



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Watch Board of Selectmen meetings LIVE and rebroadcast on Comcast Channels 96, 1090, Frontier Channel 6071 and LIVE streamed or on-demand at www.simsburytv.org

SIMSBURY BOARD OF SELECTMEN

Main Meeting Room – Simsbury Town Hall – 933 Hopmeadow Street, Simsbury
Regular Meeting – August 13, 2018 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

- a) Proposed Economic Development Commission Ordinance

PUBLIC AUDIENCE

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

PRESENTATION

- a) Appointment Process for Unaffiliated Voters Work Group Update

SELECTMEN ACTION

- a) Tax Refund Requests
- b) Proposed Revisions to Statement of Purpose and Procedure of the Simsbury Juvenile Review Board
- c) Proposed Updates to Eno Memorial Hall Facility Use Policy and Fee Schedule and Establishment of Work Group
- d) Proposed Ice Rink and Paddle Tennis Court Fees
- e) Proposed Use of Simsbury Try-Athlon Special Revenue Fund for Informational Trailside Signage
- f) Proposed Economic Development Commission Ordinance and Membership Policy Resolution
- g) Proposed Revisions to Simsbury Business Incentive Program Policy and Appointments to the Business Development Committee
- h) Appointment of Legal Counsel for Tax Sales



APPOINTMENTS AND RESIGNATIONS

- a) Proposed Appointment of Brian Liss to the Juvenile Review Board
- b) Resignation of Jill G. Powilatis from the Conservation Commission/Inland Wetlands Agency
- c) Resignation of Michael Long from the Tourism Committee

REVIEW OF MINUTES

- a) Regular Meeting of July 9, 2018

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- a) Personnel
- b) Finance
- c) Welfare
- d) Public Safety
- e) Board of Education

COMMUNICATIONS

- a) Letter from M. Capriola re: AARP Network of Age-Friendly States and Communities Commitment, dated June 26, 2018
- b) Memorandum from M. Capriola and K. Formanek re: Community and Social Services – FY18/19 Service Improvements Update, dated August 8, 2018
- c) Capitol Region Council of Governments (CRCOG) Membership Benefits and Highlights Update
- d) Bulky Waste Transfer Station Operations Agreement Extension

ADJOURN TO EXECUTIVE SESSION

- a) Pursuant to CGS §1-200(6)(B) concerning Pending Claims and Litigation – Deepwater Wind Appeal, Petition 1313
- b) Pursuant to CGS §1-200(6)(B) concerning Pending Claims and Litigation – Martin v. Town of Simsbury, et al

ADJOURN FROM EXECUTIVE SESSION

Possible action

ADJOURN

**TOWN OF SIMSBURY
PUBLIC HEARING NOTICE**

Notice is hereby given pursuant to Section 404 of the Charter of the Town of Simsbury that the Board of Selectmen will hold a public hearing on Monday, August 13, 2018 at 6:00 p.m. in the Main Meeting Room of Town Hall, 933 Hopmeadow Street, Simsbury, CT 06070 to receive public comment concerning a proposed ordinance, Economic Development Commission Ordinance. Copies of the proposed ordinance can be found on the Town of Simsbury's website, www.simsbury-ct.gov on the Board of Selectmen's page. Hard copies are available at the Town Clerk's Office, 933 Hopmeadow Street, Simsbury, CT.

Public Hearing Date: Monday, August 13, 2018 at 6:00 p.m.





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Appointment Process for Unaffiliated Voters Work Group Update
2. **Date of Board Meeting:** August 13, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
No action is needed at this time. This presentation is informational.
5. **Summary of Submission:**
In an effort to be more inclusive and increase participation and access to our government, on March 26, 2018 the Board of Selectmen established a work group to review the recruitment and appointment process for unaffiliated voters to appointed committees, commissions, and boards. The work group was tasked with researching and benchmarking how other communities recruit and appoint unaffiliated voters to appointed committees, commissions, and boards and for presenting its findings and recommendations to the full Board of Selectmen. Members of the work group include First Selectman Eric Wellman and Selectman Mike Paine. Staff to the Committee has been Town Clerk Ericka Butler, graduate student intern Tom Fitzgerald, and the Town Manager.

Attached is a presentation of findings and recommendations of the work group to date. Town Clerk Ericka Butler will conduct the presentation. Better utilizing modern technology to expedite the appointment and resignation process, staff has created a number of online forms which will be presented at the meeting.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Presentation, *Review of Appointment Process of Unaffiliated Voters Workgroup Progress Report*

Review of Appointment Process of Unaffiliated Voters Workgroup

Progress Report

PRESENTED BY:
ERICKA L. BUTLER, TOWN CLERK



PURPOSE OF WORKGROUP

- This work group was created on March 26, 2018. Members include First Selectman Eric Wellman and Selectman Mike Paine.
- The group is tasked with researching and benchmarking how other communities recruit and appoint unaffiliated voters to appointed committees, commissions, and boards in an effort to be more inclusive and increase participation and access to our government.

CURRENT APPOINTMENT PROCESS

- The Board of Selectman receives recommendations for appointments from the Democratic and Republican Town Committees.
 - **Expired Terms** - Prior to terms expiring, the Town Clerk sends list of expiring terms to the Town Committees.
 - **Vacancies** - When a position becomes vacant prior to the term expiring, it must be filled by someone affiliated with the same political party; Town Committees receive notice from the Town Clerk when a position becomes vacant.

AFTER APPOINTMENT IS MADE - CURRENT PROCESS

- Town Clerk receives notifications of appointments made
- Database is updated
- Appointment letters are prepared & mailed along with Conflict of Interest Form and FOI Information Sheet
- Member submits Conflict of Interest Form to Town Clerk and gets sworn in before attending first meeting
- If a member chooses to resign they must submit a signed original letter to the Town Clerk
- Town Clerk submits notice of resignation to the Board of Selectmen; Board of Selectmen acknowledges resignation
- Town Clerk sends resignation acknowledgement letter to the former member

CURRENT PROCESS & UNAFFILIATED VOTERS

- Unaffiliated voters are not being noticed when terms are expiring; when terms expire, the positions are open to all electors
- Unaffiliated voters are currently reliant on being recommended by the Town Committees
- An Unaffiliated voter can submit a volunteer submission form, but these are also sent to the Town Committees; there is currently no one accepting, reviewing & possibly interviewing volunteer forms from unaffiliated voters other than the Town Committees

WHAT ARE OTHER TOWNS DOING?

- **Town of Windsor**

- Explanation of appointment process on website
- Consistent webpage profiles for Boards/Commissions
- All recommendations must be submitted with application (this includes new appointments & reappointments)
- All those recommended are interviewed by personnel committee (this includes party recommendations and unaffiliated voters)
- Personnel committee then passes along qualified candidates to the appointing authority to make final decision

- **Town of Bloomfield**

- Committee on Committees
- Interest Form

FINDINGS & PROCESS IMPROVEMENTS

- List of expiring terms & any vacancies to be posted on Town's website under "News & Announcements"
- Cover page before entering Board/Commission database with explanation of appointment process
- Consistent webpage profiles for Boards/Commissions-i.e. list of members, meeting schedules, minutes, agendas, purpose, current vacancies, staff contact, etc.
- All recommendations to the Board of Selectmen must be accompanied by Volunteer Forms, bios, resumes etc.
- Follow up email from Town Clerk once Volunteer Form received

FINDINGS & PROCESS IMPROVEMENTS

- Resignation process is outdated
 - Electronic submissions: [Online Form](#)
- Oaths & appointed members
 - Electronic Conflict of Interest form: [Online Form](#)
- Appointment letter process & resignation acknowledgment process are cumbersome
 - Electronic Appt. Letter: [Email Template](#)
 - Electronic Resignation Acknowledgement Letter: [Email Template](#)
- Board/Commission database is not being utilized to its full capacity
- Centralized location of board/commission member contact info

NEXT STEPS

- Implementing new electronic forms
- Discussion regarding process of vetting Unaffiliated Voters for appointments
- Designing & creating template for uniform Board/Commission profile pages on Town's website



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** August 13, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:** If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

Move, effective August 13, 2018 to approve the presented tax refunds in the amount of \$79,651.52, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds.

5. **Summary of Submission:**

Tax refunds need to be issued from time to time for motor vehicles, real property, and personal property. Some of the most common reasons tax refunds need to be issued for motor vehicles include: sale of the vehicle; the vehicle is destroyed; the vehicle is donated; the owner has moved out of state; or, the owner has successfully appealed the taxes. Real estate refunds are typically due to the fact that during the sale or refinancing of a property, both a bank and an attorney's office have paid taxes owed, resulting in an overpayment to the Town. Overpayments of personal property taxes are rare; often overpayments of personal property are due to a person or entity forgetting that they paid in full in July, then also sending the January installment.

In a legal opinion from the Town Attorney dated May 22, 2001, he stated that CGS §12-129 "requires that all applications for tax refunds be referred to the Board (of Selectmen) for their consideration and action." Once approved by the Board of Selectmen, the Town Manager will sign off on tax refund applications.

As a reminder, the Tax Collector's Office is responsible for collecting revenue for the Fire District pursuant to Special Act #264 of the Legislature in 1945. However, tax refunds for the Fire District are not under the jurisdiction of nor approved by the Board of Selectmen and are therefore not included in the requested tax refunds presented.

6. **Financial Impact:**

The aggregate amount of all tax refunds as presented is \$79,651.52. The attachment dated August 13, 2018 has a detailed listing of all requested tax refunds.

7. **Description of Documents Included with Submission:**

- a) Requested Tax Refunds, dated August 13, 2018

REQUESTED TAX REFUNDS
AUGUST 13, 2018

	BILL NUMBER	TAX	INTEREST	TOTAL
List 2016				
Belliveau JeanPaul	16-03-51311	\$31.46		\$31.46
Gauthier Christopher	16-03-56716	\$31.99		\$31.99
Jasminski August	16-03-59206	\$90.83		\$90.83
Pepperman Monica L	16-03-64742	\$150.29		\$150.29
Perevozchikov Oleg	16-03-64754	\$64.23		\$64.23
StSauveur M	16-03-67952	\$23.47		\$23.47
Toyota Lease Trust	16-03-68936	\$715.05		\$715.05
Toyota Lease Trust	16-03-68938	\$135.38		\$135.38
Toyota Lease Trust	16-03-68985	\$44.05		\$44.05
Toyota Lease Trust	16-03-68989	\$238.67		\$238.67
Toyota Lease Trust	16-03-69002	\$277.82		\$277.82
Toyota Lease Trust	16-03-69003	\$172.20		\$172.20
Toyota Lease Trust	16-03-69008	\$281.20		\$281.20
Toyota Lease Trust	16-03-69023	\$405.32		\$405.32
Toyota Lease Trust	16-03-69047	\$154.69		\$154.69
Toyota Lease Trust	16-03-69063	\$166.41		\$166.41
Toyota Lease Trust	16-03-69074	\$417.85		\$417.85
Toyota Lease Trust	16-03-69103	\$74.03		\$74.03
Ungemack, Jane A	16-03-69390	\$24.18		\$24.18
Uskonni LLC	16-03-69438	\$70.40		\$70.40
Uskonni LLC	16-03-69441	\$28.67		\$28.67
VCFS Auto Leasing Co	16-03-69631	\$475.01		\$475.01
Burnham Connor	16-04-80408	\$74.12		\$74.12
Gengras John D	16-04-81187	\$113.86		\$113.86
Toyota Lease Trust	16-04-83368	\$44.05		\$44.05
Total 2016		\$4,305.23	\$0.00	\$4,305.23
List 2017				
Steier & McCormick - Aures	17-01-00321	\$78.31		\$78.31
Est of B. Bardwell (S Nerney)	17-01-00409	\$137.00		\$137.00
Behan Susan	17-01-00534	\$117.97		\$117.97
Corelogic - NM Property Maint.	17-01-01815	\$2,806.61		\$2,806.61
Corelogic - Salter	17-01-02408	\$3,597.71		\$3,597.71
Corelogic - Woodhouse	17-01-02873	\$2,151.77		\$2,151.77
LERETA - Neff	17-01-03144	\$4,012.44		\$4,012.44
Corelogic - Raymond	17-01-03848	\$4,586.28		\$4,586.28
Corelogic - Ciobotaru	17-01-04086	\$5,319.62		\$5,319.62
Kunycky Mary	17-01-04284	\$54.63		\$54.63
Corelogic - Leathers	17-01-04461	\$3,353.71		\$3,353.71
Mackay Duncan	17-01-04797	\$794.19		\$794.19
Corelogic - Barwinski	17-01-05220	\$3,463.79		\$3,463.79
Brewer Paul	17-01-05367	\$362.34		\$362.34
Corelogic - Mooar	17-01-05446	\$4,484.73		\$4,484.73
Corelogic - Mulshine	17-01-05566	\$6,834.74		\$6,834.74
LERETA - Peterson	17-01-06198	\$5,792.30		\$5,792.30
Pineau Michael	17-01-06267	\$18.00		\$18.00

REQUESTED TAX REFUNDS
AUGUST 13, 2018

Pozzato John	17-01-06369	\$30.00	\$30.00
Corelogic - Douglas	17-01-07449	\$7,684.37	\$7,684.37
Corelogic - Gettinger	17-01-08087	\$4,439.38	\$4,439.38
Ahmed Shabbir	17-03-50236	\$56.38	\$56.38
Anderson Jennifer A	17-03-50461	\$24.51	\$24.51
Austin William F	17-03-50777	\$102.01	\$102.01
Baldwin Robin E	17-03-50906	\$461.98	\$461.98
Baran Marek J	17-03-50963	\$49.06	\$49.06
Bason Richard H	17-03-51125	\$170.52	\$170.52
J. R. E. LLC	17-03-51172	\$279.27	\$279.27
Benton-Reger Patriciacom	17-03-51372	\$52.22	\$52.22
Bond Rita	17-03-51726	\$15.04	\$15.04
Cadogan William P	17-03-52524	\$25.53	\$25.53
Coffin Emily M	17-03-53450	\$21.67	\$21.67
Cordner William F Jr	17-03-53752	\$54.63	\$54.63
Dahlquist Emil T	17-03-54207	\$46.88	\$46.88
Delbone John P 3rd	17-03-54510	\$21.27	\$21.27
Dexter-Morlath Melanie	17-03-54695	\$149.69	\$149.69
Dyson Steven	17-03-55227	\$57.25	\$57.25
Dyson Steven	17-03-55229	\$75.60	\$75.60
Ficaro John H	17-03-55926	\$118.47	\$118.47
Flynn Susan M	17-03-56164	\$75.61	\$75.61
Gabrielle Lisa T	17-03-56423	\$139.60	\$139.60
George William J Jr	17-03-56759	\$88.87	\$88.87
Ghole Dhananjay	17-03-56788	\$39.84	\$39.84
Ghole Dhananjay	17-03-56789	\$29.50	\$29.50
Glissman Irene W	17-03-56996	\$244.71	\$244.71
Goldblatt Loel D	17-03-57071	\$122.92	\$122.92
Heuschkel David	17-03-58151	\$67.05	\$67.05
Honda Lease Trust	17-03-58542	\$151.35	\$151.35
Johnson Aiden V	17-03-59224	\$21.85	\$21.85
Kagel Carol M	17-03-59600	\$114.22	\$114.22
Kagel Steven A	17-03-59601	\$168.91	\$168.91
Benson Jane	17-03-59629	\$736.76	\$736.76
Karpe, Brian S	17-03-59668	\$111.64	\$111.64
Khan Babar A	17-03-59956	\$12.63	\$12.63
Kidney Aiden J	17-03-59970	\$79.07	\$79.07
Kim Pamela A	17-03-60004	\$17.99	\$17.99
Lalock James S	17-03-60435	\$80.30	\$80.30
Lech Christopher N	17-03-60821	\$49.05	\$49.05
Ludemann William J 3rd	17-03-61389	\$120.48	\$120.48
Martin Ralph	17-03-61905	\$203.37	\$203.37
McCabe Gardner H	17-03-62143	\$14.35	\$14.35
McCombs Donald E Jr	17-03-62197	\$28.41	\$28.41
McCormick Heidi	17-03-62208	\$734.88	\$734.88
Miga Thomas H	17-03-62754	\$12.45	\$12.45
Mikkelson Paul	17-03-62762	\$1,229.58	\$1,229.58
Moyer Seth	17-03-63204	\$208.43	\$208.43
Olewnik Justin	17-03-64123	\$30.52	\$30.52
Owens Peter J	17-03-64295	\$31.21	\$31.21
Peluso Luigi	17-03-64735	\$10.00	\$10.00
Pereira Anthony	17-03-64781	\$53.03	\$53.03

REQUESTED TAX REFUNDS
AUGUST 13, 2018

Raymunt Jonathan	17-03-65601	\$53.35		\$53.35
Reinhart Marcia	17-03-65688	\$224.79		\$224.79
Roderick Barbara	17-03-66011	\$310.49		\$310.49
Roth Lynn E	17-03-66268	\$73.46		\$73.46
Rouleau Martha L	17-03-66298	\$55.58		\$55.58
Rouleau Martha L	17-03-66300	\$91.96		\$91.96
Sacher Marc S	17-03-66488	\$48.01		\$48.01
Scully Timothy E	17-03-67011	\$28.88		\$28.88
Simpson Katherine E	17-03-67450	\$141.34		\$141.34
Stange Olivia	17-03-68015	\$47.05		\$47.05
Thompson Bruce	17-03-68787	\$299.97		\$299.97
Thompson Bruce R	17-03-68788	\$797.29		\$797.29
Thompson Mark G	17-03-68805	\$275.15		\$275.15
Vassalo James C	17-03-69638	\$54.81		\$54.81
Vicevich James	17-03-69817	\$769.09		\$769.09
Wheeler Sandra L	17-03-70452	\$9.10		\$9.10
Total 2016		\$75,346.29	\$0.00	\$75,346.29
TOTAL 2016		\$4,305.23	\$0.00	\$4,305.23
TOTAL 2017		\$75,346.29	\$0.00	\$75,346.29
				\$79,651.52
TOTAL ALL YEARS		\$79,651.52	\$0.00	\$79,651.52



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

- Title of Submission:** Proposed Revisions to Statement of Purpose and Procedure of the Simsbury Juvenile Review Board
- Date of Board Meeting:** August 13, 2018
- Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community and Social Services *Maria E. Capriola*

- Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the proposed revisions to the Statement of Purpose and Procedure of the Simsbury Juvenile Review Board, the following motion is in order:

Move, effective August 13, 2018 to revise the Statement of Purpose and Procedure of the Simsbury Juvenile Review Board as presented.

- Summary of Submission:**
The purpose and procedures for the Juvenile Review Board (JRB), which outlines membership requirements, was last approved by the Board of Selectmen (functioning as the Police Commission) on March 10, 1982 and is quite dated. This program allows the Simsbury Police Department, Community and Social Services Department and JRB to work collaboratively to divert troubled youths from the criminal justice system and provide a path to becoming a responsible member of the Simsbury community. The Juvenile Review Board focuses on using the Town's resources when possible, such as assisting youth to find community service opportunities and partnering with the Board of Education as our main source for those opportunities. A main goal of the board is to reduce the recidivism rate of juveniles.

Staff prepared draft revisions to the Juvenile Review Board Statement of Purpose and Procedure based on recommendations from professional organizations such as the Connecticut Youth Services Association, as well as other towns in the State of Connecticut. Juvenile Review Board members have been given the opportunity to review and comment on the updated policy.

Staff consulted with the Town Attorney and the language regarding removal of members for cause and absenteeism in Section 4D and 4E can be included in this policy.

- Financial Impact:**
None

7. Description of Documents Included with Submission:

- a) Memo from K. Formanek, re: Updates to the Statement of Purpose and Procedure of the Simsbury Juvenile Review Board, dated July 25, 2018
- b) Proposed Revisions to Statement of Purpose and Procedure of the Simsbury Juvenile Review Board, dated August 13, 2018
- c) Statement of Purpose and Procedure of the Simsbury Juvenile Review Board, Adopted March 10, 1982



Town of Simsbury

754 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Community and Social Services Department

MEMORANDUM

To: Maria Capriola, Town Manager
From: Kristen Formanek, Director of Community and Social Services
Date: July 25, 2018
Re: Juvenile Review Board Updates

Through the process of appointing a new member to the Simsbury Juvenile Review Board, staff became aware that the Statement of Purpose and Procedure governing the Board was in its original version dated March 10, 1982.

As the Board is experiencing changes with its membership composition, staff felt that this was a good opportunity to update the Statement. Staff examined the Recommended Best Practices for Juvenile Review Boards as published by the Connecticut Youth Services Association. Board members have been given the opportunity to review the updated document.

One of the main changes to the Statement of Purpose and Procedure for the Simsbury Juvenile Review Board was to the number of seats allotted to School Departments from three seats to two. That third seat is now to be allotted to the Farmington Valley YMCA.

Therefore, I would like to recommend the approval and adoption of the updated Statement of Purpose and Procedure for the Simsbury Juvenile Review Board as presented.

I believe that the updates as presented will be of benefit to the Simsbury Juvenile Review Board, and subsequently to Simsbury's youth and their families.

FK



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

**SIMSBURY JUVENILE REVIEW BOARD
STATEMENT OF PURPOSE AND PROCEDURE**
Approved by Board of Selectmen on March 10, 1982
Revised Date: August 13, 2018

1. Purpose

- A. The Simsbury Juvenile Review Board (JRB) is an established program within the Simsbury Community and Social Services Department to provide an alternative and early means of identifying and assisting youths (age 17 and under) who are troubled or in trouble with the criminal justice system. The Board will accomplish its purpose through considering juvenile cases referred to it and offering recommendations regarding the best method of dealing with the youth's particular needs.
- B. Where possible, the Board will attempt to construct non-judicial case recommendations. These may involve, but are not limited to such non-judicial options as individual or family counseling, psychiatric evaluation, work or monetary restitution, or participation in group or other activities. In many instances, these services are presently available, but unknown or unused, by the youth, family, school or police.
- C. The purpose of the Simsbury Juvenile Review Board shall be to provide an opportunity for troubled youths to be diverted from the criminal justice system and allow a path to becoming responsible members of the Simsbury community.

2. Effective Date

This policy shall remain in effect until revised or rescinded and replaces the original policy effective March 10, 1982. The Town reserves the right to amend this policy as necessary.

3. Goals

- A. The goals of the Review Board are:

- 1) To use community resources as the first source of action in handling the community problem of juvenile delinquency.
- 2) To promote community awareness of services to youth and youth activities.
- 3) To provide juveniles with rehabilitative and supportive services in an effort to reduce delinquent behavior.
- 4) To reduce the recidivism rate of juveniles.
- 5) To strengthen the working relationship and referral process between the Simsbury Police Department, Simsbury Public Schools, the Juvenile Court, and the Community and Social Services Department.
- 6) To assist and advise the Simsbury Police Department and school system with juveniles who are in trouble.

4. Composition/Voting/Meetings

- A. The size of the Board shall not exceed ~~10~~ 11 persons, with ~~9~~ 10 regular members and 1 alternate. Membership on the Board shall be comprised of representatives from agencies or organizations which have direct responsibility, contact or concern with youth and their families.
- B. The following agencies and organizations shall have a representative(s) on the Review Board:
 - 1) Police Department (1 individual as assigned by the Chief)
 - 2) School Department (2 individuals as assigned by the Superintendent)
 - 3) Town Recreation Department (1 as assigned by the Director of Culture, Parks and Recreation)
 - 4) Town Director of Community and Social Services
 - 5) Board of Selectmen Member (1 Selectman as appointed by the Board of Selectmen)
 - 6) YMCA Representative (as appointed by the Board of Selectmen)
 - 7) Probation Officer from Juvenile Court (as appointed by the Board of Selectmen)
 - 8) Family Counseling Service (as appointed by the Board of Selectmen)
 - 9) Simsbury Clergy (as appointed by the Board of Selectmen)
 - 10) Alternate - Town Social Worker (as assigned by the Director of Community and Social Services)
- C. Staff appointments to the JRB should be reviewed and approved by the Director of Community and Social Services. The Director of Community and Social Services, in consultation with the JRB, will make recommendations to the

Board of Selectmen for appointments to the JRB for members representing outside agencies as noted above in Section 4B.

- D. Any member of the JRB may be removed by the Board of Selectmen, upon the recommendation of the Town Manager, for cause. Such member will be afforded an opportunity for a public meeting with the Board of Selectmen prior to a final decision being made regarding their status for removal. The purpose of the public meeting is to give the member an opportunity to be heard in person before the Board of Selectmen prior to a final decision being made.
- E. Any member who is absent from more than fifty (50) percent of JRB meetings during any twelve (12) month period may be removed from the JRB, and the vacancy shall be filled as outlined in Section 4B. An exception may be granted by and at the discretion of the Town Manager due to a member's illness or other exigent circumstances.
- F. The Town Attorney will be available to the Board as needed.
- G. Each representative shall have one vote.
- H. Meetings shall be held as often as necessary to consider cases or administrative matters. Attendance shall be recorded in the minutes of the meeting. A quorum shall be five (5) members. A quorum is needed to take action on matters.
- I. Parent(s) and juvenile(s) will be notified of Board meetings concerning them and are required to be present at such Board meetings.
- J. Guests are permitted at Review Board meetings with the prior consent of the Chairperson and parent(s). Guests will have no vote and must sign a confidentiality agreement before attendance is allowed.
- K. Appropriate case and other files are the property of the Police Department, but may be maintained in a central location to expedite the Board's work.
- L. The Community and Social Services Director shall act as the Chairperson. On an annual basis the JRB will select a Vice Chair. The Community and Social Services Department shall be responsible for scheduling and cancelling meetings, distributing minutes and the filing of case disposition, as well as other duties that may be necessary.
- M. The Board shall establish rules and procedures to govern the conduct of meetings and the filing of case dispositions, and review those rules and procedures on an annual basis.

5. Procedure for Case Consideration

- A. A matter is eligible for Review Board consideration if it involves a juvenile contact, if it is their first offense, and it is not involving a felony. The police will be encouraged to refer all eligible juvenile contacts to the Board but may exercise discretion on referrals.
- B. Parental authorization will be required before a child's case can be brought before the Board and before any information can be shared between and among agencies. If the parents refuse to sign the authorization form, then the case will be handled by the Police Department through its usual channels. If the child says he/she is not guilty of the offense, the case will automatically be handled by the Police Department to determine the facts of the case and appropriate findings. Under no circumstances will it be the Board's responsibility to determine if the offense occurred, or if the accused is innocent or guilty of the offense.
- C. When sufficient information regarding the youth and his/her family has been presented, the Board may formulate a recommendation by a 2/3 vote of those present. A case may be continued to the next regular meeting, but must be acted upon at that time.
- D. Case dispositions will be communicated to the youth and family by a letter from the Chairperson. A copy of the disposition notice will be placed in the case file.
- E. Any agency or individual to which a youth is assigned as part of his/her case disposition shall make a report to the Board at the completion of the youth's assignment or at periodic intervals if the time period covers more than three (3) months.
- F. The Review Board should have a clear policy on what cases they are able to accept or reject. The Juvenile Review Board does not have to accept every case referred to it, but should state the reason they are choosing to reject the case before them. This statement should reference the above mentioned policy when notifying a juvenile about the Board's decision to reject their case.

6. Confidentiality/Records

- A. The discussion of cases shall be held in executive session, where only Review Board members and permitted guests shall be present.
- B. Individual case names, or other identifying information, shall not appear in the minutes.

C. No information shall be released to another person or agency without permission of the parents and a majority vote of the entire Review Board.

Statement of Purpose

The Juvenile Review Board is an authorized program within the Community and Social Services Department in collaboration with the Simsbury Police Department. The Board is designed to review situations of juvenile contact/arrest and to provide an alternative and early means of assisting youths and their families who are troubled or in trouble. The Board only reviews cases where the juvenile has admitted guilt to the charges filed by the Police Department.

The Board is composed of representatives from the Police Department, Town Community and Social Services Department, Culture, Parks and Recreation Department, School Department, Juvenile Matters Division of the Connecticut Superior Court, Family Counseling Services, the YMCA, and a local clergyman.

The Board will attempt to formulate non-judicial recommendations which may include: counseling for the juvenile and/or his/her family, community service work and/or monetary restitution. The prime goal of these recommendations would be to prevent any further behavior which would bring the juvenile into negative contact with the justice system. However, the Board may also recommend, after a review of the case, that a referral to court is the best course of action. All information gathered will be kept strictly confidential.

Parent(s) and/or guardian(s) and the juvenile will be notified of Board Meetings concerning them and may request to appear before the Board. The Board may also request the presence of parent(s) and juvenile at a hearing concerning them.

Parent(s)/guardian(s) and juvenile always have the option of electing to appear before the Court rather than before the Juvenile Review Board.

SIMSBURY JUVENILE REVIEW BOARD

Statement of Purpose and Procedures

Approved by Police Commission on March 10, 1982

COPY

1. Purpose

- A. The Simsbury Juvenile Review Board will be an established program within the Simsbury Police Department to provide an alternative and early means of identifying and assisting youths (age 15 and under) who are troubled or in trouble. The Review Board will accomplish its purpose through considering juvenile cases referred to it and offering recommendations regarding the best method of dealing with the youth's particular needs.
- B. Where possible, the Review Board will attempt to construct non-judicial case recommendations. These may involve, but not be limited to such non-judicial options as individual or family counseling, psychiatric evaluation, work or monetary restitution, or participation in group or other activities. In many instances, these services are presently available, but unknown, or unused, by the youth, family, school, or police.

11. Goals

- A. The goals of the Review Board are:
1. To use community resources as the first course of action in handling the community problem of juvenile delinquency.
 2. To promote community awareness of services to youth and youth activities.
 3. To provide juveniles with rehabilitative and supportive services in an effort to reduce delinquent behavior.
 4. To reduce the recidivism rate of juveniles.
 5. To strengthen the working relationship and referral process between the Simsbury Police Department, the school system, the Juvenile Court, and the Social Service Agencies.
 6. To assist and advise the Simsbury Police Department and school system with juveniles who are in trouble.

111. Composition/voting/meetings

- A. The size of the Review Board shall not exceed 10 persons. Membership on the Board shall be accorded to representatives of agencies or organizations which have direct responsibility, contact, or concern with youth and their families.

- B. The following agencies and organizations shall have a representative(s) on the Review Board.
 - 1. Police Department
 - 2. School Department
 - 3. School Department
 - 4. School Department
 - 5. Town Recreation Department
 - 6. Town Human Services Coordinator
 - 7. Town Social Worker
 - 8. Probation Officer from Juvenile Court
 - 9. Family Counseling Service
 - 10. Simsbury Clergy
- C. The Town Attorney will be available to the Review Board as needed.
- D. Each representative shall have one vote.
- E. Meetings shall be held as often as necessary to consider cases or administrative matters. Attendance shall be recorded in the minutes of the meeting. A quorum shall be one more than half of the total membership.
- F. Parent(s) and juvenile will be notified of Board meetings concerning them and may request to be present at such Board meetings. The Board may also request the presence of parent(s) and juvenile at a hearing concerning them.
- G. Guests are permitted at Review Board meetings with the prior consent of the Chairperson and parent(s). Guests will have no vote.
- H. Appropriate case and other files are the property of the Police Department, but may be maintained in a central location to expedite the Review Board's work.
- I. A Chairperson and Vice Chairperson shall be elected by the membership every 6 months. The Human Services Department shall be responsible for scheduling and cancelling meetings, distributing minutes, sending notices of case disposition, and other duties as necessary.
- J. The Board shall establish rules and procedures to govern the conduct of meetings and the filing of case dispositions, and review those rules and procedures on an annual basis.

COPY

- 3 -

14. Procedure for Case Consideration

- A. A matter is eligible for Review Board consideration if it involves a juvenile contact. The police will be encouraged to refer all juvenile contacts to the Review Board.
- B. Parental authorization will be required before a child's case can be brought before the Board and before any information can be shared between and among agencies. If the parents refuse to sign the authorization form, then the case will be handled by the Police Department through its usual channels. If the child says he/she is not guilty of the offense, the case will automatically be handled by the Police Department to determine the facts of the case and appropriate findings. Under no circumstances will it be the Board's responsibility to determine if the offense occurred, or if the accused is innocent or guilty of the offense.
- C. When sufficient information regarding the youth and his/her family has been presented, the Board may formulate a recommendation by a 2/3 vote of those present provided a quorum exists. A case may be continued to the next regular meeting, but must be acted upon at that time.
- D. Case dispositions will be communicated to the youth and family by Chairperson's letter. A copy of the disposition notice will be placed in the case file.
- E. Any agency or individual to which a youth is assigned as part of his/her case disposition shall make a report to the Board at the completion of the youth's assignment or at periodic intervals if the time period covers more than three months.

V. Confidentiality/Records

- A. The discussion of cases shall be held in executive session, where only Review Board members and permitted guests shall be present.
- B. Individual case names or other identifying information shall not appear in the minutes.
- C. No information shall be released to another person or agency without permission of the parents and a majority vote of the entire Board.

Statement of Purpose

The Juvenile Review Board is an authorized program within the Police Department. The Board is designed to review situations of juvenile contact/arrest and to provide an alternative and early means of assisting youths and their families who are troubled or in trouble. The Board only reviews cases where the juvenile and his/her parent(s) have admitted guilt to the charges filed by the Police Department.

The Board is composed of representatives from the Police Department, Town Human Services and Recreation Departments, School Department, Juvenile Matter Division of the Connecticut Superior Court, Family Counseling Services, and a local clergyman.

The Board will attempt to formulate non-judicial recommendations which may include: counseling for the juvenile and/or his family, community service work and/or monetary restitution. The prime goal of these recommendations would be to prevent any further behavior which would bring the juvenile into negative contact with the justice system. However, the Board may also recommend, after a review of the case, that a referral to court is the best course of action. All information gathered will be kept strictly confidential.

Parent(s) guardian and juvenile will be notified of Board Meetings concerning them and may request to appear before the Board. The Board may also request the presence of parent(s) and juvenile at a hearing concerning them.

Parent(s)/guardian and juvenile always have the option of electing to appear before the Court rather than before the Juvenile Review Board.



JUVENILE REVIEW BOARD AUTHORIZATION

I/we, _____ of _____, a minor,
Parents or Guardians

understand that my son/daughter has been arrested and has admitted guilt to the charges filed by the Police Department. I, hereby, authorize the Simsbury Juvenile Board to conduct a full inquiry of said minor including, but not limited to, conferences with said minor, parents, guardians, physician, school and town officials, private agencies. I also will hold said Board harmless in connection with said inquiry and any recommendations that may come forthwith. If requested, I agree to appear before the Juvenile Review Board (with him/her) and have read the contents of the above communication and fully understand it.

Juvenile Signature

Date

Parent/Guardian Signature

Date

Address

Phone #

JUVENILE REVIEW BOARD INFORMATION RELEASE AUTHORIZATION

As the parent(s) or guardian of _____,
I/we authorize the agencies listed below:

to release any pertinent information from their records to the Juvenile Review Board to aid in its review of the case of _____. We understand that the information will remain confidential and will be used only in the review of this case.

Juvenile Signature

Date

Address

Parent/Guardian Signature

Date

SCHOOL INFORMATION AUTHORIZATION

As the parent(s) of _____ I/we authorize the Simsbury School Department to release any pertinent information from school records to the Juvenile Review Board to aid in its review of the case of _____. I/we understand that the information will remain confidential and will be used only in the review of this case.

Juvenile Signature

Date

Parent/Guardian Signature

Date

Address

Phone #



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Updates to Eno Memorial Hall Facility Use Policy and Fee Schedule and Establishment of Work Group
2. **Date of Board Meeting:** August 13, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports drafting revisions to the Eno Memorial Hall Facility Use Policy and fee schedule, the following motions are in order:

Move, effective August 13, 2018 to establish a work group of the Board of Selectmen to review the Eno Memorial Hall Facility Use Policy and fee schedule. The work group is tasked with presenting a draft revised policy and fee schedule to the full Board of Selectmen.

Further move to appoint Cheryl Cook and INSERT NAME to the work group.

5. **Summary of Submission:**
The Eno Memorial Hall Facility Use Policy was last updated in July 2010. Staff has noted a number of challenges with the existing policy such as but not limited to:
 - Prioritization of requests to use the space
 - Reasons fee waivers will be granted, and the number of times they will be granted in any one given year
 - A fee schedule that often does not provide an affordable fee for not for profit groups, leading to a large number of events with fee waivers. These fee waivers prevent the Town from securing adequate funds to cover the operating costs for opening the building for non-town events

In recent months staff has received several requests from non-profit organizations seeking fee waivers for use of Eno on a regular basis, which the current policy doesn't adequately address.

I am proposing that a work group of the Board of Selectmen be established to review and recommend revisions to the Eno Memorial Hall Facility Use Policy and fee schedule. Cheryl Cook has expressed a willingness to assist with this initiative. Ultimately, the work group would present a draft revised policy and fee schedule to the full Board of Selectmen at a later date. When the work of the group is complete, the intent would be for it to be disbanded. Further, Town Manager Capriola would assign

Director of Public Works Tom Roy and Director of Community and Social Services Kristen Formanek as the lead staff members to support the work group, with additional assistance provided by our graduate student intern and other staff members as needed. Meetings of the work group would need to be properly noticed to be in compliance with FOIA laws.

Ideally, the revised policy and fee schedule could serve as a model for other town facilities.

6. Financial Impact:

None at this time.

7. Description of Documents Included with Submission:

- a) Eno Memorial Hall Facility Use Policy, dated July 2010
- b) Eno Memorial Hall Facility Use Fee Waiver Application, dated November 2017
- c) Eno Memorial Hall Facility Use Fee Schedule, dated July 2010



Town of Simsbury

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

Eno Memorial Hall - Facility Use Guidelines

The Eno Memorial Hall Facility Use Guidelines have been developed to provide a facility for Town functions and resident use while managing the Town's operating costs for this historic building. The Board of Selectmen reserves the right to modify or change this policy at any time or for any specific function.

Operating Hours:

Monday to Thursday	8:30 AM to 10:00 PM
Friday	8:30 AM to 4:30 PM
Weekends	Closed

Exceptions to the regular hours are permissible with the written authorization from the First Selectmen or his/her designee. All guests are asked to be out of the building at closing time.

Permitted Uses:

Eno Memorial Hall may be used for community-based events by Town organizations and non-profit groups. Use will be limited to the operating hours for the building. In priority order, groups permitted to use the facility include:

- Town Sponsored Programs and Events
 - Meetings of official Town boards
 - Meetings sponsored by Town Departments
- Charitable Service Organizations
 - Groups whose primary function is to serve the greater good of Simsbury, such as: VFW, American Legion, Lions, Boy/Girl Scouts, etc.
- Community Groups (membership consisting of at least 50% Simsbury residents), such as: political committees, little league, sports clubs, card clubs, hobby clubs, condo associations, etc.

Restrictions:

- Eno Memorial Hall is not to be used for private parties of any kind.
- Alcoholic beverages are not permitted.
- Groups may not store materials or supplies in the building. Everything brought into the building, must be removed the same day as the event. Charitable service organizations may be provided with limited storage in designated areas of the building.
- Any decorations must be in conformance with the Eno Memorial Hall Decoration Guidelines.

Available Rooms:

Auditorium: Maximum capacity of 400 persons for performances or 156 persons with tables and chairs. Food service is permitted. The auditorium is only to be used by groups of 25 persons or more.

Youth Room: Maximum capacity of 90 persons. Food service is permitted.

Old Court Room: Maximum capacity of 49 persons. Food service is permitted.

North Conference Room: Maximum capacity of 30 persons. Food service is not permitted. Light refreshments may be setup outside the room in the hallway/rotunda.

South Conference Room: Maximum capacity of 20 persons. Food service is not permitted. Light refreshments may be setup outside the room in the hallway/rotunda. Room has exercise equipment set-up at one end of the room.

Kitchen: Use of the kitchen requires \$25 per day fee and a \$200 security deposit. Groups using the kitchen are responsible for cleaning the kitchen after their use and taking away all food and beverages brought into the building.

*Any decorations must follow the Eno Memorial Hall Decoration Guidelines.

Reservation Policy:

Groups interested in using Eno Memorial Hall can contact the Simsbury Senior Center Monday thru Friday 8:30 am to 4:30 pm at (860) 658-3273. For Charitable Service Organizations, rooms may be reserved up to four months prior to the event date, and for Community Groups rooms may be reserved up to two months prior to the event date. The Town reserves the right to reschedule any events at its sole discretion up to two weeks prior to the event for Town functions. For large events, the Town will provide 1-month notices when possible.

For re-occurring events rooms may be “penciled in” on an annual basis running from July 1st to June 30th. Staff will attempt to schedule other activities around the penciled in dates, however, these dates are subject to change or cancellation.

Cancellation Policy:

Groups that cancel an event with less than 24-hours notice or are a “no show” will be charged a \$45 custodial fee for the room setup. Groups may not use the facility until all balances are paid in full. Consideration for adverse weather events will be given.

Large Events (50 people or more or using the auditorium):

Groups larger than 50 people or requiring the use of the auditorium must provide a certificate of insurance to the Town and pay a room use fee. Rates for large groups and the auditorium are included in on the attached fee structure. Large groups may be required to obtain additional Town permits and hire security staff.

**The Daughters of the American Revolution Room does not fall under this policy.*



Town of Simsbury

Public Works Department

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

ENO MEMORIAL HALL ROOM RENTAL REQUEST FOR WAIVER OF RENTAL FEE

Please note that if room rental fee is waived, custodial charges will still apply

Group Name: _____

Event Name: _____

Date(s) of Function: _____

Time: from: _____ to: _____ Anticipated # of Participants: _____

Requestor's Name: _____

Are you a resident of Simsbury? Yes: _____ No: _____

Phone #: _____ Email: _____

Reason for Request: _____

Have fees been waived in the past? _____ If so, provide date(s): _____

Will you be using stage lighting? Yes: _____ No: _____

Does this event benefit the Town of Simsbury? Yes: _____ No: _____

If yes, in what way? _____

Will tickets be sold for this event? Yes:____ No:____ If yes, what is the cost? _____

INTERNAL USE ONLY

Request Approved: Yes:____ No:____

Date: _____

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



Town of Simsbury

Eno Memorial Hall - Fee Structure

Week Day - Large Group Fee:

	Old Court Rm	Youth Room	Kitchen*	Auditorium		Entire Building
Group Size:	< 50	50 - 90	n/a	<-150	150+	< 500
First 4 hours	NA	\$ 35	\$ 25	\$ 100	\$ 150	\$ 350
Each additional hour	NA	\$ 15	\$ 10	\$ 15	\$ 35	\$ 85

Weekend Fee Structure:

	Old Court Rm	Youth Room	Kitchen*	Auditorium		Entire Building
Group Size:	< 50	< 90	n/a	< 200	200+	< 500
First 4 hours	\$ 300	\$ 300	\$ 100	\$ 750	\$ 1,000	\$ 2,000
Each additional hour	\$ 40	\$ 40	\$ 15	\$ 150	\$ 200	\$ 300

* Fees for kitchen use are concurrent with fees for other rooms. Kitchen is to be cleaned by occupants before leaving. A \$200 deposit is required for use of the kitchen area.

** Charitable Service Organizations as defined by the Eno Facility Use Policy will receive a 50% discount on the rates show above.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Ice Rink and Paddle Tennis Court Fees
2. **Date of Board Meeting:** August 13, 2018
3. **Individual or Entity making the submission:**
Maria E. Capriola, Town Manager; Thomas J. Tyburski, Director of Culture, Parks and Recreation *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen is in concurrence with the recommendation of the Culture, Parks and Recreation Commission and supports approving the proposed fee schedule for the Simsbury Farms Ice Rink and paddle tennis courts as presented, the following motion is in order:

Move, effective August 13, 2018 to approve the fee schedule for the Simsbury Farms Ice Rink and paddle tennis courts as presented.
5. **Summary of Submission:**
At their regular meeting on July 26, 2018, the Culture, Parks and Recreation Commission discussed the 2018/19 fee schedules for the Simsbury Farms Ice Rink and paddle tennis courts. After increasing rink fees last year, the Commission agreed with the recommendation of staff that there should not be any increases in rink fees this year. Staff completed benchmarking of rental rates and daily admission rates of comparable facilities.

Culture, Parks and Recreation staff recommended a small increase in three of the paddle tennis fees with the reason being that the season long day rental rate had not been adjusted in five years while expenses had risen. One day rentals were slightly increased to stay in line with the season long rate. Commission members agreed with the recommendation.

The attached fees were approved unanimously by the Culture, Parks and Recreation Commission members present at the July 26, 2018 meeting.
6. **Financial Impact:**
The proposed minimal adjustment in some paddle tennis fees are expected to generate \$836 in additional revenue based on the average level of play.
7. **Description of Documents Included with Submission:**
 - a) Proposed Fee Schedule, Ice Rink and Paddle Tennis Court Fees

ANNUAL RECREATION FEES	2013	2014	2015	2016	2017	2018	2018	2018
						Proposed	Proposed Increase	Projected Add. Revenue
SKATING								
Season Passes								
Family of 4	\$75.00	\$85.00	\$85.00	\$90.00	\$90.00	\$90.00		
Individual	\$40.00	\$45.00	\$45.00	\$50.00	\$50.00	\$50.00		
Additional	\$20.00	\$25.00	\$25.00	\$30.00	\$30.00	\$30.00		
Daily Fees								
Resident	\$3.00/\$4.00	\$3.00/\$4.00	\$3.00/\$4.00	\$3.00/\$4.00	\$3.00/\$4.00	\$3.00/\$4.00		
Non-Resident	5.00/6.00	5.00/6.00	5.00/6.00	5.00/6.00	5.00/6.00	5.00/6.00		
Learn-to-Skate	\$50.00	\$50.00	\$50.00	\$55.00	\$60.00	\$60.00		
Skate Sharpening	\$6.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00		
Skate Rentals	\$4.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00		
Rink Rentals (per hour)								
Resident								
Prime time	\$220.00	\$230.00	\$230.00	\$240.00	\$250.00	\$250.00		
Non-prime time	\$185.00	\$195.00	\$195.00	\$200.00	\$210.00	\$210.00		
Non-resident								
Prime time	\$235.00	\$245.00	\$245.00	\$255.00	\$270.00	\$270.00		
Non-prime time	\$210.00	\$220.00	\$220.00	\$230.00	\$240.00	\$240.00		
Simsbury High School	\$160.00	\$165.00	\$165.00	\$175.00	\$185.00	\$185.00		
Simsbury Youth Hockey	\$200.00	\$210.00	\$210.00	\$215.00	\$225.00	\$225.00		
PADDLE TENNIS								
Day Time - Walk-up	\$8.00	\$8.00	\$8.00	\$10.00	\$10.00	\$12.00	20.00%	\$102
Rental - days	\$15.00	\$15.00	\$15.00	\$16.00	\$16.00	\$18.00	12.50%	\$74
Rental - evenings	\$20.00	\$26.00	\$26.00	\$30.00	\$30.00	\$30.00		
Season Rate (20) - days	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00	\$380.00	8.57%	\$660
Season Rate (20) - eves	\$450.00	\$495.00	\$495.00	\$540.00	\$540.00	\$540.00		
							Total Add.'l	\$836



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Use of Simsbury Try-Athlon Special Revenue Fund for Informational Trailside Signage

2. **Date of Board Meeting:** August 13, 2018

3. **Individual or Entity Making the Submission:**

Maria E. Capriola, Town Manager; Thomas J. Roy, PE, Director of Public Works;
Thomas J. Tyburski, CPRP, Director of Culture, Parks and Recreation

Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**

If the Board of Selectmen supports the proposed trail signage project, the following motion is in order:

Move, effective August 13, 2018 to approve the use of funds from the Try-athlon Special Revenue Fund (Fund #254) to be used for the design, fabrication and installation of informational signage at locations along the Town's system of trails.

5. **Summary of Submission:**

Roughly five years ago volunteers working with the Town established the Simsbury River to Ridge Tryathlon as a mechanism to showcase the Town's beauty, character and recreational opportunities. A special revenue fund was established to manage the funds for this event by the Board of Selectmen on October 28, 2013 and the Board of Finance on November 14, 2013. At the Board of Selectmen meeting, Tryathlon Committee members also stated that profits could be used for "park improvements."

Over the course of the five years this fund has developed a balance of \$20,166 and members of the Tryathlon committee would like to re-invest the funds into interpretive trail signage that will enhance the Farmington Canal Heritage Trail (FCHT) and the River Walk trail as both facilities are used annually during the Tryathlon event. The Culture, Parks and Recreation Commission reviewed and endorsed this project at their July 26, 2018 meeting.

The signage is proposed at the following eight locations:

- Lake Basile: history of its role in canal system
- Simsbury Community Farms: history of Eno Family donation, Town Farm Dairy, etc.
- Simsbury Meadows: importance of wetlands & types of wildlife
- Pettibone's Tavern (currently Abigail's): history of tavern
- Ensign Bickford: history of company and role in Simsbury

- Tobacco Warehouse: history of tobacco warehouse and Nike missile site
- Nod Brook Wildlife: state land used for dog trials

Each sign will have a photo, description, and brief history of the location. The intent of these exhibits is to increase awareness of the history and importance of the trail, as well as to attract more visitors to Simsbury.

The installation of the Wayside Exhibits shall consist of providing an ADA compliant landing adjacent to the trail and anchoring the signage into concrete supports. The signs will be held in place with frames that meet the National Park Service standards and the signs will have fiberglass embedded panels to help prevent vandalism and resist discoloration from the elements. Details on the sign supports and the content of the signage are attached.

6. Financial Impact:

The cost of the Wayside Exhibits is dependent upon the size of the exhibits approved to be used. The 24" x 36" option has an estimated cost of \$18,760 and the 24" x 48" option has an estimated cost of \$19,760.

The current balance of \$20,166 in the special revenue fund could accommodate anticipated sign project costs. However, the most recent race finished in a deficit position (see attached) and participation has been declining. If funds are used for this project, we should keep the scope of work within reason to ensure a sufficient balance (\$4,000) in the special revenue fund in the event that the next race also finishes in a deficit position. Additionally, if the event is held next year, we will need funds upfront to place deposits for timing services. In order to keep a sufficient balance in the account, the number of signs fabricated and installed may need to be reduced or altered in scope.

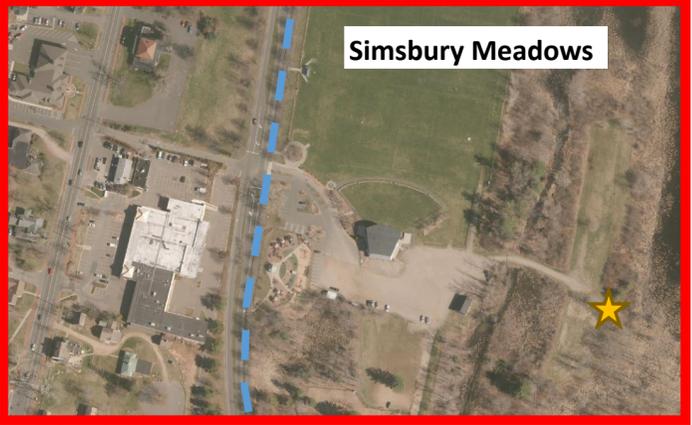
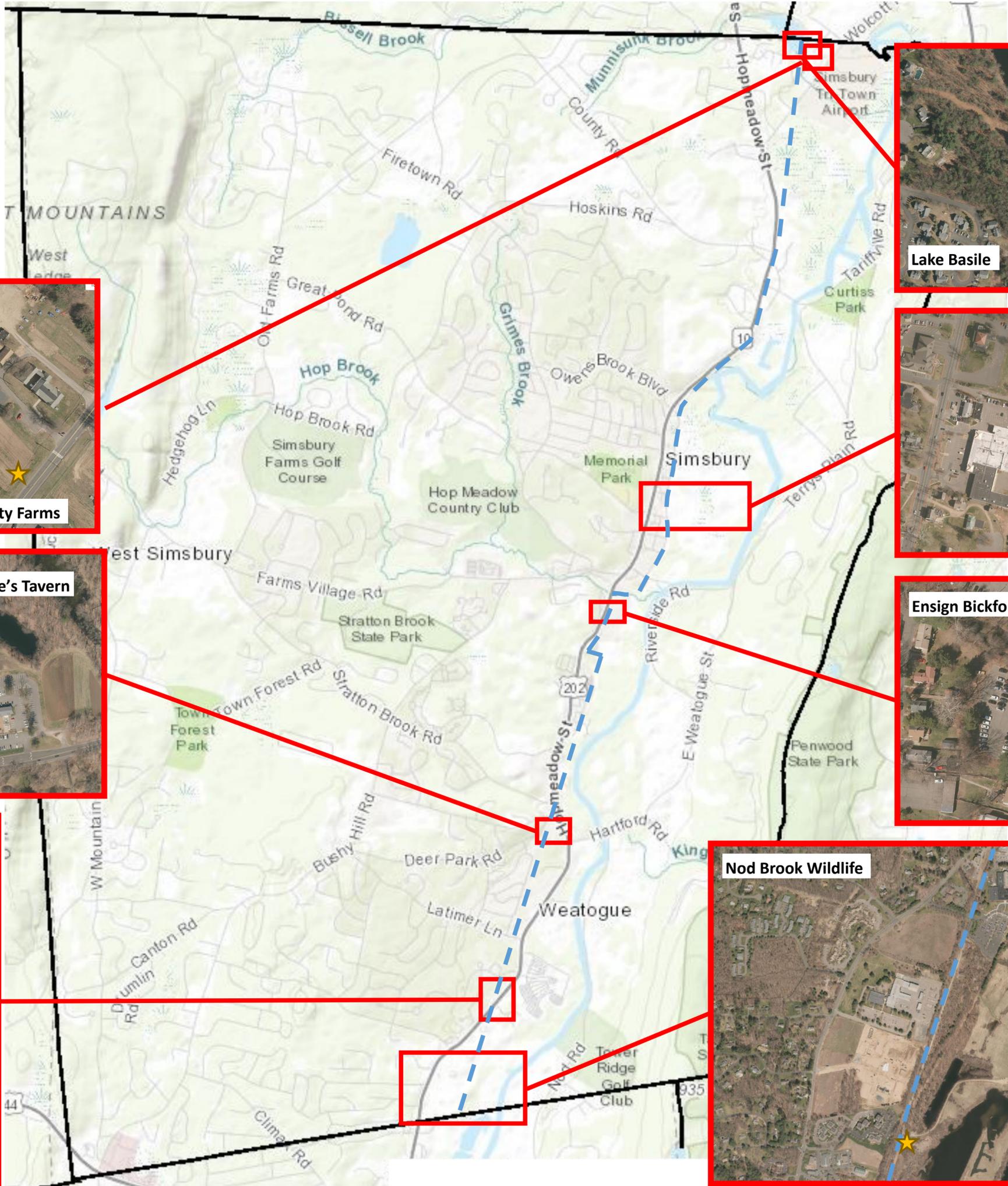
7. Description of Documents Included with Submission:

- a) Wayside Exhibits Map
- b) Wayside Exhibits Text
- c) Wayside Exhibits Product Information
- d) Cost Estimate
- e) Quirk Design & Advertising Proposal dated May 15, 2018
- f) 5 Year Accounting History of the Try Simsbury Adventure Race
- g) Special Revenue Fund Memorandum from October 28, 2013 Board of Selectmen Meeting

Town of Simsbury Proposed Wayside Exhibit Locations

Map Legend

-  Farmington Canal Heritage Trail
-  Location of Wayside Exhibit



Lake Basile

Initially Munnisunk Brook flowed unchecked to the Farmington River. In 1826 construction of the Farmington Canal (part of the New Haven and Northampton Canal) blocked the course of the brook. The canal crossed the brook atop an earth fill that was approximately 20 feet higher than the level of the stream. The flow of the brook was conducted under the canal through a tunnel or culvert which was about 90 feet long. Sometime after the canal was abandoned in 1848 the culvert ceased functioning and the flow of Munnisunk Brook backed up behind the canal fill to form the first version of Lake Basile.

After 1850 the canal was replaced by a railroad (the 'Canal Line') some parts of which followed the line of the canal. The Canal Greenway follows the route of the canal and the railroad along the southeast corner of Lake Basile.

Before the era of modern refrigeration Lake Basile served as a local 'ice pond' where townspeople could harvest large blocks of ice during the winter. The ice cut and gathered in the winter was stored for year-round use in large 'ice houses'. During the summer, local 'ice men' delivered blocks of ice to residents once or twice a week for refrigeration of food in ice boxes. In fact, this is how Ice Pond Road in Granby gained its name!

In the 1930's, the Lake was dredged to deepen it and create a permanent centerpiece for what was to become a small community of cottages, many of them summer homes little more than log cabins. Some of these homes still exist today!

Community Farm of Simsbury

The Community Farm of Simsbury is a historical landmark which is presently run as a non-profit, educational farm for children, adults and families. The 77 acre farm includes a variety of ecosystems and is organically farmed for food donations for clients of Gifts of Love and area social service agencies. In 1882, Amos R. Eno purchased the farm from the State for \$3,000 and donated it to Simsbury, with the intent of caring for poor and indigent town residents. At that time the farm produced dairy products, eggs, vegetables, tobacco and other products.

In 2013, the Community Farm of Simsbury merged with Gifts of Love in Avon, enabling both organizations the opportunity to offer fresh organic produce to area clients, along with educational programming such as sustainable farming, sound nutritional choices and food systems. Throughout the year the farm also hosts farm-based summer camps and school field trips. In addition, the Incubator Farmer Program helps teach and train area residents about farming organically.

Wetlands—Simsbury Meadows version

Stop, Sniff, Watch, Listen... It's a Wetland

What's a wetland for? Swamps, marshes, fens, bogs, and other wet areas like the one in front of you were once seen as useless and even dangerous. Now, we know that wetlands provide valuable services, at very low cost.

Cleaning up pollution

Wetlands are natural water treatment areas. They slow the flow of water so that sediment settles out. The water is filtered by slowly percolating through roots and soil. Some pollutants are changed to less harmful substances by sunlight and by the biochemical activity of the wetland's plants and its trillions of microbes. Because of all this, the water coming out of wetlands is often cleaner than the water going in.

Flood protection

During floods, wetlands provide two vital services. They can hold excess water -- a one-acre wetland can typically store about a million gallons. Also, they can slow the flow of water. The effect in nearby streams and rivers is that the peak of the flood is less, and the flood waters rise and fall more gradually.

Wildlife habitat and biodiversity

Sunlight, water, abundant plants and organic matter make wetlands great places for wildlife! The wetland here in the Meadows even has a rookery (a group nesting area) for great blue herons. Year round, you may spot the rookery as a collection of large stick nests in trees overlooking water. In spring and summer, look also for the parent birds on the nests, or the fuzzy young ones waiting for their parents to return with food. In the Meadows you may also see bald eagles, green herons, mergansers (a fishing duck), wood ducks, Canada geese, spotted sandpipers, and many other birds. You may also see turtles in the water or near their nesting areas on land. A few quiet minutes here may reveal more than you expected!

Pettibone Tavern (*Abigail's in 2018*)

Just to the south, on Route 10, is Abigail's, originally called Pettibone Tavern.

Jonathan Pettibone built the first Pettibone Tavern about 1780 and, after it was largely destroyed by fire, rebuilt it in 1801. The large chimney stack is thought to be from the original building and some early nineteenth-century features remain. As with most early taverns, weary travelers could sleep as well as drink and dine there.

During the Revolutionary War, Jonathan Pettibone (1741 – 1826) was with his father, Colonel Jonathan Pettibone, commander of the 18th Regiment Connecticut Militia, when he died in 1776 during Washington's retreat from Long Island. His three brothers also served.

Over the years, the building served as a private home, tavern, tea room and inn. Today it houses Abigail's Grille and Wine Bar.

Ensign Bickford*

Now known as Ensign-Bickford Industries, Inc., the company traces its origins to 1836, when Simsbury's Richard Bacon formed a partnership with an English firm to manufacture a product called a safety fuse. Invented by Englishman William Bickford, the safety fuse was used to detonate blackpowder in mining operations. The name of the new company was Bacon, Bickford, Eales & Company. Until 1851, manufacture of the safety fuse took place nearby in East Weatogue.

Following a fire that destroyed the factory later that year, operations moved to this site on Hopmeadow Street. Historic name changes include Toy, Bickford & Company, then Ensign, Bickford & Company, and later it was incorporated under the name The Ensign-Bickford Company.

Today the Ensign-Bickford Industries, Inc. compound is shared between one of its subsidiaries, Ensign-Bickford Aerospace and Defense, and a former joint venture partner, Dyno Nobel.

The company expanded from fuse and blasting products for agriculture and mining, to develop a range of such products for use in World Wars I and II.

Community minded, the company built housing for its employees, helped establish municipal water and electricity services and provided the Hopmeadow area with fire protection until 1944. It continues to maintain an important presence in town.

**This is the only copy that has been edited for brevity. So far.*

Wetlands—Minister Brook?

Stop, Sniff, Watch, Listen...It's a Wetland

What's a wetland for? Swamps, marshes, fens, bogs, and other wet areas like the one in front of you were once seen as useless and even dangerous. Now, we know that wetlands provide valuable services, at very low cost.

Cleaning up pollution

Wetlands are natural water treatment areas. They slow the flow of water so that sediment settles out. The water is filtered by slowly percolating through roots and soil. Some pollutants are changed to less harmful substances by sunlight and by the biochemical activity of the wetland's plants and its trillions of microbes. Because of all this, the water coming out of wetlands is often cleaner than the water going in.

Flood protection

During floods, wetlands provide two vital services. They can hold excess water -- a one-acre wetland can typically store about a million gallons. Also, they can slow the flow of water. The effect in nearby streams and rivers is that the peak of the flood is less, and the flood waters rise and fall more gradually.

Wildlife habitat and biodiversity

Can you smell the mud? Hear the frogs? See a bird? Sunlight, water, abundant plants and organic matter make wetlands great places for wildlife! Fishes, frogs, newts, salamanders, turtles, snails, mussels, dragonflies, butterflies, bees and other pollinators, muskrats, mink, beavers, raccoons, rails, ducks, geese, herons, red-winged blackbirds, ospreys, eagles, and other wildlife all need wetlands like this one for food or shelter. Even in winter, it's full of hidden life. Take a few minutes to enjoy this special habitat.

Nike Site—Tobacco Warehouse?

This multi-use path was formerly a railroad track, used over time by both passenger and freight trains. The building perpendicular to the street replaces an earlier structure, a barn/tobacco warehouse. Growers brought

tobacco there to store until shipment to cigar manufacturers in the South.

In more recent history, from 1956 – 1963, a nearby site was the base for launching Nike Ajax surface to air missiles. Named for the Greek goddess of victory, the Nike program established some 250 sites around the nation, with 13 in Connecticut.

Nike HA-85 Avon/Simsbury was operated by the U.S. Army, with a launch site in Simsbury and a radar control site in Avon on Talcott Mountain. Both were manned 24x7, and included on-site barracks.

Nike Ajax sites were eventually either converted to launch Hercules missiles, carrying nuclear warheads or they were de-commissioned, as in Simsbury.

Nod Brook

The Nod Brook Wildlife Management Area is a 137-acre, state-owned parcel designated specifically for conducting dog training and dog field trials by sportsmen and kennel clubs. It's riverside location (flood plain) is unique among the four dog trial areas in the state, so it is used especially for water-based retriever dogs, such as Labrador Retrievers, Golden Retrievers, Water Spaniels, Chesapeake Retrievers, Flat Coat Retrievers, Curly Coat Retriever, and Tolars. Nod Brook is the only dog trial area west of the CT river.

Technical ponds were built by the Dept of Energy and Environmental Protection (DEEP) and board of members from the Field Trial Clubs to enhance water entries while providing a variety of difficulty levels to the normal round pond.

There are roughly 50 training and trial events each year, usually on weekends. These are organized by various sporting dog groups, to enable successful dogs to earn certifications as a Field Champion, Amateur Field Champion, Canadian Field Champion, National Amateur Field Champion, or National Field Champion; Junior Hunter, Senior Hunter, Master Hunter. Such titles improve a dog's pedigree and value.

Other recreational use is available when no dog training or testing event is being held, including fishing, hiking, biking, dog walking, and wildlife viewing.

The land was originally called Holloway Farm and was purchased by the State in 1975. Once the site of a gravel operation, the State has devoted considerable resources to reclaim and restore habitat at Nod Brook. Habitat enhancement initiatives have created important and increasingly rare habitats for a variety of wildlife species. Sporting dog clubs collaborate with the DEEP, providing funding and volunteer labor to maintain the area.



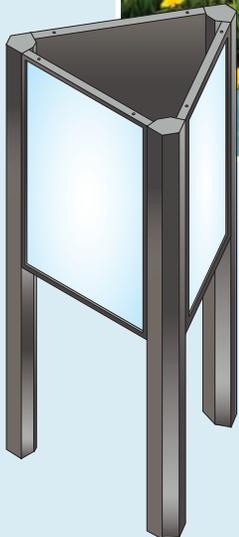
EXHIBIT BASES AND FRAMES

>
Next





EXHIBIT BASES AND FRAMES



QUALITY AND FLEXIBILITY - BUILT IN.

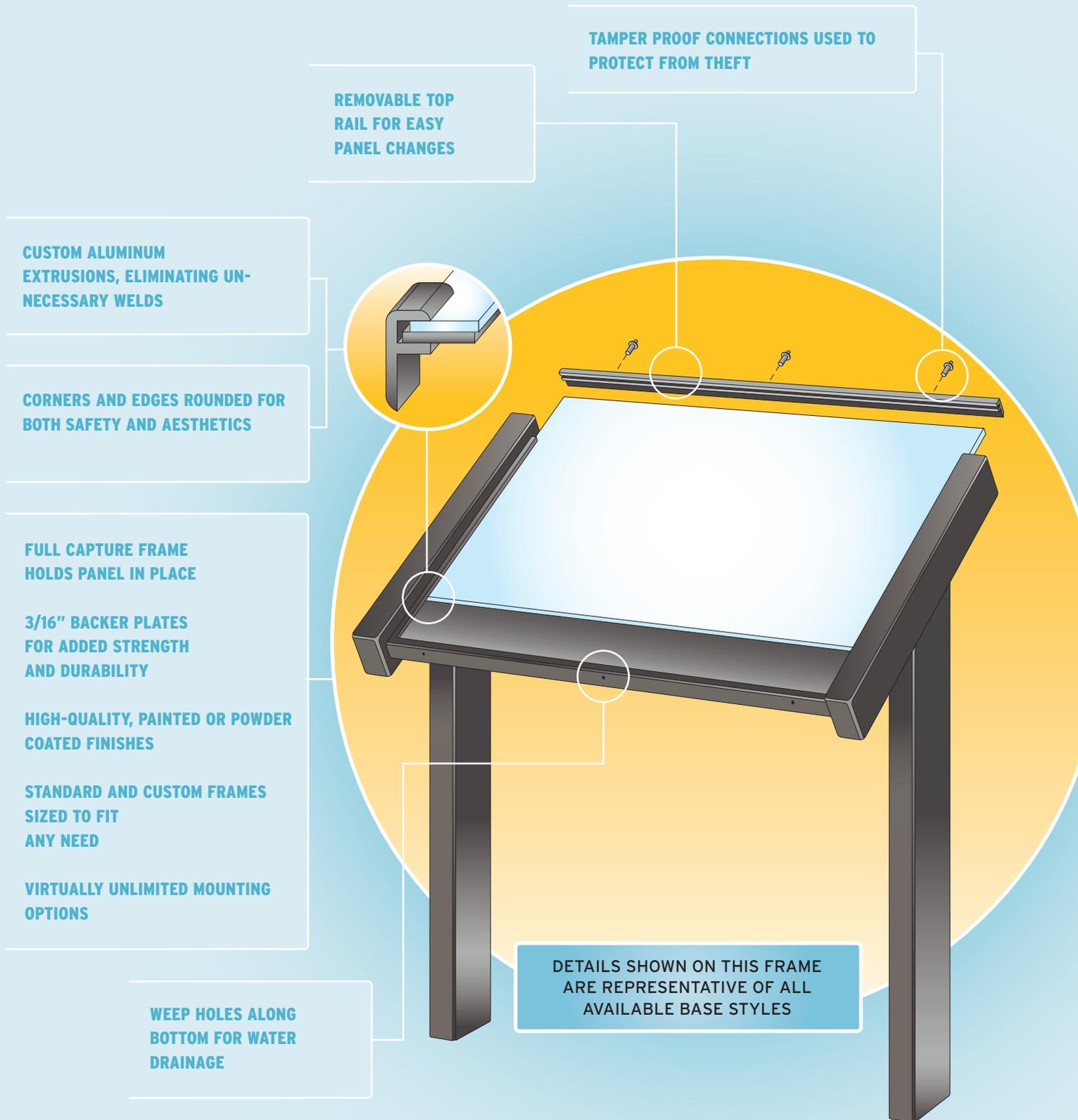
As a leading manufacturer of exhibit bases and frames for more than three decades - and with one of the broadest array of options in the industry - you can count on Pannier to have the right frame solution to meet any need or application, inside or out.

Our Exhibit Bases and Frames:

- :: Are built to National Park Service (NPS) standards;
- :: Are constructed of high-strength aluminum, making them both rust-free and maintenance-free;
- :: Can accommodate any panel material up to 1/8 inch thick;
- :: Can be customized to can hold panels up to 1/4 inch thick;
- :: Are built in Pannier's own manufacturing facility, allowing us to ensure the highest-level of quality and durability.

And since every Pannier exhibit base and frame is custom-built, they can be engineered to meet your specific installation requirements.

ALL PANNIER EXHIBIT BASES AND FRAMES PROVIDE A HOST OF BENEFITS:



LOW PROFILE BASES: Ideal for interpretive wayside exhibits, these sturdy bases position your panel so that it is easy to read without drawing attention away from the surrounding views.



Low Profile Bases:
TRADITIONAL T

Our most popular style, this base is anchored by two strong, centered posts. This style is also available in an Arch Frame.



Low Profile Bases:
CANTILEVERED

The preferred style for NPS interpretive exhibits, this slim, yet strong base fits unobtrusively into the landscape while angling the panel for easy viewing.



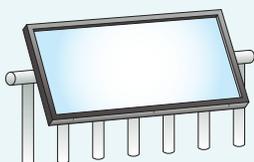
Low Profile Bases:
SINGLE PEDESTAL

Simple and sturdy on one centered post; it can be either angled or upright. This base is ideal if your panel is 24 inches wide or less.



Low Profile Bases:
DOUBLE PEDESTAL

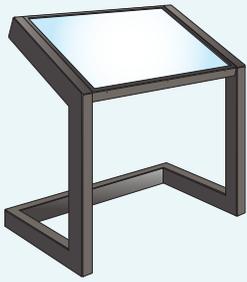
With a double-post configuration, this base can support larger panels while still maintaining the same minimal structure of the Single Pedestal.



Low Profile Bases:
RAIL MOUNT

This custom-size frame attaches to railings, boardwalks, fences and similar structures via our custom, adaptable brackets; also ideal along platforms, walkways or piers.





Low Profile Bases:
SLED BASE

Designed specifically for moveable exhibits, the Sled Base provides the perfect combination of strength and flexibility; includes options to secure your base in one location if required.

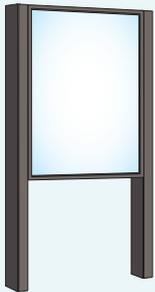


Low Profile Bases:
MASON MOUNT

This Low Profile style can be mounted to existing architectural features, such as brick, stone, stucco or concrete, with minimal impact where the base is attached.

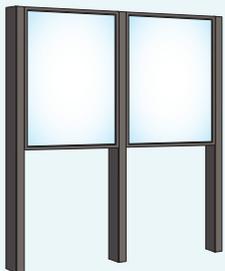


UPRIGHT BASES & KIOSKS: These bases are designed to attract attention and call out important information to visitors. They also offer the flexibility to combine permanent information panels, such as maps or trailhead information, with bulletin cases, which allow you to post temporary information, such as weather or trail conditions.



Upright Bases & Kiosks:
UPRIGHT

Perfect for maps, safety messages, or other information, Uprights can be built with custom length posts. They can also have a double-sided frame and are available in a single post configuration if less than 24 inches wide.



Upright Bases & Kiosks:
DOUBLE/TRIPLE INLINE

This base can accommodate multiple frames and is arranged in a straight line. In addition to panels, Bulletin Cases can be integrated into these units.



Upright Bases & Kiosks:
DOUBLE/TRIPLE OFFSET

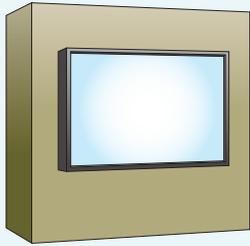
Offset bases allow you to connect multiple frames together at an angle, allowing you to surround a visitor with important information about one or more exhibits. Bulletin Cases can also be integrated into these units.





Upright Bases & Kiosks:
TRIANGULAR KIOSK

Ideal for sharing abundant information in a limited amount of space, this three-sided design accommodates any combination of panels and Bulletin Cases and is great as an “information hub.”



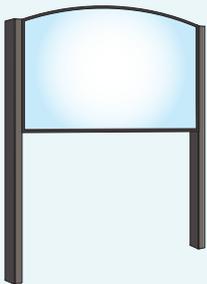
Upright Bases & Kiosks:
WALL MOUNTED

These frames are easily mounted to walls with our unique, hidden mounting system. A sleek frame secures your fiberglass panel or Bulletin Case to virtually any vertical surface - brick, wood, concrete, or metal.



Upright Bases & Kiosks:
BULLETIN CASE

This case provides a secure, weatherproof space for information that is frequently changed and updated. Bulletin Cases can be mounted on a wall or with posts, depending on need.



Upright Bases & Kiosks:
ARCH FRAME

Arch Frames are a custom solution - made to match the uniqueness of each exhibit. The upright design features two sturdy posts made to fit arch top (or bottom) panels. Also available as a Low Profile base.



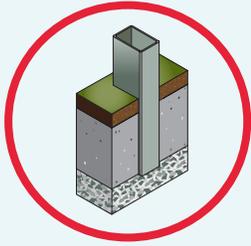
TRAILSIDES & ACCESSORIES: Pannier offers a variety of identifiers and accessories to deliver information about specific sites in ways that make a lasting impression - without taking away from the view.

Trailsides & Accessories:
PLANT ID/BROCHURE HOLDER

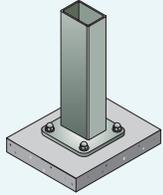
Pannier's Trailsides and Plant Identifiers are perfect for calling attention to flora, fauna and other natural wonders. Brochure Holders can be integrated into any Pannier base - providing additional information that the visitor can take with them.



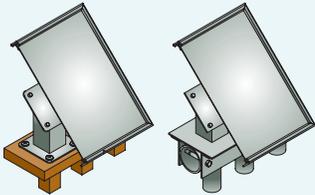
MOUNTING OPTIONS: Pannier's range of mounting options allows panels and signage to be installed virtually anywhere - in concrete or wood, on walls or railings, inside or outside.



DIRECT EMBEDMENT Our most popular installation method, Direct Embedment buries the exhibit base directly into the ground with a concrete base, providing lasting durability.



BASEPLATE MOUNT With this method, exhibit bases are fitted with baseplates that allow mounting to any hard surface. Baseplate Mounting is commonly used for mounting on decks, as well as other wood and concrete surfaces.



RAILING MOUNT Whether you have a wooden, angled, or round railing, Pannier frames can be adapted to mount securely and easily, and can be customized to provide any viewing angle desired.

Contact us for more information on these and other mounting and installation options.

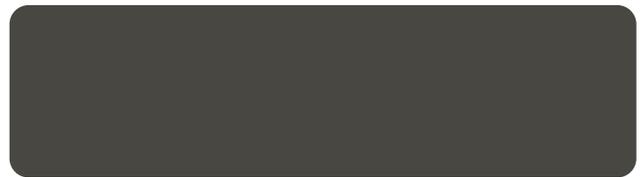
:: COLORS & FINISHES ::

Pannier offers a variety of colors and finishes to ensure the perfect fit for any application:

All Pannier frames are available in these standard NPS colors:



BLACK



DARK BROWN



BROWN



MEDIUM GRAY

:: Custom colors are available upon request.

:: Pannier offers both satin and textured finishes on all frames.
(Powder coating is only available in a textured finish)



345 Oak Road
Gibsonia, PA 15044

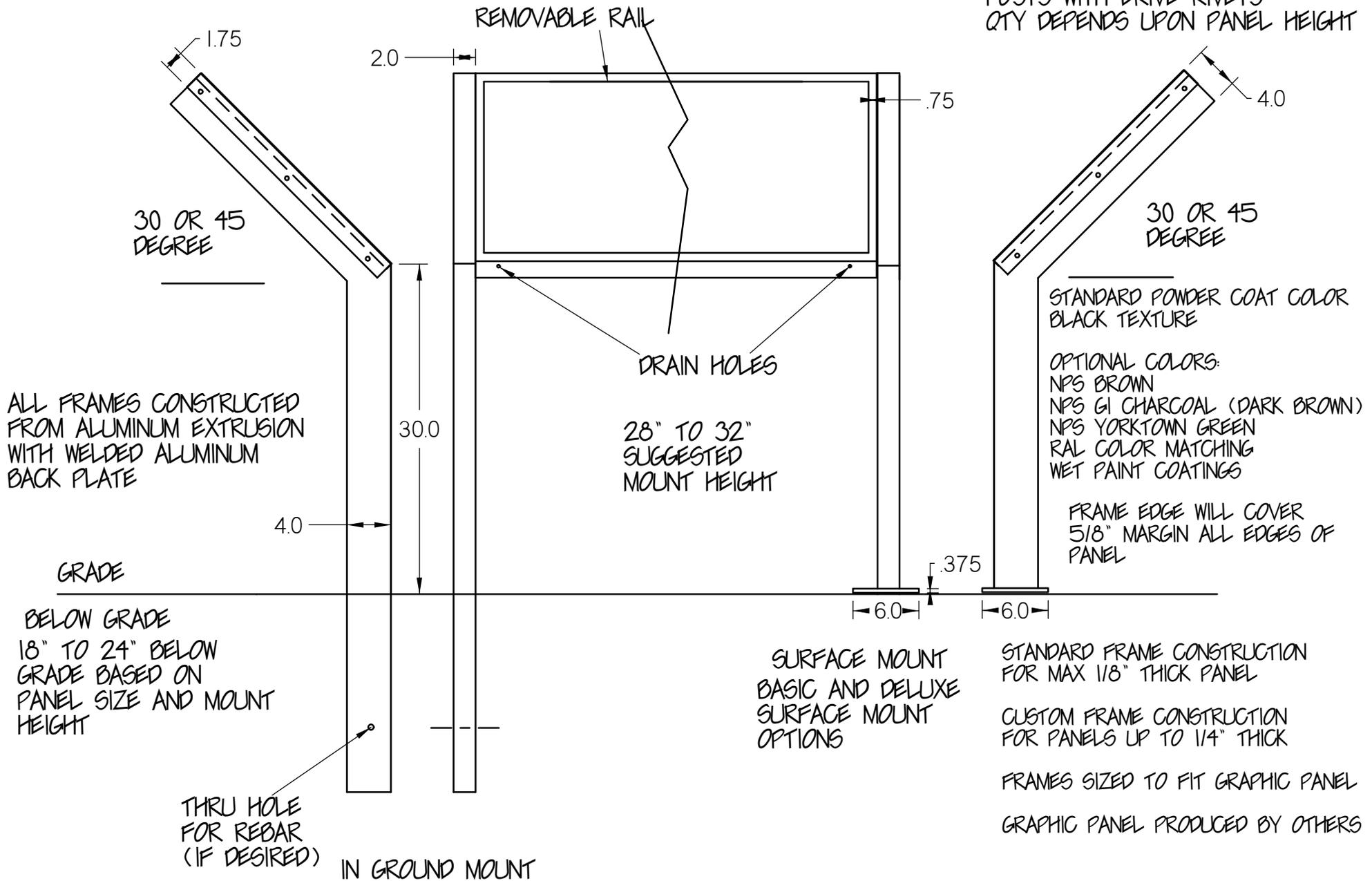
800.544.8428 / 724.265.4900

marketing@pannier.com

www.PannierGraphics.com

NPS-STYLE SIGN FRAME AND CANTILEVER EXHIBIT BASE
 IN GROUND MOUNT AND SURFACE MOUNT
 ALL ALUMINUM CONSTRUCTION

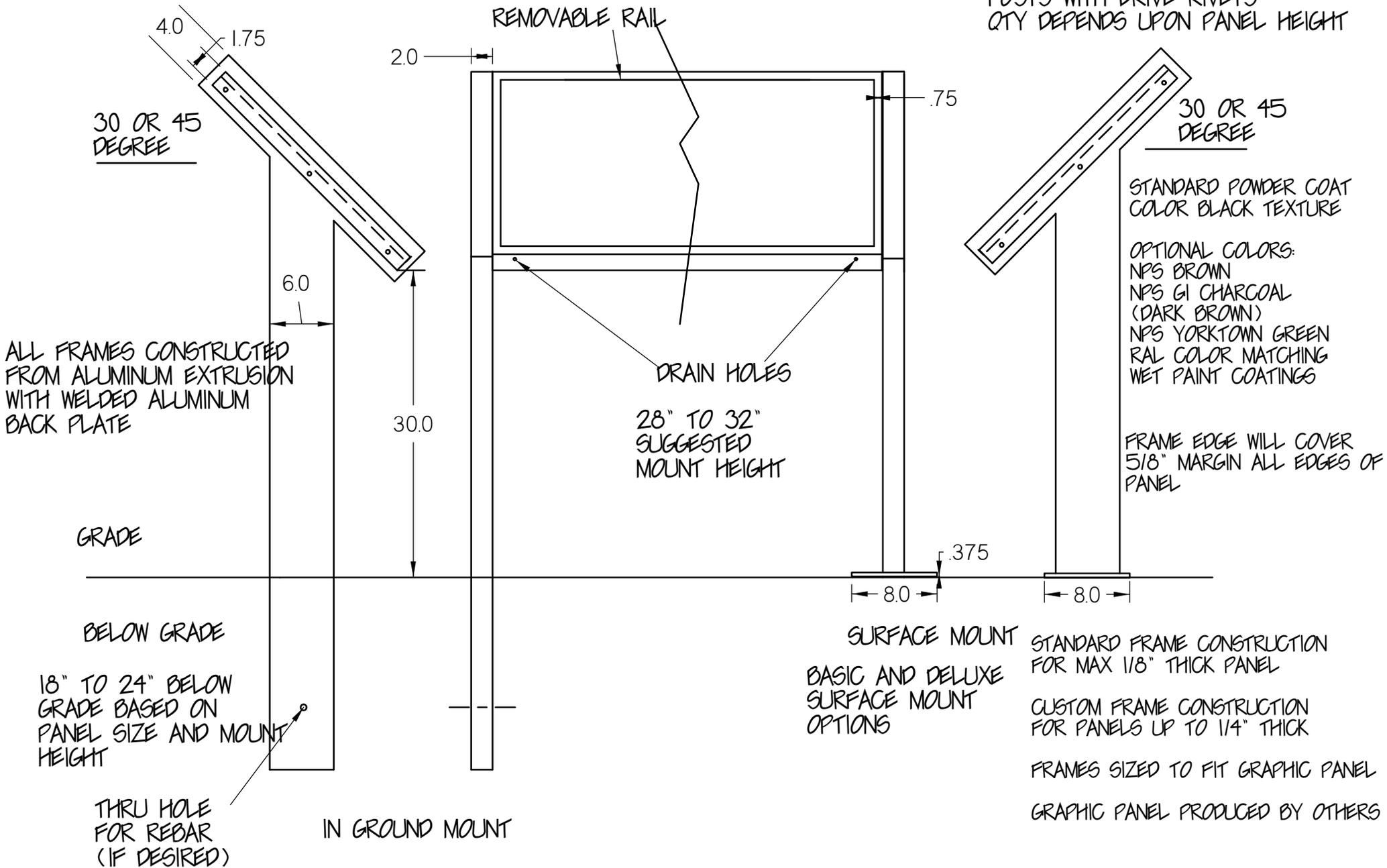
FRAMES ATTACH TO
 POSTS WITH DRIVE RIVETS
 QTY DEPENDS UPON PANEL HEIGHT



BEST-EXHIBITS
 DIVISION OF DRM DIVERSAFAB
 INFO@BEST-EXFAB.COM
 WWW.BEST-EXFAB.COM

NPS-STYLE SIGN FRAME AND TRADITIONAL EXHIBIT BASE
 IN GROUND MOUNT AND SURFACE MOUNT
 ALL ALUMINUM CONSTRUCTION

FRAMES ATTACH TO
 POSTS WITH DRIVE RIVETS
 QTY DEPENDS UPON PANEL HEIGHT





Town of Simsbury

66 Town Forest Road, Simsbury, Connecticut 06092

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

Wayside Trail Signage - Cost Estimate

Item	Cost	Qty	Total Cost
Wayside Exhibit Design	\$4,000	1	\$4,000
Fiberglass Embedded (FE) panels	\$250	8	\$2,000
Frame with 2" x 6" x 57" posts	\$595	8	\$4,760
Labor	\$2,500	1	\$2,500
Materials	\$5,500	1	\$5,500
		TOTAL:	\$18,760

**BIKE PATH SIGN
DESIGN & PRODUCTION
PROPOSAL**

Submitted May 15, 2018



508.838.4817
s.quirk@comcast.net

OVERVIEW

A local triathlon group plans to use funds from their events to pay for design services to create signs for the Simsbury Bike Trail.

This proposal will outline the process required to design the signs, and other ancillary functions, and the estimated time needed. The per hour rate is yet to be determined.

Functions include:

- ▶ Research for sign production to determine size, appropriate sizes of text for best readability and file format needed for sign vendor.
- ▶ Research and time to track down appropriate visuals through historical society and others.
- ▶ Time spent manipulating images for best presentation.
- ▶ Design and layout of signs.
- ▶ Electronic file management for sign vendor .
- ▶ Administrative facilitation, including phone calls, emails, presentations.
- ▶ Vendor supervision.

PROCESS

- | | |
|---|-------------|
| 1. Working with Simsbury DPW, and research into National Park Service trail signs, determine size of signs, and necessary font size. | 2-3 hours |
| 2. Research to track down and prepare images for use in signs. 1-2 hours per each of six signs. | 6-12 hours |
| 3. Initial design. Using one landmark, QDA will develop three options for client review to select final style. (Note: this part can be reduced to only one sign option—at 2 hours—to save money.) | 4-6 hours |
| 4. Research to track down and prepare images for use in signs. 1-2 hours per each of six signs. | 6-12 hours |
| 5. Using selected layout style, design for each of six signs. 1-2 hours for each sign. | 6-12 hours |
| 6. Revision of signs, based on client feedback | TBD |
| 7. Prepare final files for production vendor .50-.75 per each of six signs. | 3-4.5 hours |
| 8. Production supervision
This function may not be required. | TBD |

9. Administrative facilitation, including calls, emails, meetings, presentations, etc., in service of the project completion. 4-6 hours

TOTALS Amount of time needed to complete project: 31-65.5 hours

- VARIATIONS**
- ▶ Does not include estimates on time needed to revise layouts or supervise sign production.
 - ▶ Subtract 2-6 hours if only one layout option is required.

SUMMARY QDA is excited and eager to take on this project!

Though the high end of these numbers may look a little intimidating, the expectation is that the actual number will fall short of that. There is no way to know when something might take an unanticipated turn and need much more time.

If the actual time needed turns out to be less than the high end estimated here, the client will be billed at the actual time rate.

If, at any time during the process, some unforeseen circumstance causes the time to exceed the estimate, the client will be notified as soon as possible.

5 Year Accounting History of the Try Simsbury Adventure Race

	2014	2015	2016	2017	2018	Triathlon Account Balance
Adventure Race Revenue	\$17,950.00	\$16,110.00	\$15,888.00	\$11,075.00	\$6,430.00	
Adventure Race Expenses	\$6,991.18	12520.2	\$10,530.29	\$9,102.13	\$8,143.00	
Year by Year Net	\$10,958.82	\$3,589.80	\$5,357.71	\$1,972.87	\$1,713.00	\$20,166.20

Registration Category	2014	2015	2016	2017	2018	Total Participants By Category
Individual Registration	126	123	106	67	44	466
Corporate/Team Participants	41	6	20	9	5	81
Relay Team	13	8	0	0	0	21
Family Relay Team	4	1	0	0	0	5
Adaptive Athlete Relay Team	1	0	0	0	0	1
Year By Year Totals	185	138	126	76	49	574

MEMORANDUM

To: Gerard G. Toner – Director, Culture, Parks & Recreation
Mary Ann Harris – Director of Finance/Treasurer

From: Thomas F. Cooke – Director of Administrative Services

Re: **Special Revenue Fund – “Try-Athlon”**

Date: October 29, 2013

CC: Mary A. Glassman – First Selectman
Robert M. DeCrescenzo, Esq. – Town Counsel
Carol Fitzsimons - CIRMA

At its Regular Meeting on October 28, 2013 the Board of Selectmen approved your request to create a special revenue fund for the purpose of collecting money and making payments related to the proposed “Try Simsbury: Run, Bike, Paddle. . . River to Ridge ‘Try-Athlon’”. Your presentation to the Board represented that the event is budgeted at \$10,000 which organizers hope to cover with registration fees (200 participants at \$50 each). Organizers will also solicit corporate sponsors in order to provide up-front working capital and hope to raise \$5,000.

You also explained that the goal is to market the event to call attention to Simsbury’s exceptional “outdoor assets” and to attract patrons to Simsbury’s local businesses.

Approval of the Special Revenue Fund does not constitute approval of the event – the Board of Selectmen has asked that you review and resolve any potential liability issues with CIRMA and Town Counsel prior to returning to the Board of Selectmen for approval for the event.

In the meantime, the creation of the Special Revenue Fund can be submitted to the Board of Finance for their consideration and approval.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Economic Development Commission Ordinance and Membership Policy Resolution
2. **Date of Board Meeting:** August 13, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Melissa A.J. Appleby, Deputy Town Manager
maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
The Board of Selectman has two options for action regarding the proposed Economic Development Commission Ordinance depending on whether or not the Board needs additional time to consider public comment received at the public hearing:
 - A. *Option A:* Further consider public comment received at the public hearing and table taking action on the ordinance until a future date.
 - B. *Option B:* Take action on the proposed ordinance at this evening's meeting.

If the Board supports Option A, the following motion is in order:

Move, effective August 13, 2018 to table adoption of the proposed ordinance to the next regularly scheduled Board of Selectmen meeting on September 12, 2018.

If the Board supports Option B, and is in support of the ordinance as presented, the following motion is in order:

Move, effective August 13, 2018, to adopt the proposed Economic Development Commission Ordinance as presented, which shall be effective 21 days after publication in a newspaper having circulation within the Town of Simsbury. Further move to authorize a summary of the adopted ordinance be published.

If the Board of Selectmen supports adopting the draft Economic Development Commission Membership Policy Resolution as presented, the following motion is in order:

Move, effective August 13, 2018, to adopt the Economic Development Commission Membership Policy Resolution as presented.

5. **Summary of Submission:**
With the revised Charter language that went into effect on December 4, 2017, the prior Economic Development Commission was dissolved and the Board of Selectmen was tasked with creating a new Economic Development Commission. Section 609 of the

Charter states that “the Board of Selectmen shall create, by ordinance, an Economic Development Commission which shall have the membership, terms, duties and responsibilities, not inconsistent with this Charter or state law, as determined by such ordinance.” Such an ordinance has not yet been adopted.

At the Board of Selectmen meeting on March 26, 2018 the Economic Development Work Group was formed to develop a draft ordinance. Members of the work group include First Selectman Eric Wellman and Selectman Cheryl Cook. The Town Manager, Deputy Town Manager, and Interim Planning Director provide staff support to the group. The work group has met five times, and has solicited input from members of volunteer boards and commissions, non-profit agencies, and members of the business community. The draft ordinance is based on discussions with the work group, feedback from stakeholders, and sample ordinances from other towns.

Section 404 of the Town Charter sets forth the requirements for a public hearing on and publication of an ordinance. The Board of Selectmen is required to have at least one public hearing on a new or amended ordinance. The public hearing held earlier this evening was properly noticed. A second hearing must be held if substantive changes are made to the ordinance (as determined by Town Counsel).

Following the public hearing this evening, the Board of Selectmen can do one of two things in regards to the ordinance: 1) approve adoption of the Economic Development Commission Ordinance as presented, or with modifications that are not substantive in nature, or 2) table adoption of the proposed ordinance until your September 12th meeting if additional time is needed to consider public comment received at the hearing.

Similarly, in regards to the policy resolution on the Commission membership slots, the Board can: 1) approve adoption of the policy resolution as presented, or 2) table adoption of the draft policy resolution until your September 12th meeting. This policy resolution was approved by the Economic Development Work Group at their meeting on August 7, 2018.

Once the ordinance is passed, it must be filed with the Town Clerk and posted in its entirety or in summary form within 10 days after final passage. The Board of Selectmen would have to approve use of a summary. The ordinance would become effective on the twenty-first day after final publication. General Code will assign the Chapter number to this new ordinance.

The Town Attorney has addressed the two legal questions raised at the last Board meeting regarding minority party representation and removal of appointed committee members for cause. His response is attached.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

- a) Draft Economic Development Commission Ordinance, dated July 9, 2018
- b) Draft Economic Development Commission Membership Policy Resolution
- c) Letter from R. DeCrescenzo, re: EDC Ordinance, dated August 7, 2018

Draft Ordinance
Chapter ____

Economic Development Commission
July 9, 2018

Section ____ . Establishment

Pursuant to the provisions of section 7-136 of the Connecticut General Statutes and Chapter VI, Section 609 of the Town Charter, the Board of Selectmen hereby creates, by ordinance, an Economic Development Commission. Pursuant to Section 609 of the Town Charter, the membership, terms, duties and responsibilities, not inconsistent with the Town Charter or state law are hereby established. Hereinafter, the Simsbury Economic Development Commission will be referred to as the “Commission.”

Section ____ . Purpose of Commission

The Commission shall serve as an advisory board to the Board of Selectmen. The purpose of the Commission shall be to promote and develop the economic resources of the Town and to advance the Town’s economic development goals as defined by the Board of Selectmen. The Commission shall be empowered to conduct research into economic conditions and trends, and to collaborate with community organizations which promote economic development.

Section ____ . Appointment of Members

a) **Voting Members.**

1. The Economic Development Commission shall consist of seven (7) voting members who shall be Electors of the Town as defined in the Charter and appointed by the Board of Selectmen. Each member shall be appointed to three year terms.

At the time of establishment of the Commission three (3) members shall be appointed to two (2) year terms and four (4) members shall be appointed to three (3) year terms. Thereafter, all terms shall be for three (3) years.

No member shall serve more than two full three-year terms, regardless of whether those terms are consecutive.

2. Any vacancy on said Commission shall be filled by appointment of an elector of the Town by the Board of Selectmen for the unexpired portion of the term. No member shall be appointed to fill a partial term caused by a vacancy on more than one occasion. A member may fill one partial term in addition to the two full three-year terms referenced above.
3. Member appointments are intended to be non-partisan and based on qualifications and experience as it relates to economic development. Member qualifications and

experience may be further defined by a separate resolution of the Board of Selectmen. Voting members shall not be elected officials of the Town, nor active full-time or part-time employees of the Town who work the minimum number of hours to be considered benefits-eligible.

- b) **Non-Voting Members.** The Town Manager shall be an ex-officio member of the Commission with full participation rights, but will not have the ability to vote on Commission matters. Other ex-officio members may be added by a separate resolution of the Board of Selectmen.

Section ____ . Organization

- a) **Chair and Vice Chair.** On or before the thirty-first day of October each year, the members of the Commission shall meet and elect from among the appointed members a Chair and Vice Chair.
- b) **Administrative Support.** The Town Manager's Office will provide administrative and technical support to the Commission. The Town Manager in his or her discretion may assign other staff persons as needed to provide administrative and technical support as needed.
- c) **Meeting Schedule.** Regular meeting schedules shall be established annually and filed in accordance with Connecticut General Statutes.
- d) **Quorum.** The presence of four (4) members of the Commission shall constitute a quorum to take action. No action shall become valid unless authorized by a vote of the majority of the total membership present and voting.

Section ____ . Reports

- a) On or before the thirty-first day of October each year, the Commission shall prepare and submit to the Board of Selectmen an annual report of its activities and, if applicable, recommendations for improving the economic condition and development of the Town. The Commission may be asked from time to time to present more frequent reports of its activities and to appear before the Board of Selectmen to report on those activities.
- b) The Board of Selectmen will provide direction and goals to the Commission on an annual basis on or before the thirtieth day of November each year.

Section ____ . Expenses

- a) **No Compensation, Reimbursement of Expenses.** Members of the Commission shall receive no compensation for their services. However, members shall be reimbursed for necessary expenses incurred in the performance of their official duties, when such funds are available in the Town's approved budget and authorized in advance by the Town Manager.

- b) **Commitment of Town Funds.** In the performance of its duties, the Commission shall not incur any expense, or obligate the Town to pay any expense, unless funds have been appropriated by the Town specifically for the use of the Commission and authorized in advance by the Town Manager.

Section ____ . Removal of Members

- a) **Removal for Cause.** Any member of the Commission may be removed by the Board of Selectmen, upon the recommendation of the Town Manager, for cause. Such member will be afforded an opportunity for a public meeting with the Board of Selectmen prior to a final decision being made regarding their status for removal. The purpose of the public meeting is to give the member an opportunity to be heard in person before the Board of Selectmen prior to a final decision being made.
- b) **Removal for Absences.** Any Commission member who is absent from more than fifty (50) percent of Commission meetings during any twelve (12) month period may be removed from the Commission, and the vacancy shall be filled by the Board of Selectmen. An exception may be granted by and at the discretion of the Town Manager due to a member’s illness or other exigent circumstances.

Section ____ . Invalidity

If any part, subsection, sentence, clause, phrase or other portion of this Chapter is, for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed to be a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.

Effective Date: _____

Public Hearing: _____

Adopted: _____

Published: _____

Town Clerk Attest: _____

Draft EDC Membership Policy Resolution
Would Require a Separate Resolution of the Board – Not to be Included in the Ordinance

Move effective, August 13, 2018 to establish the desired skill sets and qualifications for the seven (7) Economic Development Commission membership slots as follows:

- (1) Member representing the Simsbury development community, commercial or residential
- (3) Members representing the Simsbury business community
- (1) Member with land use or architectural expertise
- (1) Member with marketing, public relations, or communications expertise
- (1) Member with tourism expertise

The intent of the Board is to fill the seven (7) membership slots with individuals possessing the identified skill sets and qualifications. If however, the Board is unsuccessful in identifying a qualified individual(s) to fulfill one or more of the membership slots, the Board of Selectmen may consider and appoint an individual(s) that possesses any of the desired skill sets identified above.

Further move to establish three (3) Economic Development Commission ex-officio membership slots, in addition to the Town Manager as established by ordinance:

- (1) Member of the Board of Selectmen (liaison)
- (1) Member of the Planning Commission
- (1) Member of the Zoning Commission

The Board of Selectmen reserves the right to amend this resolution as necessary to modify membership qualifications for both regular and ex-officio members.



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

August 7, 2018

Maria E. Capriola, M.P.A.
Town Manager
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Re: EDC Ordinance

Dear Ms. Capriola:

You have asked that I respond to two questions that came up at a recent discussion on the EDC Ordinance.

1. Does the state statute regarding minority party representation apply to appointed advisory committees of the town? Since the goal of the EDC membership is to be nonpartisan and skills based, can the Board of Selectmen ensure a “balanced” party representation on the committee even though appointments are nonpartisan?

Response: Yes. The minority representation rules apply to appointed boards and commissions per Charter Section 203, which section references General Statutes §9-187a (“the Statute”). Non-partisan balance can be achieved because the Statute sets limits on the maximum number of members appointed from the same political party. Unaffiliated voters do not count toward the limit because they are not affiliated with a political party.

2. Does the BOS have the ability to remove members for cause from any of the advisory boards they appoint? And, if so, could the process outlined in the EDC Ordinance be used? We discussed that removing a member for cause would be extremely rare.

Response: Neither the Charter nor the Town Code of Ordinances includes a general provision that allows for removal of members of boards and commissions for cause. In the absence of a specific provision for removal for cause, the general rule in Connecticut is that office holders are entitled to serve their full term of office. For the Board of Selectmen advisory committees, the remedy for removal of a member is to not reappoint that person after the two-year term that applies to all advisory committees has expired.

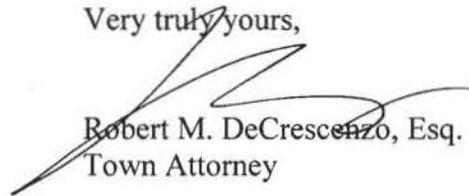
Updike, Kelly & Spellacy, P.C.

100 Pearl Street ▪ PO Box 231277 ▪ Hartford, CT 06123 (t) 860.548.2600 (f) 860.548.2680 www.uks.com
1908706

Maria E. Capriola, M.P.A.
Page 2
August 7, 2018

Should you have any further questions, please do not hesitate to contact me.

Very truly yours,



Robert M. DeCrescenzo, Esq.
Town Attorney

RMDe/psm



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Revisions to Simsbury Business Development Incentive Policy and Appointments to the Business Development Committee
2. **Date of Board Meeting:** August 13, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the proposed revisions to the Business Development Incentive Policy, the following motion is in order:

Move, effective August 13, 2018 to revise the Business Development Incentive Policy as presented.

If the Board of Selectmen supports the recommendation from the Town Manager regarding Business Development Committee member appointments, the following motion is in order:

Move, effective August 13, 2018 to appoint the following people to the Business Development Committee:

- *Robert Pomeroy, for the Board of Finance slot, with a term expiring August 13, 2020*
- *David Ryan, for the Zoning Commission slot, with a term expiring August 13, 2020*
- *Bill Ethier, for the member-at-large slot, with a term expiring August 13, 2020*
- *Cheryl Cook, for the Board of Selectmen slot, with a term expiring August 13, 2020*

5. **Summary of Submission:**

The Business Development Incentive Policy was last revised June 22, 2015. The Policy establishes a Business Development Committee (BDC) that reviews application requests for tax abatements, reduction in fees, and/or the infrastructure rebate program. The Committee is charged with making a recommendation to the Board of Selectmen on received applications. The Committee meets infrequently and only when applications under the business development incentive program have been received.

Due to the change in the form of government, I am recommending housekeeping revisions to the "Application and Requirements" section, notably the appointment of Committee members. I am recommending that:

- The Board of Selectmen (not the Chief Executive Officer) be the appointing authority for members
- The CEO slot be replaced with a Board of Selectmen member
- The Town Manager, as the CEO, be an ex-officio member
- Members be appointed to two year terms, with the intent that the Committee is ready to proceed in a timely manner in the event that an application is received. Should a BDC member who is an elected official or EDC member resign from their post, not be re-elected, or be re-appointed prior to the BDC term expiring, they would not be able to continue to serve because they are in a BDC slot reserved for a designated board or commission.

I have reached out to the following individuals who are willing to assist and serve on the Committee:

- Robert Pomeroy (R), Board of Finance slot
- David Ryan (D), Zoning Commission slot
- Bill Ethier (U), member-at-large slot. Mr. Ethier is a resident of Simsbury. He recently retired as the Chief Executive Officer of the Home Builders and Remodeler's Association of Connecticut, and is an attorney. He represented real estate development interests in various capacities for 37 years. He has previously served on the town's Charter Revision Commission and the Economic Development Task Force.

If the revisions to the Policy are approved we will need a Selectman to volunteer for the Committee and Cheryl Cook has expressed an interest in serving. The Economic Development Commission slot will remain vacant until the new Commission is formed and members are appointed.

Staff has also created a business development assistance application that asks for the information required by the policy. The application has been attached to the policy as an appendix and has been created in an editable pdf form.

6. Financial Impact:

The policy revisions this evening are largely housekeeping in nature and do not have a direct financial impact.

7. Description of Documents Included with Submission:

- a) Proposed Revisions to the Business Development Incentive Policy



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

REVISED 4/20/15

Statement of Purpose for the Simsbury Business Incentive Program

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

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

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



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

~~Revised March 17, 2015~~

TOWN OF SIMSBURY BUSINESS DEVELOPMENT INCENTIVE POLICY

Adopted by the Simsbury Board of Selectmen on February 11, 2002

Revised Date: June 22, 2015

Revised Date: August 13, 2018

Effective Date

This policy shall remain in effect until revised or rescinded and replaces the revised policy effective June 22, 2015. The Town reserves the right to amend this policy as necessary.

ADOPTED 6/22/15

~~Resolution Regarding the Establishment of a Business Development Incentive Policy ("the Policy")~~

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

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

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

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

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



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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

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

THE TYPES OF BUSINESSES or INDUSTRIES TARGETED BY THIS POLICY:

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

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

The Town is interested in attracting sustainable businesses which will:



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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

DRAFT



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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

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

TAX ABATEMENT SCHEDULE*

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

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

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

BUSINESS DEVELOPMENT INCENTIVE GUIDELINES:

Overview and Background:

- A. The objective of offering a tax abatement or business development incentive as stated in the Purpose above is to encourage the attraction or expansion of specific types of businesses through the establishment of a public/private partnership, which results in growth expansion consistent with the Town of Simsbury's adopted plans, codes or regulations.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

- B. Any proposed abatements or incentives are subject to final approval by the Board of Selectmen after referral to the BOS by the Business Development Committee.
- C. The Board of Selectmen, in adopting these incentive guidelines hereby establishes the following objectives consistent with adopted plans and sound economic growth.

The project must:

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

BUSINESS DEVELOPMENT INCENTIVE MINIMUM REQUIREMENTS:

1. The proposed project is a permitted use, or may be permitted by the Zoning Commission through a process established in the Simsbury Zoning Regulations. If rezoning is required, the abatement/incentive may be conditional.
2. Delinquency in any fees or taxes that have not been waived and that are otherwise due to the Town of Simsbury from the applicant or any related entity shall render the applicant and application ineligible.
3. If the end user of the proposed facility is a lessee, tax benefits must be clearly reflected in the lease as accruing to the Applicant entity for at least the term of the abatement period.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

4. Applicant must not be in violation of any law, regulation or agreement with town, state or federal government, notwithstanding any tax lien with governmental forbearance.
5. Applicants must be committed to make a significant investment in new or renovated real property in Simsbury.
6. Applicant's project must provide new employment opportunities or enhancement to the tax base or encourage technological innovation and/or investment and address a goal(s) or objective identified in the Town's adopted plans.
7. A statement is to be provided by the applicant as to the ownership structure of the real property, personal property and operating company including information as to the ownership of any applicable subsidiary companies.
8. There is a firm commitment to remain in the Town beyond the length of the abatement or other incentive period, if applicable.
9. All tax obligations to the Town by the applicant must be current except in the case when the applicant is seeking approval to purchase existing tax liens.
10. The project should meet goals and objectives identified in the adopted Plan of Conservation and Development and the adopted 1995 Economic Development Strategic Plan as it may be amended.
11. An agreement entered into pursuant to this Policy shall not be subject to assignment, transfer, or sale without the written consent of the Simsbury Board of Selectmen.
12. After approval of an application by the Board of Selectmen and approval of a final site plan by the Simsbury Zoning Commission, construction shall commence within twelve (12) months and shall be completed within twenty-four (24) months unless otherwise extended by the Board of Selectmen in its sole discretion.
13. In the event that the applicant, during the period of its participation in this program:
 - a. relocates its business from Simsbury,
 - b. becomes delinquent in taxes or fees,
 - c. closes its operation, or
 - d. declares bankruptcy,then any tax abatement or incentive benefit enjoyed by the applicant under this program shall be forfeited and the applicant shall be required to pay back all taxes that would have been assessed had the applicant not participated in the program.
14. If benefits were obtained fraudulently, the town may pursue any recourse allowed by law including prosecution and obtaining penalty fees.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

TYPES OF ASSISTANCE AVAILABLE:

Tax Abatement:

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

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

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

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

Infrastructure Rebate Program:

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

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



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Engineer. The actual approval of the infrastructure rebate including percentage shall be determined by the Board of Selectmen and also be based on available funding.

Application Requirements and Procedures:

1. Applications shall be made to the Director of Planning and Community Development.
2. Applications shall be reviewed by the ~~First Selectman~~ Town Manager.
3. Applications shall be referred to the Director of Finance.
4. Applications shall contain at least the information specified herein as required by this policy.
5. For purposes of reviewing these Applications, there is established a **Business Development Committee (BDC)**. The Committee shall consist of five (5) members appointed by the Board of Selectmen to two year terms. The Town Manager will serve as an ex-officio non-voting member of the Committee with full participation rights. The Town Manager will serve as the administrative chair and will make recommendations for Committee appointments to the Board of Selectmen. ~~The First Selectman shall serve as the Chairperson of the Committee. The remaining four (4) five (5) members of the Committee shall be appointed by the First Selectman and one member shall be chosen from each of the then existing membership of the Economic Development Commission, the Board of Finance and the Zoning Commission. The remaining member of the Committee shall be chosen at large.~~ be as follows:
 - 1 member of the Board of Selectmen
 - 1 member of the Board of Finance
 - 1 member of the Zoning Commission
 - 1 member of the Economic Development Commission (EDC)
 - 1 member at large, who is an elector of the community with expertise related to economic and business developmentShould a BDC member who is an elected official or EDC member resign from their post, not be re-elected, or be re-appointed prior to the BDC term expiring, they would not be able to continue to serve because they are in a BDC slot reserved for a designated board or commission.
6. The ~~First Selectman~~ Town Manager shall refer applications that meet the minimum requirements as set forth in this document to the BDC for consideration and recommendation to the Board of Selectmen.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

7. Upon receipt of a complete application the BDC shall report the findings and recommendations of the Committee to the Board of Selectmen for action.

APPLICATION PROCEDURE:

STEP 1:

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

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

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

STEP 2:



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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

STEP 3:

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

STEP 4:

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

STEP 5:

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

STEP 6:

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

Appendix A

Application Minimum Requirements:

Does the application contain: _____ YES _____ NO

<u>Specific assistance requested:</u>		
— <u>a. Tax Abatement</u>		
— <u>b. Reduction of Fees</u>		
— <u>c. Infrastructure Rebate</u>		



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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

DRAFT



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Appendix A:

Town of Simsbury Business Development Assistance Application

Application should be completed in full, including original signatures, before submitting to the Director of Planning & Community Development at the Simsbury Town Offices, Planning Department, 933 Hopmeadow Street, Simsbury, Connecticut 06070.

Applicant Name: _____

Name of Authorized Agent: _____

Business's Officers: _____

Name of Business: _____

Property Address: _____

Property is Located within Simsbury Center Zone: Yes No

Assistance Requested:

Tax Abatement Reduction of Fees Infrastructure Rebate

\$ _____ \$ _____ \$ _____

Number of years: _____ Number of years: _____ Number of years: _____

Other Requested Public Incentives (state, federal, other municipal): _____

Description of Business, Including Products & Services: _____

Signature of Applicant: _____ Date: _____

Signature of Agent: _____ Date: _____

Project Details:

Acquisition	\$ _____	_____ acres	_____ sq ft existing buildings
New Construction	\$ _____		_____ sq ft of proposed building
Rehabilitation	\$ _____		_____ sq ft of existing building
Equipment	\$ _____		
Personal Property	\$ _____		
Total Value	\$ _____		

Estimate of Duration of Construction Activities: _____

Has the project received approval from the Zoning Commission: Yes No

If so, date of approval: _____ / _____ / _____

Employment Details: Present # Future # Temp. Construction Jobs #

Full Time Employees _____

Part Time Employees _____

Proposed Project Type (Select all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Professional Office |
| <input type="checkbox"/> High Technology | <input type="checkbox"/> Wholesale/Warehouse |
| <input type="checkbox"/> New Retail in Center Zone | <input type="checkbox"/> Residential Development in Center Zone |
| <input type="checkbox"/> Mix Use/ Other: | |

Statement of Benefits to Town: _____

Estimate of Local Taxes to be Paid on Year-to-Year basis for as long as the requested incentive lasts:

Internal Use Only

Planning Director _____ **Date:** _____

Finance Director _____ **Date:** _____

Town Manager _____ **Date:** _____

Please Note: The Town Manager, Business Development Committee and Board of Selectmen reserve the right to request supplemental documentation which supports the request. It is recommended that documents, such as business plan, appraisals, construction proposals, etc., are included with the application in order for the request to be fully reviewed.

DRAFT



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Appointment of Legal Counsel for Tax Sales
2. **Date of Board Meeting:** August 13, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Melissa A.J. Appleby, Deputy Town Manager
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
The Board has two options for action regarding the appointment of special legal counsel to assist with matters related to tax sales:
 - A. *Option A:* Approve the use of the Town's general counsel, Updike, Kelly and Spellacy.
 - B. *Option B:* Direct staff to issue a RFQ for special legal counsel to assist with tax sales.

If the Board supports Option A, the following motion is in order:

Move, effective August 13, 2018 to use Updike, Kelly and Spellacy, the Town's general counsel, to conduct tax sales for the Town of Simsbury and to authorize Town Manager Maria E. Capriola to execute a contract addendum with the firm to reflect the scope of work and fees as presented in the correspondence dated August 3, 2018.

If the Board supports Option B, the following motion is in order:

Move, effective August 13, 2018 to direct Town Manager Maria E. Capriola to issue a RFQ for special legal counsel to conduct tax sales for the Town of Simsbury.

5. **Summary of Submission:**
At its July 9, 2018 meeting, the Board of Selectmen approved a Tax Sale Policy for the purpose of establishing parameters for conducting tax sales for properties seriously delinquent in their property tax payments, sewer use fees or sewer assessments.

Under this policy, accounts will be considered seriously delinquent if:
 1. A real estate delinquency on a single parcel is at least 3 Grand Lists late or \$25,000, whichever is first; or
 2. A real estate delinquency on a single parcel which is abandoned or any vacant land and one year delinquent regardless of tax amount due; or
 3. A sewer use fee or sewer assessment that is 5 years delinquent regardless of the amount due.

At the time the policy was adopted, the Board of Selectmen tabled discussion on the appointment of special legal counsel until a fee proposal from Updike, Kelly and Spellacy (UKS) was submitted. The Town Manager's Office has received this proposal, which is included in your packet.

Based on discussion regarding legal representation for tax sales at the June 25th and July 9th meetings, the Board could consider the following options for appointment of legal counsel to assist with these matters:

- A. *Option A:* Approve the use of the Town's general counsel, Updike, Kelly and Spellacy.
- B. *Option B:* Direct staff to issue a RFQ for special legal counsel to assist with tax sales. It would be helpful to staff to have a member of the Board participate in the RFQ process.

6. Financial Impact:

The fee schedule provided by UKS indicates fees for service that are lower than those previously presented by a different firm. For hourly work, the Town's normal contracted rate with UKS for work done outside the retainer is \$250 per hour.

7. Description of Documents Included with Submission:

- a) Letter from UKS re: Tax Sale Fee Quote, dated August 3, 2018



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

August 3, 2018

Melissa Appleby
 Deputy Town Manager
 Town of Simsbury
 933 Hopmeadow Street
 Simsbury, CT 06070

Re: Tax Sale Fee Quote

Dear Ms. Appleby:

The Board of Selectmen has requested that we provide you with a fee quote for the tax sales under General Statutes §§12-155 and 12-157 being planned by the Simsbury Tax Collector. The fees quoted herein are inclusive of all work necessary to plan and conduct the tax sales as required by state law.

<u>Service Performed Per Property</u>	<u>Cumulative Fee for accounts under \$10,000</u>	<u>Cumulative Fee for accounts \$10,000-\$50,000</u>	<u>Cumulative Fee for accounts over \$50,000</u>
File open and/or demand letter, process full payoff	Covered by Retainer No Additional Fee	Covered by Retainer No Additional Fee	Covered by Retainer No Additional Fee
Schedule auction and draft first levy notices	Retainer	\$250.00	\$500.00
Analyze title report and issue first levy notices	\$250.00	\$500.00	\$750.00
Issue second levy notices	\$500.00	\$750.00	\$1,000
Issue third levy notices	\$500.00	\$750.00	\$1,000
Prepare auction paperwork	\$750.00	\$1,000	\$1,250
Travel to and conduct auction and on-site preparation	\$1,000	\$1,500	\$1,750
Prepare post-sale notices, paperwork and affidavit	\$1,000	\$2,000	\$2,250
Process post-auction redemption or deposit court overbid and issue claim of rights notice	\$1,250	\$2,500	\$2,750

Updike, Kelly & Spellacy, P.C.

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

Melissa Appleby
Page 2
August 3, 2018

All of the above fees include routine auction-related communications with client, debtors, lienors, and the public. Each figure includes the fee for all services listed above it.

In addition to the fees outlined above, the following fees are quoted for other tax collection tasks that may be required.

Process partial payments and administer payment plans	Above plus Simsbury hourly rates
Postpone/reschedule auctions, process bidder renegees	Above plus Simsbury hourly rates
Post on-site property auction sign	Retainer
Bankruptcy, probate or other court/administrative litigation (appearance requires client preapproval)	Above plus Simsbury hourly rates
All costs and expenses (postage, photocopies, newspaper advertising, skip trace, mileage, etc.)	Above plus actual reimbursement of costs incurred (no markup)

Should you have any questions, please do not hesitate to contact me.

Very truly yours,



Robert M. DeCrescenzo, Esq.
Town Attorney

RMDe/psm



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Appointment of Brian Liss to the Juvenile Review Board
2. **Date of Board Meeting:** August 13, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community and Social Services *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the recommendation of the Director of Community and Social Services to appoint Mr. Liss to the Juvenile Review Board, the following motion is in order:

Move, effective August 13, 2018 to appoint Brian Liss as a member of the Juvenile Review Board.
5. **Summary of Submission:**
Staff is recommending the appointment of Mr. Liss to the Juvenile Review Board (JRB). Mr. Liss is the District Executive Director of the YMCA of Greater Hartford, Farmington Valley YMCA. He has led teams in growing positive youth development, providing quality programs and community engagement. The proposed revised JRB Purpose and Procedure has a designated membership slot for a person affiliated with the YMCA; Mr. Liss would fulfill that membership slot should the JRB Purpose and Procedure be updated this evening.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Memo from K. Formanek, re: Juvenile Review Board Appointment, dated July 25, 2018
 - b) Resume, B. Liss



Town of Simsbury

754 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Community and Social Services Department

MEMORANDUM

To: Maria Capriola, Town Manager
From: Kristen Formanek, Director of Community and Social Services
Date: July 25, 2018
Re: Juvenile Review Board Appointment

Through the process of updating the Statement of Purpose and Procedure for the Simsbury Juvenile Review Board, there was a change made to the number of seats allotted to School Departments from three seats to two. That seat is now to be allotted to the Farmington Valley YMCA. Staff is recommending the appointment of Mr. Brian Liss.

I have attached Ms. Liss's resume for your convenience. Mr. Liss is the District Executive Director of the YMCA of Greater Hartford, Farmington Valley YMCA. He has over twenty-four years of experience with the YMCA. He has worked to develop, manage, and implement youth, family, and community programs. Staff feels that he will be an asset to our Board.

Therefore, I would like to recommend the appointment of Brian Liss, District Executive Director of the YMCA of Greater Hartford, Farmington Valley YMCA to the Juvenile Review Board.

I believe Brian Liss would be a tremendous asset to the Juvenile Review Board, and subsequently to Simsbury's youth and their families.

FK

Brian P. Liss

brian.liss@ghymca.org

SUMMARY

Highly motivated and influential Executive Director with over 24 years of experience at the YMCA. Successfully developed, managed, and implemented youth, family and community programs, to advance the growth, success and mission of the YMCA. Recognized as a leader and persuasive communicator among diverse community and association groups adept at building and managing collaborative relationships with YMCA and community leaders. Proven ability to understand, support and achieve both the financial and community oriented goals of the YMCA.

PROFESSIONAL HIGHLIGHTS

- **Community Relations and Advocacy:** Built and fostered key relationships with community leaders and influencers, including Mayors, Town Selectman, State Representatives, Grant Administrators, and donors to advance the mission of the YMCA. Served as convener and consensus builder for YUSA Pioneering Healthier Communities Initiative. Immediate Past President of the Simsbury-Granby Rotary Club (2017-2018). Current member of Simsbury-Granby Rotary and Simsbury Chamber of Commerce Board of Directors.
- **Executive Management:** Managed multimillion dollar operating budgets for multiple facilities, significant staffing levels, and varied programming.
- **Financial Development:** Developed and led strategic efforts to successfully secure significant dollars for the Community Campaign and various grant initiatives. Have been a YMCA leader in dollars raised and have consistently met goals ahead of schedule.
- **Youth Development:** Throughout my YMCA career, have been responsible for or led teams in growth and development of high quality programs resulting in member retention and engagement.
- **Accreditations:** Managed teams through various successful accreditation processes, including National Association for the Education of Young Children (NAEYC) Accreditation at three Child Development centers and American Camping Association (ACA) Accreditation for multiple Day Camps.

PROFESSIONAL EXPERIENCE

GREATER HARTFORD YMCA, Hartford, CT

District Executive Director

November 2017-present

- Provide leadership and support to the Farmington Valley YMCA, Wheeler YMCA, and Wilson Gray YMCAs including 700 Full and Part time staff.
- Responsible for operations and management of three YMCAs including Board and volunteer development, grant writing and acquisition, management of \$10M in operating budgets.
- Member of Senior Leadership team that provides support and strategy for 13 branches of the Greater Hartford YMCA.

FARMINGTON VALLEY YMCA, Granby, CT

Executive Director

May 2014-November 2017

- Led all aspects of Farmington Valley YMCA branch having a \$4.2M operating budget, a 68,000 sq. ft. facility and a 70 acre regional day camp including upkeep of all properties and facilities resulting in quality member experiences.
- Develop and strengthen critical relationships with community leaders including school Superintendents, church leaders, local business owners, town officials, and State Representatives to collaborate in order to meet community needs.
- Led staff team in the development of branch operating plans that meet the needs of the towns served by the Farmington Valley YMCA while working towards the goals set in the Greater Hartford YMCA Strategic Plan.
- Responsible for hiring, training, professionally developing, and providing strategic leadership for over 200 full and part time staff.

- Worked with key branch leaders to recruit and develop a strong Board of Advisors by identifying branch needs and matching them with skills and strengths of local community leaders.
- With community volunteers, responsible for the continued growth of branch annual campaign including a special event that nets \$50,000 annually.
- Secured multiple \$10,000 gifts to support membership and operations of the Farmington Valley YMCA from individual donors and community organizations.
- Worked with staff team to carry out the mission of the YMCA through no cost community events including Healthy Kids Day, Halloween at The Y, and Breakfast with Santa engaging more than 2000 individuals per year.
- Actively participate and/or play leadership role in multiple community organizations, including Simsbury Granby Rotary Club, Simsbury and Granby Chamber of Commerce, Granby PTO, and Granby Youth sports coach while encouraging and requiring staff team to do the same.

EAST HARTFORD YMCA, East Hartford, CT

Executive Director

April 2006-May 2014

- Led all aspects of East Hartford YMCA branch having a \$2.1M operating budget, an 8,000 sq. ft. Teen Center, three offsite full day grant funded Child Development Centers, a Day Camp and a nationally recognized swim team.
- Develop and strengthen critical relationships with community leaders including school Superintendents, church leaders, local business owners, Town Mayor, and State Representatives.
- Acted as convener and assumed leadership role as the YMCA Coach for Pioneering Healthier Communities Grant, focused on elimination of childhood obesity through system policy, and environmental changes.
- Worked with town leaders to develop an action plan based recommendations from Mark Fenton to increase the health and well-being of the East Hartford youth.
- Actively participated and/or played leadership role in multiple community organizations, including East Hartford Rotary Club, East Hartford Child Plan, Inc., and the East Hartford School Readiness Council.
- Responsible for hiring, training, professionally developing, and providing strategic leadership for over 50 full and part time staff.
- Secured additional grant funding for School Readiness (\$460K); Child & Adult Care Food Program (\$45K).
- Grew Annual Campaign from \$35K to \$78K between 2006-2012; secured major campaign gift equal to one-third of campaign goal, and increased corporate giving by \$30K.
- Led diverse branch teams in obtaining NAEYC Accreditation at 3 Child Development Centers (2009-2010) and ACA Accreditation (2006, 2008, and 2011).
- Managed \$1M in State grants, including annual grant application development and submissions, completing Program Status Reports, Income and Expenditure reports, and program monitoring visits while developing and managing strong relationships with the respective grant funders.

FARMINGTON VALLEY YMCA, Granby, CT

Associate Executive Director

June 2005 – April 2006

- Managed and provided strategic leadership for 9 full time and 140 part time employees.
- Successfully developed and managed productive relationships with community leaders.
- Led branch program team that contributed to the successful operation of a \$5M full facility YMCA.
- Assessed organizational needs and identified opportunities to implement appropriate programming.
- As staff lead, exceeded \$100K goal for 2005 Annual Support Campaign.
- Managed all program departments with revenues of \$2M and expenses of \$1.5M including:
 - Physical Department providing programming for over 3,000 participants per year.
 - Youth and Family Services Department providing quality programming for 290 children in child care and over 400 children per session at summer camp.
 - Aquatics Department providing programs and services for 100+ members each session.

Interim Co-Executive Director

January-April 2005

- Acted as Interim Co-Executive Director, in addition to maintaining current Sr. Program Director responsibilities defined below, pending conclusion of a national search to fill role long term.
- Leveraged the skills and experience developed as Interim Co-Executive Director to assume an elevated position as Associated Executive Director within 2 months of completing this role.

Senior Program Director**March 2003 – June 2005**

- Managed and provided strategic leadership for 7 full time and 75 part time employees.
- Branch Lead for 2005 Annual Support Campaign; Team Lead for 2003-2004 Annual Support Campaign.
- Successfully developed and managed Physical and Wellness departments with combined revenues of \$300K and expenses of \$900K.
 - Managed Wellness programming including YMCA Ready to Be Fit (350 graduates); Wellness Center; Group Fitness and cooperative programming with St. Francis Hospital.
 - Managed Physical Department providing programming for over 3000 participants per year.
- Continued to build sustainable relationships with community leaders.
- Selected to play a lead role in the on-going Gulick Collaborative research project, looking at ways to improve the experience and overall health of Health Seekers.
- Staff Liaison for Farmington Valley YMCA Program Committee.
- Member of Farmington Valley YMCA Launch Team responsible for facility planning, equipment and supplies procurement, staff recruitment, and strategic direction for new Farmington Valley YMCA facility.

FARMINGTON VALLEY YMCA, Simsbury, CT**Program Director****August 1996 – February 2003**

- Successfully built new and strengthened existing relationships with community leaders including school Superintendents, church leaders, local business owners, Parks & Recreation Directors, and Town Selectmen.
- Responsible for all HR and professional development aspects of a 36-person team across multiple disciplines while managing an annual youth sports and camping budget of \$425K.
- Developed and implemented a broader, higher quality range of youth sports, family, child care and camping programs for over 4000 participants, in a community based YMCA.
- Liaison between the Farmington Valley YMCA management and various Branch committees including the Program Committee, Executive Committee, and the International Committee.
- Leader /Active member on Strong Kids Campaign (1999-2002) consistently reaching or exceeding goals.
- Member of original steering committee for Teens for World Understanding.

Program Staff Member**June 1991-August 1996****Program Coordinator (YMCA "full-time" employee status)****June 1995-August 1996**

- Developed effective relationships with internal and external constituents and program participants.
- Developed, managed and implemented YMCA day camp and youth sports programs, including recruitment, training and supervision of coaching and volunteer staff, and coordination of all teams, rosters, schedules and secured facility space. Provided full support to Program Director.
- Actively supported Program Director, organizing and leading camp and after school children's programs (age 3-14) including soccer, tee ball, swimming lessons, nature hikes and crafts.

EDUCATION**Springfield College, Springfield, MA**Masters of Human Service Administration, *summa cum laude* - 1999**Providence College, Providence, RI – Arts and Sciences**

Major – Social Science – Psychology, Sociology, and Economics

Minor – Social Work

Bachelor of Arts Degree, *cum laude* – 1995**Y LEADERSHIP CERTIFICATION**

Organizational Leader

*An official Training Transcript as on record with the YMCA of the USA, available upon request.***PROFESSIONAL AFFILIATIONS**

Member of Simsbury-Granby/East Hartford Rotary Clubs 2003-present

- President, Simsbury Granby Rotary Club 2017-2018
- Board Member of Simsbury Granby Rotary Club
- Multiple Paul Harris Fellow Recognition

Member of Simsbury Chamber of Commerce Board of Directors (current)



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Jill G. Powilatis from the Conservation Commission/Inland Wetlands Agency
2. **Date of Board Meeting:** August 13, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
The following motion is in order:

Move to accept the resignation of Jill G. Powilatis as a regular member of the Conservation Commission/Inland Wetlands Agency retroactive to June 4, 2018.
5. **Summary of Submission:**
The Town Clerk has received the written resignation of Jill G. Powilatis (R) as a regular member of the Conservation Commission/Inland Wetlands Agency. Ms. Powilatis' term was to expire on January 1, 2022.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Resignation Letter from Jill G. Powilatis, dated June 4, 2018

Jill G Powilatis
4 Watson Drive
West Simsbury, CT 06092
June 4, 2018



Ericka Butler
Town Clerk
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Dear Ericka Butler:

It is with much regret that I write to inform you that I must resign from the Conservation Commission and Inland Wetlands Agency, effective immediately. I have accepted a position with a law firm in Manhattan and, as such, I am unable to fulfill my obligations to the Commission. It was my pleasure to serve with the other member of the Commission and I wish them and the Town of Simsbury all of the best.

Sincerely,

A large, stylized handwritten signature in blue ink, appearing to be "Jill G Powilatis".

Jill G Powilatis

Cc Margery Winters, Chairperson

A large, stylized handwritten signature in blue ink, appearing to be "Margery Winters". Below the signature, the date "6/21/18" is handwritten in blue ink.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Michael Long from the Tourism Committee

2. **Date of Board Meeting:** August 13, 2018

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk
Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
The following motion is in order:

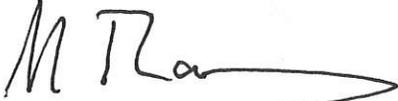
Move to accept the resignation of Michael Long as a regular member of the Tourism Committee retroactive to July 26, 2018.

5. **Summary of Submission:**
The Town Clerk has received the written resignation of Michael Long (D) as a regular member of the Tourism Committee. Mr. Long's term was to expire on December 2, 2019.

6. **Financial Impact:**
None

7. **Description of Documents Included with Submission:**
a) Resignation Letter from Michael Long, dated July 26, 2018

Regretfully I tender my resignation from the Simsbury Tourism Committee effective immediately and request that a replacement be recommended to the Board of Selectman as soon as possible. There are some wonderful people on the Committee and some exciting opportunities upcoming as Simsbury readies itself for its 350th Celebration and membership on the committee will be interesting and rewarding during the next several years.



Michael T. Long





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Appointment of Kevin McCusker to the Conservation Commission
2. **Date of Board Meeting:** August 13, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the recommendation from the Simsbury Republican Town Committee, the following motion is in order:

Move, effective August 13, 2018 to appoint Kevin McCusker (R) as a member of the Conservation Commission with a term expiring January 1, 2022.
5. **Summary of Submission:**
The Simsbury Republican Town Committee has recommended the appointment of Kevin McCusker to the Conservation Commission as a member with a term expiring January 1, 2022.

Pursuant to Section 605 of the Charter, members are appointed to four year terms. However, this individual will be filling the remainder of a four year term that was vacated due to the resignation of Jill Powilatis, whose term was to expire January 1, 2022.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Appointment of Ann Erickson to the Aging and Disability Commission
2. **Date of Board Meeting:** August 13, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the recommendation from the Simsbury Republican Town Committee, the following motion is in order:

Move, effective August 13, 2018 to appoint Ann Erickson (R) as a member of the Aging and Disability Commission with a term expiring January 1, 2019.
5. **Summary of Submission:**
The Simsbury Republican Town Committee has recommended the appointment of Ann Erickson to the Aging and Disability Commission as a member with a term expiring January 1, 2019.

Pursuant to Section 607 of the Charter and Chapter 3 of the Code of Ordinances, members are appointed to four year terms. However, this individual will be filling the remainder of a four year term that was vacated due to the resignation of April Schmidt, whose term was to expire January 1, 2019.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Proposed Reappointment of Jan Losee (U) as a Regular Member of the Tourism Committee
2. **Date of Board Meeting:** August 13, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the recommendation from the Simsbury Republican Town Committee, the following motion is in order:

Move, effective August 13, 2018, to reappoint Jan Losee (U) to the Tourism Committee, with an expiration date of December 2, 2019.

5. **Summary of Submission:**
Jan Losee's term on the Tourism Committee expired on December 4, 2017, but she was never reappointed by the Board of Selectmen. This oversight may have occurred because Mrs. Losee is registered as Unaffiliated, and therefore was not included on the town parties' renewal lists. If the Board makes this reappointment, the term will be effective as of August 13, 2018, with an expiration date of December 2, 2019.

There is no issue with Mrs. Losee having continued to serve for the past eight months; Section 601 of the Town Charter states that members of boards and commissions "shall serve until their successors have been appointed and qualified."

6. **Financial Impact:**
None
7. **Description of Documents Included With Submission:**
None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Katherine Beal from the Public Building Committee
2. **Date of Board Meeting:** August 13, 2018

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk

Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
The following motion is in order:

Move to accept the resignation of Katherine Beal as a regular member of the Public Building Committee retroactive to August 9, 2018.

5. **Summary of Submission:**
The Town Clerk has received the written resignation of Katherine Beal (R) as a regular member of the Public Building Committee. Mrs. Beal's term was to expire on January 1, 2020.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
a) Resignation Letter from Katherine Beal, dated August 9, 2018

August 9, 2018

Erika Butler
Town Clerk
Town of Simsbury
933 Hopmeadow St
Simsbury, CT 06070

Dear Ms. Butler:

This letter is to inform you that effective today, August 9, 2018, I am resigning as a member of the Public Building Committee.

Please express my thanks to the members of the public building committee and the town staff for their professionalism and commitment to Simsbury.

Cordially,



Katherine L. Beal
12 Hampden Cir
Simsbury, CT 06070





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Appointment of Michael Egan to Public Building Committee
2. **Date of Board Meeting:** August 13, 2018

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk

Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the recommendation from the Simsbury Republican Town Committee, the following motion is in order:

Move, effective August 13, 2018 to appoint Michael Egan (R) as a member of the Public Building Committee with a term expiring January 1, 2020.

5. **Summary of Submission:**
The Simsbury Republican Town Committee has recommended the appointment of Michael Egan to the Public Building Committee as a member with a term expiring January 1, 2020.

Pursuant to Section 611 of the Charter, members are appointed to four year terms. However, this individual will be filling the remainder of a four year term that was vacated due to the resignation of Katherine Beal, whose term was to expire January 1, 2020.

6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
None

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:02p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Eric Wellman; Board members Michael Paine, Sean Askham, Cheryl Cook, Christopher Kelly and Chris Peterson. Others in attendance included: Town Manager Maria Capriola; Deputy Town Manager Melissa Appleby; Tax Collector Colleen O'Connor; Director of Public Works Tom Roy; Assistant Town Planner Michael Glidden and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Robert Kalechman, 971 Hopmeadow Street read a letter he received from President Trump, land contamination, the marijuana facility, the Zoning Board and other issues.

Joan Coe, 26 Whitcomb Drive, spoke about the Community Planning and Development Director's resignation, possible property contamination; a Resident's fireworks show, the Carry In Carry Out policy and other issues.

Susan Masino, 41 Madison Lane, spoke about Fair season and handed out a brochure on them. She also spoke about the partnership between the Grange and the Historical Society and their upcoming "Concerts on the Green" and how they are looking for sponsors and volunteers.

FIRST SELECTMAN'S REPORT

First Selectman Wellman, reviewed his First Selectman's report.

TOWN MANAGER'S REPORT

Town Manager, Maria Capriola, reviewed her Town Manager's report.

SELECTMEN ACTION

a) Proposed Approval of Change in Scope for Generator Infrastructure Project

Mr. Roy said this project is to better prepare for a natural disasters. The Town approved a capital project that would allow for purchasing a large portable generator to support the Town Hall's Emergency Operations Center and to supply temporary power to the Library and Eno Memorial Hall.

Mr. Roy said after Town staff began to evaluate costs, it became apparent that we have the ability to install permanent generators at these facilities with the allocated project budget. The bond counsel has advised that the Board of Selectmen and Board of Finance now need to amend the scope of work for this project.

Ms. Cook made a motion, RESOLVED, it is hereby determined that the scope of the project to provide generator infrastructure at Eno Memorial Hall, Simsbury Public Library and Town Hall approved by the Town of Simsbury as a part of the 2015/2016 and 2016/2017 Capital Improvement Plans be modified to include the purchase and installation of permanent generators at both Eno Memorial Hall and the Simsbury Public Library and other expenses related to the project as modified. Mr. Paine seconded the motion. All were in favor and the motion passed.

b) Proposed Revisions to Carry In Carry Out Policy

Mr. Paine recused himself.

Mr. Wellman said there have been several complaints about the Carry In Carry Out Policy not working at Rotary Park. He would now like to revise the Policy to include trash cans at Rotary Park. Ms. Cook felt like the Board would be “caving in” and feels the people who go there should be responsible.

Mr. Kelly made a motion, effective July 9, 2018, to revise the Carry In Carry Out Policy as presented. Mr. Askham seconded the motion. Mr. Wellman, Mr. Kelly, Mr. Askham and Mr. Peterson were in favor with Ms. Cook not in favor. Therefore, the motion passed.

Mr. Paine rejoined the meeting.

c) Tax Refunds Requests

Ms. Cook made a motion, effective July 9, 2018 to approve the presented tax refunds in the amount of \$313.36, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds. Mr. Kelly seconded the motion. All were in favor and the motion passed.

d) Proposed Tax Sale Policy and Appointment of Special Legal Counsel

Mr. Wellman said the Board seems to be in support of the Tax Sale Policy, but there needs to be a high enough threshold set.

Ms. O'Connor said accounts would be considered seriously delinquent if a single real estate property is at least 3 Grand Lists late of \$25,000, whichever is first or on a single parcel which is abandoned or any vacant land and one year delinquent regardless of tax amount due; or a sewer use fee or sewer assessment that is 5 years delinquent regardless of the amount due.

Mr. Kelly made a motion, effective July 9, 2018 to approve the Town of Simsbury Tax Sale Policy as presented. Mr. Paine seconded the motion. All were in favor and the motion passed.

Ms. Capriola said she needs more information from Attorney DeCrescenzo about legal counsel on the Tax Sale Policy.

Mr. Askham made a motion, effective July 9, 2018 to table part two, Appointment of Special Legal Counsel until the August 13, 2018 Board of Selectmen meeting. Mr. Paine seconded the motion. All were in favor and the motion passed.

e) Proposed Appointment of Interim Planning and Community Development Director

Mr. Wellman said the Director of Planning and Community Development submitted his resignation last month. The Town Manager has initiated a recruitment process to find a replacement.

Ms. Capriola said the Assistant Town Planner's position enables him to serve as an Acting Director for short durations per his job description. Therefore, she is recommending Michael Glidden for the Interim Planning and Community Development Director position.

Mr. Askham made a motion to appoint Michael N. Glidden to the position of Interim Planning and Community Development Director effective 9, 2018 until the date upon the permanent Planning and Community Development Director officially begins work in Simsbury. Furthermore, to increase Mr. Glidden's salary to \$93,791 (on an annualized basis) during his interim appointment as Planning and Community Development Director and that his other employment related benefits as an affiliated employee remain in place. At the conclusion of his service as Interim Planning and Community Development Director, and if he is not appointed to the permanent position, Mr. Glidden shall be permitted to return to his position as Assistant Town Planner with the salary and employment related benefits assigned to that position. Mr. Paine seconded the motion. All were in favor and the motion passed.

f) Proposed Economic Development Commission Ordinance

Mr. Wellman said this Board was tasked with creating a new Economic Development Commission after the new Charter dissolved the old Economic Development Commission.

Mr. Wellman said a Work Group was formed to develop a draft ordinance and the Town Attorney has reviewed the draft ordinance. Section 404 of the Town Charter sets forth the requirements for a public hearing on this ordinance. The new Economic Development Commission will be in an advisory capacity under the Board of Selectmen. The Commission will promote and develop goals as refined by this Board. The Commission is intended to be non-partisan and would be based on qualifications and experiences.

After some discussion on possible language changes, Mr. Askham made a motion to schedule a Public Hearing for 6:00 p.m. at the Board of Selectmen's regular meeting on August 13, 2018 to solicit public comment regarding the proposed adoption of the Economic Development Commission Ordinance. Mr. Paine seconded the motion. All were in favor and the motion passed.

APPOINTMENTS AND RESIGNATIONS

There are no appointment and resignations at this time.

REVIEW OF MINUTES

a) Regular Meeting of June 25, 2018

There were no changes to the Regular Meeting Minutes of June 25, 2018 and, therefore, the minutes were adopted.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- a) **Personnel** – no report at this time.
- b) **Finance** – no report at this time.
- c) **Welfare** – no report at this time.
- d) **Public Safety** – no report at this time.
- e) **Board of Education** – no report at this time.

COMMUNICATIONS

a) Microchip Clinic & Dog Licensing Event on June 23, 2018

There was no discussion at this time.

b) Memo from E. Butler re: Increases in Town Clerk Fees, Dated July 2, 2018

There was no discussion at this time.

c) Letter from M. Capriola re: Board of Selectmen Decision on C-Tec Tax Abatement Request, dated June 27, 2018

There was no discussion at this time.

d) Memo from M. Capriola re: Water Shortage Ordinance Letters and Referrals, dated July 2, 2018

There was no discussion at this time.

e) Memo from M. Glidden and R. Newton re: Short-term Residential Rentals, dated July 2, 2018

Mr. Wellman said there have been some issues with Short-term rental properties. Right now there are 17 properties advertng on different web-sites for short-term rentals.

Mr. Glidden said the staff is investigating several areas in order to best determine how this short-term use should be handled. The Zoning Commission will have a meeting on July 16th where this issue will be discussed. Short-term rentals are not listed as a permitted use and therefore, are considered prohibited. He would like to send letters out to the homeowners to let them know this is prohibited.

After long discussion, the Board would like to see the actual complaints. This issue will be discussed further after more information is received.

- f) **State of Connecticut Consumer Counsel News Release: Seeking to Promote Broadband Access for All, Initiates Lawsuit Against PURA Decision, dated June 20, 2018 and CCM Bulletin: Use of the Municipal Gain Under Attack, dated December 14, 2017**

There was no discussion at this time.

- g) **CCM Bulletin: James v AFSMCE U.S. Supreme Court Declares Agency Fees Unconstitutional, dated June 29, 2018**

There was no discussion at this time.

ADJOURN TO EXECUTIVE SESSION

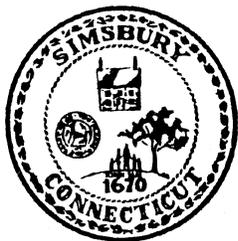
- a) **Pursuant to CGS §1-200(6)(B) concerning Pending Claims and Litigation – Deepwater Wind Appeal, Petition 1313**

As Town Manager Maria E. Capriola noted in her report, the Executive Session regarding Deepwater Wind is no longer needed.

ADJOURN

Mr. Askham made a motion to adjourn at 8:10 p.m. Mr. Kelly seconded the motion. All were in favor and the motion passed.

Respectfully submitted,
Kathi Radocchio
Clerk



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

June 26, 2018

To whom it may concern,

The Town of Simsbury, Connecticut is eager to join the growing list of AARP Network of Age-Friendly States and Communities. At their June 25, 2018 Board of Selectmen meeting, the Board of Selectmen have authorized me, the Town Manager, to issue this letter of commitment.

This will be an initiative of our Aging and Disability Commission. The commission consists of 12 regular members and 4 alternates serving in an advisory capacity to the Board of Selectmen. The Commission will be taking the lead on this cause; they are led by Chair Ed LaMontagne. Mr. LaMontagne can be reached by phone at (860) 519-9695 or by email at edjlam@comcast.net. The Town's primary staff contact for this initiative is our Director of Community and Social Services, Kristen Formanek. Kristen can be reached by phone at (860) 658-3283 or by email at kformanek@simsbury-ct.gov. I am also available to assist in answering questions. I can be reached at (860) 658-3230 or townmanager@simsbury-ct.gov.

The Town of Simsbury recognizes the quick growth in the world's aging population and the challenges that may come along with reaching certain ages. The Town would like to express its commitment to the four areas that the AARP is looking for in its Network of Age-Friendly Communities. Simsbury will commit itself to: establishing mechanisms to involve older generations; a baseline assessment of the age-friendliness of the community; the development of a community-wide action plan based on the findings of the assessment; and identification of indicators so progress can be monitored against the action plan.

Sincerely,

A handwritten signature in cursive script that reads "Maria E. Capriola". The signature is enclosed in a thin black rectangular box.

Maria E. Capriola
Town Manager



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Board of Selectmen Members
From: Maria Capriola, Town Manager *Maria E. Capriola*
Kristen Formanek, Social and Community Services Director
Date: August 8, 2018
Subject: Community and Social Services - FY 18/19 Service Improvements Update

As you know, the FY 18/19 budget includes a number of service improvements for the Community and Social Services Department. An update is as follows:

Addition of 1 Full-Time Social Worker:

The job description and salary range for the position was established by the Board of Selectmen on June 25, 2018. A recruitment is underway for the position. Applications were due July 31, 2018 and first round interviews are scheduled for August 14, 2018. Based on the current recruitment timeline it is anticipated that a selected candidate would begin work in mid-to-late September. The Social Worker position will be located on the first floor of Eno Memorial Hall, in what is currently the Director's Office.

Licensed Clinical Social Worker (LCSW) Certification for Director & Office Relocation:

A clinical supervisor has been selected and is working with the Director on her required clinical supervision hours; she has begun her supervised clinical work with Simsbury residents. The Director has also begun studying and preparing for the certification exams. This process is anticipated to take 18 months to complete. The Director's Office will be relocating to the smaller conference room, the North Conference Room, on the second floor of Eno on or around September 5, 2018. The relocation is two-fold: one to provide office space for the newly created Social Worker position; and two, to allow for a private space in which the Director can privately meet with clients she is providing clinical services to. To accommodate for space needs related to the growing staff, beginning September 1st, some programs will be relocated from the North Conference Room to other available spaces.

Addition of Café Style Meal

Following conclusion of the renovations to Eno, the Café style lunch meal will begin on Tuesdays every week. This is anticipated to begin on November 5, 2018. Participants will pay



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

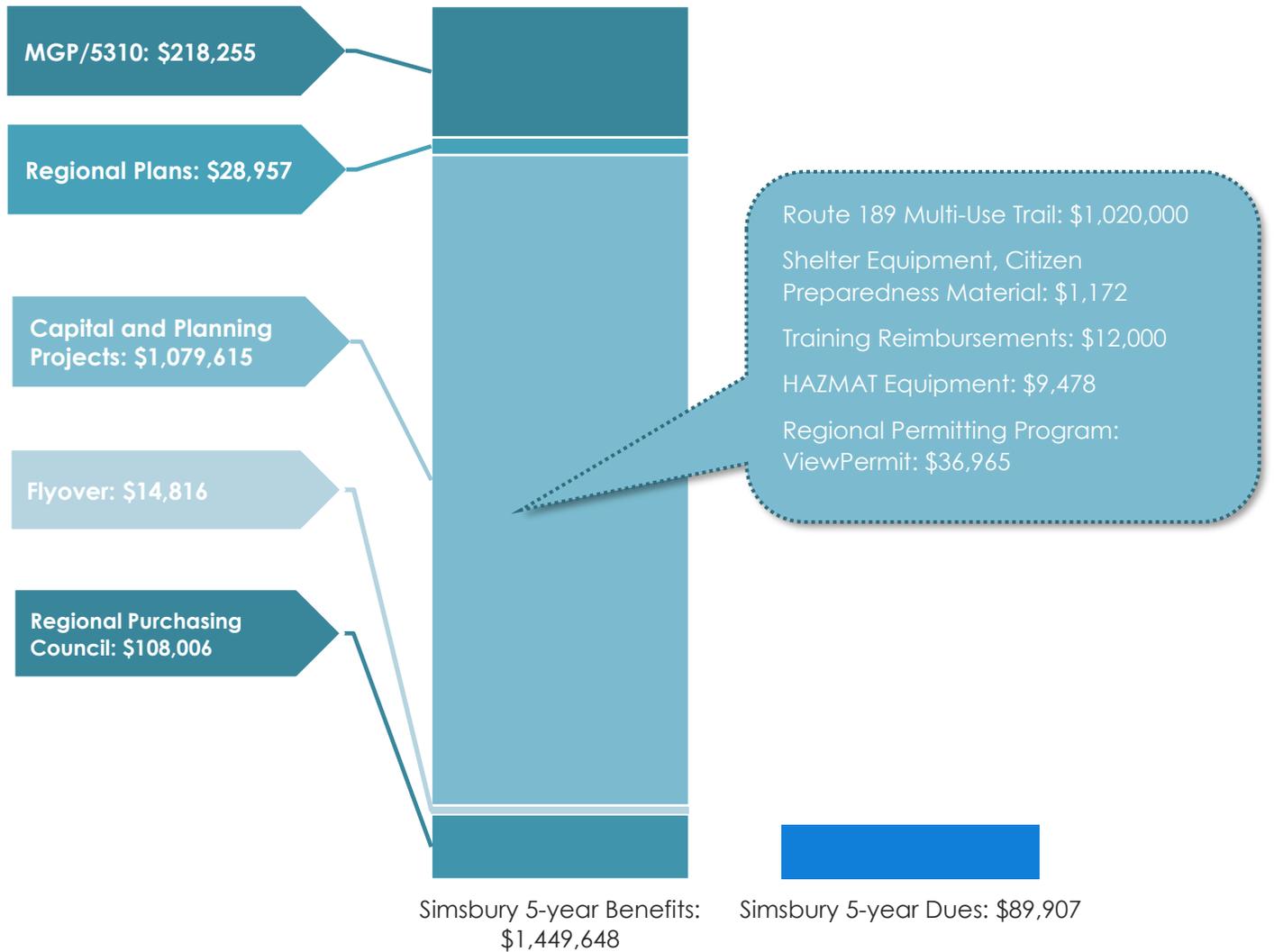
Maria E. Capriola - Town Manager

\$2 per soup and \$2 per sandwich. McLean, our current vendor for our existing senior lunch program, will provide the food for the café style meals.

Open House and Meet and Greet

We will be planning to host an Open House on October 2, 2018 from 9:30 – 11:00 giving everyone the opportunity to see the updates to Eno. This will include the kitchen, the bathrooms, and the Director's Office. Our new Social Worker will also be on board to meet! We will plan a more formal meet and greet for our new Social Worker sometime in November or early December and will keep you posted on that date.

Five-Year Membership Benefits FY 2014-2018



Descriptions

Flyover: CRCOG managed a statewide aerial photography flight. This represents your portion of that benefit.

Regional Plans: CRCOG undertakes a number of regional planning projects. These include: Natural Hazards Mitigation Plan; Regional Complete Streets Plan; MetroHartford Future (CEDs); Regional Sustainable Code Development.

Transit Programs: CRCOG assists the Department of Transportation with municipal coordination and project selection for the FTA 5310 program and the Municipal Grant Program.

CRCOG 2017-2018 Department Highlights

Homeland Security and Public Safety

Advanced the Get Ready Capitol Region Citizen Preparedness Initiative.



Bolstered regional teams- SWAT, Dive, Bomb, Incident Management, Command Post, Incident Communication.

Performed a large scale West Farms Mall SAVERS exercise and an infectious disease exercise series.

Managed and administered federal homeland security grant funds on behalf of the 41 communities who make up the Capitol Region Emergency Planning Council.



Involved in the statewide Puerto Rico and Islands Evacuee Relief effort. Participated in work groups and assisted communities in our region as necessary.

Began administering a DPH grant in the amount of \$1.2 million on behalf of all the hospitals and local public health agencies in Region 3. Includes Hospital Emergency Preparedness (HEP) and Public Health Emergency Preparedness (PHEP) funding. Created a Health Care Coalition to manage the process.

Municipal Services

Expanded Job Order Contracting to 45 communities and saved CRCOG members \$1 million in CRPC bids.



Began administering the Crumbling Foundations Testing Reimbursement Program and continued support of the Ad-Hoc Working Committee on Crumbling Foundations.

Improved and advanced the HR Portal, including the addition of benefits information to the salary survey.

Installed and continued configuration of the Electronic Document Management Pilot.

Managed Human Services Coordinating Council and Regional Election Monitor; continued support of the Central Connecticut Solid Waste Authority.

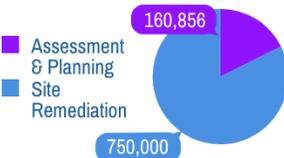


Increased IT Cooperative participation with 61 towns participating in various programs. Savings to municipalities for the various programs range from 5% to 68%.

Policy Development and Planning

Improved redevelopment potential of contaminated properties through environmental site assessments and remediation planning under the Metro Hartford Brownfields Program. DECD and EPA grants provided \$160,856 in assistance this year to complete assessments and planning at twenty sites in eight municipalities.

FY 2018 Brownfields Investment Total: \$910,856
23 Sites, 11 Communities



Established Metro Hartford Brownfields Revolving Loan Fund and Subgrant Program, and awarded \$750,000 in new loans and subgrants to fund clean-up of site contamination in three towns.

Promoted and supported transit oriented development (TOD) through a state grant to encourage municipalities, neighborhoods, and anchor institutions to better connect people, places and jobs. Highlighted TOD successes in the region.

Conducted three major regional planning initiatives to make our region more economically competitive, vibrant, and resilient: Comprehensive Economic Development Strategy, Complete Streets Policy and Action Plan, and Natural Hazard Mitigation Plan.



Transportation

Obligated approximately \$21.9 million in federal STP Urban funds for transportation projects in FFY 2017 and approved \$10.9 million in new bridge projects under LOTCIP.

Issued a LOTCIP project solicitation for \$25.5 million for roadway reconstruction, pavement rehabilitation, stand-alone sidewalk, and bicycle-pedestrian projects.

Completed FFY 2018-2021 Transportation Improvement Program.

Received positive Federal Certification for the Hartford Transportation Management Area

LOTCIP Expenditures



Programmed \$6.4 million in FY 2017 funding and continued to ramp up municipal projects for delivery under LOTCIP in FY2018.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Board of Selectmen Members
From: Maria Capriola, Town Manager *Maria E. Capriola*
Date: August 8, 2018
Subject: Transfer Station Contract Extension

Attached for your reference, please find an executed one year contract extension (October 1, 2018 through September 30, 2019) between the Town and Paine's Inc. for the operation of the Transfer Station. Based upon satisfactory performance of the vendor, I executed the attached contract extension pursuant to the original agreement signed between the parties in August of 2014.

The Town Attorney prepared the attached contract extension.

**FIRST AMENDMENT TO THE
BULKY WASTE TRANSFER STATION
OPERATION AGREEMENT
BETWEEN
TOWN OF SIMSBURY, CONNECTICUT
AND
PAINE'S, INC.**

THIS FIRST AMENDMENT TO AGREEMENT, is made and entered into this 3rd day of August, 2018 by and between the Town of Simsbury, 933 Hopmeadow Street, Simsbury, Connecticut, 06070, a Municipal Corporation organized and existing under the laws of the State of Connecticut, hereinafter referred to as the "Town" and, Paine's Inc., Box 307, Simsbury, CT 06070 hereinafter referred to as the "Paine's".

WITNESSETH

WHEREAS, in August, 2014, the Town and Paine's entered into a four-year Agreement for the operation of the Simsbury Bulky Waste Transfer Station; and

WHEREAS, Section III, B of the Agreement authorizes the Town to extend the term of the Agreement for up to two years by mutual agreement with Paine's, and

WHEREAS, the initial term of the Contract will expire on September 30, 2018; and

WHEREAS, the Town finds it to be in its best interest to exercise the first one-year extension of the term of the Agreement.

NOW, THEREFORE, and in consideration of the mutual covenants herein contained, the parties do hereby agree as follows:

1. TERM: Section III B of the Agreement is amended and the following is inserted therein:

The First Extension Term of the Agreement shall commence on October 1, 2018 and shall end on September 30, 2019.

2. All other terms and conditions of the August, 2014 Agreement not amended by this First Amendment of Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the Town of Simsbury has caused this First Amendment to Agreement to be executed in its name by the Town Manager, and the said Paine's Inc. has caused this First Amendment to Agreement to be duly executed, this 3rd day of August, 2018

TOWN OF SIMSBURY BY <u>Maria E. Capriola</u> Maria E. Capriola Town Manager Duly Authorized	PAINE'S INC. BY <u>John Paine Miller</u> Duly Authorized Vice President
---	---