



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 – February 23, 2015 – 7:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATIONS

- Main Meeting Room Ribbon Cutting
- Snow Budget Status Update

FIRST SELECTMAN'S REPORT

SELECTMEN ACTION

- a) Approve Tax Refunds
- b) Approve a proclamation marking April 2015 as Fair Housing Month
- c) Approve Town of Simsbury Fair Housing Resolution and Equal Opportunity Policies
- d) Set Public Hearing date of March 23, 2015 for discussion of 2015 Small Cities Program Application
- e) Accept .36 acres of Open Space from Regan Development at Dorset Crossing

OTHER BUSINESS

- a) Notification of Number of Voting Tabulators
- b) Budget Workshop Dates and Timeline

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

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

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

APPOINTMENTS AND RESIGNATIONS

- a) Appoint Kevin Kowalski as Director of Civil Preparedness effective December 2, 2013 with an expiration date of December 7, 2015
- b) Appoint Michael Berry as Assistant Director of Civil Preparedness effective December 2, 2013 with an expiration date of December 7, 2015
- c) Appoint Thomas Frank (D) as a regular member of the Board of Education with an expiration date of December 4, 2017
- d) Accept the resignation of Claudia Szerakowski (D) as a regular member of the Recycling Committee effective February 2, 2015
- e) Accept the resignation of Claudia Szerakowski (D) as a regular member of the Clean Energy Task Force effective February 2, 2015

ACCEPTANCE OF MINUTES

- a) Special Meeting of January 29, 2015
- b) Regular Meeting of February 9, 2015

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- 1. Personnel:
 - a. Set Public Hearing Date of March 9, 2015 for discussion of First Selectman's Salary
 - b. Discussion of Charter Review and set Public Hearing Date of March 23, 2015 for public comment on Simsbury's form of government
- 2. Finance
- 3. Welfare
- 4. Public Safety
- 5. Board of Education

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Tax Refunds
2. **Date of submission:** 2-17-15
3. **Date of Board Meeting:** 2-23-2015
4. **Individual or Entity making the submission:** 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.):**
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 are due to the fact that both a bank and an attorney's office pays that taxes because of sale of house or re-finance.

Approve tax refunds per attached printout in the amount of \$ 1,977.11
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.):** Colleen O'Connor, tax Collector
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.):**
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:



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:**

Fair Housing Month Proclamation

2. **Date of submission:**

Monday, February 9, 2015

3. **Date of Board Meeting:**

Monday, February 23, 2015

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

Housing Authority of the Town of Simsbury

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:

Request is being made for the Board of Selectman to recognize the month of April 2015 as Fair Housing Month.

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.):**

Edward J. LaMontagne, Executive Director
860-658-1147
simsburyha@comcast.net

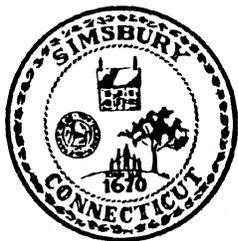
7. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal 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.):

2015 marks the 47th anniversary of the passage of the Federal Fair Housing Act. The Housing Authority of the Town of Simsbury would like to recognize that milestone by requesting that the Board of Selectman approve April 2015 as Fair Housing Month.

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 proclamation attached.



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Lisa L. Heavner - First Selectman

PROCLAMATION

WHEREAS, the year 2015 marks the 47th Anniversary of the passage of the Federal Fair Housing act; Title VIII of the Civil Rights Act of 1968, as amended; and

WHEREAS, this law guarantees that housing throughout the United States should be made available to all citizens without regard to race, color, religion, sex, family status, disability or national origin; and

WHEREAS, equality of opportunity for all is a fundamental policy of this nation, state and city; and

WHEREAS, barriers which diminish the rights and limit the options of any citizen will ultimately diminish the rights of all citizens; and

WHEREAS, the cooperation, commitment and support of all residents of the Town of Simsbury is necessary to removing barriers to the enjoyment of living where one chooses within one's means.

NOW THEREFORE, I LISA L. HEAVNER, FIRST SELECTMAN of the Town of Simsbury do hereby Proclaim the month of April 2015 as:

FAIR HOUSING MONTH

And request and encourage every citizen and business of our community to support and endorse Fair Housing; to reaffirm their commitment to Fair Housing for all, and wholeheartedly recognize these rights and responsibilities throughout the year.

IN WITNESS WHEREOF, I have placed my seal and the great seal of the Town of Simsbury.

Dated the 23rd day of February 2015

Lisa L. Heavner, First Selectman



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Update of Non-Discrimination Policies and Procedures
2. **Date of submission:** February 19, 2015
3. **Date of Board Meeting:** February 23, 2015
4. **Individual or Entity making the submission:**

Thomas F. Cooke – 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:

In connection with the Town of Simsbury's anticipated application for a 2015 Small Cities grant and in recognition of April as Fair Housing Month: (1) adopt, and (2) authorize the First Selectmen to execute and re-issue the following policies prohibiting discriminatory practices which also provide procedures for enforcement:

- Fair Housing Resolution
- Fair Housing Policy Statement
- Title VI Equal Opportunity Statement
- Affirmative Action Policy Statement
- ADA Notice
- Municipal Grievance Procedure

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.):**

Thomas F. Cooke – Director of Administrative Services – (860) 658-3230

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 Town of Simsbury and the Simsbury Housing Authority are working Wagner & Associates to prepare and submit an application for a Small Cities Grant to fund the repair of the roof and roads at the Virginia Connolly and Owen L. Murphy apartments. In connection with the submission of the application, and in recognition of April as Fair Housing Month, the Town of Simsbury is reviewing and reissuing its policies designed to protect against discrimination. All of these policies are currently in effect in Simsbury – reissuance at this time ensures that the policies are up-to-date and meets the requirements of the Small Cities grant application.

In connection with these activities, the Town of Simsbury will also send letters to local lenders and realtors seeking information concerning any activities to promote fair housing.

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:

- Fair Housing Resolution
- Fair Housing Policy Statement
- Title VI Equal Opportunity Statement
- Affirmative Action Policy Statement
- ADA Notice
- Municipal Grievance Procedure (ADA)
- Sample letters



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

FAIR HOUSING RESOLUTION TOWN OF SIMSBURY

Whereas, all persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

Whereas, federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

Whereas, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and

Whereas, the Town of Simsbury is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

NOW THEREFORE, BE IT RESOVED, That the Town of Simsbury hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

BE IT FURTHER RESOLVED, That the chief executive officer of the Town of Simsbury or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of Simsbury and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

ADOPTED by the Town of Simsbury Board of Selectmen on February 23, 2015.

First Selectman

Town Seal

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

www.simsbury-ct.gov
An Equal Opportunity Employer

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



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY Fair Housing Policy

It is the policy of the Town of Simsbury to promote fair housing opportunities and to encourage racial and economic integration in all its programs and housing development activities.

Programs funded and administered by the Town of Simsbury must comply with the provisions of Section 46a-64c of the C.G.S., and with related state and federal laws and regulations that prohibit discriminatory housing practices.

The Town of Simsbury, or any sub-recipient of the Town, will carry out an affirmative marketing program to attract prospective buyers or tenants of all majority or minority groups, without consideration of race, color, religion, sex, national origin, ancestry, creed, sexual orientation, gender identity or expression, marital status, lawful source of income, disability, age or because the individual has children in all programs and housing development activities funded or administered by the Town of Simsbury.

Thomas F. Cooke, the municipality's Director of Administrative Services, is responsible for the enforcement and implementation of this policy. The Director of Administrative Services may be reached at 860-658-3230 or tcooke@simsbury-ct.gov.

Complaints pertaining to discrimination in any program funded or administered by the Town of Simsbury may be filed with the Director of Administrative Services. The municipality's Grievance Procedure will be utilized in these cases.

Complaints may also be filed with the Commission on Human Rights and Opportunities, Special Enforcement Unit, 21 Grand Street, Hartford, CT 06106, Telephone (860) 541-3403 within 180 days of the alleged violation by submitting a notarized complaint and/or the Boston Regional Office of FHEO, U.S. Department of Housing and Urban Development, Thomas P. O'Neill, Jr. Federal Building, 10 Causeway Street, Room 321, Boston, MA 02222-1092, Telephone (617) 994-8300 or 1-800-827-5005, TTY (617) 565-5453. A complaint may be filed with HUD within one year after an alleged violation. Additionally, an individual may file suit, at his/her expense, in Federal District Court or State Court within two years of an alleged violation. If the individual cannot afford an attorney, the Court may appoint one. A suit can be brought even after filing a complaint, if the complaining party has not signed a conciliation agreement and an Administrative Law Judge has not started a hearing. A court may award actual and punitive damages and attorney's fees and costs.

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

www.simsbury-ct.gov
An Equal Opportunity Employer

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

A copy of this policy statement will be given annually to all Town employees and they are expected to fully comply with it. In addition, a copy will be posted throughout the Town.

Revised February 23, 2015

Date

Lisa Heavner, First Selectman

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE by contacting Thomas F. Cooke, Director of Administrative Services, 933 Hopmeadow Street, 658-3230.



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Town of Simsbury Compliance with Title VI of the Civil Rights Act of 1964

The Town of Simsbury does not discriminate in the provision of services, the administration of its programs, or contractual agreements. The Town of Simsbury seeks to fully carry out its responsibilities under the Title VI Regulations.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color or national origin in programs and activities receiving Federal financial assistance. Title VI provides that no person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any programs covered by the Regulations.

This policy is effectuated through the methods of administration outlined in the Town of Simsbury's Fair Housing Plan and is fully implemented to ensure compliance by the Town of Simsbury, as the recipient, and by sub-recipients. The cooperation of all personnel is required.

Mary A. Glassman, First Selectman

Date

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

www.simsbury-ct.gov
An Equal Opportunity Employer

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



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY

AFFIRMATIVE ACTION POLICY STATEMENT

As First Selectman of the Town of Simsbury, I recognize the need for Affirmative Action and I pledge my commitment to undertake positive actions to overcome the present effects of past practices or barriers to equal employment opportunity and to achieve the full and fair participation of minorities, women, people with disabilities, older persons, and all other protected groups found to be underutilized in the Town of Simsbury's work force or affected by policies having an adverse impact. In the spirit of Executive Order 11, signed by Governor Ella Grasso November 21, 1975, and Executive Order 9, signed by Governor William A. O'Neill on January 3, 1984, I further state that this Town of Simsbury will comply with the anti-discrimination provisions of the state and federal laws and regulations listed at the end of this section.

I recognize the hiring difficulties experienced by minorities, people with disabilities and by many older persons and, where appropriate, I have set goals to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the work force. I further pledge that the Town of Simsbury will affirmatively provide services and programs in a fair and impartial manner.

Where adverse impact is identified, the Town of Simsbury will: (1) review its personnel policies and procedures to ensure that barriers, which unnecessarily exclude protected classes and practices, which have an illegal discriminatory impact, are identified and eliminated; (2) explore alternative approaches to employ minorities and members of protected classes; (3) administer all terms, conditions, privileges and benefits of the employment process in an equitable manner; and (4) establish procedures for the extra effort that may be necessary to ensure that the recruitment and hiring of protected group members reflect their availability in the job market.

It is the policy of the Town of Simsbury to provide equal employment opportunities without consideration of race, color, religion, age, sex, marital status, national origin, genetic information, past/present history of mental disability, ancestry, mental retardation, learning or physical disabilities including but, not limited to blindness, sexual orientation, political belief or criminal record, unless the provisions of Section 46a-60(b), 46a-80(b) and 46a-81(b) of the Connecticut General Statutes are controlling or there is a bonafide occupational qualification excluding persons in one of the above protected groups. This policy applies to all aspects of the employer/employee relationship including, but not limited to, recruitment, hiring, referrals, classifying, advertising, training, upgrading, promotion, benefits, compensation, discipline, layoff and terminations.

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

www.simsbury-ct.gov
An Equal Opportunity Employer

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

The Town of Simsbury will implement, monitor and enforce this Affirmative Action Policy Statement in conjunction with the applicable federal and state laws, regulations and executive orders listed below: 13th, 14th and 15th Amendments of the United States Constitution, Civil Rights Act of 1866, 1870, 1871, Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, presidential Executive Orders 11246, amended by 11375, (Nondiscrimination under federal contracts), Act 1 Section 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill Executive Order Number 9, the Connecticut Fair Employment Practices Law (46a-63-64). Discrimination against Criminal Offenders (46a-80). Connecticut General Statutes, Connecticut Code of Fair Accommodations Law (46-63-64), definition of Blind (46a-51 (1)), definition of Physically Disabled (46a-51 (15)), definition of Mentally Retarded (46a-51 (13)), cooperation with the Commission of Human Rights and Opportunities (46a-77), Sexual Harassment (46-60-(a) Connecticut Credit Discrimination Law (360436 through 439), Title I of the State and the Local Fiscal Assistance Act of 1972 and the Americans with Disabilities Act of 1992.

This policy statement will be given annually to all Town of Simsbury employees and will also be posted throughout the Town of Simsbury. I also expect each supplier, union, consultant and other entity (s) with which we do business to comply with all applicable State and Federal Equal Opportunity laws and regulations. The Town of Simsbury will not knowingly do business with any entity debarred from participation in any federal or state program or found to be in violation of any state or federal anti-discrimination law.

I have assigned the responsibility to achieve the successful implementation of our goals and objectives Thomas F. Cooke, Director of Administrative Services, tcooke@simsbury-ct.gov, 860-658-3230.

Date

Lisa Heavner, First Selectman

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE FROM THE ADA-504 COORDINATOR BY CALLING 860-658-3230.



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Town of Simsbury – ADA Notice

The Town of Simsbury does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services or activities. The Town of Simsbury does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints or requests for additional information regarding the ADA may be forwarded to the Town of Simsbury's designated ADA Compliance Coordinator:

Name: Thomas F. Cooke

Title: Director of Administrative Services

Office Address: 933 Hopmeadow Street, Simsbury, CT 06070

Phone Number: 860-658-3230 Fax: 860-658-9467

TDD: 1-800-842-9710

Days/Hours Available: Monday: 8:30 a.m. to 7:00 p.m.
Tuesday – Thursday: 8:30 a.m. to 4:30 p.m.
Friday: 8:30 a.m. to 1:00 p.m.

Individuals who need auxiliary aids for effective communication in programs and services of the Town of Simsbury are invited to make their needs and preferences known to the ADA Compliance Coordinator. This notice is available in other forms (including in large print, on audio tape and in Braille) by contacting the ADA Compliance Coordinator.

First Selectman

February 23, 2015
Date

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

www.simsbury-ct.gov
An Equal Opportunity Employer

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



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Town of Simsbury MUNICIPAL GRIEVANCE PROCEDURE

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by the Town of Simsbury.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Thomas F. Cooke, Director of Administrative Services - 860-658-3230
933 Hopmeadow Street, Simsbury, CT 06070

Within 15 calendar days after receipt of the complaint, Mr. Cooke will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, Mr. Cooke will respond in writing, and, where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of Mr. Cooke and offer options for substantive resolution of the complaint.

If the response by Mr. Cooke does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA Coordinator within 15 calendar days after receipt of the response to the First Selectman or his or her designee.

Within 15 calendar days after receipt of the appeal, the First Selectman or his or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the First Selectman or his or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Mr. Cooke, appeals to the First Selectman or his or her designee, and responses from the ADA Coordinator and First Selectman or his or her designee will be kept by the Town of Simsbury for at least three years.

Date

Lisa Heavner, First Selectman

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

www.simsbury-ct.gov
An Equal Opportunity Employer

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



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

SAMPLE LETTER TO LOCAL LENDERS

Dear _____:

The Town of Simsbury is committed to the principle and practice of Fair Housing in the development and implementation of its housing related programs and policies.

As part of that commitment, we wish to encourage and support the Fair Housing efforts of financial institutions such as yours.

Please provide us with information on your activities within our community relating to Fair Housing and your activity in supporting and providing affordable housing.

We look forward to your response and to working with you to promote Fair Housing for all our residents.

Please also find enclosed, copies of the Fair Housing complaint procedure. Please keep this material for future reference and call us if you have any questions.

If you have any questions, please don't hesitate to contact our Community Development Program Consultant, Mr. Laurence Wagner at (203) 573-1188.

Very truly yours,

Lisa Heavner, First Selectman

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

www.simsbury-ct.gov
An Equal Opportunity Employer

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



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

SAMPLE FAIR HOUSING LETTER TO BOARD OF REALTORS/LOCAL REALTORS

Dear _____:

The Town of Simsbury is committed to the principle and practice of Fair Housing in the development and implementation of its housing related programs and policies.

As part of that commitment, we wish to encourage and support the Fair Housing efforts of businesses and groups such as yours.

Please advise of any Fair Housing actions you are making during the month of April, Fair Housing Month, and what practices you carry out throughout the year.

Please also find enclosed copies of Fair Housing materials and the Fair Housing Complaint Procedure. Please keep this material for future reference and call us if you have any questions.

Very truly yours,

Lisa Heavner, First Selectman

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

www.simsbury-ct.gov
An Equal Opportunity Employer

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



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Public Hearing – Small Cities Program Application
2. **Date of submission:** February 19, 2015
3. **Date of Board Meeting:** February 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

Ed LaMontagne – Executive Director Simsbury Housing Authority –

simsburyha@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:

Set a Public Hearing for March 23, 2015 at 6:00 pm to solicit citizen input on the proposed application for a Small Cities grant in the amount of \$800,000 for renovations at the Virginia Connelly Residence/Dr. Owen L. Murphy Apartments

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 proposed Public Hearing is a required part of the process for submission of an application for a Small Cities grant. The hearing will provide Simsbury residents with an opportunity to comment on the anticipated request for grant monies in the amount of

\$800,000 to fund necessary and overdue repairs to the roof, roads and sidewalks.

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

There is no cost associated with the Public Hearing.

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:

Notice of Public Hearing

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Town of Simsbury will conduct a public hearing on Monday, March 23, 2015 at 6:00 p.m. in the Town Hall Main Meeting Room, located at 933 Hopmeadow Street, Simsbury, CT to discuss its 2015 Small Cities Program Application and to solicit citizen input.

Maximum award limits are \$700,000 for Public Facilities, \$700,000 for Public Housing Modernization of 25 units or less, or \$800,000 for 26 units and over; \$500,000 for Infrastructure; \$400,000 for Housing Rehabilitation Program for single towns, \$500,000 for two-town consortium, and \$600,000 for three or more Towns; \$25,000 for Planning Only Grants; \$500,000 for Economic Development Activities, and \$500,000 for Urgent Need.

Major activity categories are: Acquisition, Housing Rehabilitation, Public Housing Modernization, Community Facilities, Public Services, and Economic Development. Projects funded with CDBG allocations must meet at least one of three National Objectives: 1) benefit to low and moderate income persons, 2) elimination of slums and blight, or 3) meeting urgent community development needs. Only one (1) project Application may be submitted to DOH.

The Town is proposing to submit an Application under the Public Housing Modernization category for Renovations to the Virginia Connelly Residence/Dr. Owen L. Murphy Apartments. The Town of Simsbury anticipates applying for up to the maximum grant amount of \$800,000.

The purpose of the public hearing is to obtain citizens' views on the Town's community development and housing needs and review and discuss specific project activities in the areas of housing, economic development or community facilities which could be a part of the Town's Application for funding. The hearing will also review and discuss the Town's prior Small Cities projects including any currently open or underway.

The public hearing will give citizens an opportunity to make their comments known on the program and review and discussion of the Program Income Reuse Plan. If you are unable to attend the public hearing, you may direct written comments to the Town of Simsbury, 933 Hopmeadow Street, Simsbury, CT 06070 or you may telephone Lisa L. Heavner, First Selectman, at 860-658-3230. In addition, information may be obtained at the above address between the hours of 8:30 am and 7:00 pm on Mondays; 8:30 am and 4:30 pm Tuesday through Thursday; and 8:30 am and 1:00 pm on Fridays.

The Town of Simsbury promotes fair housing and makes all programs available to low- and moderate-income families, and will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability, physical disability or handicap.

"All are encouraged to attend. The hearing is accessible to the handicapped. Any disabled persons requiring special assistance or non-English speaking persons should contact Thomas Cooke, ADA Coordinator at 860-658-3230 at least five days prior to the hearing."

The Town of Simsbury is an Equal Opportunity/Affirmative Action Employer

Please publish twice in the Hartford Courant – **Zone 5** on the following days:

1st publication; Thursday, March 5, 2015

2nd publication; Thursday, March 12, 2015

Please invoice: Town of Simsbury
933 Hopmeadow Street
Simsbury, Ct 06070

AN AFFIDAVIT OF PUBLICATION IS REQUIRED. PLEASE FORWARD TO:

Attn: Nancy Wagner
L. Wagner & Associates, Inc.
51 Lakeside Boulevard East
Waterbury, CT 06708

If you have any questions please contact me via email or at (203) 573-1188 ext. 206, as soon as possible.

CERTIFIED RESOLUTION OF APPLICANT

SMALL CITIES PROGRAM

Certified a true copy of a resolution adopted by the Town of Simsbury at a meeting of its Board of Selectmen on March 23, 2015 and which has not been rescinded or modified in any way whatsoever.

(Clerk)

(Date)

(Seal)

WHEREAS, Federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut, Department of Housing pursuant to Public Law 93 – 3 83, as amended; and,

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and,

WHEREAS, it is desirable and in the public interest that the Town of Simsbury make application to the State for \$800,000 in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement therefore, should one be offered.

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

1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes; and,
2. That the filing of an application by the Town of Simsbury in an amount not to exceed \$800,000 is hereby approved, and that the First Selectman is hereby authorized and directed to file such Application with the Commissioner of the Department of Housing, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, to carry out approved activities and to act as the authorized representative of the Town of Simsbury.



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

BOARD OF SELECTMEN MEETING

AGENDA SUBMISSION FORM

1. **Title of Submission:** Receipt of property for Open Space at Regan Development at Dorset Crossing.
2. **Date of submission:** February 17, 2015
3. **Date of Board Meeting:** February 23, 2015
4. **Individual or Entity making the submission:** Hiram Peck, Director of Planning and Community Development
5. **Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):** The BOS is being asked to:
 1. Accept the subject property .36 acre as Open Space.
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.):**

Hiram Peck, Director of Planning and Community Development (860) 658-3228
7. **Financial Impact (Include a description of any impact on the finances of the Town of Simsbury):**

According to the Assessor's report (attached) the value of the property in question is \$1,440. The taxes per year at the present mill rate then would be $\$1,440 \times .70 \times .03714 = \37.44 per year. The owner has donated \$1,000 to the Town as suggested to him by the Open Space Committee. The property is located in the floodplain and abuts existing flood plain and town open space.
8. **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.):**

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

tcooke@simsbury-ct.gov
www.simsbury-ct.gov

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

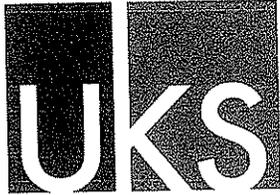
1. Property Owner Regan Development has requested the Town accept .36 acre as an addition to existing open space in Dorset Crossing development.
2. July 14, 2014, Planning Commission recommends acceptance of the open space as proposed.
3. October 2014, Open Space Committee recommended acceptance of the open space with a donation check to the Town for maintenance purposes.

4. December 26, 2014 Assessor provides a value of \$1,440 for the open space parcel.
5. December 19, 2014, Town Attorney outlines the process for this request and indicates that title issues are under review by his office.
6. January 15, 2015, Town Engineer provides report that parcel is acceptable based on the environmental report submitted by the applicant.
7. February 23, 2015, Board of Selectmen to determine acceptability of donation.
8. March 2015, Zoning Commission to determine the acceptable modification to the original approval.

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

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

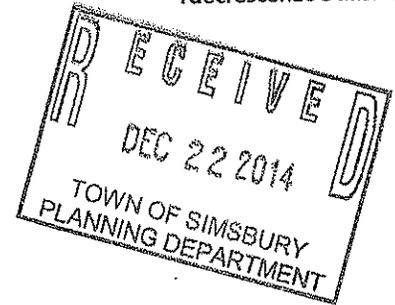
1. Town Attorney's memo dated December 19, 2014.
2. Maps applicable to this request.
3. Approvals/sign-offs have been provided as described above.



III MERITAS LAW FIRMS WORLDWIDE

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

December 19, 2014



Hiram W. Peck, III, AICP
Director of Community Planning
And Development
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Re: Proposed Transfer of Land:
Simsbury Specialty Housing, LLC
to the Town of Simsbury

Dear Hiram:

You have asked me to outline the approvals required to complete the dedication and acceptance of a donation of a .36 acre parcel of vacant land for open space from Simsbury Specialty Housing, LLC ("Specialty Housing") to the Town of Simsbury ("the Town"). The following approvals are required. Some of the identified approvals and review may be complete:

1. Land Use Approvals: The Parcel is shown on the approved Site Plan and Master Plan for the Simsbury Specialty Housing development at Dorsett Crossing. The Zoning Commission will need to approve a Site Plan and Master Plan amendment to reflect the conveyance and resulting changed lot lines. Your office will need to determine whether required coverage ratios are maintained after the proposed transfer.
2. Environmental Conditions: Specialty Housing has submitted a Phase I environmental report for the Town to review. The Town Engineer needs to prepare a staff report indicating whether the environmental condition of the parcel as depicted in the Phase I report is acceptable to the Town.
3. Title Issues: Specialty Housing has submitted a proposed Warranty Deed to convey the Parcel. It is under review by our office. They also need to submit a Certificate of Title to confirm their fee ownership and the lack of any unacceptable encumbrances on the Parcel.
4. Open Space Committee Review: If accepted, the Town intends to maintain the Parcel as Town-owned open space. Under the Simsbury Town Charter, the Open Space Committee must review the proposed transaction and prepare a report to the Board of Selectmen.

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

Hiram Peck
Page 2
December 19, 2014

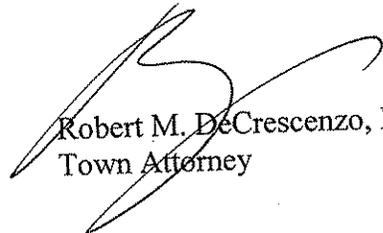
5. Planning Commission 8-24 Review: General Statutes §8-24 requires that the Planning Commission issue a report to the Board of Selectmen on the proposed transfer of land to the Town prior to the Town's acceptance.

6. Valuation: The Town Assessor needs to prepare a report indicating the estimated value of the land to be transferred to the Town.

7. Board of Selectmen: Once the above-listed reviews are completed, the Board of Selectmen can consider the acceptance of the proposed dedication of the Parcel as Town-owned open space land.

I trust this responds to your inquiry. Should you have any questions, please do not hesitate to contact me.

Very truly yours,



Robert M. DeCrescenzo, Esq.
Town Attorney

RMDe/psm

After recording please return to:

Robert DeCrescenzo, Esq.
Updike, Kelly & Spellacy, P.C.
100 Pearl Street 17th Floor
Hartford, CT 06103

WARRANTY DEED

KNOW YE, That **SIMSBURY SPECIALTY HOUSING, LLC**, a Connecticut limited liability company with an office at 1055 Saw Mill Road, Suite 201, Ardsley, New York 10502, for good and valuable consideration, received to its full satisfaction of the **TOWN OF SIMSBURY**, a municipal corporation with a chief executive office located at 933 Hopmeadow Street, Simsbury, Connecticut, do give, grant, bargain, sell and confirm unto the said **TOWN OF SIMSBURY**, its successors and assigns forever, the following described premises:

SEE SCHEDULE A ATTACHED HERETO AND MADE A PART HEREOF

TO HAVE AND TO HOLD the above granted and bargained premises, with the appurtenances thereof, unto it, the said Grantee, its successors and assigns forever to it and its own proper use and behoof. And also, the said Grantor does for itself, its heirs and assigns covenant with the said Grantee, its successors and assigns, that at and until the ensembling of these premises, I am well seized of the premises, as a good indefeasible estate in **FEE SIMPLE** and have a good right to bargain and sell the same in manner and form as is above written and that the same is free from all encumbrances whatsoever, except as set forth in **Schedule B** attached hereto and incorporated herein by this reference.

AND FURTHERMORE, the said Grantor does by these presents bind itself and its heirs and assigns forever to **WARRANT AND DEFEND** the above granted and bargained premises to it, the said Grantee, its successors and assigns, against all claims and demands whatsoever, except as is above written.

IN WITNESS WHEREOF, Kenneth Regan, Managing Member of Simsbury Specialty Housing, LLC, has hereunto set his hand and seal this ___ day of _____, 2014.

WITNESSES:

SIMSBURY SPECIALTY HOUSING, LLC
By: Simsbury Specialty Housing Manager, LLC
Its Managing Member

By: _____
Kenneth Regan
Its Managing Member

STATE OF _____)
)
COUNTY OF _____) ss: _____, 2014

Personally appeared Kenneth Regan, duly authorized Managing Member of Simsbury Specialty Housing Manager, LLC, the Managing Member of Simsbury Specialty Housing, LLC, a Connecticut limited liability company, and that he as such Managing Member being duly authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name of Simsbury Specialty Housing Manager, LLC, by himself as such Managing Member on behalf of Simsbury Specialty Housing, LLC.

Notary Public
My Commission Expires:
Commissioner of the Superior Court

Accepted by the Town of Simsbury by action of the Board of Selectmen _____
____, 2014.

Witness

Witness

By: _____
Mary A. Glassman
First Selectman
Duly Authorized

Subscribed and sworn to before me
this ____ day of _____, 2014

Robert DeCrescenzo, Esq.
Commissioner of the Superior Court

SCHEDULE A

LEGAL DESCRIPTION

Commencing at a point marking the southeasterly corner of the parcel herein described as shown on said map, on the northwesterly line of the "Casterbridge Crossing (to be deeded to Town of Simsbury)"

Thence along the northwesterly street line of Casterbridge Crossing on a curve to the left having a central angle of $10^{\circ}03'22''$ a radius of 725.00 feet and an arc length of 127.55 feet to a point, said point being located S $58^{\circ}33'30''$ W a chord distance of 127.08 feet from said point of beginning;

Thence continuing along the northwesterly street line of Casterbridge Crossing S $53^{\circ}31'49''$ W a distance of 114.69 feet to the true point of beginning;

Thence continuing along the northwesterly street line of Casterbridge Crossing S $53^{\circ}31'49''$ W a distance of 39.95 feet,

Thence, N $36^{\circ}28'02''$ W a distance of 200.00 feet,

Thence, N $11^{\circ}51'12''$ E a distance of 129.54 feet. The last two courses being along Lot E open space.

Thence, S $45^{\circ}00'45''$ E a distance of 18.01 feet,

Thence, S $25^{\circ}12'38''$ E a distance of 67.53 feet,

Thence, S $17^{\circ}31'20''$ E a distance of 92.00 feet,

Thence, S $29^{\circ}50'09''$ E a distance of 52.19 feet,

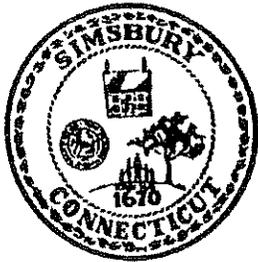
Thence, S $27^{\circ}07'49''$ E a distance of 64.09 feet to the point and place of beginning.

Said portion of Lot C to be conveyed to the Town of Simsbury contains 15,555 square feet or 0.36 acres more or less.

SCHEDULE B

ENCUMBRANCES

1. Building lines if established, and all laws, ordinances and governmental regulations, including building and zoning ordinances; and
2. Real Estate and Fire District taxes to the Town of Simsbury on the Grand List of October 1, 2014, and thereafter coming due, which the Grantee herein assumes and agrees to pay;
3. Grant of Easement in favor of Comcast of Connecticut, Inc. dated February 27, 2012 and recorded in Volume 832 at Page 987 of the Simsbury Land Records; as modified by Easement Modification Agreement dated October 1, 2013 and recorded in Volume 866 at Page 175 of said Land Records;
4. Conditions and requirements set forth in Certificate No. 1868 issued by the State of Connecticut Department of transportation dated July 9, 2012 and recorded in Volume 838 at Page 794 of the Simsbury Land Records; as modified by Certificate dated November 20, 2012 and recorded in Volume 846 at Page 895 of said Land Records;
5. Electric Distribution Easement in favor of The Connecticut Light and Power Company dated July 24, 2013 and recorded in Volume 863 at Page 100 of the Simsbury Land Records;
6. Requirements as set forth on a Master Development Plan prepared for Dorset Crossing, Hopmeadow Street, Simsbury, Connecticut prepared by F.A. Hesketh & Associates, Inc. dated April 11, 2012; revised to July 1, 2013 and recorded in the Simsbury Town Clerk's office as Map No. 4052;
7. 10' Minimum Parking Setback and building Setback lines, Proposed Property Line and riprap along easterly boundary as shown on a survey entitled "PROPERTY SURVEY ALTA/ACSM LAND TITLE SURVEY PREPARED FOR REGAN DEVELOPMENT CORP. 100 CASTERBRIDGE CROSSING SIMSBURY, CONNECTICUT" dated 04-11-13, revised 1-2-14 by F.A. Hesketh & Associates, Inc.; and
8. Electric Distribution Easement in favor of The Connecticut Light and Power Company dated May 27, 2014 and recorded in Volume 874 at Page 104 of the Simsbury Land Records.



*Town of Simsbury
Conservation Commission*

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

TO: Planning Commission

FROM: Conservation Commission

DATE: September 2, 2014

SUBJECT: Referral for the offer of Open Space/Flood Plain to the Town of Simsbury from Simsbury Specialty Housing, LLC, Owner, for a portion of the property located at 100 Casterbridge Crossing (Map H04, Block 403, Lot 13A-C). Zone PAD.

Commissioner Rieger made a motion that the Commission finds that the Town's acceptance of this Open Space appears to be in the public interest and does not present to the Commission any concerns from an environmental or conservation point of view, but that the Commission does think that in accepting the donation, which it encourages, that the Town should carefully review the property for invasive plants or any other conditions which would imply the need for expenditures which are not disclosed or understood at this time.

Commissioner Cunningham seconded the motion, and it was passed unanimously.

Peck Hiram

From: Shea Jeff
Sent: Wednesday, January 28, 2015 10:37 AM
To: Peck Hiram
Subject: FW: Open space donation to Simsbury -Specialty Housing

Hiram:

See my response below to the Phase 1 Environmental Report.

Jeff

Jerome F. Shea
Town Engineer
Town of Simsbury
860-658-3260
860-658-3205 (fax)

jshea@simsbury-ct.gov

-----Original Message-----

From: Shea Jeff
Sent: Thursday, January 15, 2015 3:02 PM
To: Peck Hiram
Subject: RE: Open space donation to Simsbury

Hiram:

I reviewed the report and based on my understanding of the report, I do not take any exception to acquiring the property. I assume the much larger open space parcel to the west was acquired as part of the Dorsett Crossing project and was vetted for a favorable environmental conditions before we acquired that property.

Jeff

From: Peck Hiram
Sent: Wednesday, January 14, 2015 12:06 PM
To: Shea Jeff
Subject: FW: Open space donation to Simsbury

Jeff; Are you OK with this matter in that the donation piece is not affected by any environmental issues according to this report?

Thanks
Hiram

From: Bob Decrescenzo [<mailto:BDecrescenzo@uks.com>]
Sent: Monday, December 29, 2014 3:35 PM
To: Peck Hiram
Subject: FW: Open space donation to Simsbury

This is the Phase 1 Environmental Report.

From: Ken Regan [<mailto:ken@reganddevelopment.com>]
Sent: Friday, December 12, 2014 3:43 PM
To: Bob Decrescenzo; Peck Hiram
Cc: Rolan Joni Young Smith
Subject: RE: Open space donation to Simsbury

Bob:

Here is the Phase I for the "donation piece" of the property. I asked for a separate Phase I given the cleanup work that had been completed prior to our taking title, on other parts of the site.

As you may know, we did some clean up on the site prior to purchasing it from Tony Giorgio, and all work was to the satisfaction of our construction lender JP Morgan Chase, CHFA and CT Department of Housing.

The "donation piece" was not affected by the environmental issues where we cleaned up. You will see that in this Phase I.

Please let me know if this is what you needed.

Also, given the political situation in Simsbury, can we get this approved prior to the First Selectman's departure?

Please let us know. I believe Rolan has everything else ready.

- Ken

From: Bob Decrescenzo [<mailto:BDecrescenzo@uks.com>]
Sent: Friday, November 21, 2014 5:15 PM
To: Ken Regan; Peck Hiram
Cc: Rolan Joni Young Smith
Subject: RE: Open space donation to Simsbury

Do you have any environmental reports related to the property?

From: Ken Regan [<mailto:ken@reganddevelopment.com>]
Sent: Friday, November 21, 2014 1:41 PM
To: Peck Hiram
Cc: Bob Decrescenzo; Rolan Joni Young Smith
Subject: RE: Open space donation to Simsbury

Thanks Hiram.

We will get working on 2 – 4 and will send them to you, with the check.

From: Peck Hiram [<mailto:hpeck@simsbury-ct.gov>]
Sent: Friday, November 21, 2014 10:57 AM
To: Ken Regan
Cc: 'Bob Decrescenzo'
Subject: Open space donation to Simsbury

Ken: We need the following items to complete this matter:

1. The check you discussed with the Open Space Committee
2. A deed for the property indicating it is to be open space and that it is being donated to the Town of Simsbury.
3. A copy of the map of the property
4. A conveyance tax statement

Please copy the Town Attorney on these items.

I will attach the Planning Commission minutes to this package and prepare the matter to be submitted to the Board of Selectmen at the next available meeting after I receive it and the Town attorney has approved it all.

Thank you.
Hiram Peck

LEGAL NOTICE: Unless expressly stated otherwise, this message is confidential and may be privileged. It is intended for the addressee(s) only. If you are not an addressee, any disclosure, copying or use of the information in this e-mail is unauthorized and may be unlawful. If you are not an addressee, please inform the sender immediately and permanently delete and/or destroy the original and any copies or printouts of this message. Thank you. Updike, Kelly & Spellacy, P.C.

Peck Hiram

From: Gardner David
Sent: Friday, December 26, 2014 11:40 AM
To: Peck Hiram
Cc: bdecrescenzo@uks.com
Subject: Land value for open space land at 100 Casterbridge Crossing
Attachments: CARD12262014_LANDVALUE.pdf

Hiram,

As you will see on the attached card, the 0.36 acre that is to be transferred to the Town of Simsbury has been valued at \$4,000 per acre, or \$1,440. The larger part of this parcel is in FEMA Flood Hazard Zone A.

David M. Gardner
Assessor

UNIQUE ID: 30691205

100 CASTERBRIDGE CROSSING	H0440313A-C	12/26/2014
PAD		12/22/2014

SIMSBURY SPECIALTY HOUSING LLC	0869 0611	Jan/16/2014	Warranty Deed	YES	720,000
1055 SAW MILL RIVER SUI ARDSLEY NY 10502					

THIS DOCUMENT WAS PREPARED FOR ASSESSMENT PURPOSES ONLY Revaluation Date: 10/01/2012

B-13-378	Aug/30/2013	2,239,000	YES	Permit Issue	0	NEW CONSTRUCTION OF 48 UNITS OF AFFORDABLE HO
----------	-------------	-----------	-----	--------------	---	---

Census	Code	Quantity	Value	Code	Quantity	Value	Total Land Value	672,690
Dev Map	23	1.00	405,690				Total Building Value	579,550
Dev Lot	26	2.15	470,880				Total Outbuilding Value	0
Inspection Date							Total Market Value	1,252,240
Inspector								
Data Entry								

Land Type	Acres	490	Rate	Adj	Influence	Total Value	Land Type	Influence	Reason	Comment
Primary Site	1.79	0.00	150,000	1.00	150	671,250	Primary Site	150	Other	
Ind/Comm Acr	0.36	0.00	10,000	1.00	-60	1,440	Ind/Comm Acrg	-60	TOPO	
Total	2.15					672,690				

	Current	2013	2012	2011	Land if 490 not applied	672,690
Land	470,880	225,750	225,750	0		
Building	405,690	0	0	0		
Outbuilding	0	0	0	0		
Total	876,570	225,750	225,750	0	0	

Feb/20/2014 "EXTENDED LOW-INCOME HOUSING COMMITMENT" with CHFA dated Jan 8, 2014 filed 1/10/2014 Volume 869 Page 615; "Declaration

Narrative Explanation of Proposed Land Donation to the Town of Simsbury

Simsbury Specialty Housing, LLC (the "Company") purchased Lot C in the Dorset Crossing development on January 10, 2014. The Company is constructing a 48 unit residential unit designed to provide accessible affordable rental housing for people with disabilities.

The Company is interested in making a donation of a portion of its property to the Town. The Company has a portion of its property that is not being used for the construction of any improvements. The property formally lies in a Flood Zone, and although the development is not being built in that area, the Company would be required to secure flood insurance for the whole property because of the location partially in a flood zone.

The Company is therefore interested in donating that portion of the property to the Town. The donated portion is 15,555 square feet or .36 acres in size. The donated portion (shown on the attached site plan drawing) is directly adjacent to land currently designated for "Open Space" as part of the Dorset Crossing development. Because of this donation, the Town would be securing more land to serve as Open Space, benefitting the beauty and welfare of the Town.

The original and existing Lot C is 93,345 square feet or 2.15 acres. The remaining portion of Lot C after the donation, on which the Simsbury Specialty Housing development will sit, will be 78,090 square feet or 1.79 acres.

In order for the Company to make this donation, the Company would need to confirm the following:

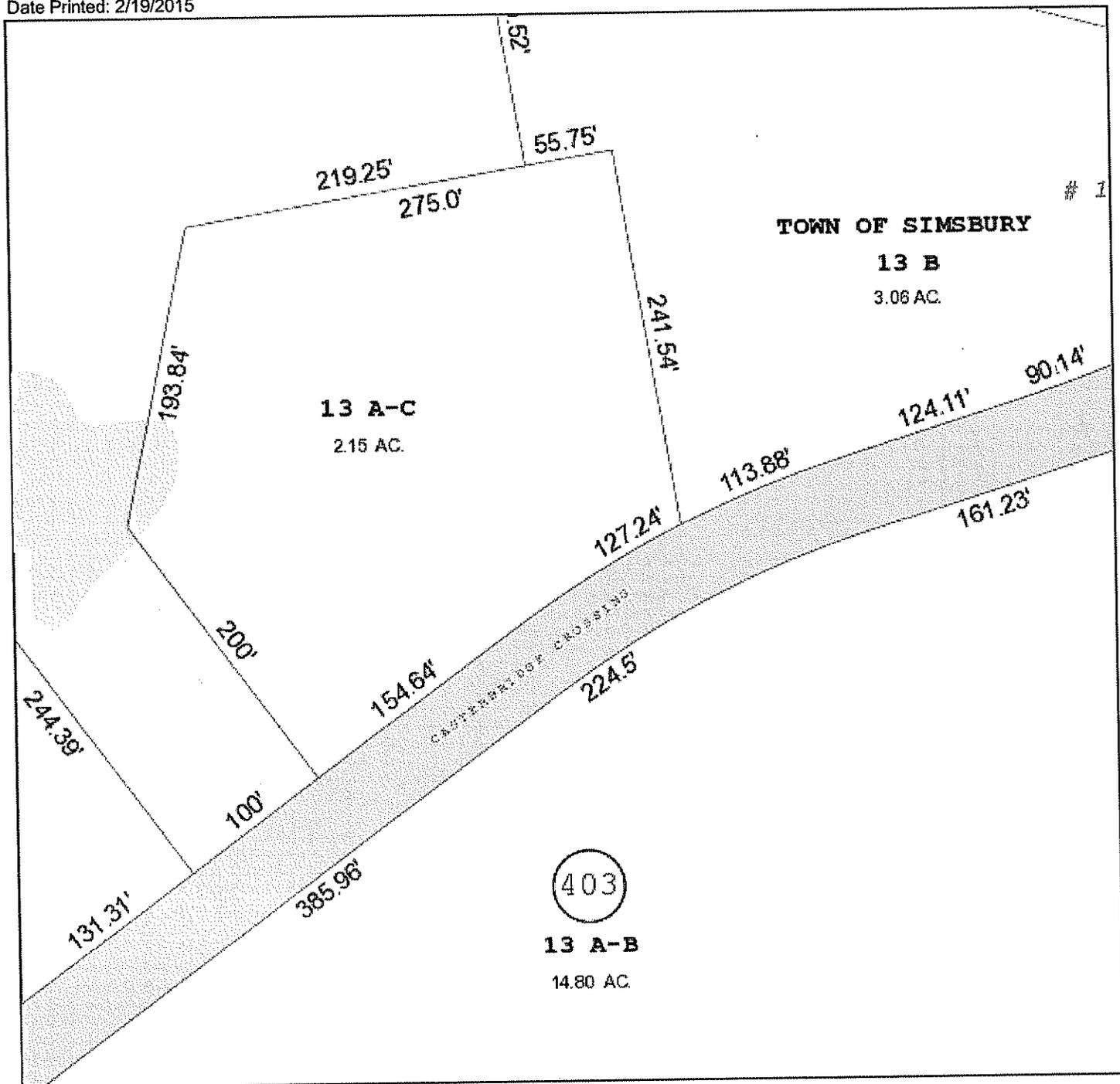
1. No new Board of Selectmen, Planning or Zoning Board approvals would be necessary to have a valid approved project for Simsbury Specialty Housing, which could receive a Certificate of Occupancy upon completion of the improvements being constructed (without altering the existing Site Plan or Zoning Approvals or Tax Treatment). Or, in the alternative, confirmation that the Company could quickly and easily get any necessary municipal approvals as a condition of the donation, so as not to interrupt the current project.
2. What municipal process should the Company undergo to accomplish the legally proper donation of the land to the Town of Simsbury for Open Space.

Town of Simsbury

Geographic Information System (GIS)



Date Printed: 2/19/2015



MAP DISCLAIMER - NOTICE OF LIABILITY

This map is for assessment purposes only. It is not for legal description or conveyances. All information is subject to verification by any user. The Town of Simsbury and its mapping contractors assume no legal responsibility for the information contained herein.

Approximate Scale: 1 inch = 100 feet

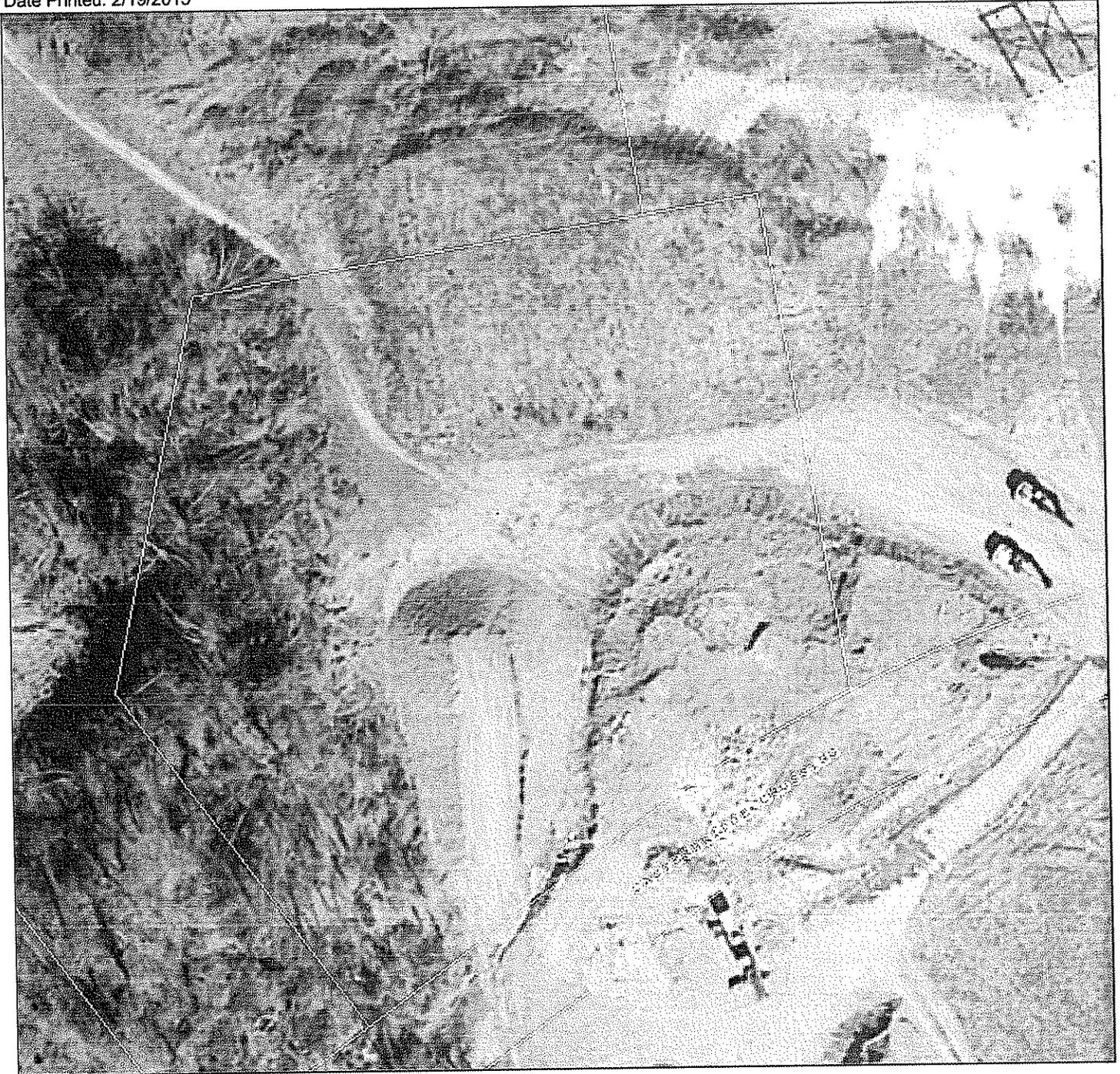


Town of Simsbury

Geographic Information System (GIS)



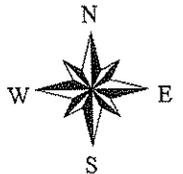
Date Printed: 2/19/2015

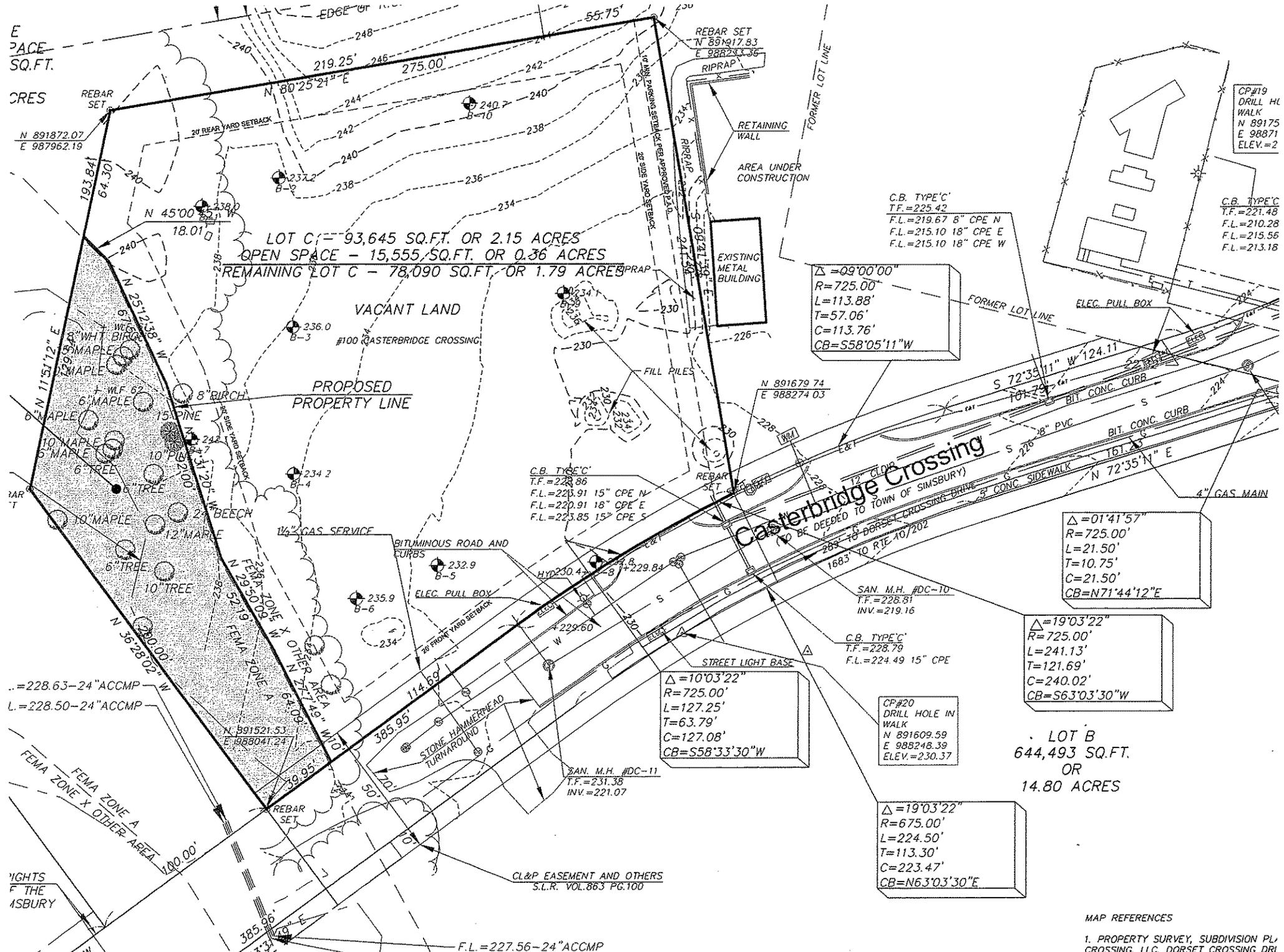


MAP DISCLAIMER - NOTICE OF LIABILITY

This map is for assessment purposes only. It is not for legal description or conveyances. All information is subject to verification by any user. The Town of Simsbury and its mapping contractors assume no legal responsibility for the information contained herein.

Approximate Scale: 1 inch = 75 feet





E
PAGE
SQ.FT.
ACRES

LOT C = 93,645 SQ.FT. OR 2.15 ACRES
 OPEN SPACE = 15,555 SQ.FT. OR 0.36 ACRES
 REMAINING LOT C = 78,090 SQ.FT. OR 1.79 ACRES

VACANT LAND

PROPOSED
PROPERTY LINE

Casterbridge Crossing
 TO BE DECEDED TO TOWN OF SIMSBURY
 283' TO DORSET CROSSING DRIVE
 1685' TO RTE 10/202

LOT B
 644,493 SQ.FT.
 OR
 14.80 ACRES

C.B. TYPE 'C'
 T.F. = 225.42
 F.L. = 219.67 8" CPE N
 F.L. = 215.10 18" CPE E
 F.L. = 215.10 18" CPE W

C.B. TYPE 'C'
 T.F. = 221.48
 F.L. = 210.28
 F.L. = 215.56
 F.L. = 213.18

△ = 09°00'00"
 R = 725.00'
 L = 113.88'
 T = 57.06'
 C = 113.76'
 CB = S58°05'11"W

C.B. TYPE 'C'
 T.F. = 228.86
 F.L. = 223.91 15" CPE N
 F.L. = 220.91 18" CPE E
 F.L. = 223.85 15" CPE S

△ = 01°41'57"
 R = 725.00'
 L = 21.50'
 T = 10.75'
 C = 21.50'
 CB = N71°44'12"E

△ = 19°03'22"
 R = 725.00'
 L = 241.13'
 T = 121.69'
 C = 240.02'
 CB = S63°03'30"W

△ = 10°03'22"
 R = 725.00'
 L = 127.25'
 T = 63.79'
 C = 127.08'
 CB = S58°33'30"W

CP#20
 DRILL HOLE IN
 WALK
 N 891609.59
 E 988248.39
 ELEV. = 230.37

△ = 19°03'22"
 R = 675.00'
 L = 224.50'
 T = 113.30'
 C = 223.47'
 CB = N63°03'30"E

MAP REFERENCES
 1. PROPERTY SURVEY, SUBDIVISION PL
 CROSSING, LLC. DORSET CROSSING DRI

RIGHTS
 F THE
 ASBURY

F.L. = 227.56 - 24" ACCMP



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Notification of Number of Voting Tabulators
2. **Date of submission:** February 5, 2015
3. **Date of Board Meeting:** February 23, 2015
4. **Individual or Entity making the submission:** Town Clerk Carolyn Keily
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: NO ACTION
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.):** Town Clerk Carolyn Keily
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.)**: Notice of Number of Voting Tabulators required to be filed with the Board of Selectmen, who are the officials required to provide voting tabulators for Simsbury. Simsbury has a sufficient number of voting tabulators for the 4 voting districts in town. CGS Sections 9-238 and 9-238a
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:

ED-626: The form provided by the Secretary of the State to report the number of voting tabulators in this municipality. Notification was mailed to the Secretary's Office on February 5, 2015.



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Lisa L. Heavner - First Selectman

Schedule for the Budget Meetings & Workshops

Thursday evening, February 26th / 5:30 pm:

- First Selectman's Budget presented to Board of Selectmen

Thursday evening, March 5th / 5:30 pm:

- General Government
 - First Selectman's Office/Central Administration
 - Town Clerk
- Finance
 - Tax Collector
 - Assessor
 - Information Technology
- Social Services
- Culture, Parks and Recreation
- Planning/Economic Development

Saturday, March 7th / 8:00- 4:00 pm:

- Public Works
- Engineering
- Water Pollution Control
- Library
- Public Safety
- CIP
- CNR

Tuesday, March 10th through Thursday, March 12th – 5:30 pm*

All meetings will be in the Main Meeting Room with the exception of March 5th which will be in the Board of Education Conference Room

**Additional dates if needed*

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

L.Heavner@simsbury-ct.gov
www.simsbury-ct.gov

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



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Appointments – Civil Preparedness

2. **Date of submission:** February 18, 2015

3. **Date of Board Meeting:** February 23, 2015

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

Kevin Kowalski – Chief, Administration/Fire Marshal – 860-658-1971,
kkowalski@simsburyfd.org

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

Appointment of Civil Preparedness Director and Assistant Civil Preparedness Director

6. **Summary of Submission:**

1. Appointment of Kevin Kowalski as Civil Preparedness Director

Effective Date: December 2, 2013

Expiration Date: December 7, 2015

2. Appointment of Michael Berry as Assistant Civil Preparedness Director

Effective Date: December 2, 2013

Expiration Date: December 7, 2015

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:

Section 704 (4) of the Town Charter relating to Town Officers

Finance-Treasurer, the First Selectman shall also consult with and obtain the approval of the Board of Finance. The Director of Finance-Treasurer shall be the chief fiscal officer, shall serve on a full-time basis, shall be the Town Treasurer and shall coordinate the administration of the financial affairs of the Town.

- (3) Director of Culture, Parks and Recreation. Prior to appointing or removing the Director of Culture, Parks and Recreation, the First Selectman shall also consult with and obtain the approval of the Culture, Parks and Recreation Commission. The Director of Culture, Parks and Recreation shall serve on a full-time basis and shall be in charge of the administration of the Culture, Parks and Recreation Commission program in the Town.
- (4) Director of Civil Preparedness. The appointment and removal of the Director of Civil Preparedness shall be in accordance with the provisions of Section 28-7 of the General Statutes. The Director of Civil Preparedness shall serve for a term of two (2) years.
- (5) Director of Public Works. The Director of Public Works shall serve for an indefinite term. The Director of Public Works shall be the administrative head of the Public Works Department and as such shall be responsible for the efficiency, discipline and good conduct of the public works operation of the Town. He shall have supervision and control of the maintenance of all Town-owned property and structures, except those under the control of the Board of Education and, if required by the Board of Selectmen, the Culture, Parks and Recreation Commission. Upon the request of the Chairman of the Board of Education, the Director of Public Works may supervise and direct the exterior maintenance of school buildings and grounds but only to the extent and for the period requested by the Board of Education and approved by the Board of Selectmen, provided that the costs of such maintenance are charged against the Board of Education appropriations. The Director of Public Works shall serve as Tree Warden.
- (6) Building Official. The Building Official shall serve for a term of four (4) years. Quadrennially, thereafter, the First Selectman shall appoint a Building Official as provided above.
- (7) Town Engineer. Prior to appointing or removing the Town Engineer, as provided above, the First Selectman shall also consult with the Public Works Director.

**CODE OF THE TOWN OF SIMSBURY, CONNECTICUT, v37 Updated 02-01-2014 /
CHARTER OF THE TOWN OF SIMSBURY / Chapter VII, Administrative Officers
and Departments / Section 705. Welfare Officer.**

Section 705. Welfare Officer.

The First Selectman shall serve as the Welfare Officer for the Town and as such shall be in



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING **AGENDA SUBMISSION FORM**

1. **Title of Submission:**
2. **Date of Submission:**
3. **Date of Board Meeting:**
4. **Individual or Entity making the submission: (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):**
5. **Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**

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

Respectfully request approval of Tom Frank 19 Banbury Dr., West Simsbury CT 06092 to fill out the unexpired term of Christopher Kelly on the Board of Education. The term ends on 12/4/2017

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 for Tom Frank to fill out Chris Kelly's term on the BOE

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



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Resignations
2. **Date of submission:** February 12, 2015
3. **Date of Board Meeting:** February 23, 2015
4. **Individual making the submission:** Claudia Szerakowski, 5 Quad Hill Road, Weatogue
5. **Action requested of the Board of Selectmen:**
The Individual making the submission requests that the Board of Selectmen: Accept the resignations of Claudia Szerakowski from the Recycling Committee and from the Clean Energy Task Force.
6. **Individual responsible for submission:** Town Clerk, Carolyn Keily
7. **Summary of submission:**
 1. Resignation from:
Recycling Committee effective February 2, 2015
Regular Member
Democratic Party
2-year term from 12/2/13 to 12/7/15
 2. Resignation from:
Clean Energy Task Force effective February 8, 2015
Regular Member
Democratic Party
2-year term from 12/2/13 to 12/7/15
8. **Description of documents included with submission:** two letters of resignation

Claudia Szerakowski
5 Quad Hill Rd. Weatogue, CT 06089

February 2, 2015

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

Dear Ms. Keily:

I hereby resign my position as regular member on the Recycling Committee.

Please notify the Board of Selectman that my resignation is effective immediately.

Sincerely,

A handwritten signature in black ink, appearing to read "Claudia Szerakowski", with a long horizontal flourish extending to the right.

Claudia Szerakowski
5 Quad Hill Rd. Weatogue, CT 06089

February 2, 2015

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

Dear Ms. Keily:

I hereby resign my position as regular member on the Clean Energy Task Force.

Please notify the Board of Selectman that the effective date of my resignation is February 8, 2015.

Sincerely,



CALL TO ORDER

The Special Meeting of the Board of Selectmen was called to order at 7:00 p.m. in the Auditorium of Eno Memorial Hall. Present were: First Selectman Lisa Heavner; Board members Michael Paine, Cheryl Cook, Sean Askham, and Christopher Kelly. Absent was Deputy First Selectman Nancy Haase. Others in attendance included Jerome Shea, Town Engineer, Mickey LeCours-Beck, Director of Social Services, Thomas Cooke, Director of Administrative Services, and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

Ms. Heavner said public comments are always welcome at Board of Selectmen meetings during Public Audience. Public comments are limited to 5 minutes per person. However, if someone feels they need more time to speak they may contact the First Selectman’s office to set-up an appointment.

PUBLIC AUDIENCE

Joan Coe, 26 Whitcomb Drive informed everyone that she has filed an application to petition for the position as First Selectman in Simsbury with the Secretary of the State. She said the application was approved by the Town Clerk. She is now awaiting the form from the Secretary of the State designating the number of signatures needed to place her name on the ballot and the form for the signatures.

Ms. Coe said her platform will be to change the form of government from First Selectman to a Town Manager. She will run as an independent. She said the office of First Selectman will be eliminated as well as the salary and the salary for Town Manager will be negotiated under a contractual agreement. This Town needs a Town Manager so it doesn’t fall behind the times.

Ms. Coe feels the Executive Session, a public safety issue impacting the Town of Simsbury, should not be in Executive Session at all as information on this issue has already been issued to the public. She said according to the Freedom of Information Act Sec 1-200 (6) “Executive Sessions” means a meeting of a public agency at which the public is excluded for one or more of the following purposes: (C) matters concerning security strategy or the deployment of security personnel or devices affecting public security;

Ms. Coe said she told Mr. Cooke that if this session had to do with CL&P all the information was already published in the Hartford Courant and there was no need for Executive Session. The only omission in the article was the \$30,000 the Town would lose in property tax when they leave the area.

Ms. Coe said the CL&P article in the Hartford Courant said that the First Selectman called for a meeting where she plans to ask the company to reverse its decision and she doesn’t think CL&P will change their minds.

Ms. Coe said CREC has established a magnet school, the Diagnostic Center for students who have emotional issues and requires an alternative high school experience. This is supported by the towns with students with special needs. However, Ms. Coe said it appears that at least twice a month the police are called to the school when students bolt from the school and run around the neighborhood until captured. She asked if this could

place the neighborhood, Latimer Lane School students and the Police in danger and she asked for a review on this issue.

Robert Kalechman, 971 Hopmeadow Street said he was looking at the Old Testament a few days ago and read that Moses had a son. He said the Testament said he felt like a stranger in a strange land and that is the feeling he has. People come here from elsewhere and after spending a year or two here they become strangers if they don't do what others tell them to do.

Mr. Kalechman said he and his wife attended many Personnel Sub-Committee meetings and they are the “same old dance with different music”. There have been three Charter Revision Commissions and the last one became a stand-off after it was really supported.

Mr. Kalechman said there were Constables in Town for a very long time and then they were taken out of the Charter. It is his understanding that now there are 2-3 Marshalls and he isn't sure why.

Mr. Kalechman said there needs to be a change with the Personnel Sub-Committee. He feels that Mr. Cooke has a conflict of interest on this Committee. He voted himself a raise even after the elected members voted against it. It asked Ms. Heavner to make a change in this Sub-Committee.

Linda Schofield, 3 Ryan Circle said she would like to speak about the Dewey Farms. She said like most residents she likes our bucolic-looking town – open spaces and farms. She feels open space comes at a double cost as the town needs money to maintain it and the town loses money by taking it off the tax rolls.

Ms. Schofield said the Dewey Farm is hardly a wildlife area, doesn't offer any special habitat, there is no public access to the property, and it is an eyesore in her opinion. The Farm has had a ramshackle appearance with broken down green houses, piles of junk, rusting drums, abundant weeds, and also some lovely gladiolas and cleomes.

Ms. Schofield said the current lease requires the renter to pay on \$78 per acre per year for use of the land. He rents 6 acres of this land and she wonders if the cost to the town to process the paperwork exceeds the proceeds from the rent.

Ms. Schofield said she looked at land records for surrounding properties that were recently sold, anyone can see that this property would yield a substantial gain to the town if it were sold. She feels that the 14.6 acres of the property could be divided into 7 two-acre lots that could sell for at least \$150,000. In addition, these properties would then be taxable and would yield an annual revenue for the town.

Ms. Schofield feels these funds would be ample to cover the costs of turning the Old Drake Hill property into a lovely park, maintaining of trails at Ethel Walker and elsewhere, and of building trails in Simsbury Meadows. These initiatives all provide real value to the public as well as to the environment and wildlife of our town.

Ms. Schofield feels the town is right to protect open space and farms, but they must do so rationally and with an eye to cost-benefit trade-offs, so that prioritizing the use of public funds to their highest use for the most benefit.

PRESENTATIONS

- **Senior Center**

Ms. Heavner said she put this on the agenda to see what we know so far and what the next steps might be. This is just informational only and no action will be taken. Information will be available at the Senior Center and on SCTV.

Mr. Shea gave some basic history on the Senior Center project, the status of where we are today, and how we can go forward.

He said there are 159 average users at the Senior Center on a daily basis. There will be an increase in seniors in the year 2025. Some of the programs are offered at the Library and Simsbury Farms.

Mr. Shea said one of the issues is not enough parking. There are limitations on exercise classes; inadequate tv/movie room; insufficient arts, crafts, storage spaces; lack of health and wellness screening space; and meal service limitations.

Mr. Shea said the Senior Center Eno Memorial Sub-Committee recommended a newly constructed site. The Board of Selectmen requested further study of Eno Memorial Hall and a site in the Town center area. The Public Building Committee recommended the State DOT site.

Mr. Shea went through the rest of his presentation including the revised costs of the projects for each suggested sites.

Mr. Shea also went through the approximate construction timelines with possible completion in June 2017. He also went through the potential actions on site selections at Eno Memorial Hall, the State DOT lot or further study. He said they could pursue the purchase of the State DOT Lot for \$800,000 or pursue legislative changes so they can use the lot for municipal use only.

There were some questions from the Board including getting a new appraisal on the DOT lot. Mr. Shea said there could be some uncertainties and obstacles with this site. The discussion also has to be held during the Legislative session and we could miss being on the agenda.

Mr. Kelly asked what the timeline would be if they embraced a community center concept and how the cost would be impacted. Mr. Shea said they should have to rebuild a design concept, which could take several months.

Mr. Askham asked about needs and wants in a 22,000 sq. ft. building. He feels something needs to be done, but that 8 million dollars exceed the budget, so maybe there should be some phasing done. He asked Ms. LeCours-Beck to prioritize her needs vs. wants and what the impact would be on their items. Ms. Heavner said she would get a memo from Mr. Mancini about the budget figures as the budget needs to be started also.

After further discussion, the Board would like to look at the conceptual drawings again. They would also like to give the link to the public so they can see the designs. Also, Ms. Heavner told everyone to give her office a

call with their suggestions and comments. She said all of the information will be posted on the Town website as well. The Board would like to meet again to discuss this issue, along with public audience, during a special meeting. Mr. Cooke will coordinate that meeting and get back to the Selectmen. Ms. Heavner said she will also ask the architects to be available to answer questions as well.

Ms. Heavner thanked Mr. Shea and all Town staff for their help and information on this issue. They did a great job.

FIRST SELECTMAN’S REPORT

There was no First Selectman’s Report at this time.

SELECTMEN ACTION

a) Approve Tax Refunds

Ms. Cook made a motion to approve tax refunds in the amount of \$4,641.56 as reviewed and recommended by the Tax Collector. Mr. Kelly seconded the motion. All were in favor and the motion passed.

b) Approve 2015 Budget Workshop Revised Dates

Ms. Heavner said there were some budget meeting conflicts with the previous dates, therefore, this is the updated list of budget workshop dates.

Mr. Kelly made a motion to adopt a revised schedule for budget workshop dates and times based on available dates as follows: Thursday, February 26th at 5:30 p.m.; Thursday, March 5th at 5:30 p.m.; Saturday, March 7th from 8:00 a.m. to 4:00 p.m.; Monday, March 9th at 5:30 p.m., and Tuesday, March 10th through Thursday, March 12th at 5:30 p.m. Mr. Askham seconded the motion. All were in favor and the motion passed.

c) Approve Renewal of Agriculture License Agreement for Dewey Farms to the Ryan Family Farm

Ms. Heavner said this is a request from Town Engineer to consider extending the ground lease for the Dewey Farm property for the 2015 growing season on the grounds that the Open Space Committee will require time to do an inventory and evaluation of open space parcels and to develop an open space policy. Mr. Ryan has been a good steward of the land and extending the ground license would continue the productive use of the land for agricultural purposes.

Mr. Ryan said he grows from seeds, which does cost more. He said the leaf piles are spread in the spring. He said large area takes time to decompose. He said he has organic materials, but he doesn’t want to spend a lot of money if the Town isn’t going to renew his lease.

Mr. Kelly made a motion to extend the ground lease for the Dewey Farm property for the 2015 growing season to the Ryan Family on the grounds that the Open Space Committee will require time to do an inventory and evaluation of open space parcels and to develop an open space policy. Ms. Cook seconded the motion. All were in favor and the motion passed.

Ms. Heavner said the Board is awaiting the information on the new policy on open space.

d) Approve Eno Hall Auditorium Waiver of Fee for Theatre Guild of Simsbury

Mr. Askham made a motion to waive the fee for use of the Eno Hall Auditorium on April 17, 18, 19, 25, 26, 2015 as a performance space for the Theatre Guild of Simsbury’s spring show “Dearly Departed”. Mr. Paine seconded the motion. All were in favor and the motion passed.

e) Approve Eno Hall Auditorium Waiver of Fee for Simsbury Light Opera Company

Mr. Askham made a motion to waive the fees for Simsbury Light Opera Company’s use of Eno Memorial Hall for rehearsals and performances of “Trial by Jury” on March 12, 16, 17, 19, 20, 21, 22, 28, and 29, 2015. Mr. Paine seconded the motion. All were in favor and the motion passed.

f) Authorize the First Selectman to execute Memorandum of Understanding between the Greater New Haven Transit District and the Town of Simsbury

Ms. Heavner congratulated Ms. LeCours-Beck on securing this grant which she sought on the 2013 cycle. This will replace the 2010 vehicle with 118,600 miles on it. This application was granted and therefore we are eligible for an 80% - 20% cot split. Our share will be paid out of our Expanded Dial-A-Ride fund, so there will be no impact on the budget. The Acceptance Certificate was signed on June 25, 2014 and this Memorandum of Understanding is the next step in the procurement process.

Ms. Heavner noted that the State bidding process is not yet completed, so she doesn’t have an exact 20% figure at this time.

No motion was necessary, but all the Board members agreed with this Memorandum of Understanding.

OTHER BUSINESS

There was no other business at this time.

APPOINTMENTS AND RESIGNATIONS

Aging and Disability Commission

a) Reappoint Ed LaMontagne (R), Mona Martinik (R) and Lynn Veith (R) as regular members of the Aging & Disability Commission with an expiration date of January 1, 2019

Mr. Askham made a motion to reappoint Ed LaMontagne, Mona Martinik and Lynn Veith as regular members of the Aging & Disability Commission with an expiration date of January 1, 2019. Ms. Cook seconded the motion. All were in favor and the motion passed.

b) Appoint Marge Diachenko (R) as a regular member of the Aging & Disability Commission with an expiration date of January 1, 2019

Mr. Askham made a motion to appoint Marge Diachenko as a regular member of the Aging & Disability Commission with an expiration date of January 1, 2019. Ms. Cook seconded the motion. All were in favor and the motion passed.

Board of Ethics

- a) Reappoint Barbara Petijean (R) as a regular member of the Board of Ethics with an expiration date of January 1, 2019**

Mr. Kelly made a motion to reappoint Barbara Petijean as a regular member of the Board of Ethics with an expiration date of January 1, 2019. Ms. Cook seconded the motion. All were in favor and the motion passed.

Building Code Board of Appeals

- a) Reappoint William Egan (R) as a regular member of the Building Code Board of Appeals with an expiration date of January 1, 2019**

Mr. Paine made a motion to reappoint William Egan as a regular member of the Building Code Board of Appeals with an expiration date of January 1, 2019. Mr. Kelly seconded the motion. All were in favor and the motion passed.

Economic Development Commission

- a) Reappoint Dave Balboni (R), Gary Dornbush (R), and Lou George as regular members of the Economic Development Commission with an expiration date of January 1, 2019**

Ms. Cook made a motion to reappoint Dave Balboni, Gary Dornbush, and Lou George as regular members of the Economic Development Commission with an expiration date of January 1, 2019. Mr. Paine seconded the motion. All were in favor and the motion passed.

Fair Rent Commission

- a) Reappoint Maddie Gilkey (R), Connie Mason (R), John Paddock (R), Dave Richman (R), and Mary Turner to the Fair Rent Commission with an expiration date of January 1, 2019**

Mr. Kelly made a motion to postpone the reappointment of Maddie Gilkey, Connie Mason, John Paddock, Dave Richman, and Mary Turner to the Fair Rent Commission with an expiration date of January 1, 2019 until the next Board of Selectmen meeting. Mr. Paine seconded the motion. All were in favor and the motion passed.

Historic District Commission

- a) Reappoint Dianne Mead (R) as a regular member to the Historic District Commission with an expiration date of January 1, 2019**

Ms. Cook made a motion to reappoint Dianne Mead as a regular member to the Historic District Commission with an expiration date of January 1, 2019. Mr. Paine seconded the motion. All were in favor and the motion passed.

Simsbury Farms Complex Committee

- a) **Appoint Liz Keppel (R) as a regular member of the Simsbury Farms Complex Committee with an expiration date of December 7, 2015**

Ms. Cook made a motion to appoint Liz Keppel as a regular member of the Simsbury Farms Complex Committee with an expiration date of December 7, 2015. Mr. Paine seconded the motion. All were in favor and the motion passed.

ACCEPTANCE OF MINUTES

- a) **Regular Meeting of January 12, 2015**

No action was taken and therefore the minutes were adopted.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

1. **Personnel** - Mr. Kelly said the Personnel Sub-Committee did meet tonight and they will be forwarding recommendations to the First Selectman tomorrow. This encompasses the purpose and structure on the salary issues on the First Selectman’s position.
Ms. Heavner thanked them for meeting on this issue so soon. She said this had to do with public demand on the salary for a First Selectman or Town Manager form of government and who would apply for these job positions.
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** – Mr. Kelly said “Thoroughly Modern Millie” will be playing at the High School on Saturday, January 31st at 7 p.m. and February 1st, 6th and 8th. All information will be posted on the school website. VIP passes can be used for this.

ADJOURN TO EXECUTIVE SESSION

Mr. Askham made a motion to adjourn to Executive Session at 8:41 p.m. to discuss Public Safety Issue Impacting the Town of Simsbury. Mr. Paine seconded the motion. All were in favor and the motion passed.

- a) **Public Safety Issue Impacting the Town of Simsbury**

In addition to the Board of Selectmen, Director of Administrative Services Thomas Cooke was present. Discussion on the matter concluded at 9:11 pm.

ADJOURN FROM EXECUTIVE SESSION

Ms. Askham made a motion to adjourn from Executive Session. Mr. Paine seconded the motion and the motion passed. The Board adjourned from Executive Session at 9:11 pm.

ADJOURN

Mr. Askham made a motion to adjourn the meeting. Ms. Cook seconded the motion and the motion passed. The meeting was adjourned at 9:11 pm.

Respectfully submitted,

Kathi Radocchio
Clerk

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 7:00PM in the Board of Education Conference Room located at 933 Hopmeadow Street. Present were: First Selectman Lisa Heavner and Board members Nancy Haase, Cheryl Cook, Christopher Kelly, Michael Paine and Sean Askham. Also in attendance were Thomas Cooke, Director of Administrative Services, Chief Peter Ingvertsen, Simsbury Police Department, Nicholas Boulter, Captain, Simsbury Police Department, Joseph Mancini, Director of Finance/Treasurer, Thomas Roy, Director of Public Works, Jeff Shea, Town Engineer, Gerry Toner, Director of Culture, Parks and Recreation and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance

STATEMENT BY SIMSBURY POLICE

Chief Ingvertsen read a statement updating the Board of Selectmen on the murder investigation in Simsbury.

PUBLIC AUDIENCE

Ms. Joan Coe, 26 Whitcomb Drive, discussed the public audience time at the Board of Selectmen meetings, warming shelters in Town, CL&P (renamed Eversource) closing their Area Work Center building in Simsbury and other items of concern to her.

PRESENTATIONS3

- **Metro Hartford Alliance**

Mr. Oz Griebel, President and CEO of Metro Hartford Alliance discussed how Simsbury might benefit from mutual efforts of economic development and marketing. He noted that Metro Hartford Alliance serves as the economic development leader for the 39 towns in the Capital Region of governments and also serves as the Chamber of Commerce for the city of Hartford. Mr. Griebel is looking to have municipalities engage their support, both financially and on an intellectual basis, in this organization.

- **2015 Legislative Presentation – Representative John Hampton and Senator Kevin Witkos**

Senator Witkos stated that most of the committees have begun their public hearings at the Capitol and that any bills that have been drafted are not ready to go onto the next step yet. He noted that the Governor has to close a \$1.5 million budget deficit at the state level and it is not fully known how his budget will affect at the municipal level. Senator Witkos also spoke on the Prevailing Wage in Connecticut and noted that there is a public hearing on February 25, 2015

and asked the Board of Selectmen to send testimony in for the meeting if they are unable to attend.

State Representative John Hampton discussed the deficit and some of the areas this will affect. He spoke on several issues that are happening in the State as well as things he is actively involved in.

FIRST SELECTMEN’S REPORT

Ms. Heavner asked residents to help out in clearing the snow around hydrants in their neighborhoods. She also asked residents to visit the Town’s website to register for the CT Alert and the Town’s Community Alerts. She also reminded residents of the warming centers in Town.

Ms. Heavner discussed the concern of the proposed closure of the CL&P Area Work Center in Simsbury and noted that they did have a meeting with CL&P (renamed to Eversource). She noted that the primary concern is for the safety of the people of Simsbury and Town employees.

Ms. Heavner discussed the Chamber of Commerce Business Leaders breakfast and noted that the speakers shared some powerful insights into successful management. She also discussed the savings to Simsbury residents from the CCM prescription drug card discount program.

SELECTMEN ACTION

a) Approve Tax Refunds

Mr. Askham made a motion to approve tax refunds in the amount of \$24,236.08. Mr. Kelly seconded the motion. All were in favor and the motion passed.

b) Approve Extension of Ground Licenses for various Town owned Agricultural Properties

Mr. Shea discussed the properties to be leased from the Town.

Mr. Askham made a motion to extend the Napolitano five acre lease for a period of one year as proposed. Ms. Cook seconded the motion. All were in favor and the motion passed.

Ms. Cook made a motion to allow the extension of the Barn Door East property of the ground license with the Town of Simsbury to reflect the change of licensing name and assign to Daren P. Hall for one year. Mr. Kelly seconded the motion. All were in favor and the motion passed.

c) Authorize the First Selectman to sign Master Municipal Agreement for Right-of-Way Projects with the State of Connecticut

Mr. Shea discussed the DOT projects, the steps involved and how long it takes to complete these projects without a Master Agreement.

Ms. Haase made a motion that Lisa Heavner, First Selectman, is hereby authorized to sign the Agreement entitled “Master Municipal Agreement for Right of Way Projects” adopted by the Board of Selectman of the Town of Simsbury, Connecticut, this 9th day of February, 2015. Mr. Askham seconded the motion. All were in favor and the motion passed.

d) Approve resolution authorizing the First Selectman to enter into an agreement for the Emergency Management Performance Grant

Ms. Haase made a motion resolved, that the Simsbury Board of Selectmen may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and further resolved, that Lisa Heavner, as First Selectman of the Board of Selectmen is authorized and directed to execute and deliver any and all documents on behalf of the Board of Selectmen and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents. The undersigned further certifies that Lisa Heavner now holds the office of First Selectman and that he/she has held that office since January 3, 2015. In witness whereof: The undersigned has executed this certificate this 9th day of February, 2015. Mr. Askham seconded the motion. All were in favor and the motion passed.

e) Approve 2015 fee schedule for Simsbury Farms Golf Course, Aquatic Facilities and Summer Camp Programs

Mr. Gerry Toner discussed the new fee schedules to help reduce the deficit and increase revenue.

Mr. Askham made a motion to approve the 2015 fee schedules for Simsbury Farms Golf Course and Aquatic Facilities, as well as the summer camp programs. Ms. Cook seconded the motion. All were in favor and the motion passed.

f) Approve and sign letter to Attorney General and Consumer Counsel regarding proposed closure of four CL&P Area Work Centers

Mr. Askham made a motion to approve and sign the attached letter to the Attorney General and Consumer Counsel expressing support for their request for a PURA investigation into the proposed closure of four Eversource Area Work Centers. Ms. Haase seconded the motion. All were in favor and the motion passed.

g) Approve Tentative Agreement between the Town of Simsbury and The International Brotherhood of Police Officers, Local No. 458 (IBPO)

Mr. Cooke discussed the agreements between the Town of Simsbury and The International Brotherhood of Police Officers, Local No. 458 (IBPO).

Ms. Haase made a motion to approve the attached Tentative Agreement between the Town of Simsbury and The International Brotherhood of Police Officers, Local No. 458. Ms. Askham seconded the motion. All were in favor and the motion passed.

OTHER BUSINESS

a) Update on Capital Improvement Plan (CIP) for Senior Center at 8.3 million

Mr. Mancini reviewed the Town of Simsbury, CT – CIP FY15-20, Financing Strategies – February 2015 Update handout with Board members. Items included: Municipal Bond Rates Continue to Fall, Town’s Debt Service and Debt Capacity, Current CIP & Proposed Plan of Finance, Proposed Plan of Finance & Debt Limit Projection and a Capital Improvement Program Summary spreadsheet.

APPOINTMENTS AND RESIGNATIONS

Aging and Disability Commission

a) Accept the resignation of Diana Yeisley (D) as an alternate member of the Aging & Disability Commission effective January 22, 2015

Ms. Nancy made a motion to accept the resignation of Diana Yeisley (D) as an alternate member of the Aging & Disability Commission effective January 22, 2015. Mr. Askham seconded the motion. All were in favor and the motion passed.

b) Appoint Diana Yeisley (D) as a regular member of the Aging & Disability Commission with an expiration date of January 1, 2019

Ms. Haase made a motion to appoint Diana Yeisley (D) as a regular member of the Aging & Disability Commission with an expiration date of January 1, 2019. Mr. Askham seconded the motion. All were in favor and the motion passed.

c) Appoint Lorraine Doonan (D) as an alternate member of the Aging & Disability Commission with an expiration date of January 1, 2016

Ms. Cook made a motion to appoint Lorraine Doonan (D) as an alternate member of the Aging & Disability Commission with an expiration date of January 1, 2016. Mr. Askham seconded the motion. All were in favor and the motion passed.

Building Code Board of Appeals

a) Accept the resignation of Steven Antonio (D) as an alternate member of the Building Code of Appeals effective January 22, 2015

Ms. Haase made a motion to accept the resignation of Steven Antonio (D) as an alternate member of the Building Code of Appeals effective January 22, 2015. Ms. Cook seconded the motion. All were in favor and the motion passed.

b) Appoint Steven Antonio (D) as a regular member of the Building Code of Appeals with an expiration date of January 1, 2019

Mr. Askham made a motion to appoint Steven Antonio (D) as a regular member of the Building Code of Appeals with an expiration date of January 1, 2019. Ms. Cook seconded the motion. All were in favor and the motion passed.

Fair Rent Commission

a) Reappoint Maddie Gilkey (R), John Paddock (R), Mary Turner (R), and Judy Schaeffer (D) to the Fair Rent Commission effective November 30, 2011 with an expiration date of November 30, 2015

Mr. Askham made a motion to reappoint Maddie Gilkey (R), John Paddock (R), Mary Turner (R), and Judy Schaeffer (D) to the Fair Rent Commission effective November 30, 2011 with an expiration date of November 30, 2015. Ms. Cook seconded the motion. All were in favor and the motion passed.

b) Reappoint Connie Mason (R), Dave Richman (R), and Helen Peterson (D) to the Fair Rent Commission effective November 30, 2013 with an expiration date of November 30, 2017

Mr. Askham made a motion to reappoint Connie Mason (R), Dave Richman (R), and Helen Peterson (D) to the Fair Rent Commission effective November 30, 2013 with an expiration date of November 30, 2017. Ms. Haase seconded the motion. All were in favor and the motion passed.

Tourism Committee

(a) Accept the resignation of Sarah Ann Schultz (R) as regular member of the Tourism Committee effective January 9, 2015.

Ms. Haase made a motion to accept the resignation of Sarah Ann Schultz (R) as regular member of the Tourism Committee effective January 9, 2015. Mr. Askham seconded the motion. All were in favor and the motion passed.

ACCEPTANCE OF MINUTES

Minutes were not available at the time of the meeting

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- 1. Personnel** – Mr. Kelly noted they have identified two tentative dates for the hearings and are continuing to work out the outlines.
- 2. Finance** - No report at this time.
- 3. Welfare** – No report at this time.
- 4. Public Safety** – No report at this time.
- 5. Board of Education** – No report at this time.

Ms. Heavner noted that Open Space met and will be holding a public hearing with a presentation in March.

Ms. Cook noted that the Aging and Disability Commission decided to cancel their meeting on the 17th so that their members can attend the public hearing on the Senior Center.

ADJOURN TO EXECUTIVE SESSION

Mr. Askham made a motion to move into Executive Session. Ms. Cook seconded the motion and it passed unanimously. The Board of Selectmen moved into Executive Session at 8:45 pm.

a) Public Safety Issue Impacting the Town of Simsbury

In addition to the Board of Selectmen, Director of Administrative Services Thomas Cooke and Eversource representative Kevin Witkos were present. Discussion on the matter concluded at 9:11 pm.

ADJOURN FROM EXECUTIVE SESSION

Mr. Askham made a motion to adjourn from Executive Session. Mr. Paine seconded the motion and the motion passed. The Board adjourned from Executive Session at 9:20 pm.

ADJOURN

Ms. Askham made a motion to adjourn the meeting. Ms. Haase seconded the motion and the motion passed. The meeting was adjourned at 9:20 pm.

Respectfully Submitted,
Leslie Brigham



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:**

Public Hearings on First Selectman's Salary and Simsbury Form of Government

2. **Date of submission:**

February 19, 2015

3. **Date of Board Meeting:**

February 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
(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:

Set a Public Hearing before the Personnel Sub-Committee for March 9, 2015 at 6:00 p.m. to receive public comment on the First Selectman's salary, and for March 23, 2015 immediately following the Public Hearing on the Town of Simsbury's Small Cities Grant application to receive public comment on the Town of Simsbury's form of government.

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 Personnel Sub-Committee is planning to hold Public Hearings to receive public comment on the First Selectman's salary and on the Town of Simsbury's form of government. Public comment will be preceded by brief informational sessions designed to familiarize the public with actions previously taken by the Board of Selectmen and Charter Revision Commissions as well as to provide background data with respect to comparative salaries and the forms of government utilized by Simsbury and other towns.

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:

NA