



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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## SIMSBURY BOARD OF SELECTMEN

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

Regular Meeting – September 23, 2019 – 6:00 p.m.

### PLEDGE OF ALLEGIANCE

### PUBLIC AUDIENCE

### PRESENTATION

- a) Kearns Community Center Project Proposal

### FIRST SELECTMAN'S REPORT

### TOWN MANAGER'S REPORT

### SELECTMEN ACTION

- a) Tax Refund Requests
- b) Proposed Simsbury Main Street Partnership Donation
- c) Proposed FY 19/20 Emergency Management Performance Grant
- d) Proposed Public Gathering Permit – Raise-A-Paw
- e) Revisions to Golf Course Tee Sign Advertising Policy
- f) Fee Waiver Request for Connecticut Public Links Championship Golf Tournament
- g) FY 18/19 Year End Results and Transfer Requests

### APPOINTMENTS AND RESIGNATIONS

- a) Resignation of Thomas Frank from the Simsbury Board of Education
- b) Appointment of Sharon Thomas to the Simsbury Board of Education

### REVIEW OF MINUTES

- a) Regular Meeting of September 9, 2019

### SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- a) Personnel
- b) Finance
- c) Welfare
- d) Public Safety



e) Board of Education

**COMMUNICATIONS**

- a) Memo from M. Capriola and Board of Finance Re: Business Incentive Policy (Tax Abatement) Recommendations, dated September 18, 2019 and August 24, 2019
- b) Memo from M. Capriola Re: Gifts of Love Update, dated September 18, 2019
- c) Movie Night in the Park Flyer

**EXECUTIVE SESSION**

- a) Pursuant to CGS §1-200(6)(E), Discussion of Correspondence Exempt from Disclosure: Attorney-Client Privilege (Tobacco Valley Solar Tax Stabilization Request)
- b) Pursuant to CGS §1-200(6)(D), Discussion of Possible Purchase and Sale of Real Property
- c) Pursuant to CGS §1-200(6)(E), Discussion of Correspondence Exempt from Disclosure: Attorney-Client Privilege (Possible Lien Related Connecticut Uniform to Relocation Act)

**ADJOURN**



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Kearns Community Center Project Proposal

2. **Date of Board Meeting:** September 23, 2019

3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager *Maria E. Capriola*

4. **Action Requested of the Board of Selectmen:**  
No action requested. This item is informational.

5. **Summary of Submission:**

The Kearns Community Project is a proposed project converting the vacant Frank M. Kearns Primary School Building in Granby into a shared space called the Kearns Regional Community Center. The space is proposed to include Makerspace, adult day care, teaching kitchen, quiet gathering space, community meditation space, a veteran's space, and more. The space is intended to be open to residents of Barkhamsted, Canton, East Granby, Granby, Hartland, New Hartford, Simsbury, Suffield, Windsor and Windsor Locks.

Members of the Kearns Community Project will conduct a presentation on the proposed project this evening. If the Town of Granby formally decides to proceed with leasing the space to the Kearns Community Project, the Simsbury Board of Selectmen may be asked to endorse a resolution in support of the project.

6. **Financial Impact:**  
None

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

- a) Kearns Community Center Project Summary
- b) Kearns Community Center Presentation Slides
- c) Kearns Community Center Full Proposal
- d) Kearns Community Center Budget

# Kearns Regional Community Center

A proposed use of the Frank M. Kearns Primary School Building

## What would be included:

Co-working space	Commercial Kitchen for Rent	Adult Day Care
Conference Rooms	Cafe	Teaching Kitchen
Makerspace / STEM lab	Young Kids & Family Space	Carpentry Woodshop
Durable Medical Equipment	Art Classroom	Teen Space
Recording Studio & GCTV	Music Room	5,000 sq. ft Indoor Park
Quiet Gathering Space	Performing Arts Space	Community Gardens
Community Meditation space	Veterans Space	& More!

## Outcomes:

The more than 120,000 people who live in Barkhamsted, Canton, East Granby, Granby, Hartland, New Hartford, Simsbury, Suffield, Windsor, Windsor Locks, and will benefit from this unique project's scope of entrepreneurship, programming, and services. Residents across the region (and potentially from Bloomfield, Enfield, and Hartford as well) will utilize these spaces for small business development and concept incubation, community education, and senior services in addition to programming that supports whole families, youth, caregivers, teens, and adults.

## Key Numbers:

**Cost to towns: \$0 (A savings to Granby of \$50,000 a year for taking over expenses)**

Construction and Move-in costs: \$2,433,200 (State bond request, foundations, and fundraising)

Annual Operating Costs: \$919,780

First Year Income: (excluding fundraising efforts): \$934,300

Third year income: \$1,163,600

## Our Fundraising Goal:

\$2,750,000 covers all construction & move-in costs, and provides a financial cushion.

**How will we raise it?** A combination of foundations, fundraisers, and individual donations as well as a \$2 million State bond request for construction remediation costs

**Full proposal:** [tinyurl.com/Kearns2018](http://tinyurl.com/Kearns2018)

**In-depth Budget:** [tinyurl.com/KearnsBudget](http://tinyurl.com/KearnsBudget)

**Full Map:** [tinyurl.com/KearnsMap](http://tinyurl.com/KearnsMap) (download to zoom in)

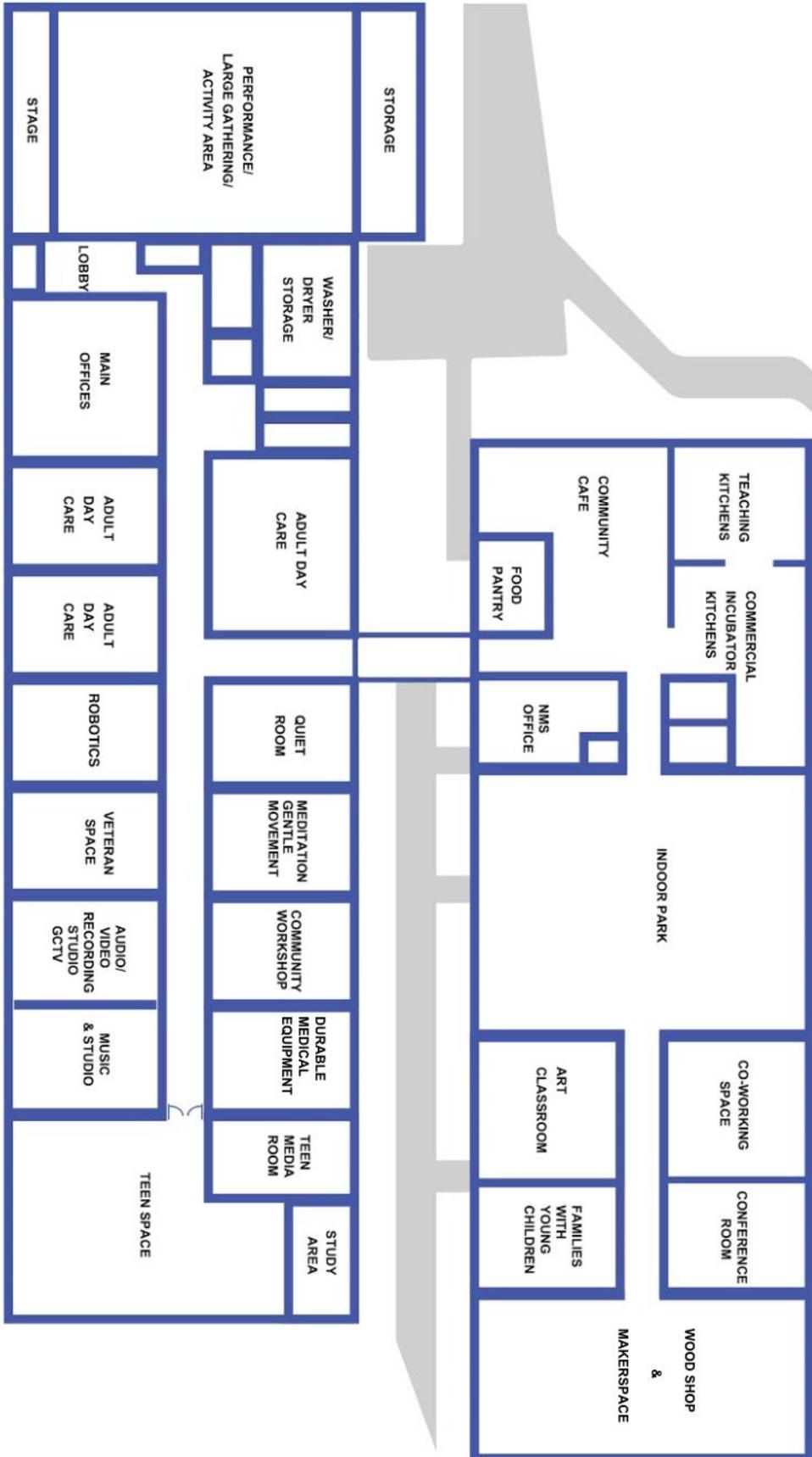
## Contacts:

Elliot Altomare [Elliot.altomare@gmail.com](mailto:Elliot.altomare@gmail.com) ph: 908-528-7915

Alicia Newton: [Alicia@nourishmysoul.org](mailto:Alicia@nourishmysoul.org) ph: 860-982-6831

# Kearns Regional Community Center

A proposed use of the Frank M. Kearns Primary School Building



[www.kearnscommunitycenter.org](http://www.kearnscommunitycenter.org)



[Tinyurl.com/Kearns2018](http://Tinyurl.com/Kearns2018) & [Tinyurl.com/KearnsBudget](http://Tinyurl.com/KearnsBudget)

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### Who Feels Isolated?

- Veterans
- Senior citizens
- Teens and middle schoolers
- Military Families
- Middle-aged men
- Stay-at-home moms
- 20-somethings
- Parents of kids with special needs
- Caregivers for family members with dementia

Maybe a better question is  
"Who DOESN'T feel isolated?"





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# Conversations

We have had.....

And will CONTINUE to have

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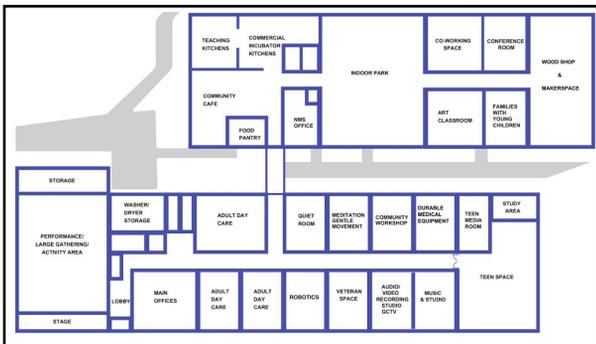
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## What's Happened to Date

- State Senator & Representative support
- DECD working to find funding options
- ~\$80,000 donated volunteer time
- Hartford Foundation interest in the project
- Numerous offers of donated time, equipment, services and money.
- Professional Fundraiser hired for Capital Campaign

M	T	W	T	F	S
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6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28				

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## NEXT STEPS

Meet the requirements of Granby's Kearns Advisory Committee

FORMAL SUPPORT FROM SURROUNDING TOWNS

FUNDRAISING

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## Staffing:

- Executive Director
- Director of Community Engagement & Communications
- Director of Facilities
  - 2 Maintenance Support Staff
- Director of Operations
- Floor Manager
- Adult Daycare Administrator/Coordinator
  - 3 Direct Care Providers
  - Driver
- Kitchen & Cafe Director - Alicia Newton, ED of Nourish My Soul
  - Cafe Staff

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## FINANCES:

- Annual operating cost of ~1 million dollars
- Yearly increase in operating less than yearly increase in income
- Most income: cafe, workshops, events, adult day care program
- Fundraising budget includes cushion for first few years
- Fundraising potential: very strong

Full Budget Available at: [tinyurl.com/kearnsbudget](http://tinyurl.com/kearnsbudget)

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QUESTIONS?



[www.kearnscommunitycenter.or](http://www.kearnscommunitycenter.or)

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# A Proposal for Kearns Community Center

## By the Kearns Community Center Steering Committee

For questions, contact:

- Elliot Altomare, Executive Director: [elliott.altomare@gmail.com](mailto:elliott.altomare@gmail.com)
- Alicia Newton, Board Member: [alicia@nourishmysoul.org](mailto:alicia@nourishmysoul.org)

### **Table of Contents:**

- 2: [Overview of the project](#)
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## **Overview: A Community Center for the Region**

The Kearns Community Center Steering Committee is submitting a proposal to the town of Granby for use of the F.M. Kearns Primary School building. Our plan for Kearns Community Center is designed to succeed without tax support, through the strength of community participation and control. Kearns Community Center will be a sustainable, vibrant, inclusive community center in Granby, that will be open to the surrounding towns and communities. The community center will not be reliant on the tax base, and the town of Granby will no longer be responsible for the costs of upkeep. We will be asking for an initial 10-yr lease of the property at \$1 per year. All proceeds from Kearns Community Center will cycle back into programs, activities, and Community Center operations.

We'll focus on including the more than 120,000 people who live in Windsor, Windsor Locks, Granby, East Granby, Bloomfield, Simsbury, Hartland, Suffield, Barkhamsted and Canton.

This region has a varied and talented population and numerous non-profit organizations- each and all contributing in valuable and important ways. Kearns Community Center will connect community programs for the benefit of all, facilitating the cross-pollination of the various groups and communities that call this area home. Our vision includes the results of the community survey and public input sessions for the future of the F.M. Kearns Primary School building.

We will be governed by a board of community members committed to a vision of a sustainable, resilient, and interconnected community. We'll have programs and activities for all ages, from preschool to seniors, and will fully utilize the 40,000 square feet upon move-in. A wide group of organizations and individuals will help provide a wide range of classes, events, entertainment and sports activities.

The presence of Kearns Community Center will lead to a greater cultivation of leadership, partnership, growth, human capital, and confidence through the many ways community members bring their gifts and time and commitment to this project. Kearns Community Center will be a place for all of us to meet one another, learn together, and grow deeper roots in the community.

Kearns Community Center will be an integrated, necessary approach to community well-being and resiliency. The center will be adaptive, changing to meet the evolving needs of the community, and a powerful model of community engagement for the wider region and state.

**Mission Statement:** A space where we connect, empower, and sustain our community

**Purpose:**

- Build powerful social relationships and networks in our community
- Increase community and individual resilience
- Support the holistic health of community members.
- Strengthen connections with the land, agriculture, and communities of our region.
- Create and care for a safe public space for all generations
- Foster new opportunities for the arts and cultural expression in our community
- Foster creativity, collaboration and interaction across generations and disciplines.
- Demonstrate community values of stewardship, interdependence and independence.
- Create a coalition of partner organizations for greater efficiency and broader offerings.
- Strengthen social norms that encourage healthy behaviors, relationships, and community connections.

**Immediate Goals:**

- Ensure financial viability through the accrual of \$2,750,000 in donations & pledges
- Build community involvement and support.
- Create a coalition of local agencies, associations, and nonprofits that would result in a wide range of classes, events, community building opportunities, entertainment and sports activities.
- Develop transparent governance with a board composed of participating community members dedicated to meeting the needs and desires of the community. Note: As of April 2019, we have 6 board members, and plan to bring on at least 3 additional due to the scope of the project.

**Visions of Success:**

- A community of support that can meet the shifting needs of our local and regional community.
- A place where everyone in the community feels responsibility for our collective well-being
- A center where everyone feels a sense of belonging, and the feeling of coming home
- A sustainable, compassionate community of people that transgresses lines of class, status, race, age, etc., and resists isolation.
- A community of people gathering to share and develop skills and knowledge
- A place where we are all mentors, learners, and leaders
- A shared connection to our community food systems, farmers, and ecosystems
- Veterans in our community feeling a renewed sense of mission and purpose.

- Youth in our community feeling valued by the community and encouraged to explore their interests
- An active intergenerational space for all community members
- A place for caregivers and those they care for to be welcomed and supported
- An emergency response and staging location to be used in the aftermath of disasters.

## Specific Focus Areas

### **Specific Focus: Small Business Incubator and Support**

Working closely with the chambers of commerce and a network of service providers (lawyers, CPAs, insurance brokers, small business development networks (e.g. Women's Business Development Council) we'll provide people the resources, support, and networks required for people in Northwest Connecticut to launch their business in the world- to strengthen our local economies and community resilience.

Offerings will include; support programs w/ cohorts, workshops, co-working space, 1-1 support from lawyers/CPAs/mentors, local business spotlights, quarterly local-business days, and more.

This is possible because of the already-strong expertise in our region, and the shared space greatly enhances the opportunity for people to take advantage of these offerings (by having opportunities for other family members in the same space) Sharing this space with youth space, an adult day care, and so many other community resources greatly enhances the opportunity for people to take advantage of these offerings- minimizing the barriers between themselves and their small business dreams.

### **Specific Focus: General Community & Isolation**

Disconnection in our society is rising dramatically- between 1985 and 1994, active involvement in community organizations fell by 45%.(1) "Social scientists have been asking a cross-section of U.S. citizens a simple question for years; "How many confidants do you have?" They wanted to know how many people you could turn to in a crisis, or when something really good happens to you. When they started doing the study several decades ago, the average number of close friends an American had was three. By 2004, the most common answer was none. **There are now more Americans who have no close friends than any other answer.**" (2)

The physiological impact of loneliness and isolation is profound. Loneliness causes cortisol levels (the 'stress hormone') to soar. Identifying as acutely lonely is as physiologically stressful as being punched in the face by a stranger(3) - albeit in an unrelenting, normalized way. People without strong social ties are three times as likely to catch a cold as people who have lots of close connections to other people. They are two- to three times as likely to die during any year-long period. The health impacts of being disconnected from the people around you are as

severe as what our society connects to obesity- which has been considered the biggest health epidemic in our country. (4)

The emerging research around loneliness is finding that ending loneliness requires other people and a shared sense of meaning. (5) The community center will bring greater connection and a shared sense of meaning to our community members.

1. Putnam, *Bowling Alone*, 60
2. Cacioppo, *Loneliness*, 247; M. McPherson et al., "social isolation in America: Changes in core discussion networks over two decades," *American Sociological Review* 71 (2006): 353-375
3. John T. Cacioppo and William Patrick, *Loneliness: Human Nature and the Need for Social Connection* (New York: W. W. Norton, 2008), 94-5
4. Marmot, *Status Syndrome*, 164-5
5. Hari, Johann. *Lost connections: uncovering the real causes of depression-- and the unexpected solutions*. New York: Bloomsbury, 2018.

### **Specific Focus: Youth**

Communities have changed drastically over the past thirty years, resulting in a weakened support infrastructure for youth and families due to increased transient neighborhoods, longer family work hours, increased media exposure to violence, and higher preformative expectations of our youth in both school and sports.

In 2008, the Center for Disease Control released a study on the Adverse Childhood Experiences (ACEs) which measured the impact of childhood trauma on a person's life. Through this study, we know that even one ACE will increase risky behavior and health outcomes. What we also learned is that there are protective factors that can reduce this risk.(1) This information paired with the acknowledgement of our changing society, we identify community building as a need to ensure our youth have access to these protective factors. Successful young people have strong social support structures that help them navigate adverse life events, it is these social structures that are largely missing from our current society. After decades of problem centered focus, new studies are pointing to broader social skill building where we are able to help all youth realize their full potential by providing the skills prior to adversity. "Adolescents who spend time in communities that are rich in developmental opportunities for them experience less risk and show evidence of higher rates of positive development. A diversity of program opportunities in each community is more likely to support broad adolescent development and attract the interest of and meet the needs of a greater number of youth."(2)

Youth who have developed meaningful positive relationships with other adults in the community have demonstrated better social and emotional development (Brennan, Barnett, and McGrath 2009). In addition, they also demonstrated increased social participation and community action. Meaningful positive relationships help to transform the community from a shared space to a set of psychological bonds between its members.

Consistently, research has shown that youth who are engaged in their communities are less likely to use drugs and alcohol, less likely to dropout of high school, and less likely to be involved in criminal behavior. Specifically, Crooks et al. (2010) concluded that youth community engagement is connected to a wide range of positive outcomes such as higher academic performance, lower rates of pregnancy, and lower rates of marijuana use. Some programs have even begun to incorporate youth engagement aspects into intervention/prevention efforts (Altman and Feighery 2004; Wilson et al., 2008). These interventions are based on making youth feel their status and well-being matter to the community. Youth who benefit from these interventions tend to shy away from anti-social activities (e.g., drug use and criminal behavior), and more towards pro-social behaviors because of the relationship that have with the community (Altman and Feighery 2004).

In 2012 we had our most recent youth survey in Granby. All kids 7-12 took the Search Institute Developmental Assets survey for the second time. Some of our weaknesses were that our youth did not perceive themselves to be valued by our community, nor did they feel they had the opportunity to explore arts and creative interests.

Granby is also short on places for parents with young families to gather- previously, early-childhood parent groups have met at the senior center, in the meeting rooms there, but those are not designed for small children to be comfortable there. Libraries are an excellent space, but for a specific activity, during specific hours. We do not yet have a space that invites parents and young children out of the house, into community, for the sake of community and connection and learning.

1. Middlebrooks, Jennifer S., and Natalie C. Audage. "The Effects of Childhood Stress on Health Across the Lifespan." PsycEXTRA Dataset, doi:10.1037/e721332007-001.
2. "Executive Summary." Institute of Medicine and National Research Council. 2002. Community Programs to Promote Youth Development. Washington, DC: The National Academies Press. doi: 10.17226/1002

### **Specific Focus: Social/Emotional/Behavioral Supports and Vocational Training for Individuals with Disabilities**

There are currently "significant differences in community participation between persons with disabilities and persons without disabilities."(1) Children with disabilities, especially behavioral (mainly Autism) have social skills, emotional regulation, behavior modification, and pre-vocational skills incorporated into their Individualized Education Programs in the school setting. These skills are taught in isolation and transferred/reinforced in the general education setting. However, it is very difficult to generalize skills taught in contrived settings into public settings. Parents and families of children with disabilities often feel that community involvement lends itself to discrimination, limited activities, and/or segregation of their children due to skill level. To have a variety of activities and environments for children with disabilities to explore

would open doors that previously did not exist. Each program offered would create an opportunity for peer modeling, shadowing, facilitated interaction, and the ability to access a variety of vocational connections. Parents and families of those with disabilities would greatly benefit from forum setting meetings to support one another and share experiences/strategies. They could also attend workshops and hands-on classes to practice and enhance the social, emotional, and behavioral skill trainings provided.

Not only would individuals with disabilities benefit from increased exposure to a multitude of programs and activities, but typically developing individuals have much to gain from actively including people with disabilities. On surveys and in interviews, high school students in inclusion programs often reported a reduced fear of people who looked or behaved differently to having had interactions with individuals with disabilities (Peck et al. 1992). Murray-Seegert (1989), who conducted a yearlong ethnographic study in an inclusive high school, found that nondisabled students learned to be more tolerant of others as they became more aware of the needs of their peers with disabilities. She also found that these students demonstrated more positive feelings about themselves after spending time helping classmates with severe disabilities. In addition, researchers have found that elementary school children learn skills that enable them not only to communicate more effectively with their peers with disabilities, but also to be more supportive of them in daily interactions (Staub et al. 1994). To have a comprehensive center with such a wide variety of learning and growing opportunities, it develops a system where everyone benefits, and where individuals with disabilities feel valued and will contribute to their communities.

1. Eniko C. Rak & Lauren Spencer (2016) Community participation of persons with disabilities: volunteering, donations and involvement in groups and organisations, *Disability and Rehabilitation*, 38:17, 1705-1715, DOI: 10.3109/09638288.2015.1107643
2. Peck, C. A., P. Carlson, and E. Helmstetter. (1992). "Parent and Teacher Perceptions of Outcomes for Typically Developing Children Enrolled in Integrated Early Childhood Programs: A Statewide Survey." *Journal of Early Intervention* 16: 53–63.
3. Murray-Seegert, C. (1989). *Nasty Girls, Thugs, and Humans Like Us: Social Relations Between Severely Disabled and Nondisabled Students in High School*. Baltimore: Paul H. Brookes.
4. Staub, D., I. Schwartz, C. Gallucci, and C. Peck. (In press). "Four Portraits of Friendship at an Inclusive School." *The Journal of the Association for Persons with Severe Handicaps*.

### **Specific Focus: Veterans**

One-third of returning Operation Enduring Freedom (OEF) and Operation Iraqi Freedom (OIF) service members have reported symptoms of mental health or cognitive problems. About 20% of returning veterans have a Traumatic Brain Injury, and about 25% of returning veterans have PTSD. Almost half of veteran spouses report concerns about their finances, and two-thirds report that they have less than \$500 in savings. The impact of service on the people who serve and their families, as well as their communities, is huge- and it's not been adequately addressed

by the mental health workforce, which has an insufficient capacity to address veteran needs, and is largely centered in urban areas.

According to the 2015 Department of Veterans Affairs projected population, the Farmington Valley falls within the densest veteran populations in CT with more than 11,851 veterans in the 10 towns. There are no direct veterans' services within the Farmington Valley. Local services are provided by the Department of Veterans Affairs, American Legion, National Alliance on Mental Illness and some additional services that address job seeking and homelessness within the veteran populations. Most of these services are located in Hartford or New Britain, and Veterans' needs extend well beyond the resources provided by the U.S. Department of Veterans Affairs.

Because they are necessarily community- and evidence-based by design, collective impact initiatives (like Kearns Community Center) present public and private sector funders opportunity for smarter and more efficient use of resources and a better alternative to advance veteran wellness compared to supporting individual programs or organizations of various quality and impact. To be successful, constant interaction and information exchange are necessary to build trust and promote group learning and problem solving. Kearns Community Center, as a single location with many initiatives, allows for just that.

### **Specific Focus: Agricultural Connections**

Granby and the surrounding region have a long history of agricultural use, and our small farmers are suffering. The rate of farmer suicides per capita now surpasses the rate of veteran suicides. The work of Nourish My Soul, the incubator kitchen, and the teaching kitchen & cafe all provide needed opportunities to buy produce from farmers who are unable to sell in other locations. Kearns Community Center will foster increased land use and awareness of our local farms- through the programs offered by local experts, resources for people to begin gardening themselves, and space sharing coordination- matching farmers with available space, and providing a physical location for local agricultural events and 4-H programming.

### **Specific Focus: Local Arts Programming**

The Granby Artists Association was very interested in using the F.M. Kearns School Building as an arts space, but do not have the capacity to submit a full proposal or coordinate the process. But they do strongly identify the need- GAA focus is changing to be more outward-reaching, focusing on increased art education and increased engagement with the larger community. The current mission for Kearns Community Center is directly aligned with GAA's goals. They would like to host big art night events for the whole town 1-3 nights a year, but are unable to do that without a big enough accessible space.

The Artist Association identifies the following needs:

- Art room for public classes:

- Kids' classes, Adult ed., Art talks & demos (all mediums: glass, jewelry, pottery, quilting, calligraphy), Art-related Movie & Discussion sessions, Paint nights, Drop-in art time, Critique night (established artists work with up & coming artists)
- Gallery Space
  - 1 dedicated room that could be set up with proper lighting & which can get locked up for security purposes. GAA would oversee open hours.
  - Viewing, purchasing, field-trip destination, classes all possible.
- Art Display Spaces throughout the center
  - Program artwork would be displayed throughout
  - Professional artwork could be displayed in locked 3D cabinets throughout for security purposes

### **Specific Focus: Local STEM Space (Science, Technology, Engineering and Math)**

There's a need for youth (and other community members) to explore and work with computer machining- to begin to understand job possibilities, start learning new machining technologies, and to support the existing work of Granby Robotics in bringing new technologies and areas of interest to our youth.

We can help lead the development of strong machining and industry preparation in our area. Electric Boat in southern CT announced the need for 13,000 skilled AM workers over the next 10 years; average starting salary 50k, no college necessary. We can provide a space for youth and adults who aren't able to take advantage of CREC programming to experience and learn and grow. Machining technologies, and maker-spaces in general, are a multi-generational space where people can readily connect over shared excitement- helping to bridge divides between seniors, adults, and youth.

Funding opportunities are especially strong in this area- we expect to easily be able to secure a strong suite of machines.

### **Specific Focus: Adult Day Care**

In the most recent Senior Survey, 70% of Granby seniors said that they perceive a need for an Adult Day Care program in town.

An Adult Day program at the community center would benefit from:

- A fully-accessible building
- A food preparation area for meals
- Outdoor space in the enclosed courtyard for outdoor time and gardening on raised beds
- Showers for emergency needs
- Access to art, games, athletic spaces, and other community center resources
- Ability to see and safely interact with other populations - reducing the isolation and stigma that are associated with alzheimer's

The space and time needs for an adult day care align with the space and time-use of other groups- in the community center mock-up at the end of this document, rooms 6,7,&9 will be used for the adult day center.

We'll be operating the social model of adult care (as opposed to the medical model), and will be able to provide transportation to and from the facility.

We expect to be able to care for 25 adults, operating on a weekday schedule, and providing transportation to the people involved.

### **Specific Focus: Neurodivergent and Disabled Community Members**

The community center will be designed with an explicit emphasis on making the space accessible to everyone. Physical accessibility is a key aspect, as is making sure the space is safe and welcoming to people with Autism Spectrum Disorder, mental disabilities, and other ways of processing the world differently. The center will have a quiet room that is available for people who want to be in community and also need a calm space to retreat to. Programming will be intentionally curated to enable maximum participation from people with specific physical, environmental, processing, or social needs. The community center exists to bring about community resilience and sustainability, which requires full accessibility for community members who are often unintentionally marginalized.

### **Specific Focus: Emergency Staging Area**

The community center will be equipped with kitchen, restrooms, open areas, lots of room, and industrial generators to continue operations in the event of power outages. We are planning for the center to be accessible and safe as center for response coordination, community gathering, and emergency housing.

## **Space Plans**

There's about 40,000 square feet in the F.M. Kearns School building, and all of it can be powerfully utilized by the community. Below are our current plans for the building. We say 'current plans' because we recognize that the community will always have shifting needs, and the value of a community center is in its ability to adjust and meet those needs. The way it is initially set up is expected to change in ways that continually support a healthy, resilient community.

A full map and list of spaces is available at the end of this document.

**An indoor park** to allow for year-round community gathering and recreational activities. This space will have sunlight lamps, large open spaces, community yard games (corn hole, ladderball, lawn bowling, etc.), indoor growing beds, and allow for community integration in an

unstructured environment. We recognize this as particularly needed in the winter months, when cold weather and lack of indoor community spaces increases the isolation in the community.

**A teaching kitchen** for food education programs- this will be coordinated by Nourish My Soul. The teaching kitchen will run Junior Chef programs, Growing Healthy Kids, adult cooking classes, and weekly family meal prep. There will be six cooking stations that will each allow for four people at each station, making it suitable for class field trip experiences. There will also be an instructional station with a camera/projection for demonstrating skills, making it possible to live stream instruction to larger groups anywhere for remote learning experiences. This space can also be reserved for workshops by groups such as Scouts, 4-H, health organizations, and more.

**An incubator kitchen-** Multiple commercial kitchen spaces will be available to rent after the individual has gone through proper training and ServSafe certification that will be offered at Kearns Community Center. The space will offer farmers a way to process excess produce for sale as well as assist start up food businesses. Professional services will be brought in to mentor and assist start-ups in building a successful business. This will be especially valuable to our veteran population. This service can be tied to our gardens as well, offering a space for individuals to grow the food they want to use in their business all in one place. Additionally, it makes it attractive to farmers who may have excess food, but no time for additional processing. Having incubator kitchens available, they now have business options through newly formed partnerships with trained individuals.

**A community cafe** that has coffee, tea, non-alcoholic drinks, and that sells baked goods and meals produced by the incubator kitchen and teaching kitchen. The cafe will have wi-fi and serve as a community gathering space during the day and evenings, and have a setup for local musicians to play.

**A large multi-purpose community room-** This used to be a gymnasium and auditorium at Kearns school. We'll un-gym it, so that the acoustics work better for music and performances, and set it up so that it can be used for community gatherings (there's a 300 person capacity to that room), performing arts, rented for parties, indoor activities (not volleyball or basketball, but other types of games and programming), local conventions, and more.

**A Community Workshop Room** - A flexible space with tables, shelves, and all the setups required to have a full variety of community workshops take place, with seating for ~30 people. A few nights a week this will become a **Community Game Room**, featuring include board games (not video games), card games (Magic The Gathering, not poker or gambling games), role playing games like dungeons and dragons, and more.

**Performing arts spaces-** the large community room has a stage, and we'll also have a small stage in the community cafe, and a performance area in the community indoor park. There is storage space available for prop creation and storage.

**A Veterans only space**, for the vets in our community to find community in a larger community setting. East Granby and Granby have high rates of veterans, but little awareness of that. The center will consistently name this and uplift the veterans in our midst as a critical part of our community.

### **A Teen Center**

- A teen-specific recreation room
- A quiet teen study space (meeting space needs for the homebound tutoring required for IEP support)
- Teen art and crafting space
- Meeting rooms for teen initiatives

**An Adult Day Care-** This will be coordinated by the Kearns Community Center, and all staff will be employed by Kearns Community Center. The old arts and music room, and two classrooms across the hall, make an ideal space- centrally located, next to fully-accessible bathrooms, with access to art, outdoor space and gardening opportunities, the community cafe, the music room, and more. It will allow for adult day participants to remain a part of the community they belong to, while being cared for safely. The program will be for early- to mid progression of memory loss and dementia, so that locked rooms are not needed. We'll certify this program through the CT Association of Adult Day Care Centers, and we are building the entire community center to the required code for Adult Day Care, so that daily participants will have access to all of the opportunities present.

The space we have available for the adult day program (at least in the current configuration) allows for 25 participants at any given time. We expect to have higher demand for the program than availability, and our staffing will be responsive to the number of participants to meet all state regulations.

The staffing for the adult day program will include a program director, nurses, and an activity director, and we expect heavy volunteer participation from other parts of the community, made possible by the common contact and de-stigmatization that comes with being a visible and valuable part of the community.

**A quiet space/ meditation and yoga room** - for community yoga, mindfulness and meditation, qi-gong, etc, and as a quiet retreat space for people who need it.

**Community Gardens-** indoor and outdoor community gardening space, coordinated through the community center. There will be elevated garden beds in the courtyard for the adult day care members.

**The Durable Medical Equipment Rental Program-** This is currently housed at Holcomb Farm, and is a regional program that's run by volunteers. It will still be run by the same volunteer

group, but now in a more central location, in an insulated space with access to running water. This makes the activities of the volunteers much easier, as well as connecting the people who take advantage of the durable medical equipment rental (which is free) to other means of community integration and support.

**Community art rooms-** we'll have a room equipped with art supplies for continuing education and community use. The building can be equipped with glass blowing and pottery ovens at a later date if desired.

**Art Exhibition Space-** Art exhibition space (some protected with glass and protective cases) will be present throughout the community center so that we can continuously uplift the local arts community and invite new people to join in.

**A music room-** for people to play and create music with one another. The room will have instruments, seating, and musical resources, and be able to be converted into a large studio for the recording studio.

**A recording studio-** for audio and video recording. The equipment will be basic, but high quality, and allow for podcasts, local television, and music to be recorded in the community. We're working with GCTV to design the space to meet their needs, so that they can move their storage and workspaces into a more accessible building, with a much larger studio space, and easy access to a lot of community programming.

**A Woodshop -** We'll model the functioning woodshop off many other community wood shops that are happening in community spaces around the US. We'll be able to have classes for community members, by community members - allowing for cross-generational shared excitement and learning.

**A Makerspace-** We'll equip a classroom with laser cutters, 3d printers, and other CNC machines to introduce computer-aided manufacturing to children and adults alike. This helps us build out a stronger pipeline of regional talent to go into CNC machining fields,

**Co-working space and conference room rental-** Desks will be rented to individuals who work from home who'd like to work in a community setting, and the conference room will be available to all for rent. We'll be able to have childcare provided for coworking members at set times each week, so that parents who work from home with young children in the house can remain integrated in their community in a way that isn't currently possible.

**Office spaces for the community center staff -** the old school administration offices, next to the gymnasium, are perfect for our needs.

## **Potential Programming List**

**(See appendix A for example programming breakdown of adult day care, woodshop, and teen space)**

### **Community-wide gathering days:**

The property and building are big enough to have community days in all seasons to match a variety of times and needs

### **Performing Arts**

We'll have 3 venues- a small cafe stage, an indoor park area for live music, and the larger stage in the multi-purpose room. We expect to use all of these often for a variety of performances, storytelling, and music, and will have a flexible fee structure to allow use of the performing arts spaces that are coordinated by outside parties, as well.

### **Workshops:**

We'll be able to have workshops in all of the spaces that we'll have, many of which are geared towards specific interests. We expect a lot of the instructors come from within our communities. This provides a concrete way for people to share their skills and knowledge with their community, and be recognized for that much-needed work.

- Meditation / Qi Gong / Tai Chi
- Arts- We'll be able to offer a wide variety of art classes, to age-specific and intergenerational audience.
- Music- the music room can be used for community music-making nights, instrument lessons, open music hours, instrument-specific gatherings, etc.
- Recording studio- training on basic sound recording, audio and visual production, production of local television programming, etc. Will incorporate GCTV into the space.
- Teaching kitchens- programming will be coordinated by Nourish My Soul- Junior Chef programs, Growing Healthy Kids, adult cooking classes, and weekly family meal prep. The kitchen will allow for class field trips, scouts and 4-H usage, health organizations, etc.
- Young family space; specific programming for families with young children, such as Parents as Teachers, groups for parents with special needs children, groups for first-time and single parents, drop-in hours for families, etc.
- Nature Exploration - nature walks, outdoor education programs, identification hikes, an 'outdoor classroom', etc.
- Wood Shop & Makerspace - woodworking, 3D modeling software, and CNC machining basics.

**All of the above workshops can be geared to different communities- children, elders, participants in the adult day program, parents & child activities, teens, small-group settings to meet specific participant needs, and more.**

### **Community Gaming**

The gaming space will be equipped for tabletop games, such as Magic The Gathering, Dungeons and Dragons, board games (of which we'll have a wide collection) and other group interactive games. Part of the gaming community is involved in painting miniatures, which we'll have stations for as well.

### **Community Health:**

We'll be able to have a variety of programming about health- of individuals, communities, families, relationships, resilience, trauma, mental health, etc - through classes, tables, drop-in hours, etc.

### **Teen-specific programming: (See appendix A for example programming breakdown)**

While we'll make a big push to integrate different generations with one another through programming, we recognize there is value in some cohort-specific programming. The teens will be able to make use of the other areas of the community center at specific times, and we'll be able to work with Granby youth services to provide needed programming in a space they are inherently drawn to.

### **Recreation:**

We'll have an outdoor flag football field which can be used for a variety of sports and outdoor activities. There's an indoor activity space in the large multipurpose gym that can be used for a variety of activities, excluding any with hard balls that could damage the stage lighting. The large indoor park will have community activities- corn hole, lawn bowling, ladder ball, etc. We'll have specific events and options throughout the year.

### **Veteran-specific programming:**

We'll have a veterans only space, and will be intentional about integrating veterans into the larger community life, but will be able to work with Resilience Grows Here to provide specific programming to address the needs of veterans and their families.

## **Financial Overview**

The membership of our committee has extensive experience with nonprofit and board management, resource allocation, grants, and operations. We have access to multiple grant listing databases and grant writers to identify foundations who are mission-aligned with the vision and mission of Kearns Community Center. There is strong funding potential for community-wide initiatives aimed at increasing community health.

**We will ensure our first year's financial viability by raising \$2,750,000- allowing us to cover our construction costs, initial purchasing, and still have a cushion to supplement the first few years of operation.**

## **Budget for Construction and Move-in Costs**

(All Construction costs assessed for prevailing wage)

<b>Name</b>	<b>Cost</b>	<b>Notes</b>
Structural, Mechanical, & Electrical review for code assessment and construction.	75,000	
180 linear feet of wall removal	216,000	For the indoor park, community kitchen, and teen space
Electrical - Upgrades to LED and fixture changes	168,000	
Upgrading bathrooms (including adding in laundry room needs)	72,000	
Parking Lot Lighting Upgrades	12,000	
HVAC upgrade	288,000	
New Plumbing for kitchen and cafe	120,000	
Gas additions for kitchen	24,000	
Painting, including the ceiling tiles	15,000	For paint- community effort for labor
Flooring- 15,000 square feet needs replacing	180,000	Asbestos abatement included in estimate
Ceiling upgrades (excluding painting)	36,000	
Kitchen furniture, fixtures, and equipment	200,000	
Roofing upkeep for move-in	36,000	
Industrial Generator Back-up	0	Will cost 120,000 if added- but only if we fundraise above

		our initial goal.
Indoor Park flooring @ \$3/square foot for 5,000 square feet and installation	36,000	
Additional parking spaces	120,000	
Furnishing	150,000	
Adult Day Care van	50,000	
<b>Total of the Above</b>	1,798,000	
Additional 20% construction contingency (likely reduced as project moves forward and more is known)	319,600	
Additional 20% construction amount for clerk of the works	319,600	
<b>Initial Estimate:</b>	<b>2,437,200</b>	

### Annual Operating Costs & Income - first year

([Full business plan budget is here](#))

	Annual Expenses	Annual Income (first year)
Executive Director	55,000	
Director of Community Engagement	50,000	
Development Associate	30,000	
Director of Physical Plant	50,000	
Director of Operations	50,000	
Floor Manager	20,000	
Adult Day Director	55,000	

Care Staff	40,000	
Care Staff	40,000	
Care Staff	40,000	
Driver	40,000	
Benefits & Employer taxes (estimated at 30% of salaries)	141,000	
Sick & vacation coverage for Adult Day Staff	18,000	
Adult day care Van upkeep	24,000	
Food	37,000	
Food preparation time	11,340	
Adult Day Registration		480,000
Sustaining Memberships		96,000
Lg. Multipurpose Room		26,000
Comfortable & Quiet Space		0
Community Meditation & Gentle Movement		6,000
Robotics		0
Community Workshop Space		6,000
Veterans Space		0
Tabletop & Gaming Events		8,400
Recording Studio		36,000
Teen Space		0
Music Room		0
Teaching Kitchen & Incubator Kitchen		24,000
Community Cafe		27,000
Indoor Park		21,000
Art Classroom		22,000

Co-working Space		23,000
Young Children Room		2,400
Conference Room		48,000
Woodshop & Makerspace		28,750
Annual Fundraising (aimed low)		142,000
Building	226,950	
External Financial Consultants	5,000	
Security & Fire Contract	2,000	2,000
Insurance (D&O, GL, WC, Property)	40,000	
	<b>Total Expenses</b>	<b>Total Income</b>
<b>Totals</b>	<b>975,290</b>	<b>996,550</b>
<b>First Year Net</b>	<b>21,260</b>	
<b>Second Year Net</b>	<b>100,678</b>	
<b>Third Year Net</b>	<b>180,029</b>	Full budget for 2nd and 3rd year in the budget spreadsheet

**Details about the cafe income:**

- Cafe starts small- coffee, tea, drinks, light snacks.
- Incubator kitchen goods are sold in the cafe, and proceeds split with the chefs.
- The cafe will eventually become a place where farmers can bring produce, get paid for their produce, and then it gets turned into a soup or meal of the day, for healthy, local, meals for sale.
- As the Cafe scales up, the expected net income increases to \$200 per day

**Details about Space Rentals:**

Multipurpose Room (the old gym) Space Rental

- If space is used to sell things or otherwise generate revenue: \$100 per hour

- If selling tickets: \$5 per person for each 2 hour period
- If a private party: \$100 per hour
- If a free, open-to-the public event in line with the community center’s mission: sliding scale going down to \$25 an hour.
- Estimate of 5 hours per week @ \$100 per hour is included above

**Details about Monthly Membership income:**

Membership will not be required to use the facility, but will come with additional benefits- discounts on programming costs, members-only events, t-shirts, etc, and will be heavily marketed as a way to support the work of the center and the overall community health.

**A realistic initial Sustaining Membership body:**

- 20 families joining @ 100/month
- 40 families joining @ 50 per month
- 80 individuals joining @ 25 per month
- 200 individuals joining @10 per month

**Totals: 8,000 per month**

**Community Center Fundraising events:**

Yearly 50/50 raffle	4,000
Year-end donations w/ corporate matching	4,000
Restaurant support dinners	2,000
Annual giving campaign	20,000
Foundation Grants	100,000
Quarterly events	12,000
<b>Annual total</b>	<b>142,000</b>

**Governing Structure**

The Kearns' Community Center (KCC) Board of Directors will meet roughly 12 times a year, and will oversee KCC's activities through legal governance and approval of the annual budget. Members of KCC's Board of Directors serve on a volunteer basis, and help secure the sustainability and values-driven mission of KCC. We expect the board to begin meeting in early 2019, after the 501c3 status is granted.

### **Executive Team**

The Executive Director, Director of Community Engagement, Adult Day Program Administrator, Operations Director, and the Director of Physical Plant compose the executive team. The Executive Team works together to support KCC programs across areas in the delivery of high quality services, to promote and preserve KCC's values-driven culture throughout the center, and to keep KCC financially stable, sustainable, and strong.

The success of the organization requires effective collaboration among all team members. The strengths and perspectives of each member come together to provide diversity of thought and organizational leadership. Through this collaboration the team provides and builds upon broad operating principles, values, and philosophy.

The Executive Team is responsible for the development and communication of business strategy and short- and long-term plans and goals informed by the larger KCC Community as well as external factors. The team is responsible for regularly reviewing and analyzing financial and programmatic performance. The team is also responsible for developing metrics and indicators of progress of major initiatives and measuring those metrics against the strategic objectives and values of the organization.

### **Executive Director - Reports to the Board of Directors**

- Responsible for overseeing the administration, programs and strategic plan of the organization.
- Works with board in order to fulfill the organization mission.
  - Responsible for leading the community center in a manner that supports and guides the organization's mission as defined by the Board of Directors.
  - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.
  - Responsible for the fiscal integrity of the community center, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.

- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support the Community Center's mission.
  
- Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
  - Ensures implementation of The Community Center's programs that carry out the organization's mission.
  - Responsible for strategic planning to ensure that the Community Center can successfully fulfill its Mission into the future.
  - Ensures the enhancement of the Community Center's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
  
- Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
  - Ensures effective administration of the community center's operations.
  - Responsible for the hiring and retention of competent, qualified staff.
  - Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

**Director of Physical Plant** - Reports to Executive Director

- The director of physical plant will be responsible for ensuring maintenance, repair, and safe operation of the building. The Director of Physical Plant is a member of the executive team.

**Director of Community Engagement** - Reports to Executive Director

- Connects community center participants to programs in the Community Center & Wider Community that need their skills, time, and energy
- Coordinates volunteer aspect of membership
- Assists with the coordination of the space
- Is a powerful driving force for the sense of belonging and meaning that community members will find in the center.

**Director of Operations** - reports to Executive Director

Works closely with external financial consulting agency and the Board of Directors Finance Committee on all fiduciary responsibilities, including:

- Maintain books
- Prepare monthly reports
- Manage purchasing and accounts receivable

- Process and pay bills
- Analyze actual and projected budgets
- Make cash advances and reimbursements against secured program revenues for reimbursable expenses
- Monitor cash flow
- Manage contracts and subcontracts
- Annual audit and 990 filing
- Prepare required financial reports for funders
- Obtain property and general liability insurance
- Administer payroll, benefits, personnel policies
- Employee orientation, development, and evaluation
- Developing job descriptions and posting recruitment ads
- File all payroll taxes

**Adult Day Administrator** - reports to Executive Director

- Oversees the Adult Day Programming
- Manages Adult Day staff, and is responsible for administration of the program
- Coordinates with the CT Association of Adult Day Programming, insurance/medicare/medicaid, and makes necessary judgement calls about the Adult Day Program operations.

**Area Leads**

KCC will use a model of area leads; people who take responsibility for helping to identify programming and space coordination needs of some primary spaces that require focused attention and specialized knowledge. These spaces are:

- Veteran space
- Teen space
- Arts space
- Cafe and kitchen space
- Wood shop
- Manufacturing space
- Recording studio
- Adult day center (this area lead will be the paid on-site administrator)

Area leads will be supported to make decisions about programming, space usage, and problem solving. They'll be asked to play a role in development, and to assist in center-wide events and messaging. Area leads will be supported in their own ongoing growth & development.

They'll gather together once a month with the executive director to do a group update and meeting on programming, decisions, relationship building, etc.

They'll also meet once a month with the executive director (and possibly director of volunteer coordination) for a meeting over lunch - for a long check-in about how things are going, what additional support is needed, what's been exciting, where more support is needed, and more.

The ED will be available to area leads for meetings as requested, although primary support will be offered through those 1-1 meetings and follow-ups as needed.

## Programs and Spaces Coordination Roles:

Program/Space	Primary Responsibility
Cafe, Pantry, Incubator Kitchen	Nourish My Soul Area Lead
Teen Space	Teen Area Lead
Art Gallery	Arts Area Lead
Co-working spaces & rentable artist studios	Executive Team
Space Rentals /Workshop coordination	Executive Team
Adult Day Center	Adult Day Center Area Lead
Community Volunteer Coordination	Director of Community Engagement
Indoor Community Park	Executive Team
Wood shop	Area Lead
Manufacturing Space	Area Lead
Veterans Space	Area Lead
Recording Studio	Area Lead & GCTV
Community Gardens	Area Lead for Nourish My Soul
Community Game Room	Executive Team
Art Room	Area Lead
Sitting Area / Quiet Space	Executive Team
Grounds	Director of Physical Plant

Athletic Spaces	Executive Team
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## External Supporting Agencies:

### UCONN

- Community development research support to measure impacts of community center on community resilience

**ProBono Partnership** - Ongoing legal support, including but not limited to;

- Assists with space rental logistics
- Volunteer screening and liability
- Evaluate potential liabilities of board of directors
- Draft or revise bylaws or articles of incorporation (when we incorporate as our own entity)
- Negotiate contracts with service providers, other nonprofits, or lessors

### CT Small Business Development Center

- Supports in business plan development, connects us to UCONN

## Board Structure and Roles

### Basic Responsibilities of Board Members

**Determine the organization's mission and purpose.** It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.

**Select the Executive Director.** Boards must reach consensus on the Executive Director's responsibilities and undertake a careful search to find the most qualified individual for the position.

**Provide proper financial oversight.** The board must assist in developing the annual budget and ensuring that proper financial controls are in place.

**Ensure adequate resources.** One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission.

**Ensure legal and ethical integrity and maintain accountability.** The board is ultimately responsible for ensuring adherence to legal standards and ethical norms.

**Ensure effective organizational planning.** Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.

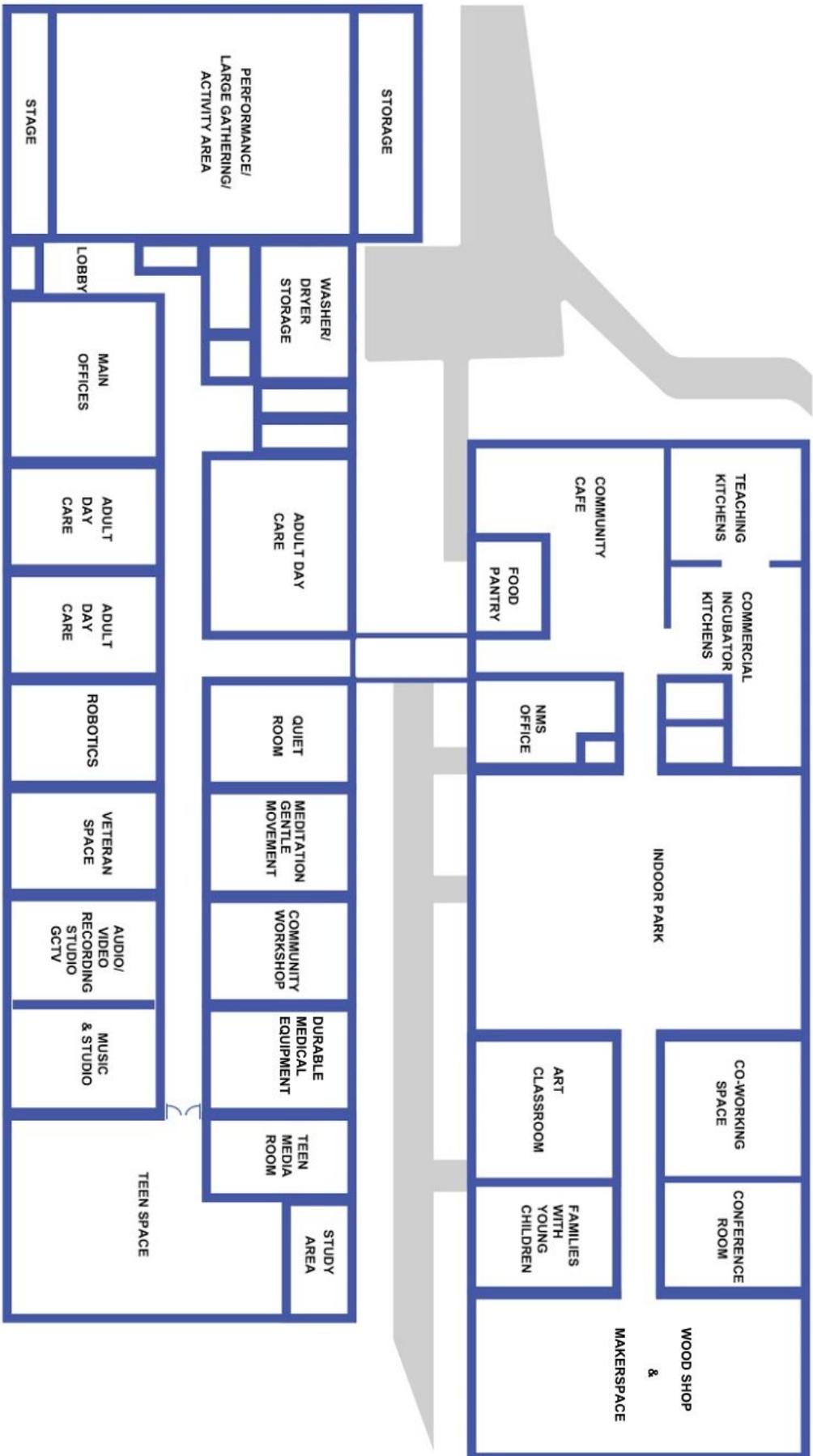
**Recruit and orient new board members and assess board performance.** All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate its own performance.

**Enhance the organization's public standing.** The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.

**Determine, monitor, and strengthen the organization's programs and services.** The board's responsibility is to determine which programs are consistent with the organization's mission and to monitor their effectiveness.

**Support the Executive Director and assess their performance.** The board should ensure that the executive director has the moral and professional support they need to further the goals of the organization.

**Full Architectural drawing can be found here: [tinyurl.com/kearnsmap](http://tinyurl.com/kearnsmap)**



## Appendix A: Program Examples of Adult Day Care, Woodshop, and Teen Space

### Adult Day care:

- Staffing- Adult Day care Director, 3 certified care staff (at least one a nurse), a Driver, and people hired for the kitchens (through a local Ticket to Work program that helps employers hire people with disabilities to work with support in their facilities)
- Equipment- [See the furnishing budget for prices and numbers](#). Folding chairs (out if needed, otherwise stored), sofas, 8 tables, 5 recliners, Stuffed Chairs, Shelves, and lamps. Access to the kitchen for food storage and preparation.
- Capacity - 25 participants at any point.
- Curriculum - developed by the Director of the Adult Day care program, who will have a major in therapeutic recreation (or a related field) and prior work experience in adult daycare settings. A mix of scheduled meals and snacks, unstructured time, and planned activities (arts, music, gardening, gentle movement, games, and facilitated conversations)

### Woodshop:

- Staffing- The space is only open during certain times when supervision is available. Supervision will be a combination of volunteer shop supervisors (who undergo training to be in the role and adhere to a set of rules for supervisors) and the floor manager, a 20/hr/week position who supports certain areas to ensure safety.
- Equipment- Wood will be purchased by the center and sold to woodworkers at a markup that covers the cost of shop maintenance, nails, etc. Tools will be donated by local contractors (as per conversations with Mark Winters and Mike Sullivan, two local contractors we've talked through this program with). We may get certain machines donated by local industries if needed. We expect to purchase wood, nails/screws, ear and eye protection, and cover the cost of routine maintenance. The furnishing budget includes details about the tables, chairs, stools, etc.
- Capacity: Shop capacity will depend on the number of stations, and will be capped according to best safety practices (as modeled off of other community woodshop policies and confirmed with our insurance carrier)
- Curriculum: A typical week may include: 15 hours of drop-in time (with supervisor present), a bird-house building class, 8 hours of advanced 1-1 woodworking mentoring, an introduction to inlays course, and a scouting troop learning how to make tables.

### Teen Space:

- Staffing: the space is only open during supervised times. Supervision will be a combination of volunteers (every volunteer at the center will require background checks, safety orientation, and CPR/first-aid/stop-the-bleed training), college interns (who go through the same vetting and training process as the volunteers) the Floor Manager, and

external program facilitators. We'll work with surrounding towns to offer programming here in conjunction with their youth services departments.

- The area will be on video cameras, with windows in all the doors, to ensure safety for participants and recorded details. (We plan on working with a local security firm to establish the video monitoring system used throughout the building)
- Equipment- the furnishing budget includes details about the sofas, chairs, tables, projectors, screens, etc.
- Capacity: The space will have 3 different spaces- the media room, the study/game room, and the larger open area. Capacity will be set based on fire code.
- Curriculum: A typical week may include: drop-in study & hangout hours from 3-5pm M-F. Game night Thursday, 6-8pm, Health Education Class for 2 hours Wednesday night 6:30-8pm, Sunday afternoon drop-in video game and board game event from 3-6.

Construction Expenses	Cost	Notes		
Structural, Mechanical, & Electrical review for code assessment and construction.	75,000			
180 linear feet of wall removal	216,000	For the indoor park, community kitchen, and teen space		
Electrical - Upgrades to LED and fixture changes	168,000			
Upgrading bathrooms (including adding in laundry room needs)	72,000			
Parking Lot Lighting Upgrades	12,000			
HVAC upgrade	288,000			
Painting, including the ceiling tiles	15,000	For paint- community effort for labor		
Flooring- 15,000 square feet of asbestos tile needs abatement & replacing	180,000	requires containment for asbestos in tiles		
Ceiling upgrades (excluding painting)	36,000			
New Plumbing for kitchen and cafe	120,000			
Gas additions for kitchen	24,000			
Kitchen furniture, fixtures, and equipment (see below)	200,000			
Roofing upkeep for move-in	36,000			
Indoor Park flooring @ \$3/square foot for 5,000 square feet and installation	36,000			
Additional parking spaces	120,000			
Furnishing	150,000			
Adult Daycare van	50,000			
<b>All estimated w/ Prevailing Wage amounts</b>				
<b>Total of the Above</b>	<b>1,798,000</b>			
Additional 20% construction contingency (likely reduced as project moves forward and more is known)	319,600			
Additional 20% for clerk of the works	319,600			
<b>Initial Estimate:</b>	<b>2,437,200</b>			
<b>For later, or if we exceed initial fundraising:</b>				
Industrial Generator Back-up	120,000			
<b>Kitchen Equipment</b>				
Item	# needed	Space	Amount each	Total
Gas Range (6 burner, double oven, griddle)	3	Commercial Incubator Kitchens	\$5,000.00	\$15,000.00
3 Compartment Sink	1	Commercial Incubator Kitchens	\$700.00	\$700.00
Hand Sink	3	Commercial Incubator Kitchens	\$100.00	\$300.00
Prep Sink	2	Commercial Incubator Kitchens	\$300.00	\$600.00
Prep Tables	6	Commercial Incubator Kitchens	\$300.00	\$1,800.00
Dishwasher	1	Commercial Incubator Kitchens/Teaching Kitchens	\$6,000.00	\$6,000.00
sink Fixtures	8	Commercial Incubator Kitchens	\$200.00	\$1,600.00
Hood Vent	1	Commercial Incubator Kitchens	\$10,000.00	\$10,000.00
Freezer (walk-in)	1	Commercial Incubator Kitchens	\$8,000.00	\$8,000.00
Cooler (walk-in)	1	Commercial Incubator Kitchens	\$10,000.00	\$10,000.00
Racks	50	Commercial Incubator Kitchens	\$100.00	\$5,000.00
Carts	4	Commercial Incubator Kitchens	\$200.00	\$800.00
Shelving	20	Commercial Incubator Kitchens	\$200.00	\$4,000.00
Fire Extinguishers	3	Commercial Incubator Kitchens	\$100.00	\$300.00
Mixing Bowl sets	20	Commercial Incubator Kitchens	\$30.00	\$600.00
Pan sets	5	Commercial Incubator Kitchens	\$200.00	\$1,000.00
Utensil sets (measuring cups, wooden spoons, etc)	5	Commercial Incubator Kitchens	\$250.00	\$1,250.00
Floor Mixer	1	Commercial Incubator Kitchens	\$3,000.00	\$3,000.00
Table Top Mixers	3	Commercial Incubator Kitchens	\$650.00	\$1,950.00
Tilt Skillet	1	Commercial Incubator Kitchens	\$15,000.00	\$15,000.00
Grill	2	Commercial Incubator Kitchens	\$250.00	\$500.00
Convection Oven	1	Commercial Incubator Kitchens	\$6,500.00	\$6,500.00
Ice Machine	1	Commercial Incubator Kitchens	\$2,000.00	\$2,000.00
Stations	6	Teaching Kitchens	\$450.00	\$2,700.00
Induction Burners	6	Teaching Kitchens	\$350.00	\$2,100.00
Wall ovens (double)	2	Teaching Kitchens	\$3,000.00	\$6,000.00
Storage Cabinets	12	Teaching Kitchens	\$200.00	\$2,400.00
Stools	25	Teaching Kitchens	\$40.00	\$1,000.00
Mixers	6	Teaching Kitchens	\$300.00	\$1,800.00
Large screen tv	1	Teaching Kitchens	\$3,000.00	\$3,000.00
camera	2	Teaching Kitchens	\$300.00	\$600.00
utensil sets (measuring cups, wooden spoons, etc)	6	Teaching Kitchens	\$250.00	\$1,500.00
pots and pans	6	Teaching Kitchens	\$200.00	\$1,200.00
vents	6	Teaching Kitchens	\$1,000.00	\$6,000.00
Fire Extinguishers	2	Teaching Kitchens	\$100.00	\$200.00
large table	1	Teaching Kitchens	\$1,000.00	\$1,000.00
chairs	25	Teaching Kitchens	\$40.00	\$1,000.00
dishes	3	Teaching Kitchens	\$200.00	\$600.00
white board	1	Teaching Kitchens	\$200.00	\$200.00
microwaves	2	Teaching Kitchens	\$200.00	\$400.00
linens(dish towels)	100	Teaching Kitchens	\$2.00	\$200.00
flooring	1	Commercial Kitchens, Teaching Kitchens, & Cafe	\$36,000.00	\$36,000.00
mop sink	1	Commercial Kitchens, Teaching Kitchens, & Cafe	\$400.00	\$400.00
mop & Accessories	1	Commercial Kitchens, Teaching Kitchens, & Cafe	\$200.00	\$200.00
refrigerator	1	teaching Kitchens	\$2,500.00	\$2,500.00
hand sink (w/4 faucets)	1	teaching Kitchens	\$1,000.00	\$1,000.00
prep sink	1	teaching Kitchens	\$300.00	\$300.00
sink Fixtures	6	teaching Kitchens	\$200.00	\$1,200.00
Additional Cost Contingency			\$30,600.00	\$30,600.00
<b>TOTAL COST</b>			<b>Total:</b>	<b>\$200,000.00</b>



Central Staffing	Salary	Additional 30% of salaries for benefits, FICA, Medicare, etc.		Yearly Amount	Notes
Executive Director	55,000	16,500		71,500	
Director of Community Engagement	50,000	15,000		65,000	
Director of Physical Plant	50,000	15,000		65,000	
Director of Operations	50,000	15,000		65,000	
Adult Day Staffing under Adult Day Tab					
			<b>Yearly Total</b>	-266,500	

	<b>Building Expenses</b>	<b>Yearly Amount</b>	
	Electrical	84,000	estimated using electrical costs of town hall (at 21k a year and 10.3k sq. feet) to account for AC costs
	Oil/Gas	12,000	
	Water/Sewer	6,500	
	Telephone / Internet	4,400	
	Boiler Contract	3,300	
	Custodial Supplies	9,000	
	Maintenance supplies	5,000	
	Annual Plumbing/Electrical Repairs	2,750	
	Roof Maintenance	30,000	
	Parking Lot Maintenance	10,000	
	Snow removal, salting, shoveling, etc.	20,000	Likely candidate for ongoing in-kind donations
	Major Maintenance Reserve \$1/foot for 40,000 square feet	40,000	

<b>Membership</b>	<b># of People</b>	<b>Total Income</b>			<b>Membership Includes:</b>		
					\$5 off select programs (capped at 1/2 your membership amount)	Priority Ticket Purchasing	Membership T-shirts
<b>Membership</b>							
\$100/month	20	2,000			Y	Y	Y
\$50/month	40	2,000			Y	Y	Y
\$25/month	80	2,000			Y		
\$10/month	200	2,000			Y		
	<b>Total</b>	<b>8,000</b>					



Comfortable & Quiet Space					
	Yearly Cost	Yearly Income	Build-out Cost	Yearly Amount	Notes
					This space is intended for drop-in, casual programming for seniors and other people who need a quiet space. Reading, crochet & knitting groups, and a reduced-stimulation area. It is not expected to produce any income.



<b>Robotics</b>					
	<b>Yearly Cost</b>	<b>Yearly Income</b>	<b>Build-out Cost</b>	<b>Yearly Amount</b>	<b>Notes</b>
					Not an income generating space- host to 4H and regional youth robotics teams
Intro to Robotics Course					
			<b>Yearly Net</b>	<b>0</b>	

<b>Large Multipurpose Room</b>					
	<b>Yearly Cost</b>	<b>Yearly Income</b>	<b>One-time Cost</b>	<b>Yearly Amount</b>	<b>Notes</b>
Selling Fairs, Etc.					\$100 / hour
Ticketed Events					\$5 per ticket for up to 3 hours
Private Parties					\$100 / hour
Free, open-to-public, mission-aligned					Sliding Scale
		26,000		26,000	Estimate of 5 hours per week @ \$100/hour

<b>Veterans' Space</b>					
	<b>Yearly Cost</b>	<b>Yearly Income</b>	<b>Build-out Cost</b>	<b>Yearly Amount</b>	<b>Notes</b>
					This space is intentionally income free
			<b>Yearly Net</b>	<b>0</b>	

Community Workshop Space					
	Yearly Cost	Yearly Income	Build-out Cost	Yearly Amount	Notes
				6,000	Starting with 100 people per month in the space in programming, \$5 to Community center per person-covers a wide variety of programming; nature, gardening, interpersonal relationships, finance, business development, etc.
			<b>Yearly Net</b>	<b>6,000</b>	

<b>Tabletop Gaming Activities (not its own space)</b>					
	<b>Yearly Cost</b>	<b>Yearly Income</b>	<b>Build-out Cost</b>	<b>Yearly Amount</b>	<b>Notes</b>
Dungeons & Dragons Nights				2,400	\$5 per person per evening, 40 people per month
Magic The Gathering Nights				2,400	\$5 per person per evening, 40 people per month
Board Game Nights				2,400	\$5 per person per evening, 40 people per month
Ocassional Tournaments				1,200	\$15 per person, assuming 20 people per event, \$100 to winner, 6 times a year
			<b>Yearly Net</b>	<b>8,400</b>	

<b>Durable Medical Equipment Rental</b>					
	<b>Yearly Cost</b>	<b>Yearly Income</b>	<b>Build-out Cost</b>	<b>Yearly Amount</b>	<b>Notes</b>
					We are not expecting this to generate income. Our primary goal here is to connect seniors and caregivers to the resource they need and provide a space for a service already being provided.
			<b>Yearly Net</b>	<b>0</b>	

<b>Recording Studio</b>	<b>Yearly Cost</b>	<b>Yearly Income</b>	<b>Build-out Cost</b>	<b>Yearly Amount</b>	<b>Notes</b>
					Recording studio for rent. We want this to be a learning space, and a base of operations for GCTV (our local public television network)
\$40 / hour for studio space, ~18 hrs/week		36,000			
			<b>Yearly Net</b>	<b>36,000</b>	

Teen Space					
	Yearly Cost	Yearly Income	Build-out Cost	Yearly Amount	Notes
					We are not expecting this to generate income. Our primary goal here is to engage youth in the larger community, to provide a safe space to socialize, and to help integrate youth programming into the wider community settings.
			<b>Yearly Net</b>	<b>0</b>	

<b>Music Room</b>					
	<b>Yearly Cost</b>	<b>Yearly Income</b>	<b>Build-out Cost</b>	<b>Yearly Amount</b>	<b>Notes</b>
Group music lessons (ukelele, drums, etc)					
			<b>Yearly Net</b>	<b>0</b>	

<b>Kitchens</b>	<b>Yearly Cost</b>	<b>Yearly Income</b>	<b>Build-out Cost</b>	<b>Yearly Amount</b>	<b>Notes</b>
Rent from the Space				24,000	We will be renting out the kitchen and teaching kitchens to Nourish My Soul. Their responsibilities are running the programming, overseeing licensing, overseeing the incubator kitchen's space usage, and they make profits from the programming that occurs there.
			<b>Yearly Net</b>	<b>24,000</b>	

<b>Community Cafe</b>					
	<b>Yearly Cost</b>	<b>Yearly Income</b>	<b>Build-out Cost</b>	<b>Yearly Amount</b>	<b>Notes</b>
Food/ingredient purchasing	36,000				
Staffing	36,000				
Food Sales		108,000			
Kitchen supplies specific for the cafe, that aren't shared costs w/ incubator kitchen (soap, towels, disposables, gloves, etc)	9,000				
	<b>Yearly Net</b>	<b>27,000</b>			

<b>Indoor Park</b>					
	<b>Yearly Cost</b>	<b>Yearly Income</b>	<b>Build-out Cost</b>	<b>Yearly Amount</b>	<b>Notes</b>
Monthly all-ages Dance Parties		5,000		5,000	\$5 per person, 100 people
Movie Nights on the Green (winter)		6,000		6,000	200 ppl, \$5 per person, 6 times a year
After-hours adult events (wine & cheese on the green)		10,000		10,000	100 ppl, \$25 per person, 4 times a year
			<b>Yearly Net</b>	<b>21,000</b>	

<b>Art Classroom</b>					
	<b>Yearly Cost</b>	<b>Yearly Income</b>	<b>Build-out Cost</b>	<b>Yearly Amount</b>	<b>Notes</b>
Art Classes		10,000		10,000	\$5 per person to community Center (additional to supplies and facilitator as needed). Assuming 40 people per week
Open Hours		12,000		12,000	\$8 per session, 30 people per week
			<b>Yearly Net</b>	<b>22,000</b>	

<b>Co-working Space</b>					
	<b>Yearly Cost</b>	<b>Yearly Income</b>	<b>Build-out Cost</b>	<b>Yearly Amount</b>	<b>Notes</b>
Desk Rental				24,000	\$250 per desk , 8 desks
Printer & Supplies				-1,000	
			<b>Yearly Net</b>	<b>23,000</b>	

<b>Conference Room</b>					
	<b>Yearly Cost</b>	<b>Yearly Income</b>	<b>Build-out Cost</b>	<b>Yearly Amount</b>	<b>Notes</b>
Daily Space Rental					\$500 per day or \$70 per hour
				48,000	Assuming rented 8 days / month first year
			<b>Yearly Net</b>	<b>48,000</b>	

Young Children Room					
	Yearly Cost	Yearly Income	Build-out Cost	Yearly Amount	Notes
Parent Gatherings				0	
Workshops on related subjects					\$5 per person per workshop, assuming 40 ppl / month
				2,400	
			<b>Yearly Net</b>	<b>2,400</b>	

<b>Woodshop &amp; CNC Machining Lab</b>	<b>Yearly Cost</b>	<b>Yearly Income</b>	<b>Build-out Cost</b>	<b>Yearly Amount</b>	<b>Notes</b>
Materials				0	<b>Covered by usage fees</b>
Woodworking Workshops				10,000	Assuming \$5 to community center per person, 40 people per week
Woodworking Open hours				10,000	\$10 per session, 20 people per week
Makerspace classes				3,750	15 people per week, \$5 per person
Makerspace open hours				5,000	\$5 per session, 20 people per week
			<b>Yearly Net</b>	<b>28,750</b>	

<b>Fundraising</b>			
	First Year		Third Year
Yearly 50/50 raffle	4,000		4,000
Year-end donations w/ corporate match	4,000		8,000
Restaurant support dinners	2,000		3,000
Annual giving campaign	20,000		40,000
Foundation Grants	100,000		100,000
Quarterly events	12,000	200 ppl @ 15/per	12,000
Annual total	142,000		167,000



# 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:** September 23, 2019
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 September 23, 2019 to approve the presented tax refunds in the amount of \$6,108.45, 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 \$6,108.45. The attachment dated September 23, 2019 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
  - a) Requested Tax Refunds, dated September 23, 2019

REQUESTED TAX REFUNDS  
SEPTEMBER 23, 2019

	BILL NUMBER	TAX	INTEREST	TOTAL
<b>List 2017</b>				
CAB East LLC	17-03-52461	\$62.64		\$62.64
CAB East LLC	17-03-52478	\$863.30		\$863.30
Carley Matthew D	17-03-52736	\$23.12		\$23.12
Gallion Richard L	17-03-56500	\$293.69		\$293.69
Gallion Richard L	17-03-56501	\$70.69		\$70.69
Honda Lease Trust	17-03-58411	\$46.69		\$46.69
Kelley Kerry	17-03-59814	\$92.14		\$92.14
VW Credit Leasing Ltd	17-03-69946	\$211.89		\$211.89
<b>Total 2017</b>		<b>\$1,664.16</b>	<b>\$0.00</b>	<b>\$1,664.16</b>
<b>List 2018</b>				
Lucas Barrett R, Trustee	18-01-04738	\$65.54		\$65.54
Sturges Sara	18-01-07893	\$2,722.51		\$2,722.51
Capeles Migel A	18-03-52629	\$76.78		\$76.78
Enterprise FM Trust	18-03-55437	\$82.14		\$82.14
Gaffney Sean E	18-03-56266	\$61.65		\$61.65
Honda Lease Trust	18-03-58327	\$66.43		\$66.43
Meuser Craig	18-03-62419	\$9.70		\$9.70
Mihelis Stavros E	18-03-62472	\$5.55		\$5.55
Pasquariello Steven	18-03-64280	\$358.27		\$358.27
Schmidt Mark C	18-03-66515	\$165.96		\$165.96
Schmidt Mark C	18-03-66516	\$193.36		\$193.36
Schmidt Mark C	18-03-66517	\$182.94		\$182.94
Toyota Lease Trust	18-03-68713	\$114.94		\$114.94
Vanderbeck, Lauren J	18-03-69232	\$15.81		\$15.81
VW Credit Leasing Ltd	18-03-69637	\$322.71		\$322.71
<b>Total 2018</b>		<b>\$4,444.29</b>	<b>\$0.00</b>	<b>\$4,444.29</b>
<b>TOTAL 2017</b>		<b>\$1,664.16</b>	<b>\$0.00</b>	<b>\$1,664.16</b>
<b>TOTAL 2018</b>		<b>\$4,444.29</b>	<b>\$0.00</b>	<b>\$4,444.29</b>
<b>TOTAL ALL YEARS</b>		<b>\$6,108.45</b>	<b>\$0.00</b>	<b>\$6,108.45</b>



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Simsbury Main Street Partnership Donation
2. **Date of Board Meeting:** September 23, 2019
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Tom Tyburski, Director of Culture, Parks and Recreation *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports acceptance of the donation from Simsbury Main Street Partnership, the following motion is in order:  
  
*Move, effective September 23, 2019 to accept a donation in the amount of \$5,000 from Simsbury Main Street Partnership Inc., for the purpose of supporting the annual Simsbury Celebrates event.*
5. **Summary of Submission:**  
Simsbury Main Street Partnership has provided the Simsbury Celebrates Organizing Committee with a financial donation to support their 2019 event to be held on Saturday, November 30, 2019. Simsbury Main Street Partnership received this grant from the Hartford Foundation for Public Giving.  
  
Chapter 100, Section 100-2 "Monetary Donations" in our Code of Ordinances states that no donation of more than \$1,500 may be accepted without Board of Selectmen approval. If the donation is accepted I will direct staff to send a thank you letter to the Simsbury Main Street Partnership.
6. **Financial Impact:**  
The Town has received a donation from Simsbury Main Street Partnership in the amount of \$5,000 to be used to support expenses associated with the production of the annual Simsbury Celebrates event. The funds would be deposited into the Simsbury Celebrates special revenue fund used for this program.
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 FY 19/20 Emergency Management Performance Grant

2. **Date of Board Meeting:** September 23, 2019

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 applying for the Emergency Management Performance Grant, the following motion is in order:

*Move, effective September 23, 2019, to apply for the 2019/2020 Emergency Management Performance Grant as presented.*

In the event that the grant is awarded, the following additional motion is in order:

*Move, to accept the 2019/2020 Emergency Management Performance Grant and to authorize Maria E. Capriola, Town Manager, to execute all documents related to the grant award.*

5. **Summary of Submission:**  
Annually, the Town submits a grant application to the state Department of Emergency Services and Public Protection for an Emergency Management Performance Grant. The grant application documents are traditionally prepared by the Fire District, but the municipal CEO is required to execute the grant application and award documents. The Fire District provides Emergency Management services to the Town. Fire Marshal/Administrative Chief Kevin Kowalski currently serves as the Town's Emergency Management Director.

The Town will be applying for the 2019/2020 Emergency Management Performance Grant in the amount of \$12,203.50. In order to receive the funds, the Town Manager must execute the attached grant application and receive authorization from the Board of Selectmen to do so.

6. **Financial Impact:**  
The Town serves as a pass through for receipt of the grant monies. Once the grant funds are received by the Town, they are then transferred to the Fire District. The grant funds are used to offset the costs of the Emergency Management Director's salary.

The grant requires a local match in the amount of \$12,203.50. The local match is provided by the Fire District, and is indirect. The indirect match of \$12,203.50 reflects part of the Fire District's contribution to Mr. Kowalski's salary.

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

- a) FY 19/20 Emergency Management Performance Grant Application



# **E.MERGENCY M.ANAGEMENT P.PERFORMANCE G.RANT**

**FFY 2019 APPLICATION  
Due: September 30,  
2019**



**State of Connecticut**

**Department of Emergency Services and Public Protection  
Division of Emergency Management and Homeland Security**

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**COMPLETION CHECKLIST FOR SUB-GRANTEE**

**The following forms are necessary for the timely completion of this document. Please use this aid to ensure all documents are included in your submission. More detailed information is available in the EMPG Manual.**

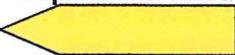
- Section B: Application Information and Data Sheet
- Section C: Municipal Resolution
- Section D: EMPG Financial Tool Budget Tab
- Section E: Master Staffing Pattern and Training History
- Section F: NEMA Survey attached (Optional)
- Job Descriptions have been attached if applicable (Available on website)

**DEMHS REGIONAL CONTACT INFO**

**For assistance filling out this application please contact your DEMHS Regional Coordinator.**

Region 1	Robert Kenny Regional Coordinator	149 Prospect Street, Bridgeport, CT 06604 Phone: 203.696.2640 Email: <a href="mailto:Robert.Kenny@ct.gov">Robert.Kenny@ct.gov</a>	Fax: 203.334.1560
Region 2	Jacob Manke Regional Coordinator	1111 Country Club Road, Middletown, CT 06457 Phone: 860.685.8105 Email: <a href="mailto:Jacob.Manke@ct.gov">Jacob.Manke@ct.gov</a>	Fax: 860.685.8366
Region 3	William Turley Regional Coordinator	DEMHS - 360 Broad Street Hartford CT 06105 Phone: 860.529.6893 Email: <a href="mailto:William.Turley@ct.gov">William.Turley@ct.gov</a>  Mailing address: P.O. Box 1236 Glastonbury, CT 06033	Fax: 860.257.4621
Region 4	Michael Caplet Regional Coordinator	15-B Old Hartford Road Colchester, CT 06415 Phone: 860.465.5460 Email: <a href="mailto:Mike.Caplet@ct.gov">Mike.Caplet@ct.gov</a>	Fax: 860.465.5464
Region 5	John Field Regional Coordinator	55 West Main Street, Suite 300 Box 4 Waterbury, CT 06702 Phone: 203.591.3509 Email: <a href="mailto:John.Field@ct.gov">John.Field@ct.gov</a>	Fax: 203.591.3529

## SECTION A. APPLICATION INSTRUCTIONS

Below are brief instructions for filling out each application form. Please fill out these forms completely and accurately. **Please be reminded that all signatures are required to be original on this document. Copies will not be accepted.** Please sign or initial where you see the following tabs: 

1. **Manual:** Please print and review the EMPG Program Manual (<https://portal.ct.gov/-/media/DEMHS/docs/Grants/EMPG/2019-Manual-Sample.pdf?la=en>). The Subgrantee is responsible for the information contained in this document. More complete instructions are available in this document.
2. **Section B: Applicant Information and Datasheet:** Please fill out boxes 1-16 with the necessary information.
3. **Section C: Municipal Resolution:** Please provide a municipal resolution to grant the Chief Executive Officer the authority to sign the EMPG application package on behalf of the municipality. For more information on resolution specifics please reference the EMPG Program Manual.
4. **Section D: EMPG FINANCIAL TOOL-Budget Preparation:** Fill in your budget request for the performance period of 10/1/19-9/30/20 in the 2019 EMPG SLA Financial Tool. Please submit this budget electronically to your DEMHS Regional Office for review upon submittal of the application. Please consult the 2019 EMPG Manual for any additional forms.
5. **Section E: Master Staffing Pattern:** The Master Staffing Form comes pre-populated with the training records of local personnel who have reported completion of the IS and/or PDS course requirements. Towns may use this form to report on any additional courses completed since their last EMPG application.
6. **Additional Forms:** Please review the remaining list of forms available on our website at <https://portal.ct.gov/DEMHS/Grants/Emergency-Management-Performance-Grant/Guidance-and-Forms> to determine if any of these forms will be needed for your application:
  - Emergency Management Director Job Description** – Use this form if you have hired a new Emergency Management Director.
  - Emergency Management Deputy Director Job Description** – Use this form if you have hired a new Emergency Management Deputy Director.
  - Emergency Management Support Staff Job Description** – Use this form if you have hired new Emergency Management Support Staff (e.g. Clerical).
  - Request for Transcripts from EMI** – Use this form to request a transcript of the courses you have completed through FEMA and/or the Emergency Management Institute (EMI).

Once all of the necessary forms are filled out and signed, complete the application by signing and dating the Applicant Information and Data Sheet. Attach the Budget and all other forms and submit the Application Package to your DEMHS Regional Office.

**SECTION B. EMPG APPLICATION INFORMATION AND DATA SHEET**

**All Forms Must Be Original - Copies Will Not Be Accepted**

**Mail Completed Applications To:**  
DEMHS Regional Coordinator (See Page 2 of this application for contact information)

**SPCP Unit Use Only**

**1. Name of Municipality or Agency Applying for Subgrant:**  
Simsbury

**2. Period of Award for this Subgrant: 10/1/19 – 9/30/20**

**3. Emergency Management Director Name & Address**

Name: Kevin J Kowalski Title: EMD  
Organization: Town of Simsbury/Simsbury FD  
Address Line 1: 933 Hopmeadow st  
Address Line 2:  
City/State/Zip: Simsbury Ct 06070  
Phone: 860-658-1971 Fax: 860-658-5611  
E-mail:

**4. Official Authorized to Sign for the Applicant:**

Name: Maria E Capriola Title: Town Manager  
Organization: Town of Simsbury  
Address Line 1: 933 Hopmeadow st.  
Address Line 2:  
City/State/Zip: Simsbury Ct. 06070  
Phone: 860-658-3200 Fax:  
E-mail: mcapriola@simsbury-ct.gov

**5. Municipal/Agency Financial Officer**

Name: Amy Meriwether Title: Finance Director  
Organization: Town of Simsbury  
Address Line 1: 933 Hopmeadow st  
Address Line 2:  
City/State/Zip: Simsbury CT 06070  
Phone: 860-658-3200 Fax:  
E-mail: ameriwether@simsbury-ct.gov

**6. Fiscal Point of Contact: (If Different than Financial Officer)**

Name: Title:  
Organization:  
Address Line 1:  
Address Line 2:  
City/State/Zip:  
Phone: Fax:  
E-mail:

**7. Applicant FEIN:** 066002085

**8. Applicant DUNS #:** 060670262

**9. Applicant Fiscal Year End:** June 30, 2019

**10. Date of Last Audit:** 12/27/2018

**11. Dates Covered by Last Audit:** 7/1/2017 to 6/30/2018

**12. Date of Next Audit:** 12/01/2019

**13. Dates to be Covered by Next Audit:** 7/1/2018 to 6/30/2019

**Please note that the information required for boxes 9 through 13 refers to the sub-grantee's audit cycle.**

**FEDERAL AUDIT AND DEBARMENT REQUIREMENT CERTIFICATION**

**14. ACKNOWLEDGEMENT OF FEDERAL SINGLE AUDIT SELF REPORTING REQUIREMENTS**

- Sub-grantees that are required to undergo a Federal Single Audit as mandated by OMB Circular A-133 must alert CT DEMHS, in writing, to any specific findings and/or deficiencies with regard to the use of federal grant funds within 45 days of receipt of their audit report. This notification must identify the finding(s) / deficiencies and a corrective action plan for each.
- All sub-grantees must submit to CT DEMHS a copy of the audit report section pertaining to use of federal grant funds regardless of any findings or deficiencies, within 45 days of the receipt of that report.

**Initial to indicate that this requirement has been read and understood:** \_\_\_\_\_

INITIAL

**15. ACKNOWLEDGEMENT OF DEBARMENT REQUIREMENTS:**

- The sub-grantee will confirm the eligibility status (via Sam.gov) of all vendors/contractors that the sub-grantee pays with EMPG SLA funds. The subgrantee will confirm that the vendors/contractors do not appear on the SAM's Exclusion List of federally debarred or suspended vendors.

**Initial to indicate that this requirement has been read and understood:** \_\_\_\_\_

INITIAL

**16. I, the undersigned, for and on behalf of the named municipality, state agency, or regional planning organization, do herewith apply for this subgrant, attest that, to the best of my knowledge, the statements made herein are true, and agree to any general or special grant conditions attached to this grant application form.**

SIGN & DATE

Authorized Signatory: X \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION C. AUTHORIZING RESOLUTION**

**All Forms Must Be Original - Copies Will Not Be Accepted**

**This Blanket Resolution Can Also Be Used to Satisfy the Requirements of the Homeland Security Grant Program**

**AUTHORIZING RESOLUTION OF THE**

\_\_\_\_\_  
*(Insert name of governing body--for example, town council)*

**CERTIFICATION:**

I, \_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_,

*(keeper of the records—for ex. town clerk or secretary of council)*

do hereby certify that the following is a true and correct copy of a resolution adopted by \_\_\_\_\_ at its duly called and held meeting on \_\_\_\_\_, 20\_\_\_\_,

*(name of governing body)*

*(Month, Day)*

at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the \_\_\_\_\_ may enter into with and deliver

*(name of governing body)*

to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that \_\_\_\_\_, as \_\_\_\_\_ of

*(name and title of officer)*

\_\_\_\_\_,

*(Name of governing body)*

is authorized and directed to execute and deliver any and all documents on behalf of the

\_\_\_\_\_

*(name of governing body)*

and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents.

The undersigned further certifies that \_\_\_\_\_

*(name of officer)*

now holds the office of \_\_\_\_\_ and that he/she has held that office since \_\_\_\_\_.

IN WITNESS WHEREOF: The undersigned has executed this certificate this \_\_\_\_\_ day of

\_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
*(Name and title of record keeper)*



The Chief Executive Officer has not changed since the previous resolution was authorized on \_\_\_\_\_  
*(Date)*

**SECTION D. EMPG SLA FINANCIAL TOOL-BUDGET**

**Please Note: Applications will not be reviewed without the submittal of the EMPG Financial Tool “Application Budget” tabs.**

Fill out the Application Budget portion of the tool by filling out the teal boxes for the following:

**1. Award Amounts:**

**Per Capita Award:** This amount is based on your town’s population as listed in the State Register and Manual and is entered by the applicant from a table contained in the tool.

**Sub grant Allocation:** This totals as you fill in the categories below.

**2. Enter Categories:**

- **Personnel-** Enter the total estimated cost for salaries or stipends for full or part-time EMDs, Deputy EMDs and support staff.
- **Organization-** Enter the total estimated cost for your phone bills, fax, internet bills, cable TV, WIFI etc. Please note that all services must be concluded and paid before seeking reimbursement.
- **Equipment-** Enter the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.
- **In kind-** Enter the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match.
- **All other-** Enter the total estimated cost for all other items. Must receive pre-approval from DEMHS Regional Coordinator.
- **Unallocated –** This is the remaining balance of funding that you have not yet allocated to a particular category.

<b>EMPG Subgrant Budget (Fill In Green Cells Only)</b>	
<b>PER CAPITA AWARD</b>	
Total:	\$147,216.00
Federal Per Capita Share <sup>2</sup> :	\$73,608.00
Local Match <sup>2</sup> :	\$73,608.00
<b>SUBGRANT ALLOCATION</b>	
Total:	\$0.00
Federal Per Capita Share <sup>2</sup> :	\$0.00
Local Match (Includes In-Kind) <sup>2</sup> :	\$0.00
Personnel:	\$0.00
<i>Allocate (Enter) the total estimated cost for salaries or stipends for full or part-time EMD's, Deputy EMD's and support staff. If claiming fringe, please provide a fringe benefits letter from the Municipal Finance Director.</i>	
Organization:	\$0.00
<i>Allocate (Enter) the total estimated cost for your phone bills, fax, internet bills, cable TV, WIFI etc. Please note that all services must be concluded and paid before seeking reimbursement.</i>	
Equipment:	\$0.00
<i>Allocate (Enter) the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.</i>	
In-Kind:	\$0.00
<i>Allocate (Enter) the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match. For a volunteer time form please visit the DEMHS website at <a href="http://www.ct.gov/demhs/cwp/view.asp?a=1910&amp;q=411692">http://www.ct.gov/demhs/cwp/view.asp?a=1910&amp;q=411692</a></i>	
All Other:	\$0.00
<i>Allocate (Enter) the total estimated cost for all other items. Must receive pre-approval from DEMHS Regional Coordinator.</i>	
Unallocated:	\$73,608.00

**Section E. EMPG Master Staffing Pattern and Training History**

The purpose of this form is to collect information regarding employees who will be funded under the Emergency Management Performance Grant (EMPG). Shown on the form are the current training records (completed courses are marked with their dates of completion) by your EMPG funded staff according to our records. These courses are required for all staff funded partially or fully under the EMPG.

**Instructions:** If you have completed additional courses please fill in the dates of completion for any courses. Please provide a copy of the course certificate(s). The deadline for new staff to complete all of the required courses is September 30, 2020.

Name	Position	Required Training Courses (Completed Courses Shown with an X)										
		IS-100 12/26/06	IS- 120a Needed	IS 200.b 12/27/06	IS-230 3/2019	IS-235 Needed	IS-240 Needed	IS-241 Needed	IS-242 Needed	IS-244 Needed	IS-700 2/20/06	IS-800 12/28/06
Kevin Kowalski	EMD											
Michael Berry	Deputy EMD	3/2/18	3/13/18	Needed	7/26/17	9/18/17	6/13/17	6/12/17	9/3/17	8/14/17	10/6/05	7/18/18

If an employee funded by EMPG has yet to complete the Required FEMA IS courses at <https://training.fema.gov/isis/search.aspx?search=PDS> (Professional Development Series) please complete the missing courses and submit your training certificate to your Division of Emergency Management and Homeland Security (DEMHS) Regional Office. If you need to request training certificates from FEMA, please request your transcript using the Transcript Request Form – EMI. You can find this form on our website at <https://training.fema.gov/emiweb/downloads/transqrst1.pdf>

## SECTION F. NEMA QUESTIONNAIRE

Each year the Division of Emergency Management and Homeland Security (DEMHS) fills out a survey from the National Emergency Management Association (NEMA). The purpose of the survey is to justify the funding we receive under the Emergency Management Performance Grant (EMPG).

To help us in filling out the survey for FY 2019, DEMHS is asking our EMPG participating towns to answer a few brief questions. Your answers will assist NEMA in justifying continued funding of the EMPG program to Congress.

1. What is your total emergency management budget: \$ 31,500.00  
*Please provide your total budget even if these costs exceed your EMPG allocation.*
  
2. Is your Emergency Management Director?:  
(Check One)  
 Full-Time  
 Part-Time  
 Volunteer
  
3. Which official (if any) has the authority to issue a mandatory evacuation order?:  
(Check One)  
 Mayor  
 First Selectman  
 Town Manager  
 Other

EMPG Subgrant Budget (Fill In Green Cells Only)		2019		Sub-grantee Name: <b>Simsbury</b>		Sub-Grant Number: <b>019E128a</b>		QUARTERLY FINANCIAL REPORT / CLOSEOUT REPORT	
PER CAPITA AWARD		DATE		PERIOD COVERED		COST AND PAYMENT INFORMATION		FISCAL YEAR ONLY	
Total:		PREPARED		FROM		THROUGH		FISCAL QUARTER	
Federal Per Capita Share:		ALL DIRECT COSTS PERSONNEL EQUIPMENT ETC.		FEDERAL SHARE Direct Costs @ 50% In-Kind Costs @ 33 1/3%		ATTACH COPY OF CHECK OR PAID RECEIPT		DATE OF PAYMENT	
Local Match:		100.00%		50.00%					
SUBGRANT ALLOCATION		100.00%		50.00%					
Total:		100.00%		50.00%					
Federal Per Capita Share:		100.00%		50.00%					
Local Match (Includes In-Kind):		100.00%		50.00%					
<b>\$74,407.00</b> Personnel: Allocate (Enter) the total estimated cost for salaries or stipends for full or part-time EMD's, Deputy EMD's and support staff. If claiming fringe, please provide a fringe benefits letter from the Municipal Finance Director.		Personnel Costs & Benefits (Includes Planning, Training and Exercises) Emergency Management Director (EMD) Salary Percentage of Salary Fringe Benefits: Emergency Management Director (EMD) Stipend Percentage of Stipend Fringe Benefits: Deputy EMD or Support Staff Salary Percentage of Salary Fringe Benefits: Deputy EMD or Support Staff Stipend Percentage of Stipend Fringe Benefits:		100.00% 50.00%					
<b>\$0.00</b> Organization: Allocate (Enter) the total estimated cost for your phone bills, fax, internet bills, cable TV, WiFi etc. Please note that all services must be concluded and paid before seeking reimbursement.		Organizational Costs (Phone, Fax, Internet, Cable TV etc.)		100.00% 50.00%					
<b>\$0.00</b> Equipment: Allocate (Enter) the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.		Equipment Costs (IT, Radios, Computers Printers Etc.)		100.00% 50.00%					
<b>\$0.00</b> In-Kind: Allocate (Enter) the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match. For a volunteer time form please visit the DEMHS website at <a href="http://www.ct.gov/demhs/ctportal/portal/portal.asp?nav=5312128_00411603">http://www.ct.gov/demhs/ctportal/portal/portal.asp?nav=5312128_00411603</a> All Other: Allocate (Enter) the total estimated cost for all other items. Must receive pre-approval from DEMHS Regional Coordinator.		All In-Kind Costs (Volunteers, Donated New Equipment) Volunteer EMD Enter Total Hours Here: Deputy/Support Staff Enter Total Hours Here: Donated New Equipment Donated New Equipment All other Costs (Travel, Training, Mileage, Meetings, EOC Activations, Emergency Responses, etc.)		100.00% 100.00% 33 - 1/3% 50.00%					
<b>\$0.00</b> Unallocated:		TOTAL QUARTERLY AMOUNT EXPENDED (100%): FOR GRANTS/FISCAL USE ONLY:				GRANT FUNDING GRAND TOTAL: MATCH FUNDING GRAND TOTAL:			
Certification: I hereby certify that the information contained herein is based on official accounting records, and that project outlays shown have been made in accordance with applicable grant terms and conditions, and that documentation is available to support these project outlays.									
Signature:		Date: <b>9/11/19</b>		Signature:		Date:		Date:	
Signature: <i>R. Kilkenny</i>				Signature: <i>[Signature]</i>		Date:		Date:	
Signature: _____				Signature: _____		Date:		Date:	
Signature: _____				Signature: _____		Date:		Date:	

<sup>1</sup> Please do not exceed the total Federal Share of your award. <sup>2</sup> In-Kind Service Require Double the Match.



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – Simsbury Performing Arts Center Raise a Paw Event
2. **Date of Board Meeting:** September 23, 2019
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development *maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:  
  
*Move, effective September 23, 2019 to approve the public gathering application for Simsbury Performing Arts Center Raise a Paw Event as presented and to authorize the issuance of the public gathering permit.*
5. **Summary of Submission:**  
The Public Gathering Committee has approved the Simsbury Performing Arts Center, Raise a Paw Event. The event will be held on 10/06/2019 at the Simsbury Performing Arts Center. The event will start at 10:00 am and end at 2:00 pm.
6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**  
a) Application, Map and Summary of Event



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## PUBLIC GATHERING PERMIT APPLICATION

A Public Gathering Permit (PGP) is required when a proposal is made for a gathering of a number of people on Town property which may cause questions or raise concerns regarding traffic circulation and access issues involving local or state roadways, public safety, or issues regarding a required Special Exception permit from the Zoning Commission.

Application should be completed in full, including original signatures, before submitting to the Zoning Enforcement Officer at the Simsbury Town Offices, Planning & Zoning Department, 933 Hopmeadow Street, Simsbury, Connecticut 06070. The application must be received in office at least **6 WEEKS** prior to the date of the proposed event. The Board of Selectmen has the final authority to approve or deny public gathering permit applications. The Town reserves the right to cancel an event that does not obtain complete approval, as specified herein.

Organization's Name: Simsbury Performing Arts Center, Inc.

Applicant's Name: Missy DiNunno - Executive Director

Mailing Address: 22 Iron Horse Blvd (PO Box 245) Simsbury, CT 06070

Phone: 860-651-4052 Email: missy@simsburymeadowsmusic.com

Event Location: Simsbury Meadows Performing Arts Center

Exact Date(s) of proposed Public Gathering: (MUST include all required "set up" and "tear down" time, as well as the actual dates of the Public Gathering.)

Exact Time(s)/Date Begin: Sunday, October 6th 8a End: Sunday, October 6th 3p

\*times above include setup/breakdown - see attached event outline  
Number of people expected to be present for the event (incl. staff, volunteers, attendees): 250

- The Town of Simsbury reserves the right to limit the number of attendees. The maximum number of permitted attendees will be determined after consultation with the Town of Simsbury.

**A Certificate of Insurance made out to the Applicant AND Town of Simsbury, evidencing coverage of \$1,000,000 in force for the duration of the event, must be submitted with this application. This Certificate of Insurance must include a hold harmless agreement for the Town.**

### TOWN OF SIMSBURY USE ONLY:

Fee Received: YES  NO  N/A   
Insurance Received: YES  NO  N/A   
Request Approved: YES  NO  MORE INFO: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EVENT INFO**

**Description of Event:** The Rob Branham Foundation is to provide financial and emotional support, educational information, and other pertinent resources to families fighting leukemia or other blood cancers so as to allow them to live as normally as possible while proceeding with their treatment. Raise A Paw will feature a walk/challenge course, pet themed vendors, and food vendors.

**Please indicate whether you will be bringing:**

**Additional trash and recycling receptacles:** YES  NO  NUMBER: 19T/19R

- *You are responsible for proper collection and removal of all waste generated by your event.*

**Portable toilets:** YES  NO  NUMBER: 6

- *If yes, please show locations on attached site plan.*

**Tent:** YES  NO  SIZE: multiple 10x10  
OPEN SIDES  ENCLOSED

- *Tents must be in compliance with State of Connecticut tent regulations. The Town of Simsbury's Building Official or Fire Marshal can advise on tent requirements.*

**Lighting and/or sound equipment:** YES  NO

- *If yes, please attach a list of the equipment you plan to use along with a stage plot with locations for the equipment.*
- *Lighting must meet the requirements of the Town of Simsbury Fire Marshal.*

**Does your event require electrical access?** YES  NO

- *If so, a plan for electrical access will need to be reviewed with the Town of Simsbury Building Official or Fire Marshal.*

**Will food be sold or given away at your event?** YES  NO

- *If food is to be served, whether prepared on- or off-site, you must obtain a Temporary Food Permit from the Farmington Valley Health District ([www.fvhd.org](http://www.fvhd.org)).*

**Will alcohol be served at your event?** YES  NO

- *If alcohol is to be served, you must obtain all pertinent State permits and abide by all Town and State laws and regulations. An additional list of policies applies if alcohol is to be served.*

**Will road closure(s) be necessary?** YES  NO

- *Details of proposed traffic circulation and closings must be presented to the Chief of Police prior to his signing of the PGP application. If State roads are proposed for closing, a permit from the CT DOT may be necessary.*

**PLANNING & ZONING DEPARTMENT**  
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3245

**Alcohol**

- Does your event require a Special Exception? YES  NO
- Has the Zoning Commission approved a S.E.? YES  NO
- Have you obtained a State of CT liquor license? YES  NO

**Signage**

- Will your event require temporary signs? YES  NO 
  - No signage may be erected without written permission granted from the Zoning Enforcement Officer
- Has your organization secured permits for such? YES  NO

**Attachments:**

**Site Map**

- The site plan/map of the proposed Public Gathering should be to-scale and show exactly:
  - Layout of the Event (tents, booths/vendors, rides, aisles, etc.)
  - Location of Lighting
  - Parking Layout

**FARMINGTON VALLEY HEALTH DISTRICT**  
95 RIVER ROAD, CANTON, CT 06019

www.fvhd.org  
860-352-2333

*If food will be prepared or dispensed at your event, you must obtain a Temporary Food Permit from Farmington Valley Health District.*

Has a Temporary Food Permit been secured? YES  NO

<http://www.fvhd.org/food-protection1.html>

**BUILDING DEPARTMENT**  
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

**Tent:**

YES  NO  CAPACITY: \_\_\_\_\_  
OPEN SIDES  ENCLOSED   
SQUARE FOOTAGE: multiple 100 sq ft \_\_\_\_\_

- Tents may require a Building Permit, depending on square footage, capacity, enclosure (or not), and if there will be heat and/or electrical. You should contact the Building Official to determine if a permit will be necessary.

Does your event require electrical access? YES  NO   
• Will you be utilizing portable generators? YES  NO

**FIRE MARSHAL**  
871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

**DEPARTMENT OF PUBLIC WORKS (DPW)**  
66 TOWN FOREST ROAD, SIMSBURY, CT 06070

860-658-3222

Will barricades/signage be required:

- For the day of the event?
- In advance?

YES  NO

DATES: \_\_\_\_\_

Are DPW trucks required for use as barricades?

YES  NO

QUANTITY: 0

- The fee schedule below is for one (1) Truck and one (1) staff member.
- All fees will begin when Public Works Trucks leave the DPW Campus.
- Each Truck will be filled with sand and operated by a single staff member.
- The number and positioning of the Trucks shall be determined by the Simsbury Police Department.
- The fees for using DPW trucks as barricades are as follows:
  - \$250 for first four (4) hours
  - \$50/hour for each additional hour during regular hours
  - \$75/hour for each additional hour on Federal holidays and Sundays

TOTAL FEE DUE: \$250 + ( \_\_\_\_\_ hours x \$50/\$75) = \$ N/A

*Fee is payable by check made out to the Town of Simsbury*

**Please note:**

- No markings on the roadways or custom signage is allowed.
- Traffic cones shall not be provided by DPW.

**POLICE DEPARTMENT**  
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival?

YES  NO

If yes, please list recent prior venues that have hosted this concert/festival:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will on-site private security be provided?

YES  NO

NUMBER: \_\_\_\_\_

Will on-site emergency medical services be provided?

YES  NO

NUMBER: \_\_\_\_\_

- Where will they be located? \_\_\_\_\_

**SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION**  
64 WEST STREET, SIMSBURY, CT 06070

860-658-7213

Will there be any athletic competitions or other activity/activities that could increase the likelihood of injury or illness? YES  NO

Will the attendance be equal to or greater than 5000? YES  NO  NUMBER: 250

Attendance will be:  
STAGGERED OVER COURSE OF EVENT  AT A SPECIFIC TIME  TIME: \_\_\_\_\_

**CULTURE, PARKS & RECREATION**  
100 OLD FARMS ROAD, SIMSBURY, CT 06070

860-658-3836

Are you serving food? YES  NO   
• If so, trash recycling barrels are required at Permittee's expense

Will you require any special field lining or set up? YES  NO

Do you intend to use "staked" tents on athletic fields? YES  NO

Will athletic field lighting be necessary? YES  NO

Have you provided a parking plan on your site map? YES  NO

Portable toilets must be provided at the rate of 1 toilet per 50 patrons, at the Permittee's expense.

• ATTENDANCE: 250 / 50 = 5 PORTABLE TOILETS REQUIRED

### Public Gathering Permit Required Declaration

I declare that the information provided on this application is true and correct to the best of my knowledge and belief. I understand that if the information I have provided is a misrepresentation of the actual event, or that the actual event digresses in a manner from the approved permit, that the permit will be revoked.

Applicant's Name (Printed): Missy DiNunno on behalf of rental client

Applicant's Signature: 

Date Signed: 8-4-19 8/21/19

## REQUIRED SIGN OFFS (in order required)

	<u>Received Date:</u>	<u>Received By:</u>	<u>Approved By:</u>	<u>Action Date:</u>
Culture Parks And Rec. Director				
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief				
Dir of Public Works				
Dir of Health FVHD				
Fire Marshal				
Zoning Enforcement Officer				
Board of Selectmen				

# EVENT SUMMARY

## Raise A Paw Against Leukemia

Sunday, October 6, 2019

Public Gathering Permit Application Submitted: 8/4/19

### CONTACT INFORMATION:

Organization	Rob Branham Foundation Event website: <a href="http://www.robsfoundation.org">www.robsfoundation.org</a>
Event Contact	Linette Branham Rob Branham Foundation 31 Canton Rd. West Simsbury, CT 06092  Cell: 860-324-8239 Office: Email: <a href="mailto:robsfoundation@gmail.com">robsfoundation@gmail.com</a>
SMPAC Contact	Missy DiNunno, Executive Director  Office: 860-651-4052 Cell: 203-305-1847 Email: <a href="mailto:missy@simisburymeadowsmusic.com">missy@simisburymeadowsmusic.com</a>

### TIMELINE:

Sunday, October 6, 2019	
8a – 10a	Load-in and setup
10a – 2p	Raise A Paw Event
2p – 3p	Breakdown and load-out

### EVENT DETAILS:

Description
<p>The mission of The Rob Branham Foundation is to provide financial and emotional support, educational information, and other pertinent resources to families fighting leukemia or other blood cancers so as to allow them to live as normally as possible while proceeding with their treatment.</p> <p>Raise A Paw will feature a walk/challenge course, pet themed vendors and food vendors.</p>

Ticketing Information	
Price TBD	Admission will only be charged for access to the walk/challenge course. Vendors and food are open to general public.  Those interested in participating in the walk/challenge should visit the website for more information.

Parking	
Advanced Preparation	No lining required prior to event

Parking	
Management	SMPAC to manage
On-site Parking Fee	N/A

Expected Attendance	
Total Attendance Expected	**Figures are estimated and subject to change 250-500 (likely closer to 250 per 2018 attendance)

Stage Requirements	
Lights	Basic stage lighting provided
Sound	Provided by client
Setup	TBD by client

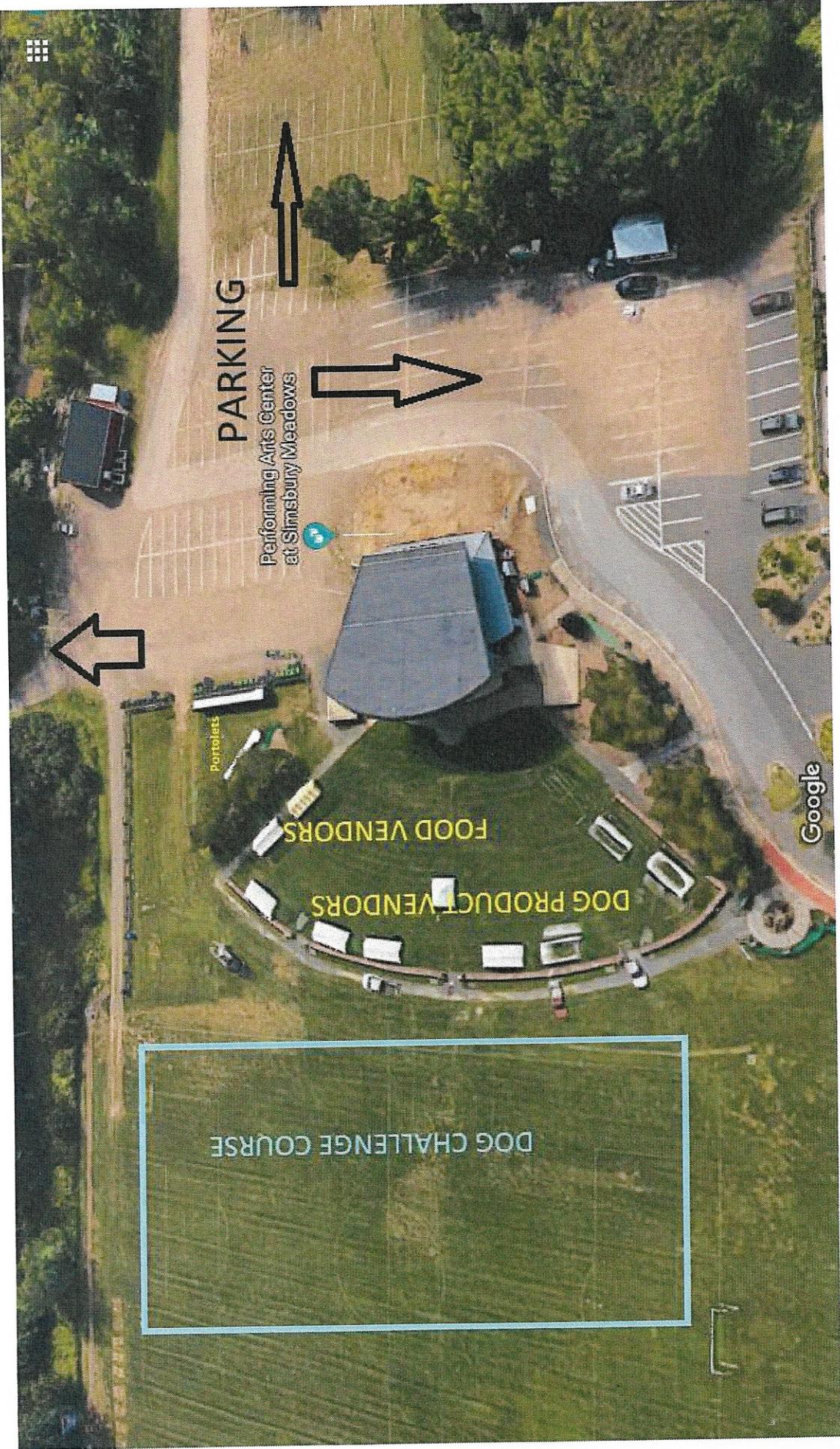
Vendor Information	
Merchandise Sales Vendors	Vendors will be located inside the wall on the field
Food Vendors	SMPAC – Non-alcoholilic beverages and food trucks Location – on field inside wall
	Other Vendors – N/A Location – on field East Side
Services/Activities	Location – Walk/Challenge Course will be located just beyond the stone wall. Ticket must be purchased to access this area. Dog related merch vendors.

Public Restrooms	
Coordinated by	SMPAC
Units	Standard – 3 Sinks - 2 Accessible - 1 TOTAL - 6
Location	North east field – N/A North west field – N/A South east field (adjacent to parking) – 3/2/1

Security	
Stage Security	N/A
Field Security	N/A
Overnight Security	N/A
Security Notes	

Public Safety	
Police	N/A
Fire	N/A
EMS	N/A

Tents		
10x10	Number: Multiple – pop up vendor tents	Sides: No



PARKING

Performing Arts Center  
at Simsbury Meadows

FOOD VENDORS

DOG PRODUCT VENDORS

DOG CHALLENGE COURSE

Portolets

Google



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Revisions to Golf Course Tee Sign Advertising Policy
2. **Date of Board Meeting:** September 23, 2019

3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Tom Tyburski, Director of Culture, Parks and Recreation *Maria E. Capriola*

4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports revising the Simsbury Farms Golf Course Tee Sign Advertising Policy as presented, the following motion is in order:

*Move, effective September 23, 2019 to approve the proposed revisions to the Simsbury Farms Golf Course Tee Sign Advertising Policy.*

5. **Summary of Submission:**

The Town has had an agreement with the Simsbury Farms Men's Club (SFMC), a 501(c)(7) social organization of golfers at Simsbury Farms, to allow the SFMC to sell tee signs at the golf course and use the funds from the tee sign program to fund projects on the course. The Simsbury Farms Golf Course Tee Sign Advertising Policy formalizes this partnership, recognizing the great work that the SFMC has done with this program, and acknowledges their input on which projects would be funded and at what amounts through this program.

The SFMC has requested revisions to the existing policy (2009<sup>1</sup>) with the Town. Their hard work with this program has funded the purchase of many pieces of needed maintenance equipment and improvements at the golf course over the years. Recent donations of note include support for the 5<sup>th</sup> Green renovation project (2018, \$9,608), a Pressure Washer (2018, \$3,750), a Fountain Aerator (2018, \$3,750) and assisting the Town with funding Bunker Renovations (2014, \$5,500). The proposed policy revisions note that donations are subject to the Town's gift ordinance.

6. **Financial Impact:**

The Town has never sold the tee signs. Since 2009 the Simsbury Farms Men's Club has run a successful tee sign program which has funded over \$50,000 in course improvements and equipment purchases (see attached). This does not include the cost of the high quality tee signs that they have produced for the course (\$19,900).

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<sup>1</sup> Exact date being researched.

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

- a) Proposed Revisions to Golf Course Tee Sign Advertising Policy
- b) 2009 Golf Course Tee Sign Advertising Policy
- c) Simsbury Farms Men's Club Golf Course Donations Summary



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY  
GOLF COURSE TEE SIGN ADVERTISING POLICY - DRAFT  
Adopted by the Board of Selectmen on **INSERT ORIGINAL DATE, 2009**  
Amended on **XXX, 2019**

## I. Purpose

The Culture, Parks and Recreation Department operates and maintains the Simsbury Farms Golf Course. The golf course is budgeted for and generates revenues through the **Simsbury Farms Parks and Recreation** Special Revenue Fund. The major sources of revenue from the golf course are greens fees, season passes, golf carts and practice range. Revenues derived from the golf course are intended to cover most routine and operating expenses related to the golf course.

In an effort to diversify revenues and create a revenue stream for golf course special projects, equipment, and capital enhancements, ~~enhance revenues and create a new revenue source~~, the department has partnered with the Simsbury Farms Men's Club (SFMC) to solicit ~~a new revenues through a tee sign/advertising program. The SFMC will act as an agent for the Town in administering the advertising program.~~ The intent is to provide a high quality sign for each tee, with advertising space provided on each sign (Att.). ~~The advertising opportunity would be solicited through the local business community, with the intent of covering the cost of the initial purchase of the signs. Additional funds and future advertising revenue would be placed in a separate fund earmarked for on course improvements. The fund would be under the control of the League's Board of Directors and funds would be disbursed for projects recommended and approved by the Golf Course Superintendent and the Director of Culture, Parks and Recreation. The fund would be made available for audit by the Town if requested.~~

The SFMC has adopted this program as part of their operations and donates the tee signs to the Town of Simsbury. Projects and donations funded by SFMC will be proposed and considered in accordance with the Town of Simsbury's gift ordinance, as may be amended from time to time.

## II. Effective Date

This Policy shall be effective immediately and shall remain in effect until revised or rescinded.

## III. Advertising

Telephone (860) 658-3255  
Facsimile (860) 408-9283

[www.simsbury-ct.gov](http://www.simsbury-ct.gov)

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

The SFMC will act as an agent for the Town in administering the advertising program. Advertising opportunities will be solicited by SFMC through the local business community.

Advertising opportunities are available to any local or national business, non-profit, or government agency that have, or wish to have a presence in Simsbury. Limited tee sign advertising spots are available. Term of agreement will be for 1 or 3 years, with the advertiser given the right of first refusal to re-advertise. Acceptance of an ad does not imply any type of endorsement by the Town of Simsbury.

- A. **Content Prohibitions.** Advertisers will not be considered whose product promotes or encourages the consumption of drugs, alcohol, tobacco, firearms, or any product the Town's ~~Board of Selectmen~~ finds offensive. Political advertising of any kind will not be allowed. The ~~Department~~ Town reserves the right to reject ad content that it deems objectionable.

#### IV. Financial Management

- A. **Fee Schedule.** SFMC has the right to determine the fees for the tee signs. The intent of the fee is to cover the cost of the initial purchase of the sign, in addition to generating revenue to be used for golf course special projects, equipment, and capital enhancements.
- B. **Accounting of Funds.** The Town acknowledges that all revenues derived from tee sign sales shall be deposited into an account managed by SFMC. The fund will be made available for audit by the Town if requested.

~~An annual financial report of the advertising program will be submitted to the Town's Finance Director for review and approval.~~

- C. **Disbursement of Funds.** The funds will be disbursed for special projects, equipment, or capital enhancements. Recommendations for use of the funds may be submitted to the SFMC Board of Directors from the Director of Culture, Parks and Recreation Director in consultation with the Golf Course Superintendent, Golf Course Professional, the Town Manager and the SFMC Board. The specific allocation of funds is to be determined by the SFMC Board of Directors, pending approval of the donation(s) by the Board of Selectmen pursuant to the Town's gift ordinance. Any financial, project, or equipment donation proposal should be consistent with the parameters of the Town of Simsbury's gift ordinance and not in conflict with any Master Plan adopted by the Culture, Parks, and Recreation Commission or the Board of Selectmen.

## GOLF COURSE TEE SIGN ADVERTISING POLICY – Approved 2009

The Culture, Parks and Recreation Department operates and maintains the Simsbury Farms Golf Course. The golf course is budgeted for and generates revenues through the Simsbury Farms Special Revenue Fund. The major sources of revenue from the golf course are greens fees, season passes, golf carts and practice range.

In an effort to enhance revenues and create a new revenue source, the department has partnered with the Simsbury Farms Men's Club (SFMC) to solicit a new tee sign/advertising program. The SFMC will act as an agent for the Town in administering the advertising program. The intent is to provide a high quality sign for each tee, with advertising space provided on each sign (Att.). The advertising opportunity would be solicited through the local business community, with the intent of covering the cost of the initial purchase of the signs. Additional funds and future advertising revenue would be placed in a separate fund earmarked for on course improvements. The fund would be under the control of the League's Board of Directors and funds would be disbursed for projects recommended and approved by the Golf Course Superintendent and the Director of Culture, Parks and Recreation. The fund would be made available for audit by the Town if requested.

The following conditions apply to any potential tee sign advertiser:

Limited tee sign advertising spots are available. Advertising opportunities are available to any local or national business, non-profit, or government agency that have, or wish to have a presence in Simsbury. Acceptance of an ad does not imply any type of endorsement by the Town of Simsbury.

Advertisers will not be considered whose product promotes or encourages the consumption of drugs, alcohol, tobacco, firearms, or any product the Town's Board of Selectmen finds offensive. The Department reserves the right to reject ad content that it deems objectionable.

Political advertising of any kind will not be allowed.

Term of agreement will be for 1 or 3 years, with the advertiser given the right of first refusal to re-advertise.

## **Simsbury Farms Mens Club Donation Summary**

Below is a listing of the Simsbury Farms Men's Club course improvements' and equipment funded:

2005 Greens De-thatcher \$2,000

2006 Drinking Fountains Installed on Holes 4 and 16 \$5,093

2007 Flatbed for maintenance truck at the golf course \$1,500

2008 Bunker Rakes and Flag Pins \$2,126

2009 Shrubs, Flowers, Broken Tee Receptacles, Sand and Seed Bottles \$1,700

2009 Installation of new Tee Signs (9) \$10,909

2010 Installation of new Tee Signs (9) Broken Tee Receptacles\$ 8,991

2010 Practice Area Bench (Ed Gundaker) \$1,463

2011 Greens Roller \$6,211

2012 Wood Chipper \$1,500 Sand and Seed Bottles

2013 Greens Roller \$3,000

2014 TOWN OF SIMSBURY (Doug Beach) Bunker Renovations \$5,500

2015 Green Top-Dressing Sweeper \$3,477

2016 Tee Markers \$1,428, 2<sup>nd</sup> Green Plantings \$1,326

2018 Pressure Washer \$3750

2018 Fountain Aerator \$3,750

2018 #5 Green Renovation Support \$9,608

TOTAL: \$52,004



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Fee Waiver Request for 2020 Connecticut Public Links Championship Golf Tournament
2. **Date of Board Meeting:** September 23, 2019
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Tom Tyburski, Director of Culture, Parks and Recreation *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the Connecticut State Golf Association's request for a waiver of greens fees associated with their 2020 Connecticut Public Links Golf Championship, the following motion is in order:

*Move, effective September 23, 2019 to approve the requested waiver of greens fees for the Connecticut State Golf Association's 2020 Public Links Golf Championship.*

5. **Summary of Submission:**  
Simsbury Farms Golf Course has been a member club of the Connecticut State Golf Association (CSGA) since the course opened. One of our longtime members has been a Regional Vice President of the organization for more than 15 years. The Simsbury Farms Men's Club has hosted numerous CSGA tournaments and events in the last 20 years, a testament to the quality of our course relative to its peers. We have been offered and accepted the opportunity to host several CSGA major tournaments during this period, notably the Super Seniors on three occasions and the Connecticut State Senior in 2006. Additionally, many local high school students have worked at the Simsbury Farms Pro Shop over the years and have been the recipients of more than \$70,000 in college scholarships through the CSGA's Widdie Neale Scholarship Fund.

The fee waiver requested is for greens fees only. Golf cart fees are paid in full. The CSGA also provides our restaurant concession payment for lunch and breakfast for players, CSGA staff and officials. Hosting the 2020 Public Links Championship is an honor for our course. The 2019 Championship was held at Wintonbury Hills Golf Course in Bloomfield, and being asked to have the event here recognizes that our course is in great condition and attractive to those in the golfing community. Hosting the Connecticut Public Links Championship will generate positive public relations and advertising opportunities in the golfing community. Many players participating in the tournament will arrive the day before the event, play practice rounds at Simsbury Farms prior to the event, and stay in our local hotels during the event. The Simsbury Farms

Golf Course would be closed to the public only in the morning and early afternoon of the first day and the morning of the second day the event is held.

About the Connecticut State Golf Association:

*The CSGA functions as an extension of the USGA and provides stewardship for amateur golf in Connecticut. Founded in 1899, it is the country's oldest state golf association and conducts over 50 Championships, Qualifiers and One-Day Tournaments throughout the year, in addition to administering handicaps for over 40,000 members and 181 member clubs. As a 501(c)(3) non-profit organization, the CSGA supports a variety of golf organizations within Connecticut, including the Connecticut Women's Golf Association, Southern New England Women's Golf Association, The First Tee, the Connecticut PGA, the Connecticut Association of Golf Course Superintendents and the CSGA Scholarship Fund in honor of Widdy Neale.*

Members of the Simsbury Farms Men's Club and the Culture, Parks and Recreation Commission have informally expressed support for this fee waiver request.

**6. Financial Impact:**

The tournament is tentatively planned to take place over 2 consecutive weekdays in early August 2020. During the time that the golf course would be closed to the public, it would normally generate \$5,000 - \$7,000. However, various revenues generated from the tournament are estimated at \$5,130: cart rentals - \$1,620; driving range fees - \$750; and practice round fees - \$2,760. In addition, the Tournament Committee will purchase meals from our restaurant vendor.

While we estimate the potential for a small loss of revenue to the Town, we believe that hosting the Connecticut Public Links Championship would be an honor for our community and recognizes the great work of our golf maintenance team, pro shop staff, and the volunteers who make Simsbury Farms Golf Course an outstanding place to play golf. There are also marketing/publicity and economic development benefits to the Town as a result of hosting the tournament. The Town of Simsbury has waived greens fees in the past for Connecticut State Golf Association tournaments held at the Farms.

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

a) Connecticut Public Links Championship Parameters

## Connecticut Public Links Championship

Time of Year	First or Second week of August
Players	99-120
Format	Day 1 - All players play 18-holes of stroke play. Day 2 – The field is cut to the low 36 scorers who will play 18-holes of stroke play. A hole-by-hole playoff may be required to determine the champion.
Transportation	Players have the option to ride or walk. The use of a golf cart is paid directly by the competitor. Approximately 60% of players ride on day 1 and day 2.
Course Requirements	Day 1 the course would be open to member play 30 minutes following the last tee time at approximately 2pm. Day 2 the course would be open to member play at approximately 11am.
Practice Rounds	Course must provide an adequate number of times for all contestants to have an opportunity to have a practice round. This does not mean the course must provide one to each player but the amount of available times must meet or exceed the number of players in the field. The course can charge a fee for practice round privileges. On average 70% of players take advantage of a paid practice round when the fee ranges from \$40-50.
Practice Range	The practice range must be available at least 1 hour prior to the first starting time each day and remain open throughout the day. The range may be closed temporarily during the day for maintenance or ball retrieval purposes. The CSGA will provide the club an agreed upon fee for use of the range.
Food & Beverage	Limited continental breakfast (coffee, pastries, etc.) is to be provided to officials only each day of the competition. Lunch is to be provided for both players and officials for each day of the competition. Day 1 ~ 115 lunches, Day 2 ~ 50 lunches. These totals are the approximate number of lunches the CSGA will be paying for directly. There may be caddies, spectators, etc. that wish to pay for lunches on their own. The CSGA also requests a tab be arranged at the on course snack bar for use by officials and staff throughout the championship.
Merchandise Credit	The CSGA will provide approximately \$1,500 in merchandise credit redeemable at the golf shop of the host club.
Club Revenue	The following is a three year average of total club revenue: Cart Fees: Day 1 – 59 at \$20 = \$1,180 Day 2 – 22 at \$20 = \$440 Practice Rounds: 69 at \$40 = \$2,760 Practice Range: \$750 Food & Beverage: 40 breakfasts at \$8 = \$320 175 lunches at \$22 = \$3,850 Merchandise Credit: \$1,500 Total Club Compensation: \$10,800 (\$109 per player)



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Fiscal Year 2018/2019 Year-End Results and Transfer Requests
2. **Date of Board Meeting:** September 23, 2019
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Amy Meriwether, Finance Director  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the year-end transfer requests as presented, the following motion is in order:

*Move, effective September 23, 2019, to approve the year-end transfer requests as presented.*

5. **Summary of Submission:**  
**Fiscal Year 2018/2019 Year-End Results**

### General Fund Overview

Fiscal year 2018/2019 general fund revenues were budgeted at \$97,537,869. Actual receipts thru June 30, 2019 totaled \$99,609,161, an increase of \$2,071,292. The major drivers are as follows:

Tax Department \$887,307 – The Town collected \$436,364 in back taxes mainly related to the implementation of the new tax sale policy and tax collections in excess of budgetary estimates due to a conservative tax collection rate utilized during the budgeting process.

Finance Department \$1,923,740 – The Town received an unbudgeted bond premium in the amount of \$1,249,778, \$552,158 of investment income in excess of budgetary estimates and \$119,933 of unanticipated revenue from FEMA for reimbursement from the October 2011 winter storm.

Building Department \$463,063 – The Town received \$613,180 in building permit fees related to the Deep Water Wind Solar Project. Only a portion of this revenue had been budgeted.

Education \$785,919 – The Education Cost Sharing (ECS) Grant came in higher than anticipated by \$626,094.

Transfer In – Designated Fund Balance (\$2,000,000) – Fund balance appropriations were not utilized due to the excess revenues noted above.

General fund expenditures were budgeted at \$97,537,869. Actual expenditures thru June 30, 2019 totaled \$97,396,976, savings to the Town of \$140,893. This savings was made up of various budget line item variances but the major drivers were as follows:

Planning Department (\$51,069) – Majority of balance relates to salary savings due to staffing transitions.

Police Department (\$68,155) – Majority of balance relates to full-time salary savings of \$90,355, an overtime salary deficit of \$44,902, over-time training savings of \$9,959, seasonal salaries savings of \$5,613, holiday pay savings of \$42,610, contractual services deficit of \$26,992, clothes & safety supplies deficit of \$21,727 and equipment maintenance savings of \$11,298.

Highway Department (\$284,262) – Majority of balance relates to road paving costs that were paid for via the Town Aid Road Fund, therefore creating a savings in the Highway Department.

Employee Benefits \$132,666 – Deficit relates to the following line items that were under budgeted: \$60,877 for Major Medical Insurance, \$29,081 for Defined Contribution Pension Contributions and \$40,002 for Unemployment Compensation.

Transfer Out – Capital Projects \$370,000 – Savings of \$250,000 in the Highway Department was transferred to the Public Works Complex Infrastructure Capital Project Fund and \$120,000 of unanticipated FEMA revenue was transferred to the One Old Bridge Park Capital Project Fund. Both transfers were utilized to fund under budgeted projects.

Included with this submission is a schedule of “Year-End Budget Transfers” which aligns the General Fund budget to actual results.

#### *Simsbury Farms Fund*

Simsbury Farms fund expenditures exceeded revenues by \$495,292 as of June 30, 2019. Fund balance decreased from \$31,825 to (\$463,467). Of the \$495,292 deficit, \$267,254 is due to an accounting change where summer program revenue was deferred to appropriately align program revenues with program expenditures. The remaining deficit of \$228,038 is broken down as follows and consistent with the prior year loss of \$229,037.

Deficit breakdown by program:

Recreational Programs - \$3,019 Excess (NOT recognizing any deferred revenue accounting change)

Simsbury Farms Complex - \$37,920 Deficit (NOT recognizing any deferred revenue accounting change)

Golf Course - \$75,721 Deficit

Simsbury Farms Administration - \$117,416 Deficit (no program revenue offset)

#### Health Insurance Fund

The Health Insurance Fund revenues exceeded expenditures by \$13,131 as of June 30, 2019. Fund balance increased from (\$122,695) to (\$109,564). The \$13,131 increase to fund balance is mainly due to the \$1,000,000 transfer into the Health Insurance Fund from the General Fund. Without this transfer, the fund would have suffered a deficit of \$986,869. Reserves as of June 30, 2019 totaled \$1,912,924.

#### Sewer Use Fund

The Sewer Use Fund revenues exceeded expenditures by \$785,743 as of June 30, 2019. Fund balance increased from \$4,938,189 to \$5,723,932. The majority of the surplus relates to a facility connection charge (FCC) that was received by Dorset Crossing in the amount of \$521,337. The remaining fund surplus of \$264,406 is in line with budgetary estimates.

#### General Fund Transfer Requests

##### Hazard Mitigation Special Revenue Fund

This fund is showing a deficit of \$2,335 that dates back to FY2011/2012. It appears State and Federal grants were received for hazard mitigation for the One Old Bridge property. The grants were overspent and no transfer was ever made to cover the cost of the over expenditures. Staff is requesting a transfer from the General Fund in the amount of \$2,335 to offset the fund deficit and close out the fund.

##### POCD Grant Fund

This fund is showing a deficit of \$13,000 that dates back to FY2011/2012. It appears a Plan of Conservation and Development State grant was received and utilized for the purchase of a stormwater module. The cost of the module was \$25,000 but only \$12,000 of this grant was posted to the fund. It is unclear whether the grant was overspent or there was a mis-posting of the remaining revenue to another fund. Staff is requesting a transfer from the General Fund in the amount of \$13,000 to offset the fund deficit and close out the fund.

##### Hartford Charette Fund

This fund is showing a deficit of \$25,298 that dates back to FY2013/2014. A budget of \$175,000 was appropriated in this fund to conduct a land use study on The Hartford property. It appears a donation was made to The Hartford project in the amount of \$145,000 for the study but no additional funds were ever transferred into the fund to cover the remaining \$30,000. Staff is requesting a transfer from the General Fund in the amount of \$25,298 to offset the fund deficit and close out the fund.

### Health Insurance Fund

During the FY2019/2020 budgeting process, it was identified that the health insurance fund reserve does not meet industry standards. As you may recall, insurance rates were raised for FY2019/2020 enough to make the Health Insurance Fund solvent but not enough to create a contribution to fund balance. The Board of Finance appropriated \$850,000 in FY2019/2020 to get to a short term reserve target goal of \$2,800,000. Staff is requesting an additional contribution of \$400,000 into the Health Insurance Fund to increase the reserve to \$3,200,000. This will put the fund within industry standards of 20-25% of expected claims.

### Simsbury Farms Fund

As previously reported, the Simsbury Farm's fund ended FY2018/2019 with a deficit of \$495,292. This brought the Simsbury Farms fund balance from \$31,825 to (\$463,467). Of this fund balance, \$53,201 is designated for golf equipment purchases leaving an unassigned fund balance of \$516,668. Therefore, staff is requesting a transfer of \$516,668 from the General Fund to the Simsbury Farms Fund to get the fund out of a deficit position.

### Capital Reserve Fund

During the FY2019/2020 budgeting process, the Board of Finance expressed that they were comfortable with an unassigned fund balance ratio in the General Fund of 15%. At the end of FY2019/2020, the unassigned fund balance ratio in the General Fund is expected to be 14.93%. Staff is requesting a contribution into the Capital Reserve fund of \$1,000,000. If approved, the Capital Reserve Fund would increase from \$13,297 to \$1,013,297. These funds would be utilized in future budget years to offset unanticipated project shortfalls and reduce the need for bonding, therefore, reducing our future debt expenditures. All funds will remain in the Capital Reserve until action is taken to appropriate the funds. Based on actual FY2018/2019 results and if the \$1,000,000 transfer is approved, this will leave the Town with an estimated unassigned fund balance ratio in the General Fund of 15.32% as of June 30, 2020.

### Transfers to Assigned Fund Balance

During the FY2019/2020 budgeting process, a request for Economic Development marketing materials in the amount of \$18,000 was denied due to budgetary constraints. Staff would like to bring back this request back for funding via year end savings.

Staff is also requesting additional funds for professional development, executive coaching and leadership development for the Library, Police and Planning departments.

### Capital Transfer Requests

Completed capital projects have been reviewed as part of the year-end closing and staff is requesting the following funding transfers to close out the remaining balances in each of the capital funds:

### Transfers to Sewer Use Fund

Five sewer extension projects were completed as of June 30, 2019. All projects were funded via the Sewer Use Fund and came in well under budget. Staff is requesting a total transfer of \$691,759.94 to the Sewer Use Fund from each of the capital project funds to return the project savings back to the initial funding source.

Transfers to HJMS Renovation – Phase III Capital Project Fund

There are nine capital projects being closed that were all funded via bond proceeds. The total dollar value of bonded projects being closed is \$215,865. Due to the large dollar value of unspent bond proceeds, it is the recommendation of bond counsel that these funds be utilized to reduce future bonding. The Town is planning on bonding for the HJMS Renovation – Phase III in the current fiscal, FY2019/2020, and will plan to reduce bonding for this project by the \$215,865.

Transfers to the General Fund

There are four capital projects and two Capital Non-Recurring funds being closed that were all funded via general fund transfers. Staff is requesting the total close out dollar value of \$321,358 be transferred to the General Fund.

Transfers from Capital Reserve Fund

The Park Improvements capital project fund is in a negative cash position by \$3,000. The project had an approved appropriation of \$508,000 via bonding but the project was only bonded for \$505,000 leaving a \$3,000 deficit. Due to the minimal negative balance, staff is requesting a transfer from the Capital Reserve Fund in the amount of \$3,000 to offset the deficit and close the fund.

The Town Teledata and District Network Infrastructure capital projects were overspent by \$0.12 and \$2,519.96 respectively. Staff is requesting a transfer from the Capital Reserve Fund in the amount of \$2,520 to offset the minimal deficits and close the funds.

Staff is requesting an additional appropriation of \$100,000 for fencing at the Bandshell. This project was included in FY20/21 if the six year CNR plan. Staff has received numerous concerns from the public and the PAC regarding safety, security, and aesthetic issues related to the temporary fencing installed annually. If we were to make funds available now for FY 19/20, we would be able to construct the permanent fence in advance of the PAC's 2020 season and alleviate the fencing issues approximately one year ahead of schedule.

**6. Financial Impact:**

See the "Fund Balance Summary" provided with the "General Fund – Close out Transfers Requests" document and the "Capital Fund Summary" provided with the "Capital Projects – Close Out Transfer Requests" document.

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

- a) General Fund Statement of Revenue
- b) General Fund Statement of Expenditures
- c) General Fund Year End Budget Transfers – Budgetary Basis

- d) General Fund Schedule of Changes in Fund Balance
- e) Simsbury Farms Statement of Revenues, Expenditures and Changes in Fund Balance
- f) Health Insurance Fund Statement of Revenues, Expenditures and Changes in Fund Balance
- g) Residential Property Statement of Revenues, Expenditures and Changes in Fund Balance
- h) Sewer Use Fund Statement of Revenues, Expenditures and Changes in Fund Balance
- i) Sewer Assessment Fund
- j) Special Revenue Funds Statement of Revenues, Expenditures and Changes in Fund Balance
- k) Belden Trust Funds Statement of Revenues, Expenditures and Changes in Fund Balance
- l) Pension Trust Funds Statements of Revenues, Expenditures and Changes in Fund Balance
- m) Capital Projects Summary
- n) Capital Non-Recurring Fund Summary
- o) General Fund and Capital Projects – Close Out Transfer Requests

**Town of Simsbury  
General Fund  
Statement of Revenues  
For the Period Ended June 30, 2019**

	<u>2019 Budget</u>	<u>2019 Actual</u>	<u>Budget Variance</u>	<u>Percent of Budget</u>
<b>General Government</b>				
Tax Department	\$ 87,800,198	\$ 88,687,505	\$ 887,307	101%
Finance Department	394,065	2,317,805	1,923,740	588%
Building Department	798,000	1,261,063	463,063	158%
Town Clerk	598,700	551,206	(47,494)	92%
Assessor's Office	144,539	165,697	21,158	115%
Town Manager's Office	125,000	124,500	(500)	100%
Land Use Commission	30,000	28,407	(1,593)	95%
Miscellaneous	-	42,799	42,799	0%
<b>Total General Government</b>	<u>89,890,502</u>	<u>93,178,982</u>	<u>3,288,480</u>	<u>104%</u>
<b>Public Safety</b>				
Police Department	83,063	78,255	(4,808)	94%
Animal Control	500	375	(125)	75%
<b>Total Public Safety</b>	<u>83,563</u>	<u>78,630</u>	<u>(4,933)</u>	<u>94%</u>
<b>Public Works</b>				
Eno Memorial Hall	2,500	15,750	13,250	630%
Engineering	350	328	(22)	94%
Highway Department	-	4,263	4,263	0%
Landfill	-	370	370	0%
<b>Total Public Works</b>	<u>2,850</u>	<u>20,710</u>	<u>17,860</u>	<u>727%</u>
<b>Health &amp; Welfare</b>				
Elderly/Handicapped Transport	6,000	6,672	672	111%
<b>Total Health &amp; Welfare</b>	<u>6,000</u>	<u>6,672</u>	<u>672</u>	<u>111%</u>
<b>Culture &amp; Recreation</b>				
Library	49,000	31,748	(17,252)	65%
Community Gardens	2,500	2,425	(75)	97%
Memorial Pools & Fields	1,500	2,120	620	141%
<b>Total Culture &amp; Recreation</b>	<u>53,000</u>	<u>36,293</u>	<u>(16,707)</u>	<u>68%</u>
<b>Education</b>				
Board of Education	5,501,954	6,287,873	785,919	114%
<b>Total Education</b>	<u>5,501,954</u>	<u>6,287,873</u>	<u>785,919</u>	<u>114%</u>
<b>Intergovernmental</b>				
Transfer In - Designated Fund Balance	2,000,000	-	(2,000,000)	0%
<b>Total Intergovernmental</b>	<u>2,000,000</u>	<u>-</u>	<u>(2,000,000)</u>	<u>0%</u>
<b>Total Revenues</b>	<u>\$ 97,537,869</u>	<u>\$ 99,609,161</u>	<u>\$ 2,071,292</u>	<u>102%</u>

**Town of Simsbury  
General Fund  
Statement of Expenditures  
For the Period Ended June 30, 2019**

	<u>2019 Budget</u>	<u>2019 Actual</u>	<u>Budget Variance</u>	<u>Percent of Budget</u>
<b>General Government</b>				
Town Manager's Office	\$ 456,825	\$ 451,414	\$ (5,411)	99%
Finance Department	322,007	315,322	(6,685)	98%
Building Department	291,911	277,356	(14,555)	95%
Assessor's Office	252,546	252,487	(59)	100%
Town Clerk	226,809	221,618	(5,191)	98%
Information Technology	204,413	201,628	(2,785)	99%
Community Development	188,539	184,604	(3,935)	98%
Planning Department	173,430	122,361	(51,069)	71%
Tax Department	168,126	178,068	9,942	106%
Legal Services	151,000	150,411	(589)	100%
Elections Administration	120,572	111,523	(9,049)	92%
Community Services	108,872	104,351	(4,521)	96%
Administrative Services	98,889	87,020	(11,869)	88%
Economic Development Commission	46,000	45,000	(1,000)	98%
Audit Services	38,000	38,100	100	100%
Land Use Commission	22,100	15,693	(6,407)	71%
Board of Finance	6,600	5,140	(1,460)	78%
Regional Probate Court	5,426	5,426	-	100%
Historic District Commission	1,400	331	(1,069)	24%
Public Buildings Commission	1,225	1,206	(19)	98%
Tourism Commission	645	-	(645)	0%
<b>Total General Government</b>	<u>2,885,335</u>	<u>2,769,058</u>	<u>(116,277)</u>	<u>96%</u>
<b>Public Safety</b>				
Police Department	4,803,871	4,735,716	(68,155)	99%
Animal Control	70,581	67,608	(2,973)	96%
Emergency Management	6,685	4,853	(1,832)	73%
<b>Total Public Safety</b>	<u>4,881,137</u>	<u>4,808,177</u>	<u>(72,960)</u>	<u>99%</u>
<b>Public Works</b>				
Highway Department	2,970,226	2,685,964	(284,262)	90%
Buildings & Maintenance	479,657	470,924	(8,733)	98%
Public Works Administration	270,179	246,529	(23,650)	91%
Engineering	265,288	246,119	(19,169)	93%
Town Office Buildings	145,890	147,271	1,381	101%
Library	131,639	142,856	11,217	109%
Eno Memorial Hall	71,975	77,022	5,047	107%
Landfill	71,500	86,635	15,135	121%
Other Buildings	32,272	20,253	(12,019)	63%
<b>Total Public Works</b>	<u>4,438,626</u>	<u>4,123,573</u>	<u>(315,053)</u>	<u>93%</u>
<b>Health &amp; Welfare</b>				
Social Service Administration	258,572	248,895	(9,677)	96%
Senior Center Services	152,720	149,659	(3,061)	98%
Health Department	134,239	134,239	-	100%

**Town of Simsbury  
General Fund  
Statement of Expenditures  
For the Period Ended June 30, 2019**

	<u>2019 Budget</u>	<u>2019 Actual</u>	<u>Budget Variance</u>	<u>Percent of Budget</u>
Transportation Services	123,621	126,613	2,992	102%
Outreach Services - Elderly	24,408	24,418	10	100%
Total Health & Welfare	<u>693,560</u>	<u>683,825</u>	<u>(9,735)</u>	<u>99%</u>
<b>Culture &amp; Recreation</b>				
Library	1,474,097	1,449,067	(25,030)	98%
Parks & Open Space	674,541	658,064	(16,477)	98%
Recreation Administration	49,522	50,356	834	102%
Memorial Pool	53,408	53,846	438	101%
Memorial Field	26,951	19,008	(7,943)	71%
Beautification Committee	4,620	5,345	725	116%
Total Culture & Recreation	<u>2,283,139</u>	<u>2,235,686</u>	<u>(47,453)</u>	<u>98%</u>
<b>Education</b>				
Board of Education	69,149,552	69,146,063	(3,489)	100%
Non-Public Schools	543,490	542,166	(1,324)	100%
Total Education	<u>69,693,042</u>	<u>69,688,229</u>	<u>(4,813)</u>	<u>100%</u>
<b>Intergovernmental</b>				
Employee Benefits	4,781,745	4,914,411	132,666	103%
Transfer Out - Capital Projects	1,741,500	2,111,500	370,000	121%
Transfer Out - Health Insurance Fund	1,000,000	1,000,000	-	0%
Liability Insurance	485,715	498,119	12,404	103%
Transfer Out - Simsbury Farms	100,000	100,000	-	100%
Contingency Reserve	89,670	-	(89,670)	0%
Transfer Out - CNR 2016	83,250	83,250	-	100%
Transfer Out - CNR 2019	83,250	83,250	-	100%
Transfer Out - CNR 2015	83,250	83,250	-	100%
Transfer Out - CNR 2018	83,250	83,250	-	100%
Transfer Out - CNR 2017	68,300	68,300	-	100%
Total Intergovernmental	<u>8,599,930</u>	<u>9,025,330</u>	<u>425,400</u>	<u>105%</u>
<b>Debt Service</b>				
Principal	3,365,000	3,365,000	-	100%
Interest	698,100	698,100	-	100%
Total Debt Service	<u>4,063,100</u>	<u>4,063,100</u>	<u>-</u>	<u>100%</u>
<b>Total Expenditures</b>	<u>\$ 97,537,869</u>	<u>\$ 97,396,976</u>	<u>\$ (140,893)</u>	<u>100%</u>

**Town of Simsbury  
General Fund  
Year End Budget Transfers - Budgetary Basis  
For the Year Ended June 30, 2019**

	<b>Final Budget</b>	<b>Additional Appropriation</b>	<b>Budget Reduction</b>	<b>Adjusted Budget</b>	<b>Balance</b>
<b>General Government</b>					
Town Manager's Office	\$ 456,825	\$ -	\$ (5,411)	\$ 451,414	\$ -
Finance Department	322,007	-	(6,685)	315,322	-
Building Department	291,911	-	(14,555)	277,356	-
Assessor's Office	252,546	-	(59)	252,487	-
Town Clerk	226,809	-	(5,191)	221,618	-
Information Technology	204,413	-	(2,785)	201,628	-
Community Development	188,539	-	(3,935)	184,604	-
Planning Department	173,430	-	(51,069)	122,361	-
Tax Department	168,126	9,942	-	178,068	-
Legal Services	151,000	-	(589)	150,411	-
Elections Administration	120,572	-	(9,049)	111,523	-
Community Services	108,872	-	(4,521)	104,351	-
Administrative Services	98,889	-	(11,869)	87,020	-
Economic Development Commission	46,000	-	(1,000)	45,000	-
Audit Services	38,000	100	-	38,100	-
Land Use Commission	22,100	-	(6,407)	15,693	-
Board of Finance	6,600	-	(1,460)	5,140	-
Regional Probate Court	5,426	-	-	5,426	-
Historic District Commission	1,400	-	(1,069)	331	-
Public Buildings Commission	1,225	-	(19)	1,206	-
Tourism Commission	645	-	(645)	-	-
<b>Total General Government</b>	<b>2,885,335</b>	<b>10,042</b>	<b>(126,318)</b>	<b>2,769,058</b>	<b>-</b>
<b>Public Safety</b>					
Police Department	4,803,871	-	(68,155)	4,735,716	-
Animal Control	70,581	-	(2,973)	67,608	-
Emergency Management	6,685	-	(1,832)	4,853	-
<b>Total Public Safety</b>	<b>4,881,137</b>	<b>-</b>	<b>(72,960)</b>	<b>4,808,177</b>	<b>-</b>
<b>Public Works</b>					
Highway Department	2,970,226	-	(284,262)	2,685,964	-
Buildings & Maintenance	479,657	-	(8,733)	470,924	-
Public Works Administration	270,179	-	(23,650)	246,529	-
Engineering	265,288	-	(19,169)	246,119	-
Town Office Buildings	145,890	1,381	-	147,271	-
Library	131,639	11,217	-	142,856	-
Eno Memorial Hall	71,975	5,047	-	77,022	-
Landfill	71,500	15,135	-	86,635	-
Other Buildings	32,272	-	(12,019)	20,253	-
<b>Total Public Works</b>	<b>4,438,626</b>	<b>32,780</b>	<b>(347,833)</b>	<b>4,123,573</b>	<b>-</b>
<b>Health &amp; Welfare</b>					
Social Service Administration	258,572	-	(9,677)	248,895	-
Senior Center Services	152,720	-	(3,061)	149,659	-
Health Department	134,239	-	-	134,239	-
Transportation Services	123,621	2,992	-	126,613	-
Outreach Services - Elderly	24,408	10	-	24,418	-
<b>Total Health &amp; Welfare</b>	<b>\$ 693,560</b>	<b>\$ 3,002</b>	<b>\$ (12,738)</b>	<b>\$ 683,825</b>	<b>\$ -</b>

**Town of Simsbury  
General Fund  
Year End Budget Transfers - Budgetary Basis  
For the Year Ended June 30, 2019**

	<u>Final Budget</u>	<u>Additional Appopriation</u>	<u>Budget Reduction</u>	<u>Adjusted Budget</u>	<u>Balance</u>
<b>Culture &amp; Recreation</b>					
Library	\$ 1,474,097	\$ -	\$ (25,030)	\$ 1,449,067	\$ -
Parks & Open Space	674,541	-	(16,477)	658,064	-
Recreation Administration	49,522	834	-	50,356	-
Memorial Pool	53,408	437	-	53,845	-
Memorial Field	26,951	-	(7,943)	19,008	-
Beautification Committee	4,620	725	-	5,345	-
<b>Total Culture &amp; Recreation</b>	<u>2,283,139</u>	<u>1,996</u>	<u>(49,450)</u>	<u>2,235,685</u>	<u>-</u>
<b>Education</b>					
Board of Education	69,149,552	-	-	69,146,063	3,489
Non-Public Schools	543,490	-	-	542,166	1,324
<b>Total Education</b>	<u>69,693,042</u>	<u>-</u>	<u>-</u>	<u>69,688,229</u>	<u>4,813</u>
<b>Intergovernmental</b>					
Employee Benefits	4,781,745	132,666	-	4,914,411	-
Transfer Out - Capital Projects	1,741,500	370,000	-	2,111,500	-
Transfer Out - Health Insurance Fund	1,000,000	-	-	1,000,000	-
Liability Insurance	485,715	12,404	-	498,119	-
Transfer Out - Simsbury Farms	100,000	-	-	100,000	-
Contingency Reserve	89,670	46,409	-	-	136,079
Transfer Out - CNR 2016	83,250	-	-	83,250	-
Transfer Out - CNR 2019	83,250	-	-	83,250	-
Transfer Out - CNR 2015	83,250	-	-	83,250	-
Transfer Out - CNR 2018	83,250	-	-	83,250	-
Transfer Out - CNR 2017	68,300	-	-	68,300	-
<b>Total Intergovernmental</b>	<u>8,599,930</u>	<u>561,479</u>	<u>-</u>	<u>9,025,330</u>	<u>136,079</u>
<b>Debt Service</b>					
Principal	3,365,000	-	-	3,365,000	-
Interest	698,100	-	-	698,100	-
<b>Total Debt Service</b>	<u>4,063,100</u>	<u>-</u>	<u>-</u>	<u>4,063,100</u>	<u>-</u>
<b>Total Expenditures</b>	<u>\$ 97,537,869</u>	<u>\$ 609,299</u>	<u>\$ (609,299)</u>	<u>\$ 97,396,976</u>	<u>\$ 140,892</u>

**Town of Simsbury  
General Fund  
Schedule of Changes in Fund Balance - Budgetary Basis  
For the Year Ended June 30, 2019**

<b>Fund Balance, July 1, 2018</b>					<b>\$ 15,948,459</b>
	<u>Original Budget</u>	<u>Final Budget</u>	<u>Preliminary Actual</u>	<u>Budget Variance</u>	
Total Revenues and Transfers In	\$ 95,518,369	\$ 95,537,869	\$ 99,609,161	\$ 4,071,292	
Less: Appropriation of Fund Balance	<u>1,000,000</u>	<u>2,000,000</u>	<u>-</u>	<u>(2,000,000)</u>	
Total Revenues Less Appr. of Fund Balance	96,518,369	97,537,869	99,609,161	2,071,292	
Total Expenditures and Transfers Out	96,518,369	97,537,869	97,396,976	(140,893)	
Net Increase to Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,212,185</u>	<u>\$ 2,212,185</u>	<u>2,212,185</u>
<b>Fund Balance, June 30, 2019</b>					<b>\$ <u>18,160,644</u></b>

<b>Fund Balance Breakdown Preceding Transfers:</b>		
	<b>% of FY19 Expenditures</b>	<b>Balance</b>
Non-Spendable Fund Balance	0.03%	\$ 32,689
Assigned Fund Balance	0.20%	191,853
Unassigned Fund Balance	<u>18.42%</u>	<u>17,936,102</u>
<b>Total Fund Balance, June 30, 2019</b>	<u>18.65%</u>	<u>\$ 18,160,644</u>

**Town of Simsbury**  
**Simsbury Farms**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ended June 30, 2019**  
**With Comparative Totals for the Period Ended June 30, 2018**

	<u>2019 Budget</u>	<u>2019 Actual</u>	<u>2018 Actual</u>	<u>Actuals Variance</u>
<b>Revenues</b>				
Recreation Programs				
Special Programs	\$ 424,200	\$ 188,494	\$ 287,719	\$ (99,225)
Sponsorships/Advertising	4,500	-	-	-
Day Camps	-	51,072	147,894	(96,821)
Total Recreation Programs	<u>428,700</u>	<u>239,567</u>	<u>435,613</u>	<u>(196,046)</u>
Simsbury Farms Complex				
Skating	218,000	226,831	192,891	33,940
Simsbury Farms Pools	189,400	160,311	176,769	(16,458)
Vending	29,900	21,380	20,863	517
Court Rental	24,000	25,262	22,177	3,085
Apple Barn Rental	3,500	2,588	5,936	(3,348)
Miscellaneous	-	(511)	11,843	(12,353)
Total Simsbury Farms Complex	<u>464,800</u>	<u>435,861</u>	<u>430,478</u>	<u>5,383</u>
Golf Course				
Golf Course Fees	920,000	745,144	795,908	(50,764)
Golf Surcharge	42,000	45,984	-	45,984
Miscellaneous	26,500	26,500	30,136	(3,636)
Total Golf Course	<u>988,500</u>	<u>817,628</u>	<u>826,044</u>	<u>(8,416)</u>
Intergovernmental				
Transfer In - General Fund	100,000	100,000	299,037	(199,037)
Total Intergovernmental	<u>100,000</u>	<u>100,000</u>	<u>299,037</u>	<u>(199,037)</u>
<b>Total Revenues</b>	<b><u>1,982,000</u></b>	<b><u>1,593,056</u></b>	<b><u>1,991,172</u></b>	<b><u>(398,116)</u></b>
<b>Expenditures</b>				
Golf Course	901,398	893,349	876,509	16,840
Simsbury Farms Complex	479,736	518,735	464,535	54,200
Special Programs	388,078	458,847	413,805	45,042
Simsbury Farms Administration	212,771	217,416	235,177	(17,760)
<b>Total Expenditures</b>	<b><u>1,981,983</u></b>	<b><u>2,088,348</u></b>	<b><u>1,990,026</u></b>	<b><u>98,322</u></b>
<b>Net Change in Fund Balance</b>	<b>17</b>	<b>(495,292)</b>	<b>1,146</b>	
Fund Balance - 7/1	<u>31,825</u>	<u>31,825</u>	<u>30,679</u>	
Fund Balance - 6/30	<u>\$ 31,842</u>	<u>\$ (463,467)</u>	<u>\$ 31,825</u>	
Fund Balance Breakdown:				
Designated for Golf		53,201	31,790	
Unassigned		(516,668)	35	

**Town of Simsbury**  
**Health Insurance Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ended June 30, 2019**  
**With Comparative Totals For the Period Ended June 30, 2018**

	<u>2019 Budget</u>	<u>2019 Actual</u>	<u>Budget Variance</u>	<u>2018 Actual</u>	<u>Actuals Variance</u>
<b>Revenues</b>					
Premiums	\$ 13,610,424	\$ 13,681,935	\$ 71,511	\$ 12,396,262	\$ 1,285,673
H.S.A Funding	-	544,666	544,666	475,201	69,465
Rx Reimbursement	365,000	438,630	73,630	350,491	88,139
Insurance Refunds	-	44,656	44,656	34,401	10,255
<b>Total Revenues</b>	<b><u>13,975,424</u></b>	<b><u>14,709,887</u></b>	<b><u>734,463</u></b>	<b><u>13,256,355</u></b>	<b><u>1,453,532</u></b>
<b>Expenditures</b>					
Claims	13,031,176	14,161,101	1,129,925	12,773,634	1,387,467
H.S.A Funding	-	557,067	557,067	475,118	81,949
ASO Fees/Admin Fees	445,288	438,306	(6,982)	438,192	114
Stop Loss Insurance	498,960	540,283	41,323	420,494	119,789
<b>Total Expenditures</b>	<b><u>13,975,424</u></b>	<b><u>15,696,756</u></b>	<b><u>1,721,332</u></b>	<b><u>14,107,438</u></b>	<b><u>1,589,318</u></b>
<b>Operating Transfers</b>					
Transfer In	1,000,000	1,000,000	-	-	1,000,000
<b>Total Operating Transfers</b>	<b><u>1,000,000</u></b>	<b><u>1,000,000</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>1,000,000</u></b>
<b>Net Change in Fund Balance</b>	<b>1,000,000</b>	<b>13,131</b>	<b>(986,869)</b>	<b>(851,083)</b>	<b>864,214</b>
<b>Fund Balance - 7/1</b>	<b><u>(122,695)</u></b>	<b><u>(122,695)</u></b>		<b><u>728,388</u></b>	
<b>Fund Balance - 6/30</b>	<b><u>\$ 877,305</u></b>	<b><u>\$ (109,564)</u></b>		<b><u>\$ (122,695)</u></b>	
IBNR Liability Balance	1,865,007	2,022,488		1,865,007	
Fund Balance	877,305	(109,564)		(122,695)	
<b>Total Reserve</b>	<b><u>2,742,312</u></b>	<b><u>1,912,924</u></b>		<b><u>1,742,312</u></b>	

**Town of Simsbury**  
**Residential Rental Property Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ended June 30, 2019**  
**With Comparative Totals For the Period Ended June 30, 2018**

	<u>2019 Budget</u>	<u>2019 Actual</u>	<u>Budget Variance</u>	<u>2018 Actual</u>	<u>Actuals Variance</u>
<b>Revenues</b>					
Rental Income	\$ 36,423	\$ 78,531	\$ 42,108	\$ 73,298	\$ 5,233
<b>Total Revenues</b>	<b><u>36,423</u></b>	<b><u>78,531</u></b>	<b><u>42,108</u></b>	<b><u>73,298</u></b>	<b><u>5,233</u></b>
<b>Expenditures</b>					
<b>Operating</b>					
Contractual Services	13,000	10,250	(2,750)	8,250	2,000
Facilities Maintenance	8,300	16,262	7,962	2,646	13,617
Sewer Use Fees	2,200	1,143	(1,057)	1,179	(36)
Building Improvements	1,500	2,950	1,450	-	2,950
Water Charges	1,250	1,415	165	1,221	194
Equipment Maintenance	650	210	(440)	8,025	(7,815)
Building Supplies	500	-	(500)	-	-
Electric	500	-	(500)	-	-
Total Operating	<u>27,900</u>	<u>32,230</u>	<u>4,330</u>	<u>21,320</u>	<u>10,910</u>
<b>Debt Service</b>					
Principal	8,031	8,010	(21)	7,931	80
Interest	492	618	126	596	22
Total Debt Service	<u>8,523</u>	<u>8,629</u>	<u>106</u>	<u>8,527</u>	<u>102</u>
<b>Total Expenditures</b>	<b><u>36,423</u></b>	<b><u>40,859</u></b>	<b><u>4,436</u></b>	<b><u>29,847</u></b>	<b><u>11,012</u></b>
<b>Net Change in Fund Balance</b>	<b>-</b>	<b>37,672</b>	<b>37,672</b>	<b>43,451</b>	<b>(5,779)</b>
<b>Fund Balance - 7/1</b>	<b><u>303,322</u></b>	<b><u>303,322</u></b>		<b><u>259,872</u></b>	
<b>Fund Balance - 6/30</b>	<b><u>\$ 303,322</u></b>	<b><u>\$ 340,995</u></b>		<b><u>\$ 303,322</u></b>	

**Town of Simsbury**  
**Sewer Use Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ended June 30, 2019**

	<b>2019</b>	<b>2019</b>	<b>Budget</b>	<b>Percent of</b>
	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Budget</b>
<b>Revenues</b>				
Assessments	\$ 3,045,955	\$ 3,130,864	\$ 84,909	103%
Intergovernmental Revenues	409,927	409,927	0	100%
WPCA Fees	364,763	1,021,666	656,903	280%
Interest & Liens	27,000	20,478	(6,522)	76%
Miscellaneous Grant	21,254	10,037	(11,217)	47%
Interest on Investments	7,997	15,545	7,548	194%
Miscellaneous	6,007	442	(5,565)	7%
<b>Total Revenues</b>	<b>3,882,903</b>	<b>4,608,959</b>	<b>726,056</b>	<b>119%</b>
<b>Expenditures</b>				
<b>Operating</b>				
Salaries & Wages	865,344	769,133	(96,211)	89%
Utilities	506,683	513,978	7,295	101%
Benefits	401,290	380,709	(20,581)	95%
Supplies	133,790	107,203	(26,587)	80%
Public Agency Support	110,917	110,917	-	100%
Machinery & Equipment	88,200	67,767	(20,433)	77%
Program Services	67,451	54,545	(12,906)	81%
Consultant	48,000	1,887	(46,113)	4%
Sewer Extensions	32,000	10,752	(21,248)	34%
Equipment & Vehicle Maintenance	30,240	22,992	(7,248)	76%
Insurance	21,876	21,876	-	100%
Facilities Maintenance	17,400	17,413	13	100%
Travel & Conferences	4,565	2,860	(1,705)	63%
Dues & Subscriptions	1,500	1,790	290	119%
Total Operating	2,329,256	2,083,822	(245,724)	89%
<b>Debt Service</b>				
Principal	960,452	1,061,375	100,923	111%
Interest	304,755	203,832	(100,923)	67%
Total Debt Service	1,265,207	1,265,207	-	100%
<b>Total Expenditures</b>	<b>3,594,463</b>	<b>3,349,029</b>	<b>(245,434)</b>	<b>93%</b>
<b>Operating Transfers</b>				
Transfers Out	-	474,187	474,187	0%
Total Operating Transfers	-	474,187	474,187	0%
<b>Net Change in Fund Balance</b>	<b>288,440</b>	<b>785,743</b>	<b>497,303</b>	
<b>Fund Balance - 7/1</b>	<b>4,938,189</b>	<b>4,938,189</b>		
<b>Fund Balance - 6/30</b>	<b>\$ 5,226,629</b>	<b>\$ 5,723,932</b>		

**Town of Simsbury**  
**Sewer Assessment Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ended June 30, 2019**  
**With Comparative Totals for the Period Ended June 30, 2018**

	<u>2019</u> <u>Actual</u>	<u>2018</u> <u>Actual</u>	<u>Variance</u>
<b>Revenues</b>			
Assessments	\$ 133,860	\$ 145,265	\$ 11,405
Interest & Liens	13,043	7,990	(5,053)
Interest on Investments	19,512	3,902	(15,610)
	<u>166,416</u>	<u>157,157</u>	<u>(9,258)</u>
<b>Total Revenues</b>			
<b>Expenditures</b>	521,337	371,000	(150,337)
<b>Net Change in Fund Balance</b>	<b>(354,921)</b>	<b>(213,843)</b>	<b>141,079</b>
<b>Fund Balance - 7/1</b>	<u>1,501,879</u>	<u>1,715,721</u>	
<b>Fund Balance - 6/30</b>	<u>\$ 1,146,957</u>	<u>\$ 1,501,879</u>	

Town of Simsbury  
Special Revenue Funds  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For the Period Ended June 30, 2019

	<u>Library Programs</u>	<u>Police Community Services</u>	<u>Police DUI Safety</u>	<u>Narcotics Task Force</u>	<u>D.A.R.E. Program</u>	<u>Police Block Grant</u>	<u>Police Vehicles</u>	<u>Police Special Duty</u>
<b>Revenues</b>								
Grants	\$ 20,928	\$ 9,541	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donations	52,223	8,287	-	-	-	-	-	-
Intergovernmental Revenues	-	-	-	3,721	-	-	-	-
Charges for Services	-	7,373	-	-	-	-	-	386,391
Interest on Investments	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b><u>73,151</u></b>	<b><u>25,200</u></b>	<b><u>-</u></b>	<b><u>3,721</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>386,391</u></b>
<b>Expenditures</b>								
Contractual Services	19,964	-	-	-	-	-	-	274,706
Supplies & Materials	11,708	6,629	-	6,651	-	-	-	18,913
Program Services	-	13,089	-	-	-	-	-	-
Facilities Maintenance	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Public Agency Support	-	314	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b><u>31,672</u></b>	<b><u>20,033</u></b>	<b><u>-</u></b>	<b><u>6,651</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>293,619</u></b>
<b>Operating Transfers</b>								
Transfers Out	-	-	-	(12,788)	-	-	-	-
<b>Total Operating Transfers</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>(12,788)</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b>Net Change in Fund Balance</b>	<b>41,479</b>	<b>5,167</b>	<b>-</b>	<b>(15,718)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>92,773</b>
<b>Fund Balance - 7/1</b>	<b><u>48,803</u></b>	<b><u>15,836</u></b>	<b><u>33,142</u></b>	<b><u>36,459</u></b>	<b><u>1,243</u></b>	<b><u>9,704</u></b>	<b><u>44,632</u></b>	<b><u>216,782</u></b>
<b>Fund Balance - 6/30</b>	<b><u>\$ 90,283</u></b>	<b><u>\$ 21,003</u></b>	<b><u>\$ 33,142</u></b>	<b><u>\$ 20,740</u></b>	<b><u>\$ 1,243</u></b>	<b><u>\$ 9,704</u></b>	<b><u>\$ 44,632</u></b>	<b><u>\$ 309,555</u></b>

Town of Simsbury  
Special Revenue Funds  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For the Period Ended June 30, 2019

	Social Services Programs	Community Development Grant	Hazard Mitigation	Town Aid Road	Preservation of Historic Documents	Eno Memorial Fund	Town Clerk LOCIP
<b>Revenues</b>							
Grants	5,342	\$ -	\$ -	\$ 368,399	\$ 6,500	\$ -	\$ 7,275
Donations	32,218	-	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	24,250	-	-
Interest on Investments	-	-	-	-	-	759	-
Miscellaneous	-	-	-	-	3,310	-	-
<b>Total Revenues</b>	<b>37,560</b>	<b>-</b>	<b>-</b>	<b>368,399</b>	<b>34,060</b>	<b>759</b>	<b>7,275</b>
<b>Expenditures</b>							
Contractual Services	-	-	-	-	-	-	-
Supplies & Materials	-	-	-	-	-	-	-
Program Services	49,422	-	-	250,000	19,400	-	-
Facilities Maintenance	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-
Public Agency Support	-	-	-	-	-	-	-
Machinery & Equipment	-	-	-	29,363	6,500	-	-
<b>Total Expenditures</b>	<b>49,422</b>	<b>-</b>	<b>-</b>	<b>279,363</b>	<b>25,900</b>	<b>-</b>	<b>-</b>
<b>Operating Transfers</b>							
Transfers Out	-	-	-	-	-	-	(27,700)
<b>Total Operating Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(27,700)</b>
<b>Net Change in Fund Balance</b>	<b>(11,862)</b>	<b>-</b>	<b>-</b>	<b>89,036</b>	<b>8,160</b>	<b>759</b>	<b>(20,425)</b>
<b>Fund Balance - 7/1</b>	<b>138,193</b>	<b>233,142</b>	<b>(2,335)</b>	<b>752,028</b>	<b>2,526</b>	<b>127,390</b>	<b>89,178</b>
<b>Fund Balance - 6/30</b>	<b>126,331</b>	<b>\$ 233,142</b>	<b>\$ (2,335)</b>	<b>\$ 841,064</b>	<b>\$ 10,686</b>	<b>\$ 128,148</b>	<b>\$ 68,753</b>

Town of Simsbury  
Special Revenue Funds  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For the Period Ended June 30, 2019

	Expanded Dial-A-Ride	Incentive Housing	Dog Park	Regional Probate	Clean Energy Task Force	POCD Grant	Hartford Charette
<b>Revenues</b>							
Grants	36,956	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donations	-	-	261	-	-	-	-
Intergovernmental Revenues	-	-	-	21,088	-	-	-
Charges for Services	-	-	-	-	-	-	-
Interest on Investments	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>36,956</b>	<b>-</b>	<b>261</b>	<b>21,088</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>							
Contractual Services	32,661	-	300	6,512	-	-	-
Supplies & Materials	-	-	1,597	12,776	-	-	-
Program Services	-	-	-	-	-	-	-
Facilities Maintenance	-	-	235	-	-	-	-
Utilities	-	-	-	-	-	-	-
Public Agency Support	-	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>32,661</b>	<b>-</b>	<b>2,132</b>	<b>19,288</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Operating Transfers</b>							
Transfers Out	-	-	-	-	-	-	-
<b>Total Operating Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Change in Fund Balance</b>	<b>4,295</b>	<b>-</b>	<b>(1,871)</b>	<b>1,800</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - 7/1</b>	<b>72,293</b>	<b>8,826</b>	<b>5,223</b>	<b>20,829</b>	<b>6,715</b>	<b>(13,000)</b>	<b>(25,298)</b>
<b>Fund Balance - 6/30</b>	<b>76,588</b>	<b>\$ 8,826</b>	<b>\$ 3,353</b>	<b>\$ 22,629</b>	<b>\$ 6,715</b>	<b>\$ (13,000)</b>	<b>\$ (25,298)</b>

**Town of Simsbury  
Special Revenue Funds  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For the Period Ended June 30, 2019**

	<u>Simsbury Celebrates</u>	<u>Field Recreation</u>	<u>Simsbury Try-Athlon</u>	<u>MSP Senior Center</u>	<u>Youth Service Bureau</u>	<u>Small Cities Grant</u>
<b>Revenues</b>						
Grants	-	-	-	-	16,806	363,265
Donations	13,274	-	3,880	59,502	-	-
Intergovernmental Revenues	-	-	-	-	-	-
Charges for Services	-	25,141	-	-	-	-
Interest on Investments	-	-	-	-	-	-
Miscellaneous	-	-	7,325	400	(50)	-
<b>Total Revenues</b>	<b>13,274</b>	<b>25,141</b>	<b>11,205</b>	<b>59,902</b>	<b>16,756</b>	<b>363,265</b>
<b>Expenditures</b>						
Contractual Services	15,710	-	8,658	1,946	-	363,265
Supplies & Materials	329	17,898	9,284	21	15,806	-
Program Services	974	1,681	-	49,983	-	-
Facilities Maintenance	-	-	-	-	-	-
Utilities	-	7,794	-	-	-	-
Public Agency Support	-	-	-	-	1,000	-
Machinery & Equipment	-	5,924	-	-	-	-
<b>Total Expenditures</b>	<b>17,013</b>	<b>33,297</b>	<b>17,942</b>	<b>51,950</b>	<b>16,806</b>	<b>363,265</b>
<b>Operating Transfers</b>						
Transfers Out	-	-	-	-	-	-
<b>Total Operating Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Change in Fund Balance</b>	<b>(3,740)</b>	<b>(8,156)</b>	<b>(6,737)</b>	<b>7,952</b>	<b>(50)</b>	<b>-</b>
<b>Fund Balance - 7/1</b>	<b>8,506</b>	<b>7,712</b>	<b>20,166</b>	<b>6,513</b>	<b>4,254</b>	<b>-</b>
<b>Fund Balance - 6/30</b>	<b>4,766</b>	<b>(443)</b>	<b>13,428</b>	<b>14,465</b>	<b>4,204</b>	<b>-</b>

**Town of Simsbury  
Belden Trust Funds  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For the Period Ended June 30, 2019**

	<u>Eno Wood Trust</u>	<u>Horace Belden Trust</u>	<u>Julia Darling Trust</u>	<u>Kate Southwell Trust</u>
<b>Revenues</b>				
Trust Distributions	\$ 29,399	\$ 58,032	\$ 25,664	\$ 13,984
<b>Total Revenues</b>	<u>29,399</u>	<u>58,032</u>	<u>25,664</u>	<u>13,984</u>
<b>Expenditures</b>				
Salaries & Benefits	-	-	-	6,278
Program Services	-	-	21,923	924
<b>Total Expenditures</b>	<u>-</u>	<u>-</u>	<u>21,923</u>	<u>7,202</u>
<b>Operating Transfers</b>				
Transfers Out	-	(20,410)	-	-
<b>Total Operating Transfers</b>	<u>-</u>	<u>(20,410)</u>	<u>-</u>	<u>-</u>
<b>Net Change in Fund Balance</b>	<b>29,399</b>	<b>37,622</b>	<b>3,741</b>	<b>6,781</b>
<b>Fund Balance - 7/1</b>	<u>74,231</u>	<u>97,875</u>	<u>23,982</u>	<u>17,894</u>
<b>Fund Balance - 6/30</b>	<u><u>\$ 103,630</u></u>	<u><u>\$ 135,497</u></u>	<u><u>\$ 27,723</u></u>	<u><u>\$ 24,675</u></u>

**Town of Simsbury**  
**Pension Trust Funds**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ended June 30, 2019**

	<u>General Government</u>	<u>Police</u>	<u>Board of Education</u>	<u>OPEB</u>
<b>Revenues</b>				
Contributions	\$ 1,316,374	\$ 857,517	\$ 1,379,918	\$ 346,204
Interest & Dividends	603,717	425,961	566,351	413,646
Change in Market Value	614,388	607,394	689,436	1,369,346
<b>Total Revenues</b>	<u><b>2,534,478</b></u>	<u><b>1,890,872</b></u>	<u><b>2,635,705</b></u>	<u><b>2,129,196</b></u>
<b>Expenditures</b>				
Retiree Payments	1,917,120	1,246,539	1,335,830	-
Admin Expenses	58,623	51,487	54,326	36,566
Custodian Fees	34,475	31,396	32,166	-
Securities Purchased	-	-	-	819,788
<b>Total Expenditures</b>	<u><b>2,010,217</b></u>	<u><b>1,329,422</b></u>	<u><b>1,422,321</b></u>	<u><b>856,354</b></u>
<b>Net Change in Fund Balance</b>	<b>524,261</b>	<b>561,450</b>	<b>1,213,384</b>	<b>1,272,842</b>
<b>Fund Balance - 7/1</b>	<u><b>24,431,309</b></u>	<u><b>17,126,638</b></u>	<u><b>22,536,332</b></u>	<u><b>15,414,275</b></u>
<b>Fund Balance - 6/30</b>	<u><u><b>\$ 24,955,570</b></u></u>	<u><u><b>\$ 17,688,088</b></u></u>	<u><u><b>\$ 23,749,717</b></u></u>	<u><u><b>\$ 16,687,117</b></u></u>

Town of Simsbury  
Capital Project Fund  
Schedule of Expenditures Compared with Appropriations  
For the Period Ended June 30, 2019

Inception Year	Expected Completion	Project	Appropriations			Expenditures			Encumbrances June 30, 2019	Uncommitted Balance June 30, 2019
			Balance June 30, 2018	Current Year	Balance June 30, 2019	Balance June 30, 2018	Current Year	Balance June 30, 2019		
<b>Sewer Fund Projects</b>										
FY10	December 2019	Project 2010 - Bushy	\$ 260,000.00	\$ -	\$ 260,000.00	\$ 162,221.04	\$ 76,589.07	\$ 238,810.11	\$ -	\$ 21,189.89
FY13	Completed	Project 2013 - Phelps	272,320.00	-	272,320.00	266,376.77	4,000.00	270,376.77	-	1,943.23
FY13	Completed	Wolcott Pump Station	1,378,500.00	-	1,378,500.00	1,008,080.31	41,127.00	1,049,207.31	-	329,292.69
FY15	Completed	Sewer Main Extensions	156,000.00	-	156,000.00	56,879.69	99,119.94	155,999.63	-	0.37
FY16	2020	Sewer Main Extensions - Waterset	371,000.00	-	371,000.00	-	269,463.13	269,463.13	-	101,536.87
FY16	Fall 2019	Hopmeadow/Center Area Sewer repairs	135,000.00	-	135,000.00	-	-	-	-	135,000.00
FY16	October 2019	Portable Generator	80,000.00	-	80,000.00	35,813.07	-	35,813.07	24,850.00	19,336.93
FY17	Completed	Sewer Main Extensions/Repairs - Massaco St.	104,000.00	-	104,000.00	83,593.00	-	83,593.00	-	20,407.00
FY17	Fall 2019	Hopmeadow/Center Area Sewer Repairs	100,000.00	-	100,000.00	-	-	-	-	100,000.00
FY17	Completed	Oxidation Ditch Dissolved Oxygen Control	27,000.00	-	27,000.00	16,119.64	-	16,119.64	-	10,880.36
FY18	December 2019	36 Drake Hill Rd Dike Analysis	75,000.00	-	75,000.00	-	-	-	-	75,000.00
FY18	December 2019	Phosphorus Removal Analysis	150,000.00	-	150,000.00	-	-	-	-	150,000.00
FY18	Completed	Hayes Road Pump	45,000.00	-	45,000.00	20,004.35	-	20,004.35	-	24,995.65
FY18	FY22	Tariffville Area Sewer	100,000.00	-	100,000.00	-	-	-	-	100,000.00
FY18	December 2019	WPC Plan update	100,000.00	-	100,000.00	-	-	-	-	100,000.00
FY19	Re-evaluating	Jet/Flush Truck	-	175,000.00	175,000.00	-	-	-	-	175,000.00
FY19	FY22	Tariffville Sewer	-	100,000.00	100,000.00	-	-	-	-	100,000.00
FY19	December 2019	Primary Clarifier	-	75,000.00	75,000.00	-	-	-	19,894.84	55,105.16
FY19	December 2019	Plant H2O Sys Rehab	-	80,000.00	80,000.00	-	-	-	-	80,000.00
<b>Town Projects</b>										
FY13	December 2019	Town Security Measures	77,600.00	-	77,600.00	46,383.51	-	46,383.51	-	31,216.49
FY14	December 2019	Open Space - Betty Hudson Property	275,000.00	-	275,000.00	243,101.19	4,714.93	247,816.12	-	27,183.88
FY15	Completed	Center Area Charrette Infrastructure	540,000.00	-	540,000.00	279,884.44	-	279,884.44	-	260,115.56
FY14	December 2019	Senior/Community Center Design	321,698.56	-	321,698.56	155,488.93	8,106.75	163,595.68	-	158,102.88
FY14	Completed	Town Teledata	125,000.00	-	125,000.00	122,627.12	2,373.00	125,000.12	-	(0.12)
FY15	Completed	Multi Use Trail Connections/Master Plan Updates	212,000.00	-	212,000.00	82,118.24	-	82,118.24	-	129,881.76
FY15	December 2019	Bridge Improvements (Design-FY15)	115,000.00	-	115,000.00	48,319.34	19,073.65	67,392.99	-	47,607.01
FY15	December 2019	Technology Infrastructure	635,395.17	-	635,395.17	495,359.12	-	495,359.12	-	140,036.05
FY16	Completed	Park Improvements	508,000.00	-	508,000.00	456,086.09	51,914.00	508,000.09	-	(0.09)
FY16	January 2020	Weatogue Planning Route 10 and Code Prep	57,000.00	-	57,000.00	-	-	-	-	57,000.00
FY16	Completed	Municipal Building Renovations	50,000.00	-	50,000.00	35,787.44	11,592.56	47,380.00	-	2,620.00
FY16	December 2020	Town Hall Site and Safety Improvements	45,000.00	-	45,000.00	11,120.31	2,500.00	13,620.31	-	31,379.69
FY16	October 2019	Portable Generator / Generator Infrastructure	80,000.00	-	80,000.00	48,317.20	31,100.47	79,417.67	-	582.33
FY16	December 2019	Project Planning Fund	28,000.00	-	28,000.00	9,800.00	-	9,800.00	-	18,200.00
FY17	Completed	Veterans Memorial (STEAP Grant)	480,495.00	-	480,495.00	412,978.28	-	412,978.28	-	67,516.72
FY17	December 2021	Multi-Use Connections & Master Plan Updates	1,160,000.00	-	1,160,000.00	40,245.69	89,082.87	129,328.56	-	1,030,671.44
FY17	Completed	SF Golf Course Improvements	125,000.00	9,609.00	134,609.00	92,642.28	41,966.39	134,608.67	-	0.33
FY17	Completed	Greenway Improvements	240,000.00	-	240,000.00	237,474.91	2,525.09	240,000.00	-	-
FY17/FY18	December 2019	Open Space Planning Improvements	540,000.00	165,410.00	705,410.00	49,566.52	61,252.27	110,818.79	-	594,591.21
FY17	November 2019	Street Lighting Purchase / Lighting Improvements	937,321.92	-	937,321.92	872,935.86	2,853.92	875,789.78	-	61,532.14
FY17	Completed	Highway Pavement Management	2,500,000.00	-	2,500,000.00	2,395,571.42	101,359.32	2,496,930.74	-	3,069.26
FY17/FY18	December 2022	Dam Evaluations and Repairs	220,000.00	-	220,000.00	78,219.83	29,885.00	108,104.83	-	111,895.17
FY17	February 2020	Public Works Complex Infrastructure Improvements	450,000.00	250,000.00	700,000.00	184,092.87	-	184,092.87	-	515,907.13
FY17	December 2020	Town Hall Site and Safety Improvements	385,000.00	-	385,000.00	-	4,672.74	4,672.74	-	380,327.26
FY17/FY18	Completed	Plan of Conservation & Development	165,000.00	-	165,000.00	86,830.16	-	86,830.16	-	78,169.84
FY17	October 2019	Portable Generator Infrastructure	175,000.00	-	175,000.00	20,477.16	54,295.62	74,772.78	46,500.00	53,272.22
FY17	December 2019	Land Use Studies	92,500.00	-	92,500.00	-	19,245.83	19,245.83	-	73,254.17
FY17	November 2019	Storage Building	65,000.00	-	65,000.00	-	-	-	11,750.00	53,250.00
FY18	Completed	SF Rink/Pool Improvements	950,000.00	-	950,000.00	897,516.79	36,179.69	933,696.48	-	16,303.52
FY18	Completed	Park Improvements	311,000.00	-	311,000.00	277,152.85	32,528.37	309,681.22	-	1,318.78
FY18	December 2019	Street Lighting Purchase / Lighting Improvements	400,000.00	-	400,000.00	-	4,854.79	4,854.79	-	395,145.21
FY18	Completed	Iron Horse Blvd Playground Renovation	298,000.00	-	298,000.00	234,510.41	11,272.73	245,783.14	-	52,216.86
FY18	December 2019	Finance Security Upgrades	230,000.00	-	230,000.00	74,822.59	1,820.55	76,643.14	-	153,356.86
FY18	December 2019	Eno Memorial Hall Renovations	300,000.00	-	300,000.00	2,576.59	258,771.62	261,348.21	-	38,651.79
FY18	February 2020	Cold Storage Facility	380,000.00	-	380,000.00	-	4,612.06	4,612.06	-	375,387.94
FY18	December 2019	Town Facilities Master Plan	400,000.00	-	400,000.00	8,640.17	4,854.79	13,494.96	-	386,505.04
FY18	May 2020	Library Interior/Parking Renovations	584,500.00	-	584,500.00	13,040.00	112,066.46	125,106.46	-	459,393.54
FY18	December 2019	Library Lower Level Improvements	906,048.00	-	906,048.00	82.61	683,055.91	683,138.52	-	222,909.48

Town of Simsbury  
Capital Project Fund  
Schedule of Expenditures Compared with Appropriations  
For the Period Ended June 30, 2019

Inception Year	Expected Completion	Project	Appropriations			Expenditures			Encumbrances June 30, 2019	Uncommitted Balance June 30, 2019
			Balance June 30, 2018	Current Year	Balance June 30, 2019	Balance June 30, 2018	Current Year	Balance June 30, 2019		
FY18	December 2019	Zoning Regulation Update	65,000.00		65,000.00	-	5,000.00	5,000.00	-	60,000.00
FY18	December 2021	Bridge Improvements	805,000.00		805,000.00	-	28,991.59	28,991.59	-	776,008.41
FY18	Completed	Drainage Improvements	125,000.00		125,000.00	81,903.81	42,740.99	124,644.80	-	355.20
FY19	May 2020	Sidewalk Resurface		250,000.00	250,000.00	-	24,542.00	24,542.00	-	225,458.00
FY19	Completed	Ashborer Tree Mig		85,000.00	85,000.00	-	85,000.00	85,000.00	-	-
FY19	December 2023	Multi-Use Trail		1,020,000.00	1,020,000.00	-	-	-	-	1,020,000.00
FY19	July 2020	Highway Pavement Management		845,000.00	845,000.00	-	816,820.01	816,820.01	-	28,179.99
FY19	July 2020	Greenway Improvements		275,000.00	275,000.00	-	25,000.00	25,000.00	-	250,000.00
<b>Education Projects</b>										
FY14	Completed	Boiler Replacement Squadron Line	850,000.00		850,000.00	742,716.45	9,719.71	752,436.16	(2,591.45)	100,155.29
FY15	Needs Audit	HJMS Phase 1A	1,255,000.00		1,255,000.00	1,168,299.83	-	1,168,299.83	-	86,700.17
FY15/FY16	January 2020	SHS Turf Field Replacement	910,000.00		910,000.00	862,911.19	-	862,911.19	-	47,088.81
FY15	Needs Audit	Squadron Line Main Office Project	1,050,000.00		1,050,000.00	867,602.43	1,227.18	868,829.61	-	181,170.39
FY16	Completed	District Network Infrastructure	200,000.00		200,000.00	188,776.96	13,743.00	202,519.96	(2,520.00)	0.04
FY16/FY17	June 2020	Climate Control Phases 1 (FY16) & 2 (FY17)	3,100,000.00		3,100,000.00	2,171,928.14	77,060.00	2,248,988.14	-	851,011.86
FY16	Needs Audit	Central School Roof Replacement	770,000.00		770,000.00	620,602.49	-	620,602.49	-	149,397.51
FY17	Completed	District Network Infrastructure	450,000.00		450,000.00	409,418.06	40,582.00	450,000.06	-	(0.06)
FY17	Needs Audit	HJMS Renovation - Phase 2	1,950,000.00		1,950,000.00	1,751,859.38	-	1,751,859.38	-	198,140.62
FY18	December 2019	SHS Tennis Court Replacement	740,000.00		740,000.00	523,786.03	41,428.29	565,214.32	-	174,785.68
FY19	September 2020	Boiler Replacement Latimer		900,000.00	900,000.00	-	-	-	-	900,000.00
FY19	September 2020	School Security Improvements		850,000.00	850,000.00	-	480,154.90	480,154.90	-	369,845.10
FY19	January 2020	School Facility Master Plan		200,000.00	200,000.00	-	43,647.02	43,647.02	-	156,352.98
FY19	September 2020	District Network Infrastructure		400,000.00	400,000.00	-	150,656.81	150,656.81	-	249,343.19
FY19	June 2021	HJMS Renovation - Phase 3		23,965,620.00	23,965,620.00	-	1,477,706.31	1,477,706.31	-	22,487,913.69
			<u>\$ 30,988,378.65</u>	<u>\$ 29,645,639.00</u>	<u>\$ 60,634,017.65</u>	<u>\$ 19,052,662.56</u>	<u>\$ 5,542,850.33</u>	<u>\$ 24,595,512.89</u>	<u>\$ 97,883.39</u>	<u>\$ 35,940,621.37</u>

Town of Simsbury  
 Capital Non-Recurring Fund  
 Schedule of Expenditures Compared with Appropriations  
 For the Period Ended June 30, 2019

Project	Appropriations			Expenditures			Encumbrances June 30, 2019	Uncommitted Balance June 30, 2019
	Balance June 30, 2018	Current Year	Balance June 30, 2019	Balance June 30, 2018	Current Year	Balance June 30, 2019		
FY13 CNR Projects	\$ 1,395,281	\$ -	\$ 1,395,281	\$ 1,309,191	\$ -	\$ 1,309,191	\$ -	\$ 86,090
FY15 CNR Projects	1,141,934	-	1,141,934	1,139,967	-	1,139,967	-	1,967
FY16 CNR Projects	1,225,013	-	1,225,013	1,210,324	50	1,210,374	-	14,639
FY17 CNR Projects	1,134,004	-	1,134,004	1,068,748	46,787.70	1,115,535	-	18,469
FY18 CNR Projects	1,126,121	-	1,126,121	784,421	229,797	1,014,218	-	111,903
FY19 CNR Projects	-	604,215	604,215	-	604,215	604,215	-	-
CNR Assessor	-	61,500	61,500	-	-	-	-	61,500
CNR Reserve (5 Year Payback)	1,900,000	-	1,900,000	-	-	-	-	1,900,000
	<u>\$ 7,922,353</u>	<u>\$ 665,715</u>	<u>\$ 8,588,068</u>	<u>\$ 5,512,650</u>	<u>\$ 880,850</u>	<u>\$ 6,393,500</u>	<u>\$ -</u>	<u>\$ 2,194,568</u>

**Town of Simsbury  
General Fund  
Close Out Transfer Requests  
For the Year Ended June 30, 2019**

**Transfers from General Fund**

Hazard Mitigation Special Revenue Fund	\$ (2,335)
POCD Grant Special Revenue Fund	(13,000)
Hartford Charette Special Revenue Fund	(25,298)
Health Insurance Fund	(400,000)
Simsbury Farms	(516,668)
Capital Reserve Fund	<u>(1,000,000)</u>
Total Transfers from General Fund	\$ (1,957,301)

**Transfers to General Fund Assigned Fund Balance**

EDC Marketing Materials	\$ 18,000.00
Library & Police Professional Development	4,500.00
Executive Coaching & Leadership Development	<u>6,000.00</u>
Total Transfers to Assigned Fund Balance	\$ 28,500.00

<b>Fund Balance Summary</b>		
Net Increase to Fund Balance Before Transfers	\$	2,212,185
Transfer from General Fund		<u>(1,957,301)</u>
Net Increase to Fund Balance After Transfers		<u>254,884</u>
<b>Fund Balance Post Transfers</b>		
Fund Balance, July 1, 2018		15,948,459
Net Increase to Fund Balance After Transfers		<u>254,884</u>
Fund Balance, June 30, 2019		<u>16,203,343</u>
<b>Fund Balance Breakdown Post Transfers</b>		
Non-Spendable Fund Balance	0.03%	32,689
Assigned Fund Balance	0.23%	220,353
Unassigned Fund Balance	<u>16.35%</u>	<u>15,950,301</u>
Total Fund Balance	<u>16.61%</u>	<u>\$ 16,203,343</u>

**Town of Simsbury  
Capital Projects  
Close Out Transfer Requests  
For the Year Ended June 30, 2019**

**Transfers to Sewer Use Fund**

<b>Project</b>	<b>Transfer Amount</b>
Project 2013 - Phelps	\$ 1,943.23
Wolcott Pump Station	644,413.69
Sewer Main Extensions	0.37
Sewer Main Extension/Repairs - Massaco St.	20,407.00
Hayes Road Pump	24,995.65
Total Transfers to Sewer Use Fund	<u>691,759.94</u>

**Transfers to Capital Project Fund - HJMS Renovation - Phase III**

Center Area Chaurette Infrastructure	10,115.56
Highway Pavement Management	3,069.26
SF Rink/Pool Improvements	16,303.52
Park Improvements	1,318.78
Iron Horse Blvd Playground Renovation	52,216.86
Drainage Improvements	355.20
Boiler Replacement Squadron Line	97,563.64
District Network Infrastructure	34,922.61
Total Transfers to HJMS Renovation - Phase III	<u>215,865.43</u>

**Transfers to General Fund**

Multi Use Trail Connections/Master Plan Updates	129,881.76
Municipal Building Renovations	2,620.00
Veterans Memorial	4,538.72
SF Golf Course Improvements	0.33
Plan of Conservation & Development	78,169.84
CNR FY13	104,000.00
CNR FY15	2,147.32
Total Transfers to General Fund	<u>321,357.97</u>

**Transfers from Capital Reserve Fund**

Town Teledata	(0.12)
Park Improvements	(3,000.09)
District Network Infrastructure	(2,519.96)
Fencing at the Bandshell (Performing Arts Center)	(100,000.00)
Total Transfers from Capital Reserve Fund	<u>(105,520.17)</u>

<b>Capital Reserve Fund Summary WITH General Fund Approved Transfer</b>	
Beginning Balance - 7/1/18	13,297.19
Net Transfer from Capital Reserve Fund	<u>894,479.83</u>
Ending Balance - 6/30/19	<u><u>907,777.02</u></u>



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Thomas Frank from the Simsbury Board of Education
2. **Date of Board Meeting:** September 23, 2019
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 Thomas E. Frank as a regular member of the Board of Education retroactive to September 11, 2019.*

5. **Summary of Submission:**  
The Town Clerk has received the resignation of Thomas E. Frank as a regular member of the Board of Education.

Thomas Frank's term was to expire December 6, 2021. Section 205 of the Charter, "vacancies: elective offices," states "...any vacancy, except a vacancy on the Board of Selectmen, in any elective Town office, including the Board of Education, shall be filled within forty-five (45) days of such vacancy by appointment by the Board of Selectmen, for the unexpired portion of the term or until the next regular municipal election, as defined in Section 9-1 of the General Statutes, whichever shall first occur."

At this point, per CGS 9-221(b), the deadline has passed for this vacancy to appear on the ballot for the November 5<sup>th</sup>, 2019 Municipal Election. *Sec. 9-221. Municipal office vacancy election provisions inapplicable in certain circumstances.....*

*(b) When under the provisions of any general statute, special act or charter, it is required that a vacancy in any municipal office be filled at the next municipal election, such provisions shall not apply to any such vacancy which occurs after the deadline for the nomination of candidates specified in section 9-452 and any such vacancy thereafter occurring may be filled until such election, by the official or officials authorized to fill such vacancy, by the appointment of a qualified person to serve until such election and shall forthwith be filled after such election by the official or officials so authorized who are serving after such election by the appointment of a qualified person, provided the period of thirty days set forth in section 7-107 shall not begin with respect to such vacancy until the day after the day of such election and provided, if any portion of the term in which such*

*vacancy occurred remains unexpired after the second municipal election to be held in such municipality after the time of its occurrence, it shall be filled at such second municipal election, except as herein provided.*

To meet the 45 day Charter deadline, the Board of Selectmen must fill the vacancy by appointment no later than October 26, 2019; under this circumstance however, pursuant to statute the member appointed to fill the vacancy will have a term ending November 5<sup>th</sup>, 2019. From November 6<sup>th</sup>, 2019, the Board of Selectmen will have 30 days to fill the vacancy by appointment, with a term expiring December 6, 2021 and the position being listed on the ballot of the November 2, 2021 municipal election. Per Town Charter, the person appointed by the Board of Selectmen to fill Mr. Frank's seat must be from the same political party, in this case a Democrat.

**6. Financial Impact:**

None

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

- a) Thomas E. Frank's Resignation Letter, dated September 11, 2019
- b) "ED-638-Vacancy in Elective Office," Submitted to the Secretary of the State

Thomas E. Frank  
19 Banbury Drive, West Simsbury CT 06092

09/11/2019

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



Dear Mrs. Butler:

I hereby resign my position as a regular  member on the Board of Education.

Please notify the Board of Selectmen that the effective date of my resignation is 09/11/2019.

Sincerely,

A handwritten signature in black ink, appearing to be 'T. Frank'.

A single horizontal line drawn across the page.

Emailed to SOTS on 9/12/19

(ED-638 - Vacancy in Elective Office 3/06)

To: Secretary of the State  
30 Trinity Street  
P.O. Box 150470  
Hartford, CT 06115-0470  
Attn: Legislation & Elections Administration Division

**Vacancy/Appointment In Elective Office**

***Vacancy In Elective Office***

On 09/11/2019, the office of  
*(date of vacancy)*  
Board of Education

---

was vacated due to the  
resignation  
*(manner in which vacancy occurred)*

---

of the incumbent,  
Thomas E. Frank  
*(name)*

---

Democratic  
*(party)*

---

who was elected/appointed for a term  
from: 12/04/2017

---

to: 12/06/2021

***Appointment To Fill Vacancy In Elective Office***

On \_\_\_\_\_, pursuant to the provisions of  
*(date)*

---

*(specific section of Connecticut General Statutes or local law under which vacancy was filled)*

---

*(name)*

---

*(address)* *(party)*

---

was appointed by \_\_\_\_\_  
*(appointing authority)*

---

to fill the vacancy in the office of \_\_\_\_\_

---

vacated by \_\_\_\_\_  
*(name of person who vacated office)*

---

on \_\_\_\_\_  
*(date)*

---

to serve until \_\_\_\_\_,  
*(date appointment expires)*

---

being the date of  the next regular municipal election.  
 the expiration of the term

Date of Filing 09/12/2019 City of Simsbury  
Town Borough

Mayor  
Town Clerk  
Warden

*Richard L. Butler*  
*(signature)*



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Appointment of Sharon Thomas to the Simsbury Board of Education

2. **Date of Board Meeting:** September 23, 2019

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 Democratic Town Committee's recommendation to appoint Sharon Thomas to the Board of Education, the following motions are in order:

*Move, to approve the appointment of Sharon Thomas (D) as a regular member of the Simsbury Board of Education effective September 23, 2019, with a term expiring November 5, 2019.*

*Further, move to appoint Sharon Thomas (D) as a regular member of the Simsbury Board of Education effective November 6, 2019, with a term expiring December 6, 2021.*

5. **Summary of Submission:**  
Thomas Frank (D) resigned as a regular member of the Board of Education effective September 11, 2019. Mr. Frank's term was to expire on December 6, 2021.

Section 205 of the Charter, "vacancies: elective offices," states:

"...any vacancy, except a vacancy on the Board of Selectmen, in any elective Town office, including the Board of Education, shall be filled within forty-five (45) days of such vacancy by appointment by the Board of Selectmen, for the unexpired portion of the term or until the next regular municipal election, as defined in Section 9-1 of the General Statutes, whichever shall first occur."

At this point, per CGS 9-221(b), the deadline has passed for the vacancy left by the resignation of Mr. Frank to appear on the ballot for the November 5<sup>th</sup>, 2019 Municipal Election. To meet the 45 day Charter deadline, the Board of Selectmen must fill the vacancy by appointment no later than October 26, 2019; under this circumstance however, pursuant to statute the member appointed to fill the vacancy will have a term ending November 5<sup>th</sup>, 2019. From November 6<sup>th</sup>, 2019, the Board of Selectmen will have 30 days to fill the vacancy by appointment, with a term expiring December 6, 2021 and the position being listed on the ballot of the November 2, 2021 municipal election.

Per Town Charter, the person appointed by the Board of Selectmen to fill Mr. Frank's seat must be from the same political party, in this case a Democrat. The Democratic Town Committee is recommending the appointment of Sharon Thomas to replace Mr. Frank. Ms. Thomas is a 15 year Simsbury resident with a passion for education and advocating for young people. She has been an active volunteer with the Board of Education for the last year.

**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 6:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Eric Wellman; Board members Sean Askham, Chris Peterson, Cheryl Cook and Christopher Kelly. Absent was Michael Paine. Also present was Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; Director of Culture, Parks and Recreation Tom Tyburski; Director of Social Services Kristen Formanek, and other interested parties.

## **PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

Mr. Kelly made a motion to amend the agenda to add another Public Gathering Permit under item e and three appointments under Appointments and Resignations b. Ms. Cook seconded the motion. All were in favor and the motion passed.

## **PUBLIC AUDIENCE**

Joan Coe, 26 Whitcomb Drive, spoke about whistle blowers, the Charter and possible violations, the Rainbow Crosswalk, Gifts of Love and the Eno Trust, employee grievances and other issues.

Susan Masino, 41 Madison Lane, spoke about events at The Grange, including a fair on Saturday, a Concert on the Green, and electronic recycling. She also noted she will be presenting a lecture at Trinity College about brain health on September 17<sup>th</sup>.

## **FIRST SELECTMAN’S REPORT**

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

## **TOWN MANAGER’S REPORT**

Town Manager, Capriola, reviewed her Town Manager’s report.

## **SELECTMEN ACTION**

### **a) Tax Refund Requests**

Ms. Cook made a motion, effective September 9, 2019, to approve the presented tax refunds in the amount of \$40,107.22, and to authorize Town Manager, Maria E Capriola, to execute the tax refunds. Mr. Askham seconded the motion. All were in favor and the motion passed.

### **b) Grant Application to Support Local Prevention Activities**

Mr. Wellman said Social Services has an opportunity to apply for a grant supporting things like substance abuse prevention, etc. The grant amount would be a little over \$5300.

Mr. Askham made a motion, effective September 9, 2019, to submit a grant application to support local prevention activities and to authorize Town Manager, Maria E. Capriola to execute the grant application. Mr. Kelly seconded the motion. All were in favor and the motion passed.

Ms. Cook made a motion, effective September 9, 2019, to accept the local prevention activities grant and to authorize Town Manager, Maria E. Capriola, to execute all documents related to the grant award. Mr. Kelly seconded the motion. All were in favor and the motion passed.

**c) Proposed Public Gathering Permit – Trinity Church Pumpkin Patch**

Mr. Wellman said the Trinity Church Pumpkin Patch is an annual fund raiser that is held next to First Church of Christ on Hopmeadow Street.

Mr. Kelly made a motion, effective September 9, 2019, to approve the public gathering application for Trinity Church Pumpkin Patch as presented and to authorize the issuance of the public gathering permit. Mr. Askham seconded the motion. All were in favor and the motion passed.

**d) Proposed Public Gathering Permit – Simsbury Recreation Department Movie Night**

Mr. Wellman said Movie Night will be held on September 14, 2019 at the Simsbury Performing Arts Center.

Mr. Peterson made a motion, effective September 9, 2019, to approve the public gathering application for Simsbury Recreation Department Movie Night as presented and to authorize the issuance of the public gathering permit. Mr. Kelly seconded the motion. All were in favor and the motion passed.

**e) Recommended Appointment of Town Assessor**

Mr. Wellman said after the retirement of David Gardner, there was an internal recruitment process and the Assistant Assessor has now been recommended to become the Town Assessor.

Ms. Capriola said Ms. Beland did an outstanding job during the recruitment process. She has 20+ years of experience and the Town is fortunate to have her. She also has some great ideas for the future.

Ms. Cook made a motion, effective September 9, 2019, to appoint Francine Beland to the position of Town Assessor with an annual starting salary of \$97,265 and employment-related benefits assigned to that position through the collective bargaining agreement associated with that position. Mr. Askham seconded the motion. All were in favor and the motion passed.

Ms. Beland said she is thankful for the appointment and is looking forward to working with everyone.

**f) Proposed Simsbury Farms Ice Rink and Paddle Tennis Court Fees**

Mr. Wellman said the recommendation has no change to the Paddle Court Tennis fees, but does have an increase of \$10 per hour for the Simsbury High School rental rate and an increase of \$5 skating lessons. The rationale is an increase in minimum wages.

Mr. Tyburski said they had a very good revenue year with the rink last year, so they just wish for great weather this year also.

Mr. Kelly made a motion, effective September 9, 2019, to approve the fee schedule for the Simsbury Farms Ice Rink and paddle tennis courts as presented. Ms. Cook seconded the motion. All were in favor and the motion passed.

**g) Tourism Committee Duties and Composition**

Mr. Wellman said the Board discussed recommendations to add members to the Tourism Committee. The membership slots have fluctuated over the years. The Board referred this matter to the Economic Development Commission and Tourism Committee so they could review their roles and integrate their visions for economic development with respect to tourism.

After some discussion, Mr. Kelly made a motion, effective September 9, 2019, to increase the number of Tourism Committee members to sixteen (16). Mr. Askham seconded the motion. All were in favor and the motion passed.

**h) Ordinance to Prohibit the Public from Intentionally Feeding Wildlife and Related Work Group**

Mr. Wellman said the Town is experiencing significant growth in calls for bear and wildlife issues. The Board passed a resolution on June 24, 2019, encouraging residents to not use bird feeders, leave trash outside overnight and not intentionally feed wildlife.

Mr. Wellman said his recommendation would be to request the Public Safety Sub-Committee work on a draft ordinance. He said this issue is very challenging because wildlife policies are at State levels.

Mr. Askham said the Public Safety Sub-Committee did take up this issue and they felt that an ordinance like this would be hard to enforce. They had discussion with the Chief of Police as well. This could create neighbor vs. a neighbor situation. This Board has very little power to do much, short of relocation or removal of the animals.

After further discussion, Mr. Askham made a motion, effective September 9, 2019, to establish a Board of Selectmen work group to review the feasibility of establishing an ordinance to prohibit the public from intentionally feeding wildlife. Mr. Kelly seconded the motion. All were in favor and the motion passed.

**APPOINTMENTS AND RESIGNATIONS**

**a) Resignation of Susan Van Kleef from the Clean Energy Task Force**

Mr. Askham made a motion to accept the resignation of Susan Van Kleef as a regular member of the Clean Energy Task Force retroactive to August 23, 2019 with our thanks. Ms. Cook seconded the motion. All were in favor and the motion passed.

**b) Appointments to Board of Ethics, Zoning Commission, and Tourism Committee**

Ms. Cook made a motion, effective September 9, 2019, to appoint Robert Helfand (D) as a regular member of the Board of Ethics with a term expiring January 1, 2023. Mr. Kelly seconded the motion. All were in favor and the motion passed.

Mr. Kelly made a motion, effective September 9, 2019, to appoint Melissa Osborne (D) as an alternate member of the Zoning Commission with a term expiring December 2, 2019. Mr. Peterson seconded the motion. All were in favor and the motion passed.

Ms. Cook made a motion, effective September 9, 2019, to appoint Lori Toback Lubetkin (D) as a regular member of the Tourism Committee with a term expiring December 2, 2019. Mr. Askham seconded the motion. All were in favor and the motion passed.

### **REVIEW OF MINUTES**

#### **a) Regular Meeting of August 12, 2019**

There were no changes to the Regular Meeting minutes of August 12, 2019, 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.

Ms. Cook said Wednesday, September 11, 2019 the Community for Care will be hosting “Talk Saves Lives” at the Library at 6:30 p.m.

Mr. Peterson asked everyone to participate in the parks and open space master plan survey. He also reminded everyone to support Family Movie Night on Saturday.

Mr. Peterson said there are open positions on the Park and Recreation Committee, which is a very important committee and has great opportunities.

Mr. Wellman noted that he and the Town Clerk are looking at about five Boards or Commissions that no one is appointed to but exist or people are appointed but never meet. He will be reaching out to the liaisons to try to straighten these issues out.

Ms. Capriola said two exist by Ordinances and they need to be looked at. She will look at updating policies and procedures on these Boards and Commissions.

### **COMMUNICATIONS**

- a) **Letter from Eversource Re: Upcoming Inspections and Hardware Replacement, dated August 2019** – no discussion at this time.
- b) **2019 Neighborhood Assistance Act Approved Programs** – no discussion at this time.
- c) **Yankee Magazine “Simsbury, Connecticut – Could You Live Here? Rural beauty and suburban polish come together seamlessly in a classic but under-the-radar New England Town.” By Kim Knox Beckius, August 21, 2019** – no discussion at this time.

**EXECUTIVE SESSION**

- a) Pursuant to CGS §1-200(6)(D), Discussion of Possible Purchase and Sale of Two Parcels of Real Property for Open Space Purposes
- b) Pursuant to CGS §1-200(6)(A), Town Manager’s Annual Performance Review

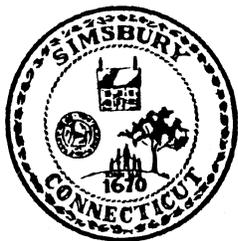
**ADJOURN**

Mr. Kelly made a motion to adjourn to executive session, pursuant to CGS §1-200(6)(D), discussion of Possible Purchase and Sale of Two Parcels of Real Property for Open Space purposes and CGS §1-200(6)(A), Town Manager’s Annual Performance Review at 6:50 p.m. The CGS §1-200(6)(D) discussion will include Town Manager Maria E. Capriola, Deputy Town Manager Melissa Appleby, Culture, Parks and Recreation Director Tom Tyburski, and Director of Planning Mike Glidden. The CGS §1-200(6)(A) review will only include Town Manager Maria E. Capriola and the Board. Mr. Askham seconded the motion. All were in favor and the motion passed.

A motion to adjourn the meeting and executive session was passed at 9:15 p.m.

Respectfully submitted,

Kathi Radocchio  
Clerk



# 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  
**Date:** September 18, 2019  
**Subject:** Buisness Incentive Policy (Tax Abatement) Recommendations from the Board of Finance

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The attached memorandum was discussed at the September 17, 2019 Board of Finance meeting. The memorandum proposes recommendations for our tax abatement program (Business Incentive Policy). The Board of Finance voted to forward the memorandum to the Board of Selectmen, and respectfully request that the memo be forwarded to the EDC since an EDC work team has been tasked with evaluating and making recommendations regarding business incentives.

To: Board of Finance  
From: Lisa Heavner and Rob Pomeroy  
Date: August 24, 2019  
Re: Simsbury Abatement Program

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Below, please find recommendations to improve the Town of Simsbury's business incentive program for business abatements. The memorandum is divided into four parts:

- I. Background Information on Tax Abatements and Best Practices**
- II. Specific Recommendations for Simsbury's Abatement Program**
- III. Alternatives to Tax Abatements**
- IV. References used for Best Practice Analysis**

## **I. Background Information on Tax Abatements and Best Practices**

Purpose of Taxation: The discussion about abatements starts with a look at the purpose of taxes. Taxes pay for the good and services residents need or want. Taxes generally fund those areas where it doesn't make sense for individuals or businesses to pursue or invest in because of the scope of the project or because no profit is possible/generated – e.g. Education, public safety, roads, libraries and preserving and maintaining open space and parkland.

When municipalities tax, they generally adhere to four basic principles:

1. *Fairness*: each person or business should pay their fair share
2. *Market efficiency*: the market, not government, should be picking business winners and losers
3. *Simplicity*: town should avoid discretionary layers or loopholes that increase administrative costs
4. *Integrity*: towns should avoid discretionary ad hoc abatement awards

Sometimes, however, towns elect to deviate from these principles for good reasons. An example might be to give seniors an abatement when they qualify with income/asset limits or to all public safety volunteers in recognition of their service. These are nondiscretionary abatement awards based on identified qualification limits/parameters. Most residents are supportive of these types of abatements because they are the right thing to do, they know they may one day be in a similar position or need the services.

When a town elects to give some businesses a tax advantage over other businesses in an ad hoc manner based on the discretion of elected officials, the discussion gets a little murkier and those decisions should be made with caution. Giving one business an advantage over another may violate the fairness, market efficiency, simplicity and integrity principles of taxes, so towns should engage in a rigorous multi-step process before granting the award including:

- **Risk Analysis** – *Is this business a viable and credible business?*
- **“But for” analysis:** *Is the incentive necessary to induce the business to come or invest?*
- **Cost Benefit Analysis-** *Will the benefits to the Town outweigh the costs?*
- **Metrics Analysis** – *Does the agreement contain sufficient performance requirements to ensure the town receives what was promised?*
- **Transparency** – *Has the town used a fair and open process?*

Risk Analysis: When a business requests an abatement, the first step is a risk analysis of the business requesting the abatement – *Is this a viable and credible business?* The analysis should include an evaluation of the following:

- Does this business have a credible business plan?
- Is the business proposal adequately financed?
- Does the business have reputable investors?
- Will the business be using untested technology?
- Can the business model can be successful when abatement runs out?

“But for” Analysis: If the company is viable and credible, the next question to ask is whether “but for” the abatement the company would not have come or invested in the town. Research shows that most companies ask for an abatement *after* they have made their decision or that taxes are such a comparative minor cost that property taxes are not actually determinative in the decision-making process. ***Incentives should only be used if they are actually incentivizing a business to do what it would not have otherwise done.*** When a town awards an incentive to a company that has already decided to invest or to a company where the taxes are such a small part of its costs that taxes are not determinative, the town is giving a gift and not, in fact, incentivizing at all.

Cost Benefit Analysis: If the town determines that an incentive really is necessary, the next step is to conduct a cost benefit analysis (CBA). Do the benefits of the incentive outweigh the costs? Towns should evaluate direct and indirect costs like:

- Will the business add tax revenue?
- Will the new business or investment result in increased costs to town: e.g. education, infrastructure, public safety, social services
- Will there be indirect cost increases like: congestion, pollution, environmental impact?
- Are there displacement costs to other businesses? (e.g. is the town favoring a new business over an existing business in the same sector with the abatement award)

- Are multiplier jobs created?
- How many new employees will be hired?
- What are the wages of the new employees?

Metrics Analysis: If the town decides it is advantageous to award an abatement, the town needs to ensure there are adequate performance measurements, metrics and evaluations to hold the business and town officials accountable for the award. Examples might include:

- Claw-back provisions if construction, hiring or wage targets are not met
- Independent verification of wage, employment, and construction value through site visits, independent audits, or payroll.
- Timeline targets for construction and hiring.

Transparency: Finally, an important nod to transparency. Because the granting of business abatements involves an ad hoc determination by elected officials, it is important that the process be fair and transparent to avoid/diminish accusations of favoritism. Transparency can be accomplished, for example by:

- Placing abatement information and awards on the website in one easily accessible location.
- Accounting for abatements as part of the budgeting process
- Allowing interested stakeholders time to evaluate proposals and give comment

## **II. Specific Recommendations for Simsbury's Abatement Program**

Recommendations are listed by category: measurement, accountability, transparency, language clarifications, and policy considerations.

### Measurement Recommendations:

- Town should provide an independent Economic and Fiscal Impact Analysis,<sup>1</sup> including cost-benefits<sup>2</sup> with multipliers, before the award of the abatement (e.g. revenue, education, public safety, infrastructure). Quality of life enhancements/costs should be evaluated as part of this process (e.g. noise, pollution, congestion, environmental impact, aesthetics). Redistribution costs should also be part of the analysis (identify stakeholders paying more due to the

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<sup>1</sup> Bartle, Joh, Hildreth, W. Bartley, Marlow, Justin, *Management Policies in Local Government and Finance – Sixth Ed.* (ICMA 2020), p. 338. Bartle references IMPLAN ([reic.uwcc.wisc.edu/implant/](http://reic.uwcc.wisc.edu/implant/)) or REMI ([remi.com/](http://remi.com/)) for large scale projects or simple spreadsheet models like those found in Harry F. Campbell and Richard P.C. Brown, *Benefit-Cost Analysis* (Cambridge University Press, 2003). Other tools include: InformAnalytics (<http://informanalytics.org>), Impact DataSource (<http://impactdatasource.com>) and The Triple Bottom Line tool (<http://tbltool.org>)

<sup>2</sup> GFOA Tax Abatement Transparency – Best Practice: <https://www.gfoa.org/tax-abatement-transparency>

- subsidy – e.g. a displaced or reduced business due to competition from the subsidized property, or seniors paying more because a business is paying less).
- Town should develop a high-quality evaluation of the tax incentive to measure the actual economic impact at the conclusion of the abatement and report its conclusions.

Accountability Recommendations:

- Require performance contracts and regular reporting by the applicant on compliance with provisions on employment and wages, construction, schedule/timing and any other performance measures. Annual reporting and verification through independent sources should be used (e.g. town site inspections, payroll, audits).<sup>3</sup> Failure to comply with performance provisions should be subject to a claw-back of the abatement at the discretion of the Board of Selectmen, with back taxes required to be paid.
- Require staff to conduct a risk assessment of the investment proposed (e.g. investor’s track record, other financial backers, whether project involves new and untested technology).
- Require staff/applicant to demonstrate that the tax abatement was *necessary* to retain/recruit the business. (“but for” analysis) Do not award a larger tax abatement than necessary.
- Add a section: “The Board of Selectmen may require the recipient of a tax abatement to report in person on its progress in bringing the full project and agreements to completion during the term of the agreement.” (Bloomfield Incentive Policy)

Transparency Recommendations:

- Dedicate a portion of the town website to tax abatement information so the public can easily find and compare awards and review documents. (abatement information in agendas and minutes is not sufficiently transparent).<sup>4</sup>
- Add a representative from the Board of Education to the Business Development Committee as the loss of revenue may adversely impact the school budget.
- Allow the representatives of the BDC time to consult publicly with their board members (BOF, EDC, and BOE) before the meeting of the BDC.
- Require the abatements be accounted for in the budget process. GFOA Best Practice<sup>5</sup>

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<sup>3</sup> Town Press releases highlighted the creation of new jobs as a benefit of the abatement for Ensign Bickford, but the Town Manager confirmed at the July 2019 Board of Finance meeting that job creation was not part of the abatement and that job creation would not be measured, reported or evaluated. Failure to meet projections would not result in a claw-back of the abatement.

<sup>4</sup> Maciag, Mike, *When it Comes to Tax Incentives, How Transparent is Your City?* Governing, 13 Mar. 2017. [www.governing.com/topics/finance/gov-economic-development-incentives-good-jobs-first.html](http://www.governing.com/topics/finance/gov-economic-development-incentives-good-jobs-first.html)

<sup>5</sup> GFOA Tax Abatement Transparency – Best Practice: <https://www.gfoa.org/tax-abatement-transparency>

- Include a sunset provision of the abatement, requiring that it be renewable by a deliberative political decision rather than by default.

Language Clarification Recommendations:

- Highlight that not all businesses that ask for an abatement will receive one.
- Highlight that abatements are only given to the increased value of the project, not existing/current taxes paid.
- Expand application- applicant should describe its products and services in detail including sales volume and revenues.
- Expand application - require businesses to disclose any government current and/or past *contracts* or subsidies in *dollar amounts* (local, state or federal) and any prior bankruptcies.
- Expand application on leased properties: If the end user of a proposed facility is a lessee, the tax benefits created by the abatement must be clearly reflected in the lease as accruing to the end user and the lease must be at least for the term of the abatement *plus four (4) years*. (Demonstrates the business intends to stay beyond the abatement period).

Policy Considerations:

- Add a limit on the number or total value of incentives.
- The Town should work with surrounding municipalities to develop Anti-Poaching Agreements/Anti-Piracy Rules to avoid a race to the bottom in competition for businesses.
- Decline abatements to businesses re-locating from a neighboring town to avoid regional economic strife.
- Add a sustainable design preference – Consideration shall be given when a new building or addition is designed to incorporate alternative energy and green technology above and beyond best management practices.
- Limit tax abatements to mobile facilities that export goods or services out of the region and/or to assist with historical preservation to avoid pitting new businesses against existing.
- Limit the total abatement amount to no more than 50% of the total new taxes during the fixed period (shared cost)
- Set a limit on the public investment (tax expenditure) for each new job.

### **III. Alternatives to Tax Abatements**

“The Ultimate purpose of local development policy is to foster a stable economy that is sustainable over the long term.”<sup>6</sup> Abatements are only one strategy towns have available to them to attract and retain economic development. While this memorandum focuses on abatements, it is important not to lose sight of the fact that there are other strategies, some of which may be more optimal. Options include:

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<sup>6</sup> Bartle, p. 325.

- ***Keeping the overall tax burden low***
- Streamlining permitting and zoning processes
- Investing in quality of life assets like schools, public safety, roads, parks and recreational areas, bicycle paths, performing arts centers. (ICMA refers to this as a creative class strategy)
- Business retention - conducting business surveys, business visitations, coordinating with the Chamber of Commerce and Main Street
- Providing online services
- Making infrastructure improvements (e.g. fiber optics, high speed internet, utility capacity)
- Offering workforce/business education and programming (e.g. Simsbury Library's Business Resource Center)
- Developing incubators
- Providing affordable housing
- Partnering with other local governments
- Tax Increment Financing (TIFs). (Not likely a good fit for Simsbury)<sup>7</sup>

#### **IV. References used for Best Practice Recommendations**

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<sup>7</sup> Bartle notes that it is illogical to use TIFs for extremely healthy business districts. (Bartle, p. 323). Tax Increment Financing (TIF) involves the establishment of a TIF district “where any subsequent growth in aggregate property tax revenues, whether as a result of new construction or of rising values of existing properties, is ‘captured’ by the district and used for investments within it.” Bartle, p. 333. “But because TIF diverts tax revenues from the general fund to the TIF authority, opportunity costs may be substantial. If a TIF district captures more than a small amount of total tax base growth, the community will have to choose between reducing services or raising taxes citywide. Moreover, the relationship between TIF districts and other taxing jurisdictions such as school or other special districts, often raises equity issues, as potential revenues are diverted from these entities, as well as from the general revenue fund budget-toward what is typically a business district.” Bartle, p. 334.

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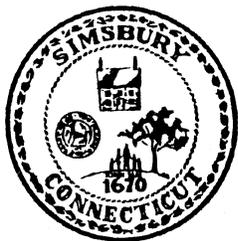
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# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

## MEMORANDUM

**To:** Board of Selectmen Members  
**From:** Maria Capriola, Town Manager  
**Date:** September 18, 2019  
**Subject:** Gifts of Love Update

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As you know, Gifts of Love has made the difficult decision to discontinue its educational programming for school children due to financial constraints. Attachment D of our lease with Gifts of Love references the education programming most significantly.

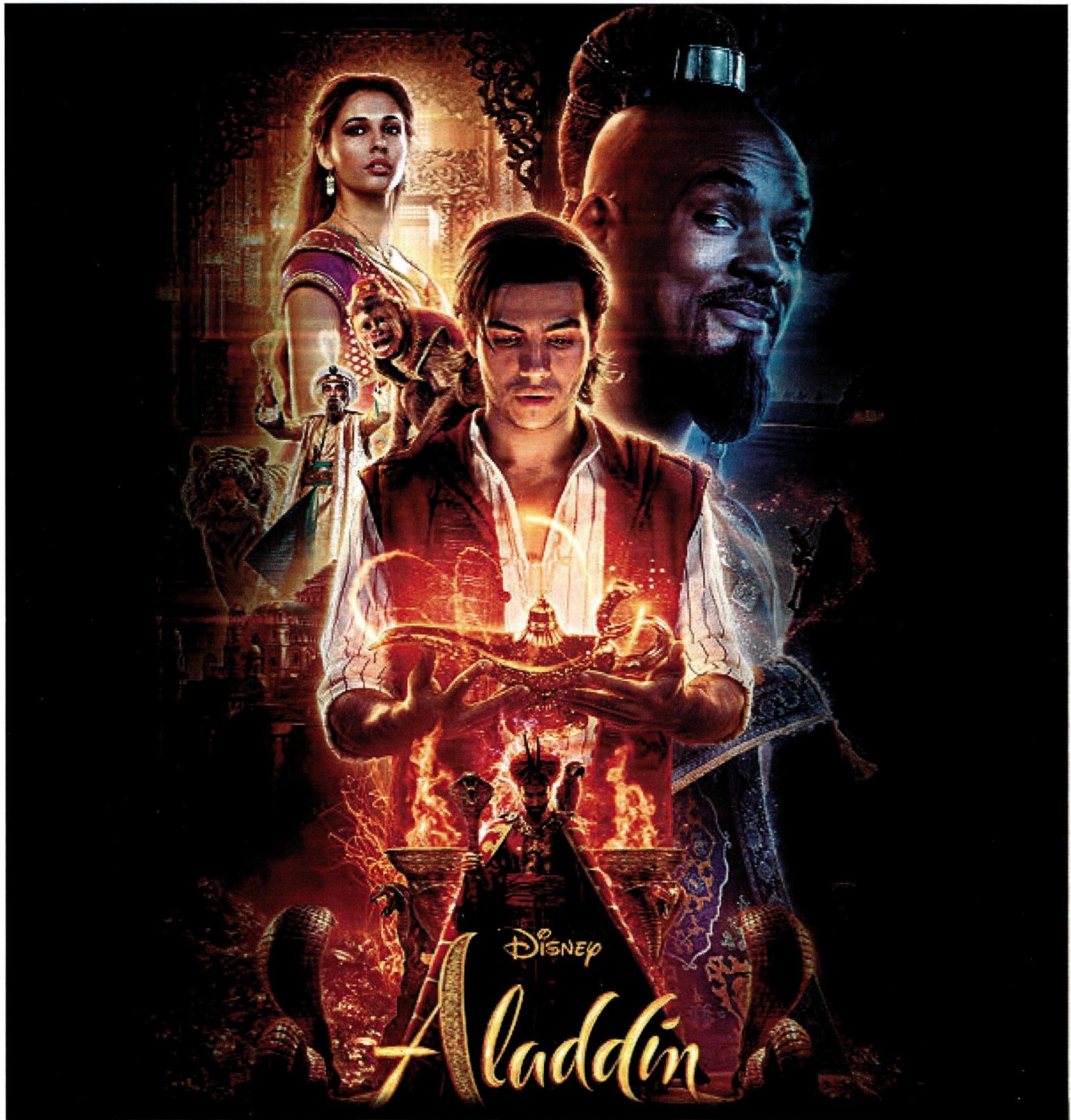
I had reviewed the programming changes at the farm with our Town Attorney, and how it impacts the lease and attachment D. He was able to provide some helpful historical context regarding the Community Farm and Gifts of Love merger in 2013. When the then Attorney General's Office approved the merger (due to the trust documents related to the farm), the educational programming was very important to the office at that time, and part of their reasoning for approving the merger.

We believe that we will need to document the forms of educational programming that Gifts of Love will still offer, albeit reduced in scope. Eric and I both shared some ideas for possible partners that might be able to assist with providing some level of education programming or funding for educational programs.

Once Gifts of Love has a better handle on their next steps re: education programs, we can work to update Attachment D accordingly. We will maintain this on our open legal items list which is reviewed at a minimum monthly to ensure we don't lose sight of this topic. Cheryl, Eric and I are working to schedule a meeting with Gifts of Love in the near future, at which time we will ask for a status update.

From staff's perspective, Gifts of Love has been a good partner and steward of the farm. We look forward to continuing to work with them.

Any questions or concerns, please don't hesitate to reach out to me.



# MOVIE IN THE PARK

FREE ADMISSION • Saturday, Sept. 28th

Gates Open at 5:00pm

Simsbury Meadows Performing Arts Center  
22 Ironhorse Boulevard, Simsbury, CT

PRESENTED BY

  
Simsbury Meadows  
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