Town of Simsbury

933 HOPMEADOW STREET P.O. BOX 495 SIMSBURY, CONNECTICUT 06070

Lisa L. Heavner - First Selectman

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SIMSBURY BOARD OF SELECTMEN
Main Meeting Room – Simsbury Town Hall – 933 Hopmeadow Street, Simsbury
Regular Meeting – December 14, 2015 – 7:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATIONS

- Iron Horse Boulevard – Security Improvements
- Clean Energy Communities Award

FIRST SELECTMAN'S REPORT

SELECTMEN ACTION

a) Approve Tax Refunds

b) Approval of Year End Entries for Capital Projects

c) Approve 2016 Ground Licenses for various Town owned Agricultural Properties

d) Authorize the First Selectman to executive and submit application for Local Transportation Capital Improvement Grant Program, Bloomfield to Tariffville Multi-Use Trail Connector (East Coast Greenway)

e) Authorize the First Selectman to executive and submit application for Local Transportation Capital Improvement Grant Program, Pavement Rehabilitation of Nod Road from State Route 185 to Avon Town Line

f) Approve agreement between the Town of Simsbury and Sharon McHale, the Simsbury Tryathlon Race Director

g) Approve the appointment of the following members to the Friends of Simsbury Farms:
   - Gerard Wetjen, Mark Deming, Arthur Emmons, and John Brighenti

OTHER BUSINESS

a) Update on Senior Community Center Project
b) Update on The Hartford Property

APPOINTMENTS AND RESIGNATIONS

a) Acknowledge the resignation Patrick S. Spaulding (R) as a regular member of the Conservation Commission/Inland Wetlands & Watercourses Agency effective December 7, 2015

b) Acknowledge the resignation Lynn R. Veith (R) as a regular member of the Aging & Disability Commission effective January 1, 2016

REVIEW OF MINUTES

a) Regular Meeting of November 23, 2015
b) Special Meeting of December 7, 2015

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

1. Personnel
2. Finance
3. Welfare
4. Public Safety
5. Board of Education

ADJOURN

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

Town of Simsbury

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

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

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. Title of submission: Iron Horse Boulevard, Security Improvements

2. Date of submission: December 12, 2015

3. Date of Board Meeting: December 14, 2015

4. Individual or Entity making the submission:

Don Massey, 6 Elaine Drive, Simsbury

5. Action requested of the Board of Selectmen:

For information and to possibly receive direction on how to best complete this project

6. Summary of Submission:

A private organization has raised money to support the placement of security cameras along Iron Horse Boulevard for the purpose of improving the perceived safety in light of the tragedy that occurred last year. I (Don Massey) am working with the Police, Public Works and Computer Department staff to determine the best way to implement the proposed cameras.

7. Financial Impact:

None at this time

***8.* Description of documents included with submission:**

None

Town of Simsbury

66 TOWN FOREST ROAD, P.O. BOX 495, SIMSBURY, CONNECTICUT 06070
Phone (860) 658-3222 Fax (860) 408-5416 E-mail troy@simsbury-ct.gov

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

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of submission:** Clean Energy Communities Award

2. **Date of submission:** December 8, 2015

3. **Date of Board Meeting:** December 14, 2015

4. **Individual or Entity making the submission:** Thomas J. Roy, P.E.

5. **Action requested of the Board of Selectmen:** For information only.

6. **Summary of Submission:**

Since 2008, Simsbury has participated in the Connecticut Clean Energy Communities Program and our Clean Energy Task Force has been championing the Town's efforts and participation in this program. Recently, we received the "Clean Energy Communities Award" from Energize Connecticut, an organization that was formed as a partnership between Eversource and United Illuminating, to support clean energy programs in Connecticut.

In addition to receiving this award, the Clean Energy Task Force has promoted the clean energy options program and Solarize Simsbury programs. They have supported our local business and promoted our C-PACE program. Through these programs we now have 626 homes that have elected to receive a significant percentage of their home electricity to come from renewable sources. We have 57 homes that have chosen to install solar panels that produce 171 kW of residential solar. In addition to all of this great work, they have earned a credit for a 9kW solar array and the Board of Education is planning to use this credit towards the installation of a15kW system at the High School. Above all this, the Clean Energy Task Force recently received their second $10,000 Bright Ideas Grant that can be used to improve energy efficiency in Simsbury.

7. **Financial Impact:** None.

8. **Description of documents included with submission:** 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:** Tax Refunds

2. **Date of submission:** 12-07-2015

3. **Date of Board Meeting:** 12-14-2015

4. **Individual or Entity making the submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):**

   Colleen O'Connor- Tax Collector

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

   Tax refunds to be approved by State Statue 12-129. Some of the reasons for refunds on cars are –vehicle sold, destroyed, donated, moved out of state or appealed the taxes.

   Real Estate refunds are due to the fact that both a bank and an attorney's office pay the taxes because of sale of house or re-finance.

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

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

   Approve tax refunds per attached printout in the amount of **$ 20,427.77**

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

   Tax Refunds.xls

	BILL NUMBER	TAX	FIRE	INTEREST	TOTAL
List 2012					
					$0.00
					$0.00
Total 2012		**$0.00**	**$0.00**	**$0.00**	**$0.00**
List 2013					
Cosenza Judith S	13-03-53652	$278.00	$8.91		$286.91
Neiman Dara	13-03-66462			$37.02	$37.02
VW Credit Leasing LTS	13-03-69365	$51.25	$1.64		$52.89
VW Credit Leasing LTS	13-03-69397	$271.23	$8.69		$279.92
					$0.00
					$0.00
Total 2013		**$600.48**	**$19.24**	**$37.02**	**$656.74**
List 2014					
Perevozchikov, Oleg	14-01-2640	$220.75			$220.75
Grossman Heinz	14-02-40331	$396.19			$396.19
Anderson Walter E Jr	14-03-50355	$111.91	$3.59		$115.50
Andrien Judy R	14-03-50374	$284.16	$9.10		$293.26
Atkinson-Gooch Margaret	14-03-50609	$165.93	$5.32		$171.25
Cab East LLC	14-03-52332	$251.38	$8.06		$259.44
Cali Bianca M	14-03-52425	$142.54	$4.57		$147.11
Cellerino Michael J	14-03-52819	$875.81	$28.08		$903.89
Chapman Geln D	14-03-52885	$218.67	$7.01		$225.68
Church Jennifer L	14-03-53064	$130.55	$4.18		$134.73
Corey Tammy	14-03-53587	$134.04	$4.30		$138.34
Dahlin Eric M	14-03-54008	$93.06	$2.98		$96.04
Deckers John	14-03-54246	$86.86	$2.78		$89.64
Delamora Jose L	14-03-54305	$518.75	$16.63		$535.38
Fahan Joe	14-03-55455	$555.95	$17.82		$573.77
Ferriera Marco A	14-03-55629	$161.10	$5.16		$166.26
Financial Ser Veh Trust	14-03-55645	$489.84	$15.70		$505.54
Financial Ser Veh Trust	14-03-55672	$1,043.26	$33.44		$1,076.70
Forth Terrence J	14-03-55977	$71.42	$2.29		$73.71
Glaser Mary M	14-03-56654	$267.63	$8.58		$276.21
Hagerty Heidi W	14-03-57338	$630.01	$20.20		$650.21
Hillemeir Martha J	14-03-57904	$471.87	$15.13		$487.00
Hodge Ashley E	14-03-57942	$84.41	$2.71		$87.12
Honda Lease Trust	14-03-58151	$586.12	$18.79		$604.91
Honda Lease Trust	14-03-58231	$179.29	$5.75		$185.04
Houlihan Charles D	14-03-58340	$15.82	$0.50		$16.32
Keim Susan H	14-03-59350	$780.63	$25.03		$805.66
Krasnoger Esther P	14-03-59874	$64.92	$2.08		$67.00
Landesberg Regina	14-03-60144	$70.82	$2.28		$73.10
Logan Hector	14-03-60829	$69.23	$2.22		$71.45
Logue E Patrick	14-03-60834	$775.06	$24.85		$799.91
Luciano Mario G	14-03-60962	$1,982.87	$63.57		$2,046.44
MacDonald Geff D	14-03-61111	$152.30	$4.88		$157.18

MacDonald Geff D	14-03-61112	$74.32	$2.38		$76.70
MacDonald Geff D	14-03-61113	$165.56	$5.31		$170.87
Madar Jay R	14-03-61175	$178.10	$5.71		$183.81
Marsele Peter G	14-03-61460	$810.70	$25.99		$836.69
Martinez Patricia A	14-03-61524	$101.34			$101.34
McLenithan Michelle A	14-03-61988	$232.18	$7.45		$239.63
Melrose George J	14-03-62138	$99.55	$3.19		$102.74
Melrose Sharon	14-03-62140	$87.13	$2.79		$89.92
Moore David M	14-03-62619	$204.68	$6.56		$211.24
Moore Elizabeth	14-03-62623	$78.32	$2.51		$80.83
Nardozza Jeffrey G	14-03-63053	$93.69	$3.01		$96.70
Nissan Infiniti LT	14-03-63312	$463.62	$14.87		$478.49
OConnor Linda D	14-03-63601	$74.94	$2.41		$77.35
Page Richard T	14-03-63887	$319.98	$10.26		$330.24
Pane Ashton Louis	14-03-63980	$186.23	$5.97		$192.20
Porsche Leasing LTD	14-03-64732	$540.18	$17.32		$557.50
Pozzato Joseph	14-03-64813	$85.41	$2.74		$88.15
Problem Animals & Wildlife	14-03-64902	$282.48	$9.06		$291.54
Rodriguez Francisco	14-03-65616	$187.38	$6.01		$193.39
Salisbury Lisa A	14-03-66087	$52.34	$1.68		$54.02
Snowdon William H	14-03-67382	$323.77	$10.38		$334.15
Spooner Bruce W	14-03-67560	$589.65	$18.90		$608.55
Spooner Bruce W	14-03-67562	$1,069.83	$34.30		$1,104.13
Sweeney Vicki K	14-03-67994	$305.94	$9.81		$315.75
Toyota Lease Trust	14-03-68643	$264.52	$8.48		$273.00
Vanschelt Sage M	14-03-69007	$106.35	$3.41		$109.76
Visciotti Amanda N	14-03-69245	$211.22	$6.77		$217.99
Wolff Robert D	14-03-70150	$113.59	$3.65		$117.24
Yakemore Michael L	14-03-70304	$109.87	$3.52		$113.39
Yoder Linda L	14-03-70352	$294.25	$9.43		$303.68
					$0.00
					$0.00
		$19,790.27	**$611.45**	**$0.00**	**$20,401.72**
TOTAL 2012		**$0.00**	**$0.00**	**$0.00**	**$0.00**
TOTAL 2013		**$600.48**	**$19.24**	**$37.02**	**$656.74**
TOTAL 2014		**$19,790.27**	**$611.45**	**$0.00**	**$20,401.72**
					$21,058.46
TOTAL ALL YEARS		**$20,390.75**	**$630.69**	**$37.02**	**$21,058.46**
		37.02			
		$20,427.77			

Town of Simsbury

933 HOPMEADOW STREET P.O. BOX 495 SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of submission:** Approval of year end entries

2. **Date of submission:** December 9, 2015

3. **Date of Board Meeting:** December 14, 2015

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

5. **Action requested of the Board of Selectmen –** Approve additional appropriations for capital projects

6. **Summary of Submission –** This is the year-end cleanup for capital projects. These appropriations that are being requested are not transfers, there is sufficient bond premiums to cover the expenses.

7. **Financial Impact –** No financial impact, end of project accounting.

8. **Description of documents included with submission**

					Amount to Approve
Town projects:		Refunding Expense	Overage Pre-FY15	FY15 Overage	
	335 Gertsen Land Purchase 5/08	1,806	1,523		3,329
	342 Triangle Land Purchase 5/08	19,290	54,686		73,976
	343 Streetscape 10/167 5/08	1,800			1,800
	344 Eno Hall Improvements 5/08		27,894		27,894
	381 Simsbury Farms Renovations	13,810			13,810
Education projects:					
	368 Tariffville expansion project 5/06	9,949			9,949
	363 District Network Infrastructure 5/10	1,180	147		1,327
		47,835	84,250	-	132,085

Town of Simsbury

933 HOPMEADOW STREET P.O. BOX 495 SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of submission:** Ground Licenses – Agricultural Properties

2. **Date of submission:** December 7, 2015

3. **Date of Board Meeting:** December 14, 2015

4. **Individual or Entity making the submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):**
   Jerome F. Shea, P.E., Town Engineer

5. **Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**
   The Individual or Entity making the submission requests that the Board of Selectmen:
   Authorize a one year extension of ground licenses for various town owned agricultural properties and consider possible agricultural uses on two other town owned properties.

6. **Summary of Submission (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):**
   (i) Current ground licenses expire on December 31, 2015.
   (ii) Town of Simsbury and the following:
   Daren P. Hall
   Anthony Napolitano (dba Anthony's Family Farm)
   Tim Ryan (dba The Ryan Family Flower Farm)
   (iii) The Town would receive fees for annual licensing of the properties as indicated on the attached letter to the Board of Selectmen.
   (iv) Licensing documents were previously reviewed and approved by Town counsel.
   (v) Letter from the Town Engineer to the Board of Selectmen dated December 7, 2015.

7. **<u>Financial Impact</u> (Include a description of any impact on the finances of the Town of Simsbury):**
   There is no impact on the financed of the Town of Simsbury.

8. **<u>Description of documents included with submission</u> (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. Letter dated December 7, 2015 from Jerome F. Shea, Town Engineer
   2. Letter dated November 3, 2014 from Jerome F. Shea, Town Engineer

Town of Simsbury

933 HOPMEADOW STREET P.O. BOX 495 SIMSBURY, CONNECTICUT 06070

Jerome F. Shea – Town Engineer

December 7, 2015

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

Dear Selectmen:

Subject: Ground Licenses – Agricultural Properties

The following farmers have requested use of town land for agriculture for the 2016 planting season. The use may be permitted by amendment, or extension, of approved Ground License Agreements.

Farm	Site	Size	Fee	Action
Anthony Napolitano	Barndoor Hill Rd.	5 ac.	$ 300.00	License Renewal
Daren P. Hall	Barndoor Hill Rd.	17 ac.	$1,020.00	License Renewal
Tim Ryan	Terry's Plain Road	6 ac.	$ 468.00	License Renewal

These farmers have used the properties in a satisfactory manner in accordance with their respective License agreements. It is recommended that the Licenses be extended, as noted above, for a one year period.

There are also two other parcels of Town owned land that were previously used for agriculture that are also available. There has been some interest from farmers for both of these parcels. The Barndoor Hill triangle property has not been farmed since 2012. Attached is a letter prepared in 2014 that provides some options for the use of the property.

The Baker property, located in the Simsbury Meadows, was farmed in 2013 and the farmer chose not to renew the license in 2014. I would suggest that this property not be leased at this time in consideration of improvements in public trail access in the Simsbury Meadows area and potential conflicts with agricultural use of the property.

Sincerely,

Jerome F. Shea, P.E.
Town Engineer

cc: Lisa Heavner, First Selectman
Tom Cooke, Director of Administrative Services

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

jshea@simsbury-ct.gov
www.simsbury-ct.gov

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Sean Kimball, Interim Director of Finance
Deb Sweeney, Accounting Manager

Town of Simsbury

933 HOPMEADOW STREET P.O. BOX 495 SIMSBURY, CONNECTICUT 06070

Engineering Department

MEMORANDUM

To: Tom Cooke, Director of Administrative Services

From: Jerome F. Shea, P.E., Town Engineer JFS

Subject: **Barn Door Hill Triangle Recommendations**

Date: November 3, 2014

The Barn Door Hill Triangle parcel was acquired as open space by the Town of Simsbury in 2008 and includes approximately 47 acres. The parcel was traditionally used for agriculture. After the Town acquired the land, agricultural use was not resumed because of neighborhood objection. Subsequent to use as agricultural land, the parcel was mowed once a growing season in the summer months to preserve the ability of the parcel to function as a bird nesting area in the spring season. I have attached pictures of the property in its current state for your information.

The seasonal mowing ceased in 2012 after the favorable arrangement for mowing was no longer available to the town. The parcel is presently overgrown with ragweed and other native species and has raised some comments from the abutting property owners as to the maintenance of the property.

Gerry Toner, Director of Culture, Parks, and Recreation, has recently solicited proposals to mow the property. This low bid of $35.00 per acre would require a budget of $1,470 for a seasonal mowing. I have also received both formal and informal proposals for the licensing of the property for agricultural use. One of the concerns of the adjacent property owners was the use of agricultural chemicals being used when the property was used as agricultural land. Since the parcel has been fallow for several years, the property could now be farmed with organic methods consistent with the town's policy for licensing of agricultural land.

I would suggest consideration of the following three options for the use of the property going forward.

1. Retain the land as a bird nesting area and budget and seek bids for seasonal mowing of the property.
2. Seek bids in the early 2015 for the agricultural use of the property. This option is estimated to generate revenue in the range of $1,000 to $3,500 annually.
3. Lease part for agriculture with provision that lease holder maintain and mow a portion for bird habitat.

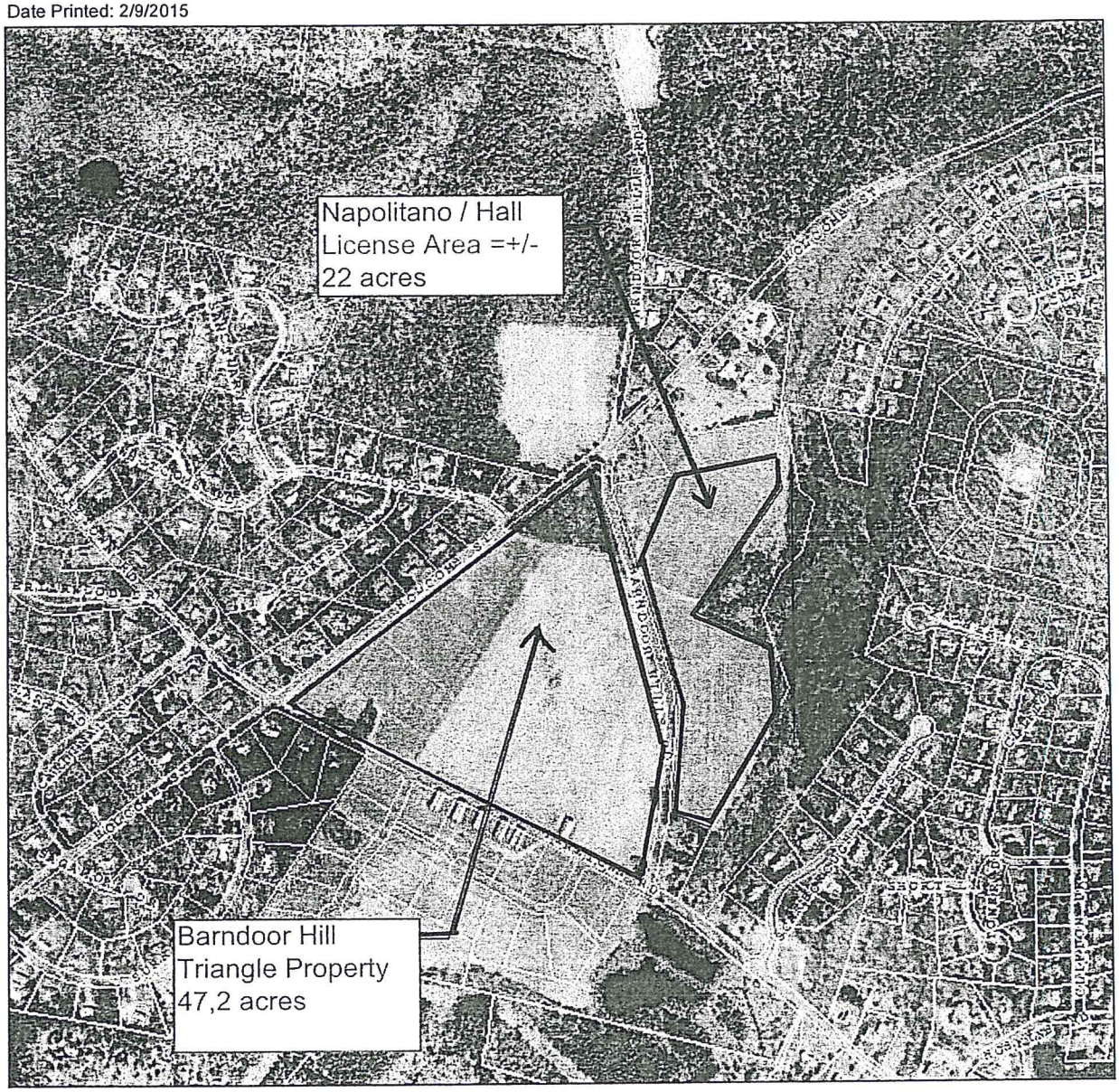
I would be available to answer any questions relative to these various options for the property.

cc: Mary A. Glassman, First Selectman Gerry Toner, Director of Culture, Parks, and Recreation
Joseph Mancini, Director of Finance / Treasurer

Town of Simsbury

Geographic Information System (GIS)

Date Printed: 2/9/2015



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 = 800 feet

0 800 Feet

N W E S

Town of Simsbury

933 HOPMEADOW STREET P.O. BOX 495 SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of submission:** Local Transportation Capital Improvement Grant Program Bloomfield to Tariffville Multi-Use Trail Connector (East Coast Greenway)

2. **Date of submission:** December 8, 2015

3. **Date of Board Meeting:** December 14, 2015

4. **Individual or Entity making the submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):**
   Jerome F. Shea, P.E., Town Engineer

5. **Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**
   The Individual or Entity making the submission requests that the Board of Selectmen:
   Authorize submission of a grant application and authorization to execute application to the Capital Region Council of Governments (CRCOG) to construct a multi-purpose trail from Tariffville to the Town of Bloomfield adjacent to State Route 187. This application is a joint application with the Town of Bloomfield.

6. **Summary of Submission (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):**
   (i) Application need to be submitted by January 5, 2016.
   (ii) Town of Simsbury, Town of Bloomfield and CRCOG.
   (iii) The Town of Simsbury would need to provide local funding of $55,000 for design services along with a portion of the construction cost for the project if the grant is approved and accepted by the Town. Local funding is programmed for the project in the FY 2017 CIP Program.
   (iv) Master Agreement with the Department of Transportation has been executed previously.

(v) Memorandum dated December 8, 2015, explaining the project.

7. **<u>Financial Impact</u> (Include a description of any impact on the finances of the Town of Simsbury):**
If the grant is awarded, and the Town proceeds with the project, a local share of $292,000.00 will be required. This funding is programed in the FY 2017 Capital Improvement Program.

8. **<u>Description of documents included with submission</u> (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. Memorandum dated December 8, 2015 from Jerome F. Shea, Town Engineer
2. Project Location Map

Town of Simsbury

933 HOPMEADOW STREET P.O. BOX 495 SIMSBURY, CONNECTICUT 06070

Jerome F. Shea – Town Engineer

MEMORANDUM

To: Board of Selectmen

From: Jerome F. Shea, Town Engineer JFS

Subject: **Request for Proposals - Local Transportation Capital Improvement Grant Program Bloomfield to Tariffville Multi-Use Trail Connector (East Coast Greenway)**

Date: December 8, 2015

The Town of Simsbury was recently notified of a grant opportunity under the Local Transportation Capital Improvement Program (LOTCIP) that requires submission of a grant application by January 5, 2016. The projects that will be considered for funding under the program includes a category for Bicycle and Pedestrian projects with funding up to $700,000 available for construction for each project. The Engineering and Public Works staff has been working closely with the Town of Bloomfield to identify opportunities for appropriate routes and funding to complete a multi-use path connection from the Farmington Valley Greenway to the East Coast Greenway. The East Coast Greenway is a continuous multi-use trail that will extend from Maine to Florida along the eastern seaboard.

The Town of Bloomfield has agree to submit a joint application with the Town of Simsbury for a portion of this multi-use path from Main Street in Tariffville southerly to a multi-use pathway in the Town of Bloomfield that is funded and anticipated to be under construction next year. This section of multi-use pathway will form a continuous 2.85 miles path that would end in the village of Tariffville. The Town staff is also exploring alternative routes to extend this multi-use trail from Tariffville to the Farmington Valley Greenway.

The Town of Simsbury would be responsible for design and construction administration costs for Simsbury's share of the project that are estimated to be $55,000. The Towns of Simsbury would also participate in Simsbury's portion of construction costs that exceed the $700,000 cap for each project. This additional construction cost is anticipated to be $237,000. This local contribution required for the project is presently included as part of the Capital Improvement Plan in FY 2017. The acceptance of the grant would be contingent on approval of the FY 2017 budget that includes the local contribution required for the project.

I believe this solicitation provided a unique opportunity to fund a worthwhile project in cooperation with the Town of Bloomfield. I would request authorization to submit a joint proposal with the Town of Bloomfield for this project. I would be happy to provide any additional information if requested.

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

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

jshea@simsbury-ct.gov
www.simsbury-ct.gov

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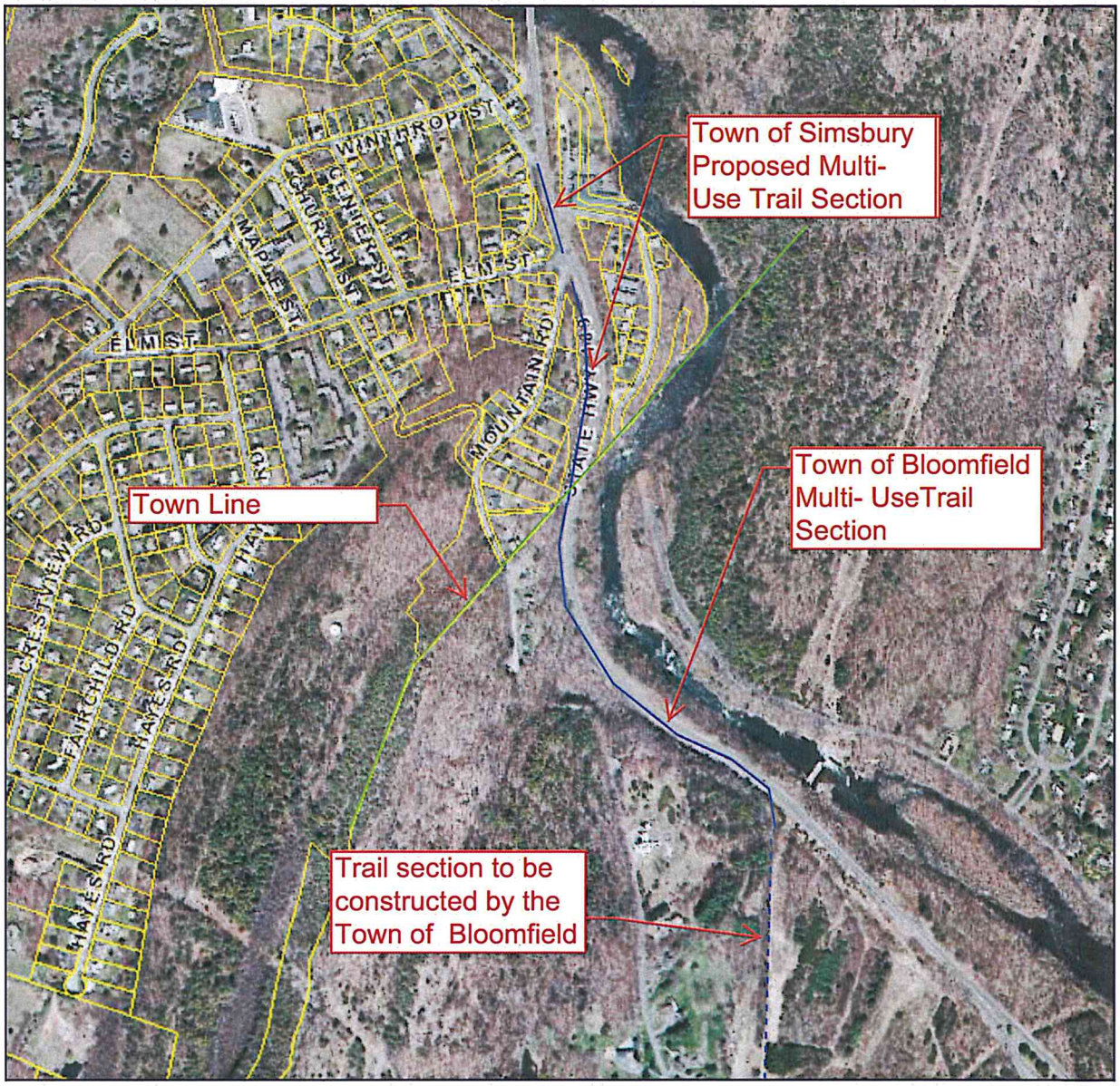
Town of Simsbury

Geographic Information System (GIS)

Date Printed: 12/8/2015



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 = 800 feet

0 800 Feet

N W E S

Town of Simsbury

933 HOPMEADOW STREET P.O. BOX 495 SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of submission:** Local Transportation Capital Improvement Grant Program - Pavement Rehabilitation of Nod Road from State Route 185 to Avon Town Line

2. **Date of submission:** December 8, 2015

3. **Date of Board Meeting:** December 14, 2015

4. **Individual or Entity making the submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):**
   Jerome F. Shea, P.E., Town Engineer

5. **Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**
   The Individual or Entity making the submission requests that the Board of Selectmen:
   Authorize submission of a grant application and authorization to execute application to the Capital Region Council of Governments (CRCOG) to complete pavement rehabilitation of a portion of Nod Road from State Route 185 up to the limits at the Avon Town Line.

6. **Summary of Submission (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):**
   (i) Application need to be submitted by January 5, 2016.
   (ii) Town of Simsbury and CRCOG.
   (iii) The Town of Simsbury would need to provide local funding of $75,000 for design and construction administration services for the project if the grant is approved and accepted by the Town. Local funding is programmed in the future year CIP under the Pavement Management Program.
   (iv) Master Agreement with the Department of Transportation has been executed previously.

(v) Letter, dated December 8, 2015, explaining the project.

7. **<u>Financial Impact</u> (Include a description of any impact on the finances of the Town of Simsbury):**
   If the grant is awarded, and the Town proceeds with the project, a local share of $75,000.00 will be required. This funding is programed in FY 2017 Capital Improvement Program.

8. **<u>Description of documents included with submission</u> (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. Memorandum dated December 8, 2015 from Jerome F. Shea, Town Engineer

Town of Simsbury

933 HOPMEADOW STREET P.O. BOX 495 SIMSBURY, CONNECTICUT 06070

Jerome F. Shea – Town Engineer

MEMORANDUM

To: Board of Selectmen

From: Jerome F. Shea, Town Engineer JFS

Subject: **Request for Proposals - Local Transportation Capital Improvement Grant Program Pavement Rehabilitation of a portion of Nod Road from State Route 185 to Avon Town Line**

Date: December 8, 2015

The Town of Simsbury was recently notified of a grant opportunity under the Local Transportation Capital Improvement Program (LOTCIP) that requires submission of a grant application by January 5, 2016. The project that can be selection and funded under the program includes a category for Pavement Rehabilitation with funding up to $1,000,000 available for the construction of the project. The Engineering and Public Works staff has been working closely to identify opportunities for appropriate roadway projects that would be considered under this program. Nod Road is an important collector roadway with relative high traffic volumes that would benefit from the grant program.

Nod Road is an important parallel route to Route 10, which is a primary north-south travel route for the Hartford suburbs west of the Avon Mountain ridgeline. Nod Road provides direct connections between State Route 185 and Route 44. The proposed application proposed for submission includes 3200 linear feet of road pavement rehabilitation within the length of the roadway. The existing pavement would be rehabilitated by reclaiming the existing surface and base material as a new base and a new bituminous concrete surface will be placed. Surface rehabilitation would be a relatively low level, effective improvement for this segment of the corridor. Impacts on wetlands, floodplains, aesthetics, historic resources and community character would be minimal.

The Town of Simsbury would be responsible for design and construction administration costs of the project that are estimated to be $75,000 that would be funded under our Highway Pavement Management Program. The design and construction administration costs will be included as part of the Capital Improvement Plan in FY 2017. The acceptance of the grant would be contingent on approval of the FY 2017 budget.

I believe this solicitation provided a good opportunity for leveraging our existing Pavement Management Program through the grants that would be available from the program. I would be happy to provide any additional information if requested.

cc: Tom Cooke, Director of Administrative Services
Tom Roy, P.E., Director of Public Works
Joe Mancini, Director of Finance

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

jshea@simsbury-ct.gov
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Town of Simsbury

933 HOPMEADOW STREET P.O. BOX 495 SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of submission:** Simsbury Tryathlon Race Director – Approval of Agreement

2. **Date of submission:** December 8, 2015

3. **Date of Board Meeting:** December 14, 2015

4. **Individual or Entity making the submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):**

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

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

   Approve the agreement between the Town of Simsbury and Sharon McHale, the Simsbury Tryathlon Race Director, subject to final approval by Town Counsel.

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

   The 2016 Simsbury Tryathlon is currently in the planning stages and will take place on May 22, 2016. The new race director is Sharon McHale. Consistent with the past years, the Town has entered into an agreement with the race director to provide services related to the organization and administration of the event.

At their December 3 meeting, the Culture, Parks and Recreation Commission voted unanimously to recommend the attached agreement for approval by the Board of Selectmen.

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

Section C of the agreement outlines the fee arrangement. As specified, if revenue is less than expenses there is no payment. The event has operated on a profitable basis for the last two years.

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

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

Proposed letter of agreement between the Town of Simsbury and Sharon McHale to organize and administer the Simsbury Tryathlon.

Town of Simsbury

933 HOPMEADOW STREET P.O. BOX 495 SIMSBURY, CONNECTICUT 06070

Lisa L. Heavner - First Selectman

December 15, 2015

Sharon McHale
15 Withe Pass
Burlington, CT 06013

Dear Ms. McHale:

We are pleased to inform you that the Town of Simsbury (the "Town") has agreed to contract for your services to assist with the organization of a triathlon event to be sponsored by the Simsbury Culture, Parks and Recreation Department. The purpose of this letter is to confirm the nature and scope of the engagement, the fee structure for the engagement and other matters related to your performance and obligations to the Town.

A. Scope of Engagement

The Town of Simsbury reserves the right to determine overall structure, size, location and character of the race to ensure that the race remains in the best of interest of Simsbury, its residents and its businesses. Contractor is engaged to perform the following tasks:

1. Convene and lead meetings of the triathlon volunteer committee as needed to organize the race, complete with agendas.
2. Work with the website contractor to assure a functional and accurate website.
3 Work with the Simsbury Culture, Parks and Recreation Department to assure that a functional registration system is in place.
4. With the help of the triathlon committee, obtain necessary permits and permission from the crew team for use of the dock, the DEEP for use of the river and Penwood forest trails, the Town for a gathering permit, and the Simsbury Land Trust for use of their trail.
5. Work with the Simsbury Performing Arts Center staff to set up the finish line area.
6. With the help of the triathlon committee, enlist kayak rental businesses to provide kayaks on race day.
7. With the help of the triathlon committee, recruit, assign, and orient volunteers for race day.
8. Order medals and t-shirts for race participants
9. Provide or obtain any needed supplies for race day, such as signs, bike racks, water stations, etc.

10. With the help of the triathlon committee, notify homeowners along the race route about the upcoming race.
11. Organize post-race food, drinks and entertainment for race participants.
12. Work with the Simsbury Police Department and Department of Public Works to provide necessary police coverage and road blockages on race day.

13. Provide verbal race instructions prior to the race and "color commentary" at the finish line and during the awarding of prizes.
14. With the help of triathlon committee, organize at least two pre-race training runs on the running course.
15. Recruit necessary water safety equipment and volunteers or personnel for race day.
16. With the help of the triathlon committee, seek sponsors for the race.
17. With the help of the triathlon committee, obtain prizes and goody bag items for race participants.
18. With the help of the triathlon committee, line up volunteer photographers for race day.

B. Term of Engagement

This agreement is effective the date of the execution of this contract through June 15, 2016. Either Contractor or the Town may terminate work on this contract with two (2) weeks' notice. If termination is made by the Town for any reason other than failure to deliver satisfactory services, Contractor shall be paid the $2,500 flat fee. If termination is by the Town because of failure to deliver satisfactory services, then there shall be no payment.

C. Fee Arrangement

The Town will pay the Contractor for triathlon organizing services as follows:

1. A flat fee of $2,500 shall be paid from the triathlon special revenue fund, if the total revenue collected for the 2015 race exceeds the total expenses. If revenue is less than expenses, there shall be no payment. If the revenue collected exceeds the expenses by less than $2,500, then the flat fee shall be whatever that net amount is.
2. An incentive fee shall be paid equal to 25% of the positive difference between total revenue and total expenses, including payment of the flat fee described in paragraph C (1).

Payment shall be made once all revenue is collected and all other triathlon expenses have been paid.

D. Miscellaneous Matters

This Agreement shall be governed by the laws of the State of Connecticut. Neither the Town nor the Contractor shall assign this Agreement. This Agreement represents the entire and integrated agreements between the Town and the Contractor and supersedes all prior negotiations, representations or agreement, either written or oral. This Agreement may be

amended only by written instrument signed by both the Town and the Contractor. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Town or the Contractor. This is an agreement for temporary services as a consultant to the Town. Nothing contained herein shall be construed as creating an employer-employee relationship covered by the Town Personnel Rules, any collective bargaining agreement or the Municipal Employees Relation Act, except as they may pertain to temporary employees.

E. Simsbury Code of Ethics.

The provisions of the Simsbury Code of Ethics require it to be incorporated by reference in all contracts and that all temporary employees complete a "Conflict of Interest" form prior to their start of service. For the Consulting Period, you are considered an employee as that term is defined in the Code of Ethics. A "Conflict of Interest" form is attached for your review and signature. Please complete the document as soon as possible.

If this letter correctly sets forth your understanding of the scope of the services to be rendered by you to the Town of Simsbury, and if the terms of the engagement are satisfactory, please executed the enclosed copy of this letter and return it to us.

Very truly yours,

Lisa L. Heavner
First Selectman

Enclosure

I acknowledge and accept the terms and provisions set forth above in this Agreement with the Town of Simsbury for the purposes outlined above this ___ day of December, 2015.

BY:_____ _____

Sharon McHale Date

Town of Simsbury

933 HOPMEADOW STREET P.O. BOX 495 SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of submission:** Appointment of Board Members to Friends of Simsbury Farms 501-C-3 Non-Profit Organization

2. **Date of submission:** December 8, 2015

3. **Date of Board Meeting:** December 14, 2015

4. **Individual or Entity making the submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):**

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

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

   Approve the appointment of four board members to the Friends of Simsbury Farms.

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

   At the December 3 Culture, Parks and Recreation Commission meeting, the Commission unanimously voted to recommend the following for positions on the Board of the Friends of Simsbury Farms: Gerard Wetjen, Mark Deming, Arthur Emmons, and John Brighenti.

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

   NA

8. **<u>Description of documents included with submission</u> (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

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of submission:** Resignation

2. **Date of submission:** December 7, 2015

3. **Date of Board Meeting:** December 14, 2015

4. **Individual or Entity making the submission: Patrick S. Spaulding, 133 Old Canal Way, Weatogue (formerly 8 Simscroft Place)**

5. **Action requested of the Board of Selectmen:**
   The Individual or Entity making the submission requests that the Board of Selectmen:
   Accepts the resignation of Patrick S. Spaulding, Regular Member, from the Conservation Commission/Inland Wetlands & Watercourses Agency effective December 7, 2015.

6. **Summary of Submission:**
   Resignation: Patrick S. Spaulding, Regular Member
   Board: Conservation Commission/Inland Wetlands & Watercourses Agency
   Party: Republican
   Effective: December 7, 2015
   Term of Office: January 2014 to January 2018 (4 Years)

7. **Financial Impact:** None

8. **Description of documents included with submission:**
   The following documents are included with this submission and attached hereto:

   Letter of resignation

To the Simsbury Town Clerk:

Re: Wetland / Conservation Commission

This weekend unfortunately I made a decision to resign from the commission, due to a personal family issue that cannot allow me to be present on meeting nights.

I have enjoyed working on the commission and when I can I will return to serve the Town of Simsbury again.

Thanks,

Patrick S. Spaulding

RECEIVED
DEC 7 2015
TOWN OF SIMSBURY, CT
TOWN CLERKS OFFICE

Town of Simsbury

933 HOPMEADOW STREET P.O. BOX 495 SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of submission:** Resignation

2. **Date of submission:** December 8, 2015

3. **Date of Board Meeting:** December 14, 2015

4. **Individual or Entity making the submission: Lynn R. Veith, 7 Daden Lane, West Simsbury**

5. **Action requested of the Board of Selectmen:**
   The Individual or Entity making the submission requests that the Board of Selectmen:
   Accepts the resignation of Lynn R. Veith, Regular Member, from the Aging & Disability Commission effective January 1, 2016.

6. **Summary of Submission:**
   Resignation: Lynn R. Veith, Regular Member
   Board: Aging & Disability Commission
   Party: Republican
   Effective: January 1, 2016
   Term of Office: January 2015 to January 2019

7. **Financial Impact:** None

8. **Description of documents included with submission:**
   The following documents are included with this submission and attached hereto:

   Letter of resignation

December 6, 2015

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

Ms. Keily,

Please accept this letter as notification of my resignation from my appointed position on the Aging and Disability Commission. This resignation shall be effective 1/1/2016. Thank you for the opportunity to have served so many years on this Commission.

Cordially,

Lynn R. Veith
7 Daden lane
West Simsbury, CT 06092

cc: Edward LaMontagne
Chair Aging and Disability Commission

RECEIVED
DEC - 8 2015
TOWN OF SIMSBURY, CT
TOWN CLERKS OFFICE

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 7:05 p.m. in the Main Meeting Room of the Simsbury Town Offices, 933 Hopmeadow Street. Present were: First Selectman Lisa Heavner and Board members Sean Askham, Cheryl Cook, Christopher Kelly, Michael Paine and Philip Purciello. Also in attendance were Thomas Cooke, Director of Administrative Services, Town Attorney Robert DeCrescenzo, Nancy Haase, EDC Task Force and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance

Ms. Heavner thanked Philip Purciello for his service to the Board of Selectmen.

PUBLIC AUDIENCE

Ms. Joan Coe, 26 Whitcomb Drive, stated her thoughts on the Charter Revision Commission regarding a Town Manager. Ms. Coe also discussed Simsbury being one of the most expensive towns to raise a family, newly hired Mr. Rabbitt's salary as well as his background, enforcement of signs violating Town ordinance, access being denied to her on the daily logs of the Town attorney, Chestnut Hill tax abatement of $300,000, C-Tec tax abatement of $75,000 and taxes still owed to the Town, International Skating Center not paying their taxes and other issues.

Mr. Robert Kalechman, 971 Hopmeadow Street, stated his concerns on the Veterans Monument and the Memorial Day Parade. He questioned funds not given to the Monument or Veterans and where the funds are going.

Ms. Kristen Barnett, 15 Ox Yoke, thanked Nancy Haase and all the volunteers who worked on the Economic Development Task Force for the past two years. She noted that the Economic Development Commission unanimously endorsed the Final Report that will be presented at this meeting.

Mr. Askham made a motion to amend the agenda to add a presentation on Luminary Night. Ms. Cook seconded the motion. All were in favor and the motion passed.

PRESENTATIONS

- Simsbury Main Street Partnership Small Business Event

Ms. Sarah Nielson, SMSP, discussed the initiative partnering with American Express as their neighborhood champion to draw attention to small businesses. She noted that for the second year in a row, SMSP has gotten several businesses to offer $50 gift cards for $40. This will be held on Black Friday and Small Business Saturday. She noted that a flyer was sent out to all households and businesses in Town last week to announce this event.

Ms. Nielson also noted a new partner with the Simsbury Chamber of Commerce. She also announced a new event called Passport for Fun which requires participants to visit eight participating businesses to receive a stamp. Once you have received eight stamps, participants will leave their card at the last business visited and will be entered into a drawing for prizes. There is no cost to participate.

Ms. Neilson reminded everyone of the annual Salvation ArmyToy Drive with the Simsbury Masons and noted the following five drop sites: UPS Store, Simsmore Square, Simsbury Inn, Antonio's Restaurant, Fitzgerald's Foods and Sarah Byrnes Jewelers.

Ms. Valarie Gallo, Co-President, Simsbury Junior Women's Club, explained the history of the club and noted that they have partnered with the Simsbury Public Library and have held many events. Ms. Gallo also stated that they have worked with teens and other students through scholarship programs, ABC House, Gifts of Love, Social Services and Meals on Wheels. Ms. Gallo also noted their new partnership with Simsbury VFW. She stated that all this is made possible with their annual fund raiser Luminary Night.

Ms. Amber Abbuhl, Treasurer, noted that Luminary Night is their big fund raiser for the Simsbury Junior Women's Club. She noted that all money raised on Luminary Night funds the programs of the Club and any excess proceeds are given back in Grants to the community and through other non-profit organizations.

Ms. Abbuhl stated that the event will take place on Sunday, December 6th from 5:00 to 8:00 p.m. The community can purchase the kits that the Club makes at a cost of $15. The kits include supplies to make ten luminaries. The kits can be purchased from any Junior Club member or on their website at Simsburyjuniors.com.

Ms. Abbuhl discussed other organizations they have helped in Town which included, Meals on Wheels, Simsbury Library, Spring Festival for children, Scholarships at Simsbury High School for female graduates, supporting unified theatre and unified sports, state wide projects to support female veterans that are homeless and Interval House.

FIRST SELECTMEN'S REPORT

Ms. Heavner noted that she attended the interfaith Thanksgiving service at St. Mary's Church and noted that there were ten houses of worship attending. Ms. Heavner was happy to report that the Jack Bannon Turkey Trot was a great success and they have collected over 3,000 turkeys as well as $20,000 in donations and 20,000 pounds of non-perishable items.

Ms. Heavner noted the upcoming holiday events of Simsbury Celebrates and the Firetruck parade beginning at 7:25 p.m. and fireworks at 8:15. She stated that additional information can be found online at Simsbury Celebrates website at Simsburycelebrates.com.

Ms. Heavner reminded everyone of the Wreaths Across American event to be held on Saturday, December 12th at noon at the Plank Hill Cemetery. A reception will follow at the Simsbury Public Library and all are invited.

Ms. Heavner wanted to remind residents that they will need their help in clearing fire hydrants this winter. If anyone is having difficulty in clearing their hydrants, they can reach out to the First Selectman's office for assistance.

Ms. Heavner invited everyone to attend the swearing in ceremony for recently elected officials which will be held at Eno Hall on Monday, December 7th at 6:00 p.m.

SELECTMEN ACTION

a) Approve Tax Refunds

Mr. Askham made a motion to approve tax refunds in the amount of $5,930.05. Mr. Kelly seconded the motion. All were in favor and the motion passed.

b) Notice of Autism Welcome Here Grant Application for Library Patrons with Autism Spectrum Disorder (ASD)

Ms. Heavner introduced April Jones to explain this Grant to the Board of Selectmen. Ms. Jones stated that they became aware of a Grant called "Autism Welcome Here". She explained that the Grant helps libraries fund new and existing initiatives for patrons with Autism Spectrum Disorder who are generally an underserved population in public libraries. Ms. Jones stated that they have prepared an application that they hope will kick start a couple of initiatives, which would include training for library staff and a new children's program "Everybody Plays". This program is a play group that will be open to all families with children ages birth to five, but structured for families with young children with Autism Spectrum Disorder. She noted they are working with others to be successful.

Ms. Heavner thanked everyone involved for this work on this project and noted they are free to apply for the Grant.

c) Accept Final Report of the Economic Development Task Force (EDTF)

Ms. Haase presented the Final Report to the Board of Selectmen members and thanked everyone involved in creating this report. She explained how this report was created by the three groups.

Mr. Jeff Dornenburg, Chair, discussed the following tactics for the Marketing Group:

1. Website
2. Create a library of new, high quality photos for ongoing use by the Town
3. Refreshing the brand

Ms. Haase also mentioned the next steps for the Marketing Group on the above subjects.

Ms. Haase reviewed the Goals for the Programs Group. These included:

1. Economic Development Project Evaluation and Discussion Guide
2. Business Incentive Policy

Ms. Haase also noted the next steps for the Programs Group on the above subjects.

Mr. Wayne Cobleigh, Chair, discussed the following goals for the Process Group. These included:

1. Land Use Process
2. Staffing
3. Commission/Board Members

Mr. Cobleigh also mentioned the next steps for the Process Group on the above subjects.

Ms. Haase also noted the Concluding Recommendation of the Final Report which states:

> The Economic Development Commission develop three Implementation Subcommittees – Marketing, Programs and Process – to continue to facilitate the Economic Development Task Force recommendations.
>
> Where it is the recommendations of the Process Group that the important function of economic development be under the authority of the chief executive officer, these subcommittees will take ownership of appropriate recommendations under the supervision of the chief executive officer's office.

Board members asked questions to the presenters on the Final Report.

Ms. Askham made a motion to accept the Final Report of the Economic Development Task Force. Ms. Cook seconded the motion. All were in favor and the motion passed.

d) Adopt Resolution Authorizing Roth Contribution Option for Town of Simsbury 457 Plan

Ms. Heavner noted that on September 9, 2015 the Retirement Plan Sub-committee voted unanimously to expand the available investment options in the Town's 457 Plan to include a Roth contribution and rollover contribution options, which is a post-tax investment opportunity. Both Fiduciary Investment Advisors and MassMutual concurred that the Roth investment features are complementary to the existing retirement options in the 457 Plan and that the Roth investment option appropriately expands investment opportunities for the Town's employees.

Mr. Cooke spoke in favor of this Plan.

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

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

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

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

e) Approve First Amendment to Tier 1 Short Term Municipal Solid Waste Management Services Agreement and authorize the First Selectman to execute the document

Mr. Paine recused himself from the meeting for item (e).

Mr. Cooke and Town Attorney Robert DeCrescenzo discussed and answered questions on this agreement with Board members.

Mr. Askham made a motion to authorize the First Selectman to enter execute the First Amendment to Tier 1 Short Term Municipal Solid Waste Management Services Agreement extending Force Majeure coverage to municipalities, subject to final review and approval by Town Counsel and any appropriate negotiations as needed. Ms. Cook seconded the motion. All were in favor and the motion passed.

OTHER BUSINESS

a) Update on Senior Community Center Project

Ms. Heavner referenced a memo from Bond Counsel, Day Pitney, dated November 9, 2015 regarding the 99 Year Lease of Property for Use as a Senior Center and bonding process and bonding analysis for the Andy's project. Ms. Heavner noted that Town Counsel has started negotiations with Andy's and discussed with Board members.

Ms. Cook asked Mr. Cooke the status of the Program Report. Mr. Cooke noted that it is being finalized with Town staff.

APPOINTMENTS AND RESIGNATIONS

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

Mr. Askham made a motion to accept the resignation of Philip W. Richardson as a Regular Member from the Water Pollution Control Authority. Mr. Paine seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of November 9, 2015

Amend the minutes on page 1 under Public Audience to read Lisa Gray from Lisa Graham.

Ms. Heavner made a motion to amend the November 9, 2015 minutes as noted above. Mr. Askham seconded the motion. All were in favor and the motion passed.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

1. Personnel – Compensation Framework for Unaffiliated Staff

Mr. Kelly noted that the sub-committee met this evening and discussed their recommendation to compensation framework for twelve unaffiliated individuals. He explained the salary recommendations to Board members.

Mr. Askham made a motion to approve salary adjustments as recommended for Merits, Market Reference Range, OPEB Offset and Salary Restructuring. Mr. Paine seconded the motion. All were in favor and the motion passed.

Mr. Kelly explained the recommended benefit changes for full time unaffiliated employees and that were approved as a sub-committee. He explained the changes to Board members and the amount of time to complete this work.

Mr. Askham made a motion to approve the proposed benefits changes for all full time unaffiliated employees as presented. Mr. Kelly seconded the motion. All were in favor and the motion passed.

Ms. Heavner noted that she attended the customer advisory committee for Aquarion and they did let the Town know that in 2017 they are going to be doing monthly billing as proposed to quarterly billing. Aquarion believes that when residents see their bills by the month that they are more likely to be water conscious.

Ms. Heavner stated that Mr. Mason has made a donation to help fund the water for the Flower Bridge.

Ms. Cook noted that the Housing Authority is asking the status of the Small Cities Grant and would like to know if there has been any movement from the State on moving the funds so that they can continue the process of getting the roof on. Mr. Cooke noted that he has been waiting for application documents from the State for some time and noted that he just received a document back from them on Friday. He explained why it is taking so long to complete.

Ms. Heavner stated that it has been suggested to the Board of Selectmen to start their meetings at 6:00 p.m. instead of 7:00 p.m. so employees, who are working until 7:00, can attend the meeting.

2. **Finance – Nothing discussed at this meeting.**
3. **Welfare – Nothing discussed at this meeting.**
4. **Public Safety – Nothing discussed at this meeting.**
5. **Board of Education – Nothing discussed at this meeting.**

ADJOURN TO EXECUTIVE SESSION

Ms. Cook made a motion to move into Executive Session with Town Counsel Robert DeCrescenzo and Director of Administrative Services Tom Cooke in attendance. Mr. Paine seconded the motion and it passed unanimously. The Board of Selectmen moved into Executive Session at 9:00 pm.

Messrs. Askham and Purciello recused themselves from participation in Executive Session left the meeting.

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

ADJOURN TO EXECUTIVE SESSION

Possible Action

Mr. Paine made a motion to adjourn from Executive Session. Ms. Cook seconded the motion and the Board of Selectmen adjourned from Executive Session at 9:17 pm.

Mr. Kelly made a motion that, based upon the facts and circumstances of the case in Town of Simsbury v. Corrine Nevers, et al. and in consultation with the Superior Court Judge, Town Counsel be authorized to withdraw the case and combine the underlying claims with other claims in an action asserted by the Town of Simsbury's Workers Compensation insurance carrier, the Connecticut Interlocal Risk Management Agency (CIRMA), in its related subrogation action. Ms. Cook seconded the motion and all of the Selectmen present (including Mss. Heavner and Cook and Messrs. Paine and Kelly) voted in favor of the motion.

ADJOURN

Mr. Paine made a motion to adjourn the meeting. Ms. Cook seconded the motion and the motion passed. The meeting was adjourned at 9:19 pm.

Respectfully submitted,

Leslie Brigham

CALL TO ORDER

The Special Meeting of the Board of Selectmen was called to order at 6:50 p.m. in the Old Courtroom at Eno Memorial Hall. Present were: First Selectman Lisa Heavner; Board members Michael Paine, Cheryl Cook, Sean Askham, Christopher Kelly and Elaine Lang. Other in attendance included Thomas Cooke, Director of Administrative Services and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Joan Coe, 26 Whitcomb Drive, spoke about the election process and how residents are not engaged in the Town. She also spoke about a problem with her car and how she felt mistreated by the dealership.

Ms. Coe also spoke about the salary structure in Town, changing to a Town Manager form of government, and an increase in police assistance calls.

Robert Kalechman, 971 Hopmeadow Street, spoke about today being a day to honor Veterans. He also said he feels the Democrats in the Senate and Congress don't do anything to address issues of the State. He wants the State government to protect the people.

ELECTION OF DEPUTY FIRST SELECTMAN

Ms. Heavner congratulated everyone on the Board. She said she feels the strength of the Board of Selectmen is to work together. Everyone has their own talents that they bring to this Board and she is looking forward to working with all of them.

Ms. Heavner said the First Selectman usually chooses their own Deputy First Selectman and she nominated Christopher Kelly for this position.

The rest of the Board members agreed that they will all do their best to work together for the good of the community.

Ms. Heavner made a motion to nominate Mr. Kelly as Deputy First Selectman. Mr. Askham seconded the motion. All were in favor and the motion passed.

APPROVAL OF RESOLUTION ADOPTING THE BOARD OF SELECTMEN RULES AND PROCEDURES

Ms. Heavner said the Board members have received the current rules and procedures. She also noted that Mr. Mancini will give the Board quarterly financial reports, or even monthly if wanted. She is always open to any suggestions the other members of the Board may have.

After some discussion, Mr. Askham made a motion: BE IT RESOLVED, that the Board of Selectmen adopts the rules of procedure to govern the Board of Selectmen for the terms of 2015 to 2017 as received with the amendment to § A162-2, 4th line: "Under no circumstances will any item be added to the agenda later than two hours after the beginning of the meeting." Ms. Cook seconded the motion. All were in favor and the motion passed.

The amended Rules of Procedure are attached.

APPROVAL OF BOARD OF SELECTMEN MEETINGS FOR 2016

Ms. Heavner and the Board members discussed changing the time of the regular Board meetings from 7:00 p.m. to 6:00 pm. This way if information is needed, the Town staff will still be working.

The other members of the Board were willing to try the new start time of 6:00 p.m. Mr. Cooke will check to see if a time limit is needed for the trying of the change in time.

Ms. Cook made a motion: "BE IT RESOLVED, that the Board of Selectmen fixes the time and place of its regular meeting as follows, with meeting to be scheduled on Mondays at 6:00 p.m. in the Main Meeting Room of Town Hall as specified in the agenda memorandum. Mr. Askham seconded the motion. All were in favor and the motion passed.

Ms. Heavner noted that the dates of the Regular Personnel Sub-Committee meeting of the Board of Selectmen for 2016 are held at 7:30 a.m. in the Board of Education Conference Room located at Town Hall and will be held on February 4th, April 7th, June 23rd, August 4th and October 20th.

Mr. Kelly made a motion to approve the dates of the Regular Personnel Sub-Committee meetings for 2016. Mr. Askham seconded the motion. All were in favor and the motion passed.

FIRST SELECTMAN'S APPOINTMENT OF BOARD AND COMMISSION LIAISON ASSIGNMENTS

Ms. Heavner nominated Mr. Askham as liaison to the Economic Development Commission as well. This will give him more liaison positions than any other Board member.

After discussion, the appointments will remain the same as Ms. Heavner will wait for recommendations for liaison.

REAPPOINTMENT OF TEMPORARY COMMITTEE MEMBERS

Ms. Heavner noted that the Board usually extends the temporary committee members until January 25th of the following year so the Chairmen's can review their committees.

Mr. Askham made a motion to reappointment the temporary committee members until January 25, 2016. Mr. Kelly seconded the motion. All were in favor and the motion passed.

REAPPOINTMENT OF TOWN ATTORNEY, TOWN LABOR COUNSEL AND RETIREMENT PLAN COUNSEL

Ms. Heavner said the Town issued RFPs for the Town Counsel and Labor and Employment Law Counsel functions in 2014 and the firms identified were selected with the recommendation of the Personnel Sub-Committee. Reid and Riege, P.C. were selected as Retirement Plan Counsel after a comprehensive RFP process which concluded in 2013.

Mr. Askham made a motion to re-appoint Updike, Kelly & Spellacy, P.C. for Town Counsel; Murtha Cullina, LLP for Labor and Employment Law Counsel; and Reid and Riege, P.C. as Retirement Plan Counsel. Ms. Long seconded the motion. All were in favor and the motion passed.

ADJOURNMENT

Ms. Cook made a motion to adjourn at 7:20 p.m. Mr. Askham seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk

Town of Simsbury

933 HOPMEADOW STREET P.O. BOX 495 SIMSBURY, CONNECTICUT 06070

Lisa L. Heavner - First Selectman

BOARD OF SELECTMEN
RULES OF PROCEDURE

BE IT RESOLVED, that the Board of Selectmen adopts the following rules of procedure:

§A162-1. Adoption of standards. The Board of Selectmen adopts Robert's Rules of Order as a general guide for the conduct of all regular and special meetings. The Board of Selectmen will conduct its business in accordance with all other applicable rules and regulations including state statutes and the Town Charter.

§A162-2. Inclusion of items on agenda; distribution of agenda. When possible, the agenda along with relevant resource material will be distributed to the Board members four (4) days prior to the meeting. Items not specifically included on the agenda may be included by a two-thirds vote of those present and voting. Except in emergency and unusual circumstances, action will not be taken on any agenda item so placed until the next meeting. Under no circumstances will any item be added to the agenda later than ~~9:00 p.m. or~~ two hours after the beginning of the meeting~~, whichever is earlier~~. In accordance with Connecticut General Statutes, no items will be added to a special meeting agenda.

§A162-3. Placement of items on agenda by Board member. A member of the Board may have an item placed on the agenda by contacting the First Selectman or Director of Administrative Services at least seven days prior to the meeting.

§A162-4. State of the Town Message. The First Selectman may present a "State of the Town Message" at the beginning of one regular meeting per month.

§A162-5. Public participation. One period of not less than twenty minutes may be set aside at the beginning of each regular meeting of the Board of Selectmen to allow members of the public present to address the Board. Each speaker will be limited to five minutes. After all those who wish to speak have done so, previous speakers may be allowed to speak again at the end of the meeting for an additional five minutes, at the pleasure of the Board. When the First Selectman identifies a number of speakers who wish to speak in public audience which would exhaust the time allowed, a shorter period for each speaker shall be set. Any citizen so speaking shall identify himself/herself by name and address and if he/she is representing a group or organization, he/she may so state. The First Selectman, upon approval by unanimous consent, may allow additional public participation on an agenda item under discussion. From time to time, the Board of Selectmen may schedule special meetings or regular meetings devoted to a particular topic or topics.

Board of Selectmen
Rules of Procedure

§A162-6. Time placement of agenda items. When a board, commission, organization, or individual is invited to the meeting to discuss a particular agenda item, that item shall be placed on the agenda at the time requested, if possible.

§A162-7. Routine agenda items. All other items of a routine nature, such as ratification of bid awards, tax rebates, resignations and appointments, communications, committee reports, etc., shall be placed in the final portion of the agenda.

§A162-8. Executive session. The Board of Selectmen may enter executive session as permitted by Connecticut General Statutes.

§A162-9. Votes and minutes of Board of Selectmen. In accordance with Chapter 14, Section 1-225 of the Connecticut General Statutes entitled Freedom of Information Act, the votes of each member of the Board of Selectmen upon any issue before the Board of Selectmen shall be reduced to writing and made available to the public within forty-eight hours. These votes shall also be recorded in the minutes of the Board of Selectmen meeting. Further, a draft of the minutes of the Board of Selectmen meeting shall be available for public inspection within seven days of the session to which they refer. The First Selectman's Office will post the actions taken by the Board of Selectmen and both the draft and final version of the meeting minutes on the Town's web-site when available.

§A162-10. Completion of meetings. It is the Board of Selectmen's objective to complete meetings by 10:30 p.m. when possible.

§A162-11. Expiration. These Rules of Procedure will be in effect until the end of the Board's term, December, ~~2015~~2017.