



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

AMENDED

SIMSBURY BOARD OF SELECTMEN

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

Special Meeting – July 23, 2015 – 7:15 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATIONS

FIRST SELECTMAN'S REPORT

SELECTMEN ACTION

- a) Approve Tax Refunds
- b) Approve Public Gathering Application Events
- c) Potential Action on Declaration of Easements, Covenants and Restrictions for Powder Forest Business Park
- d) Approve Federal Emergency Management Agency (FEMA) Flood Mitigation Assistance (FMA) Grant Application for Demolition of existing structure at 1 Old Bridge Road

OTHER BUSINESS

- a) Update on Senior Community Center Project

APPOINTMENTS AND RESIGNATIONS

- a) Appoint Jeffrey E. Tindall (D) as a regular member of the Board of Education with an expiration date of December 7, 2015
- b) Appoint Charter Revision Sub-Committee

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

LHeavner@simsbury-ct.gov
www.simsbury-ct.gov
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8:30 - 7:00 Monday
8:30 - 4:30 Tuesday through Thursday
8:30 - 1:00 Friday

- c) Appoint Board of Ethics Sub-Committee
- d) Accept the resignation of Nancy M. Haase (R) as a regular member of the Board of Selectmen effective July 24, 2015
- e) Appoint Nancy M. Haase (R) as a regular member of the Economic Development Task Force with an expiration date of December 7, 2015

REVIEW OF MINUTES

- a) Special Meeting of June 22, 2015
- b) Regular Meeting of June 22, 2015
- c) Special Meeting of June 29, 2015

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- 1. Personnel:
 - a) Approval of WPCA Engineering Inspector Job Description
- 2. Finance
- 3. Welfare
- 4. Public Safety
- 5. Board of Education

ADJOURN TO EXECUTIVE SESSION

- a) Hop760, LLC v. Town of Simsbury
- b) Darlar, LLC v. Town of Simsbury

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/sites/simsburyct/files/agenda/agenda-file/07.23.15_board_of_selectmen_packet.pdf

or by scanning the QR code below.





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SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Tax Refunds
2. **Date of submission:** 07-20-2015
3. **Date of Board Meeting:** 07-23-2015
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 **\$ 16,112.54**

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 2010					
MacDonald Kimberly M	10-04-81658	\$99.48			\$99.48
Total 2012		\$99.48	\$0.00	\$0.00	\$99.48
List 2012					
Finkel Richard	12-01-2446	\$1,920.07	\$62.82		\$1,982.89
Total 2012		\$1,920.07	\$62.82	\$0.00	\$1,982.89
List 2013					
Finkel Richard	13-01-2477	\$1,912.35	\$61.27		\$1,973.62
Alesio Robert J	13-03-50181	\$109.19	\$3.50		\$112.69
Donohue Stephen R	13-03-54730	\$65.82	\$2.11		\$67.93
EAN Holdings LLC	13-03-55087	\$178.53	\$5.72		\$184.25
EAN Holdings LLC	13-03-55090	\$89.13	\$2.86		\$91.99
EAN Holdings LLC	13-03-55097	\$49.21	\$1.57		\$50.78
EAN Holdings LLC	13-03-55100	\$60.06	\$1.93		\$61.99
EAN Holdings LLC	13-03-55106	\$79.78	\$2.55		\$82.33
EAN Holdings LLC	13-03-55109	\$108.97	\$3.49		\$112.46
EAN Holdings LLC	13-03-55110	\$43.50	\$1.39		\$44.89
EAN Holdings LLC	13-03-55118	\$45.76	\$1.47		\$47.23
EAN Holdings LLC	13-03-55122	\$37.99	\$1.22		\$39.21
EAN Holdings LLC	13-03-55123	\$72.09	\$2.31		\$74.40
Indino Nicholas M	13-03-58702	\$115.88	\$3.71		\$119.59
Khan Masood	13-03-59587	\$12.22			\$12.22
Lambert Wayne D	13-03-60166	\$55.38	\$1.78		\$57.16
Taft Clifford	13-03-68118	\$118.85	\$3.81		\$122.66
Tobin John F	13-03-68406	\$108.26	\$3.47		\$111.73
VW Credit Leasing Ltd	13-03-69348	\$362.86	\$11.63		\$374.49
VW Credit Leasing Ltd	13-03-69408	\$467.60	\$14.98		\$482.58
Welsh Michael J	13-03-69722	\$135.19	\$4.33		\$139.52
Dion Gregory K	13-04-80787	\$243.27	\$7.79		\$251.06
Dion Gregory K	13-04-80788	\$327.57	\$10.50		\$338.07
Winnick Jeffery S	13-04-83393	\$152.50	\$4.88		\$157.38
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total 2013		\$4,951.96	\$158.27	\$0.00	\$5,110.23
List 2014					
Hutton Peggy S	14-01-3710	\$152.47			\$152.47
Tuller Oliver H Jr	14-01-8183	\$10.06			\$10.06
Ironshore Holdings	14-02-40399	\$5,119.60			\$5,119.60
New Eng. Greetings/Gifts	14-02-40552	\$7.92			\$7.92
Baten Eugene C	14-03-51055	\$299.59			\$299.59
Cathles Dorothy B	14-03-52760	\$16.60			\$16.60
Chamberland Michael R	14-03-52854	\$164.32			\$164.32
Chamberland Michael R	14-03-52856	\$70.79			\$70.79

Clark Stephen S	14-03-53143	\$401.46	\$12.87		\$414.33
Clark Stephen S	14-03-53144	\$55.39	\$1.77		\$57.16
Clark Stephen S	14-03-53162	\$128.25	\$4.11		\$132.36
Trudell/Cooney, M	14-03-53535	\$159.83			\$159.83
Devanna Louise R	14-03-54482	\$57.83	\$1.85		\$59.68
Drake Kimberley	14-03-54845	\$9.00			\$9.00
Gowdy Randall A Jr	14-03-56928	\$795.11	\$25.49		\$820.60
Griffin Barbara M	14-03-57118	\$50.15	\$1.61		\$51.76
Denhof/Hannah A	14-03-57457	\$129.18	\$4.14		\$133.32
Lacourciere Nicole D	14-03-60043	\$50.00			\$50.00
Linehan Timothy J	14-03-60741	\$85.35			\$85.35
Marks Evan R	14-03-61441	\$25.05	\$0.80		\$25.85
McAllister Arthur F	14-03-61715	\$65.70	\$2.11		\$67.81
McGarr James	14-03-61860	\$63.68			\$63.68
McKeown Natalie B	14-03-61967	\$256.35			\$256.35
Miller Howard D	14-03-62363	\$12.88	\$0.42		\$13.30
Milner Benjamin C	14-03-62426	\$68.88			\$68.88
Moore Arthur S	14-03-62615	\$35.04	\$1.12		\$36.16
Olivieri Kelle A	14-03-63684	\$92.52			\$92.52
Reese/Cotton	14-03-65203	\$71.25			\$71.25
Rogers Bruce A	14-03-65636	\$108.98			\$108.98
Schuster Rollin G Jr	14-03-66488	\$427.88	\$13.72		\$441.60
Sharp Mary J	14-03-66748	\$78.83			\$78.83
Vogt Roger	14-03-69265	\$59.32	\$1.90		\$61.22
Woessner Scott B	14-03-70131	\$11.77	\$0.38		\$12.15
					\$0.00
Total 2014		\$9,141.03	\$72.29	\$0.00	\$9,213.32
TOTAL 2010		\$99.48	\$0.00	\$0.00	\$99.48
TOTAL 2012		\$1,920.07	\$62.82	\$0.00	\$1,982.89
TOTAL 2013		\$4,951.96	\$158.27	\$0.00	\$5,110.23
TOTAL 2014		\$9,141.03	\$72.29	\$0.00	\$9,213.32
					\$16,306.44
TOTAL ALL YEARS		\$16,112.54	\$293.38	\$0.00	\$16,405.92



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SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Public Gathering Permits – Recommendation for Approval
2. **Date of submission:** July 7, 2015
3. **Date of Board Meeting:** July 13, 2015
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

Gerard G. Toner, Director of Culture, Parks and Recreation

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

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

Approve the Public Gathering Applications for the September 20 Simsbury Fly-In and October 4 Shred Kids Cancer Rock the Run 5K.

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

The Fly-In is an annual event and the 5K run is a first time fundraising event that will utilize the Simsbury Meadows and Farmington Valley Greenway. There will be no road closures required. Both events have applications pending with the Farmington Valley Health District and BOS approval should be contingent on the Health District approvals.

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

N.A.

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

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

Event summaries.

Proposed plan for Shred Kids' Cancer's Rock The Run 5K

Date: Sunday, October 4, 2015

Location: Simsbury Meadows

Course:

Out and Back along the Rails to Trails Bike course starting on Simsbury Meadows field near Iron Horse Boulevard. Participants start on the field and turn right onto parking driveway and right onto bike trail. Course stays on bike path until right before Tariffville Road. Participants turn around and come back on the same route.

Permits for Signage will be obtained. We would like to have banner over Iron Horse or Hopmeadow street.

Volunteers will direct participants at:

- Near start line field exit onto parking lot
- Right turn onto bike path
- One mile marker water station off bike path
- Turn around at 1.55 miles just before Tariffville road
- Volunteers will be at
 - First Aid tent
 - Registration
 - Tshirt/Goody Bag table
 - Participant water and food tables
 - Volunteer will sweep the course by walking after the last participant and will notify each volunteer on course that they are the last person on the course.

Estimated participants: 200

- One porta potty for every hundred people
- Handwashing stations near porta potties
- First Aid Tent near start/finish line manned by nurse or first responder – volunteers along course will have phone numbers of first aid tent and notify if runner needs emergency help along course
- Water Station at 1 mile marker providing water to runners on the way to the turn around and again on the way back to finish line
- Water and food for participants offered the end of the race for participants. Food menu to include Bagels and bananas.
- Garbage receptacles provided
- Vendors to offer food (pending our request and Farmington Valley Health District approval)

- Timing will be done by chip timing on bibs provided by RAT Timing – they will have a generator for power supply
- Use the power in the small band shell for PA system and band
- A four person Jazz band combo will be performing
- Vendors in tents will not require power
- Vendors will use 10 x 10 tents

Timeline:

Saturday October 3 Porta Potties and hand washing stations dropped off in PAC parking lot

Sunday

7:00 Race Director/Timing Company arrive for set up

7:30 Volunteers arrive /Vendors arrive

7:00 Registration Opens

8:30 Volunteer Parking/Vendor Parking area is closed to ensure no cars will be moving near runners at start of race

8:45 PA Annoucements/Band starts

9:00 Race Starts

9:30 First Runners finish 5K

10:00 Kids Fun Run (around the soccer field)

10:30 Awards announced in each age group

11:00 Event Clean Up

30th Annual Simsbury Fly-In and Car Show

This information is submitted as part of an application for a Public Gathering Permit.

The Simsbury Fly-In and Car Show is scheduled to be held Sept 20, 2015, with set-up on Sept 19, and tear-down completed by Sept. 21. The hours of operation on Sept 20 will be 8 AM to 3 PM.

This event is a display of an estimated 650 airplanes and automobiles. In addition, the event features displays by vendors, including new cars, airplanes, and businesses exhibiting their products and services. Breakfast and lunch will be served. We will provide seminars on aviation topics. Several flying demonstrations will be held, none of which involve aerobatics or stunt flying.

The event is coordinated by the Simsbury Flying Club, with assistance by the Simsbury Chapter of the Experimental Aircraft Association, and the Porter and Chester Institute.

Our landlord is Airport Realty Associates. Our lease gives us the right to use the airport for aviation-related activities such as this event.

Our liability insurance provides \$3 Million coverage for this event. Attached to this application is our insurance certificate.

We have arranged for professional ambulance and emergency services to be on-site.

We have arranged with the Simsbury and East Granby Police Departments for traffic and security. Procedures will be the same as in the 2014 event.

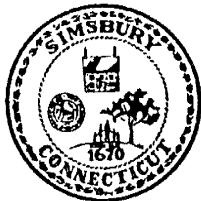
The Federal Aviation Administration establishes rules for the flying aspects of this event, and also attends to monitor compliance.

Respectfully,



W.D. Thomas
Simsbury Flying Club
860-693-4550
wdthomas421@gmail.com

Mailing address: 9 Pine Acres Dr., Canton, CT 06019



Town of Simsbury

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SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Federal Emergency Management Agency (FEMA) Flood Mitigation Assistance (FMA) Grant Application for demolition of existing structure at 1 Old Bridge Road
2. **Date of submission:** July 21, 2015
3. **Date of Board Meeting:** July 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):
Jerome F. Shea, Town Engineer
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 submission of a grant application for the demolition of the existing structure on town owned property located at 1 Old Bridge Road.
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.):

A current solicitation for funding under the Federal Emergency Management Agency (FEMA) Flood Mitigation Assistance (FMA) program requires grant application to be submitted by August 5, 2015. The funding under the program provides funds to eligible sub-applicants (i.e. Town of Simsbury) for projects to reduce or eliminate risk of flood damage to buildings that are insured under the National Flood Insurance Program (NFIP).

The program will fund up to 75% of the cost of demolition activities that will reduce the likelihood of flooding and remove structures that have a history of repetitive loss due to flooding. The anticipated cost of the project is estimated to be \$40,000.

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

A funding appropriation of \$50,000 for ancillary costs to cover post-closing costs associated with the 1Old Bridge purchase was previously authorized by the Board of Selectman. These funds will provide the local matching funds required for the grant.

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:

Memo Dated July 20, 2015 from Jerome F. Shea to the Board of Selectman



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Jerome F. Shea - Town Engineer

MEMORANDUM

To: Board of Selectmen

From: Jerome F. Shea, Town Engineer *JFS*

Subject: Federal Emergency Management Agency (FEMA) Flood Mitigation Assistance (FMA)
Grant Application for demolition of the existing structure at 1 Old Bridge Road

Date: July 20, 2015

The Town of Simsbury was recently notified of a grant opportunity under the Flood Mitigation Assistance Program that requires submission of a grant application by August 5, 2015.

The 1 Old Bridge property was acquired by the Town of Simsbury in November of 2014. Since that time, the future use of the property has been under study by the Open Space Committee and through and extensive public outreach program by Town staff. The recommendation of the Open Space Committee to the Board of Selectman on the future use of this property is anticipated in the very near future. It is my understanding that it is possible that the demolition of the existing structure may be required. This demolition activity could be partially funded under this grant program.

Although the recommendation of the Open Space Committee to the Board of Selectman has not yet been completed, I believe it is prudent to take advantage of this grant opportunity. If the future use of the property does not require the demolition of the structure, the Board of Selectman can decide not to accept the FEMA grant if we are successful in obtaining approval for the grant.

It is unknown if there will be a future grant opportunity under the program, so I would recommend that staff be authorized to submit an application under this program.

The general scope of the funding request will include the characterization and removal of hazardous building materials, demolition of the existing residence on the property and the restoration of the disturbed areas resulting for the demolition activities. It estimated that the total cost of the project would be \$40,000.

I would be happy to provide any additional information if requested.

cc: Tom Cooke, Director of Administrative Services
Tom Roy, P.E., Director of Public Works
Joe Mancini, Director of Finance
Gerald Toner, Director of Culture, Parks, and Recreation

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

[jshea@simsbury-ct.gov](mailto:j Shea@simsbury-ct.gov)
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BOARD OF SELECTMEN MEETING **AGENDA SUBMISSION FORM**

1. **Title of Submission:** Democratic Party Nominations
2. **Date of Submission:** June 18, 2015
3. **Date of Board Meeting:** July 13, 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):**
Simsbury Democratic Town Committee, Alan Needham Chair Nominations Cmte. 2 Basswood Lane, Weatogue CT 06089. Cell 860-670-0723. aneedham2@comcast.net
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:

Respectfully request the approval of the following individual to the position indicated:

Jefferey Tindall (D), 312 Firetown Rd, Simsbury CT 06070, to complete the term of Michael Wade on the Board of Education ending 12/7/2015

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.):

Simsbury Democratic Town Committee requests approval of the above names individuals to the offices and terms indicated

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

None known

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

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

None



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Charter Revision Commission Appointments
2. **Date of submission:** July 21, 2015
3. **Date of Board Meeting:** July 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 – tcooke@simsbury-ct.gov
(860) 658-3230

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:

Appoint at least five (5) members of the nine (9) member Charter Revision Commission.

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 last meeting the Board of Selectmen approved a charge to a Charter Revision Commission; agreed to a nine-member commission with four Republicans, four Democrats and one Independent; established a subcommittee to identify and recommend an Independent member for the Commission; and set a timeline for the Charter Revision Commission to meet, conduct the necessary hearings and submit its recommendations to the Town Clerk.

At least five (5) members of the Charter Revision Commission must be appointed at this meeting so that the Commission can move forward.

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

None

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

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

None



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SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Appointment of Unaffiliated Positions for Board of Ethics
2. **Date of submission:** July 21, 2015
3. **Date of Board Meeting:** July 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 – 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:

Appoint a sub-committee to review candidates interested in the unaffiliated positions on the Board of Ethics and recommend candidates for appointment by the Board of Selectmen.

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.):

Earlier this year the First Selectman's Office was informed that the Board of Ethics needed to appoint an unaffiliated member to fill a vacancy on the Board. We were subsequently informed that an additional unaffiliated vacancy is expected to occur in December.

An advertisement for the open position was posted earlier this year and responses to the advertisement were forwarded to the Acting Chair of the Board of Ethics. The Board has asked the Board of Selectmen to review the responses and move forward with appointments.

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

None

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

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

Responses from residents interested in serving on the Board of Ethics
Correspondence from the Acting Chair of the Board of Ethics

Cooke Thomas

From: David Moore <dmoore@a1conflictresolver.com>
Sent: Wednesday, June 17, 2015 4:26 PM
To: Cooke Thomas; Martin JoAnn; Heavner Lisa
Cc: 'baptjn@gmail.com'; Kevin crimmins (Kevin.crimmins@comcast.net); P Maier; trechen@mccarter.com
Subject: Unaffiliated Position(s) on Board of Ethics.

Dear Mr. Cooke:

Thank you for forwarding to me the e-mails of those interested in filling the unaffiliated seat vacancy of the Town of Simsbury Board of Ethics. While I appreciate the invitation to comment on the same, both the Board and I believe that such would be inappropriate. Based upon Board Member Maier's recollection of her start with the Board, a member of the Board of Selectmen interviewed her, and the Board of Selectmen thereafter voted to place her on the Board of Ethics. The Board of Ethics collectively believe that this would be the appropriate action to be taken with regard to the current vacancy, without the Board's comment (or any member of the Board, like myself). That having been said, Board Member Maier, at our meeting this last Monday night, noted that her term is up in December, and that she is not going to ask to be re-appointed. Perhaps the Board of Selectmen can therefore interview for two positions, one immediate partial term and the other for a full term, starting in January? The Board has an interest in filling the vacancy, as it is holding off on revising rules until it is fully constituted. Thank you again for your consideration and help in these matters!

David M. Moore

David M. Moore

David M. Moore, Esq.
Acting Chair/Vice Chair
Town of Simsbury Board of Ethics

Andrew Green



[Street Address] • [City], [State] [Postal Code] • Phone: [Your Phone] • Fax: [Your Fax]
E-Mail: [Your E-Mail] Web: [Web Address]

April 9, 2015

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

Dear Mr. Cooke:

I am writing you today to officially be considered for the vacant “unaffiliated voter” Board of Ethics Committee position.

My name is Andrew T Green and I reside at 11 Bob White Way. I have lived at this residence since 2010 with my wife Staci Green. We have a 15-month old daughter, Ashlyn. I am a Producer at ESPN (SEC Network) and have worked at ESPN from 2001-2012 and again full-time since August of 2014.

I am a Penn State University graduate and I grew up in Rochester, NY where I attended McQuaid Jesuit High School. It's at McQuaid Jesuit that I gained a valuable sense of community service. I took those lessons with me to college and although I majored in Communications, I minored in Sociology.

I understand the values of ethics and the importance of setting these standards in guiding our government officials and town employees in their public responsibilities. I would like to be a part of this committee and be more involved in the Town of Simsbury and help keep this town a great place to raise a family.

Sincerely,

Andrew T. Green

Andrew.t.green@att.net

860-919-6998

Cooke Thomas

From: Holly Henderson <h.c.henderson@comcast.net>
Sent: Thursday, April 23, 2015 1:20 PM
To: 'David Moore'
Cc: Cooke Thomas
Subject: Simsbury Board of Ethics

Good afternoon David,

I would like to express my interest in serving on the Simsbury Board of Ethics. I was introduced to the idea by my daughter, Alexandra Rice, who is currently serving on the Recycling committee.

Raised in Simsbury, I have a deep appreciation for the community. Upon graduating from Simsbury High School, I attended Keene State College in New Hampshire where I earned a B.S. in Education. After a few years, I moved away from teaching and into public and private enterprises before settling into a career in IT Quality Management with a focus on process improvement.

In the early 1990s I returned to Connecticut and while in Simsbury served as an EMT in the Volunteer Ambulance Association. Twelve years ago I decided to return to my hometown again, enabling my daughter to attend school here and allowing me to assist and support my elderly mother.

At this time, I would like the opportunity to volunteer my time on a town board or committee. As an independent (unaffiliated) voter my entire life, I have always tried to remain balanced and open-minded to the views of others, voting my conscience at each opportunity.

Consideration for an appointment to the Board of Ethics would be appreciated.
If you have any questions, please feel free to contact me.

Regards,
Holly Henderson

90 Laurel Lane
Simsbury, CT
(Mobile) 860-490-4560

Richard I. Jones
248 Old Farms Rd.
Simsbury, CT 06070
(860) 413-2153
nokidshome@comcast.net

April 16, 2015

Mr. Thomas F. Cooke
Director of Administrative Services
933 Hopmeadow St.
Simsbury, CT 06070

Re: Board of Ethics – Unaffiliated Voter Vacancy

Dear Mr. Cooke,

I am writing to express my interest in filling the vacancy for an unaffiliated voter on Simsbury's Board of Ethics.

I am a recently retired (March, 2013) business executive after a 37 year career with the Federal Reserve Bank of NY (1975-1976), PepsiCo, Inc. (1976-1990) and The Rockefeller Group in NY City (1990-2013). My wife and I moved to Simsbury in March 2014 after 36 years in Brookfield, CT.

During my career, I spent much time in various roles which required strict adherence to the highest level of business and personal ethics. These included mergers and acquisitions, divestitures, joint ventures, various financial strategies including public company share repurchases, development/negotiation of performance agreements for franchisees, and development and administration of an employee loan program as part of my Company's first real estate investment management fund.

Most recently as head of Rockefeller Group's Business Analysis Department, I was responsible for the completion of the Company's Annual Business Plan and Long-Range Forecast. As such, I was privy to much confidential and sensitive business information such as individual compensation and business strategies, in addition to many of the activities listed above.

Throughout, I have been subject to insider trading rules, FINRA regulations, general common sense rules with regard to sensitive and confidential information, and guidelines for general business conduct with fellow employees, third party consultants and various suppliers and vendors. I believe this experience makes me well qualified to understand the various issues that could come before the Board of Ethics and to render fair and impartial opinions on these matters. Thank you for your consideration and I look forward further discussing this opportunity.

Sincerely,

Richard I. Jones

March 27, 2015

Thomas F. Cooke
Director of Administrative Services
Town of Simsbury
933 Hopmeadow St.
Simsbury, Ct. 06070

Re: Board of Ethics non- affiliated board position

Dear Mr. Cooke,

I am responding to the recent announcement regarding an open position for a non-affiliated voter for the Board of Ethics. I am currently an unaffiliated voter in Simsbury where I have resided for the past twelve and a half years with my husband and son. This would provide a nice opportunity for me to become involved in town governance, something I have been interested in doing for some time.

I was recently approached by members of the Democratic Town Committee to fill the vacancy on the Board of Education, a position I reluctantly declined due to family, work and volunteer commitments. I expressed an interest, at that meeting, to get more involved in town government and stated that I thought a board position might be a more appropriate way for me to begin my involvement with the town. This would give me an opportunity to learn more about the various boards, elected and non-elected, meet residents to understand their concerns and begin my education of the inner workings of town government.

I have worked for the Department of Mental Health and Addiction Services (DMHAS) for close to 27 years. I began my career as a clinical case manager for people with severe and persistent mental illness and currently work in the Division of Forensic Services where I oversee several criminal justice programs for our DMHAS population. This includes a liaison role to the Department of Correction as well as the Psychiatric Security Review Board, who oversees insanity acquittees across our state. In my job, I am constantly faced with ethical issues as it pertains to confidentiality, boundaries with various criminal justice entities, managing high profile cases with the press as well as the ethics of awarding contracts to agencies through an RFP (Request for Proposals) process.

Another area of ethics that pertains to my professional career is with the Department of Public Health. In that volunteer capacity, I review cases to determine if there was an ethics violation against a License Professional Counselors (LPC) and suggest steps to address any issues. In doing that, I am responsible for reviewing the ethical standards of our professional practice to ensure they acted ethically within the scope of our profession.

I hold a master's degree in counseling and a license as a professional counselor (LPC) with the state of Connecticut. I also hold a national board certification as a National Forensic Counselor. I believe my years of public service to the state and the work that I do regarding ethics uniquely qualifies me for this position. I look forward to hearing from you.

Sincerely,

A handwritten signature in cursive script that reads "Erin Leavitt-Smith".

Erin Leavitt-Smith
7 Wintergreen Lane
West Simsbury, Ct 06092

Laura L. Nelson

109 Hedgehog Lane • West Simsbury, Connecticut 06092 • Phone: 860-490-5161 • E-Mail: LauraLNelson@comcast.net

Executive Profile

Accomplished Healthcare executive with 25+ years experience managing nursing homes. Proven reputation in building and maintaining high occupancy, strong physician referral relationships, recruiting and retaining talented people teams, and maintaining the highest levels of service quality.

Professional Experience

Direct Health Management LLC, Simsbury, CT *Consultant* Present

Currently providing management consulting to the senior care industry.

Avon Health Center, Avon, CT *Administrator* (1995-2013)

Served as the Executive Administrator of a 120-bed skilled nursing and rehabilitation center. Led 200 employees (14 direct reports) in the provision of quality care for long-term, hospice and rehabilitative care patients. Managed all legal, financial, business and regulatory compliance matters, in addition to overseeing all employee administration in a culturally diverse environment.

- Consistently exceeded revenue and cash flow goals on a \$12M annual budget (exceeded profit goal by 100% in 2013).
- Achieved Medicare Five-Star rating for excellence in regulatory compliance, exemplary staffing and superior clinical outcomes.
- Delivered outstanding employee turnover rate (average of 7% over 18-yrs); no agency/pool use for the past 16 years.
- Maintained Accounts Receivable Days (25-42 days) by implementing integrated electronic financial and medical records systems.
- Through vendor selections process, identified and directed entire implementation of electronic records including financial and clinical components.

University of Connecticut School of Business, Long Term Care Administrator Program Preceptor (2013)

- Mentored and on-boarded Administrator's in Training by teaching the key elements of Long Term Care management.

Apple Health Care, Avon, CT Regional Vice-President/Administrator (1989-1995)

- Directed 4 skilled nursing facilities with a total of 220 beds and over \$7M in annual revenue, 200 employees. On boarded, mentored and led 4 administrators over 6 years tenure.
- Promoted to Regional Vice President after 3 years as administrator.

- Acquired & integrated 60-bed SNF facility; performed facility assessment; implemented corporate SOPs, oversaw capital improvements and stabilized staff.
- Core member of three active corporate committees: Risk Management, Corporate Scholarship Committee and New Vendor Committee.
- Conducted feasibility study for development of Ambulatory surgery centers in CT

Awards & Achievements

- 2013 Medicare Five-Star Rating
- 2012 Leadership Award Winner, American College of Health Care Administrators
- 2011 Bronze Award Winner, American Health Care Association
- Top 10% rating for “My Innerview”, staff and patient satisfaction survey results

Education

- University of Hartford, Barney School of Business, West Hartford, CT – Master of Public Administration
- University of Massachusetts, Amherst, MA - Bachelor of Science Community Service Administration

Associations/Affiliations/Interests

- American College of Health Care Administrators
- American Health Care Association
- Association of Long Term Care Financial Managers
- Avon Chamber of Commerce
- Channel 3 Kids Camp Supporter
- Juvenile Diabetes Research Foundation, volunteer
- Friends of Simsbury Crew, Past President
- Simsbury Girls’ Basketball, volunteer
- University of Massachusetts, Freshman Admission Counselor
- Travelling, Skiing, Reading, Cooking

Licenses: Nursing Home Administrator CT #1004

Mr. Thomas F. Cooke
Director of Administrative Services
Simsbury, Ct.

3/29/15

Dear Mr. Cooke,

I wish to express my interest in serving on the town's Board of Ethics.

I am an unaffiliated voter, and have lived in Simsbury for about fifty years. My wife and I own our home here as well as a commercial building downtown.

In 1979 I opened an office of Tillinghast in Simsbury which grew to become one of the firm's largest. I held the position of Managing Principal and served on the firm's Board and Management Committee. I am now retired. The firm is still in town with a new name, Towers Watson.

For six years I served on The Actuarial Board for Counseling and Discipline of the American Academy of Actuaries, and as the Chairman for two. This Board is essentially the ethics committee for all North American Actuaries.

Since retirement, I have served on the Board of The Meadowbrook Insurance Group, and on its Audit and Compensation committees. I have also served on three charitable or civic boards, including Simsbury Main Street and the ABC House.

I would be pleased to discuss this with you or other town representatives at any time. Thank you for your attention.

Robert W. Sturgis
15 Surry Circle
Simsbury, Ct. 06070



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:** July 21, 2015
3. **Date of Board Meeting:** July 23, 2015
4. **Individual or Entity making the submission:** Nancy M. Haase, 1 Stonehenge Drive, Simsbury, CT 06070
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 Nancy M. Haase as a member of the Board of Selectmen effective Friday, July 24, 2015;
 - And, consequently, as a member of the following:
 - Public Safety Sub-committee
 - Finance Sub-committee
 - Economic Development Task Force
 - Insurance Committee
 - Long Range Planning Sub-committee
 - Eno Farms Sub-committee
 - *The Hartford* Land Use Study Committee
 - And, consequently, as Board of Selectmen liaison of the following:
 - Building Code Board of Appeals
 - Conservation Commission/Inland Wetlands & Watercourses Agency
 - Water Pollution Control Authority
6. **Summary of Submission:**
Resignation: Nancy M. Haase, Member
Board: Board of Selectmen
Party: Republican
Effective: Friday, July 24, 2015
Term of Office: 12/2/2013 to 12/7/2015
7. **Financial Impact:** None
8. **Description of documents included with submission:**
The following documents are included with this submission and attached hereto:
Letter of resignation

July 20, 2015

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

Dear Carolyn,

It is with a heavy heart but a great deal of pride in all that I have been a part of accomplishing for the Town of Simsbury that I submit my resignation from the Board of Selectmen.

Over the past 4½ years, both my obligations professionally and as a volunteer have increased. In the last year, my job has required even more of my time. At the same time, establishing and chairing the Economic Development Task Force (EDTF) has been very rewarding but also very time consuming.

Recently, I was presented with additional professional opportunities that will call for an even greater level of commitment. Coupled with that, recent family events have given me pause to consider the abundance of time I have devoted as a public servant.

Therefore, I will be resigning effective July 24th from the Board of Selectmen. It has been an honor to serve on the Board since March 1, 2011. I would like to extend my thanks to the residents for their support, and the town staff, the First Selectman and all of the members of the Board I have had the pleasure to work with during my time as a member of the Board of Selectmen.

Very sincerely,



Nancy M. Haase
Deputy First Selectman

cc: Lisa Heavner
JoAnn Martin
Tom Cooke





Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Economic Development Task Force (EDTF) Appointment
2. **Date of submission:** July 20, 2015
3. **Date of Board Meeting:** July 23, 2015
4. **Individual or Entity making the submission:**

Tom Cooke – Director of Administrative Services – 860-658-3230 – tcooke@simsbury-ct.gov

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

Appoint Nancy M. Haase (R), 1 Stonehenge Drive as a regular member of the Economic Development Task Force (EDTF) effective July 24, 2015 with an expiration date of December 7, 2015

6. **Summary of Submission:**

On July 21, 2015 Nancy M. Haase submitted her resignation as a regular member of the Board of Selectmen to the Town Clerk's office. EDTF is one of the committees she is a liaison to through the Board of Selectmen and has requested remaining on this committee.

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

N/A

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

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

N/A

CALL TO ORDER

The Special Meeting of the Board of Selectmen was called to order at 6:04 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Lisa Heavner; Board members Michael Paine, Sean Askham, Nancy Haase, and Christopher Kelly. Cheryl Cook was absent. Others in attendance included Thomas Cooke, Director of Administrative Services, Hiram Peck, Director of Community Planning and Development, Sara Nielsen, Main Street Partnership, and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC HEARING

- **To Receive Comment on Proposed Business Incentive Program**

Ms. Heavner said this is not an action meeting. This special meeting is just to receive public comment concerning a proposed Simsbury Business Incentive Program.

Joan Coe, 26 Whitcomb Drive, feels there is no need for a 10 page incentive program. She said the State Statutes, 1265d and 1265h allow the Town to go into an incentive agreement on a case by case basis. The First Selectman should be the gatekeeper for the applications. Only incentives that have been discussed thoroughly with the applicant should then be brought before the Board of Selectmen for final approval.

Ms. Coe feels that any business who is approved for a tax incentive will add taxes to the general public and will increase public resources. It is not the place of the Town to mitigate the risk with an incentive program unless the quality of life is increased for the residents.

John Schaefer, 16 Lost Brook Road, feels this proposed policy, as written, will encourage the development of apartments in Simsbury. He feels page 3 “Mixed Use Development” and paragraphs 6 & 7 under “Types of Business or Industry Targeted by this Policy” should be looked at. He feels this policy encourages “Mixed Use Development” in other areas, but will use tax payer’s funds to subsidize these projects.

Mr. Schafer said he does not believe that Simsbury should be encouraging apartments unless they have cost/benefit data.

Sara Nielsen, thanked the Town and Hiram Peck for working on this policy. She feels the intent of this proposed document is to go after high quality mixed use developments for Simsbury. The focus is on downtown as per the Charrette.

She feels that the policy, as written, does allow the Board of Selectmen to use it at their discretion. The Main Street Board did vote to unanimously to support this policy. They did so because they were very pleased with the business retention piece. The State Statutes are very unclear.

Ms. Nielsen did stress that the Board of Selectmen should use this policy at their discretion and use it for high quality business use. This policy just sets forth some clear guidelines for Simsbury.

There are also more creative ways to do development, including State funding.

There was no other public comment.

CLOSE PUBLIC HEARING

Mr. Kelly made a motion to close the Public Hearing at 6:10 p.m. Mr. Paine seconded the motion. All were in favor and the motion passed.

ADJOURN

Mr. Kelly made a motion to adjourn at 6:11 p.m. Mr. Askham seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 7:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Lisa Heavner; Board members Sean Askham, Nancy Haase, Christopher Kelly and Michael Paine. Absent was Cheryl Cook. Others in attendance included Thomas Cooke, Director of Administrative Services, Hiram Peck, Director of Community Planning and Development, Richard Sawitzke, P.E., Engineering Project Manager, Jerome Shea, Town Engineer, Burke LaClair, Business Manager of Simsbury Public Schools, and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Joan Coe, 26 Whitcomb Drive, said she has contributed to the Town for over 40 years. She spoke again about going to a Town Manager form of government. Ms. Coe also spoke about the survey and the new Senior Center. She feels a new center will add more burden to the taxpayers.

Ms. Coe also spoke about the personnel agenda items, tailgating before concerts, a truck billboard at the park and ride, arrests in Town and dumping on Town property.

Robert Kalechman, 781 Hopmeadow Street, felt he had been treated rudely at the last Board meeting. He feels certain people are allowed to speak over the 5 minutes allowed in Public Audience and that isn't right.

Mr. Kalechman gave his condolences to the families of Joseph and Arthur Spada.

Mr. Kalechman quoted Samuel Adams about fundamental rights. He feels the State and Federal governments are lying to people and wants it to stop.

PRESENTATIONS

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

FIRST SELECTMAN'S REPORT

Ms. Heavner said she was pleased to announce that the Town of Simsbury received an “Inter-town Cooperation Award” from the Capitol Region Council of Governments for working with Avon, Bloomfield, Canton, East Granby, Granby and Farmington to make a joint capital

equipment purchase for the benefit of all participants. She thanked Tom Roy for his part in working to minimize costs and maximize benefits for the residents of Simsbury.

Ms. Heavner said the Town has maintained its AAA rating from Moody's investors Service in connection with its issuance of \$9.1 million General Obligation Bonds. They have also affirmed the AAA rating on \$14.1 million of outstanding parity debt. This rating is a credit to the Board of Selectmen, Board of Finance and to the administrative team that worked so hard to keep Simsbury in a strong financial position.

Ms. Heavner asked everyone to join her at the Business Community Meeting on June 23, 2015 at 7:30 a.m. at the Simsbury Inn. This meeting is being jointly sponsored by the Town of Simsbury, Simsbury Main Street Partnership and the Simsbury Chamber of Commerce. Everyone will learn about signage and zoning regulations. There will be ample time for questions and answers on these and other topics.

Ms. Heavner said Simsbury and the towns of Avon, Granby and Canton held a hazardous waste collection event on June 13th, which allowed 373 Farmington Valley residents to safely dispose of their household hazardous waste. This was a big success.

Ms. Heavner congratulated the finance team on the excellent job they do in preparing the comprehensive annual finance report. Once again the Town received a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.

Ms. Heavner told everyone to take advantage of the Simsbury Farmer's Market on Thursdays at Simsmore Square between 3 and 6 p.m.

SELECTMEN ACTION

a) Approve Tax Refunds

Ms. Haase made a motion to approve tax refunds in the amount of \$76.13 as recommended and requested by the Tax Collector. Mr. Askham seconded the motion. All were in favor and the motion passed.

b) Approve submittal of Connecticut Recreation Trails Program Grant in the amount of \$305,000

Ms. Heavner said we have applied for this Grant many times in the past. She has been told that there might actually be funding for this Grant now.

Mr. Sawitzke said this Grant is for the multi-use trail connection from the Farmington Valley Greenway (at routes 10/202 & 315) to Curtiss Park/Pattison Park. The total estimated connection cost would be \$385,000.00. He said the Town is requesting a grant for \$305,000.00. Therefore, the Town’s share would be \$85,000.00. He said parts of the Town share may be in-kind services, design funds already in place, and additional funds as programmed in a future year CIP.

After further discussion, Ms. Heavner asked the Board if they had general interest in the concept of completing the bike path. The Board did support the concept of eventually completing bike route from the East Coast Greenway through Tariffville, but more information is needed.

Mr. Askham made a motion to authorize the First Selectman to pursue the Connecticut DEEP Grant for the Connecticut Recreation Trails Program. Mr. Paine seconded the motion. All were in favor and the motion passed.

c) Authorize Board of Education Resolutions for the following:

- 1) Submit an application for a Connecticut School Construction Grant for partial roof replacement at Central School**
- 2) Referral of the project to Public Building Committee**
- 3) Authorize preparation of schematic drawings and specifications**

Mr. LaClair said this was approved in the CIP for the 2016 year. These projects have been put out for a number of years already. Due to the State grant process, we need to select an architect.

Ms. Haase made a motion: **“RESOLVED**, that the Board of Selectmen authorizes the Town of Simsbury Board of Education to apply to the Commissioner of Education and to accept or reject a grant for the Central School Partial Roof Replacement Project.”

“RESOLVED, that the Board of Selectmen hereby establishes the permanent Public Building Committee as the building committee for the proposed Central School Partial Roof Replacement Project.”

“RESOLVED, that the Board of Selectmen authorizes the preparation of schematic drawings and outline specifications for the proposed Central School Partial Roof Replacement Project.”

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

d) Action on revised Business Development Incentive Program

Ms. Heavner thanked everyone who worked on this Business Development Incentive Program. This Program was created in accordance with Connecticut State Statutes 12-65b and 12-65h. The Program allows the Town to enter into written agreements with owners and/or lessees of certain property where targeted businesses are located or could be properly located in accordance with adopted plans in certain locations in Town. This Business Incentive Program is completely separate from the statutorily required local and land use approval processes.

Ms. Haase said there was a Public Hearing on this issue for public comments. She said the Task Force has heard a lot of other comments on this issue.

Mr. Kelly feels the Program shows good intent and the draft does show more clarity, but it does need more work to finalize the Program.

After much discussion, Ms. Heavner would also like to have further review of this draft as well.

Mr. Askham made a motion to approve the draft Business Development Incentive Policy. Mr. Paine seconded the motion. Ms. Haase, Mr. Askham and Mr. Paine voted in favor, with Ms. Heavner and Mr. Kelly voting against. Therefore, the motion passed.

e) Authorize the Gifts of Love/Community Farm of Simsbury to distribute eggs to Food Pantry Clients

Mr. Askham made a motion to table this agenda item. Mr. Paine seconded the motion. All were in favor and the motion passed.

OTHER BUSINESS

a) Update on Senior Community Center Project

Ms. Heavner said the Town has hired a professor, who will be coming out in the next few weeks, to meet with Social Services, the Senior Center community, the Library, Performing Arts Center, etc. They will be looking at what programming the Town has and evaluating what is needed.

Ms. Heavner said the Architect Selection Committee will be meeting and will announce their choice shortly.

APPOINTMENTS AND RESIGNATIONS

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

Mr. Askham made a motion to accept the resignation of Michael T. Wade as a regular member of the Board of Education effective June 30, 2015 with our thanks. Mr. Kelly seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of June 8, 2015

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

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

Ms. Heavner said there was a joint meeting of the Open Space Committee to discuss two projects. One project was the Betty Hudson property and a recommendation will be made soon.

The other project was the Ethel Walker Stewardship. This was a very productive meeting with great presentations. The report is being forwarded to Ethel Walker Woods. No action was taken.

1. Personnel

- a) Action on Vacation Time Carry-over for Richard Bazzano**
- b) Action on Vacation Time Carry-over for Hiram Peck**

Mr. Kelly said there are rules granting 10 days of extension of vacation time. He said the Personnel Sub-Committee did review both Mr. Bazzano and Mr. Peck's requests for extension of more time.

Mr. Kelly said there are extenuating circumstances for having so much carry-over time. The Committee did approve carrying over the extra time. However, he does feel the best policy would be for the extension of 10 days.

Ms. Haase made a motion to approve the carryover excess vacation time, as outlined, for Hiram Peck and Rick Bazzano. Mr. Kelly seconded the motion. All were in favor and the motion passed.

c) Action on Proposed Charge to Charter Revision Commission

Mr. Kelly spoke about the recommended charge of the Commission, the make-up of the Committee, and the timing of the draft revisions. They want the Charter Revision recommendations submitted in a time for the Referendum in the November election. The Town Attorney recommended a deadline of March 15, 2016 for the draft recommendations.

Mr. Kelly made a motion to charge the Charter Revision Commission as identified with the addition to look at gender relevant to titles. Ms. Haase seconded the motion. All were in favor and the motion passed.

Ms. Haase made a motion for the makeup of the Charter Revision Commission to be 4 Democrats, 4 Republicans, and 1 Unaffiliated, as recommended by the Personnel Sub-Committee. Mr. Kelly seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to approve the draft reporting date of the Charter Revision Commission to be March 15, 2016. Ms. Haase seconded the motion. All were in favor and the motion passed.

Mr. Haase made a motion to appoint Mr. Askham and Mr. Kelly to select the Unaffiliated member of the Charter Revision Commission and report back to the Board of Selectmen. Mr. Paine seconded the motion. All were in favor and the motion passed.

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

Ms. Haase said the Economic Development Task Force met and the Marketing Sub-Committee was tasked by the First Selectman with the Main Street Partnership to coordinate at a workshop for businesses in regards to the Town website. That meeting will take place on Thursday, June 25, 2016 at 8:00 a.m. in the Program Room at the Library.

Ms. Haase said the Task Force did decide to change the remainder of their meetings to the second Tuesdays of the month. This would create a better flow of meetings.

Mr. Askham thanked Ms. Heavner for organizing a Finance meeting tonight. Ms. Haase was also appreciative of the meeting and looking forward to more meetings to come.

Ms. Heavner said this is helpful in discussing the budget process.

ADJOURN

Mr. Askham made a motion to adjourn at 8:27 p.m. Ms. Haase seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk

CALL TO ORDER

First Selectman Lisa Heavner called the special meeting of the board of selectmen about the findings of the recent town survey, conducted by GreatBlue Research, Inc., to order at 5:33 p.m. on Monday, June 29, 2015. The meeting was held in program room 1 at the Simsbury Public Library, 725 Hopmeadow Street, Simsbury, CT. Also in attendance were selectmen: Sean Askham, Cheryl Cook, deputy first selectman Nancy Haase, Chris Kelly and Mike Paine. Board of finance members in attendance included: chairman Peter Askham, vice chair Nick Mason, Linda Schofield and Moira Wertheimer. Staff included Tom Cooke, director of administrative services. The meeting was taped and broadcast by SCTV.

PLEDGE OF ALLEGIANCE

All stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Joan Coe, a 40-year resident of town, said she was concerned that the most important issue for Simsbury residents, about the town charter and the idea of a town manager form of government, was not reflected in the survey. She said the issue has been discussed for decades and the survey was a chance to get some feedback and guidance on the topic.

She had several questions on the survey and how it was conducted, in particular as it related to the senior/community center. She said residents did not give the town any conclusive evidence in the survey that the senior center should be built at performing arts location. She said there are alternatives and the taxpayer should not be unduly burdened by a new senior/community center when a renovated Eno Memorial Hall would serve the purpose. She was also concerned with what would happen to the town's Aaa bond rating if the new facility is built. She said the town cannot serve two conflicting groups, the senior and the performing arts, at one location. She said town leaders should lead and renovate Eno for the seniors.

PRESENTATION

Seamus McNamee, senior director, research at GreatBlue, and Nicole Gaona, director of research at GreatBlue, based in Cromwell, CT, gave a presentation about the town survey and its findings. Mr. McNamee gave a history of the company and then discussed the research methodology – 400 completed surveys (from 4,000 calls), 68 possible questions, survey conducted May 19-28, 2015, etc. A survey was done in 2008, by a different company, and GreatBlue used much of that blueprint, with adjustments, for this survey so comparisons could be made. The telephone interviews were conducted after it was confirmed the person lived in one of the sections of town. All respondents were current residents. Both he and Ms. Gaona then went over the key findings.

Key findings included:

- Overall quality of life in Simsbury was rated very highly (97.3%). The most notable difference over 2008 was an increase in residents rating it as “excellent” (+10.3%).
- Satisfaction with Town resources was highest for library services (99.5%), fire and emergency services (98.7%), and parks and recreation offerings (98.4%). Dissatisfaction with Town services was related to website usability, police presence, and road maintenance.
- Preservation of open space and areas dedicated to pedestrian use were top priorities for residents, placing high importance on “preservation of elements of Town ‘character’ such as views of the ridge or bike/pedestrian walkways” (87.4%). In addition, residents rated the Town's efforts to do so very positively (92.3%).

- The location of the Senior/Community Center was regarded with high importance by most residents (69.3%) with a similar segment (60.3%) reporting the location voted by the Board of Selectmen would either “increase visitation” (19.8%) or “no change, would continue going” (40.5%).
- The resources available to seniors and the general public at the Senior/Community Center were more important than the location (78.0%). Offering programs, such as health activities and recreational activities, to the entire community in addition to the seniors would “increase visitation” for 41.5% of residents.
- When asked to rate willingness to pay an increase in taxes to support the proposed budgets for the Senior/Community Center; 58.0% of respondents supported at least some tax increase to support the Center (\$5 million, \$8.5 million, or \$12 million). This fell to 44.0% of respondents when considering just the \$8.5 million and \$12 million facility price points, and 34.8% when considering only the \$12 million facility and the applicable tax burden.
- Familiarity with economic development issues experienced a significant decrease since 2008 (-8.3%). This in turn may have resulted in a relatively low rating of “economic development efforts” made by the town (56.7%).
- A shift in preference of receiving communication occurred with a heavier emphasis on electronic delivery or Internet searches. Residents also expressed great interest in the Town developing a high-speed fiber optic Internet network throughout the Town.

Mr. Kelly had a question on the math of the 58 percent senior center figure, bullet point six from above. It was explained how that number was arrived at.

Mr. Mason asked if that meant 42 percent were not in favor of a tax increase for a senior/community center. Mr. McNamee said 25.5 did not support any increase for a senior/community center. There was a bit more discussion on this slide and how to look at the numbers.

Mr. Mason asked about familiarity with economic development issues, which experienced a decrease, and asked if there were any questions about The Hartford insurance on the survey. There were no questions related to The Hartford in the survey.

Ms. Gaona noted the increase in residents rating the town’s quality of life as “excellent” from 59.7 percent in 2008 to 70 percent in 2015. She also noted satisfaction with town services, with 99.5 percent of residents satisfied with library services, the top spot. But even the lowest rated, the town website at 89.8 percent satisfied, she said, was a solid number.

Ms. Schofield said one of her take aways from the survey was that residents love open space but are not willing to pay more for it. Mr. Kelly said he had a different perspective. You start with residents wanting things and then through the education process can come into some alignment with the costs associated with what they want.

There was discussion of the finding that residents would tolerate some tax increase for a senior/community center. Ms. Heavner commented that depending on when/how something like that takes place there may be a way in how it’s structured/bonded where there could be a tax decrease.

Mr. McNamee noted that there was an opportunity to gain some younger support for the senior/community center.

Ms. Cook said she was called and participated in the survey, but said the interviewer had a conversational tone during this part of the survey, which she found disconcerting, as it was not a neutral position. Ms. Haase said she heard from someone else who had a similar experience. Mr. McNamee asked for details so he could look into the issue.

Ms. Schofield said she had concerns respondents misinterpreted the senior/community center visitation question, number 30, as the numbers did not add up. Mr. McNamee said the question was more geared toward future visitations based on programming.

Ms. Haase asked if the survey included any question about mixed-use development. It did not

Ms. Schofield noted answers to questions, 44, 45 and 46, which dealt with local property tax increases, sent a strong message from the taxpayer about taxes being the biggest problem facing the town. Mr. Kelly said it was the highest percentage response to any issue.

Mr. Mason asked a question about slide 20, what “health activities” meant. Is it exercise or blood pressure screenings? Mr. McNamee said it was an open-ended question, with 12.5 specifically saying a fitness room, for example, and more general answers were put in the “health activities” bucket.

Ms. Cook said, as a person who was surveyed, she wanted more specifics about some of the questions mentioning a question about apartments.

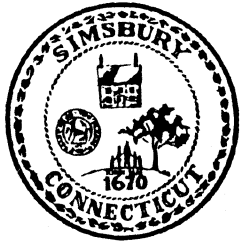
Peter Askham asked about programming costs for the senior/community center. Ms. Schofield had a question on operating costs as well. Mr. McNamee said both of those considerations were included in the price points used in the survey.

All in attendance thanked the presenters and for the information provided.

ADJOURN

Ms. Haase made a motion to adjourn at 6:23 p.m., which Sean Askham seconded, and all voted to adjourn.

Respectfully submitted,
Stephanie Riefe



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Sean M. Kimball - Deputy Director of Administrative Services

PERSONNEL SUBCOMMITTEE and BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Approve Job Description, Title and Salary Range Changes for the position of **WPCA Engineering Inspector** (formerly WPCA Engineering Associate)
2. **Date of submission:** July 15, 2015
3. **Date of Board Meeting:** Personnel Sub: 7/17/2015 BOS Meeting: 7/23/2015
4. **Individual or Entity making the submission:**

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

Approve Job Description, Title and Salary Range Changes for the position of WPCA Engineering Inspector (formerly WPCA Engineering Associate)
6. **Individual(s) responsible for submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.):**

Sean M. Kimball – Deputy Director of Administrative Services – (860) 658-3230
Tom Roy – Director of Public Works – (860) 658-3222
Tony Piazza – WPCA Superintendent – (860) 658-1380

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.):

The proposed job description revisions replace the current WPCF Engineering Associate position with the new WPCF Engineering Inspector position (redlined changes attached). The other change would be increasing the regular working hours from 35 to 40 per week.

The WPCA Board is in support of proposed changes and the President of the CSEA Administrative & Professional Union is in agreement as well. The salary grade will be increased proportionally to the extra 5 hours of work. The increased hours represent a 14% increase in work, so the agreed-upon salary grade increase would be from A-1 to A-3 (Old Range: 53,205-63,585 New Range: 60,635-72,466, a 14% increase).

The WPCA budget can accommodate the changes in the current fiscal year and there is no General Fund impact.

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

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

- Updated WPCA Engineering Inspector job description (redlined)

Town of Simsbury

Title: Engineering ~~Associate~~ Inspector/WPCF
Grade: A ~~3+~~

Department: Water Pollution Control Authority

Date: 7/23/2015

Position Description

Performs technical work inspecting sewer installation, managing the CBYD system, reviewing new sewer design, managing the grease trap inspection program, and management of collection system maps using GIS and AutoCad software. Assists the Public Works and Engineering Departments with inspection and surveying projects.

~~Supervision Received~~

~~Works with general supervision from the W.P.C.A. Superintendent.~~

Essential Duties and Responsibilities:

- Researches C.B.Y.D. ~~faxes~~ inquires for sewer location, provides mark-out at construction sites, and maintains C.B.Y.D. files.
- Provides technical and permitting assistance to the public and contractors. Prepares permits for new lateral connections and/or repairs.
- Inspects pipeline extension, ~~and~~ service lateral installation, and repair or disconnect for compliance with the Town's specifications and ordinances.
- Collects field data and prepares as-built drawings of sewer installations using AutoCad, GIS and traditional drafting methods.
- Manages and ~~researches~~ maintains as-built plan files and indexes, collection system maps and databases.
- ~~Investigates problems reported in the collection system and service laterals.~~
- Manages the grease trap inspection program, including annual inspection of all food preparation establishments.
- Participates in planning and follow-up on special projects, such as smoke testing, periodic commercial/industrial E.D.U. surveys, etc.
- Reviews the design of proposed additions to the collection system.
- ~~Performs land survey and design with the aid of the Engineering Department.~~
- Performs collection system modeling and analysis using SewerCAD and/or other computer software.
- Performs ~~c~~ollections system maintenance inspections.
- Performs investigative ~~periodic~~ sampling of waste-streams.
- Follows all standard safety procedures and regulations.
- Reports task accomplished to supervisor.

- ~~Prepares survey and design draft for sewer main repairs with assistance of the Engineering Department.~~
- ~~Provides technical or informational assistance to the public regarding sewer construction projects.~~

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Additional Job Functions

- Enters data into office computer database programs.
- ~~Updates map data and map retrieval programs.~~
- Performs field and office engineering work as assigned by the supervisor.
- Carries out field investigative or survey work as assigned by the supervisor.
- ~~Assists Engineering Department with project survey and design.~~
- Prepares survey and preliminary design draft for sewer main repairs with assistance of the Public Works and Engineering Departments.
- Provides technical or informational assistance to the public regarding sewer construction projects.
- Performs land survey and design with the aid of the Public Works and Engineering Departments.

Required Knowledge, Skills and abilities

- Familiarity with the use of field survey equipment and techniques.
- Working knowledge of public works construction methods and materials.
- Skills and knowledge associated with project design and drafting (manual and CAD).
- Skills and knowledge required to evaluate project design proposals.
- Skills and knowledge required for computer data entry, data analysis, and report writing.
- Working knowledge of OSHA construction industry safety requirements.
- Ability to provide effective verbal and written communications.
- Ability to work effectively with supervisors, staff, and the general public.
- Skill in the use of a computer ~~keyboard, mouse, GIS~~ and AutoCAD template.
- Ability to read, follow and understand instructions, interpret meters and analyze data.

Required Physical and Mental Effort and Environmental Conditions

- ~~Ability to get into/out of and operate the department's vehicles.~~
- Ability to work in poor weather conditions, including heat, rain or snow.
- Ability to climb stairs, ladders, and/or traverse rugged terrain.
- Ability to lift and carry supplies and equipment that may exceed 55 pounds.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.
- Ability to access and reach difficult places and negotiate varied terrain.
- While performing duties of this job, the employee is required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- Ability to walk, sit, climb, balance, stop, kneel, crouch, crawl, and smell.

- Specific vision abilities required include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to focus.
- Ability to work independently with a minimum supervision.
- Ability to solve complex engineering problems.

Required Minimum Qualifications

- ~~Associate's Degree in Civil Engineering~~
- ~~Valid Connecticut motor vehicle license~~

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

Environmental Conditions

- ~~Ability to work in a setting subject to continuous interruptions and background noises.~~
- ~~Ability to work in poor weather conditions, including heat, cold rain, or snow.~~
- ~~Occasionally works near moving mechanical equipment with exposure to wet and/or humid conditions and vibration.~~
- ~~Occasionally works in precarious places with exposure to fumes and airborne particles.~~
- ~~Noise level in the work environment may be loud in field settings and moderately quiet in office settings.~~

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Tools and Equipment Used

Computer with ability to use Microsoft Office, AutoCAD, SewerCAD, [ArcReader](#), etc; basic survey tools, pick.

Required Minimum Qualifications

- Associate Degree in Civil Engineering or closely related field.
- Five (5) years of increasingly responsible experience in public works engineering and municipal inspection.
- Valid Connecticut motor vehicle operator's license.

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