd, 2015, it is anticipated that the Governor will sign the budget shortly.

Simsbury is fortunate to have received additional funding for fiscal year 2016 over and above the recently approved budget. The only material change the 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 pickup to the general fund revenue and correlate to roughly 0.15 Mills.

In addition to changes in the fiscal 16 budget, the Town also fared well with the passage of sSB1. This bill impacts fiscal 2017 in the following ways.

1. Additional Pilot Funding	\$ 21,671
2. Loss of Revenue from Mill Rate Cap	(\$1,040,847)
3. Mill Rate Cap Offset	\$1,040,847
4. Sales Tax Payment	\$ 775,368
5. ECS Carveout	\$ 222,085
Net Change	\$1,019,124

The state is capping the mill rate on motor vehicles at 32.00 mills, which is why the town expects a 2017 revenue loss, but the state is also funding the municipalities for this loss to essentially hold the towns/cities harmless. The sales tax payment represents the one half of a percent of all collected sales tax being distributed back to the municipalities. ECS is also expected to increase for the town.

I don't foresee a reason for these numbers to change, nor do I think our interpretation is wrong, but at the present time the state's budget has given Simsbury some budget relief over the next couple of years.

Thanks,
Joseph P Mancini

Telephone (860) 658-3282
Facsimile (860) 658-9467

Jmancini@simsbury-ct.gov
www.simsbury-ct.gov

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

CALL TO ORDER

The Special Meeting of the Board of Selectmen for the Town Survey Forum was called to order at 5:01 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Lisa Heavner; Board members Sean Askham, Cheryl Cook, Nancy Haase, and Michael Paine. Also in attendance were: Tom Cooke, Director of Administrative Services and Sean Kimball Deputy Director of Administrative Services.

PLEDGE OF ALLEGIANCE

All stood for the Pledge of Allegiance.

PRESENTATION

- Great Blue Telephone Survey

First Selectman Lisa Heavner gave the history behind why the town is conducting a formal survey of residents. The survey was requested by the board of finance, specifically about the senior center, but the board of selectmen requested including other topics in the survey. This forum was to give residents a chance to say what topics they would like to see covered in the survey. Then Ms. Heavner turned the meeting over to two representatives from GreatBlue, who described their background and experience and a bit about their methodology.

PUBLIC FORUM

Resident suggestions included topics on:

- Mike Jennings – Accessibility
- Economic Development/Development
 - Wanda Colman
 - a) plans for Performing Arts Center area
 - b) what happened to the charrette
 - c) how much more growth can Simsbury tolerate and keep its small town character
 - d) route 10 through town
 - e) the Economic Development Committee
 - f) the Tourism Committee
 - Tom Graboski
 - a) the Hartford Insurance Company leaving
 - b) economic development questions
- Wanda Colman – Environment – the conservation and wetlands committee
- Wanda Colman – Government/Town Manager – town manager and hiring of consultants
- Mark Orenstein – Internet – broadband access, for commercial and residential
- Wanda Colman – Open Space/Recreation
 - a) East Coast Greenway extension through Tariffville, alternate routes
 - b) the Farmington River and development in Simsbury
- Tom Graboski – Public Safety – how many new police positions
- Tom Graboski – Public Works – hazardous road conditions/intersections
- Wanda Colman – Residents – community meetings
- Senior Center/Community Center
 - Wanda Colman – where should the senior center be located

- Tom Graboski – questions regarding locations for senior center
- Dick Ostop – how important its location, hours of operation, programming, how much willing to spend
- Tom Graboski – Taxes – would you like to see a tax cut

ADJOURN

The meeting adjourned at 6:00 p.m.

CALL TO ORDER

The Special Meeting of the Board of Selectmen was called to order at 6:05 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Lisa Heaver; Board members Sean Askham, Cheryl Cook, Nancy Haase, and Michael Paine. Christopher Kelly was absent. Also in attendance were: Thomas Cooke, Director of Administrative Services, Gerry Toner, Director of Culture, Parks and Recreation; Tom Roy, Director of Public Works, and other interested parties.

Ms. Heavner said this is the most exciting meeting of the year. She recognized the Hometown Hero Committee members: T.J. Donohue, Len Lanza, Tom Horan, Roger Spear, Michael Paine, and herself. She said there were a lot of nominees this year.

Ms. Heavner asked for a moment of silence for the passing for T.J. Herlihy. He will be missed.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

SELECTMEN ACTION

a) Approval of the Hometown Hero Nominees

Ms. Haase made a motion to approve the Hometown Nominees:

Wanda Coleman
Jackson Eno
Mary Glassman
Paul Lanza
Larry Linonis & Simsbury Silver Steering Committee
Robert Lyle

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

Mr. Paine introduced Wanda Coleman. He said she is currently the chairman of the Tariffville Village Association and has exhibited extraordinary ability and commitment in the promotion of Tariffville and Simsbury as a total community. She loves the town and has used her talents, including photography, to help Simsbury shine. She is part of everything that happens in Tariffville, from kayak races to her efforts to help save the post office. Despite all she gives, she still has time for her beloved pugs.

Ms. Heavner said it was with heavy hearts that Mr. Eno wasn't able to be with us tonight to receive this award. Jackson Eno, Jr. accepted the award for his father.

Ms. Haase said Mr. Eno was born in Simsbury 66 years ago and was an active supporter and benefactor of his beloved Simsbury until his recent passing. He was a knowledgeable historian for the town and its founding families. He served the town as vice president of the Simsbury Historical Society and was the chairman of Simsbury’s Bicentennial Committee at 26. He served two terms on the board of selectmen and was chair of the Simsbury House (1820 House) Steering Committee in its successful effort to preserve the historic building. He was a moving force in many Simsbury organizations, including the Simsbury Cemetery Association, Simsbury Land Trust, Simsbury Free Library and Simsbury Main Street Partnership. He organized the first Fountain Bash to help raise funds for the support of the White Memorial Foundation. Jackson was also active with numerous state and national historical and preservation groups, such as the Pinchot Institute for Conservation. He will be sorely missed.

Ms. Heavner noted that the Town will be donating a book in Mr. Jackson’s name. They will discuss which book to donate with the family. Mr. Jackson said his dad knew he was nominated and he was very excited about it.

Ms. Heavner said she has valued Ms. Glassman’s friendship for many years. Ms. Glassman has worked for more than 20 years to preserve Simsbury’s historic charm while having the vision to help the community thrive for generations to come. When she was First Selectman, she went above and beyond her job description to make the town a great place for families. Under her leadership Simsbury continued to acquire open space, leading to preservation of 32% of the town’s land; the town was named the state’s first Bicycle Friendly Community by the League of American Bicyclists and is the only town in the state to achieve Silver recognition. Simsbury was also named one of the Dozen Distinctive Destinations by the National Trust for Historic Preservation and one of the 100 Best Places to live in the United State by Money Magazine. Ms. Glassman’s warm and encouraging spirit has helped bring together the volunteers that make Simsbury such a special place to live.

Ms. Glassman thanked the people who nominated her and thanked the committee for choosing her for this honor. She congratulated everyone who was nominated. Ms. Glassman said she knew Simsbury was a special place when she moved here 30 years ago and she never thought her gift would be the gift of public service for 16 years. She has been through good and sad time throughout the years and we have lost a lot of good people in the past several weeks. She asked everyone to think about what their gift could be to the Town and how to keep the Town such a special place. She thanked everyone for this award and said she appreciated it very much.

Mr. Paine said Paul Lanza is currently serving his second term as a member of the Design Review Board. He is a past member of the Public Building Committee and Historic District Commission. He built and maintains a collection box for the Simsbury Food Bank at Rosedale Farms, which has collected more than 700 bags of groceries to date. In conjunction with State Representative John Hampton, Mr. Lanza has held eight special weekend collections for the food bank. He also runs a successful business as a builder of one-of-a-kind sea chests.

Mr. Lanza said that his dad bought the first automobile from Dick Wagner. He said he helped Representative Hampton with the food drives and she spoke to Mickey Lecours-Beck about building a sea chest for Rosedale Farms to collect food. Mr. Lanza said he collected 19 bags of food just today alone.

Ms. Cook said Larry Linonis tirelessly serves the Town through his direction of the non-profit Simsbury Free Bike membership in Simsbury Bicycle/Pedestrian Advisory Committee, supporting bicycle education in the schools, and his unofficial ambassadorship on the Farmington Canal Heritage Trail and general mentoring of town cycling enthusiasts young and old alike. His stewardship knows no bounds as he has been seen shoveling snow off walkways and with a broom on his bike to clear sand from the path. The Silver Steering Committee of the Simsbury Bicycle/Pedestrian Advisory Committee is the core group of volunteer advocates who identified objectives and worked with town partners to implement programs and prepare a lengthy application that earned Simsbury a Silver-level Bicycle Friendly Community designation from the League of American Bicyclists, the only such designation in the state. Members of committee include: Pattie Smith Jacobus, Diana Moody, Larry Linonis, Steven Mitchell, Deborah Thibodeau, Robert Carmen, Sheree Landerman and Chuck Brody. The Silver designation benefits residents and businesses and is a tremendous source of pride for the town.

Steve Mitchell said it was Mary Glassman’s fault that Simsbury has become a 2009 bike friendly community. Bronze was given to the town in 2010; the first town in New England. He said it is a pleasure to work with everyone. The dedication of everyone is just outstanding and very special. Please go on their website Simsbury.bike to try to give them a smaller name. They are also holding a celebration on May 9th at the Town Pub from 5-9 and everyone is welcome.

Robert Lyle’s son and daughter were accepting on his behalf. Mr. Askham said Bob and his wife have been residents of Simsbury for 49 years and their three children went through the Simsbury schools. He has always been very active. After assistant coaching for youth soccer the very first year, Bob, in a Jaycee sponsored project, helped establish Simsbury Youth Soccer, Inc. The teams were made up of girls and boys. He has also been an active member of the First Church of Christ serving on several committees. One of his proudest experiences was volunteering for the Simsbury Service Unit of the Salvation Army, participating in its many kettle drives. All of the money collected goes to those in town who are in need of some financial assistance. He is a master gardener and is active with the 4H Education Center in Auerfarm. Each year an average of 3,000 lbs. of vegetables is donated to the needy in Greater Hartford, including the Farmington Valley, through Foodshare. He is also a member of the Simsbury Historical Society and was elected to the board in 2010 as chairman of the Building and Grounds Committee.

His son said his dad is visiting with his brother in Arizona, but he was thankful for this honor. The family feels it is wonderful that the town has recognized him. His daughter said he is a humble man, but a hero to his family.

Ms. Heavner thanked everyone for coming and supporting the Hometown Heroes. There will be refreshments in room 103 for all to enjoy. She recognized JoAnn for putting this whole thing together.

ADJOURN TO EXECUTIVE SESSION

Mr. Askham made motion to adjourn to Executive Session at 6:30 to discuss a heart and hypertension claim. Ms. Haase seconded the motion. All were in favor and the motion passed.

In addition to the Board of Selectmen, Deputy Director of Administrative Services Sean Kimball and Director of Administrative Services Tom Cooke attended the Executive Session. Bill O’Connell of CIRMA and Attorney Jim Pomeranz, who represents the Town of Simsbury in connection with the heart and hypertension claim, were also present.

ADJOURN

Mr. Askham made a motion to adjourn from Executive Session at 6:50 p.m. Ms. Haase seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 7:05 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Lisa Heavner; Board members Michael Paine, Nancy Haase, Cheryl Cook, and Sean Askham. Absent was Christopher Kelly. Also in attendance were: Thomas Cooke, Director of Administrative Services; Thomas Roy, Director of Public Works; Jeff Shea, Town Engineer; Gerry Toner, Director of Culture, Parks and Recreation; Hiram Peck, Director of Community Planning; Dave Ryan, President of Simsbury Performing Arts Center, Inc., and other interested parties.

Mr. Askham made a motion to adjourn Special Meeting at 6:50 p.m. Ms. Haase seconded the motion. All were in favor and the motion passed.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Joan Coe, 26 Whitcomb Drive spoke about her campaign for First Selectman, a Charter Revision Commission, concerts at the Performing Art Center, safety on the bike trails, and Senior Community Center, out-of-state conferences for staff, taxes, the budget and drugs.

Robert Kalechman, 971 Hopmeadow Street, read a letter from a resident about high taxes. He also gave his condolences to the family and friends of Tom Herlihy. He also spoke about the passing of the budget.

Chip Houlihan, 2 Sunset Lane, spoke about the Chamber of Commerce Health and Wellness Program and Bike to Work Day this Friday. He also spoke about the new Chamber website that is a great source of information.

PRESENTATIONS

• Memorial Day Parade Wounded Warrior Bake Sale

Haley Latorre, freshman at Simsbury High School, said there will be a Bake Sale on Memorial Day, May 25th at the Martocchio Music parking lot, 1 Massaco Street, Simsbury at 12:30 p.m. She has been doing this event for the past five years now and have raised over \$10,000. All proceeds will benefit the Wounded Warrior Project. For more information: www.woundedwarriorproject.org. To donate baked goods: simsburykidswwp@gmail.com

Ms. Heavner said the Town is grateful for her stepping up and everyone is proud of her too.

- **Sarah Stops Hunger Event**

Sarah Ackels, a Henry James student, gave a presentation on “Sarah Stops Hunger”. She said she co-founded this event with her mom. She said Gandhi said “you must be the change you wish to see in the world.”

She said we need to imagine being hungry all day, every day. You wouldn’t be able to concentrate on school or work. She said for every \$1 donated there are 4 meals made. The money she raises stays in Connecticut. Last year she made over 17,000 meals and this year her goal is 25,000. If people would like to volunteer or make a donation they can go on the website sarahstopshunger.com.

FIRST SELECTMAN’S REPORT

Ms. Heavner said the budget was approved by Charter at the referendum vote. It is now the people’s budget.

Ms. Heavner said we are fortunate to have Town employees who show their dedication to the Town and to their craft on a daily basis. Mike Wallace, our Golf Course Superintendent just received his designation as a Certified Golf Course Superintendent from the Golf Course Superintendents Association of America for the eighth time! He had to participate in a minimum of 150 hours of continuing education and professional development over a five-year period in order to obtain this renewal. As his certification letter notes, “this is a significant achievement in Mr. Wallace’s professional career and truly signifies professional excellence.”

Ms. Heavner said the Town, in conjunction with Avon, Canton and Granby, will be holding a household hazardous waste collection on Saturday, June 13, 2015 at the Simsbury Public Works Facility at 66 Town Forest Road. The collection will run from 8:00 a.m. to 12:00 p.m. and will be open to all residents from Simsbury, Avon, Canton, and Granby. This will give residents the opportunity to dispose of items like florescent light bulbs, common household batteries, lawn care chemicals and much more. For more specific information please check with the Public Works Department at 860-658-3222 or their web site at <http://www.simsbury-ct.gov/public-works-grounds/pages/bulky-waste-recycling> or the Simsbury Landfill at 860-658-9481.

Ms. Heavner said she was pleased to report that according to CTNow’s “Best of Hartford Readers Poll” for 2015, Simsbury’s Paw Meadow Dog Park is the best. She congratulated and thanked the many volunteers who work so hard to make the dog park a pleasant experience for dogs and their owners. She invited everyone to visit their website at pawmeadowdogpark.org to learn about events at the park or offer financial support.

Ms. Heavner said the Town is fortunate that Westminster School and its students continue to play and active role in our community. Most recently, a Westminster community service group known as S.O.N. (for “Serving Our Neighbors”) prepared, printed, stuffed and mailed a letter to Simsbury veterans providing them with details about the Memorial Day Parade. She thanked them for participating in “Serving Our Neighbors”, which was a thoughtful way of letting our Veterans know that their participation in the event is valued by all of us.

SELECTMEN ACTION

a) Approve Tax Refunds

Ms. Cook made a motion to approve tax refunds in the amount of \$971.25 as reviewed and recommended by the Tax Collector. Ms. Haase seconded the motion. All were in favor and the motion passed.

b) Possible Action on Heart and Hypertension Claim

Mr. Askham made a motion to approve a proposed settlement in the amount of \$210,000 to fully and finally settle a heart and hypertension claim filed by retired Town of Simsbury Police Officer John Mimnaugh. The amount so approved will be paid over time. He further moved that this matter will be forwarded to the Director of Finance and the Board of Finance for a final determination as to the source of funds to fund the settlement amount. Mr. Paine seconded the motion. All were in favor and the motion passed.

c) Approve the request of Bruce Kaplan for Eno parking permission effective June 1, 2015 to December 1, 2015

Ms. Haase made a motion to approve the request for permission to use Eno parking for all Iron Horse Boulevard events and all concerts from June 1, 2015 – December 1, 2015. Mr. Askham seconded the motion. All were in favor and the motion passed.

d) Approve the request of the Aging and Disabilities Commission to designate the month of June, 2015 as Handicapped Parking Awareness Month

Mike Jennings said June was Handicapped Awareness Month and he addressed the illegal use of handicapped parking. He said the Police Department, Aging & Disabilities Commission and the Business Community are trying to help educate and enforce violators. People also have to be made aware of the fact that they can't park anywhere within the handicapped parking lines as people with ramps will have a hard time using the ramps if someone is in their line.

Ms. Cook held up a poster that explained that "the lines are included" as people need to get in and out of their handicapped vans.

Ms. Cook made a motion to the request of the Aging and Disabilities Commission to designate the month of June, 2015 as Handicapped Parking Awareness Month. Mr. Askham seconded the motion. All were in favor and the motion passed.

e) Approval of International Skating Center of Connecticut (ISCC) Refinance

Mr. Cooke said this was a late developing issue and a letter was handed out to the Board. Mr. Cooke noted that Attorney DeCrescenzo had a conflict on this issue so the Town retained Attorney Chip Houlihan on this matter.

Attorney Houlihan said under the terms of the ground lease, the Town must approve any mortgage of the building. This proposed transaction is essentially the refinancing of existing debt at a lower interest rate.

The principal term of the ground lease expires in 2019. The lessee has the option of obtaining two ten-year extensions of the lease, provided that the lessee is in compliance with the ground lease. However, the ten-year loan exceeds the remaining term of the ground lease, and Attorney Houlihan went through different ways this issue can be addressed.

After discussion, the Board agreed to hold a Special Meeting on Thursday morning at 7:30 a.m. to possibly approve the extension of the lease if the terms of the loan are acceptable to the Board.

No motion was made.

**f) Veterans Memorial STEAP Grant
1) Acceptance of \$150,000 STEAP Grant**

Ms. Heavner said the Town was very pleased to apply for this grant. This grant will go entirely to the Veteran's Memorial. Mr. Shea said the rest of the funding will come from the Veteran's Memorial Committee.

Ms. Cook made a motion to authorize the acceptance of a \$150,000 STEAP Grant for funding to construct the Simsbury Veterans Memorial. Ms. Haase seconded the motion. All were in favor and the motion passed.

2) Approve Resolution authorizing the First Selectman to enter into Grant Agreement with the State of Connecticut

Mr. Askham made the following motion: "RESOLVED, that **LISA L. HEAVNER, FIRST SELECTMAN**, of the **TOWN OF SIMSBURY** be hereby is authorized to execute on behalf of the TOWN OF SIMSBURY a Grant Agreement with the State of Connecticut for financial assistance to **complete improvements to the Veteran's Memorial STEAP 2015-01**.

IN ADDITION, that **LISA L. HEAVNER**, is hereby authorized to enter into such agreements, contract and execute all documents necessary to said grant with the State of Connecticut.

BE IT FURTHER CERTIFIED that **LISA L. HEAVNER** was appointed **FIRST SELECTMAN** and her term of office began on **January 3, 2015** and will continue until **DECEMBER 7, 2015**. As the **FIRST SELECTMAN**, **LISA L. HEAVNER** serves as the Chief Executive Officer for the **TOWN OF SIMSBURY** and on May 11, 2015, **LISA L. HEAVNER** had both the authority and the office to sign on behalf of the **TOWN OF SIMSBURY** a Grant Agreement for financial assistance to **complete improvements to the Veteran's Memorial**.

Dated at **Simsbury**, Connecticut this 11th Day of **May 2015**."

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

**g) Design Services Funding for Senior/Community Center Project
1) Acceptance of \$204,000 State Grant**

Ms. Heavner thanked Representative John Hampton for getting the Town this money.

Ms. Cook made a motion to authorize the acceptance of \$204,000 State grant for funding of the Senior/Community Center Project. Ms. Haase seconded the motion. All were in favor and the motion passed.

2) Approve Resolution authorizing the First Selectman to enter into Agreement with the State of Connecticut

Mr. Askham made the following motion: “RESOLVED, that Lisa L. Heavner, who is the First Selectman of the Town of Simsbury is empowered to enter into and amend contractual instruments in the name, and on behalf of the Contractor with the Department of Social Services of the State of Connecticut, for a Neighborhood Facilities program and to affix the corporate seal.

In Witness whereof, the undersigned has affixed his/her signature and the corporate seal of the Contractor, this 11th day of May 2015.”

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

h) Approval of Town Forest Road Land Transfer

Ms. Heavner said this is to install a Gas line. The State owns the Road even though the Town maintains it.

Mr. Shea said this would not impact access to the Ethel Walker land. He also noted that the Planning Commission did approve this transfer.

Mr. Askham made a motion to authorize the First Selectman to move forward with the proposed mutual exchange of property between the Town of Simsbury and the State of Connecticut to provide a continuous public right of way on Town Forest Road pursuant to the replacement resolution in the packet. (The Mutual Exchange Deed, Town Forest Road Resolution, was not read into the record, but are attached). Ms. Haase seconded the motion. All were in favor and the motion passed.

i) Acceptance of Donation in the amount of \$7,500 from Peter Prowda for Improvements at the Simsbury Farms Golf Course

Mr. Toner said Mr. Prowda was a long-time resident and avid golfer. He is very grateful for this very, very generous donation. This money will be used for tree re-planting and other improvements needed at the golf course.

Ms. Haase made a motion to accept the donation of \$7,500 from Peter Prowda for tree re-planting and other improvements at the Simsbury Farms Golf Course with our thanks. Ms. Cook seconded the motion. All were in favor and the motion passed.

j) Acceptance of Donation in the amount of \$3,477 from Simsbury Farms Men's Golf Club for the purchase of a Brush Unit

Mr. Toner said a brush unit is part of the top dressing process. He is very grateful for the Men's Golf Club's continued generosity.

Mr. Askham made a motion to accept the donation of \$3,477 from the Simsbury Farms Men's Golf Club for the purchase of a brush unit to assist the maintenance operation at the Simsbury Farms Golf Course with our thanks. Mr. Paine seconded the motion. All were in favor and the motion passed.

k) Approve Public Gathering Application Events

Mr. Toner said this is the second year for the Summer Solstice Event.

Ms. Cook made a motion to approve the Public Gathering Application for June 20, 2015 for Journey of Yoga Summer Solstice Event on the Flower Bridge from 7 a.m. to 1 p.m. Ms. Haase seconded the motion. All were in favor and the motion passed.

Dave Ryan, President of Simsbury PAC, Inc., said this is for a smaller event with a local promotor.

Mr. Paine made a motion to approve a Party at the Performing Arts Center on May 29, 2015 subject to public gathering permits. Mr. Askham seconded the motion. All were in favor and the motion passed.

l) Approve Proposed Advertising and Sponsorship Plan for Culture, Parks and Recreation

Mr. Toner said this advertising and sponsorship plan was introduced five years ago to generate some revenue and add some exposure. They would like to do this for one year and then evaluate it. The revenue made would go into the Simsbury Farms Special Revenue Fund. The Town Attorney and Rick Bazzano did approve this plan.

Ms. Haase made a motion to approve the proposed advertising and sponsorship plan for the Culture, Parks and Recreation Department. Ms. Cook seconded the motion. All were in favor and the motion passed.

m) Approval of Simsbury Main Street Partnership Proposal for New Marketing Materials

Ms. Haase said the Task Force would like to refresh the brand for the Town. They asked Main Street to update their marketing materials as well. Main Street is now willing to manage these materials, which is a huge savings to the Town.

Mr. Askham made a motion to approve the Simsbury Main Street Partnership proposal for the production (design and printing) of new marketing materials for the sum not to exceed \$15,493. Mr. Paine seconded the motion. All were in favor and the motion passed.

n) Approval for a High Tunnel at Community Farm

Mr. Roy said this would be a temporary greenhouse structure set back from the road. This will help extend the growing season at Community Farm.

Mr. Askham made a motion to approve a high tunnel on the Community Farm behind the landfill, subject to Town Counsel approval as to form of sublease and license and subject to all Town land use approvals. Ms. Haase seconded the motion. All were in favor and the motion passed.

OTHER BUSINESS

a) Update of Senior Community Center Project

Mr. Cooke said they had 15 responses to the RFQ and have started the review process. One of their focuses is to try to find someone to help with the review and the program requirements. Hopefully they have found a professor for this position.

Mr. Cooke said they hope to have the survey results completed by the end of May or early June. Also, the wetland flagging has been completed.

Mr. Roy said the winter had a bad affect at Eno Memorial Hall, especially with the stone steps. They are discussing this with the architect so that maybe the steps can be made wider and handicapped accessible.

Ms. Heavner said the survey is very important. Word needs to be out everywhere about taking the survey so there is a clear understanding of what residents want.

b) Revised Business Development Incentive Policy

Ms. Heavner said the Board has a draft copy of the Revised Business Development Incentive Policy. This needs to go before the Economic Development Committee. There will then be a hearing, probably the first Board meeting in June and then a vote the second Board meeting in June.

Ms. Haase said the goal is to do what is best for Simsbury. This policy gives the business community options to offer tax abatements, incentives, fee reductions, etc. Public input is needed. She said Main Street, and Chamber and EDC also supported this.

Ms. Heavner thanked the Committee and Economic Development Task Force for their hard work on this project. There are some questions and concerns she has and feels more input is needed.

After a long discussion, all Board members had some comments and concerns and they will be forwarded to the Committee and Mr. Peck for further discussion.

APPOINTMENTS AND RESIGNATIONS

a) Accept the resignation of Madeleine P. Gilkey (R) as a regular member of the Insurance Committee effective April 22, 2015

Ms. Cook made a motion to accept the resignation of Madeleine Gilkey as a regular member of the Insurance Committee effective April 22, 2015 with our thanks. Mr. Askham seconded the motion. All were in favor and the motion passed.

ACCEPTANCE OF MINUTES

a) Regular Meeting of April 27, 2015

Ms. Cook made a motion to approve the Regular Meeting minutes of April 27, 2015 as amended. Mr. Paine seconded the motion. All were in favor and the motion passed.

- **Amendment to Page 3, paragraph (c)** Ms. Cooke made a motion (change to Ms. Cook made a motion)

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. Heavner thanked Rachel Blatt for great presentation on the comments made on the Betty Hudson property. The Open Space Committee recommended a joint meeting of Parks & Recreation, Open Space, Planning and Conservation. Then a recommendation will be made to this Board.

Ms. Heavner said there was a meeting in April about the bike routes going into Tariffville. She said she got a call from the Governor saying he has money for bike routes. She couldn't sign a letter unless she discussed it with the Board and the route was discussed. He didn't have a commitment to a route at this time. They would like a general letter of a bike route concept. It still has to go through other Committees and through the public.

Ms. Haase said it would be great to connect Tariffville to Simsbury. Ms. Heavner said she could certainly do that. If we don't send a letter the money will go elsewhere. Ms. Heavner will send a letter stating we are in support of this without any kind of commitment.

Ms. Heavner said the Board needs to look at the Ethel Walker master plan again which is under open space.

Ms. Heavner congratulated Ms. Cook on the 3 mile bike ride. It was a lot of fun for all.

**TOWN OF SIMSBURY - BOARD OF SELECTMEN
REGULAR MEETING MINUTES – MAY 11, 2015**

Page 9 of 9

Ms. Cook said the Simsbury Girls Track won the Greater Hartford Track Meet and the Boys came in forth. This is out of sixteen teams. They all did a great job. They also did a great job in pole vaulting.

Mr. Askham said that Paw Meadow is holding “Strut Your Mutt” on Saturday at Noon. This is their fundraiser to help the upkeep of the park.

Ms. Heavner said there will be a ground-breaking ceremony after the Veteran’s Day Parade. More information will be coming.

ADJOURN

Ms. Haase made a motion to adjourn at 9:27 p.m. Mr. Askham seconded the motion. All were in favor and the motion passed.

Sincerely,
Kathi Radocchio
Clerk

SIMSBURY BOARD OF SELECTMEN
RESOLUTION

MUTUAL EXCHANGE DEED: TOWN FOREST ROAD

WHEREAS, the Town has been working on a mutual exchange of properties between the Town of Simsbury ("Simsbury") and the State of Connecticut Department of Energy and Environmental Protection ("DEEP") as depicted on the Land Exchange Plan dated March 13, 2014 revised August 7, 2014 (the "Plan"); and

WHEREAS, the purpose of the exchange is to allow the Town to formally acquire Town Forest Road and provide a continuous public right of way from Nimrod Road to Stratton Brook Road; and

WHEREAS, Town Forest Road is currently owned by the State of Connecticut; and

WHEREAS, the State DEEP will transfer its interests in its parcel known as Town Forest Road and the Town will transfer its interests in its parcel as depicted on the Plan; and

WHEREAS, the Board of Selectmen referred the proposed transfer to the Planning Commission for its review and the issuance of a report pursuant to General Statutes §8-24; and.

WHEREAS, the Planning Commission has issued its report approving the exchange of land parcels.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF SELECTMEN:

1. The Town of Simsbury accepts the conveyance of the parcel of State-owned land known as Town Forest Road from the State of Connecticut and approves the conveyance of the parcel of Town-owned land as depicted in the Plan to the State of Connecticut, both conveyances being described in the Mutual Exchange Deed attached hereto; and
2. That Lisa L. Heavner, First Selectman, be and hereby is authorized to enter into and execute on behalf of the Town of Simsbury a Mutual Exchange Deed between the State of Connecticut and the Town of Simsbury involving the exchange of property on the west side of Nimrod Road and on Town Forest Road described in the Plan located in the Town of Simsbury, Connecticut; and
3. That Lisa L. Heavner as First Selectman is authorized to execute any and all documents necessary to consummate the transaction above contemplated.

Approved by the Board of Selectmen this ____ day of May, 2015

Lisa L. Heavner
First Selectman

Nancy M. Haase
Deputy First Selectman

Sean P. Askham
Selectman

Cheryl B. Cook
Selectman

Chris M. Kelly
Selectman

Michael R. Paine
Selectman

Attest:

Carolyn Keily, Town Clerk

CALL TO ORDER

The Special Meeting of the Board of Selectmen was called to order at 7:30 a.m. in Room 103 of the Simsbury Town Offices. Present were: First Selectman Lisa Heavner; Board members Sean Askham, Cheryl Cook, Nancy Haase, and Michael Paine. Also in attendance were: Tom Cooke, Director of Administrative Services, Charles Houlihan, Counsel to the Town of Simsbury in connection with a request from the International Skating Center of Connecticut, L.L.C. (“ISCC”) for approval of a mortgage refinancing, Glenn Turk (counsel to ISCC) and Bob Crawford of ISCC.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

No members of the public spoke at Public Audience.

SELECTMEN ACTION

a) Consideration of and possible action on request of International Skating Center of Connecticut (ISCC) for approval of refinancing and possible extension of lease term

At the request of Ms. Heavner, Mr. Houlihan explained that ISCC was seeking to refinance existing debt and that under the terms of the ground lease, Town approval is required. He noted that the original documents provided by ISCC provided for cross-collateralization with Simsbury-based collateral used to secure loans for other facilities owned by ISCC and that the documents had been revised to provide that ISCC assets in Simsbury would be used as collateral with respect to the Simsbury location only.

Mr. Houlihan explained that because the term of the loan exceeded the current term of the lease, approval of the refinancing would require an extension of the lease from 2019 to 2029. Mr. Houlihan proceeded to review the terms of a proposed “Simsbury Board of Selectmen Resolution - ISCC, LLC Extension of Ground Lease and Approval of Refinancing” (the “Resolution”), a copy of which is attached hereto. Upon questioning from the Board of Selectmen, Mr. Houlihan confirmed that the value of the assets had been assessed recently and exceeded the amount of debt secured. He also stated that personal guarantees had been reviewed and were acceptable.

Members of the Board of Selectmen noted that they had been contacted by constituents who expressed concern that ISCC had caused delay in the finalization of Big Y’s purchase of adjacent land. The Board of Selectmen noted that the Board itself had completed its review and approval of ISCC’s request in three days. Representatives from ISCC stated that ISCC had not caused any delay in the Big Y transaction.

Mr. Askham made a motion that the Resolution be included in the minutes as if read into the record. Mr. Paine seconded the motion and it passed unanimously. Ms. Cook made a motion to approve the resolution. Ms. Haase seconded the motion and it passed unanimously.

ADJOURN

Mr. Askham made a motion to adjourn at 7:51 a.m. Ms. Haase seconded the motion and it passed unanimously.

Respectfully submitted,

Thomas F. Cooke
Director of Administrative Services

SIMSBURY BOARD OF SELECTMEN

RESOLUTION

ISCC, LLC EXTENSION OF GROUND LEASE AND APPROVAL OF REFINANCING

WHEREAS, the Simsbury Board of Selectmen has issued notice for a special meeting on May 14, 2015 at 7:30 a.m. to consider the request of ISCC, LLC for approval of the refinancing of existing debt and the possible extension of the term of the existing ground lease for the International Skating Center of Connecticut located at 1375 Hopmeadow Street, Simsbury, Connecticut; and

WHEREAS, the Town of Simsbury (the "Town") entered into a ground lease with World Skate, Inc. for certain property located at 1375 Hopmeadow Street, Simsbury, Connecticut, which ground lease is recorded in Volume 428, Page 1097, of the Simsbury Land Records (the "1994 Lease") and World Skate, Inc. assigned its interest in the ground lease to World Skate of Connecticut, L.L.C., pursuant to an Assignment and Assumption Agreement dated October 17, 1994 (the "1994 Assignment") and Lessor has consented to the 1994 Assignment and World Skate of Connecticut, L.L.C. assigned its interest in the Ground Lease to International Skating Center of Connecticut, L.L.C., pursuant to an Assignment and Assumption of Lease dated August 2, 1996 (the "1996 Assignment") and International Skating Center of Connecticut, L.L.C. has assigned its interest in the Ground Lease to ISCC, LLC, a Connecticut limited liability company ("Lessee") pursuant to an Assignment and Assumption Agreement dated February 4, 2000 (the "2000 Assignment") and the Town and JSCC, LLC amended the ground lease by a "First Amendment to Ground Lease" dated February 24, 2006 as amended December 11, 2007 (the 1994 Lease, the 1994 Assignment, the 1996 Assignment, the 2000 Assignment and the First Amendment to Ground Lease dated February 24, 2006 as amended December 11, 2007, collectively, the "Ground Lease"); and

WHEREAS, the Ground Lease requires ISCC, LLC to obtain written consent from the Town to pledge the Ground Lease and the improvements constructed thereunder as collateral for any financing arrangement with an institutional lender; and

WHEREAS, ISCC, LLC has requested the Town to approve a ten-year loan from TD Bank, N.A. in the original principal amount of \$3,750,000.00 secured by, among other things, a leasehold mortgage and security agreement encumbering the Ground Lease and the improvements constructed thereunder; and

WHEREAS, the purpose of the loan is to refinance the existing debt at a lower interest rate; and

WHEREAS, TD Bank, N.A. qualifies as an institutional lender under the terms of the Ground Lease; and

WHEREAS, the value of the assets made the basis of the collateral exceed the amount of debt to be secured by the leasehold mortgage according to the records of the Simsbury Tax Assessor and the representation of TD Bank, N.A.; and

WHEREAS, the ten-year loan exceeds the remaining primary term of the Ground Lease, which expires in April 2019; and

WHEREAS, the Ground Lease does not permit ISCC, LLC to exercise the option to extend the Ground Lease of an additional ten-year term until April 2017 (the "Two Year Limitation"); and

WHEREAS, ISCC, LLC has requested the Town to waive the Two Year Limitation with respect to the Extended Term under the Ground Lease so that ISCC, LLC can exercise its option to extend the Ground Lease immediately and thereby cause the proposed loan to mature and be paid during the contractual period of tenancy; and

WHEREAS, in April 2013, the Town approved a Solar Power & Service Agreement between C-TEC PPA, ISC, LLC and the International Skating Center of Connecticut, LLC, the term of which exceeded the remaining primary term of the Ground Lease to permit the installation of solar generation facilities at the skating center; and

WHEREAS, ISCC, LLC is not in default of any material provisions of the Ground Lease and is therefore eligible to exercise the right to renew for the Extended Term but for Two Year Limitation; and

WHEREAS, TD Bank, N.A. has agreed that the principal amount of the loan debt will not increase without the written consent of the Town; and

WHEREAS, the debt secured by the leasehold mortgage and security agreement relates solely and exclusively to the operations of ISCC, LLC and does not secure debt or other obligations unrelated to the operation of the Simsbury skating center; and

WHEREAS, it is in the public interest to have ISCC, LLC commit to operate the skating center for the long term and the agreement to allow the Extended Term to be exercised at this time will obtain a commitment extending through April 17, 2029; and

WHEREAS, the extension of the Ground Lease will render the proposed ten- year loan compliant with the requirement that the debt obligation not exceed the remaining term of the Ground Lease.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF SELECTMEN:

1. Waives the Two Year Limitation to allow ISCC, LLC to exercise its right to renew the Ground Lease for the Extended Term, to wit, April 18, 2019 through April 17, 2029. The waiver of the Two Year Limitation is solely for the purpose of these proceedings and does not waive such requirement for future extensions under the Ground Lease.
2. Authorizes Lisa Heavner as First Selectman to execute the extension agreement attached hereto and thereby extend the Ground Lease for the Extended Term.
3. Finds that TD Bank, N.A. is a qualified institutional lender under the Ground Lease and that the loan agreement meets all of the qualifications for TD Bank, N.A. to be approved as Permitted Mortgagee under the Ground Lease.
4. Approves TD Bank, N.A. as a Permitted Mortgagee under the Ground Lease.
4. Authorizes Lisa Heavner as First Selectman to execute and accept the Permitted Mortgagee Agreement on behalf of the Town, a copy of which is attached.
5. Authorizes Lisa Heavner as First Selectman to execute and deliver on behalf of the Town the acknowledgment that ISCC, LLC is not in default of the Ground Lease, a copy of which is attached.
6. Authorizes Lisa Heavner as First Selectman to execute any and all other necessary or convenient documents to consummate the option to renew the Ground Lease through the Extended Term and to facilitate the financing agreement by and between ISCC, LLC and TD Bank, N.A.



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Sean M. Kimball - Deputy Director of Administrative Services

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Approve Job Description, Title and Salary Range Changes for the position of **Building Department Specialist** (formerly Administrative Secretary II – Building)
2. **Date of submission:** May 28, 2015
3. **Date of Board Meeting:** June 1, 2015
4. **Individual or Entity making the submission:**

Sean M. Kimball – Deputy Director of Administrative Services
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 Job Description, Title and Salary Range Changes for the position of Building Department Specialist (formerly Administrative Secretary II – Building).
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.):**

Sean M. Kimball – Deputy Director of Administrative Services – (860) 658-3230
Hiram Peck – Director of Community Planning and Development – (860) 658-3245
Henry Miga – Building Official – (860) 658-3234

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.):

During the budget process for the FY16 budget year, the Board approved funding to upgrade the position of *Administrative Secretary II – Building*. The new position will be titled *Building Department Specialist* and will be classified as a T-10 in the CSEA: Secretarial, Clerical & Library union. The updated job description (see attached) more accurately reflects the expanded duties and responsibilities of the position beyond the traditional administrative secretary function. The job description has also been modernized to reflect the usage of current technology.

The proposed changes are in line with the updating and upgrading of the former Admin. Secretary II – Planning position (now called the Land Use Specialist) which the Board of Selectmen approved in August, 2013.

The Personnel Subcommittee of the Board of Selectmen unanimously approved these proposed changes at their meeting on June 1, 2015.

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:

- Updated Building Department Specialist job description
- Updated Building Department Specialist job description (redlined)

Town of Simsbury

TITLE: Building Department Specialist

GRADE: T- 10

DEPARTMENT: Building Department

DATE: March 12, 2015

OBJECTIVES:

Under the general supervision of the Building Inspector and the Director of Community Planning and Development, independently performs a wide variety of highly skilled, responsible and confidential secretarial and administrative work requiring initiative and considerable independent judgment.

ESSENTIAL FUNCTIONS:

- Receives oral or written instruction from the Building Inspectors, and determines priority of tasks.
- Plans and organizes work according to established or standard office procedures and sets up new procedures as necessary to carry out the daily functions of the Building Department.
- Relieves the Inspectors of detail work; follows department policies and procedures in receiving and recording fees, maintaining a variety of files and records, screening phone calls, and greeting customers.
- Provides technical and regulatory information and assists the public through the building permit application process.
- Confers with contractors, town officials, property owners, and the general public to provide information and resolve problems and address complaints.
- Extensive collaboration with other relevant departments and agencies to provide high levels of customer service to applicants throughout the permit process, from application to project completion, including but not limited to Zoning, Wetlands, Fire Marshal, Sewer, and the local health district.
- Primary responsibility for development, testing, implementation and maintenance of permit software program; represents town at regional user group meetings live and via phone conference; provide assistance and guidance to other towns in initial stages of implementation.
- Manage permit close-out process for all properties identified with open permits at closing or refinance as dictated by current real estate laws; Research permits, set up inspections, follow up on outstanding items and provide proper documentation to finance companies, attorneys, real estate agents and homeowners.
- Train and supervise part-time clerical staff; manage their workflow and direct their participation in larger projects as needed.
- Create and maintain financial reports of all income received for Land Use area; daily, monthly, quarterly, and yearly logs tracking all register and online software receipts, commercial and residential construction costs, and other financial data as requested.
- Assists in the preparations of the department budget, compiles statistical and narrative reports, makes required calculations, and types budget proposals.

- Types letters, memos and meeting minutes from rough draft or recording equipment and provides secretarial services and administrative assistance to departmental staff as required.
- Performs other related duties as assigned, including special assignments surveys, studies and other administrative functions as directed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of principles and practices of office management and records keeping.
- Knowledge of principles and techniques of personal computer operations and software packages including word processing, Microsoft Excel, PowerPoint, Access or similar software.
- Working knowledge of department regulations and legal requirements.
- Ability to work with a minimum of supervision and deal with problems assigned.
- Ability to take, transcribe and compose correspondence and reports, and to type with speed and accuracy.
- Ability to deal effectively with commission and board members, Town officials, staff members and the general public.
- Ability to operate office equipment and data processing equipment for more effective and efficient operations.
- Ability to digest, review and disseminate large quantities of information to the proper authorities.
- Ability to handle and process high volumes of paperwork accurately and efficiently and established and maintain complex files and record system.
- Ability to perform basic mathematical computations.
- Ability to use computer terminal to enter and retrieve information.
- Ability to access and process information contained in file records and computer databases.

REQUIRED EQUIPMENT OPERATIONS:

- Operates standard office equipment including a personal computer, scanners, fax, copiers, telephone, etc.

REQUIRED MINIMUM QUALIFICATIONS:

- Graduation from high school plus advanced course in Business Administration, and 3-5 years of increasingly responsible, full time secretarial and office administrative experience with excellent computer skills utilizing Microsoft Excel, PowerPoint, Access or similar software.

Town of Simsbury

TITLE: Building Department Specialist~~Administrative Secretary II~~
GRADE: T- 108

DEPARTMENT: Building Department **DATE:** March 12, 2015~~January 13, 1997~~

OBJECTIVES:

Under the general supervision of the Building Inspector and the Director of Community Planning and Development, independently performs a wide variety of highly skilled, responsible and confidential secretarial and administrative work requiring initiative and considerable independent judgment.

ESSENTIAL FUNCTIONS:

- ~~• Sets up office management procedures, organizes data bases, and operates a personal computer to carry out a variety of data management programs.~~
- ~~• Plans and organizes work according to established or standard office procedures.~~
- Receives oral or written instruction from the Building Inspectors, and determines priority of tasks; ~~may supervise or assist in supervising assigned clerical staff.~~
- ~~• Plans and organizes work according to established or standard office procedures and sets up new procedures as necessary to carry out the daily functions of the Building Department.~~
- Relieves the Inspectors of detail work; ~~follows~~performs department ~~policies~~bookkeeping assigned and procedures in receiving and recording fees, maintaining a variety of files and records, screening phone calls, and greeting customers. ~~provides general information to the public regarding department and Town services.~~
- Provides technical and regulatory information and assists the public ~~through the in completing~~ building permit application process. ~~applications.~~
- ~~• Takes and transcribes letters, reports, memos and meeting minutes from rough draft, shorthand notes or transcription equipment, composes correspondence and reports.~~
- ~~• Performs special assignments, surveys, studies and other administrative functions as directed, receiving and recording fees, maintaining files and records, screens telephone calls and greets visitors.~~
- ~~• Types and compiles statistical and narrative reports utilizing a personal computer for word processing and Microsoft or comparable software.~~
- ~~• Assists in the preparations of the department budget, compiles information, makes required calculations and types budget proposals.~~
- ~~• Provides secretarial services and administrative assistance to departmental staff as required.~~
- ~~• Performs other related duties as assigned.~~

Formatted: Font: Not Bold

- ~~Directs the maintenance of a variety of records through professional and clerical staff. Compiles information and prepares a variety of reports as directed.~~
- Confers with contractors, town officials, property owners, and the general public to provide information and resolve problems and address complaints.
- Extensive collaboration with other relevant departments and agencies to provide high levels of customer service to applicants throughout the permit process, from application to project completion, including but not limited to Zoning, Wetlands, Fire Marshal, Sewer, and the local health district.
- Primary responsibility for development, testing, implementation and maintenance of permit software program; represents town at regional user group meetings live and via phone conference; provide assistance and guidance to other towns in initial stages of implementation.
- Manage permit close-out process for all properties identified with open permits at closing or refinance as dictated by current real estate laws; Research permits, set up inspections, follow up on outstanding items and provide proper documentation to finance companies, attorneys, real estate agents and homeowners.
- Train and supervise part-time clerical staff; manage their workflow and direct their participation in larger projects as needed.
- Create and maintain financial reports of all income received for Land Use area; daily, monthly, quarterly, and yearly logs tracking all register and online software receipts, commercial and residential construction costs, and other financial data as requested.
- Assists in the preparations of the department budget, compiles statistical and narrative reports, makes required calculations, and types budget proposals.
- Types letters, memos and meeting minutes from rough draft or recording equipment and provides secretarial services and administrative assistance to departmental staff as required.
- Performs other related duties as assigned, including special assignments surveys, studies and other administrative functions as directed.
- ~~Coordinates review of permit applications with other Town departments and appropriate agencies.~~

Formatted: Font: Bold

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of principles and practices of office management and records keeping.
- Knowledge of principles and techniques of personal computer operations and software packages including word processing, Microsoft Excel, PowerPoint, Access or similar software.
- Working knowledge of department regulations and legal requirements.
- Ability to work with a minimum of supervision and deal with problems assigned.
- Ability to take, transcribe and compose correspondence and reports, and to type with speed and accuracy.

- Ability to deal effectively with commission and board members, Town officials, staff members and the general public.
- Ability to operate office equipment and data processing equipment for more effective and efficient operations.
- Ability to digest, review and disseminate large quantities of information to the proper authorities.
- Ability to handle and process high volumes of paperwork accurately and efficiently and established and maintain complex files and record system.
- Ability to perform basic mathematical computations.
- Ability to use computer terminal to enter and retrieve information.
- Ability to access and process information contained in file records and computer databases.

REQUIRED EQUIPMENT OPERATIONS:

- Operates standard office equipment including a personal computer, [scanner](#)~~transcribing machine~~, fax, copiers, telephone, etc.

REQUIRED MINIMUM QUALIFICATIONS:

- Graduation from high school plus advanced course in Business Administration, and 3-5 years of increasingly responsible, full time secretarial and office administrative experience with excellent computer skills utilizing Microsoft Excel, PowerPoint, Access or similar software.



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Sean M. Kimball - Deputy Director of Administrative Services

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Approve Job Description, Title and Salary Range Changes for the position of **Deputy Building Official** (formerly Assistant Building Official)
2. **Date of submission:** May 28, 2015
3. **Date of Board Meeting:** June 1, 2015
4. **Individual or Entity making the submission:**

Sean M. Kimball – Deputy Director of Administrative Services
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 Job Description, Title and Salary Range Changes for the position of Deputy Building Official (formerly Assistant Building Official).
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.):**

Sean M. Kimball – Deputy Director of Administrative Services – (860) 658-3230
Hiram Peck – Director of Community Planning and Development – (860) 658-3245
Henry Miga – Building Official – (860) 658-3234

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.):

During the budget process for the FY16 budget year, the Board approved funding to upgrade the position of *Assistant Building Official*. The new position will be titled *Deputy Building Official* and will be reclassified as an A-6 position (formerly A-2) in the CSEA: Administrative and Professional union. This classification is more appropriate based on the expanded responsibilities and authorization; other positions in the same grade include Assistant Town Engineer, Assistant Town Planner and Tax Collector.

The updated job description (see attached) more accurately reflects the expanded duties and responsibilities of the position, including the authority to sign for the building official in the event of his/her absence, which improves permitting efficiencies and is a recognized best practice of comparable municipalities.

The Personnel Subcommittee of the Board of Selectmen unanimously approved these proposed changes at their meeting on June 1, 2015.

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:

- Updated Deputy Building Official job description (redlined)

Town of Simsbury

TITLE: ~~Assistant~~Deputy Building Official **GRADE:** A-~~26~~ (Part-Time)

DEPARTMENT: Building Department **DATE:** ~~March 27, 1998~~July 1, 2015

POSITION DESCRIPTION:

Under the general supervision of the Building Official and Director of Community Planning and Development, performs complex administrative and technical work including interpretation and enforcement of the State Building Code and operation of the Building Department. This is a very responsible administration position. The Deputy Building Official is authorized to act as the building official in all manor when the building official is absent for any reason including but not limited to vacation, illness or away from the office for job related activities.

ESSENTIAL JOB FUNCTIONS:

- Reviews and approves construction plans and specifications and performs inspections for conformance with the State Building Code. Advises on corrective action as needed.
- Reviews, interprets, enforces and implements applicable laws, ordinances, regulations, and the State Building Code.
- Interprets applicable codes, and performs work to ensure efficient operation of the Building Department and maintain a high level of customer service.
- Maintenance of a variety of records with professional and clerical staff. Compiles information and prepares a variety of reports as directed.
- Confers with contractors, town officials, property owners, and the general public to provide information and resolve problems and address complaints.
- Assists in coordination of review of permit applications with other Town departments and appropriate agencies.

ADDITIONAL JOB FUNCTIONS:

- May be assigned special projects and duties related to the responsibilities of the Department of Community Planning and Development.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of building construction materials and the principles, practices, and methods of building design.
- Ability to examine and make recommendations on plans submitted for approval.
- Thorough knowledge of applicable codes, referenced standards, and other regulations.
- Considerable knowledge of State Building Code, its supplements, and other applicable regulations.
- Ability to perform research and prepare technical reports.

- Ability to apply state and federal laws, Town ordinance, departmental policies, procedures, rules and regulations to determine necessary action.
- Ability to digest, review and disseminate large quantities of information to the proper authorities.
- Ability to handle and process high volume of paperwork accurately and efficiently.
- Ability to operate data and word processing equipment.
- Ability to perform basic mathematical computations.
- Ability to apply the principles of construction inspection to solve practical field problems.
- Ability to interpret plan specifications and a variety of instructions furnished in written, oral, diagrammatic or schedule form.
- Ability to monitor new issues and techniques appropriate to the construction field.
- Knowledge of land records and other related legal documents.
- Ability to use computer terminal to access, process and retrieve information contained in file records and computer databases.
- Knowledge and ability in computer applications for data management, planning analysis and report preparation.
- Knowledge and ability to analyze problems and to develop and implement programs and activities to address these problems.
- Ability to communicate effectively both orally and in writing.
- Ability to greet the public and offer assistance in person and via the telephone.
- Ability to communicate effectively with the public and to establish and maintain effective working relationship with Town officials, staff, advisory boards and participants in the development process.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Ability to sit/ stand/ remain continuously for prolonged periods of time.
- Ability to perform gross body coordination and perform tasks that require hand-eye coordination.
- Ability to see objects closely as in reading a map.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to remember multiple tasks/ assignments given to self and others over long periods of time.
- Ability to work in office setting subject to continuous interruptions and background noises.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.

- Ability to move throughout Town Hall and other Town buildings and sites.
- Ability to work in poor weather conditions including heat, cold rain or snow.
- Ability to access and reach difficult places and varied terrain for inspection purposes.
- Ability to carry reports and office equipment weighing up to 25 pounds.
- Ability to get into and out of automobile.
- Ability to utilize and access overhead cabinet storage space.
- Ability to physically inspect construction activities.
- Ability to walk distances over one mile on terrain under construction or underdeveloped.
- Ability to work in variable weather conditions for long periods of time.
- Ability to work independently with minimum supervision.

REQUIRED MINIMUM QUALIFICATIONS:

- Completion of an Associates Degree in a technical field involving construction or related practices or graduation from a vocational and technical school with three-five years construction and supervisory experience as described in Section 29-261 of the Connecticut General Statutes

LICENSE OR CERTIFICATE: State of Connecticut ~~Assistant~~ Building Officials License. Motor Vehicle Operator's License.

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