



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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## SIMSBURY BOARD OF SELECTMEN

Regular Meeting – February 14, 2024 – 6:00 P.M.

Main Meeting Room, Simsbury Town Hall

**\*Meeting May Be Held in a Virtual Only Format if Inclement Weather is Expected on Day of Meeting\***

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### PUBLIC AUDIENCE

- Participants can address the Board of Selectmen in person at the meeting
- Email [townmanager@simsbury-ct.gov](mailto:townmanager@simsbury-ct.gov) by noon on Wednesday, February 14, 2024 to register to address the Board of Selectmen live through Zoom
- Written comments can be emailed to [townmanager@simsbury-ct.gov](mailto:townmanager@simsbury-ct.gov). Written comments will not be read into the record, but forwarded to all Selectmen via email

### FIRST SELECTMAN'S REPORT

### TOWN MANAGER'S REPORT

### SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

### CONSENT AGENDA

### SELECTMEN ACTION

- a) Tax Refund Requests
- b) Donation from Carol and Keith McLean-Shinaman
- c) Highway Safety Project High Risk Rural Roads Speed Enforcement Grant Application
- d) Simsbury Public Library Public, Educational and Governmental Programming and Educational Technology Investment Account (PEGPETIA) Grant Application
- e) Resolution to Create a Housing Policy Advisory Committee
- f) Proposed Revisions to Diversity, Equity & Inclusion Council Statement of Purpose and Procedure



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- g) Schedule a Public Hearing for Proposed Amendments to the Tax Abatement for Volunteer Firefighters and Ambulance Personnel Ordinance
- h) Proposed Public Gathering Permit - Rededication of the George Washington Monument on Iron Horse Boulevard
- i) Simsbury School Administrators and Supervisors Association (SASSA) Collective Bargaining Agreement
- j) Eno Memorial Hall HVAC Improvements and Role of the Public Building Committee

## **APPOINTMENTS AND RESIGNATIONS**

- a) Reappointments and Appointment to the Diversity, Equity & Inclusion Council
- b) Resignation of Shannon Leary from the Aging & Disability Commission
- c) Reappointment and Appointment to the Culture, Parks & Recreation Commission

## **REVIEW OF MINUTES**

- a) January 22, 2024 Regular Meeting
- b) January 22, 2024 Special Meeting
- c) January 29, 2024 Special Meeting

## **COMMUNICATIONS**

- a) Memorandum from T. Munroe re: Notification of Number of Electors and Number of Polling Places, dated February 14, 2024

## **ADJOURN**



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## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** February 14, 2024
3. **Individual or Entity Making the Submission:**  
Marc Nelson, Town Manager; Colleen O'Connor, Tax Collector

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 February 14, 2024, to approve the presented tax refunds in the amount of \$58,988.84 and authorize Town Manager, Marc Nelson, 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 \$58,988.84. The attachment dated February 14, 2024 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
  - a) Requested Tax Refunds, dated February 14, 2024

REQUESTED TAX REFUNDS  
FEBRUARY

	<b>BILL NUMBER</b>	<b>TAX</b>	<b>FIRE</b>	<b>INTEREST</b>	<b>TOTAL</b>
<b>List 2020</b>					
Sams Quick Stop LLC	20-02-40766	\$895.98	\$29.22		<b>\$925.20</b>
<b>Total 2020</b>					
		<b>\$895.98</b>	<b>\$29.22</b>		<b>\$925.20</b>
<b>List 2021</b>					
Sams Quick Stop LLC	21-02-40774	\$895.98	\$29.22		<b>\$925.20</b>
<b>Total 2021</b>					
		<b>\$895.98</b>	<b>\$29.22</b>		<b>\$925.20</b>
<b>List 2022</b>					
Barrabee, Lorretta & Lorraine A Tr	22-01-485	\$4,925.35			\$4,925.35
Bowers, Melanie D (25 Winterset)	22-01-867	\$5,233.85			\$5,233.85
Collins, Nicole L (37 Hilltop)	22-01-5818	\$6.12			\$6.12
Corelogic (75 Library Lane)	22-01-7299	\$2,044.14			\$2,044.14
Corelogic (6 Cobtail Way)	22-01-4379	\$16,004.67			\$16,004.67
Corelogic (81 Woodland)	22-01-5840	\$1,500.00			\$1,500.00
Corelogic (226 Westledge)	22-01-4032	\$127.29			\$127.29
Five Starr Properties LLC	22-01-2642	\$3,138.85			\$3,138.85
Holcomb, Warren L (Stafford Road)	22-01-3625	\$344.11			\$344.11
Lereta (180 Westledge)	22-01-4986	\$10,524.88			\$10,524.88
Liberty Bank (117 Hedgehog Lane)	22-01-1070	\$4,734.42			\$4,734.42
Liberty Bank (84 Holcomb)	22-01-5930	\$1,380.33			\$1,380.33
Schreiber, Miriam (15 Knoll)	22-01-7216	\$1,410.94			\$1,410.94
Silvester Richard (4 Quad Hill)	22-01-7465	\$123.20			\$123.20
Silvester Richard (4 Quad Hill)	22-01-7467	\$514.92			\$514.92
Simsbury Commons LLC	22-01-7488	\$2,462.82			\$2,462.82
Sams Quick Stop LLC	22-02-40803	\$922.76	\$29.94		\$952.70
Fronkova, Hana	22-03-56449	\$38.40	\$1.25		\$39.65
Honda Lease Trust	22-03-58539	\$127.19	\$4.13		\$131.32
Honda Lease Trust	22-03-58621	\$555.80	\$18.03		\$573.83
Honda Lease Trust	22-03-58441	\$505.63	\$16.41		\$522.04
Pfeifer, Maureen	22-03-65015	\$284.47	\$9.23		\$293.70
Toyota Lease Trust	22-04-83062	\$286.74			\$286.74
<b>Total 2022</b>					
		<b>\$57,196.88</b>	<b>\$78.99</b>	<b>\$0.00</b>	<b>\$57,275.87</b>
<b>TOTAL 2020</b>					
		<b>\$895.98</b>	<b>\$29.22</b>	<b>\$0.00</b>	<b>\$925.20</b>
<b>TOTAL 2021</b>					
		<b>\$895.98</b>	<b>\$29.22</b>	<b>\$0.00</b>	<b>\$925.20</b>
<b>TOTAL 2022</b>					
		<b>\$57,196.88</b>	<b>\$78.99</b>	<b>\$0.00</b>	<b>\$57,275.87</b>
<b>TOTAL ALL YEARS</b>					
		<b>\$58,988.84</b>	<b>\$137.43</b>	<b>\$0.00</b>	<b>\$59,126.27</b>



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Donation from Carol and Keith McLean-Shinaman

2. **Date of Board Meeting:** February 14, 2024

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

Marc Nelson, Town Manager; Kristen Formanek, Director of Community and Social Services

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

If the Board of Selectmen supports acceptance of the donation from the McLean-Shinamans, the following motion is in order:

*Move, effective February 14, 2024, to accept the monetary donation of \$1,850 from Carol and Keith McLean-Shinaman for the purpose of supporting Simsbury Community and Social Services Department's Food Pantry program.*

5. **Summary of Submission:**

Carol and Keith McLean-Shinaman have provided a financial donation in the amount of \$1,850 to the Community and Social Services Department. The donation will be used to provide financial support for the Simsbury Food Pantry.

Chapter 100 of our Code of Ordinances, "Gift Policy" Section 100-2 "Monetary Donations", states that no donation of more than \$1,500 may be accepted without Board of Selectmen approval.

If the donation is accepted we will direct staff to send a thank you letter to the McLean-Shinamans.

6. **Financial Impact:**

The funds would be deposited into a Social Services special revenue fund used for this purpose.

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

None



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## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

- 1. Title of Submission:** Highway Safety Project High Risk Rural Roads Speed Enforcement Grant Application
- 2. Date of Board Meeting:** February 14, 2024
- 3. Individual or Entity Making the Submission:**  
Marc Nelson, Town Manager; Nicholas Boulter, Chief of Police

- 4. Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports applying for a grant to aid the Simsbury Police Department, the following motion is in order:

*Move, effective February 14, 2024, to submit a grant application to the Department of Transportation and to authorize Police Chief, Nicholas Boulter, Town Manager, Marc Nelson, and Finance Director, Amy Meriwether, to execute the grant application.*

In the event the grant is awarded, the following additional motions are in order:

*Move, to accept the grant, and full reimbursement, and to authorize Town Manager, Marc Nelson, to execute all documents related to the grant award.*

*Further move, to appropriate the grant's funds, and recommend said appropriation to the Board of Finance.*

- 5. Summary of Submission:**  
The Department of Transportation grant will provide for 100% reimbursement of personnel salary and fringe benefits, as well as, two (2) new speed measuring devices in the form of cruiser radar units for speed enforcement efforts on designated roadways in Simsbury for a period between January 1, 2024 and May 31, 2024.

The efforts will be in addition to the normal enforcement function of the Police Department. Officers working under the grant will do so outside of their normal working schedule.

- 6. Financial Impact:**  
If the grant is awarded in full, the amount would be \$15,000. There is no required Town match for this grant. There will be annual or recurring costs for the new radar devices, in the form of re-certifications, that will be managed within our current budget(s).
- 7. Description of Documents Included with Submission:**
  - a) List of Speed Enforcement Locations

**LIST ALL PLANNED LOCATIONS AND ENFORCEMENT TYPE.**

<b>LOCATIONS</b>	<b>TYPE</b>	<b>LOCATIONS</b>	<b>TYPE</b>
Hedgehog Lane	Spotter/Self-Initiated		
East Weatogue Street	Spotter/Self-Initiated		
Quarry Road	Spotter/Self-Initiated		
Riverside RD	Spotter/Self-Initiated		
Terrys Plain Road	Spotter/Self-Initiated		
Nod Road	Spotter/Self-Initiated		
Westledge Road	Spotter/Self-Initiated		
Firetown Road	Spotter/Self-Initiated		



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## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Simsbury Public Library Public, Educational and Governmental Programming and Educational Technology Investment Account (PEGPETIA) Grant Application
2. **Date of Board Meeting:** February 14, 2024
3. **Individual or Entity Making the Submission:** Marc Nelson, Town Manager; Lisa Miceli, Library Director

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

If the Board of Selectmen supports applying for a grant to aid the Simsbury Public Library, the following motion is in order:

*Move, effective February 14, 2024, to submit a grant application to the Public Utilities Regulatory Authority and to authorize Town Manager, Marc Nelson, and Library Director, Lisa Miceli, to execute the grant application.*

In the event the grant is awarded, the following additional motions are in order:

*Move, to accept the grant, and to authorize Town Manager, Marc Nelson, to execute all documents related to the grant award.*

*Further move, to appropriate the grant's funds, and recommend said appropriation to the Board of Finance.*

5. **Summary of Submission:**

The Public Utilities Regulatory Authority (PURA) annually makes available grant funding for educational technology projects from the Public, Educational and Governmental Programming and Educational Technology Investment Account (PEGPETIA) to promote and improve public, educational and government access programming in the State, as well as, to improve educational technology access.

The Library is applying for these funds to replace and upgrade Library technology in the Business and Career Center, Teen Space, Technology Learning Center, Tariffville Room, Friends of the Simsbury Library Program Room, as well as, redesign the Library's website and purchase a large screen display and cart for the Planning Department.

The Library is applying for this funding to replace and upgrade technology which would have otherwise been a part of a CNR request through the Town budgeting process as they are critical pieces of the Library's technology infrastructure.

**6. Financial Impact:**

If the grant is awarded in full, the amount would be \$110,236.76. There is no required Town match for this grant. There are no costs to the Town other than staff time associated with administering the grant.

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

None (Grant application is still in process)



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## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resolution to Create a Housing Policy Advisory Committee

2. **Date of Board Meeting:** February 14, 2024

3. **Individual or Entity Making the Submission:**  
Marc Nelson, Town Manager; Wendy Mackstutis, First Selectman

4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the creation of a Housing Policy Committee, the following motion is in order:

*Move, effective February 14, 2024, to adopt a resolution creating the Housing Policy Advisory Committee.*

5. **Summary of Submission:**  
In their January 29, 2024 Special Meeting, the Board expressed an interest in creating an Affordable Housing Advisory Committee as mentioned in the POCD. The resolution included tonight discusses why this committee needs to be created and the charge from the Board of Selectmen to the new committee.

A draft Statement of Purpose and Procedure will be brought forward to the Board for a vote at a subsequent date by the Town Manager's Office.

6. **Financial Impact:**  
Staff time will be required to support this initiative.

7. **Description of Documents Included with Submission:**  
a) Housing Policy Advisory Committee Resolution

# RESOLUTION 2024-01

(Establishing the Simsbury Housing Policy Advisory Committee)

Introduced by First Selectman Mackstutis

**WHEREAS**, the Town of Simsbury, as many municipalities within the State of Connecticut, faces a growing demand for housing at all price-points, amidst sharply rising housing costs which have made the affordability of housing a chief policy concern of state and local governments; and

**WHEREAS**, the Governor of the State of Connecticut, has made housing a priority for all municipalities, calling it a critical factor in helping grow the state's economy; and

**WHEREAS**, the State of Connecticut has mandated local governments to address this issue by way of formulating an Affordable Housing Plan, which the Town of Simsbury completed and adopted in 2021, which called for the formation of a committee on Affordable Housing; and

**WHEREAS**, the Board of Selectman established the Diversity, Equity & Inclusion (DEI) Council which, in turn established a Housing Subcommittee on April 26, 2021, which was approved by the Board of Selectmen; and

**WHEREAS**, the Board of Selectmen is desirous of elevating the work of the DEI Housing Subcommittee, in order to recommend actionable change, bring together policy makers and community members, and in order to provide for greater administrative and executive support to this important work; and

**WHEREAS**, The Town of Simsbury included a primary goal of providing for a range of housing choices for people of all ages and economic circumstances in the newly adopted 2024 Plan of Conservation and Development (POCD) which endorses the action step of establishing this focused group; and

**WHEREAS**, the Board of Selectmen, in establishing the Housing Policy Advisory Committee, wishes to provide clear guidance relative to the purview, timeline and objectives of the Committee,

## NOW THEREFORE

**BE IT RESOLVED**, that the Board of Selectmen hereby establishes and creates Simsbury's Housing Policy Advisory Committee pursuant to Town Charter Section 403, which shall be comprised of nine members; one each from the Board of Selectmen, the Board of Education, the Board of Finance, the Planning Commission, the Zoning Commission, the Economic Development Commission, the DEI Council, the Aging & Disability Commission, and the Town Manager who shall serve as administrative chair. That the First Selectman, pursuant to Town Charter Section 411, shall be an ex-officio member; and be it further

**RESOLVED**, that the Chairs, and Co-Chairs, of the above-named Boards shall notify the Town Manager of their respective appointments within thirty days of the adoption of this Resolution; and be it further

**RESOLVED**, that the Committee shall undertake a review of the various strategies discussed in the interim report on housing development strategies, proposed housing related tasks in the POCD, as well as, the findings of the DEI Housing Subcommittee, and shall report out to the Board of Selectman on its preferred recommendations for legislation or policy no later than December 31, 2024; and be it further

**RESOLVED**, that the Housing Subcommittee of the Diversity, Equity & Inclusion Council be, and the same hereby is, disbanded and dissolved; and be it further

**RESOLVED**, that the Housing Policy Advisory Committee shall, in accordance with the Town Charter, sunset effective at the end of the current term of the Board of Selectman, December 1, 2025, unless renewed and reauthorized.

SECONDED BY SELECTMAN \_\_\_\_\_

Aye	Nay
First Selectman Mackstutis	
Deputy First Selectman Antonio	
Selectman Looney	
Selectman Goetz	
Selectman Beal	
Selectman Yeisley	



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Revisions to Diversity, Equity & Inclusion Council Statement of Purpose and Procedure
2. **Date of Board Meeting:** February 14, 2024
3. **Individual or Entity Making the Submission:**  
Marc Nelson, Town Manager

4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the proposed DEI Council's Statement of Purpose and Procedure, the following motion is in order:

*Move, effective February 14, 2024, to adopt the proposed Diversity, Equity & Inclusion Council Statement of Purpose and Procedure as presented.*

5. **Summary of Submission:**  
The Diversity, Equity & Inclusion (DEI) Council, which was formed in 2020, previously existing as the SPIRIT Subcommittee, is a temporary committee that serves as advisory to the Board of Selectmen. The purpose of the Council is to assist the Town in taking action to support diversity and inclusion amongst current and future community members.

The DEI Council has requested a reduction in their membership from 18 to 15 and to remove the seat reserved for a CREC parent. The Council would also like to dissolve their Outreach Subcommittee. The Town Manager's Office has identified the need to make communication between the Council and the Board more direct and has decided to change the staff liaison duties from the Department of Community and Social Services to the Town Manager's Office. The Town Manager's Office has also identified a way to streamline the Council by further reducing the number of members to 14. Currently, the Council has 14 members up for reappointment tonight and reducing the Council to 14 will make it easier for the group to obtain a quorum and allow them to take action at their meetings.

Also, reflected in the proposed changes, is the dissolving of the Housing Subcommittee due to the creation of the Housing Policy Advisory Committee.

6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**
  - a) Draft Diversity, Equity & Inclusion Council Statement of Purpose and Procedure



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

## **SIMSBURY DIVERSITY, EQUITY, AND INCLUSION COUNCIL STATEMENT OF PURPOSE AND PROCEDURE**

*Approved by Board of Selectmen on October 14, 2020*

*Revised May 10, 2021*

*Revised February 28, 2022*

*Revised February 14, 2024*

### **1. Purpose**

- A. The Simsbury Diversity, Equity, and Inclusion Council is a special committee tasked with welcoming, celebrating, and taking actions to support diversity and inclusion among current and future community members.
- B. The purpose of the Simsbury Diversity, Equity, and Inclusion Council shall be to represent the Simsbury community at large and serves as diversity champions to help Simsbury become more inclusive, fostering awareness, action, and a community where all voices are welcomed and each and every individual can live, work, learn and play in a safe environment with meaningful and healthy relationships. The Council is comprised of representatives from the community at-large, town departments, and the Simsbury Public Schools.

### **2. Effective Date**

This policy shall remain in effect until revised or rescinded. The Town reserves the right to amend this policy as necessary.

### **3. Goals**

- A. The goals of the Diversity, Equity, and Inclusion Council are:
  - 1) To identify and resolve diversity and inclusion issues in our community.
  - 2) To foster a welcoming atmosphere for all in Simsbury

### **4. Composition/Voting/Meetings**

- A. The size of the Council shall consist of fourteen (14) members. Membership on the Council shall be comprised of representatives from the community at-large. Staff liaisons are ex-officio members with full participation rights, but are non-voting members and do not count towards the appointed composition of Council.
- B. The Town Manager's Office and its staff, will be a standing staff liaison. The Town will aspire to have a staff liaison from each of the following departments as assigned by the department head: Simsbury Police Department, Simsbury Public Library.
- C. The Simsbury Board of Education has created an Equity Council to act in a similar capacity as Diversity, Equity, and Inclusion Council. Diversity, Equity, and Inclusion Council will

have a consistent educational liaison as a part of their membership. The liaison will share the ongoing work of the Simsbury Public Schools' Equity Council as well as update the Board of Education with pertinent information relative to the Diversity, Equity, and Inclusion Council.

- D. The initial term for members will expire December 5, 2021. Thereafter, members shall have two (2) year terms coterminous with the Board of Selectmen.
- E. For the initial appointment recommendations, the Council will submit recommendations to the Board of Selectmen. For subsequent terms, beginning December 6, 2021, the Board of Selectmen and its Personnel Sub-Committee will use its usual process and procedure for identifying and appointing candidates. The Board of Selectmen may alternatively choose to seek recommendations from the Council.
- F. One of the 14 membership slots on the Council will be designated for a youth representative who attends the Simsbury Public Schools.
- G. A single Chair and Vice Chair, or Two Co-Chairs and a Vice Chair, (to be determined by the Council) shall be elected by the Council on their first meeting following a new term. Chair/Co-Chair and Vice Chair appointments can be considered as frequently as annually, but not fewer than once every two years coinciding with the beginning of a new term.
- H. Any member of the Diversity, Equity, and Inclusion Council may be removed by the Board of Selectmen, upon the recommendation of the Town Manager, for cause. Such member will be afforded an opportunity for a public meeting with the Board of Selectmen prior to a final decision being made regarding their status for removal. The purpose of the public meeting is to give the member an opportunity to be heard in person before the Board of Selectmen prior to a final decision being made.
- I. Any member who is absent from more than fifty (50) percent of Diversity, Equity, and Inclusion Council meetings during any twelve (12) month period may be removed, and the vacancy shall be filled as outlined in Section 4B. An exception may be granted by and at the discretion of the Town Manager due to a member's illness or other exigent circumstances.
- J. Each of the 14 appointed representatives shall have one vote. As ex-officio members, staff liaisons do not have voting rights.
- K. A quorum shall be determined by the number of appointed members, with a quorum being one more than half the number of members. A quorum is not needed to run a meeting if no action is being taken. A quorum must be present for formal action to be taken.
- L. Regular meeting schedules shall be established annually and filed in accordance with Connecticut General Statutes, currently no later than January 31<sup>st</sup> annually.
- M. Diversity, Equity, and Inclusion Council meetings are open to the public, and guests may make comments during the portion of the meeting agenda that permits public audience.
- N. A member of the Council will act as secretary and record all minutes and actions.
- O. The Town Manager's Office shall be responsible for scheduling and cancelling meetings, distributing minutes and the filing of said minutes, as well as other duties that may be necessary.
- P. The Council shall follow Roberts Rules of Order and may establish additional rules and/or procedures to govern the conduct of meetings, and review those rules and procedures on an annual basis. All FOIA rules and regulations will be adhered to.

Q. The Diversity, Equity, and Inclusion Council shall provide an update to the Board of Selectmen at least once per year. The update may be oral or written.

5. **Expenses**

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

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

6. **Subcommittees and Ad Hoc Work Groups**

A. **Subcommittees.** The Diversity, Equity, and Inclusion Council shall be permitted to have Subcommittees comprised of members of the Council. Subcommittee meetings shall be open to the public similar to meetings of the full Council and shall be formed to help the Council fulfill its goals listed in Section 3.A. All sub-committees will report back to the full Council at its monthly meeting. Sub-Committees shall also file an annual calendar as outlined in Section 4.J. Sub-Committees shall also prepare minutes as outlined in section 4.O. Sub-committees shall also follow Robert's Rules of Order and FOIA rules as outlined in Section 4.Q.

1) **Events Subcommittee:** To create opportunities that promote diversity and inclusion allowing for personal growth through exposure to a variety of ideas, experiences and cultures that make meaningful contributions to our community.

2) **Data/Audit Subcommittee:** To gather data and to assess progress towards DEI goals developed by the Simsbury Diversity, Equity, and Inclusion Council.



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Schedule a Public Hearing for Proposed Amendments to the Tax Abatement for Volunteer Firefighters and Ambulance Personnel Ordinance
2. **Date of Board Meeting:** February 14, 2024
3. **Individual or Entity Making the Submission:**  
Marc Nelson, Town Manager; Wendy Mackstutis, First Selectman

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

If the Board of Selectmen supports scheduling a public hearing for proposed amendments to Chapter 141 Article V of the Town Code regarding Tax Abatement for Volunteer Firefighters and Ambulance Personnel, the following motion is in order:

*Move, effective February 14, 2024, to schedule a public hearing to receive public comment concerning proposed amendments to Chapter 141 Article V of the Town Code for 6:00 PM at the Board of Selectmen's regular meeting on Monday, February 26, 2024.*

5. **Summary of Submission:**

In October 2020, the Board of Selectmen approved changes to Chapter 141 Article V Tax Abatement for Volunteer Firefighters and Ambulance Personnel to increase the tax abatement allowed to each volunteer. The changes in 2020 were spread over multiple years to phase in the changes and ultimately resulted in volunteers with between 2 years and 5 years of service to receive an abatement of \$1,000 and volunteers with more than 5 years of service to receive an abatement of \$2,000.

The Fire District approached the First Selectman and the Town Manager to request changes to the ordinance to allow for the elimination of the tiers and allow more members to receive the max credit allowed. The proposed amendments reflect those changes.

Section 404 of the Town Charter sets forth the requirements for a public hearing on and publication of an ordinance. The Board of Selectmen is required to have at least one public hearing on a new or amended ordinance. We are required to give at least seven (7) days' notice in a newspaper having general circulation in the Town. The Town Clerk also posts the notice in a public place, and copies of the ordinance must be available at the Town Clerk's Office. We also post the ordinance on the Town's webpage. A second hearing must be held if substantive changes are made to the ordinance (as determined by Town Counsel).

Once the amendment to the ordinance is passed, it must be filed with the Town Clerk and posted in its entirety or in summary form within ten (10) days after final passage. The Board of Selectmen would have to approve use of a summary. The ordinance would become effective on the twenty-first (21) day after final publication.

The proposed changes to Chapter 141 Article V would remove Fiscal Year language and set a uniform standard for the dollar amount of taxes abated for volunteers that complete two (2) years of eligible service to the Simsbury Volunteer Fire Company and/or Simsbury Volunteer Ambulance Association.

**6. Financial Impact:**

The proposed amendments reflect an \$8,000 increase in taxes abated.

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

a) Proposed Revisions to Chapter 141 Article V of the Town Code

**TOWN OF SIMSBURY  
PROPOSED AMENDMENT OF TOWN ORDINANCE**

**CHAPTER 141, ARTICLE V**

**Tax Abatement for Volunteer Firefighters and Ambulance Personnel**

**Chapter 141. Taxation**

**Article V. Tax Abatement for Volunteer Firefighters and Ambulance Personnel**

[Adopted 4-23-2001]

**§ 141-16. Purpose.**

The Town of Simsbury is desirous of showing its appreciation for the faithful and courageous performance of the duties performed by the Simsbury Volunteer Fire Company and the Simsbury Volunteer Ambulance Association personnel in the Town of Simsbury and to encourage others to become firefighters and ambulance personnel. These reasons have provided for the Town to establish a tax abatement program pursuant to Section 12-81w of the Connecticut General Statutes as amended by Public Act No. 99-272, Section 6, for volunteer fire and ambulance personnel on the conditions set forth in this section and §§ 141-17 through 141-22.

**§ 141-17. Abatement schedule.**

[Amended ~~10-14-2020~~ 2-26-24]

Each volunteer firefighter of the Simsbury Volunteer Fire Company and each volunteer of the Simsbury Volunteer Ambulance Association (collectively "volunteer") who is eligible pursuant to § 141-18 to receive a tax abatement shall have his or her real estate and/or motor vehicle property taxes owed to the Town of Simsbury for the current fiscal year abated in an amount equal to the lesser of the total amount of his or her real estate and/or motor vehicle property taxes owed to the Town of Simsbury for such fiscal year or an amount as calculated in the following schedule:

<b><del>Years of Eligible Volunteer Service to Simsbury Volunteer Fire Company and/or Simsbury Volunteer Ambulance Association</del></b>	<b><del>Dollar Amount of Taxes Abated for Fiscal Year 19/20</del></b>
<del>2 up to 5 years of eligible service</del>	<del>\$500</del>
<del>5 years of eligible service or more</del>	<del>\$1,000</del>
<b><del>Years of Eligible Volunteer Service to Simsbury Volunteer Fire Company and/or Simsbury Volunteer Ambulance Association</del></b>	<b><del>Dollar Amount of Taxes Abated for Fiscal Years 20/21 &amp; 21/22</del></b>
<del>2 up to 5 years of eligible service</del>	<del>\$750</del>
<del>5 years of eligible service or more</del>	<del>\$1,500</del>
<b><del>Years of Eligible Volunteer Service to Simsbury Volunteer Fire Company and/or Simsbury Volunteer Ambulance Association</del></b>	<b><del>Dollar Amount of Taxes Abated for Fiscal Year 22/23</del></b>
<del>2 up to 5 years of eligible service</del>	<del>\$1,000</del>
<del>5 years of eligible service or more</del>	<del>\$2,000</del>
<b>Years of Eligible Volunteer Service to Simsbury Volunteer Fire Company and/or Simsbury Volunteer Ambulance Association</b>	<b>Dollar Amount of Taxes Abated</b>
2 years of eligible service or more	\$2,000

**§ 141-18. Eligibility.**

[Amended 6-25-2007; 4-25-2016]

**A.**

To be eligible for the tax abatement pursuant to § 141-17 for any fiscal year, an eligible volunteer shall, on or before April 30 prior to such fiscal year, present to the Tax Collector a written statement certified by the Chief of the Simsbury Volunteer Fire Company or the President of the Simsbury Volunteer Ambulance Association, which statement shall include the name and address of said volunteer, that said volunteer has served as an active volunteer in good standing for the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association for not less than the two immediate preceding calendar years, and the total number of years of service of said volunteer. "Volunteer in good standing" for members of the Simsbury Volunteer Fire Company shall be defined as set forth in the bylaws of the Simsbury Volunteer Fire Company. "Volunteer in good standing" for members of the Simsbury Volunteer Ambulance Association shall be defined as a regular ambulance volunteer who has done 288 qualifying hours in the year preceding October 1. "Years of service" shall not be deemed to have been interrupted by medical leave authorized by the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association, leave for military service for the United States of America, or leave covered under the Connecticut Workers' Compensation Act.

**B.**

A person who terminates his or her volunteer service to the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association shall, upon his or her return to volunteer

service to the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association, be eligible for the tax abatement provided under Section § 141-17 only after he or she completes one full calendar year of volunteer service. Such volunteer's total years of service shall then include any previous years of volunteer service to the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association.

C.

Any volunteer who a) has served for a minimum of 25 years of service as an active volunteer in good standing as defined in § 141-18 of this Article V; and b) terminates his or her volunteer service; and c) is otherwise eligible for the tax abatement program defined in this Article V, shall continue to receive a tax abatement in the amount designated for members with ~~5~~ 2 years of eligible service or more as set forth in § 141-17 of this Article V per annum as long as they continue to (1) reside in Simsbury or (2) own a motor vehicle registered to a Simsbury address or (3) own taxable property in the Town of Simsbury.

**§ 141-19. Application.**

The tax abatement provided under this article shall be applied first against any real property taxes owing to the Town of Simsbury and then against any motor vehicle taxes owing to the Town of Simsbury. In the event that the tax to which the abatement is applied is paid in installments, then the abatement shall be applied 50% to each installment. The tax abatement provided under this article shall be applicable for any real property or motor vehicle owned by a volunteer and eligible for such abatement regardless of whether such property is owned individually, jointly or as tenant in common with one or more other persons, provided that said ownership interest is recorded in the name of the volunteer on the Simsbury Grand List. For property acquired by the volunteer during the Grand List Year, the abatement shall be prorated in the same manner and to the same degree as the underlying tax liability. The tax abatement provided under this article only applies to taxes owed to the Town of Simsbury by volunteers in good standing who continue to (1) reside in Simsbury or (2) own a motor vehicle registered to a Simsbury address or (3) own taxable property in the Town of Simsbury.

**§ 141-20. Records.**

The Tax Collector of the Town of Simsbury shall maintain a record of all taxes abated in accordance with this article.

**§ 141-22. Effective date.**

Revisions to this article shall take effect and shall be applicable to taxes owing beginning with taxes on the Grand List of October 1, ~~2019~~ 2023, for tax payments due July 1, 2024~~0~~ – June 30, 2025~~1~~.



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – Rededication of the George Washington Monument on Iron Horse Boulevard

2. **Date of Board Meeting:** February 14, 2024

3. **Individual or Entity Making the Submission:**  
Marc Nelson, Town Manager; George McGregor, Community Planning and Development Director; Joseph Hollis, Code Compliance Officer

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 February 14, 2024, to approve the public gathering permit on behalf of the Daughters of the American Revolution and to authorize the issuance of the public gathering permit for the rededication ceremony of the George Washington Monument at Iron Horse Boulevard.*

5. **Summary of Submission:**  
The Public Gathering Committee has approved the application for the Daughters of the American Revolution (DAR). The event will be held on April 24, 2024 in the areas surrounding Iron Horse Blvd. and Jim Gallagher Way. The event is scheduled to start at 12:30 PM and end at 2:30 PM including setup and breakdown.

The Board of Selectmen at their September 11, 2023 Regular meeting accepted a monetary donation of \$1,100 from the DAR for the purpose of planting an elm tree and relocating the existing George Washington plaque monument from Town Hall to the landscaped median of Iron Horse Blvd. nearest the intersection of Jim Gallagher Way. This ceremony is for celebrating the relocation.

6. **Financial Impact:**  
There are no costs to the Town other than staff time associated with blocking off sections of roadway for the event.

7. **Description of Documents Included with Submission:**  
a) Application, Map and Summary of Events



# 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. \*This application does not apply to block parties, please refer to Simsbury Police Department.

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. **\*\*Please include 6 copies of your completed application IN ADDITION TO the original when you submit it.** 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.

**Applications must be received in office at least 6 WEEKS prior to the date of the proposed event.**

Organization's Name: Abigail Phelps Chapter, Daughters of the American Revolution

Applicant's Name: Carolyn M Stewart

Mailing Address: 754 Hopmeadow Street, PO BOx 1, Simsbury, CT 06070,0001

Phone: [REDACTED] Email: [REDACTED]

Event Location: Median of Iron Horse Blvd and Jim Gallagher Way

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: April 24, 2024, -setup begins 12:30 PM, event begins at 1:00 PM

End: Cleanup begins about 2:00 PM and should be finished by 2:30 PM

Number of people expected to be present for the event (incl. staff, volunteers, attendees): 40

- 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.**

\*Simsbury Police – 860-658-3100 933 Hopmeadow Street.

\*\* Number of copies may vary, please check with the Simsbury Zoning Enforcement Officer.



**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:**

This will be a rededication of George Washington's monumnet first placed, by the Abigail Phelps Chapter in 1932, in the front of Belden School which is currently the Simsbury Town Offices and the Simsbury Police. At the request of the Simsbury Pubilic Work in cooperation with the Public Works the monumnet was moved to the Median of Iron Horse Blvd and Jim Gallagher Way. This move gave the Abigail Phelps Chapter a prime opportunity to included this rededication in our effort to educate the public about events and people involved in giving us the independence we enjoy today and prepare to celebrate our Countries 250 Birthday on July 4, 2026.

So Abigail Phelps will rededicate the George Washing Monunent on April 24, 2024 at 1:00 PM.

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES  NO  NUMBER: 1

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

Portable toilets: YES  NO  NUMBER: \_\_\_\_\_

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

Tent: YES  NO  SIZE: \_\_\_\_\_  
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)).

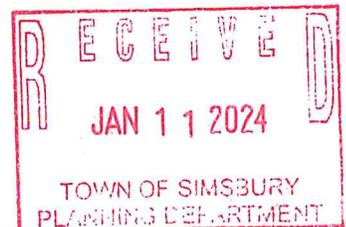
Will alcohol be served at your event? YES  NO

Number of vendors: \_\_\_\_\_ Service start and end times: \_\_\_\_\_

- 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.
- Notification of State DOT will need to be made at a minimum of 90 days, Town of Simsbury should be notified at the time of submittal.



**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

Will food trucks be present? YES  NO

Number of food trucks to be present \_\_\_\_\_

What type of fuel supply will be used for cooking? Propane  Solid Fuel  Generator  None

<https://fvhd.org/food-safety-protection/>

**BUILDING DEPARTMENT**

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

**Tent:**

YES  NO  CAPACITY: \_\_\_\_\_  
OPEN SIDES  ENCLOSED   
SQUARE FOOTAGE: \_\_\_\_\_

- 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

Will attendance be 1,500 or more persons? YES  NO

- If 1,500 or more an incident command tent may be required and will need to be noted on the site map. Where required by AHJ, standby fire personnel shall be provided at the cost of the applicant

Will there be fireworks or special effects? YES  NO

Has a state permit been issued? YES  NO

When required by the AHJ, standby fire personnel shall be provided at the cost of the applicant.

Are staff aware and are fire or emergency evacuation procedures in place and documented?

YES  NO

**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? YES  NO
- In advance? DATES: \_\_\_\_\_

Are DPW trucks required for use as barricades? YES  NO

To be determined by Simsbury Police, Other vehicles are not permitted as barricades.

QUANTITY: \_\_\_\_\_

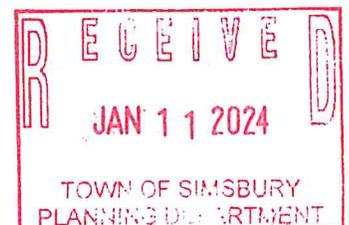
- The fee schedule below is for one (1) Truck and one (1) staff member.
- All fees will begin when Public Works Trucks leave the DPW Campus.
- Each Truck will be filled with sand and operated by a single staff member.
- The number and positioning of the Trucks shall be determined by the Simsbury Police 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) = \$ \_\_\_\_\_

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.**



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**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:

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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? \_\_\_\_\_

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**SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION**

4 OLD MILL LANE, 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 a commercial ambulance be provided? YES  NO

*If YES the Simsbury Volunteer Ambulance Association needs to be notified.*

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

Attendance will be: about 40

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

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**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: \_\_\_\_\_ / 50 = \_\_\_\_\_ PORTABLE TOILETS REQUIRED

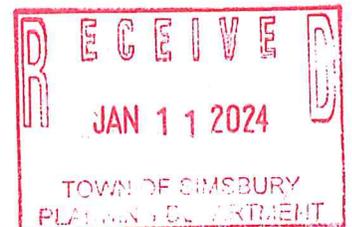
**Public Gathering Permit  
Required Declaration**

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): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

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



# **CIRMA**

## **Tenant User Liability Insurance Program**

### **How-To Guide**

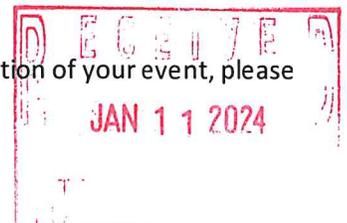
The **Town of Simsbury and Simsbury Board of Education** has enrolled in a program which allows you, the “user” of a municipal facility, school, or other local government property, to secure cost-effective liability insurance that provides protection for you as well as the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue.

#### **How it works:**

1. Log on to [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com)
2. Go to *Planning an Event?* and click Get a Free Quote
3. Enter the Venue ID Code for the **Town of Simsbury and Simsbury Board of Education: 0501-160**
4. Click Next and Select the Type of “Event” or “Activity” from the drop-down window, e.g. wedding or festival. *Please see pull down for list of ineligible activities.*
5. Answer all questions that follow such as:
  - a. Have you held this event before?
  - b. If yes, were there any losses or claims?
  - c. Will there be armed private security at this event or activity? (Off duty police not included)
  - d. Will you require Liquor Liability? \*
  - e. Number of attendees

\*If there are any charges or fees collected by the host/organizer, or any participating vendor, and alcohol is provided or sold, then we recommend purchasing Liquor Liability Coverage in addition to the General Liability to avoid any potential exclusions applying to the event. If the host/organizer is providing alcohol, but no fees or charges are involved (such as a private party or reception) then the Host Liquor Liability included in the basic coverage will apply, subject to the terms and conditions of the policy.
6. There are additional questions if there are going to be concessionaires or exhibitors at the event.
7. Select the Event date or dates on the calendar by clicking on the day of event (if multiple regularly scheduled dates, select all of these).
8. Click Get Quote.
9. If you would now like to proceed and purchase the coverage, please complete the requested *Contact & Credit Card Information*, and coverage is automatically bound.
10. A Certificate of Insurance is issued and sent via email, in your Name or Organization’s Name, with a Certificate automatically sent via email to your local government.

If you experience technical difficulties or have questions about the eligibility or classification of your event, please contact *One Beacon Entertainment* at 1-800-507-8414 (8:30AM – 5:00PM PST).



South

Drake Hill Road

Block

Block

Block

Parking lot

Iron Horse Blvd.

Tree monument

Block

Jim Gallagher Way

Parking Lot

Block

Block

WILCOX

North

## 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			T. Tyburski 1-10-24	
Zoning Commission (As may be required by ZEO)				
Building Official			H. Miga 1-17-24	
Police Chief			G. Samselki 1-23-24	
Dir of Public Works			T. Roy 1-11-24	
Dir of Health FVHD			J. Brown 1-12-24	
Fire Marshal			P. Tourville 1-10-24	
Simsbury Volunteer Ambulance			K. Stewart 1-11-24	
Zoning Enforcement Officer			J. Hollis 1-23-24	
Board of Selectmen				

DAR Public Gathering Permit 4-24-24

**KS** Karin Stewart  
Approved SVAA Karin Stewart

Tue 1/23/2024 10:39 AM

**SG** Samsalski, Gregory  
PD Approver Lt. Gregory Samsalski #103 Investigations Commander / Simsbury Police Department 933 Hopmeadow Street Simsbury, CT 06070 Main: (860) 658-3100 Ext. 3106 Fax: (860) 658-3103 F91 NA 288

Tue 1/23/2024 10:03 AM

**J8** Jason Brown  
Approved- Health

Fri 1/12/2024 9:08 AM

**MH** Milga Henry  
Approved Henry Milga

Thu 1/11/2024 9:20 AM

**KS** Karin Stewart  
Approved SVAA Karin Stewart

Thu 1/11/2024 8:51 AM

**TR** Tom Roy  
Approved - Public Works, Thomas J. Roy, P.E. Director / Town Engineer, Department of Public Works, Town of Simsbury, 66 Town Forest Road West Simsbury, CT 06092 (p) 860.658.3222

Thu 1/11/2024 8:38 AM

**Patrick T. Tourville, CF II**  
Fire Marshal Office approved Patrick Tourville, CF II, Fire Marshal, Simsbury Fire District 871 Hopmeadow Street Simsbury, CT 06070 (P) 860-658-1979 (C) 860-318-0419

Wed 1/10/2024 1:55 PM

**TT** Tyburski Tom  
Approved for Parks and Rec. Have a good day, Tom Thomas Tyburski, Director, Simsbury Culture, Parks and Recreation www.SimsburyRec.com 860-403-4682

Wed 1/10/2024 1:48 PM

**HJ** Hollis Joseph  
Good afternoon, Please see the public gathering permit above for your approvals. Be sure to reply all. Thank you Joseph Hollis, AZT Code Compliance Officer, Town of Simsbury, 933 Hopmeadow Street Simsbury, CT 06070 P: (860) 658 3228 F: (860) 658 3217 jehollis@simsbury-ct.gov

Wed 1/10/2024 1:39 PM



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Simsbury School Administrators and Supervisors Association (SASSA) Collective Bargaining Agreement
2. **Date of Board Meeting:** February 14, 2024
3. **Individual or Entity Making the Submission:**  
Marc Nelson, Town Manager; Neil Sullivan, Assistant Superintendent for Administration (BOE)
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports approving the Board of Education contract, the following motion is in order:  
  
*Move, effective February 14, 2024, to approve the three-year contract between the Simsbury Board of Education and the Simsbury School Administrators and Supervisors Association as approved at the October 10, 2023 Board of Education meeting.*
5. **Summary of Submission:**  
The Board of Education negotiates their own contracts with their labor groups. Pursuant to the Connecticut General Statutes the Board of Selectmen may proceed with one of the three options presented below within 30 days of the filing with the Town Clerk:
  1. Ratify/approve the tentative agreement;
  2. Reject the tentative agreement, in which case the matter shall be referred to binding arbitration; or
  3. Take no action, in which case the tentative agreement shall be considered ratified by the town after the 30-day waiting period from the date of file.
6. **Financial Impact:**  
The total wage settlement for the Simsbury School Administrators and Supervisors Association is 3.0% for FY24/25, 2.95% for FY25/26, and 2.95% for FY26/27. In addition, the parties agreed to increase the Board's annual contribution from \$5000 to \$5500 toward a Tax-Sheltered Annuity identified by each administrator. The parties also agreed to implement the Cigna Health Matters Medical Management program (requiring in-patient and out-patient precertification of procedures) in order to control rising costs related to health insurance. There was also a modest increase in the health insurance premium contributions borne by each administrator.
7. **Description of Documents Included with Submission:**
  - a) Summary of settlement between the Simsbury Board of Education and the Simsbury School Administrators and Supervisors Association

AGREEMENT BETWEEN  
THE SIMSBURY BOARD OF EDUCATION  
AND  
THE SIMSBURY SCHOOL  
ADMINISTRATORS AND SUPERVISORS  
ASSOCIATION

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July 1, 2024 – June 30, 2027



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## PREAMBLE

Pursuant to Section 10-153b to 10-153f, inclusive, of the Connecticut General Statutes, the certified administrative and supervisory personnel of the Simsbury Public Schools below the rank of Superintendent of Schools with the exception of the, Assistant Superintendent for Administration, Assistant Superintendent for Teaching & Learning, and the Director of Infrastructure & Technology, , who are excluded from the purview of this act, elected the Simsbury School Administrators' and Supervisors' Association, hereinafter referred to as the SSASA, to represent them in negotiations with the Simsbury Board of Education, hereinafter referred to as the Board.

The Board and the SSASA agree that a flexible approach to negotiations in accordance with said statutes best suits their needs in light of the history of good working relations and mutual respect between the Board and the administrators.

Subjects of mutual concern which have been or may be discussed in a general fashion have been relegated by mutual consent to informal understandings and independent action by the parties. Because the Board has adopted responsible, written policies and regulations which contain provisions for orderly change based on notice and deliberations in which the administrators may offer suggestions and advice, it is agreed that at this time there is no need to restrict Board action by adopting a comprehensive agreement regulating all aspects of working conditions. In the event of a conflict between written policies and regulations and any provision of this agreement, this agreement shall prevail.

## ARTICLE I - RECOGNITION

The Board recognizes SSASA as the exclusive representative of all certified administrative and supervisory personnel below the rank of Superintendent of Schools, with the exception of the Assistant Superintendent for Teaching & Learning, Assistant Superintendent for Administration, and the Director of Infrastructure & Technology, who are excluded from the purview of this act, for the purpose of negotiations with respect to salary and other conditions of employment pursuant to Section 10-153b of said statutes.

## ARTICLE II - SALARIES

### A. Salary Schedule

The Administrators' Salary Schedule establishing upper and lower limits for the period July 1, 2024 through June 30, 2027 for all certified personnel represented by the SSASA is set forth in Exhibit I on page 15.

1. Each administrator shall be given an annual salary notification by June 30.

### B. Termination of Individual Employment

1. Upon termination of an administrator's employment, the Superintendent of Schools, or his/her agent, shall compute the administrator's terminal payment by pro-rating his/her annual salary as follows:

For twelve month employees the salary earned shall equal  $1/260$ th of the administrator's annual salary times the number of days between the first day of the fiscal year and the day on which he/she terminates his/her service, inclusive, which he/she worked. If holidays were allowed under Article V and when vacation days accrued, but were not taken, pursuant to Article V, such days shall be granted for pay purposes upon termination. For each vacation day taken in excess of such days earned, an amount equal to  $1/260$ th of his/her annual salary shall be deducted.

For employees whose designated work year is less than 260 days per year, said adjustment shall be made in the same fashion and at the same level as the designated days indicated in the individual salary notification.

## ARTICLE III - ADDITIONAL REMUNERATION

Administrators covered by this Agreement will be granted annually up to \$2,000 for advanced study and/or professional development activities, such as attendance at institutes, seminars, conferences, professional conventions and membership in professional organizations, with prior approval from the Superintendent of Schools. Tuition for graduate courses will be paid on a reimbursement basis upon presentation to the Superintendent of documentation attesting to satisfactory completion of the course(s).

## ARTICLE IV - EMPLOYEE BENEFITS

### A. Life Insurance

1. The Board shall provide for each administrator represented by the SSASA group life insurance with a death benefit three times his/her annual salary rounded off to the next higher thousand dollars. An administrator may purchase additional life insurance up to a total of four times his/her annual salary up to a maximum of \$600,000 on a 50%/50% Board-administrator shared-cost basis for the duration of the contract. For administrators hired after July 1, 2017, those who choose to purchase the additional life insurance will be responsible for the entire premium cost.
2. Administrators who retire in accordance with statute and were employed on or before July 1, 1995, and have completed a minimum of 12 years of Simsbury administrative/teaching experience, shall receive \$50,000 continuous group term life insurance paid by the Board of Education, commencing on the first day of retirement and up to age 70.

For administrators hired after July 1, 1995, a minimum of 15 years of Simsbury administrative/teaching experience shall be necessary to receive this benefit.

### B. Board of Education Health Insurance Program

1. There are three health insurance options available to employees hired before July 1, 2014. For new hires as of July 1, 2014 or thereafter, the only health insurance plan will be the High Deductible Health Plan (HDHP) outlined further below. Said new hires participating in the HDHP must remain in the HDHP. The Board-administrator shared cost basis is indicated in the following schedule:

	Year	Board Contribution	Administrator Contribution
Preferred Provider Organization (PPO)	2024-25	Buy-Up	Buy-Up
	2025-26	Buy-Up	Buy-Up
	2026-27	Buy-Up	Buy-Up
Health Maintenance Organization (HMO)	2024-25	Buy-Up	Buy-Up
	2025-26	Buy-Up	Buy-Up
	2026-27	Buy-Up	Buy-Up
High Deductible Health Plan (HDHP)	2024-25	77%	23%
	2025-26	76.5%	23.5%
	2026-27	76%	24%

\*NOTE: "Buy-up" is the option to participate in the HMO or PPO by paying the difference between (1) what the Board would have paid in premium or premium equivalent plus the applicable Board payment to offset the deductible amount for the HDHP and (2) the cost of participating in the HMO or PPO.

## 2. Additional Plan Information

Details of all insurance plans are filed in the office of the Board of Education and may be examined there during regular office hours. Additional information can be found in the Human Resources Section of the District Website.

### **Preferred Provider Organization (PPO-In Network)**

There is no annual deductible cost to the individual, no family deductible, and no co-insurance costs for those expenses incurred within the Network of doctors and hospitals. This plan includes an unlimited lifetime maximum.

### **Preferred Provider Organization (PPO-Out-of-Network)**

The annual deductible for out-of-network is \$500 individual / \$1,000 individual plus one / \$1,500 family, 80% / 20% co-insurance (Years 1-3) on a calendar year basis, after the insured has paid \$1,500 individual / \$3000 individual plus one / \$4,500 family in benefit payments including deductible, covered expenses are paid 100%. This plan includes a \$2,000,000 lifetime maximum.

### **Health Maintenance Organization (HMO)**

There is no annual deductible for the individual and their families as long as they stay in the HMO Network. This Plan has no lifetime maximum if services are provided in Network. Out of the HMO Network the individual has total responsibility for medical expenses, except in an emergency.

**High Deductible Health Plan (HDHP)**

- Prescription co-pays (\$5/\$30/\$45) apply after the deductible is satisfied.
- The deductibles shall be \$2,000/\$4,000, and employees will be enrolled in a Health Savings Account (HSA).
- The Board’s contribution to the deductible shall be made 50% in the first pay date in July and 50% in the first pay date in January.
- Board contribution to deductible is 50%.
- The Maximum Out of Pocket (MOOP) In Network shall be \$3,000/\$6,000. MOOP Out of Network shall be \$5,000/\$10,000.

**CIGNA Health Matters:**

The Board will implement CIGNA’s Health Matters Preferred Model to include in-patient and out-patient precertification.

a. Plan design changes in PPO and HMO as follows:

	2024-25	2025-26	2026-27
Office Visit	\$30	\$30	\$30
Specialist Visit	\$40	\$40	\$40
ER	\$125	\$125	\$125
Urgent Care	\$75	\$75	\$75
Inpatient	\$250	\$250	\$250
Out-patient	\$250	\$250	\$250
Imaging	\$75/\$375	\$75/\$375	\$75/\$375
Prescription	\$10/\$25/\$40*	\$10/\$25/\$40*	\$10/\$25/\$40*

\*Prescriptions: Essential Package (prior authorization, step therapy, and quantity limits), mandatory generics & exclusive specialty pharmacy

Retired administrators will be given the option of selecting one of the health insurance alternatives available to active employees.

**C. Dental Plan**

The Board will provide Dental Insurance (preventative services, general services, major services, and orthodontic benefits) on the following cost basis: Qualifying individuals may purchase individual and/or dependent coverage on a Board-Administrator shared cost basis with a maximum annual benefit of \$2,000 per individual for the duration of this agreement. (Premium cost-sharing amounts are same as for HDHP health benefits). Plan will provide for 85% restorative services, including composite (“white”) fillings. A summary of Dental Benefits is included as exhibit in this contract.

- D. Long-Term Disability Income Protection Plan  
A long-term disability income plan is available on a 50%/50% Board-administrator shared-cost basis. The disability benefit is \$7,500 per month or a maximum of 60% of the administrator's salary, whichever is less.
- E. Vision Plan  
The Board will offer a Voluntary Vision plan (100% employee paid) to benefits-eligible employees and their dependents. In order to be eligible, employees must work a minimum of 30 hours. Participants enrolled in HDHP plans will be enrolled in an Eye Exam Only plan through CIGNA.
- F. Retired Administrators' Insurance Benefits  
Retired administrators who have completed a minimum of 12 years of Simsbury administrative/teaching experience who were employed on or before July 1, 1995 shall be eligible annually for \$800 individual or \$1500 family toward the premium cost of the current health insurance benefits offered by the Board of Education, as long as their coverage is uninterrupted. For Administrators hired after July 1, 1995, a minimum of fifteen years of Simsbury administrative experience shall be necessary to be eligible for this benefit.
- In the event of the death of a retired administrator who, at the time of death, is a member of the health plan of the Simsbury Public Schools, his/her spouse will receive 12 months of continued health benefits at the Board's expense.
- G. Death Benefit  
In the event of the death of an administrator who dies while employed as an administrator of a Simsbury Public School, his/her spouse will receive health insurance for one year at Board expense.
- H. Section 125 Program  
The Board of Education agrees to administer an optional Section 125 Program, which includes both premium conversion and flexible spending account features. Employees electing to participate in the flexible spending account are responsible for the annual service fee.
- I. Content, Construction and Examination of Insurance Plans  
The terms and conditions of the insurance policies through which the above benefits are provided shall determine the details concerning the benefits for which administrators are eligible. This Agreement shall not be construed to alter such policies or grant benefits not provided therein provided that in the case of conflict the terms of this Agreement shall prevail. Administrators may examine these policies at the office of the Board during regular office hours.
- J. Alternate Programs  
Alternative insurance carriers and/or insurance networks with substantially equivalent or better benefits and administrative services may be substituted for those names above.

K. Travel Insurance

The Board shall provide a one hundred fifty thousand dollar (\$150,000) accident policy covering all business-connected travel for each administrator at Board expense.

L. Physical Examination

An annual physical examination for all administrators shall be provided, with the Board paying the total cost that is not covered by the existing health plan.

M. Protection of Administrators

The Board agrees to provide a stipend, not to exceed \$2,000, for employment of legal counsel of the administrator's choice, should he/she be involved in a negligence suit arising out of the performance of his/her duties.

The purpose of such counsel is:

1. To supplement other legal aid as may be provided by the Board of Education in accordance with the Connecticut General Statutes Section 10-235.
2. To protect the particular interest of the administrator and the school system. If criminal proceedings are brought against an administrator alleging an assault while acting in the scope of his/her employment, such administrator may request the Board furnish independent legal counsel to defend him/her in such proceedings.

No administrator shall be disciplined (i.e. reprimanded in writing, suspended, or demoted for disciplinary reasons) without just cause. Termination of employment is recognized to be exclusively governed by Section 10-151 of the Connecticut General Statutes.

N. Longevity

A longevity payment based on years of service as an administrator/teacher in the Simsbury Public School System will be provided by the Board, according to the following schedule:

Completed Years of Service	Longevity Payment
10 years	\$600.00
12 years	\$800.00

O. Longevity Retirement

If requested in writing prior to the third year before retirement, personnel covered by this agreement, eligible for a retirement allowance under statute, who have completed a minimum of 15 years of administrative/teaching experience in Simsbury shall receive an additional stipend of \$2300 for each of the last three years of service.

Personnel, who have completed a minimum of 20 years of administrative/teaching experience and meet the aforementioned requirements, shall be eligible for an additional stipend of \$3300 for each of the last three years of service.

1. In the event an individual retires without longevity notice, he/she will receive a one-time payment of \$2300 or \$3300 in accordance with the statutory and service requirements indicated above.

P. Tax Sheltered Annuity

The Board of Education shall contribute to a tax-sheltered annuity program selected by the administrator in the following amounts:

- 2024-25: \$5500
- 2025-26: \$5500
- 2026-27: \$5500

Effective July 1, 2008 and continuing each year thereafter, each administrator shall have his/her base salary increased by a dollar amount noted in the above schedule from which total base salary the administrator shall pay through a reduction in his/her total base salary (elective deferral) the aforesaid dollar amount each year to an annuity.

## ARTICLE V - VACATIONS AND HOLIDAYS

The following paid holidays shall be granted to (12 month) employees:

Holiday	Date Observed
1. New Year's Day	January 1
2. Martin Luther King Day	1st Monday in January on or after January 15
3. President's Day	Third Monday in February
4. Good Friday	
5. Memorial Day	Last Monday in May
6. Independence Day	July 4
7. Labor Day	First Monday in September
8. Columbus Day	Second Monday in October
9. Thanksgiving Day	Fourth Thursday in November
10. Day after Thanksgiving	
11. Day before Christmas	
12. Christmas Day	
13. Day after Christmas	

Holidays falling on Sunday shall be observed on Monday, and those falling on Saturday shall be scheduled on Friday if school is not in session on that day; otherwise, scheduling of the holiday shall be determined by mutual agreement between the SSASA and the Superintendent.

The Day after Christmas holiday will be determined by the superintendent or his/her designee for consistency among employee groups. Typically, it will be the day after Christmas, but will depend on how the calendar falls each year.

Please note if administrators are required to work on any of the above holidays due to the scheduling of the systemwide staff development program, then an additional vacation day shall be granted.

(Twelve month) administrators represented by the SSASA shall be entitled to a vacation. Vacation schedules, based on local administrative service, shall be as follows:

<b>Number of Years</b>	<b>Number of Days</b>
Less than 1 year	20 vacation days prorated
Over 1 year through 5 years	20 vacation days
Over 5 years	25 vacation days

For the purpose of computing vacation days earned: holidays shall count as a work day. Vacation schedules shall be subject to the approval of the Superintendent of Schools.

## **ARTICLE VI - ABSENCES**

### **A. With Salary Continuation**

#### **1. Disability:**

12 month Administrators represented by SSASA shall be granted twenty-two (22) days per year for personal illness, quarantine or injury, cumulative to two hundred twenty (220) days. Personal illness shall be defined to include, for up to fifteen (15) days per year, illness or death in the immediate family of each administrator. Personnel with a specified work year below 260 days shall be granted the appropriate number of days per year, for personal illness, based on a ratio of his/her designated school year compared to the 260-day year. Such days will be cumulative to the level of the designated work year as identified in the current individual contract.

#### **2. Other Personal Absences:**

As a general procedure, personal days shall be limited to three (3) days in any school year. Absence for personal reasons beyond these three shall be provided as an executive privilege, with the approval of the Superintendent of Schools.

#### **3. Jury Duty:**

Each administrator called to jury duty shall be entitled to his/her full salary if no substitute is hired during such absence or to the difference between his/her full salary and that received for jury duty if a substitute is hired.

#### **4. Absence for Professional Reasons**

Subject to prior approval by the Superintendent of Schools, an administrator may be absent for visiting days, attendance at conventions, participation in school evaluations, educational conferences and/or other forms of professional improvement, without deduction from his/her salary or loss of days granted for other categories of excused absences.

#### **5. Absence in Excess of Allowance**

When a 12-month administrator is absent in excess of days allowed, the Board or its agent shall deduct an amount equal to 1/260th of the annual salary of unexcused absence from the next payment to the administrator. For employees whose designated work year is less than 260 days per year,

the adjustment for unexcused absences shall be made based on the designated work year identified in the individual contract.

6. Sick Leave of Absence

In the event of absence due to illness or physical disability of administrators, beyond the granted sick leave allotment, the Board shall make the requisite payments to maintain in full force the administrator's protection under the Board of Education Health Insurance Program for a period not to exceed 12 months. Nothing herein shall constitute a waiver by the Board to take appropriate disciplinary action regarding any employee absent from work without authorization.

B. Sabbatical

Administrators represented by the SSASA, who have at least six (6) years of service in the Simsbury School System, may devote one (1) year to additional training, subject to Board approval and provided such training would benefit the Simsbury School System as well as the administrator, and the administrator could be replaced temporarily without serious dislocation to the school system.

The Board of Education shall pay 100% of salary to the individual on such leave. If the individual receives grant payments, which, added to the salary allowance, exceed 110 per cent of salary, the Board's contribution shall be reduced to provide for maximum earnings of 110 per cent.

Administrators granted such leaves shall be required to return to the Simsbury School System for three (3) years, with one-third of the salary provided by Simsbury being forgiven for each year of additional service.

## ARTICLE VII - GRIEVANCES

A. Definition

A grievance is any complaint other than one involving tenure which an administrator or group of administrators covered by this Agreement may assert with respect to the application to such complainant of (1) the terms of this Agreement, (2) the Board Policies and Administrative Regulations, or (3) administrative decisions made pursuant to (1) and (2), or (4) a claim of failure to follow the established procedures of the evaluation program.

B. Procedure for Resolution of a Grievance

A complainant may choose either one or both of the following procedures for the resolution of his/her grievance except that no more than one petition for hearing such grievance may be presented to the Board.

1. He/she may proceed through normal administrative channels and if the grievance is not resolved in this manner present it in writing to the Board of Education by a request for a formal hearing by it on the matter or follow the procedure in 2.

2. He/she may present his/her grievance to the SSASA and request it to present the grievance for resolution. If the SSASA decides to present the grievance for resolution, it shall submit the grievance in writing to the Superintendent of Schools with a request that he/she or his/her designated representatives work with the SSASA in finding an equitable solution. If the grievance is not resolved as a result of this procedure, the SSASA may then present the grievance in writing to the Board of Education and request a formal hearing on this matter.
  3. No later than the second regular meeting after receipt of a petition through either channel, the Board shall hear the matter.
- C. If the administrator is not satisfied with the decision of the Board pursuant to either procedure 1 or 2, he/she may submit the grievance to binding arbitration. The administrator shall present a request in writing to the appropriate representative of the Association to submit the grievance to arbitration.

If the Association determines within ten (10) days after receiving such request that the grievance is meritorious, the Association shall notify the Board of Education of its intention to submit the grievance to arbitration. Within five (5) days after such written request for arbitration is received by the Board of Education, representatives of the Board and Association shall agree upon and select an arbitrator. If the parties cannot agree upon an arbitrator at this meeting, the matter shall be submitted to the American Arbitration Association for disposition.

The arbitrator so selected shall confer with the representatives of the Board, the aggrieved administrator, and the appropriate representative of the Association, and hold hearings promptly and, unless extended by mutual agreement, shall issue the decision not later than thirty (30) days from the date of the closing of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs are submitted to him or her.

The arbitrator's decision shall be in writing and shall set forth his or her findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which violates the terms of this Agreement. The arbitrator shall not usurp the functions of the Board or the proper exercise of its judgment and discretion under the law and under this Agreement, and the decision of the arbitrator shall be final and binding.

The cost for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses shall be borne equally by the Board and the Association.

## ARTICLE VIII - REDUCTION IN FORCE

- A. It is understood that it is within the discretion of the Board of Education to eliminate or create any position, program or department or to reorganize or assign an administrator to any other administrative position within the Simsbury Public Schools. If an administrator is to be assigned to another administrative position, the Superintendent, in the reasonable exercise of judgement, will make the decision based upon what is in the best interest of the school system and will consider, but not be limited to, a review of the following factors:
1. Certification held by administrator
  2. The educational needs of the Simsbury Public Schools
  3. Qualifications, which would include experience and performance evaluations
- B. If an administrative position, covered by the Collective Bargaining Agreement between the Simsbury Board of Education and the Simsbury School Administrators and Supervisors Association were to be considered for elimination, the Superintendent will review with the president of the Association the potential for eliminating the position.
- C. Administrative Reassignment  
If an administrative position is eliminated and the administrator is considered to be qualified by the Superintendent, in the reasonable exercise of judgement, he or she will be reassigned as follows:
1. If the high school or middle school principal's position is eliminated, he/she will be reassigned to the position of the least senior vice principal at the high school or middle school.
  2. If an elementary principal's position is eliminated, the elementary principal with the least seniority as an administrator in the Simsbury Public Schools will be the administrator who is displaced. The displaced elementary principal will be reassigned to the position of the least senior elementary assistant principal or middle school assistant principal.
  3. If the Director of Special Services' position is eliminated, he/she will be reassigned to the position of Supervisor of Special Services.
  4. If either a middle school or high school assistant principal's position is eliminated or the administrator holding that position is displaced, the middle or high school assistant principal with the least seniority as an administrator in the Simsbury Public Schools will be reassigned to any other middle school or high school assistant principalship if he or she has more seniority than another assistant principal.
  5. Any administrator covered by the SSASA and not identified in C. 1-4 above whose position is eliminated or who is displaced from his or her position will be offered a vacant administrative position which is covered by SSASA, provided he or she is determined qualified and certified by the Superintendent for the position that is vacant.

- D. Should an administrator be relieved of his/her duties because of a reduction in staff or elimination of position, and is not reassigned to another administrative position, he/she will be offered a teaching position for which he/she is certified consistent with the provisions of Section 10-151 of the Connecticut General Statutes and the reduction in force provisions of the collective bargaining agreement covering members of the teacher bargaining unit.

E. Recall

1. A high school principal, middle school principal, elementary school principal, Director of Special Services, high school assistant principal, middle school assistant principal who is a member of SSASA and has been displaced or has his/her position eliminated will be placed on an administrative recall list and remain on such list for a period of two years, subject to the following conditions:
  - a. If an administrative vacancy occurs during this two-year period for which said administrator is certified and determined qualified in the reasonable exercise of judgement by the Superintendent, he/she will be offered said position.
  - b. An administrator who has been displaced or whose position has been eliminated will be removed from the recall list if he/she refuses any administrative position offered or if the school system has not offered the administrator a position after having been on the recall list for a two-year period.
2. If the administrative position of any other SSASA member, not specifically referenced in E.1., is eliminated or that administrator is displaced, he/she will be placed on an administrative recall list for a period of three years subject to the following conditions:
  - a. If an administrative vacancy occurs during this three-year period for which said administrator is certified and determined qualified in the reasonable exercise of judgement by the Superintendent, he/she will be offered said position.
  - b. If a position which was previously eliminated is restored, the administrator who formerly held this position will be offered this position, if determined qualified in the reasonable exercise of judgement by the Superintendent.
  - c. An administrator who has been displaced or whose position has been eliminated will be removed from the recall list if he/she refuses any administrative position offered or if the school system has not offered the administrator a position after having been on the recall list for a three-year period.

3. An administrator who is on the recall list shall notify the Board of Education each year in writing by certified mail by June 1 that he or she desires to remain on the recall list.
4. Any administrator who is on the recall list shall notify the Board of Education in writing by certified mail if there is a change in his or her address.
5. The Board of Education will notify in writing by certified mail any administrator who is on the recall list at the last known address when a vacancy covered by SSASA is known to exist.
6. If an administrator is placed due to a reduction in force into a lower administrative position, he/she will continue to receive his/her present salary until the salary for the new administrative position reaches or exceeds his/her present salary, or until he/she dies, resigns, retires, is terminated, or is appointed to his/her former administrative position or to another administrative position, whichever first shall occur.
7. If an administrator is displaced due to a reduction in force to a teaching position, he/she shall continue to receive his/her present salary for two (2) school years, including any part thereof, or until he/she dies, resigns, retires, is terminated, or is appointed to his/her former administrative position or to another administrative position, whichever first shall occur.

**ARTICLE X - DURATION**

The provisions of this Agreement shall be in effect during the period July 1, 2024 through June 30, 2027, provided that the Board may reopen negotiations over the provisions of Article IV if the cost of medical insurance plan offered therein is expected to result in the triggering of an excise tax under The Patient Protection and Affordable Care Act [ACA; P.L. 111-148], as amended, inter alia, by the Consolidated Appropriations Act of 2016 [ACA; P.L. 114-113] and/or any material amendment to the ACA or related state or federal law. Reopener negotiations shall be governed by the provisions of Conn. Gen. Stat. Section 10-153f(e), and such negotiations shall be limited to health insurance plan design and funding, premium cost share and/or the introduction of an additional optional health insurance plan.

IN WITNESS WHEREOF, the parties hereunto set their hands and seal this 30<sup>th</sup> day of January 2024

**SIMSBURY SCHOOL ADMINISTRATORS  
AND SUPERVISORS ASSOCIATION**

**SIMSBURY BOARD OF  
EDUCATION**

BY: Scott Baker  
Scott Baker, President

BY: Jeff Tindall  
Jeff Tindall, Chairman

## EXHIBIT I - ADMINISTRATIVE SALARY SCHEDULE

Position	2024-25		2025-26		2026-27	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
High School Principal	\$189,544	\$194,544	\$195,283	\$200,283	\$201,192	\$206,192
Middle School Principal	\$180,975	\$185,975	\$186,461	\$191,461	\$192,109	\$197,109
Elementary Principal	\$173,497	\$178,497	\$178,763	\$183,763	\$184,184	\$189,184
High School Assistant Principal	\$166,743	\$171,743	\$171,810	\$176,810	\$177,026	\$182,026
Middle School Assistant Principal	\$163,805	\$168,805	\$168,784	\$173,784	\$173,911	\$178,911
Elementary Assistant Principal	\$148,612	\$153,612	\$153,144	\$158,144	\$157,809	\$162,809
Director of Special Services	\$180,042	\$185,042	\$185,500	\$190,500	\$191,120	\$196,120
Supervisor Special Services	\$157,835	\$162,835	\$162,638	\$167,638	\$167,584	\$172,584
Director of Elementary Curriculum	\$170,695	\$175,695	\$175,878	\$180,878	\$181,214	\$186,214
Director of Equity & Access	\$170,695	\$175,695	\$175,878	\$180,878	\$181,214	\$186,214
Director of Instructional Technology & CTE	\$170,695	\$175,695	\$175,878	\$180,878	\$181,214	\$186,214
Director of Athletics and Student Activities	\$159,999	\$164,999	\$164,866	\$169,866	\$169,877	\$174,877

Range includes 5 increments at \$1,000 each.

Differentiated schedule for elementary school principals based on student enrollment as follows:

1. Enrollment below 400 students; no salary differential
2. 401-650 students \$600 differential
3. 651-900 students \$1200 differential
4. 901+ students \$1500 differential

**Objective:** Salary ranges for administrators will normally be equal to the median range of the administrative salaries of the top four towns, from the among the following: Avon, Bloomfield, East Hartford, Farmington, Glastonbury, Manchester, Newington, West Hartford, Wethersfield, Windsor.



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Eno Memorial Hall HVAC Improvements and Role of the Public Building Committee
2. **Date of Board Meeting:** February 14, 2024
3. **Individual or Entity Making the Submission:**  
Marc Nelson, Town Manager

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

If the Board of Selectmen approves of the Director of Public Works/Town Engineer and Engineering staff managing the Eno Memorial Hall HVAC project, independent of the Public Building Committee, the following motion is in order:

*Move, effective February 14, 2024, to not use the Public Building Committee for the Eno Memorial Hall HVAC Improvement Project.*

5. **Summary of Submission:**

The Eno Memorial Hall HVAC system is currently scheduled to be redone through funding in the FY24 and FY26 budgets. There is no State or grant funding for this work which would require the project to be run through the Public Building Committee (PBC). We therefore recommend the project be managed by Public Works outside of the PBC process.

Since the Public Building Committee is an advisory committee to the Board of Selectmen, and assignments for the Committee must be made by the Board of Selectmen, it is recommended that if the Board approves of Town staff handling this project then a formal motion to not use the Public Building Committee for the Eno Memorial Hall HVAC Project should be made.

6. **Financial Impact:**

None

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

- a) Public Building Committee Rules of Procedure

RULES OF PROCEDURE  
SIMSBURY PUBLIC BUILDING COMMITTEE  
ADOPTED JANUARY 4, 1988  
AMENDED JULY 11, 1994



I AUTHORITY

The Committee operates under Section 812 of the Charter of the Town of Simsbury, a copy of which is attached hereto and made a part hereof.

- a. The Committee shall be responsible to the Board of Selectmen.
- b. Assignments of work to the Committee shall be made only by the Board of Selectmen in accordance with the Charter of the Town of Simsbury and shall be communicated to the Committee in writing by the Board of Selectmen.

II OFFICERS

- a. Officers of the Committee shall be as follows: Chairman; Vice Chairman; Secretary
- b. Officers shall be elected for a term of two (2) years in even numbered years at the second regular meeting of the Committee. Special elections for officers shall be held to fill vacancies after Selectmen have filled vacancies on the Committee caused by the expiration of terms or resignation of officers.

III MEETINGS

- a. The Committee will meet on the first Monday of each month at 7:30 p.m. The Chairman shall notify the Town Clerk prior to January 31st of each year of regularly scheduled meetings in accordance with the requirements of Section 1-21 of the Freedom of Information Act, a copy of which is attached hereto and made a part hereof.
- b. Meetings are open to the public.
- c. Special meetings may be called at any time by the Chairman or at the request of three (3) members of the Committee. Unless notice of the time, place and date of any such meeting and the agenda has been given to the Town Clerk prior to the meeting in accordance with the requirements of Section 1-21 of the Freedom of Information Act, minutes of the meeting and an explanation of the emergency for which it was called must be filed with the Town Clerk in accordance with the provisions of said section of the Freedom of Information Act, and no business other than that set forth in the agenda may be discussed.

III MEETINGS (continued)

- d. Executive meetings may be held by vote of a majority of the Committee members present and voting, subject to the restrictions and requirements of Section 1 (e) and Section 21 of the Freedom of Information Act.
- e. The Secretary shall submit to the Board of Selectmen annually, in January, a statement of the number of regular and special meetings attended by each member in the preceding twelve (12) months.

IV SUBCOMMITTEES

- a. The Chairman may appoint subcommittees to handle any business of the Public Building Committee.
- b. Any such subcommittee may schedule meetings to conduct business as need be.
- c. Authority of any such subcommittee shall be delegated to such subcommittee by vote of a majority of the Committee members present and voting.

V PROCEDURE

- a. A quorum to conduct a Public Building Committee meeting will be a minimum of five (5) members.
- b. The agenda will be:
  - i Approval of Minutes
  - ii Public Questions and Comments
  - iii Project Reports
  - iv Old Business
  - v New Business
- c. Motions:
  - i Motions may be made by any Committee Member when recognized by the Chair.
  - ii Motions should be made in the affirmative whenever possible.
  - iii Motions must be seconded.
  - iv Motions must be stated by the Chair and then acted upon before a new subject is introduced.
  - v Motions may be amended or withdrawn before debate begins.
  - vi Motions may be amended, referred to subcommittee, etc. in accordance with Robert's Rules of Order.

V PROCEDURE (continued)

c. Motions (continued)

vii In order to pass, a motion must have a vote of the majority of an approved quorum.

d. Absence of a quorum: In the absence of a quorum the Chairman shall be empowered to approve payment of bills.

VI MINUTES

a. Minutes of the Public Building Committee will be taken and kept by the elected Secretary and shall be filed by the Secretary with the Town Clerk in accordance with the requirements of Section 1-21 of the Freedom of Information Act.

b. The Secretary shall record in the Minutes of the meeting the Committee member making and seconding each motion, and the vote of each member present and voting and report same to the Town Clerk in accordance with the requirements of Section 1-21 of the Freedom of Information Act.

VII PUBLIC SCHOOLS

Any action on Public School buildings shall be in accordance with the Connecticut General Statute 10-291, as amended, a copy of which is attached hereto.

VIII AMENDMENTS

These Rules may be amended at any regular meeting of the Committee by vote of a majority of the Committee, provided that at least ten (10) days notice shall have been given in writing to all members of the Committee of the intention to amend the same.

# TOWN

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by Chapter 103 of the General Statutes, and such other duties as may be prescribed by the board of selectmen.

## Section 812

PUBLIC BUILDING COMMITTEE. The board of selectmen shall appoint, in accordance with the provisions of Section 802 of this chapter, a public building committee consisting of nine (9) members, said members to serve for terms of six (6) years, except that of those first appointed under the provisions of this charter, three (3) shall be appointed for terms of six (6) years, three (3) shall be appointed for terms of four (4) years, and three (3) shall be appointed for terms of two (2) years. Biennially, thereafter, the selectmen shall appoint in the manner provided herein three (3) members to such committee. Said committee shall have all the powers and duties with regard to all public buildings, not inconsistent with this charter, as are now or may hereafter be conferred or imposed upon such committee by the General Statutes or by the board of selectmen, including but not limited to responsibilities relating to school buildings whether or not included in Section 10-291 of the General Statutes, as amended.

## Section 813

BUILDING CODE BOARD OF APPEALS. The board of selectmen shall appoint, in accordance with the provisions of Section 802 of this chapter and Section 19-402 of the General Statutes, as amended, a building code board of appeals consisting of five (5) members, said members to serve for terms of five (5) years, except that of those first appointed under the provisions of this charter, one (1) shall be appointed for a term of five (5) years, one (1) shall be appointed for a term of four (4) years, one (1) shall be appointed for a term of three (3) years, one (1) shall be appointed for a term of two (2) years, and one (1) shall be appointed for a term of one (1) year. Annually, thereafter, the selectmen shall appoint in the manner provided herein, one (1) member to such board. Said board shall have all the powers and duties not inconsistent with this charter, as are now or may hereafter be conferred or imposed upon such boards by Chapter 354 of the General Statutes, as amended.

## Section 814

JURY COMMITTEE. The board of selectmen shall appoint, in accordance with the provisions of Section 802 of this chapter and Chapter 884 of the General Statutes, as amended, a jury committee consisting of three (3) members, said members



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

- 1. Title of Submission:** Reappointments and Appointment to the Diversity, Equity & Inclusion Council
- 2. Date of Board Meeting:** February 14, 2024
- 3. Individual or Entity Making the Submission:**  
Marc Nelson, Town Manager; Kristen Formanek, Director of Community & Social Services
- 4. Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the recommended reappointments and appointment, the following motions are in order:

***Move, effective February 14, 2024, to reappoint:***

*Cheryl B. Cook (R), Nicole Kodak (U), Sara Batchelder (D), Rick Brush (D), Carol Clark-Flanagan (U), Mary-Margaret Girgenti (D), Tenesha Grant (D), Devonna Hall (D), Rachel Hayes (D), Lloyd Huie (U), Rebekah Hatch (D), Alex Reger (U), and Meg Evans (D) as Regular Members of the Diversity, Equity, and Inclusion Council with a 2-year term ending December 1, 2025.*

***Move, effective February 14, 2024, to appoint:***

*Poorna Choudhuri as a Student Representative/Regular Member of the Diversity, Equity, and Inclusion Council with a term ending June 7, 2024.*

- 5. Summary of Submission:**  
In addition to the recommendations for reappointments from the Diversity, Equity, and Inclusion (DEI) Council, the Community and Social Services Department has also received the recommendation for the appointment of Poorna Choudhuri as a Student Representative/Regular Member of the DEI Council. The appointee will serve a term ending June 7, 2024.
- 6. Financial Impact:**  
None
- 7. Description of Documents Included with Submission:**  
None



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Shannon Leary from the Aging & Disability Commission

2. **Date of Board Meeting:** February 14, 2024

3. **Individual or Entity Making the Submission:**  
Marc Nelson, Town Manager; Trish Munroe, Town Clerk

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

*Move, retroactive to January 25, 2024, to acknowledge the receipt of the resignation of Shannon Leary as a Regular Member of the Aging & Disability Commission.*

5. **Summary of Submission:**  
The Town Clerk has received the resignation of Shannon Leary (D) as a Regular Member of the Aging & Disability Commission. Ms. Leary's term was to expire January 1, 2027.

Pursuant to our Charter, since Ms. Leary is a Democrat, her replacement must be from the same political party.

6. **Financial Impact:**  
None

7. **Description of Documents Included with Submission:**  
a) Shannon Leary's Resignation Letter, dated January 25, 2024

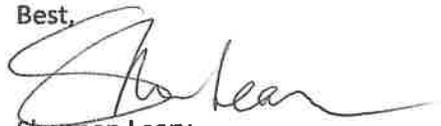
January 25, 2024

Town of Simsbury Clerk:

This letter is the notification of my resignation from the Aging and Disability commission.

It has been an honor to serve on this commission, with the mission of helping to make Simsbury a more inclusive, accessible community. I am grateful for the dedication and commitment of each member, and wish the commission continued success.

Best,



Shannon Leary

TOWN CLERK'S OFFICE

RECEIVED  
TOWN OF SIMSBURY, CT  
2024 JAN 29 P 12:19



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Reappointment and Appointment to the Culture, Parks & Recreation Commission
2. **Date of Board Meeting:** February 14, 2024
3. **Individual or Entity Making the Submission:**  
Marc Nelson, Town Manager; Trish Munroe, Town Clerk
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the recommended reappointment and appointment, the following motions are in order:  
  
***Move, effective February 14, 2024, to reappoint:***  
  
*Elizabeth Keppel as a Regular Member of the Culture, Parks & Recreation Commission.*  
  
***Move, effective February 14, 2024, to appoint:***  
  
*Laura Riley as a Regular Member of the Culture, Parks & Recreation Commission.*
5. **Summary of Submission:**  
The Town Clerk has received the recommendations, from the Republican Town Committee, to reappoint Elizabeth Keppel (R) and appoint Laura Riley (U) as Regular Members of the Culture, Parks & Recreation Commission.  
  
The appointees will serve until January 1, 2028, which is the end of the 4-year term.
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 6:03 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectwoman Wendy Mackstutis; Deputy First Selectman Steven Antonio; Board members Curtis Looney, Heather Goetz, Diana Yeisley and Kevin Beal. Others in attendance included: Town Manager Marc Nelson; Deputy Town Manager Tom Fitzgerald; and other interested parties.

## **PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

## **PUBLIC AUDIENCE**

- **Participants can address the Board of Selectmen in person at the meeting**
- **Email [townmanager@simsbury-ct.gov](mailto:townmanager@simsbury-ct.gov) by noon Monday, January 22, 2024 to register to address the Board of Selectmen live through Zoom**
- **Written comments can be emailed to [townmanager@simsbury-ct.gov](mailto:townmanager@simsbury-ct.gov). Written comments will not be read into the record, but will be forwarded to all Selectmen via email**

Joan Coe, 26 Whitcomb Drive, spoke about the new rules in Public Audience. She also spoke about the Town Attorneys response to these new rules. Ms. Coe spoke about public audience at other meetings. Ms. Coe also spoke about filing a FOI complaint.

Ms. Mackstutis spoke about the FOI complaint. She said Public Audience is included in the Charter but is not a requirement. She said this could be discussed during the Charter Revision Commission meetings if they see fit to do so.

Lori Boyko, 15 Oakhurst Road, spoke about public audience and the new rules. She said the Board is voted in to serve the Town residents and they are no different than every other person in Town. She wishes more people would speak up at the meetings. The Board should not be restricting what people say or how they say it.

## **PRESENTATION**

### **a) Interval House**

Mary Jane Foster, President and CEO of Interval House, said they are the largest Domestic Violence Agency. She thanked the Board for their support. She said they are available 24/7, 365 days a year. They have a 25-bed safe-house, but the capacity is up to 157%, so they have to put some people up in hotels. They advocate for all victims.

Ms. Foster said they have a children’s program with a master-level clinician and therapy dog. They have activities for the children like ice skating, birthday parties, etc. She also handed out cards to put in restrooms. They have a cut-off to put in victim’s shoes. She noted that there will be breakfast at The Riverview. They will be asking for agency funding requests for the budget.

### **FIRST SELECTWOMAN’S REPORT**

First Selectwoman, Wendy Mackstutis, reviewed her First Selectwoman’s report.

### **TOWN MANAGER’S REPORT**

Town Manager, Mark Nelson, reviewed his Town Manager’s report.

### **SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS**

- a) **Personnel** – there was no report at this time.
- b) **Finance** – there was no report at this time.
- c) **Public Safety** – there was no report at this time.
- d) **Board of Education** – Ms. Yeisley said there was a special education presentation about the state district. She said they lost a staff member at the High School and are requesting that person be replaced along with other staffing needs. There were a lot of questions on special education out-placement. She said it is always more cost effective to have additional staff hired within the district. There are currently 48 out-placed students.

Ms. Yeisley said the Aging and Disability Commission will be having a virtual meeting due to the weather. They will be nominating a new Chair so she can step down, however, she will remain liaison for the Board of Selectmen to that Commission.

Mr. Antonio said Main Street met, but there is no report at this time.

Ms. Goetz said the Planning Commission had a meeting on January 9<sup>th</sup>. They looked at the Hartford South application for 580 proposed units. They are sending the application back to Zoning with some suggestions like 3 stories instead of 4, mixed use, option to purchase instead of rent, etc.

Ms. Goetz said the Tariffville Village Plan has started. Their total budget was \$150,000, which they will be splitting \$50,000 for 3 years. They are in the process of engaging in a consultant at this time.

Mr. Looney said the Zoning meeting had two issues: one was about food trucks, in which the discussion was delayed. He said they discussed the Hartford South project and a lot of people spoke up at the meeting. They need to decide if they want to extend this discussion up to 65 more days or take a vote on this application.

Ms. Yeisley made a motion to move items a) tax refunds, under Selectmen Action, a, b, and c under Appointments and Resignations and the Review of Minutes to the Consent agenda. Ms. Goetz seconded the motion. All were in favor and the motion passed.

### **CONSENT AGENDA**

### **SELECTMEN ACTION**

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

This item was moved to the Consent Agenda.

**b) Simsbury Junior Women’s Club Grant Application (37:50)**

Ms. Mackstutis said this is a \$500 grant from the Junior Women’s Club for the Senior Center Veterans Day Picnic.

Mr. Antonio made a motion, effective January 22, 2024, to submit a grant application to the Simsbury Junior Women’s Club and to authorize Town Manager, Marc Nelson, to execute the grant application. Ms. Goetz seconded the motion. All were in favor and the motion passed.

There was some discussion on streamlining the grant process.

Ms. Yeisley made a motion, effective January 22, 2024, to accept the \$500 grant and authorize Town Manager, Marc Nelson, to execute all documents related to the grant award.

Further move, to appropriate the grant funds, in awarded, and recommend said appropriation to the Board of Finance. Ms. Goetz seconded the motion. All were in favor and the motion passed.

**c) Discussion on a Housing Advisory Committee**

Ms. Mackstutis said this goes back to 2021 when the Planning Commission established the affordable housing plan, which was required by the State. She said there were a lot of internal meetings about making a task force. It was decided to have the DEI Council have a housing sub-committee to look into housing. DEI did make a presentation and the Planning Commission had in their POCD that they are to establish an affordable housing committee and one of their action steps in the POCD which the Planning Commission are in favor of doing. She said this has been a discussion for the last two years and the Town Manager said we should give them guidance and create a resolution to vote on. She said many towns set-up affordable housing task forces. This Board also needs to discuss what kind of membership the Board is looking for and what is appropriate.

Ms. Mackstutis said she is trying to get a consensus from the Board if they want to move forward with this. We need to help facilitate moving forward with their implementation plan.

After discussion, Mr. Nelson will draft information on how the Board could proceed. No motion was made at this time.

**APPOINTMENTS AND RESIGNATIONS**

These items were moved to the Consent Agenda

**a) Reappoint Deborah Glass to the Aging and Disability Commission**

**b) Reappoint Bob Beinstein to Simsbury Sustainability Committee**

**c) Reappointments to the Economic Development Commission**

## **REVIEW OF MINUTES**

### **a) January 8, 2024 Regular Meeting**

This item was moved to the consent agenda.

## **COMMUNICATIONS**

### **a) Letter to SVAA re: Board of Selectmen Questions for the Simsbury Volunteer Ambulance Association, dated 1/18/24**

Ms. Mackstutis said the provided letter with a list of questions was sent to the Simsbury Volunteer Ambulance Association.

Mr. Beal left the meeting.

## **EXECUTIVE SESSION**

### **a) Pursuant to General Statutes Section 1-200(6)(B): Pending Litigation (1:07:03)**

Ms. Yeisley made a motion, effective January 22, 2024, to adjourn to executive session pursuant to General Statutes Section 1-200(6)(B): Pending Litigations at 7:10 p.m. and to include Mr. Nelson, Town Assessor Francine Beland, Mr. Fitzgerald and Attorney Bob DeCrescenzo. Ms. Goetz seconded the motion. All were in favor and the motion passed.

## **ADJOURN FROM EXECUTIVE SESSION**

Ms. Yeisley made a motion to adjourn from Executive Session at 7:26 p.m. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

## **SELECTMEN ACTION**

Mr. Antonio made a motion to add Approvals and Motions for “Judgement by Stipulation.” Ms. Yeisley seconded the motion All were in favor and the motion passed.

Ms. Yeisley made a motion to accept the motion for Judgement by Stipulation. Mr. Looney seconded the motion. All were in favor and the motion passed.

## **ADJOURN REGULAR MEETING**

Mr. Antonio made a motion to adjourn the meeting at 7:28 p.m. Ms. Goetz seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio  
Clerk

**TOWN OF SIMSBURY – BOARD OF SELECTMEN  
SPECIAL MEETING MINUTES – JANUARY 22, 2024  
“ DRAFT ”**

Page | 1

**CALL TO ORDER**

The Special Meeting of the Board of Selectmen was called to order at 5:02 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Wendy Mackstutis; Deputy First Selectman Steven Antonio; members Heather Goetz, Diana Yeisley, Curtis Looney, and Kevin Beal. Others in attendance included: Town Manager Marc Nelson; Deputy Town Manager Fitzgerald; Police Commission Chairman Jen Caulfield and Commissioners Tenesha Grant, Travis Schweizer, Eric Lemke, and Mike Long. Police Chief Nicholas Boulter and Deputy Chief Chris Davis were also in attendance.

**PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

**SIMSBURY POLICE COMMISSION BUDGET PROPOSAL**

Ms. Caulfield and Mr. Long provided background on the Police Commission and its history and relationship between the Board of Selectmen and the Simsbury Police Department.

Ms. Caulfield started the presentation saying this is the minimum budget they feel comfortable with. They are asking for 2 full time police clerks for the records office.

Ms. Caulfield said there is an increase in overtime as well. They are asking for 3 cruisers and 3 administrative vehicles. Due to current vacancies no additional officers are being requested for this year’s budget. Ms. Caulfield explained the general duties of what a police clerk does in their day-to-day work.

Ms. Caulfield informed the Board of Selectmen of an increase in over time. Due to vacancies, vacations, training and other extended leave overtime costs increase due to required staffing levels needed for each shift. Ms. Caulfield said the current patrol force is down 25%. Ms. Caulfield said that overtime is also used for community events such as the Citizen Police Academy, and others.

Ms. Caulfield said they are also asking for three new hybrid patrol cars and one new administrative vehicle.

For Capital Non-Recurring items Ms. Caulfield talked about stated mandated services such as body worn cameras, the Police Department also has ballistic vest replacements, contracted cost of taser maintenance and is also asking for renovations to the Records work space to help with adding storage and workspaces for the new additional records clerk.

There were some questions and discussion on the items asked for by the Police Commission.

The meeting adjourned at 5:54 p.m.

Respectfully submitted,

Thomas Fitzgerald  
Deputy Town Manager

**CALL TO ORDER**

The Special Meeting of the Board of Selectmen was called to order at 4:08 p.m. in the Tariffville Room of the Simsbury Public Library. Present were: First Selectwoman Wendy Mackstutis; Deputy First Selectman Steven Antonio; Board members Curtis Looney, Heather Goetz, Diana Yeisley and Kevin Beal. Others in attendance included: Town Manager Marc Nelson; Deputy Town Manager Tom Fitzgerald; and Management Specialist Franklyn Barrueco.

**PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

**SELECTMEN ACTION**

**a) Board of Selectmen 2023 – 2025 Goal Setting Discussion**

The Board of Selectmen were led in a goal setting discussion facilitated by Mr. Nelson. Discussion ranged from why the individuals ran for their elected office, what they see as priorities and what topics they would like to focus on in the short term vs long term.

The group reviewed status updates on the previous goals of the 2021 – 2023 Board of Selectmen to discuss any potential goals that the current group may want to continue forward to their goals.

Mr. Nelson led the group in discussions on areas that the group identified as common priorities earlier in the night.

**ADJOURN**

Mr. Beal made a motion to adjourn the meeting at 8:04 p.m. Ms. Yeisley seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Thomas Fitzgerald  
Deputy Town Manager



# Town of Simsbury

933 HOPMEADOW STREET, SIMSBURY, CONNECTICUT 06070

Office of the Town Clerk

## MEMORANDUM OF COMMUNICATION

TO: Marc Nelson, Town Manager

FROM: Trish Munroe, Town Clerk

DATE: February 14, 2024

RE: Notification of Number of Electors and Number of Polling Places

Each year, by the first week of February, the town clerk must notify the Secretary of the State of the Number of Electors and Number of Tabulators for each voting district in town. A duplicate copy of this notification must also be filed with the officials who are required to provide voting tabulators in the clerk's municipality under CGS 9-238. For our town, this would be the Board of Selectmen. The Town of Simsbury has a sufficient number of voting machines for the four voting districts in town.

I have attached the report that was submitted to the SOTS for consideration by the BOS at their next meeting.

Thank you.



# STATE OF CONNECTICUT OFFICE OF THE SECRETARY OF THE STATE

ED-626

(Under Section 9-238a this form is to be filed with the Secretary of the State during the first week in February, and a duplicate copy is to be filed with officials required to provide voting machines for your municipality under Section 9-238.)

To the Secretary of the State:

### Notification of Number of Electors and Number of Polling Places

Notice is hereby given of the following information as required by Section 9-238a of the CGS.

#### USE ONLY FIGURES FROM THE ACTIVE REGISTRY LIST

Voting District Number	Total Republican	Total Democratic	Total Minor Parties	Total Unaffiliated	Total No. Names On Registry List	Total No. Voting Machines(excluding spares)	Total Number of Spare Machines
1	1,348	1,869	84	2,140	5,441	2	0
2	1,360	2,181	87	2,370	5,998	2	0
3	1,163	1,563	82	1,798	4,606	2	0
4	605	1,140	51	1,207	3,003	2	0
A/B	0	0	0	0	0	2	1
<b>TOTALS</b>	<b>4,476</b>	<b>6,753</b>	<b>304</b>	<b>7,515</b>	<b>19,048</b>	<b>10</b>	<b>1</b>

Total Number of Voting Machines for Entire Town: 11  
(Including Spare Machines)

Dated at Simsbury, this 26<sup>th</sup> day of January, 2024

*John Munnice*  
Signature of Town Clerk

Town of Simsbury