



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 – November 23, 2015 – 7:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATIONS

- Simsbury Main Street Partnership Small Business Event

FIRST SELECTMAN'S REPORT

SELECTMEN ACTION

- Approve Tax Refunds
- Notice of Autism Welcome Here Grant Application for Library Patrons with Autism Spectrum Disorder (ASD)
- Accept Final Report of the Economic Development Task Force (EDTF)
- Adopt Resolution Authorizing Roth Contribution Option for Town of Simsbury 457 Plan
- Approve First Amendment to Tier 1 Short Term Municipal Solid Waste Management Services Agreement and authorize the First Selectman to execute the document

OTHER BUSINESS

- Update on Senior Community Center Project

APPOINTMENTS AND RESIGNATIONS

- Acknowledge the resignation of Philip W. Richardson (R) as a regular member of the Water Pollution Control Authority with an effective date of November 13, 2015

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

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

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

REVIEW OF MINUTES

- a) Regular Meeting of November 9, 2015

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

1. Personnel – Compensation Framework for Unaffiliated Staff
2. Finance
3. Welfare
4. Public Safety
5. Board of Education

ADJOURN TO EXECUTIVE SESSION

- a) Per General Statutes section 1-200(6)(B) pending litigation: Town of Simsbury v. Corrine Nevers, et al

ADJOURN FROM EXECUTIVE SESSION

Possible Action

ADJOURN

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



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Tax Refunds
2. **Date of submission:** 11-17-2015
3. **Date of Board Meeting:** 11-23-2015
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 **\$ 5,930.05**

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

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

Tax Refunds.xls

	BILL NUMBER	TAX	FIRE	INTEREST	TOTAL
List 2012					
					\$0.00
					\$0.00
					\$0.00
Total 2012		\$0.00	\$0.00	\$0.00	\$0.00
List 2013					
Ari Fleet LT	13-03-50458	\$599.66	\$19.22		\$618.88
Daimler Trust	13-03-54034	\$556.69	\$17.83		\$574.52
Vault Trust	13-03-69099	\$44.15	\$1.41		\$45.56
					\$0.00
					\$0.00
Total 2013		\$1,200.50	\$38.46	\$0.00	\$1,238.96
List 2014					
Ari Fleet LT	14-03-50465	\$1,305.88	\$41.86		\$1,347.74
Ari Fleet LT	14-03-50500	\$686.90	\$22.02		\$708.92
Belkin Joseph	14-03-51202	\$30.07	\$0.97		\$31.04
Berkner Sandra	14-03-51333	\$62.80	\$2.02		\$64.82
JP Morgan Chase Bank	14-03-59134	\$221.79	\$7.11		\$228.90
DL Peterson Trust	14-03-64425	\$312.36	\$10.01		\$322.37
Savage Alan R	14-03-66257	\$120.27	\$3.86		\$124.13
Vault Trust	14-03-69079	\$431.07	\$13.81		\$444.88
Vault Trust	14-03-69080	\$430.59	\$13.80		\$444.39
Vault Trust	14-03-69085	\$342.36	\$10.98		\$353.34
Vault Trust	14-03-69089	\$462.52	\$14.83		\$477.35
Vault Trust	14-03-69103	\$322.94	\$10.35		\$333.29
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total 2014		\$4,729.55	\$151.62	\$0.00	\$4,881.17
TOTAL 2012		\$0.00	\$0.00	\$0.00	\$0.00
TOTAL 2013		\$1,200.50	\$38.46	\$0.00	\$1,238.96
TOTAL 2014		\$4,729.55	\$151.62	\$0.00	\$4,881.17
					\$6,120.13
TOTAL ALL YEARS		\$5,930.05	\$190.08	\$0.00	\$6,120.13



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933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Autism Welcome Here Grant Application
2. **Date of submission:** 17 November 2015
3. **Date of Board Meeting:** 23 November 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):

April Jones
Cheryl Donahue
Simsbury Public Library Children's Room
860-658-7663, option 3
apriljones@libraryconnection.info
cdonahue@libraryconnection.info

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

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

approve the attached application for a grant called "Autism Welcome Here: Library Programs, Services and More," which supports library services for patrons with Autism Spectrum Disorder (ASD).

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.):



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The Autism Welcome Here grant application, prepared by Children's Room staff member April Jones with the support of Head of Children's Services Cheryl Donahue and Library Director Lisa Karim, seeks grant funding for two new initiatives for patrons with ASD at Simsbury Public Library. The first initiative is providing training for all library staff that will increase their understanding of autism and allow them to develop strategies for better serving patrons affected by it. The second is an inclusive playgroup for families with children age birth to five that will provide a supportive environment for building connections, sharing resources and helping children develop social skills and fine and gross motor skills.

In preparing the application, library staff has reached out to community members for input and laid the groundwork for partnering with the school district, SEPTO (Simsbury's Special Education Parent Teacher Organization) and Creative Interventions, an agency that provides services to families of children with ASD.

The Autism Welcome Here grant is funded by retired librarian, author and consultant Barbara Klipper and sponsored by Libraries and Autism, an online resource supporting library services for patrons with ASD. The deadline for grant application is December 1, 2015; recipients will be notified by March 1, 2016; and the grant year runs from April 1, 2016 to March 31, 2017.

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

SPL's application requests grant funding in the amount of \$2930.00. If received, the grant will increase funding for library services by this amount, with no additional burden on town finances.

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:

Autism Welcome Here: Library Programs, Services and More Grant Application

Letter of institutional support from Simsbury Public Library

**AUTISM WELCOME HERE:
Library Programs, Services and More**

**Grant Application
prepared on behalf of Simsbury Public Library
by April Jones
November 2015**

PART 1: Project Director

The project director is the person who will coordinate and be responsible for all grant-related activity. Please complete all fields.

Project Director: April Jones

Email: apriljones@libraryconnection.info

Phone: 860-658-7663 option 3 (work); 860-249-3260 (cell)

Title: Children's Reference Librarian

Department (optional): Children's

Library/Institution: Simsbury Public Library

Address: 725 Hopmeadow St., Simsbury, CT 06070

Library Type: Public

Community Type: Town

Population served: 23,234

Total Library Budget: \$1,508,374

Website of Institution: www.simsburylibrary.info

PART 2: PROJECT DESCRIPTION

Please tell us about your plans by answering the following questions.

Project Name: Everybody Plays

Brief Project Description:

When families first receive a diagnosis of autism or suspect they may have a child with autism, they often feel isolated. Because children on the spectrum communicate, react to stimuli and interact with others differently, it can be difficult to find a setting in which to build a support system and connect with others who have faced similar challenges. We at Simsbury Public Library propose to create a supportive and welcoming environment through a new program called *Everybody Plays*.

Everybody Plays will be a bimonthly inclusive playgroup, open to all families with children aged birth to five, but intentionally well-suited for and welcoming to families of young children on the autism spectrum. We will create an inviting space, using low lighting and providing equipment to meet sensory integration needs. We will offer developmentally and therapeutically appropriate toys and activities, including gross motor tools, manipulatives, and sensory boxes. We will work with local service providers and advocates to provide knowledgeable and skillful facilitators for the program.

In support of Everybody Plays, SPL will offer training to help staff better understand the needs and challenges of people with autism and their families and allow them to develop strategies for offering exceptional library service to this community.

Please describe what if anything your library is already doing to serve people with autism or their families. Is this proposal a new initiative, or the expansion or continuation of an existing service or program?

Simsbury Public Library collaborates with Simsbury High School to offer internships and volunteer opportunities to students with autism and other special needs. Several years ago the Children's Room collaborated with the local Special Education Parent Teacher Organization to offer some after-hours activities for children and families with autism. These programs were later discontinued due to low participation. Currently, though we strive to be welcoming and offer excellent library service and resources to all people, there are no other programs with the specific goal of benefitting the autism community. Everybody Plays and the related staff training would be a new initiative.

How will this program or service contribute towards making people with autism or their families welcome at your library?

Everybody Plays will create a safe, accepting environment in which families of young children with autism can have fun, create connections and share ideas and resources. By structuring the program with the needs of this population in mind, we will maximize the chances for children to be successful and for families to have a positive experience at the library, thus encouraging them to make library visits a regular part of their routine. Through educating staff members, we will build greater understanding of the strengths and challenges of individuals with autism, allowing us to serve them more effectively and with greater sensitivity.

Describe your target population. How many people do you anticipate serving with this project (directly or indirectly) during the grant year?

The target population for the Everbody Plays project is families of children between birth and age five who are diagnosed with autism or displaying signs of autism and who reside in Simsbury, CT and surrounding communities.

According to the town profile of Simsbury published by the Connecticut Economic Resource Council (CERC), about 1470 children aged 0-5 live in Simsbury. Since the Centers for Disease Control and Prevention (CDC) estimates the incidence rate of autism in children at 1 in 68, we can estimate that about 22 of those children have autism spectrum disorders. According to *Connecticut Public Libraries: A Statistical Profile*, the rate of total children in Simsbury attending children's programs per capita is .76, suggesting that 17 of those children might reasonably be expected to participate in Everybody Plays. However, the children's programs at SPL also draw participants from the surrounding area. If we assume that two families from each of the towns bordering Simsbury might also attend, the number of children reached by the Everybody Plays program approaches 30. When we consider that each child is accompanied by at least one adult, the number of people **directly served** grows to 60, and when we consider siblings, neurotypical peer participants and caregivers and service providers who might choose to work with clients in this setting, it grows even further.

In addition to direct participation in the playgroup, SPL patrons who have autism or have a family member with autism will benefit through interactions with staff members who have received training to allow them to be more welcoming and understanding towards those patrons. The exact numbers on this are more difficult to predict, but they are significant. The *Statistical Profile* reports 314,928 visits to Simsbury Public Library in 2014. Since the CDC reports a 1% incidence of autism in the general population (adults AND children), it follows that somewhere in the neighborhood of 3000 of those visits were probably made by someone with autism, a number that grows if we also include family members. Even taking into account that most library users visit the library multiple times in a year, the number of people **indirectly served** by this program is certainly well into the hundreds.

Sources cited:

CERC Town Profile, Simsbury, CT, 2014: www.cerc.com/TownProfiles/customer-images/simsbury.pdf

Connecticut Public Libraries: A Statistical Profile: libguides.ctstatelibrary.org/dld/stats/overview

Autism Spectrum Disorder (ASD): Data and Statistics: <http://www.cdc.gov/ncbddd/autism/data.html>

What are your goals for the project (quantitative and qualitative)?

The goals for the project are three-fold:

- First, we hope to establish a sustainable bimonthly inclusive playgroup for children birth to five;
- Second, we hope to increase the extent to which people with families of young children with autism feel comfortable visiting the library.
- Third, we hope to increase the confidence level of library staff members in serving individuals with autism.

How will you determine if you've met your goals?

Goal #1: *Establish a sustainable bimonthly inclusive playgroup for children birth to five.*

We will track attendance at each session of the Everybody Plays program. If, at the end of the grant year, the number of participants reaches 80% of our target population of 60 AND attendance remains stable from month to month, we will consider ourselves to have met this goal.

Goal #2: *Increase the extent to which the families of young children with autism feel welcome at the library.*

The first time a child participates in Everybody Plays, we will ask his/her accompanying adult to complete a brief anonymous survey designed to measure how welcome they feel at the library. At the end of the grant year, all participants will be asked to complete the survey again. If the level of perceived welcome is higher in the second survey, we will consider ourselves to have met this goal.

Goal #3: *Increase the confidence level of library staff members in serving individuals with autism.*

At the beginning of each staff training session, we will ask staff members to complete a brief anonymous survey designed to gauge how confident they feel in serving patrons with autism. Two months following the last training session, we will ask staff members to complete a second survey that will ask whether they feel more, less or the same level of confidence and what, if any, strategies they have been able to implement. If the responses indicate that staff members feel generally more confident and have learned new strategies, we will consider ourselves to have met this goal.

Describe the involvement of community stakeholders (people with autism, family members, agencies and organizations that serve this population) in the planning and implementation of your project.

When we adopted the goal of making Simsbury Public Library more welcoming to the autism community, we reached out to the community via social media, inviting dialogue on how best to accomplish our goal. We corresponded with several family members and representatives of local organizations, parent support groups and service agencies and invited them to a meeting at the library to explore ideas for this project. The idea for Everybody Plays was born at that meeting.

We formed a partnership with SEPTO, the Special Education Parent Teacher Organization for the Simsbury school district and their leaders put us in touch with the autism specialist for the school district. We are hopeful that these contacts will be instrumental in planning and presenting staff training as well as keeping us informed on best-practices as they relate to autism.

We also contacted Creative Interventions, a local provider of evaluation, ABA and birth-to-three services and hope to work with their staff in planning and implementing the Everybody Plays group. We hope to have a professional facilitator at the early meetings of the group to be a resource in making sure the session runs smoothly and training library staff to take over running the group.

As we go forward, we will continue to be in conversation with families affected by autism to see how our efforts are meeting their needs and what we can do better.

Who else will be involved (staff, volunteers, etc.)? What will their roles be?

The library staff is perhaps the most important piece of this project. The staff member working at the circulation desk is often the first person families encounter when they enter the library and that encounter can set the tone for the entire visit. We will count on staff members to attend training and apply what they learn to their interactions with patrons each day.

Though we don't have specific plans for involving volunteers at this point, it is possible that we might be able to invite well-qualified volunteers to assist with facilitating the playgroup or creating tools to help us measure our progress toward our goals.

How do you plan to recruit participants and/or publicize your project?

We will publicize Everybody Plays via the Children's Room's e-newsletter, print and online calendars, flyers and electronic bulletin board. We will also post the information on social media, specifically local parenting and autism support Facebook groups, the local Hulafrog site and possibly Special Playdate. We will send flyers to local nursery schools, daycare centers and service agencies and issue a press release to local media outlets.

Provide an estimated timeline of project activities during the grant period (April through March)

- April 2016: Hold staff training sessions for all library staff.
- May 2016: Meet with Creative Interventions staff to plan Everybody Plays sessions for fall.
- June 2016: Survey staff on outcomes from staff training
- July 2016: Order equipment and supplies for Everybody Plays
- August 2016: Publicize Everybody Plays
- September 2016: First sessions of Everybody Plays
- November 2016: Library staff assumes facilitator role for Everybody Plays
- January 2017: Assess Everybody Plays to this point and make adjustments as needed
- March 2017: Survey Everybody Plays families to assess whether goals have been met

Provide a project budget. How much money will you need for this project and how will it be spent? Staff, transportation and food costs are allowed.

We are requesting \$2930.00 for the Everybody Plays project. The total request breaks down as follows:

Training (provided free of charge courtesy of Diana Yeisley and Janet Haley)	\$0.00
Materials and food for training sessions	\$250.00
Staff time in support of project (20 hours @ \$30/hr)	\$600.00
Facilitator for Everybody Plays group	\$1000.00
Equipment and materials for Everybody Plays group	
River Balance path	\$70.00
Tactile Disks	\$90.00
Crawling Tunnel	\$130.00
Yogibo Mini beanbags (2 @ \$120)	\$240.00

Sensory table	\$100.00
Tunnels	\$50.00
Puzzles and manipulatives	\$200.00
Miscellaneous toys and supplies	\$200.00

What material, financial and/or in-kind support will your institution provide?

Simsbury Public Library will provide the space for both the staff training and the Everybody Plays group sessions, publicity and publicity preparation time, and preparation for and staffing of playgroup sessions beyond what is covered by grant funds. In addition, we expect to undertake supporting initiatives, such as offering a “Visiting the Library” social story in print and on our website to assist families in preparing children for a trip to the library.

If the project is a success, how do you plan to continue it after the grant year?

If the Everybody Plays group is successful, we would make it part of our regular offering of children's programming. If funding beyond the regular library budget was required, we would look into support from the LSTA grants offered through the Connecticut State Library, funds available through the ALSC/Candlewick Press “Light the Way” grant, and local grants offered by groups such as Autism Speaks. We would seek to share our experience with other libraries in the area by making ourselves available to speak to their staff or by presenting at local roundtables and conferences.

In what ways will your project use best practices or educational techniques that have been found effective in working with or teaching people with autism?

Everybody Plays promotes early intervention and whole-family involvement by offering a cost-free and welcoming setting for families to make connections and seek support. It provides an opportunity for young children to practice social skills and to interact with neurotypical peers. It features equipment and activities designed to provide appropriate sensory input and promote and develop fine and gross motor skills and motor planning skills. Finally, collaboration between library staff and skilled educators and service providers allows for a carefully planned physical space and social situation that will maximize children's opportunities for success.

Does the Project Manager or other library staff have a personal connection to a person with autism?

The Project Manager, April Jones, has a thirteen-year-old son with high-functioning autism. She remembers vividly how challenging playgroups and library visits were when he was a preschooler and how helpful it would have been to have a supportive space in which to build connections and allow him to practice his social skills. SPL's Head of Children's Services, Cheryl Donahue, also has a nephew with autism. She is a passionate advocate both for him and for library service to families affected by autism.

PART 3: LETTERS OF COMMITMENT

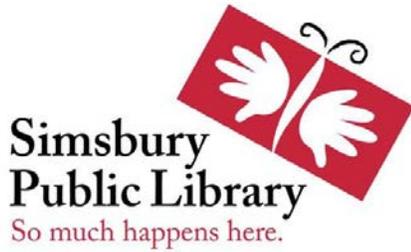
Please provide a letter from your administration detailing institutional support for this project. Also attach letters of support from collaborating agencies and organizations, if any.

PART 4: REPORTING

As a condition of receiving the grant, you will be asked to provide a brief mid-year report and an end-of-grant period report. Photos or videos documenting the project and other materials that will help others to duplicate your project will also be requested.

Select **YES** if you are willing and able to comply with these reporting requirements

X YES
 NO



November 17, 2015

Dear Autism Welcome Here Grant Committee Members:

Understanding the need in our community for services and support for those with autism and their families, Simsbury Public Library's Children's Department has been investigating the most effective means of offering these services for about a year. We are excited to have the opportunity to apply for funding from Libraries and Autism in support of this objective. At their meeting on November 16, the Library's Board of Trustees voted unanimously to support the Everybody Plays grant project proposed in our application.

The Library's administration will provide support for Everybody Plays in a number of ways. In addition to providing the space and personnel hours for both the staff training and the Everybody Plays group sessions, Library staff will generate and disseminate publicity for the project, as well as promote it through personal outreach to groups throughout Connecticut's Farmington Valley. Moreover, the Library will create a "Visiting the Library" social story and make it available in print, on our website and through social media.

While Everybody Plays is an initiative developed to support young children and their families with autism, it will also allow the Library to provide more effective service to all users with autism due to the training component and partnerships created through the project.

Sincerely,

Lisa Karim
Library Director

725 Hopmeadow St
Simsbury, CT 06070
860-658-7663
simsburypubliclibrary.info



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** EDTF Final Report
2. **Date of submission:** 11/18/15
3. **Date of Board Meeting:** 11/23/15
4. **Individual or Entity making the submission:** EDTF Chairman Nancy Haase
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:

Accept Final Report of the Economic Development Task Force (EDTF).
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.):**

Nancy Haase nhaase@myspitfire.com / Jeff Dornenburg jeffd@dk-advertising.com , Debra Bernard dbernard@bernardpartnership.com / Wayne Cobleigh wayne.cobleigh@gza.com
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.):**

Copy of the EDTF Final Report and supporting documentation.
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 the EDTF Final Report and supporting documentation.

TOWN OF SIMSBURY
ECONOMIC DEVELOPMENT TASK FORCE

Final Report

November, 2015

TABLE OF CONTENTS

1. Task Force Members

2. EDTF Goals and Objectives

- a. Mission Statement
- b. Goals
- c. Core idea

3. Marketing Group

- a. Goals
- b. Work Product & Recommendations
- c. Next Steps

4. Programs Group

- a. Goals
- b. Work Product & Recommendations
- c. Next Steps

5. Process Group

- a. Goal
- b. Work Product & Recommendations
- c. Next Steps
- d. Source Documents

6. Concluding Recommendation

EDTF MEMBERS

EDTF Chair

Nancy Haase

Marketing

Jeff Dornenburg, *Chair*

Kris Barnett

Carolyn Bligh

Rich Correia

Diane Nash

Charmaine Seavy

Process

Wayne Cobleigh, *Chair*

Kevin Crimmins

Bill Ethier

Lou George

Ron Jodice

Programs

Debra Bernard, *Chair*

Jackie Battos

Holly Beum

Chris Kelly

Robert Kulakowski

Linda Schofield

Staff

Thomas Cooke, *Director of Administrative Services*

Sarah Nielsen, *Executive Director, Simsbury Main Street Partnership*

Hiram Peck, *Former Director of Community Planning and Development*

Partial Term Members

Lisa Heavner, Christopher Meile, Derek Peterson, Eric Strayer

MISSION STATEMENT

To examine the current status of economic development efforts in Simsbury and to provide specific insight and recommendations as to how to better coordinate all desirable economic development activities among all offices, boards, commissions and departments of the Town and all available entities outside the Town Hall.

GOALS

MARKETING: Identify and review existing marketing pieces; speak with development community on marketing gaps; create action plan/budget for new/ revised marketing pieces. Look for ways the Economic Development Commission can strengthen and promote the Simsbury brand.

PROCESS: Evaluate the process from initial interest of a developer through completion of a successful project as well as staff/organizational roles; identify barriers to success as well as solutions to fix them.

PROGRAMS: Review all existing programs both locally and nationally that are used as a catalyst for economic development and identify those that would best fit Simsbury (tax incentives, abatements, infrastructure, etc.).

CORE IDEA – The Foundation of the Brand

Simsbury is a high value community. Quality of life is a chief attraction for people looking to move to Simsbury and a key reason current citizens stay – as well as our strongest asset for retaining and attracting businesses.

MARKETING GROUP

Jeff Dornenburg, *Chair*

MARKETING GROUP GOALS

Find ways to create and promote a fresh, competitive brand that reflects the vibrancy and quality of life in Simsbury – for the purpose of attracting and retaining businesses and residents.

TACTICS

1. Website

Simsbury's website, typically the first contact point, needs to compete with the best. Simsbury's website is the public face of the town. The new website will:

- improve navigation and ease of use
- present a more contemporary look
- focus on clarity and transparency
- make more information available online
(current town website tends to drive to a phone call)

2. Create a library of new, high quality photos for ongoing use by the Town

- For immediate use on the redesigned Town website, the committee hired a professional photographer to photograph a specific list of Simsbury sites.
- To create an ongoing, sustainable library of photos, the Economic Development Commission will conduct an annual photo contest. As a condition of entry in the contest, all winning photos will release usage rights to the Town of Simsbury for web and other ongoing promotional use.

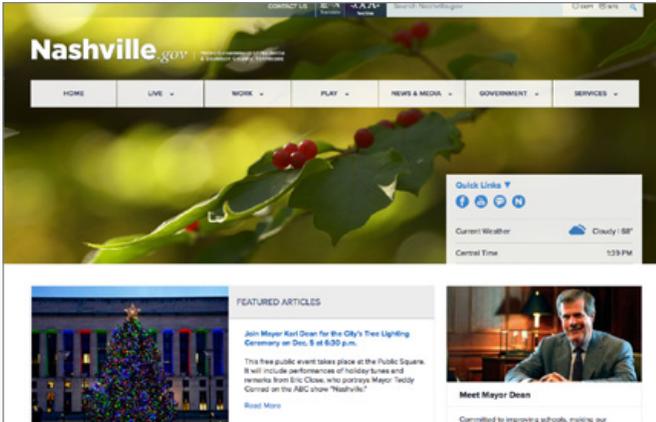
3. Refreshing the brand

Create unified look and message that ties in with the new website.

WORK PRODUCT

Reviewed best practices in other municipal websites.

Nashville, TN



Cupertino, CA



San Diego, CA



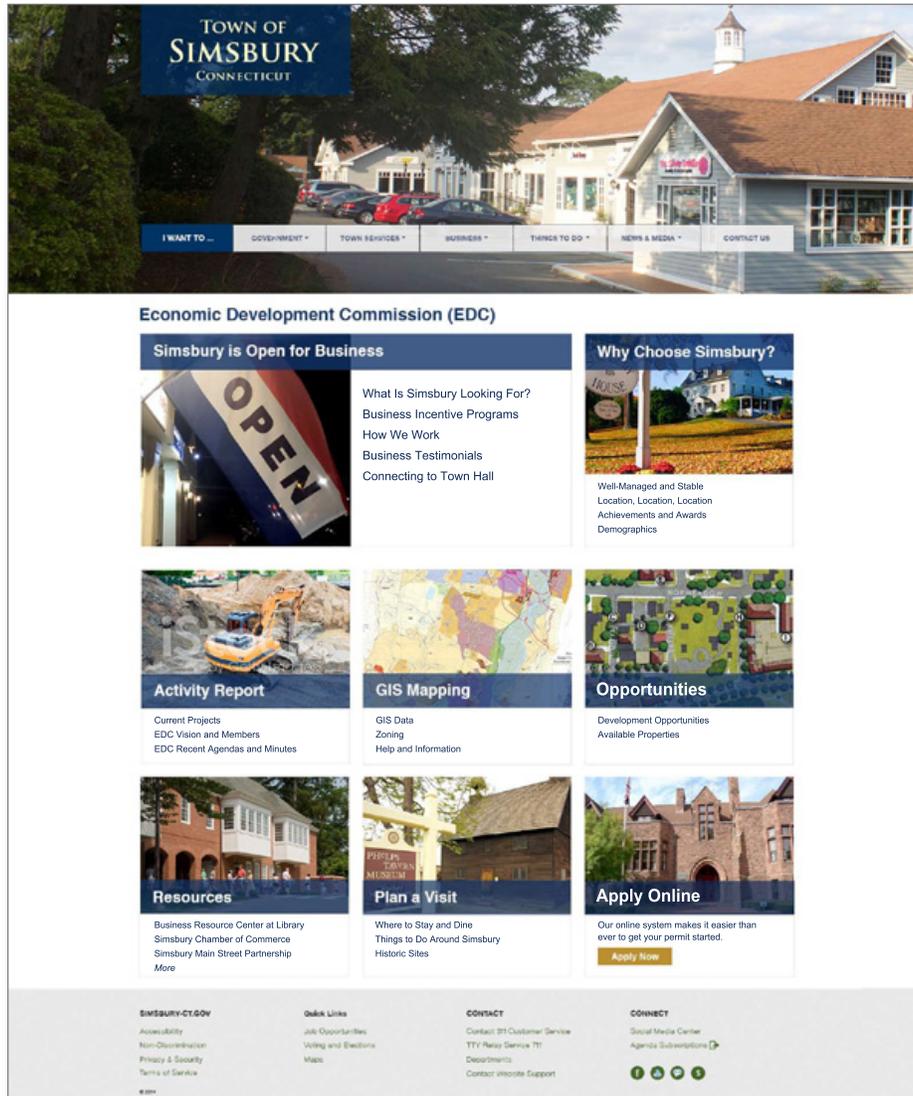
Marlborough, MA



WORK PRODUCT

Found a way to apply best practices and stay within extremely modest budget.

NEW EDC Webpage



NEW Town Website Home Page

TOWN OF SIMSBURY
CONNECTICUT

HOW DO I ... ?
GOVERNMENT
TOWN SERVICES
VISIT
BUSINESSES
CONTACT US



FARMERS' MARKET
Buy CT Local • Buy CT Fresh

**At the Green
in Simsmore Square**
540 Hopmeadow St, Simsbury

Open every Thursday
through September 10, 2015
3:00 - 6:00 PM



Meet First Selectman Lisa Heavner

Welcome to the Town of Simsbury website. Our goal is to provide you with easy access to up-to-date information about our town.

[Visit Lisa's page >](#)

How can we help you?


Our Schools


Recreation


Library


GIS


Online Payments


Subscribe to News

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

[See All Events >](#)

Town Calendar

Board of Selectman
January 26, 2015 - 7:00pm

Planning Commission
January 27, 2015 - 7:00pm

Historic Preservation Committee
January 29, 2015 - 4:00pm

[See All Events >](#)

Simsbury News

News Item 1
Lorem ipsum dolor sit amet, consectetur adipiscing ...

News Item 2
Lorem ipsum dolor sit amet, consectetur adipiscing ...

News Item 3
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas a risus justo ...

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Town of Simsbury CT, 930 Hopmeadow Street, Simsbury CT 06070 PH: (860) 956-3200 FAX: (860) 956-3209

[Employee Login](#)

CURRENT BRANDING DEVELOPED FOR SIMSBURY MAIN STREET PARTNERSHIP

“The Simsbury Main Street Partnership has already done some great work creating the ‘Simsbury Brand.’ Continue to build this brand...”

– Town of Simsbury, CT Economic Implementation & Marketing Action Study
Fairweather Consulting, October 2013

Examples of old materials that will be updated to coordinate with the new Town website. These materials are currently out of date and out of stock.



MARKETING GROUP NEXT STEPS

Website (ongoing)

- Create new and simplified, customer-friendly content

Manage annual photo contest (ongoing)

- Create a catalog of fresh web images
- Keep Economic Development Commission in the forefront of the Town brand

Refresh Branding (December 2015)

- Re-work brand material created for Simsbury Main Street Partnership to fit color and messaging of the new town website. Brand materials and revised graphic standards will be available to use by the town as it chooses.

PROGRAMS GROUP

Debra Bernard, *Chair*

PROGRAMS GROUP GOALS

1. Economic Development Project Evaluation and Discussion Guide

Develop a comprehensive roadmap by which to evaluate incoming projects for future development.

- Provides common language
- A consistent evaluation tool
- Transparency of expectations

2. Business Incentive Policy

Enhance and improve incentives for high quality development consistent with town plan.

- Predictability as a competitive advantage
- Clarity and transparency
- Streamline and coordinate

**Economic Development Commission
Project Evaluation & Discussion Guide**

Project Name and File number: _____

Project Location: _____

Owner/Developer: _____

Address: _____

Contact phone: _____ **Contact Email:** _____

This Project Evaluation Discussion Guide is meant as an internal document to be used by the EDC to review new projects. The EDC may recommend applicants provide a one page summary that speaks to the questions below, describing the project overall. This summary can include information regarding anticipated benefits such as: jobs created and/or retained, housing units constructed, businesses relocated, anticipated usage (commercial, residential, retail, historic, civic, recreation). Alternative energy sources applied and historic or open space goals achieved will all be considered.

The Guide serves as a framework to help objectively review the project based upon its economic contribution to the Town of Simsbury as well as compliance with the POCD, town ordinances and guidelines. Ranking is on a 1-5 scale with 5 being the highest. Ideally, this guideline provides a way to summarize the EDC members' thoughts for a possible letter of support by the EDC Chairperson.

I. ECONOMIC

A. Does the project increase the Municipal Grand list (provide net real property tax revenue)?

Lowest					Highest		N/A	Comment
1	2	3	4	5				
1	2	3	4	5		_____		

A1. What are the additional expenses that are required for this development? _____

B. Does this project add, or encourage retention, to the job base?

Lowest					Highest		N/A	Comment
1	2	3	4	5				
1	2	3	4	5		_____		

B1 Number of jobs _____ Permanent _____

B2 Quality/level of jobs _____

C. How does this site contribute to the Civic and Recreational aspects of Simsbury?

Lowest					Highest		N/A	Comment
1	2	3	4	5				
1	2	3	4	5		_____		

D. Does this development create a new viable business or commercial environment?

Lowest					Highest		N/A	Comment
1	2	3	4	5				
1	2	3	4	5		_____		

E. What is the impact on traffic, public safety, and education?

Lowest					Highest		N/A	Comment
1	2	3	4	5				
1	2	3	4	5		_____		

F. Is the infrastructure in place for the proposed development, or will it require water or sewer expansion to accommodate it?

Lowest					Highest		N/A	Comment
1	2	3	4	5				
1	2	3	4	5		_____		

G. How would this project impact abutting and/or property values?

Lowest					Highest	N/A
1	2	3	4	5		

Comment

II. DESIGN

H. Reflects the overarching guidelines contained in other studies which have been done and adopted by the relevant Board or Commission (for example: the June, 2010 charrette; the Weatogue area study; the Fairweather Marketing document; and the Rte. 10/202 Corridor study).

Lowest					Highest	N/A
1	2	3	4	5		

Comment

I. If there is a historic element, then does the project work to preserve this historic building, site or monument?

Lowest					Highest	N/A
1	2	3	4	5		

Comment

J. Is the project walkable (or walkable within) and promote living or viability of the town center or village centers (West Simsbury, Weatogue, Tariffville or North Village)?

Lowest					Highest	N/A
1	2	3	4	5		

Comment

K. Will open space or recreational lands be positively impacted?

Lowest					Highest	N/A
1	2	3	4	5		

Comment

L. How does the project promote smart growth, sustainability and resiliency?

Lowest					Highest	N/A
1	2	3	4	5		

Comment

M. How energy efficient and/or environmentally sensitive is this project?

Lowest					Highest	N/A
1	2	3	4	5		

Comment

M1. Will you pursue: LEED certification Green Globes NGBS What level? _____

III. COMPLIANCE

N. Consistent with the adopted Plan of Conservation and Development (POCD).

Lowest					Highest	N/A
1	2	3	4	5		

Comment

O. Consistent with the adopted Guidelines for Community Design.

Lowest					Highest	N/A
1	2	3	4	5		

Comment

P. Comply with the established and adopted principles of Low Impact Development (LID).

Lowest					Highest	N/A
1	2	3	4	5		

Comment

Glossary of Terms for the Economic Development Project Evaluation and Discussion Guide

Civic Aspects: Those aspects of a project which have a public benefit component.

Recreational Aspects: Aspects of a project which provide or compliment either active or passive recreation use.

Town Center Charrette 2010: Town Center study which established the current form-based (zoning) code.

Weatogue Area Study: A planning study (not complete in 2015) which examines land use and potential in Weatogue from Route 185 to Powder Forest Drive.

Fairweather Marketing Study: A comprehensive marketing study of which this was Phase 1. Recommends establishment of Simsbury as a high quality development town.

Rte. 10/202 Corridor Study: DOT/CRCOG/Town Traffic corridor study which planned for the ultimate build out of Hopmeadow Street maintaining 2 lanes to the extent possible.

Historic Preservation: The desired goal of preserving the historic, built character of Simsbury whenever/wherever feasible.

Walkable: Planning or construction which facilitates pedestrian connections between and among a variety of destinations.

Open Space: A space, whether large or small, which provides the feeling to the observer of a tranquil, picturesque experience, typically with a calming effect.

Smart Growth: Development which typically contains components of social, environmental and economic benefit concurrently.

Sustainability: The potential for a development to continue to contribute to the long term viability of the community in as many of the aspects of smart growth as possible.

Resiliency: The ability for a situation or development to recover based on its degree of sustainability. A higher level of sustainability in that long term recovery is built into its design.

Energy Efficient: A development or design which has been organized so as to take into account ways to conserve energy in its long and short term operation.

Environmentally Sensitive: A development or plan which specifically considers its potential impact on the land, water and air resources of the area and the community.

LEED Certification: Leadership in Energy and Environmental Design is one of several commercial certification programs aimed at energy conservation aspects of development.

Green Globes: A commercial building certificate program aimed at high-quality energy efficient design and construction.

GBS: National Green Building Standard is a program designed for taring residential green construction.

Green Globes: A commercial building certificate program aimed at high-quality energy efficient design and construction.

GBS: National Green Building Standard is a program designed for taring residential green construction.

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

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

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

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

ADOPTED 6/22/15
Resolution Regarding the Establishment of a
Business Development Incentive Policy
(“the Policy”)

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

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

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

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

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

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

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

THE TYPES OF BUSINESSES or INDUSTRIES TARGETED BY THIS POLICY:

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

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

The Town is interested in attracting sustainable businesses which will:

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

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

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

TAX ABATEMENT SCHEDULE*

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

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

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

BUSINESS DEVELOPMENT INCENTIVE GUIDELINES:

Overview and Background:

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

The project must:

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

BUSINESS DEVELOPMENT INCENTIVE MINIMUM REQUIREMENTS:

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

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

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

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

TYPES OF ASSISTANCE AVAILABLE:

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

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

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

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

Infrastructure Rebate Program:

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

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

Application Requirements and Procedures:

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

APPLICATION PROCEDURE:

STEP 1:

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

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

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

STEP 2:

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

STEP 3:

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

STEP 4:

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

STEP 5:

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

STEP 6.

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

Appendix A

Application Minimum Requirements:

Does the application contain:

YES

NO

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

PROGRAMS GROUP NEXT STEPS

1. Economic Development Project Evaluation and Discussion

Guide/Glossary of Terms

- Re-present Guide and Glossary of Terms to the Economic Development Commission (EDC) to ensure consistent review of projects.
- Make documents available to developer prior to presenting to the EDC to make certain the transparency of expectations.
- EDC should establish the regular review of the Guide and Glossary, and update as needed.

2. The Business Incentive Policy (BIP)

- Consider appropriate mechanism and level of funding for the infrastructure fund in the 2016/2017 budget.
- Establish a regular review of the policy conducted by Business Development Committee – with continued consideration of state and national programs.
- Develop communications targeting key business publications, both in print and online, such that potential decision makers are aware of the new policy.

PROCESS GROUPS

Wayne Cobleigh, *Chair*

PROCESS GROUP GOAL

Create and sustain an efficient land use permit application process.

Land Use Process:

1. Consolidate Planning and Zoning Commissions.
2. Optimize sequencing of Board and Commission meetings.

Staffing:

3. Emphasize economic development as a priority and a primary focus of the Town of Simsbury; supplement staffing for building and planning departments; the Economic Development Commission should operate as function of chief executive of town.

Commission/Board Members:

4. Create an orientation and continuous education process for commission members.
5. Emphasize importance qualifying elected or appointed officials.
6. Include clear summary of commission member's voting records.

**Town of Simsbury Economic Development Task Force – Process Working Group Recommendations
September 8, 2015**

Members: Wayne Cobleigh, Kevin Crimmins, Bill Ethier, Louis George, Ron Jodice

Staff: Hiram Peck, Sarah Nielsen, Nancy Haase

Process Working Group Priority Action: Create and Sustain an Efficient Land Use Permit Application Process

Preface

Simsbury competes for economic development against formidable challenges from regional, statewide, national and even global alternatives. Economic development involves both the attraction of new investors into the local economy and the retention of those who already have invested in the Town. Capital flows most readily to the path of least resistance when the rewards are acceptable for the risks of investing that capital. Accordingly, some of the most important things that the Town can do to improve its effectiveness at economic development and its permitting and decision making processes involve the removal of impediments to sound investments in our Town.

The Economic Development Commission is charged, by the Town's Charter, with supporting and encouraging growth of the Town's Grand List. By statute, the adopted plans and regulations including the Town's Plan of Conservation and Development (POCD) provide documentation of the Town's vision for the types of land uses that it views as desirable. As such these adopted plans and regulations serve as a useful guide to all who have an interest in development regarding the sorts of development that might be considered appropriate and be met with support.

Economic development activity almost invariably includes projects and other plans that require review and approval by the Town's various boards and commissions, especially those focused on land use. Every opportunity to enhance those boards and commissions' reputations for efficiency, preparation and fairness is an opportunity to enhance the Town's competitiveness in economic and community development.

With those ideas as guideposts, this Process Workgroup set out to identify opportunities for improvements, adjustments and enhancements to the process of efficiently bringing forward any project or other initiative related to economic development in Simsbury. All the great branding and marketing work that's been done, from updating the web site to the messaging about what Simsbury has to offer entrepreneurs, employers and job creators, will be wasted if an applicant, i.e., an investor, experiences: A) a difficult, lengthy or confusing process, or B) staff that cannot impress them with service, or C) disrespectful or unprepared commission members who ultimately decide an applicant's future.

Through a lengthy review, evaluation and discussion process, the Group has identified three major areas of focus and a total of six (6) specific recommendations. The areas of focus are listed here, for reference, and the recommendations are presented and discussed in detail below, grouped by area of focus.

- A. Land Use Process, Structure, Sequence of Steps
- B. Staffing, and
- C. Commission Members

**Town of Simsbury Economic Development Task Force – Process Working Group Recommendations
September 8, 2015**

Process Working Group Recommendations

A. Land Use Process, Structure, Sequence of Steps:

1. **Revise the Town Charter to consolidate the Planning Commission and Zoning Commission.** Consolidation will improve the efficiency of communications, eliminate delays caused by referrals to separate commissions, enhance the depth of qualified candidates for elected positions and streamline the land use process as well as improve staff efficiency. Combining Planning & Zoning into one body will help meet investor's expectations for a simplified process with as few steps as possible.

Next Steps: Analyze information available from the Connecticut Economic Resources Center regarding which municipalities similar in population to Simsbury have combined Planning and Zoning Commissions and determine whether their results have included improving competitiveness, reducing turnover of members and any other advantages or disadvantages. Benchmark nearby municipalities of Avon, Farmington and Windsor for the impact of establishing a combined Planning and Zoning Commission. Review the Town Charter to assess a call for a Charter revision to establish responsibilities and procedures for Commissions and Boards being evaluated for consolidation.

2. **Optimize the sequencing of Board and Commission meetings to maximize efficiency of the process for applicants.** Where possible, meeting schedules should support a logical flow of the groups whose review is necessary for land use applications. An optimal sequence will avoid unnecessary delays for applicants. Included in the review: the Inland Wetlands Commission, Planning and Zoning Commissions, Economic Development Commission, Zoning Board of Appeals, Water Pollution Control Authority and Design Review Board. Evaluate the application sequence impact of the Farmington Valley Health Department and Fire District. The Design Review Board meeting at the same hearing as the Zoning Commission is a current example of streamlining in action. Pre-application Review meetings requested by applicants for a complex project is also a method to streamline the application process. Likewise, accommodating requests from applicants for joint hearings or meetings, or both, among two or more boards and commissions could make the application process more efficient for all parties involved.

Next Steps: Define optimal sequencing of Town Board and Commission meetings to support efficient movement of projects and applications through the approvals process. To the extent that the current meeting schedules may be inconsistent with that optimal flow, adjust schedules to align with the optimal sequence.

B. Staffing:

3. **Emphasize economic development as a priority and a primary focus of the Town of Simsbury:**
 - a. **Supplement the staffing for both the building department and the planning department.** These departments both report current workloads which exceed the capacity of their current staffing to handle with the desired level of efficiency. Presently, each reports that an additional part-time person would be sufficient to balance their workloads. These two new part-time roles could be consolidated into one full-

**Town of Simsbury Economic Development Task Force – Process Working Group Recommendations
September 8, 2015**

time, cross-trained staff position. This staff expansion can be expected to improve customer service to Applicants proposing business expansion projects or new economic development projects.

- b. **The Economic Development Commission should operate as a function of the chief executive officer of the Town.** The chief executive officer should be the primary contact responsible for economic development and for supporting the EDC as it facilitates the economic development process from lead generation to preparation of letters of support to applicants. Presently, the EDC operates primarily with guidance from the Town Planner. This change not only will bring the influence and authority of the chief executive officer to the important function of economic development, it also will create efficiencies for the Town Planner and enable the Town Planner to focus more on community development and planning responsibilities. In addition, it aligns a primary duty for economic development with the chief executive officer. Economic development leadership and staffing decisions will be the responsibility of the chief executive officer. The chief executive officer is also the appropriate level of staff responsibility for directing the implementation of approved Economic Development Task Force recommendations with the overall goal to achieve consistent and excellent customer service for applicants. Simsbury needs to stand out from other municipalities as a Town with excellent service by employees, boards and commissions who are well educated on the permit process and who respect the applicant's interests in efficiency and cost-effectiveness. The chief executive officer should regularly report the status and progress on any economic development initiatives to the Board of Selectmen and the public. The chief executive officer should determine how to effectively balance responsibility and accountability for business retention and economic development growth within the total responsibilities of his or her job. Administrative functions and technical matters can be delegated to the appropriate staff. The chief executive officer answering introductory calls from prospective businesses and directing these prospects as appropriate to the EDC, boards and commissions will reinforce that Simsbury welcomes responsible economic development. The chief executive officer should continue the business visitation program and inform prospective applicants of his or her position on economic development matters on the Town's web site inviting prospective applicants to call with their questions, concerns or compliments. The chief executive officer should maintain a high level of awareness of matters relevant to economic development leadership and seek opportunities to make presentations on economic development to prospective real estate developers and corporate siting professionals.

Next Steps: Plan accordingly for staffing requests in the annual budget approval process.

C. Commission Members:

4. **Create an orientation and continuous education process and access to tools and resources to enable Commissioners and Board members to be knowledgeable in their roles and responsibilities and well-prepared. In all endeavors, professions and trades, continuous learning is essential to achieving excellence and adapting to changes.** Actively oriented members will differentiate Simsbury and allow us to better compete in the 21st century as an equitable and efficient place for community development, business

**Town of Simsbury Economic Development Task Force – Process Working Group Recommendations
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retention and growth. Budgeting for reimbursement and funding of orientation and continuous education out of pocket and travel expenses by the Town for elected and appointed board and commission members will be an investment that reinforces the Town's values of educational excellence, our reputation for responsible land use. The investment in the education of appointed and elected officials also benefits the Town financially by reducing the potential for litigation for claims and losses due to negligence, errors and omissions in processing land use permit applications.

The primary areas identified for orientation include:

- a) Robert's Rules for conducting meetings, voting and recording of minutes and the role of the chairman and public participation.
- b) Freedom of Information Act Statutes.
- c) The current land use process including CGS 8-7(d) and any changes to the regulatory process.
- d) Civics with an emphasis on federal, state and local government land use regulations and how the State judicial branch of government functions in an appeal of a permit application decision.
- e) The land use applicant's responsibilities, their use of experts and their basic property rights.
- f) A general understanding of the real estate development process, including an overview of project financing, other approval timelines, the importance for the applicant of meeting the market, and how delays can cause proposals to fail.
- g) An understanding of the importance of a commissioner's civic duties, including maintaining monthly meetings throughout the year.

Orientation and continuous education can be conducted on dates when meetings are scheduled to efficiently complete the orientation (including land use commissions, Town Staff, EDC, Zoning Board of Appeals, and Water Pollution Control Authority).

Orientation and continuous education resources are available to Simsbury to invest in our Boards and Commissioners, as follows:

The State of Connecticut Office of Policy and Management Report dated January 13, 2006, "**Land Use Training and Education Available to Members of Local Land Use Agencies**" (in Accordance With Section 85 of Public Act No. 05-3) summarizes a series of ad hoc orientation opportunities available in Connecticut. Orientation resources are available from the University of Connecticut (available in 2015 free of charge and locally with technology that allows for answering test questions real time and anonymously as a class), Connecticut Bar Association, Connecticut Conference of Municipalities, Connecticut Main Street Center, Connecticut Association of Inland Wetland Commissioners, The American Planning Association, The Connecticut Economic Development Association, The International Council of Shopping Centers University and others. The Connecticut Partnership for Balanced Growth, a 501(c)(4) nonprofit, can offer orientation on the land developers' perspective when selecting property to develop and the process developers go through to develop a land use application through public hearings and implementation.

Benefits of a proactive orientation and continuous education program:

**Town of Simsbury Economic Development Task Force – Process Working Group Recommendations
September 8, 2015**

- a) Reduce costs to the Town and time invested by the Town staff, Town Attorney, Commissioners and Chairpersons, applicants and the public by having fewer and more productive hearings and meetings resulting from better prepared Commissioners.
- b) Enable Commissioners to better prepare themselves for carrying out their responsibilities at each meeting and interaction with Applicants.
- c) Reduce exposure to litigation risks to the Town due to errors or omissions in following the administrative hearing process, state law or Town regulations.
- d) Improve the applicant's and public's confidence and trust in the integrity of the land use permit process for the benefit of the community.
- e) Optimize opportunities to grow the Town's Grand List.
- f) Enhance compliance with Section 85 of Public Act No. 05-3 and a complimentary component to the state planning requirements established under Public Act No. 05-205. These Acts strive to enhance the role of Municipal Plans of Conservation and Development, and to improve the vertical integration of such plans with their regional plan and the State Plan of Conservation and Development. Further efforts to improve the statewide coordination of land use orientation programs for local land use agencies will have a commensurate positive benefit on the quality and effectiveness of municipal plans of conservation and development.
- g) Written guidance materials and videos would help prepare elected officials prior to nomination (see recommendation 5 below) through orientation or onboarding and annually thereafter during their term. The orientation would supplement the nomination's vetting process and enhance the responsibilities of political parties and Commissioners.

Next Steps: Recommend specific alternatives for orientation and continuous education programs and options for funding by the Town for program fees and travel expenses by commissioners and board members.

- 5. **Emphasize the importance of the process for qualifying elected or appointed officials.** Remind the Town's political party committees and other appointing authorities of the importance of the roles and responsibilities of land use commission members and the level of commitment, knowledge and education needed for commission members. Outline the tools and resources for orientation available to nominees from the very beginning of the "onboarding" process.
- 6. **Include a clear summary of the Commissioners' voting record as part of recording the minutes of meetings consistent with Roberts Rules of Order.** This will make the voting records of the land use commissioners fully transparent to voters. To facilitate this objective, the meeting clerk should conduct a roll call of every vote taken regarding delay, approval or denial of a permit application and include each member's roll call vote in the meeting minutes consistent with Robert's Rules of Order using an Excel form that accurately tallies attendance and the voting records. Each commission would then have a continuously updated record of each such recorded roll call vote. Thus, a complete voting record for board and commission members would be readily available for reference by any interested person. This group recommends the format attached as a simple, standard method for the recording of roll call votes by any and all Town of Simsbury boards and commissions.

**Town of Simsbury Economic Development Task Force – Process Working Group Recommendations
September 8, 2015**

Benefits of a more transparent roll call voting record:

1. Improve accountability of elected and officials to voters and those responsible for nominations or appointments of commission members for their full term of public service.
2. Simsbury gains a competitive advantage in attracting applications for responsible economic development consistent with our Town's stated vision and plans, and in compliance with applicable land use laws.
3. Clarity and transparency reinforces our brand because permit process efficiency, accountability and continuous improvement are built into our land use process.

Next Steps: Review the Robert's Rules of Order Newly Revised 10th Edition regarding roll call votes and the July 1, 2009 memorandum by Hiram Peck to Mary Glassman regarding Land Use Commission, Board and Agency Meeting Minutes. Develop a user friendly, Excel spreadsheet standard template form for use on roll call votes by all boards and commissions that addresses seated and recused commissioners and board members. Adoption of the vote recording policy, the criteria for which votes should be roll call votes and standard format for reporting roll call votes will need to be reviewed and addressed by the Board of Selectmen.

**Town of Simsbury Economic Development Task Force – Process Working Group Recommendations
September 8, 2015**

Resources Reviewed and Discussed by the Process Group

1. **An Economic Implementation & Marketing Action Study** (Fairweather Consulting and Peter Mathieu & Associates): Shift-Share Analysis on page 7 shows need for improving local competitiveness to attract positive industry mix and positive local share to overcome lack of highway access and leverage proximity to airport. Opportunities exist in niche manufacturing, Jackson lab support services, specialty retail, tourism, hospitality, recreation, and mixed use developments (page 11). This study noted Simsbury’s positive economic development asset as “capacity for expedited approvals” based on Planned Area Development of Simsbury Center Code effective April 15, 2011 (Page 21) and high quality of life in the Knowledge Corridor region. The report also noted “a model planning and approval process” as a factor for “real potential for high-end, innovation-driven development.” (page 24) The report indicated the community inherently seeks to continuously improve everything, [as examples]: regulations, Main Street.”
2. **A Guide for Processing Land Use Development Applications 2009** (25 pages), Notice of Meetings for Regular, Special and Emergency Meetings (1 page).
3. **Draft May 12, 2014 Application Flow Charts** Pages 59-63 outlining Pre-Submittal Process and Formal Submittal Process.
4. **Town of Simsbury Organizational Chart revised March 27, 2014**
5. **Economic Development Strategic Action Plan (Pages 50-105) approved by EDC on 12/4/95** with 4 initiatives including a Goal **“to develop public/private partnerships and advocate a process for continuous improvement and create a better atmosphere for economic development to take place.”** (Page 55). “It is recommended that the Board of Selectmen issue a mandate (Executive Order) to instill the continuous improvement process in the operations of the Town of Simsbury.” **Strategy 1:** Create and implement an internal “customer-service oriented” operations plan developed by Town officials and employees, that focuses on improving customer satisfaction and on providing user-friendly, **streamlined processes in support of economic development activities.**” (Page 56)
6. **Report of the Joint Committee on Economic Development, Report to the Economic Development Commission, September 2001 (Pages 5- 6) Summary of Recommendations “Training : Provision that the Town find relevant training for all volunteers serving on boards and commissions** combining presentations whenever applicable. In turn, volunteers will provide information to staff regarding perspectives on the [land use permit] approval process.
7. **Charter of the Town of Simsbury Section 610 Economic Development Commission (terms and appointment) and Section 7-136 (a) through (d) of the Connecticut General Statutes regarding Municipal Economic Development Commissions.** Simsbury has flexibility to reduce term limits to less than 5 years to attract EDC members and can **annually** appropriate for the EDC purposes a sum not exceeding one-twentieth of one percent of the last-completed grand list of taxable property.

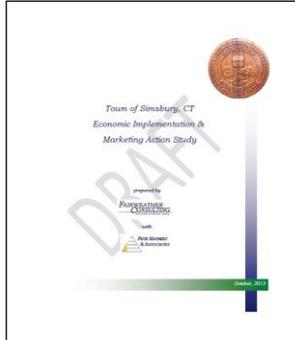
**Town of Simsbury Economic Development Task Force – Process Working Group Recommendations
September 8, 2015**

8. **Report on Land Use Training and Education Available to Members of Local Land Use Agencies by State of Connecticut Office of Policy and Management dated January 13, 2006.** This report recommends:
 - a. Support land use education through strengthening of existing efforts, rather than creating or mandating new programs or entities.
 - b. Support and strengthen the Land Use Education Partnership as the best vehicle for “basic training” of local land use officials.
 - c. Regional Planning Organizations should continue to work with their member municipalities to ensure that the Partnership training is conducted for new commission members at appropriate intervals throughout the year.

9. Robert’s Rules of Order, Newly Revised In Brief and Robert’s Rules of Order Newly Revised 10th Edition p. 405 l. 13 to p. 407 l.3. on roll call voting procedures.
10. Appendix A : Summary of Statutory Procedural Requirements pages 124-127
11. Town of Simsbury Zoning Commission Rules of Procedure Revision 5/18/2011
12. Summary of 2014 Survey by Connecticut Conference of Municipalities and State of Connecticut data of Municipalities in Connecticut with combined and separate Planning and Zoning Commissions by Commission Size, by Population, by Elected vs. Appointed Commissioners
13. Memo from Hiram Peck to Nancy Haase on Orientation activities for Board and Commission members dated August 11, 2015.

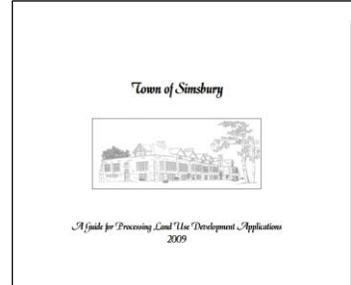
Process Group Recommendation Resource Reviewed and Discussed

1. An Economic Implementation & Marketing Action Study



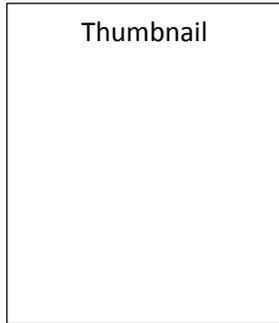
<http://www.simsbury-ct.gov/sites/simsburyct/files/file/file/simsburyeconomicimplementationmarketingactiondraft10052013.pdf>

2. A Guide for Processing Land Use Development Applications 2009



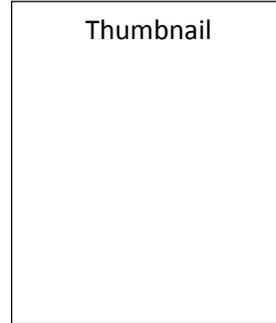
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3. Draft May 12, 2014 Application Flow Charts



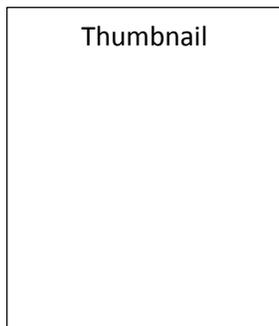
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4. Town of Simsbury Organizational Chart



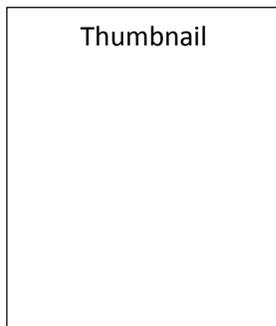
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5. Economic Development Strategic Action Plan (1995)



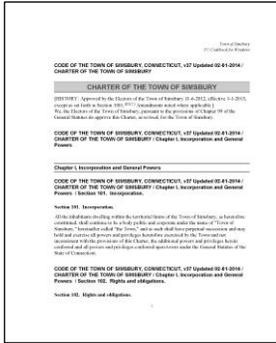
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6. Report of the Joint Committee on Economic Development (2001)



[NOT ON WEBSITE]

7. Charter of the Town of Simsbury



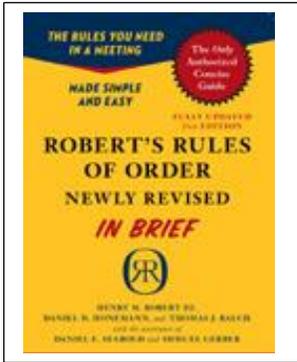
http://www.simsbury-ct.gov/sites/simsburyct/files/file/file/simsbury_town_charter.pdf

8. Report on Land Use Training and Education (2006)

Thumbnail

[NOT ON WEBSITE]

9. Robert's Rules of Order



<http://robertsrules.com/>

10. Appendix A: Summary of Statutory Procedural Requirements

Thumbnail

[NOT ON WEBSITE]

11. Town of Simsbury Zoning Commission Rules of Procedure

Thumbnail

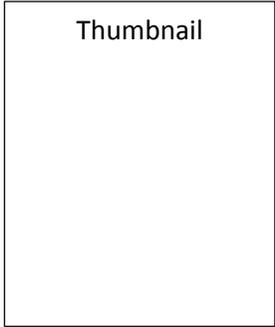
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12. Summary of CCM and State of CT Planning and Zoning Commissions

Thumbnail

[NOT ON WEBSITE]

13. Memo from on Orientation Activities



[NOT ON WEBSITE]

PROGRAMS GROUP NEXT STEPS

Land Use Process:

- Combining Planning and Zoning commissions requires charter revision. Analyze whether similar communities with combined commission have benchmarked improved competitiveness and other advantages or disadvantages.
- Define optimal sequencing of board and commission meetings; adjust meeting schedules to align with optimal sequence.

Staffing:

- Plan accordingly for staffing requests in the annual budget approval process to support the economic development function.

Commission/Board Members:

- Recommend specific alternatives orientation and continuous education programs and options for funding by the town. Outline tools and resources for orientation available to nominees from the very beginning of the “onboarding” process.
- Town should approve simple, standard method for recording roll call votes at Simsbury board and commission meetings (excel spreadsheet attached to report).

Motion	By	Second	Member One	Member Two	Member Three	Member Four	Member Five	Member Six	Member Seven	Member Eight	Member Nine	Alternate One	Alternate Two	Alternate Three
1 Approve the minutes . . .	Member Three	Member Four	aye	aye	aye	nay	abstain	absent	nay	aye		aye	present	absent
2 Deny the applicationsubmitted by the owners of property located at . . .	Member Two	Member Five	nay	aye	nay	nay	aye	nay	nay	nay		present	present	absent
3 something else	Member One	Member Seven	aye	aye	aye	aye	aye	aye	aye	aye		present	absent	present
4 something else														
5 something else														
6 something else														
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			Vote Totals		
Absent	Present	Seated	Aye	Nay	Abstain
2	1	8	5	2	1
1	2	8	2	6	0
1	2	8	8	0	0
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	Member One	Member Two	Member Three	Member Four	Member Five	Member Six	Member Seven	Member Eight	Member Nine	Alternate One	Alternate Two	Alternate Three
aye	2	3	2	1	2	1	1	2	0	1	0	0
nay	1	0	1	2	0	1	2	1	0	0	0	0
abstain	0	0	0	0	1	0	0	0	0	0	0	0
seated	3	3	3	3	3	2	3	3	0	1	0	0
present	0	0	0	0	0	0	0	0	0	2	2	1
absent	0	0	0	0	0	1	0	0	0	0	1	2

CONCLUDING RECOMMENDATION

The Economic Development Commission develop three Implementation Subcommittees – Marketing, Programs and Process – to continue to facilitate the Economic Development Task Force recommendations.

Where it is the recommendations of the Process Group that the important function of economic development be under the authority of the chief executive officer, these subcommittees will take ownership of appropriate recommendations under the supervision of the chief executive officer's office.



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

November 20, 2015

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

Re: Economic Development Commission Action on EDTF Final Report

Dear Board Members:

At its Special Meeting on Friday, November 20, 2015 the Economic Development Commission voted to accept the Final Report of the Economic Development Task Force ("EDTF") and to recommend the report to the Board of Selectmen for its acceptance.

Please do not hesitate to contact the Economic Development Commission with any questions.

Sincerely,

Kristen C. Barnett

On Behalf of the Economic Development Commission

Telephone (860) 658-3200
Facsimile (860) 658-9467

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Town of Simsbury

933 HOPMEADOW STREET

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SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:**

**Resolution Authorizing Addition of Roth Options
To Town of Simsbury 457 Plan**

2. **Date of submission:** November 19, 2015

3. **Date of Board Meeting:** November 23, 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):**

Thomas F. Cooke – Director of Administrative Services/Administrative Chair, Retirement Plan Sub-Committee – tcooke@simsbury-ct.gov

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

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

Adopt the attached resolution authorizing the amendment of the Town of Simsbury 457 Plan to allow Roth Contributions and Roth Rollover Contributions effective January 1, 2016.

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

At its Regular Meeting on September 9, 2015 the Retirement Plan Sub-Committee voted unanimously to expand the available investment options in the Town's 457 Plan to include Roth contribution and rollover contribution options. The Roth option provides, in short, a post-tax investment opportunity allowing the employee's retirement investment to

grow tax-free. Both Fiduciary Investment Advisors (the Town of Simsbury's fiduciary advisors for its retirement plans) and MassMutual concurred that the Roth investment features are complementary to the existing retirement options in the 457 Plan and that the Roth investment option appropriately expands investment opportunities for the Town of Simsbury's employees.

MassMutual has requested that the Town of Simsbury adopt a resolution confirming the addition of this option. The resolution language is attached and **must be read into the record.**

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

NA

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:

Proposed Resolution

Resolution

**Action by the Board of Selectmen ("Board")
Town of Simsbury ("Employer")**

The undersigned, Carolyn Keily ("Town Clerk"), hereby certifies that the following extract of resolutions below was taken from a duly called meeting of the Board:

Resolved, that the Board has previously approved and adopted the Town of Simsbury 457 Plan ("Plan") to provide employees of the Town with retirement benefits. The Town amends the Town of Simsbury 457 Plan ("Plan") to reflect that effective January 1, 2016 Roth Contributions and Roth Rollover Contributions will be allowed into the Plan.

Resolved, that the Board does hereby declare the intention of the Town to continue the Plan, but reserves the right to terminate or amend the Plan at any time.

Resolved, that the members of the Board are hereby jointly and severally authorized to take such actions and to execute such documents as they deem necessary or desirable in order to carry out the intent of the foregoing resolutions and required under the Plan to make the Plan fully effective in accordance with its terms and intent.

I DO HEREBY CERTIFY that I am the Town Clerk of the Town of Simsbury and the keeper of its records and seal.

I FURTHER CERTIFY that the above is a true, correct and complete extract of resolutions adopted at a duly called and held meeting of the Board, and that said resolutions are still in effect and have not been modified or revised and are not in conflict with the bylaws of the Town of Simsbury.

IN WITNESS WHEREOF, I have set my hand and the seal of the Town of Simsbury on the _____ day of _____, 2015.

SEAL

Signature

Title



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:**

Amendment of MIRA Agreement to Provide Force Majeure Coverage

2. **Date of submission:** September 11, 2015

3. **Date of Board Meeting:** September 16, 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):**

Thomas F. Cooke, Director of Administrative Services: (860) 658-3230,
tcooke@simsbury-ct.gov

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

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

Authorize the First Selectman to enter execute the First Amendment to Tier 1 Short Term Municipal Solid Waste Management Services Agreement extending Force Majeure coverage to municipalities, subject to final review and approval by Town Counsel.

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.):**

As explained in the attached letter from the Materials Innovation and Recycling Authority (MIRA) – formerly, the Connecticut Resources Recovery Authority, or CRRRA – MIRA has procured Business Interruption Insurance to protect MIRA from some of the financial impact of a Force Majeure insurable event. MIRA notes that under the current

agreement, the Town of Simsbury would bear the financial burden of incremental costs associated with the “emergency bypass of waste in an insurable Force Majeure event. . . .”

In order for the Town of Simsbury to benefit from the protection of the Business Interruption Insurance, MIRA advises that the Town would have to execute an amendment to the agreement with MIRA providing that to the extent MIRA’s insurance covers additional costs associated with the emergency bypass of waste, Simsbury will have no responsibility for such costs.

At the time of the drafting of this submission, the proposed amendment is under review by Town Counsel.

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

Potential savings at no cost to the Town.

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

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

Letter from Thomas D. Kirk, President, MIRA, dated August 31, 2015
Draft First Amendment to Tier 1 short Term Municipal Solid Waste Management Services Agreement



100 CONSTITUTION PLAZA 6TH FLOOR • HARTFORD • CONNECTICUT • 06103-1722 • TELEPHONE (860) 757-7700
FAX (860) 727-4141

August 31, 2015

The Honorable Lisa Heavner
First Selectman, Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06071-0308



Dear First Selectman Heavner:

I am writing to provide you with a proposed amendment to your town's Municipal Solid Waste Management Services Agreement (MSA) with the Materials Innovation and Recycling Authority (MIRA). The enclosed amendment addresses the responsibility for costs of alternative disposal in the unlikely scenario that the South Meadows Facility is unavailable for an extended period of time due to a Force Majeure event.

Your town's MSA with MIRA currently requires that "..., incremental costs, if any, incurred by CRRA (now MIRA)..." for the emergency bypass of waste in an insurable Force Majeure event (ex., the diversion of waste to an alternative disposal site), will be borne by the town. (See Sec 2.7 of your MSA.)

MIRA has procured Business Interruption Insurance to protect MIRA from some of the financial impact of such an interruption in our ability to dispose of waste at the South Meadows facility. However, under the current language of the MSAs, the towns, not MIRA, are responsible for diversion costs during such an interruption. Accordingly, we have created the enclosed amendment to clarify the responsibility for additional costs associated with a Force Majeure insurable event. The amendment provides that, to the extent that MIRA's insurance covers additional costs associated with the emergency bypass of waste, the municipality will have no responsibility for such costs.

MIRA's insurance premium will not increase as a result of towns adopting the amendment. Our premium anticipates the costs associated with a Force Majeure event. Of course, the town is not required to adopt the amendment; however failure to adopt it means that the incremental costs associated with an insurable Force Majeure event will remain the responsibility of the town.

We recommend that the town execute the attached amendment at it earliest opportunity. If you have any questions, please call me or any of the MIRA board members to discuss.

Thank you for your continued patronage. On behalf of all of us at MIRA, we appreciate the opportunity to meet your town's solid waste disposal, renewable energy and recycling needs.

Sincerely,

A handwritten signature in blue ink that reads "T D Kirk".

Thomas D. Kirk
President

Enclosure

**FIRST AMENDMENT TO
TIER 1 SHORT TERM MUNICIPAL SOLID WASTE
MANAGEMENT SERVICES AGREEMENT**

This First Amendment to Tier 1 Short Term Municipal Solid Waste Management Services Agreement (this "First Amendment"), is made and dated as of _____, by and between the **MATERIALS INNOVATION AND RECYCLING AUTHORITY (fka Connecticut Resources Recovery Authority)**, a body politic and corporate, constituting a public instrumentality and political subdivision of the State of Connecticut, and having a principal place of business at 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103 (the "Authority") and the Town of Simsbury in the State, a municipality and political subdivision of the State (the "Municipality"). The Authority the Municipality are sometimes hereinafter referred to individually as a "Party" and collectively as the "Parties."

Recitals

WHEREAS, the Parties entered into that certain Tier 1 Short Term Municipal Solid Waste Management Services Agreement commencing as of November 16, 2012 (the "MSA"), for the provision by the Authority of certain Solid Waste processing and disposal services for the Municipality, and the payment by the Municipality of Base Disposal Fees and certain additional fees and charges to the Authority for the provision of such services; and

WHEREAS, the Parties wish to amend the terms and conditions of the MSA as set forth below;

NOW THEREFORE, in consideration of the mutual promises and undertakings of the Parties, and for other good and valuable consideration, the receipt and sufficiency of are hereby acknowledged, the Parties agree as follows:

I. AMENDMENTS TO THE MSA

1. All references in the MSA to "CRRA" shall refer to the Authority. All capitalized terms used but not defined herein have the meanings in the MSA.
2. Section 2.7 of the MSA ("Emergency Bypass Waste"; Force Majeure") is deleted in its entirety and replaced with the following:

2.7. Emergency Bypass Waste; Force Majeure

- (a) To the extent the Authority determines that it cannot accept the Municipality's Acceptable Solid Waste at the Designated Waste Facility, the Authority shall first redirect Spot Waste, Contract Waste and other Solid Waste not covered by any Municipal Solid Waste Management Services Agreement, which in each case the Authority has the right to so redirect without penalty or incurring any cost, to an Alternate Facility. After such redirection(s), if the Authority still cannot accept the

Municipality's Acceptable Solid Waste at the Designated Waste Facility, then such Acceptable Solid Waste ("Emergency Bypass Waste") shall be disposed of pursuant to the applicable provisions of this Section 2.7. The Authority may redirect such Emergency Bypass Waste to an Alternate Facility or Alternate Facilities selected by the Authority. Prior to any such redirection of Emergency Bypass Waste, the Authority shall verify that such Alternate Facility is properly permitted and acceptable to the Authority.

- (b) With respect to Emergency Bypass Waste not caused by a Force Majeure Event, the Municipality shall pay the Authority: (i) the Base Disposal Fees; (ii) all amounts assessed pursuant to Section 3.2(b); and (iii) all other amounts payable hereunder in the normal course. Any costs not included in clauses (i), (ii) or (iii) incurred by the Authority in connection with its redirection of such Emergency Bypass Waste ("Additional Delivery Costs") shall be paid by the Authority.
- (c) With respect to Emergency Bypass Waste caused by a Force Majeure Event and subject to Sections 2.7(d), the Municipality may in its discretion and with prior written notice to the Authority, elect alternate arrangements ("Alternate Arrangements") for the disposal of the Municipality's Acceptable Solid Waste necessitated by, and for the duration of such Force Majeure Event. For all such Emergency Bypass Waste with respect to which the Municipality does not elect Alternate Arrangements, the Municipality shall pay the Authority (i) the Base Disposal Fees; (ii) all amounts assessed pursuant to Section 3.2(b); and (iii) all other amounts payable hereunder in the normal course. Subject to Section 2.7(d), any Additional Delivery Costs incurred by the Authority in connection with its redirection of such Emergency Bypass Waste shall be paid by the Authority.
- (d) The Authority obligation to pay Additional Delivery Costs with respect to certain Emergency Bypass Waste described in Section 2.7(c), is subject to the following conditions precedent: (i) the Authority has obtained insurance ("Additional Delivery Costs Insurance"), with reasonable terms and conditions, and at reasonable cost (all as determined by the Authority in its sole discretion), requiring the reimbursement of the Authority for such Additional Delivery Costs, and such Additional Delivery Costs Insurance is in effect; and (ii) the Authority has received reimbursement under such Additional Delivery Costs Insurance for such Additional Delivery Costs. The Municipality shall reimburse the Authority for any and all Additional Delivery Costs incurred by the Authority with respect to the Municipality's Emergency Bypass Waste described in Section 2.7(c), for which the Authority has not received full reimbursement under Additional Delivery Costs Insurance pursuant to this Section 2.7(d). Such payment obligation by the Municipality shall not be conditioned on a requirement that the Authority appeal or otherwise adjudicate a full or partial denial by its insurer of coverage for the subject Additional Delivery Costs in any forum and for any reason, and shall not be discharged for any reason other than full payment to the Authority of such Additional Delivery Costs by the Municipality.
- (e) If a Force Majeure Event results in the Authority's inability to accept the Municipality's Solid Waste for a continuous period of eighteen (18) months, either

Party may terminate this Agreement, upon thirty (30) days prior written notice to the other Party.

3. Section 6.4 of the MSA (“Insurance”) is deleted in its entirety and replaced with the following:

6.4. Insurance

Subject to Section 2.7(d), the Authority shall at all times maintain or cause to be maintained with responsible insurers, all such insurance as is customarily maintained with respect to facilities of like character to the Waste Facilities and as may be reasonably required and obtainable within limits and at costs deemed reasonable by the Authority, against loss or damages, use and occupancy, and public and other liability, to the extent reasonably necessary to protect the interest of the Authority and of the Participating Municipalities.

4. The following definitions are added to **Exhibit A** (“Definitions”) to the MSA, in the appropriate locations based on alphabetical order:

“Additional Delivery Costs” has the meaning set forth in Section 2.7(b).

“Additional Delivery Costs Insurance” has the meaning set forth in Section 2.7(d).

II. RATIFICATION Except as specifically amended by this First Amendment, all of the terms, covenants and provisions of the MSA are hereby ratified and confirmed in all respects, and declared to be and shall remain in full force and effect.

This First Amendment shall be deemed effective as of the date first written above (the “Effective Date”). On and after the Effective Date, all references to the “MSA” herein and therein shall mean the MSA as amended by this First Amendment.

III. Miscellaneous.

1. Entire Agreement. This First Amendment and the MSA constitute the entire agreement and understanding of the Parties with respect to the subject matter hereof and thereof, and supersedes all oral communication and prior writings (except as otherwise provided herein) with respect thereto.
2. Governing Law. This First Amendment shall be governed, construed, interpreted and enforced in accordance with its express terms, and otherwise in accordance with the substantive laws of the State of Connecticut, without reference to the principles of

conflicts of law of Connecticut or any other jurisdiction, and where applicable, the laws of the United States.

3. Incorporation. The Recitals set forth at the beginning of this First Amendment are hereby incorporated in and made a part of this First Amendment by this reference.
4. Counterparts. This First Amendment may be executed and delivered in counterparts (including by facsimile transmission), each of which will be deemed an original.
5. Further Assurances. The Parties shall execute such additional documents and do any and all such further things as may be necessary to implement and carry out the intent of this First Amendment.

[Remainder of Page Intentionally Left Blank; Signature Page Follows]

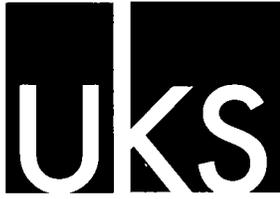
IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to be duly authorized and executed as of the date first written above.

MATERIALS INNOVATION AND RECYCLING
AUTHORITY

By _____
Thomas D. Kirk
It's President
Duly Authorized

Town of Simsbury

By: _____
Lisa Heavner
First Selectman
Duly Authorized



 MERITAS LAW FIRMS WORLDWIDE

Robert M. DeCrescenzo
(t) 860.548.2625
(f) 860.548.2680
rdcrescenzo@uks.com

November 20, 2015

Thomas Cooke
Director of Administrative Services
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Re: MIRA Agreement – Force Majeure Coverage

Dear Tom:

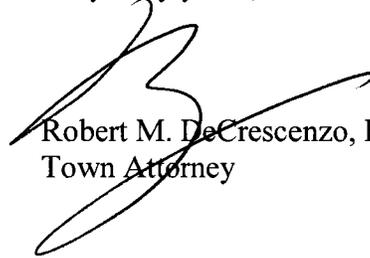
At your request, I have reviewed the proposed Materials Innovation and Recycling Authority (“MIRA”) Amendment. The Amendment has been reviewed and approved by the Central Connecticut Solid Waste Authority (“CCSWA”).

In his review of the proposed Amendment, Selectman Paine raised a number of issues regarding the intent of the Amendment by MIRA. According to CCSWA, “the effect of the proposed amendment will be to shift the incremental cost of diverting emergency bypass waste to an alternative disposal site from the municipality to MIRA after a force majeure event has occurred if MIRA has obtained insurance to cover such costs. After discussing the findings of legal counsel’s review, the Board found the proposed amendment to be generally favorable to members and did not find any major flaws in the proposal that would necessitate rejection of the amendment; though members may want to have their own counsel review the amendment”.

CCSWA staff concluded that the Amendment was generally favorable to its member towns and recommended approval. In our review, we concur with CCSWA’s conclusions.

The Amendment is approved as to legal form and, provided the Board of Selectmen are satisfied with the policy issues raised by Mr. Paine, it may be executed by the First Selectman.

Very truly yours,

A handwritten signature in black ink, appearing to be 'R. DeCrescenzo', written over a horizontal line.

Robert M. DeCrescenzo, Esq.
Town Attorney

RMDe/psm

Udike, Kelly & Spellacy, P.C.

100 Pearl Street ▪ PO Box 231277 ▪ Hartford, CT 06123 (t) 860.548.2600 (f) 860.548.2680 www.uks.com
1131262

Central Connecticut Solid Waste Authority

MEMBERS

*Avon
Bloomfield
Bolton
Canton
Cromwell
East Granby
Enfield
Farmington
Glastonbury
Granby
Hartford
Manchester
Simsbury
South Windsor
Wethersfield*

To: CCSWA Members
From: Julian Freund, CCSWA Administrator
Date: Sept. 21, 2015
Subject: Proposed Amendment to MIRA MSA

CCSWA members with current Municipal Service Agreements (MSAs) with MIRA for solid waste disposal have received letters recently from MIRA requesting that the municipality execute a proposed amendment to the MSA. The proposed amendment concerns the costs of diverting waste for disposal at an alternate facility as a result of a Force Majeure event.

Legal counsel for CCSWA reviewed the amendment and advised membership of the effects of the amendment, as well as areas of concern. The findings of their review were discussed at the Sept. 16 CCSWA Board meeting. A summary of the findings is attached.

The effect of the proposed amendment will be to shift the incremental cost of diverting emergency bypass waste to an alternative disposal site from the municipality to MIRA after a force majeure event has occurred if MIRA has obtained insurance to cover such costs. After discussing the findings of legal counsel's review, the Board found the proposed amendment to be generally favorable to members and did not find any major flaws in the proposal that would necessitate rejection of the amendment; though members may want to have their own counsel review the amendment.

Municipal Solid Waste Management Services Agreement (MSA) - Proposed Amendment to Section 2.7 Emergency Bypass Waste; Force Majeure

Primary Effect of Amendment		
Current Section 2.7	Proposed Amendment to Section 2.7	Effect of Amendment/Questions
After Force Majeure event, if redirected to Alternate Facility, municipality pays Tier 3 disposal fee, transfer station surcharge, plus the incremental costs incurred by CRRA in connection with the transportation and disposal of the waste.	After a Force Majeure event, MIRA will pay for the Additional Delivery Costs incurred in connection with its redirection of the waste if the Authority has obtained insurance that will cover such costs.	Shifts the incremental delivery and disposal cost to MIRA after a Force Majeure event, but only if insurance has been obtained and the cost is reimbursable. Absent insurance coverage for those costs, the costs remain the responsibility of the municipality.

Other Changes Needing Clarification		
Current Section 2.7	Proposed Amendment to Section 2.7	Questions
After Force Majeure event, if redirected to Alternate Facility, municipality pays Tier 3 disposal fee, transfer station surcharge and incremental costs.	After Force Majeure event, if redirected to Alternate Facility, municipality pays (i) Tier 1 Long-Term Disposal Fees, (ii) amounts assessed under Section 3.2(b), and (iii) all other amounts payable under the MSA in "the normal course."	(i) Tier 1 Long-Term Disposal Fee is same as Tier 3, (ii) Section 3.2(b) is a reference to transfer station fuel surcharge and any other charges set by the Authority through the budget process. It is not clear what is contemplated by other amounts payable "in the normal course."
Authority may redirect solid waste to Alternate Facility or municipality may, with prior notice to CRRA, elect to make Alternate Arrangements	Authority may redirect solid waste to Alternate Facility or municipality may, with prior notice to MIRA, elect to make Alternate Arrangements subject to 2.7(d)	Reference to 2.7(d) is not clear. Section 2.7(d) in proposed amendment does not appear to have any bearing on municipality's discretion in electing Alternative Arrangement
No mention of how to address long-term inability of CRRA to accept solid waste at Designated Facility	2.7(e): If force majeure event results in MIRA's inability to accept municipality's Solid Waste for a continuous period of 18 months, either party may terminate the contract (w/30 day's written notice)	Provision is not clear whether municipality must wait 18 months before option to terminate. Provision is not clear if option to terminate applies to inability of MIRA to accept waste at Designated Facility or to accept waste at any facility.

Cooke Thomas

From: Bob Decrescenzo <BDecrescenzo@uks.com>
Sent: Tuesday, September 15, 2015 4:10 PM
To: Cooke Thomas
Cc: Sandra Dawson
Subject: RE: Several questions on tomorrow's BOS agenda

This is under review by CCSWA. I will pass this on. Perhaps we hold off on this until CCSWA issues advise to its members.

From: Cooke Thomas [<mailto:tcooke@simsbury-ct.gov>]
Sent: Tuesday, September 15, 2015 4:03 PM
To: Bob Decrescenzo
Subject: FW: Several questions on tomorrow's BOS agenda

Please advise!

From: Mike Paine [<mailto:mrpaine@painesinc.com>]
Sent: Tuesday, September 15, 2015 2:35 PM
To: Cooke Thomas
Cc: Julie Paine; Ernie Tarca
Subject: Several questions on tomorrow's BOS agenda

Tom , I have some questions on tomorrows BOS agenda regarding item h.

My questions are:

Is the intent of this amendment to protect MIRA from paying compensation to the Town of Simsbury for the Town's costs in the event of an "emergency bypass of waste in an insurable Force Majeure event"?

Is the intent of this amendment to protect MIRA from paying compensation to the private registered hauler(s) for their increased costs costs in the event of an "emergency bypass of waste in an insurable Force Majeure event"?

Is the intent of this amendment to protect MIRA and not compensate the Town of Simsbury for the Town's increased costs in the event of an "emergency bypass of waste in an insurable Force Majeure event", if so how?

Would this amendment compensate the private registered hauler(s) for their increased costs in the event of an "emergency bypass of waste in an insurable Force Majeure event", if so how?

I believe these questions are one's that do need to be answered in order to fully protect the citizens and taxpayers of Simsbury.

Please feel free to call me if you should need any more details behind these questions.

Thanks you for your time and attention to this request,

Michael R. Paine, Sr.
President
Paine's Incorporated
Phone (860)844-3000
Fax (860) 844-3008



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Resignation
2. **Date of submission:** November 12, 2015
3. **Date of Board Meeting:** November 23, 2015
4. **Individual or Entity making the submission:** Philip W. Richardson, 11 Branch Brook Drive, Simsbury
5. **Action requested of the Board of Selectmen:**
The Individual or Entity making the submission requests that the Board of Selectmen: Accepts the resignation of Philip W. Richardson as a Regular Member from the Water Pollution Control Authority
6. **Summary of Submission:**
Resignation: Philip W. Richardson, Regular Member
Board: Water Pollution Control Authority
Party: Republican
Effective: November 13, 2015
Term of Office: January 2014 to January 2018
7. **Financial Impact:** None
8. **Description of documents included with submission:**
The following documents are included with this submission and attached hereto:

Letter of resignation

Philip W. Richardson
11 Branch Brook Drive
Simsbury, CT 06070

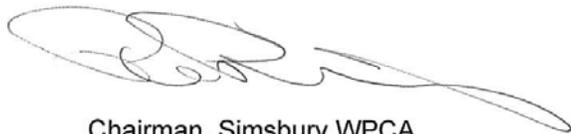
November 11, 2015

Ms. Lisa Heavner
First Selectman
Town of Simsbury, CT

Dear First Selectman Heavner,

As a follow up to my email of October 1, I hereby submit my resignation from the Simsbury WPCA to become effective with the adjournment of the November 12, 2015 meeting. It has been my distinct pleasure to serve the Town of Simsbury on the WPCA for nearly 15 years and to Chair the Authority for many of those years. As my wife and I leave Simsbury for Venice, Florida, I can assure you that I leave the WPCA in the good and capable hands of my WPCA colleagues and Town of Simsbury staff - a finer and more dedicated group of individuals does not exist.

Best Regards,



Chairman, Simsbury WPCA



CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 7:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Lisa Heavner; Board members Cheryl Cook, Philip Purciello, Michael Paine, Sean Askham and Christopher Kelly. Others in attendance included Thomas Cooke, Director of Administrative Services, Attorney Robert DeCrescenzo, Joseph Mancini, Director of Finance, Gerry Toner, Director of Culture, Parks and Recreation, and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Joan Coe, 26 Whitcomb Drive, thanked everyone who voted for her and believed in her mission. She spoke about continuing to make sure the Board continues to serve the tax payers. She also spoke about a professional town management form of government, the new Town Planner position, different lawsuits, the Chestnut Hill tax abatement issue, the marijuana issue, the homeless and other issues.

Robert Kalechman, 971 Hopmeadow Street, congratulated the Republican candidate for First Selectman who ran. He also spoke about corruption in politics, the Veterans Memorial Monument and other issues.

Chris Barnett, a member of the Economic Development Commission, said she supported the abatement of the historic portion of the Chestnut Hill project. She wants the building to maintain its historic quality. She also had some concerns about this project in making sure the Town is covered if any problems occur.

Lisa Graham, Simsbury Chamber of Commerce, said their Halloween event was the best ever, with about 1700-1800 people in attendance. They have already begun to work on next years' event, which will be held on October 29th. She also went through their upcoming activities and hoped everyone will attend.

PRESENTATIONS

- **Veterans Day Program – Wednesday, November 11th at 10:45 a.m. at Eno Memorial Hall**

Bruce Elliott, Post Commander of American Legion Post of Simsbury, spoke about the upcoming Veterans Day Ceremony. He said the American Legion and VFW have arrangements in place for

November 11th at 10:45 a.m. at Eno Memorial Hall. He said we still have the opportunity to honor those who remain among us and he invited everyone to attend the service.

Mr. Elliott said noted the VFW holiday clothing drive to benefit residents of the Veterans Home in Rocky Hill. This event will run from November 11th to December 10th. He said the VFW and Ladies Auxiliary wrap donated items as Christmas presents for these vets as well as for widows and orphans of deceased veterans. He said a complete list of needed items is available at the many drop off points and here at Town Hall.

Mr. Elliott also invited everyone to remember all veterans in December by participating in the national “Wreaths Across America Day.” Simsbury’s Abigail Phelps Chapter of the DAR is again lead organizer of this event. The event will take place on Saturday, December 12th, at noon, in front of the Center Cemetery flag at the top of Plank Hill Road.

He encouraged everyone to purchase a wreath to be placed on the grave of a Veteran. For more information, email AngieBautista@me.com. Wreaths are \$15, which includes a \$5 donation toward veteran’s causes.

Len Lanza, Simsbury Veterans Memorial Project Chairman, said there is no timetable for dedication ceremony of the memorial. He said the project is getting there. The first set of bids were rejected and they have gone back to the drawing board. The integrity of the design has remained the same. They have had several meetings to discuss the numbers and are moving forward with the project. He said he has worked with the Board of Selectmen on this project and they have always been supportive and cooperative.

Ms. Heavner and the Board thanked the members of the Committee for all their hard work on this project.

- **Annual Recycling Award**

Mary Turner, Chairman of the Recycling Committee, said the Recycling Award goes to a person or organization who has made a special effort to recycle materials. The Committee has chosen Jonas Strimaitis for his efforts in education and promoting composting best practices.

Mr. Strimaitis said he has been recycling and composting since 1974. He gave the Board a sample of his composting materials. He thanked everyone for this award.

FIRST SELECTMAN’S REPORT

Ms. Heavner thanked everyone who ran for offices as it shows residents are ready to serve.

Ms. Heavner thanked the Public Works Department for hosting a very successful household hazardous waste collection event last Saturday. This was a joint initiative with the Towns of Avon, Canton, and Granby.

Ms. Heavner said Town Offices will be closed on Wednesday, November 11th for Veterans Day. There will be a Veterans Day event at Eno Memorial Hall beginning at 10:45 a.m., which is being organized by local Veterans of Foreign Wars and American Legion chapters along with Boy Scout Troop 76.

Ms. Heavner said Simsbury Celebrates will be held on November 28th, beginning at 4 p.m. There will be a Fire Truck Parade at 7:25 p.m. and Fireworks at 8:15 p.m. For a full schedule of events, visit www.simsburycelebrates.com.

Ms. Heavner said National Wreaths Across America Day will be held on Saturday, December 12th. The Abigail Phelps Chapter of the Daughters of the American Revolution will be holding a Simsbury Cemetery Ceremony on Plank Hill Road beginning at 12 noon. There will be a reception at the Simsbury Public Library Program Room following the ceremony.

Ms. Heavner reminded everyone about the leaf pick-up schedule being on-line at www.simsbury-ct.gov or by calling the Public Works Department at 860-658-3222.

Ms. Heavner said the Town and the Simsbury Economic Development Commission is holding the first annual Community Photography Contest. Everyone was encouraged to submit their best work. Information is on www.simsbury-ct.gov under the “Get Out Your Cameras” link under Town news.

SELECTMEN ACTION

a) Approve Tax Refunds

Mr. Askham made a motion to approve tax refunds in the amount of \$12,118.92 as recommended and approved by the Tax Collector. Mr. Kelly seconded the motion. All were in favor and the motion passed.

b) Appoint James Rabbitt, AICP, as Director of Planning and Community Development

Ms. Heavner said there were a number of highly qualified applicants for this position. She said Mr. Rabbitt has 26 years of experience as a certified planner and many other qualifications.

Ms. Heavner welcomed Mr. Rabbitt and introduced him. Mr. Rabbitt said it was a pleasure to be considered by the full Board. He looks forward to working with everyone in Simsbury. He feels Simsbury is a beautiful town and everyone has been very welcoming.

Mr. Askham said Mr. Rabbitt has a lot of interesting challenges ahead of him. He looks forward to the residents getting to know him. He feels he has a great approach and will work well with everyone.

Mr. Askham made a motion to confirm the appointment of James Rabbitt as Director of Planning and Community Development. Ms. Cook seconded the motion. All were in favor and the motion passed.

c) Consider Tax Abatement Request for Chestnut Hill Associates of Simsbury, LLC

Ms. Heavner said there was additional information received this afternoon from Chestnut Hill Associates, LLC. She said the Business Development Committee met twice on this issue. They did vote unanimously to recommend the tax abatement for Chestnut Hill Associates of Simsbury, LLC, in the amount not to exceed \$300,000 over a period of 7 years for preserving the mansion.

Attorney Arnold Sholovitz said this project was spearheaded by Jackson Eno, who has since passed away, to preserve the mansion as part of his heritage. He said the reason for tax abatement is to fill a gap when dealing with historical structures that are unable to sustain themselves economically.

He explained the difference in the revised amount of \$479,348 from the original \$300,000 they asked for. He said they have received more information on preserving this historic building. He went through all of the issues and figures in their amended tax abatement. He said they need help in preserving this building. In the application process, the State grants 25% of qualified hard costs and the Federal government grants 20% of soft costs, but it has to be maintained over 5 years. Those are only tax credits not actual dollars.

Bill Crosby, Architect, said this building is a great asset to the Town. He said they will be taking down the Parish Hall and the teller building and then restoring the mansion. They will also be retaining the front lawn. They will have to deal with asbestos, electric and heating issues also. He said most of his projects do receive tax abatements. He said the paybacks will be substantial to the Town.

Dick Anthony, an investor and a cousin of Mr. Eno, said he has a lot invested in the community. He feels tax abatements are part of the mansions survival.

Attorney DeCrescenzo went the abatement process. After several questions from the Board, Attorney DeCrescenzo said he would continue to work with Chestnut Hill Associates of Simsbury, LLC. on this abatement issue.

Mr. Askham made a motion to accept the recommendation of the Business Development Committee to extend, subject to certain conditions, the tax abatement for this project as described, \$300,000 over 7 years, subject to further review of the draft contract and further subject to the ability of the development entity to come back and provide further evidence and proven concept of the need of something greater than \$300,000 and up to \$479,000, subject to the Board of Selectmen’s satisfaction if warranted. Mr. Kelly seconded the motion. All were in favor and the motion passed.

d) Approve Proposed Eagle Scout Project

Justin Bush explained his Eagle Scout project to construct and install wayfinding signage and trail re-blazing at Ethel Walker Woods Open Space.

Mr. Kelly made a motion to approve the proposed Eagle Scout Ethel Walker Woods project of Justin Bush with thanks. Mr. Askham seconded the motion. All were in favor and the motion passed.

e) Approve Creation of a Friends of Simsbury Farms 501(c)3 for Simsbury Farms Complex

Ms. Heavner said the Culture, Parks and Recreation Commission unanimously voted to recommend the creation of the Friends of Simsbury Farms 501(c) 3 organization. Attorney DeCrescenzo has reviewed and approved the documents as well.

Mr. Toner said this will streamline the process already in place.

Mr. Askham made a motion to approve the creation of the Friends of Simsbury Farms, a 501-C-3 non-profit organization intended to plan, form, coordinate, and monitor charitable donations for the benefit of the Simsbury Farms Recreation Complex with the amendment to the By-laws and Board of Selectmen approval. Ms. Cook seconded the motion. All were in favor and the motion passed.

f) Accept Donation from Peter Dumont for Video Equipment at Simsbury Farms Ice Rink

Mr. Toner said Peter Dumont approached him on this issue. He said they will find an area in the building to put the equipment and screen and this is much appreciated.

Ms. Cook made a motion to accept the donation, of a \$900.00 value, from Peter Dumont with thanks. Mr. Askham seconded the motion. All were in favor and the motion passed.

g) Approve Temporary Right of Entry and Easements for the Tariffville Water Commission of the Tariffville Fire District

Ms. Heavner said the bottom line is that Tariffville needs water and we need to help them get it.

Kevin Donohue said their water storage tank is aging. The Department of Public Health agrees that the tank needs to be replaced. The next step is to determine if the site identified for the new tank is viable. The site needs to be surveyed and a non-invasive geotechnical investigation, including boings, needs to be done. It's a very complex project.

Mr. Askham made a motion to authorize the Town to enter into a temporary right of entry agreement with the Tariffville Water Commission of the Tariffville Fire District on property owned by the Town of Simsbury to allow the Tariffville First District to complete necessary geotechnical investigations for the relocation of the Tariffville Water Supply. Ms. Cook seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to refer the proposed construction easement pursuant to section 824 of the General Statutes of the State of Connecticut Planning and Conservation Commission. Mr. Paine seconded the motion. All were in favor and the motion passed.

h) Approve Fiscal Year 2015 Transfers

a. Fiscal year 2015 General Fund Cleanup

Ms. Heavner said the Town fiscal year 2015 budget transfers covers all the expenditures that are currently in the general fund. She said on the expenditure side, the Town is coming in favorably with \$107,862. She said revenue is favorable in the amount of \$725,000. She said the Board has already approved two earlier appropriations in the amount of \$400,000 for the pension plans and \$70,000 for heart and hypertension. She thanked Joe Mancini and staff for their hard work on this.

Mr. Mancini went through the transfers with the Board.

Mr. Askham made a motion to authorize the transfers for fiscal year 2015 general fund cleanup as outlined in the presentation. Mr. Kelly seconded the motion. All were in favor and the motion passed.

a. Simsbury Farms Deficit Cleanup for Fiscal 2015

Mr. Askham made a motion to authorize a transfer of up to \$60,000 from the general fund for the Simsbury Farms deficit cleanup. Mr. Kelly seconded the motion. All were in favor and the motion passed.

b. Funding of the next revaluation

Mr. Paine made a motion to authorize the Board of Finance to transfer up to \$270,000 from the general fund in order to fund the next revaluation in its entirety. Mr. Purciello seconded the motion. All were in favor and the motion passed.

c. CNR transfer as approved during the fiscal year 2016 budget

Mr. Askham made a motion to approve the CNR transfer of \$83,550 as approved during the fiscal year 2016 budget process. Mr. Paine seconded the motion. All were in favor and the motion passed.

i) Review Recommendations as proposed by the Economic Development Task Force (EDTF) Process Group

Ms. Haase, Economic Development Task Force, went through the process of their proposal. Bill Ethier and Kevin Crimmins said there were three different groups and their single goal was to efficiently bring forward any project or other initiative related to economic development in Simsbury.

Mr. Ethier said there were three areas of focus: Land use process, structure, sequence of steps; staffing; and commission members.

He said their recommendations include a revision to the Charter to consolidate the Planning Commission and Zoning Commission. They feel this will improve the efficiency of communications, eliminate delays, streamline the land use process, and improve staff efficiency.

Mr. Ethier said they are recommending supplemental staffing for both the building department and the planning departments. They feel these two part-time roles could be consolidated into on full time, cross-trained staff.

Mr. Ethier said the Task Force is also recommending creating an orientation and continuous education process and access to tools and resources to enable Commissioners and Board members to be knowledgeable in roles and responsibilities.

After some discussion, Ms. Haase said this team has completed their work. Ms. Heavner thanked the Task Force for all their hard work and suggestions.

No motion was needed for this agenda item.

j) Accept the Performing Arts Center 2015 Administrative Fee of \$10,000 per the Facility Operating Agreement

Dave Ryan passed out a power-point presentation to the Board, which he explained. Ms. Heavner accepted a check for \$10,000 for the 2015 Administrative Fee per the Facility Operating Agreement.

Mr. Ryan said they will finalize the requests to replace the Cushman, place an office at the screening and to extend the contract to end 12/31/16. They are also still working on a roof project.

Ms. Heavner thanked all the volunteers who help with the Performing Arts Center.

No motion was made on this agenda item.

OTHER BUSINESS

a) Update on Senior Community Center Project

Ms. Heavner said she met with Mr. Mancini and bond counsel to get some recommendations on bonding this project. The recommendations should be ready in a few weeks.

APPOINTMENTS AND RESIGNATIONS

a) Acknowledge the resignation of Barbara Petijean (R) as a regular member of the Board of Ethics effective October 21, 2015

Mr. Askham made a motion to acknowledge the resignation of Barbara Petijean as a regular member of the Board of Ethics effective October 21, 2015 with thanks. Mr. Kelly seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to amend the agenda to accept the resignation of Mary Lou Patrino from the Aging and Disability Commission. Mr. Purciello seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to acknowledge the resignation of Mary Lou Patrino as an alternate member of the Aging and Disability Commission, effective immediately with thanks. Mr. Purciello seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

- a) **Regular Meeting of October 14, 2015** – no action was taken and therefore, the minutes were adopted.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

ADJOURN TO EXECUTIVE SESSION

- a) **Per General Statutes section 1-200(6)(B) pending litigation: Town of Simsbury v. Corrine Nevers, et al**

Mr. Askham made a motion to adjourn to executive session per General Statutes section 1-200(6)(B) pending litigation: Town of Simsbury v. Corrine Nevers, et al at 10:05 p.m. Ms. Cook seconded the motion. All were in favor and the motion passed.

At 10:18 p.m. Mr. Askham and Mr. Purciello recused themselves from consideration of the matter and left the meeting.

ADJOURN FROM EXECUTIVE SESSION

Ms. Cook made a motion to adjourn from Executive Session at 10:27 p.m. Mr. Kelly seconded the motion. All were in favor and the motion passed.

ADJOURN

Ms. Cook made a motion to adjourn the meeting at 10:27 p.m. Mr. Kelly seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk