

Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Lisa L. Heavner - First Selectwoman

Watch Board of Selectmen meetings **LIVE** and rebroadcast on Comcast Channel 96, on Frontier Channel 99 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 14, 2017 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATIONS

- GFOA Certificate of Achievement – Sean Kimball, Director of Finance/Treasurer
- Quarterly Financials Update – Sean Kimball, Director of Finance/Treasurer
- State Budget Update – Representative John Hampton & Senator Kevin Witkos
- State Water Plan – Representative John Hampton

FIRST SELECTWOMAN'S REPORT

SELECTMEN ACTION

- a) Approve Tax Refunds
- b) Authorize the First Selectwoman to enter into an agreement for shared parking and other services between Eno Hall and Fiddler's Green subject to approval by Town Counsel
- c) Approve Resolution delegating oversight of Simsbury Farms Pool and Rink Improvements Project – Phase 2 to the Public Building Committee
- d) Approve resolution delegating oversight of the Eno Memorial Hall Renovations Project to the Public Building Committee
- e) Authorize Town Staff to Negotiate Construction Contract with Simscroft-Echo Farms, Inc. for Town Forest Park Improvements

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

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

- f) Simsbury Public Library State Construction Grant:
 - 1) Adoption of a resolution empowering the First Selectwoman to file an application for a State Public Library Construction Grant for the lower level remodeling project of the Simsbury Public Library.
 - 2) Adoption of a resolution that if the Town of Simsbury is awarded a State Public Library Construction Grant for the Simsbury Public Library in support of the lower level remodeling project that the Town of Simsbury will have local matching funds in place within three (3) years of the grant approval date, and intends to initiate this project within eighteen (18) months following State Bond Commission approval of the grant award.
- g) Approve Eno Hall Auditorium Waiver of Fee in the amount of \$1,000 for Farmington Valley Symphony Orchestra event on December 16, 2017
- h) Update on Deepwater Wind Proposed Solar Project and Possible Action
- i) Discussion of possible Mission Statement Letter to the Simsbury Performing Arts Center, Inc. and Possible Action

OTHER BUSINESS

APPOINTMENTS AND RESIGNATIONS

- a) Acknowledge the resignation of Thomas Rechen (R) as a regular member of the Board of Ethics effective August 7, 2017
- b) Acknowledge the resignation of William Butler (R) as a regular member of the Clean Energy Task Force effective August 4, 2017

REVIEW OF MINUTES

- a) Special Meeting of July 27, 2017

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- 1. Personnel:
 - a. Approval of Director of Community and Social Services Job Description
- 2. Finance
- 3. Welfare
- 4. Public Safety
- 5. Board of Education

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Tax Refunds
2. **Date of submission:** Aug 8, 2017
3. **Date of Board Meeting:** Aug 14, 2017
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

Colleen O'Connor- Tax Collector

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

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

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

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

Approve tax refunds per attached printout in the amount of **\$ 32,877.05**

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

Tax Refunds.xls

| | BILL NUMBER | TAX | FIRE | INTEREST | TOTAL |
|----------------------------|-------------|-------------------|-----------------|---------------|-------------------|
| List 2014 | | | | | |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | |
| Total 2014 | | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | | | |
| List 2015 | | | | | |
| Buckland Patrick | 15-3-52113 | \$21.35 | \$0.59 | | \$21.94 |
| Fahan Joe W | 15-3-55485 | \$22.43 | \$0.62 | | \$23.05 |
| Fama Joseph R | 15-3-55507 | \$79.38 | \$2.20 | | \$81.58 |
| Financial Service Veh Trst | 15-3-55721 | \$472.32 | \$13.12 | | \$485.44 |
| Financial Service Veh Trst | 15-3-55736 | \$449.46 | \$12.48 | | \$461.94 |
| Financial Service Veh Trst | 15-3-55756 | \$295.27 | \$8.20 | | \$303.47 |
| Financial Service Veh Trst | 15-3-55766 | \$678.38 | \$18.84 | | \$697.22 |
| Grabinsky Lori | 15-3-56974 | \$145.44 | \$4.04 | | \$149.48 |
| Greiten Kariena | 15-3-57139 | \$246.38 | \$6.84 | | \$253.22 |
| Niziolek Barbara | 15-3-63469 | \$81.43 | \$2.26 | | \$83.69 |
| Starrett Harrison | 15-3-67578 | \$131.76 | \$3.66 | | \$135.42 |
| VCFS | 15-3-69168 | \$404.46 | \$11.23 | | \$415.69 |
| Manning Barbara | 15-4-82191 | \$155.52 | \$4.32 | | \$159.84 |
| JP Morgan | 15-4-83870 | \$735.12 | \$20.42 | | \$755.54 |
| JP Morgan | 15-4-83871 | \$206.93 | \$5.75 | | \$212.68 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | |
| Total 2015 | | \$4,125.63 | \$114.57 | \$0.00 | \$4,240.20 |
| | | | | | |
| List 2016 | | | | | |
| Klem Thomas | 16-1-4145 | \$156.53 | | | \$156.53 |
| United Bank | 16-1-4258 | \$161.44 | | | \$161.44 |
| Peterson Sandra | 16-1-6199 | \$11.80 | | | \$11.80 |
| Prog Leasing | 16-2-40645 | \$49.99 | | | \$49.99 |
| USA Technologies Inc | 16-2-40842 | \$25.60 | | | \$25.60 |
| Aponte Albetert | 16-3-50526 | \$12.68 | | | \$12.68 |
| Barcelos Martha | 16-3-50968 | \$100.10 | \$0.41 | | \$100.51 |
| Bayer James | 16-3-51171 | \$597.12 | | | \$597.12 |
| Belden Forest Court | 16-3-51282 | \$16.21 | | | \$16.21 |
| Benjamin Seton | 16-3-51344 | \$51.30 | \$0.52 | | \$51.82 |
| Berke Jennifer R | 16-3-51391 | \$113.65 | \$1.65 | | \$115.30 |
| Carabillo Amy | 16-3-52657 | \$26.57 | \$3.67 | | \$30.24 |
| Carabillo Paul | 16-3-52659 | \$39.49 | \$0.86 | | \$40.35 |
| Carey Jones Robyn | 16-3-52697 | \$100.00 | \$1.27 | | \$101.27 |
| CCAP Auto Lease Ltd | 16-3-52898 | \$457.43 | | | \$457.43 |
| Cleveland Angela | 16-3-53315 | \$26.19 | | | \$26.19 |
| Collies Gary | 16-3-53450 | \$37.79 | \$0.84 | | \$38.63 |
| Coombes Kevin | 16-3-53643 | \$571.97 | \$1.22 | | \$573.19 |

| | | | | | |
|--------------------------|------------|----------|---------|--|----------|
| Daimler Trust | 16-3-54220 | \$448.26 | | | \$448.26 |
| Das Bilas K | 16-3-54286 | \$98.21 | \$14.46 | | \$112.67 |
| Daugherty Melanie | 16-3-54293 | \$148.48 | \$3.17 | | \$151.65 |
| Derway Elizabeth | 16-3-54590 | \$222.40 | | | \$222.40 |
| Gosselin John | 16-3-57245 | \$33.94 | | | \$33.94 |
| Gottheimer Elizabeth | 16-3-57266 | \$37.42 | \$1.09 | | \$38.51 |
| Grossack Marshall | 16-3-57564 | \$99.04 | \$1.21 | | \$100.25 |
| Hallifax Carolyn | 16-3-57761 | \$31.28 | \$3.19 | | \$34.47 |
| Hallifax Carolyn | 16-3-57762 | \$39.96 | \$1.01 | | \$40.97 |
| Harris Marion | 16-3-57903 | \$109.12 | \$1.29 | | \$110.41 |
| Higham Eileen | 16-3-58231 | \$56.61 | | | \$56.61 |
| Honda Lease Trust | 16-3-58661 | \$293.27 | \$1.83 | | \$295.10 |
| Horniatko Marc | 16-3-58719 | \$16.00 | | | \$16.00 |
| Hyundai Lease Titling Tr | 16-3-58955 | \$335.04 | | | \$335.04 |
| Jacobsen June | 16-3-59127 | \$391.04 | | | \$391.04 |
| JP Morgan Chase | 16-3-59581 | \$56.39 | | | \$56.39 |
| Karpe Brian | 16-3-59697 | \$171.52 | \$1.82 | | \$173.34 |
| Kilgore Kayla | 16-3-60024 | \$5.52 | | | \$5.52 |
| Lee Choon | 16-3-60866 | \$24.18 | \$0.65 | | \$24.83 |
| LeFranc Karin | 16-3-60897 | \$176.17 | \$0.78 | | \$176.95 |
| Leimer George | 16-3-60913 | \$56.02 | \$5.68 | | \$61.70 |
| Leimer Karin | 16-3-60914 | \$41.94 | \$1.81 | | \$43.75 |
| Lubinsky Theodore | 16-3-61365 | \$60.00 | \$1.35 | | \$61.35 |
| Lui Julia | 16-3-61397 | \$122.91 | | | \$122.91 |
| Mathews Sharron | 16-3-62038 | \$40.32 | \$3.96 | | \$44.28 |
| McCarty Christopher | 16-3-62189 | \$158.25 | | | \$158.25 |
| McIlveen Alan P | 16-3-62345 | \$24.06 | \$5.10 | | \$29.16 |
| Morin Robert S | 16-3-63125 | \$35.65 | \$0.78 | | \$36.43 |
| Mrosek Alfred | 16-3-63219 | \$401.60 | \$1.15 | | \$402.75 |
| Mueller Susan | 16-3-63235 | \$35.37 | | | \$35.37 |
| Nissan Infiniti | 16-3-63718 | \$139.81 | \$1.14 | | \$140.95 |
| Perge Peter | 16-3-64758 | \$23.56 | \$4.51 | | \$28.07 |
| Plona Jane | 16-3-65046 | \$23.56 | \$0.76 | | \$24.32 |
| Poon Sin | 16-3-65116 | \$145.60 | | | \$145.60 |
| Raymes David | 16-3-6555 | \$63.10 | | | \$63.10 |
| Ritson Harry | 16-3-65857 | \$352.96 | | | \$352.96 |
| Satell Jonathan | 16-3-66648 | \$75.08 | | | \$75.08 |
| Sheary Lisa | 16-3-67181 | \$131.75 | \$2.42 | | \$134.17 |
| Shin Kwanyan | 16-3-67265 | \$49.61 | \$4.25 | | \$53.86 |
| Simeon Holly | 16-3-67384 | \$238.67 | | | \$238.67 |
| Small Jeffrey | 16-3-67636 | \$31.84 | \$7.70 | | \$39.54 |
| Staehle Bradley | 16-3-67963 | \$27.75 | \$1.03 | | \$28.78 |
| Staehle Bradley | 16-3-67964 | \$5.68 | | | \$5.68 |
| Staros Dennis | 16-3-68000 | \$18.85 | | | \$18.85 |
| Thomsen Michale | 16-3-68762 | \$24.32 | | | \$24.32 |
| Toyota Lease Trust | 16-3-69040 | \$227.79 | | | \$227.79 |
| Toyota Lease Trust | 16-3-69041 | \$190.81 | \$7.35 | | \$198.16 |
| Toyota Lease Trust | 16-3-69062 | \$624.96 | | | \$624.96 |
| Varza Mark | 16-3-69533 | \$58.16 | \$20.16 | | \$78.32 |
| Vault Trust | 16-3-69559 | \$589.28 | | | \$589.28 |
| Vault Trust | 16-3-69569 | \$389.12 | \$19.01 | | \$408.13 |
| VCFS Auto Leasing | 16-3-69622 | \$120.67 | | | \$120.67 |

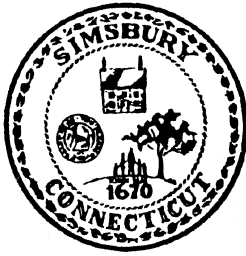
| | | | | | |
|------------------------|------------|--------------------|-----------------|---------------|--------------------|
| Verrengia John | 16-3-69695 | \$17.27 | | | \$17.27 |
| VW Credit | 16-3-69871 | \$248.62 | \$0.56 | | \$249.18 |
| Wilbur Nicholas | 16-3-70446 | \$80.55 | \$8.02 | | \$88.57 |
| Zyskowski John | 16-3-71071 | \$16.00 | | | \$16.00 |
| Lereta LLC- | see below | \$233.71 | | | \$233.71 |
| Corelogic | see list | \$18,276.51 | \$589.02 | | \$18,865.53 |
| | | | | | |
| | | | | | |
| | | | | | |
| Total 2016 | | \$28,751.42 | \$726.70 | \$0.00 | \$29,478.12 |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL 2014 | | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | | | |
| TOTAL 2015 | | \$4,125.63 | \$114.57 | \$0.00 | \$4,240.20 |
| | | | | | |
| TOTAL 2016 | | \$28,751.42 | \$726.70 | \$0.00 | \$29,478.12 |
| | | | | | |
| | | | | | \$33,718.32 |
| TOTAL ALL YEARS | | \$32,877.05 | \$841.27 | \$0.00 | \$33,718.32 |

Corelogic

| | | Town | Fire |
|------------------|-----------|--------------------|------|
| Madden | 16-1-4811 | 3,910.54 | |
| Li Dalton | 16-1-4573 | 7,842.52 | |
| Benhalima Nadjat | 16-1-4976 | 91.57 | |
| Robinson Douglas | 16-1-3710 | 244.84 | |
| Ghole Dhananjay | 16-1-7610 | 192.30 | |
| Spooner Bruce | 16-1-2214 | 71.81 | |
| Koon Robert | 16-1-1248 | 2,576.01 | |
| Mooar Rebecca | 16-1-2140 | 259.35 | |
| Nelson Paul | 16-1-5698 | 69.31 | |
| Carr Theresa | 16-1-6304 | 161.66 | |
| Larkin Judith | 16-1-4394 | 2,509.27 | |
| Veith David | 16-1-5521 | 117.00 | |
| McAlpine Jane | 16-1-5053 | 230.33 | |
| | | \$18,276.51 | |

Lereta

| | | | |
|------------------------------|-----------|---------------|---------------|
| Bielat William | 16-1-655 | | 278.32 |
| Peterson Christine & Bilotti | 16-1-6193 | | 310.70 |
| Bulin David A | 16-1-1025 | 233.71 | |
| | | 233.71 | 589.02 |



Town of Simsbury

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

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

BOARD OF SELECTMEN MEETING **AGENDA SUBMISSION FORM**

1. **Title of submission:** Shared Parking & Services Agreement Eno Hall & Fiddler's Green

2. **Date of submission:** August 9, 2017

3. **Date of Board Meeting:** August 14, 2017

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

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

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

Approve First Selectwoman to enter into an agreement prepared by Town Counsel for shared parking and other services between Eno Hall and Fiddler's Green as outlined in the attached memo.

6. **Summary of Submission:**

The Town and Fiddler's Green have worked together for more than a decade to address challenges associated with limited parking and relatively tight sites. There is an opportunity for both facilities to benefit from a shared parking/services agreement. This agreement is a tool that will increase the efficiency of all resources, provide better management for both properties and serve as a model for other downtown facilities. The attached memo outlines the conditions of the agreement and will be used by the Town attorney to draft a formal agreement for both parties.

7. **Financial Impact:**

The Town will save approximately \$1,700 on our annual cost for trash and recycling services.

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

➤ Shared Parking Services Memo dated August 8, 2017



Town of Simsbury

66 TOWN FOREST ROAD, P.O. BOX 495, SIMSBURY, CONNECTICUT 06070

~ Department of Public Works ~

Memorandum: Shared Parking & Services – Eno Memorial Hall and Fiddler's Green

To: Lisa Heavner, Tom Cooke, Jamie Rabbit, Jeff Shea, Mickey Lecours-Beck
CC: Mike Glidden, Sara Nielsen
From: Thomas J. Roy, Director of Public Works *TJR*
Date: August 8, 2017

The Town of Simsbury and Fiddler's Green have worked together for more than a decade to address challenges associated with limited parking and relatively tight sites. In looking at the use of these two facilities, it is clear that there is an opportunity for both facilities to benefit from a shared parking/services arrangement as the most intensive uses for each site rarely compete with each other. This shared parking/services agreement is a tool that will increase the efficiency of all resources, provide better management for both properties, and serve as a model for other downtown facilities. To this end, the Town, Fiddler's Green and the Simsbury Main Street Partnership have worked to outline the conditions for a shared parking and services agreement found below.

Parking:

- Employees of Fiddler's, Eno and SCTV working a full shift will not park in either of the main parking lots behind the buildings during Eno's regular operating hours. Short duration parking by employees is acceptable.
- Eno patrons will be allowed to use the main lot for Fiddler's on weekdays before 11:30am.
- Employees with handicapped parking permits or medical conditions impacting mobility will be allowed to use the main lots.
- Patrons for Fiddler's will be allowed access to the main lot of Eno after 3:30 pm and when Eno is closed.
- Both parties agree to limit signage related to parking, as our goal is to have patrons for both facilities feel comfortable in their ability to park at these facilities.
- Fiddler's Green will be permitted to use the main parking lot at Eno during large events at the Performing Art's Center and for events held on the Commuter Parking Lots (currently the Car Show and Women's Arts & Crafts show) as long as there is no event at Eno and after regular hours of operation at Eno. The Town of Simsbury will provide barricades for use by Fiddler's Green staff to cordon off the parking lot at Eno.
- Both parties will continue to allow patrons, employees and delivery vehicles the ability to drive through the main lots to access the other's lots. The Town may close off the rear access of the Eno lot that leads to Railroad Street in the future and reconfigure some parking. This will be done in a way that will maintain the ability for the two main lots to interact with each other.

*Eno Regular Hours: Monday 8:30am to 7pm, Tuesday – Thursday 8:30am to 4:30pm, and Fridays 8:30 to 1:00pm

Snow Removal and Maintenance:

- Each facility will be responsible for the snow removal in their main lots. Each facility operator will remove snow at the time that is best suited for their facility and neither facility will be required to clear snow specifically to allow parking for the other.
- Fiddler's will be responsible for snow removal and ice control on the stairs that lead from their main lot to the parking spaces on Railroad Street.
- The Town will be responsible for the snow removal for the parking spaces on Railroad Street.
- Each facility will keep their respective lots in good repair.

Dumpster Use (assumes location remains in the current location):

- Fiddler's has offered to allow the Town to use their trash, cardboard and single stream recycling containers. Fiddler's will be responsible for coordination and payments for disposal.
- Fiddler's will have a concrete pad installed and reconstruct the dumpster enclosure in coordination with the Town.
- Town staff will provide basic maintenance to the dumpster enclosure and concrete pad, including power washing twice per year and basic cleanup of any loose trash.

Easement:

- The property line for the Fiddler's property extends into the existing road along Wilcox Street. The continued use of this area as a public area should be included in the shared services agreement. See Survey, Hopmeadow Street Associates, Hodge Surveying Associates revised April 1990.

Communication:

- Each facility will designate a Facility Manager that will be responsible for coordination of this agreement and communication with the employees and patrons using their respective facilities. Quarterly, each facility manager will send either an e-mail or make a phone call to the other to review the agreement and make notifications of any upcoming major events, changes in the use, report any problems, or significant maintenance projects.

Facility Managers:

- Fiddler's: Kevin Lazich
- Town of Simsbury: Tom Roy

If both parties are in agreement with the conditions listed above, we can move forward with the drafting of a legal agreement for shared parking and services between these two facilities.



Sketch indicates areas for maintenance responsibilities for the Fiddler's Green and Eno Memorial Hall Sites. Existing dumpster area will have shared maintenance moving forward.



Town of Simsbury



Fiddler's Green

**Site Schematic
Fiddler's Green and Eno Memorial Hall
Shared Services Agreement**

**Town of Simsbury
Department of
Public Works**





Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Simsbury Farms Pool and Rink Improvements
2. **Date of submission:** August 7, 2017
3. **Date of Board Meeting:** August 14, 2017
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

Jerome F. Shea, Town Engineer

5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):
The Individual or Entity making the submission requests that the Board of Selectmen:
 1. Consider resolution to formally delegate oversight of the Pool and Rink Improvements project – Phase 2 to the Public Building Committee.
6. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):
 - i. Recent budget approval of June 13, 2017 required initiation of the project.
 - ii. Public Building Committee.
 - iii. Project approved in the FY 2018 budget in the amount of \$950,000.00.
 - iv. N/A
 - v. This referral will allow the Public Building Committee to initiate and manager the project.

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

No direct financial impact is anticipated as a result of the project.

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

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

1. August 7, 2017 Memorandum to the Board of Selectmen requesting project assignment to the Public Building Committee.



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Jerome F. Shea - Town Engineer

August 7, 2017

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

Dear Selectmen:

**Subject: Simsbury Farms Pool and Rink Improvements
Project Delegation to Public Building Committee**

At a Referendum on June 13, 2017, approval was granted for improvements to Simsbury Farms pool and rink facility in the amount of \$950,000.00. Under the provisions of Section 612 of the Simsbury Town Charter, the project is recommended to be assigned to the Simsbury Public Building Committee.

Therefore, a resolution is needed to formally delegate oversight of the Simsbury Farms Pool and Rink Improvements- Phase 2 project to the Public Building Committee. It is recommended that the following resolution be considered:

“Resolved, that, in accordance with Section 612 of the Simsbury Town Charter, as amended, the Board of Selectmen hereby charges the Public Building Committee with the responsibility for carrying out the design and construction oversight for the Simsbury Farms Pool and Rink Improvements – Phase 2 project.”

Please contact me if there are any questions.

Sincerely,

Jerome F. Shea, P.E.
Town Engineer

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

jshea@simsbury.k12.ct.us
www.townofsimsbury.com

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



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Eno Memorial Hall Renovations
2. **Date of submission:** August 7, 2017
3. **Date of Board Meeting:** August 14, 2017
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

Jerome F. Shea, Town Engineer

5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):
The Individual or Entity making the submission requests that the Board of Selectmen:
 1. Consider resolution to formally delegate oversight of the Eno Memorial Hall Renovations project to the Public Building Committee.
6. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):
 - i. Recent budget approval of June 13, 2017 required initiation of the project.
 - ii. Public Building Committee.
 - iii. Project approved in the FY 2018 budget in the amount of \$300,000.00.
 - iv. N/A
 - v. This referral will allow the Public Building Committee to initiate and manager the project.
7. **Financial Impact** (Include a description of any impact on the finances of the Town of Simsbury):

No direct financial impact is anticipated as a result of the project.

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

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

1. August 7, 2017 Memorandum to the Board of Selectmen requesting project assignment to the Public Building Committee.



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Jerome F. Shea - Town Engineer

August 7, 2017

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

Dear Selectmen:

**Subject: Eno Memorial Hall Renovations
Project Delegation to Public Building Committee**

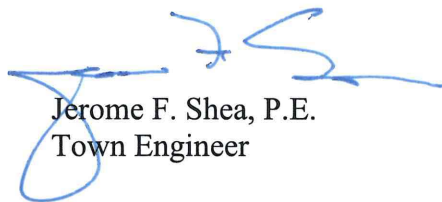
At a Referendum on June 13, 2017, approval was granted for Eno Memorial Hall Renovations project in the amount of \$300,000.00. Under the provisions of Section 612 of the Simsbury Town Charter, the project is recommended to be assigned to the Simsbury Public Building Committee.

Therefore, a resolution is needed to formally delegate oversight of the Eno Memorial Hall Renovations project to the Public Building Committee. It is recommended that the following resolution be considered:

“Resolved, that, in accordance with Section 612 of the Simsbury Town Charter, as amended, the Board of Selectmen hereby charges the Public Building Committee with the responsibility for carrying out the design and construction oversight for the Eno Memorial Hall Renovations project.”

Please contact me if there are any questions.

Sincerely,



Jerome F. Shea, P.E.
Town Engineer

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

jshea@simsbury.k12.ct.us
www.townofsimsbury.com

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



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Town Forest Park Improvements
2. **Date of submission:** August 7, 2017
3. **Date of Board Meeting:** August 14, 2017
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

Jerome F. Shea, Town Engineer

5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):
The Individual or Entity making the submission requests that the Board of Selectmen:
 1. Authorize staff to negotiate a contract with Simscroft- Echo Farms, Inc. for a reduced scope of work and associated cost for this project.
6. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):
 - i. Project advertised for bid and bid exceeded the budget available for the project.
 - ii. Simscroft - Echo Farms, Inc. and Town of Simsbury.
 - iii. Project approved in the FY 2017 budget in the amount of \$145,000.00
 - iv. Town Counsel has been consulted on this proposal and concurs with requested authorization.
 - v. This action will allow improvement to be completed during 2017 construction season.

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

No direct financial impact is anticipated as a result of the project.

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

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

1. August 8, 2017 Memorandum to the Board of Selectmen requesting authorization to negotiate a contract with Simscroft- Echo Farms, Inc. for a reduced scope of work and cost for the project.
2. Bid Summary of bids submitted for the project.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

August 8, 2017

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

Dear Selectmen:

Subject: Town Forest Park Improvements Project

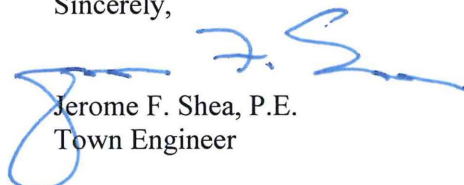
As part of the Capital Improvement budget of FY16, the Town allocated \$145,000.00 for improvements to Town Forest Park via the Open Space Planning and Improvements fund. This project involved the first phase of improvements consistent with the Ethel Walker Woods Master Plan, which included replacing and formalizing the parking area, new park sign, and an accessible pathway and bridge replacement at the entrance to the Ethel Walk Woods trailhead from Town Forest Park.

Initial construction estimates exceeded the construction budget, which resulted in efforts to reduce the scope and to provide options for awarding all or some of the proposed improvements. The Town Forest Park Improvements Project was advertised for bid on May 25, 2017. Eight (8) bids were received on June 15, 2017 and all bids exceeded the available construction budget for the project. The funding budgeted for construction is \$108,000.00. The low bid of \$176,329.00 (Base Bid plus Alternate 1) exceeded the available funding for the project.

A value engineering exercise with the participation of the apparent low bidder, Simscroft-Echo Farms, Inc., identified potential cost reductions to close the gap between the submitted bid and construction budget. The cost of the project was reduced to \$143,246.00 through this exercise. To allow the project to move forward with the highest anticipated benefit to the public, we are requesting authorization to negotiate a reduced scope of work and cost with the low bidder to allow the project to move forward. Funds that would be required to fund the gap are available from funds previously allocated for open space improvements and general park improvements.

Please contact me if there are any questions.

Sincerely,



Jerome F. Shea, P.E.
Town Engineer

cc: Gerry Toner, Director of Culture Parks & Recreation

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

www.simsbury-ct.gov

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

| DESCRIPTION | | | Simscroft | Nano Const. | Talcott View | Clover | Canton Village | Colossale Conc. | Mather | AJ Virgilio | AVERAGE |
|------------------------------|------|----------------------------------|--------------|--------------|--------------|--------------|----------------|-----------------|--------------|--------------|-----------|
| BASE BID | | | \$164,061.00 | \$168,700.00 | \$172,509.90 | \$184,500.00 | \$205,104.00 | \$213,810.00 | \$219,000.00 | \$260,900.00 | \$198,573 |
| ALTERNATE | | | | | | | | | | | |
| 1 | LS | Pave and Mark Entire Parking Lot | \$12,628 | \$25,000 | \$22,000 | \$52,500 | \$17,888 | \$44,000 | \$10,000 | \$28,000 | \$26,502 |
| 2 | LS | Timber Steps and Addiitonal Walk | \$14,216 | \$19,000 | \$19,326 | \$12,500 | \$19,619 | \$26,000 | \$17,000 | \$17,000 | \$18,083 |
| 3 | LS | Demolish Existing Building | \$5,919 | \$9,000 | \$4,560 | \$6,500 | \$6,200 | \$9,000 | \$10,000 | \$15,000 | \$8,272 |
| ALTERNATES SUB-TOTAL | | | \$32,763 | \$53,000 | \$45,886 | \$71,500 | \$43,707 | \$79,000 | \$37,000 | \$60,000 | \$52,857 |
| | | | | | | | | | | | |
| BASE BID + ALTERNATES | | | \$196,824.00 | \$221,700.00 | \$218,395.90 | \$256,000.00 | \$248,811.00 | \$292,810.00 | \$256,000.00 | \$320,900.00 | \$251,430 |
| | | | | | | | | | | | |
| UNIT PRICE ITEMS | | | | | | | | | | | |
| 1 | Each | Picnic Table | \$2,500.00 | \$1,000.00 | - | \$2,000.00 | \$2,960.00 | \$3,000.00 | \$2,600.00 | \$3,850.00 | \$2,559 |
| 2 | L.F. | Reset Existing Timber Guiderail | \$41.00 | \$30.00 | \$7,000* | \$50.00 | \$38.00 | \$39.00 | \$40.00 | \$44.00 | \$40 |
| 3 | L.F. | New Timber Guiderail | \$57.00 | \$75.00 | \$20,000* | \$60.00 | \$55.00 | \$52.00 | \$60.00 | \$83.00 | \$63 |

* LUMP SUM PER MAX LF (NOT INCLUDED IN AVERAGE)



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Simsbury Public Library State Construction Grant Resolutions
2. **Date of submission:** 8/2/2017
3. **Date of Board Meeting:** 8/14/2017
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):
Lisa Karim, Library Director
5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):
The Individual or Entity making the submission requests that the Board of Selectmen:
 - Adoption of a resolution empowering the First Selectwoman to file an application for a State Public Library Construction Grant for the lower level remodeling project of the Simsbury Public Library
 - Adoption of a resolution that if the Town of Simsbury is awarded a State Public Library Construction Grant for the Simsbury Public Library in support of the lower level remodeling project that the Town of Simsbury will have local matching funds in place within three (3) years of the grant approval date, and intends to initiate this project within eighteen (18) months following State Bond Commission approval of the grant award.
6. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):
7. **Financial Impact** (Include a description of any impact on the finances of the Town of Simsbury):

Positive financial impact of approximately \$408,000.

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

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

Resolution of the Town of Simsbury
Board of Selectmen

State of Connecticut
Public Library Construction Grant

I, **Ericka Butler**, Town Clerk for the Town of Simsbury, do hereby certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the Board of Selectmen of the Town of Simsbury duly held and convened on August 14, 2017, at which a constituted quorum of the Board of Selectmen was present and acting throughout and that such resolution has not been modified, rescinded or revoked and is at present in full force and effect.

RESOLVED, that the Town of Simsbury's First Selectwoman, Lisa L. Heavner, is empowered to apply for a State Public Library Construction Grant for the Lower Level Remodeling Project of the Simsbury Public Library (the "Project"); and

FURTHER RESOLVED, that in the event the Town of Simsbury is awarded a State Public Library Construction Grant for the Project, the Town of Simsbury will have local matching funds in place within three (3) years of the grant approval date and will initiate the Project within eighteen (18) months following State Bond Commission approval of the grant award.

IN WITNESS THEREOF, the undersigned has affixed her signature and the corporate seal of the Town of Simsbury this ____ day of August, 2017.

Ericka Butler
Town Clerk
Town of Simsbury



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Farmington Valley Symphony Orchestra Family Holiday Pops Concert
2. **Date of submission:** July 24, 2017
3. **Date of Board Meeting:** August 14, 2017
4. **Individual or Entity making the submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):** Michael Galluzzo, FVSO Board President. 3 Fox Run Road, Unionville, CT 06085. (H) 860-673-2938.
5. **Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**
The Individual or Entity making the submission requests that the Board of Selectmen: review the stated charge of \$1000 for the use of the Eno Memorial Hall auditorium for four hours on Saturday, December 16, 2017, and consider reducing it to cover the actual expenses for opening and maintaining the facility during this time period.
6. **Summary of Submission (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):**
The Farmington Valley Symphony Orchestra has reserved the use of the Eno Memorial to conduct a Family Holiday Pops Concert on the afternoon of December 16, 2017. The FVSO is a registered non-profit which operates on a tight budget and consists of as many as 80 volunteer players for any given concert.
7. **Financial Impact (Include a description of any impact on the finances of the Town of Simsbury):** The program is scheduled in the mid-afternoon. We expect that it will drive business to the local restaurants and shops in the area, increasing sales for small business owners.
8. **Description of documents included with submission (All documents must be in final form and signed by the appropriate party.):**
The following documents are included with this submission and attached hereto:

The FVSO has only performed in Simsbury once. The orchestra is interested in bringing one or more concerts per year to the Simsbury community. Attached is a copy of the program book for the 2016-2017 season. Videos of performances are archived by SCTV.



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Resignation

2. **Date of submission:** 08/01/2017

3. **Date of Board Meeting:** 08/14/2017

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

Thomas J. Rechen, 20 Ox Yoke Drive, Simsbury, CT

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

Accepts the resignation of Thomas J. Rechen, 20 Ox Yoke Drive, Simsbury, as a Regular Member of the Board of Ethics

6. **Summary of Submission**

Regular Member: Thomas J. Rechen

Board: Board of Ethics

Party: R

Effective: 08/07/2017

Full Term of Office: 01/02/2017 - 01/1/2021

7. **Financial Impact:**

NONE

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

Resignation letter received from Thomas J. Rechen

Thomas J. Rechen
20 Ox Yoke Drive
Simsbury, Connecticut 06070
(860) 918-1551

July 28, 2017

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

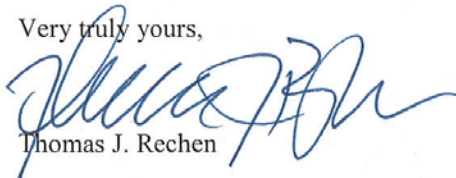
Dear Ms. Butler:

My wife, Amy, and I have decided to sell our residence in Simsbury and relocate to the Town of West Hartford, Connecticut. As of August 7, 2017, we will no longer be residents of the Town of Simsbury.

It has been our pleasure to reside in and to raise our family in this wonderful town, and it has been my privilege to serve the Town on the Board of Ethics and as a Justice of the Peace. However, in view of our relocation, I must resign both positions. Please accept this letter as my notice of resignation. effective August 7, 2017. Please notify the Board of Selectman of the same.

If anyone has any questions they may reach me at the above number or at my new address, 11 Thicket Lane, West Hartford, Connecticut 06117.

Very truly yours,



Thomas J. Rechen

Cc Hon. Lisa Heavner, First Selectwoman
David M. Moore, Chair Board of Ethics
Robert W. Heagney, Chair, Simsbury Republican Town Committee
Paul Henault, Chair, Simsbury Republican Nominating Committee

ME1 25289771v.1





Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Resignation

2. **Date of submission:** 08/09/2017

3. **Date of Board Meeting:** 08/14/2017

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

William J. Butler, 28 Bantry Road, Simsbury

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

Accepts the resignation of William J. Butler, 28 Bantry Road, Simsbury, as a Regular Member of the Clean Energy Task Force

6. **Summary of Submission**

Regular Member: William J. Butler

Board: Clean Energy Task Force

Party: R

Effective: 08/04/2017

Full Term of Office: 12/05/2015 - 12/04/2017

7. **Financial Impact:**

NONE

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

Resignation letter received from William J. Butler

August 4, 2017

Ms. Ericka Butler
Town Clerk
Simsbury Town Hall
933 Hopmeadow Street
P.O. Box 495
Simsbury, CT 06070



Re: Clean Energy Task Force Resignation

Dear Ms. Butler:

Please accept my resignation from the Simsbury Clean Energy Task Force, effective immediately. It has been a pleasure to serve on the Task Force with the wonderful, dedicated members.

Please let me know if there is anything else I need to do to finalize my resignation.

Very truly yours,

A handwritten signature in dark ink, appearing to read "W. Butler".

William J. Butler

CALL TO ORDER

The Special Meeting of the Board of Selectmen was called to order at 6:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectwoman Lisa Heavner; Board members Michael Paine, Christopher Kelly, Elaine Lang and Sean Askham. Absent was Cheryl Cook. Others in attendance included: Thomas Cooke, Director of Administrative Services, Gerard Toner, Director of Culture, Parks and Recreation, Thomas Vincent, Manager of PAC, Adam Kessler, Project Engineer, Colleen O'Connor, Tax Collector and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Joan Coe, 26 Whitcomb Drive, spoke about the Zoning Commission and SPAC events, the 2 Left Feet Blues Festival proposal with RV's and tents, and other issues.

Robert Kalechman, 781 Hopmeadow Street, spoke about a Zoning meeting on the PAC Blues Festival event, Town Government, running for First Selectman, and other issues.

Karen Cortes, 17 Rosewood Drive, spoke about the security and other issues at the Tedeschi concert on July 9th, the crowds at Simsbury Meadows, the proposed camping at event, and other issues.

Larry Keel, on the Board of Directors of 2 Left Feet Blues Festival, spoke about the proposed concert and the way they approached this event. He said this is going to be a charitable event. The crowd will be an older crowd with camping on two nights. Once they found out about the camping not being approved, they didn't sell any more spots. They were not trying to create an issue and will accept whatever the Board decides to do with this event.

PRESENTATIONS

There were no presentations at this time.

FIRST SELECTWOMAN'S REPORT

The First Selectwoman reviewed her report, which is part of the agenda packet.

SELECTMEN ACTION

a) Approve Tax Refunds

Ms. O'Connor explained why that the tax refunds are so high. She said the largest refund is due to a double payment in connection with the foreclosure of a property.

Ms. Lang made a motion to approve tax refunds in the amount of \$81,061.97 as requested and approved by the Tax Collector. Mr. Paine seconded the motion. All were in favor and the motion passed.

b) Accept Gift of New Ticket Booth at Performing Arts Center with an estimated value of \$45,000

Ms. Heavner said this ticket booth issue was brought before the Board a few times now, as there were some concerns about access for handicapped patrons.

Mr. Deming said the handicapped issues have been resolved and showed the changes in parking and the ticket windows.

Mr. Paine made a motion to accept the gift of a new ticket booth for the Performing Arts Center with an estimated value of \$45,000. Mr. Kelly seconded the motion. All were in favor and the motion passed.

c) Approve Public Gathering Permit Application for August & October 2017 Events

Mr. Toner said Simstock 17 is being put on by two ladies from Simsbury High School. This is a non-alcoholic event, but water, soda and food will be sold by SMPAC approved vendors. There will be about 4-6 bands performing in a “Battle of the Bands” charity concert.

Mr. Toner said the Eric Jones – Pumpkin Canoe/Kayak Race begins at Curtiss Park. There is a 4 mile Recreational/Youth Race that goes upstream and a 7 miles Pro Race. This has been held since 2000. The event would be shut down if the water is too high.

Mr. Askham made a motion to approve the Public Gathering Permit Applications for August 22, 2017 – SMPAC – Simstock 17 and October 8, 2017 – Eric Jones – Pumpkin Canoe/Kayak Race at Curtiss Park. Ms. Lang seconded the motion. All were in favor and the motion passed.

Ms. Heavner said at the June 26th meeting, the Board delayed the Public Gathering Permit for the 2 Left Feet Blues Festival for camping and RV parking. These issues needed to go to Zoning before Board of Selectmen approval. At their meeting on July 17, the Zoning Commission approved a text amendment to the Zoning Regulations allowing camping of this type on Town owned property.

There were several conditions attached to their approval.

The event organizers also requested that campfires be permitted on the site. The Committee indicated that this decision would have to be made by the Board of Selectmen.

Mr. Vincent, Manager of the PAC, explained the process for this event. He said the sale of RV and tent spaces was shut down once it was realized that this wasn't approved. The issues of porta-lets, water, handicapped issues, security, etc. were all straightened out. The Board was given maps of where and how the sites would be set up.

There was a lot of discussion on allowing RV's and tents at this site. There was also a lot of discussion about allowing camp fires. Ms. Heavner said everyone acted in good faith. The Board agreed that there needs to be further review on the Public Gathering Permit process and changes need to be made so there isn't any more confusion on events.

Ms. Heavner said she this event would be a test case and would not set any precedent. This event was done in good faith, but the process actually failed.

Mr. Askham made a motion to approve the 2 Left Feet Blues Festival camping, on August 25 – 27, subject to Public Gathering Permit requirements with the following changes: 25 RV spaces vs. 35 and 30 tent spaces vs. 45 along with the other conditions and no campfires. Ms. Heavner seconded the motion. Mr. Askham, Ms. Heavner, Ms. Lang and Mr. Paine voted in favor with Mr. Kelly voting against. Therefore, the motion passed.

d) Approve Public Gathering Permit Application for September 2017 Events

Ms. Heavner said she asked Mr. Toner to go through the four events and give the Board copies of the Public Gathering Permits. On July 12, a Public Gathering Meeting was held to address the following four events.

Mr. Toner went through each event and explained how they would be run. Mr. Toner said the Fall into Fall Fair will be in their fifth year now. He said the wedding will have music and gave the Board a map of the event.

Mr. Askham made a motion to approve the Public Gathering Permit Applications for the following events:

- September 1: PAC Concert- Echoes of Sinatra
- September 17: Trinity Church Fall into Fall Fair
- September 24: Run Back to School 5k and Fun Run
- September 30: PAC Event – Hollander Wedding

Ms. Lang seconded the motion. All were in favor and the motion passed.

e) Appoint Library Building Committee

Ms. Heavner said the Town of Simsbury’s Capital Improvement Plan for Fiscal Year 2017-2018 includes two Library projects including the “Lower Level Interior Improvements” project. The Library has applied for State Library Construction Funds to help cover the costs of the project. If awarded, the grant requires that the project be overseen by a Building Committee to include Library Board representative members and the Library Director.

Ms. Lang made a motion to appoint a Library Building Committee to consist of the following members and with a term expiring upon the completion of the Library’s “Lower Level Interior Improvements” capital project:

Library Director – Lisa Karim
Town Engineer – Jeff Shea
Town Director of Public Works – Tom Roy
Public Building Committee members – Two (2) members as designated by the Public Building Committee Chair
Library Trustees and representatives of the Friends of the Library
Marianne O’Neil
Dave Blume
Charmaine Glew
Lauren Miller
Bridgett Herzog

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

f) Update Deepwater Wind Proposed Solar Project and authorize requesting extension of Discovery Schedule

Ms. Heavner said the Town has contracted with Zuvic, Carr & Associates, an Environmental Consulting Service, to read the Deepwater Wind environmental report and to assess the environmental impact of this project.

Mr. Kessler said Zuvic Carr will conduct a review of the documents and any historic documents of Phase I. He said he hopes they will have their assessment soon so this Phase can be reviewed by the Siting Council.

Mr. Askham made a motion to authorize the request of an extension of the Discovery Schedule for the Deepwater Wind Proposed Solar Project to the Siting Council. Ms. Lang seconded the motion. All were in favor and the motion passed.

OTHER BUSINESS

a) Memo from Director of Planning & Community Development regarding State Lot on Iron Horse Blvd.

Ms. Heavner said the Board received a memo from James Rabbitt, ACP about developing the Request for Expressions of Interest (RFEI), which is being developed in order to explore a level of interest with the Redevelopment of existing surface parking lot (State Lot on Iron Horse Boulevard).

b) Connecticut State Department of Education Youth Service Bureau Grant Application in the amount of \$14,000 with a local match of \$8,000 which has been budgeted in the Fiscal Year 2017-2018 budget – Informational Only

Ms. Heavner said the Board has a memo from Mickey Lecours-Beck about the Connecticut State Department of Education Youth Service Bureau Grant Application which is done every year. She asked the Board to approve her signing the application, with no financial obligation, and to have further discussion at the next Board meeting. Everyone agreed to let Ms. Heavner sign the Grant Application.

c) CASAC Grant Application in the amount of \$5,342 to Support Local Prevention – Activities – Informational Only

Ms. Heavner said the Board also has copies of some Grant Applications that Social Services does every year.

In addition, Ms. Heavner discussed a memorandum from Tom Roy describing a CDOT Grant Project – Community Connectivity Grant Program. The Board agreed to allow Ms. Heavner to sign a grant that would cover the cost of installation of 9 ADA approved electronic signals at four critical road crossings. This would be at no cost to the Town.

APPOINTMENTS AND RESIGNATIONS

a) Appoint Jacques Brignac (R) as a regular member of the Water Pollution Control Authority with an expiration date of January 1, 2020

Mr. Askham made a motion to appoint Jacques Brignac as a regular member of the Water Pollution Control Authority with an expiration date of January 1, 2020. Mr. Paine seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of June 26, 2017

There were no changes to the minutes of June 26, 2017 and, therefore, the minutes were adopted.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

1. Personnel - There was no report at this time.

TOWN OF SIMSBURY – BOARD OF SELECTMEN
SPECIAL MEETING MINUTES – JULY 27, 2017

“Subject to Approval”

Page | 6

2. **Finance** - There was no report at this time.
3. **Welfare** - There was no report at this time.
4. **Public Safety** – Mr. Askham said at the Public Safety meeting there was discussion on the funding of a second ambulance and staffing requirements. He thanked police and ambulance staff for doing such a great job in keeping Simsbury safe. There will be more discussion on this issue at the next meeting.
5. **Board of Education** – There was no report at this time.

Mr. Kelly asked the Board members to e-mail dates they are available, in September, to interview candidates for Town Manager.

ADJOURN

Mr. Askham made a motion to adjourn at 8:03 p.m. Ms. Lang seconded the motion. All were in favor and the motion passed.

Sincerely,
Kathi Radocchio
Clerk



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Approval of Revised Director of Community and Social Services job description.
2. **Date of submission:** 08/09/2017
3. **Date of Board Meeting:** 08/14/2017
4. **Individual or Entity making the submission**
Chris Kelly – Personnel Subcommittee
5. **Action requested of the Board of Selectmen**
Approve revised job description
6. **Summary of Submission**
Job descriptions are always reviewed and updated upon the transition of an employee
This one was last updated in 1990
7. **Financial Impact:**
NONE
8. **Description of documents included with submission**
Updated job description

TOWN OF SIMSBURY

Title: Director of Community and Social Services **Grade:** A-8

FLSA: EXEMPT **Date:** July 31, 2017

POSITION DESCRIPTION

GENERAL SUMMARY:

Performs a variety of administrative, professional and supervisory work in overseeing the operations of the Social Services Department. Responsible for the development and maintenance of programs for: adult care and welfare; child care and welfare; mental health, developmental and addiction services; counseling; veteran affairs; financial, medical and energy assistance; transportation and such additional related programs as may be offered by the Town of Simsbury.

SUPERVISION RECEIVED:

Receives general direction from the Chief Executive Officer of the Town of Simsbury.

SUPERVISION GIVEN:

Supervises the operation of the Senior Center and all Social Services functions.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

- Plans, supervises and evaluates the delivery of Social Services for the Town including transportation programs, the Senior Center, Senior Outreach, Counseling, Financial and Medical Assistance, Energy Assistance, Food Programs and the Renter's Rebate Program.
- Researches and evaluates short and long term social service needs of the Town; develops related program goals and recommends program development; reviews proposed and adopted local, State and Federal legislation and assesses potential impact on department programming and operations.
- Develops policies and procedures for the Social Services Department as necessary to ensure efficient operation.
- Ensures compliance with local, State and Federal law governing department programs and activities.
- Maintains financial and statistical records and prepares monthly, quarterly and annual reports for social programs; directs the development and maintenance of systems and records that provide for the evaluation, control, and documentation of department activities and programs.
- Responsible for confidentiality of data.
- Prepares and administers capital and annual operating budgets; develops and implements department goals and strategies on an annual basis.

- Assists in the preparation, review and administration of vendor contracts and agreements.
- Develops Social Services programming and assists with the development of Senior Center programming; works closely with other Town departments to develop joint programming opportunities; promotes and publicizes programs and activities.
- Directs and supervises the selection, training, assignment, scheduling, evaluation and discipline of department employees; administers personnel rules and regulations and collective bargaining agreements for department employees.
- Serves on local boards and committees and represents the Town at such meetings; develops and maintains contacts with various state, regional and local social service agencies.
- Serves as staff to Fair Rent Commission, the Community For Care Committee and Public Safety Committee.
- Serves as Chairman of Simsbury's Juvenile Review Board and the Youth Advisory Board.
- Responds to emergency calls (particularly police and fire referrals) outside of working hours.
- Directs, reviews, drafts as necessary, and approves grant applications, including but not limited to the Youth Service Bureau and CASAC; administers grants received.
- Provides youth services for the Town through Youth Service Bureau.
- Provides brief counseling to Simsbury residents.
- Conducts interviews, determines eligibility and authorizes grants for financial and medical assistance, energy assistance, food programs and private funds.
- Provides housing assistance to residents.
- Obtains shelter for homeless individuals and families; interprets State and Federal regulations governing eligibility and grants, methods of payment and legal rights.
- Represents Town in all Evictions/Ejectments and takes possession of all property taken by State Marshal; mediates landlord/tenant complaints.
- Serves as Town's Veteran Service Contact.
- Manages Emergency Shelter when needed.
- Provides crisis intervention.
- Responsible for all private funds, trusts and donations, and reports to Probate Court annually.
- Contracts with local therapists for the Family Therapy Program.
- Accepts referrals from schools, churches, private agencies and hospitals.

ADDITIONAL JOB FUNCTIONS:

- Perform all related work as needed or as assigned.

MINIMUM QUALIFICATIONS:

Education & Experience:

- The skills and knowledge required would generally be acquired with a Master's Degree in Social Work (LMSW) and two years of experience in municipal social services work.
- Experience in running a social service program a plus.

Knowledge, Skill and Ability:

- Thorough knowledge of human services programs.
- Knowledge of Federal, State, and community resources and programs.
- Ability to effectively communicate orally and in writing.
- Thorough ability to follow oral and written instructions and to maintain information in confidence.
- Ability to supervise.
- Strong knowledge of current office technology, including but not limited to Microsoft Office, Excel and PowerPoint.
- Thorough ability to perform administrative procedures.

Additional Eligibility Requirements:

- Valid, active Motor Vehicle Operator's license required.

Required Physical and Mental Health Effort and Environmental Conditions:

- Must be able to sit at a desk or stand and work continuously for extended periods of time.
- Ability to talk and hear.
- Ability to use and operate objects, tools, or controls and reach with hands and arms.
- Specific vision abilities required by this job include close vision and the ability to adjust vision.
- Works in office setting subject to continuous interruptions and background noises.
- Includes exposure to video display terminals on a daily basis.
- Ability to move reports and office equipment by exerting up to ten (10) pounds of force.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging in height from 1' to 6' from the floor.
- Ability to handle stressful situations.
- Ability to move throughout town buildings and sites.
- Ability to operate a motor vehicle.
- This position occasionally requires long hours beyond those scheduled hours, including evening and weekend work as job duties demand. Additional hours, including nights, may be required for emergencies and program coverage.

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EEOC STATEMENT:

It is the policy of the Town of Simsbury to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic

information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Simsbury will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.