



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN
Regular Meeting – September 27, 2021 – 6:00 p.m.
Virtual Format Only

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

- Email townmanager@simsbury-ct.gov by noon on Monday, September 27, 2021 to register to address the Board of Selectmen live through Zoom
- Written comments can be emailed to townmanager@simsbury-ct.gov. Written comments will not be read into the record, but forwarded to all Selectmen via email

PRESENTATIONS

- a) For All Ages Presentation
- b) Simsbury Meadows Performing Arts Center Phase 2 Presentation

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN ACTION

- a) Recognition of 350 Anniversary Steering Committee, Volunteers and Staff
- b) Tax Refund Requests
- c) Small Town America Civic Volunteer Award

REVIEW OF MINUTES

- a) Regular Meeting of September 13, 2021
- b) Special Meeting of September 21, 2021

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

COMMUNICATIONS

- a) Memo from T. Roy, RE: FEMA Reimbursement for Isaias, dated September 13, 2021

EXECUTIVE SESSION

- a) Pursuant to CGS §1-200(6)(A), Town Manager's Annual Performance Review

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** For All Ages Presentation
2. **Date of Board Meeting:** September 27, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
This presentation is informational, no Board of Selectmen action is required.
5. **Summary of Submission:**
For All Ages is a local Simsbury 501(c)(3) charity that has a mission of creating positive, collaborative experiences between different generations to reduce loneliness and isolation, changing the dialogue on aging, and improving health and well-being.

Presenting tonight is Deb Bibbins, Founder & CEO, and Gary Sekorski, Co-Founder & Vice Chair.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Presentation Slides



For All Ages

Deb Bibbins | Gary Sekorski

CONNECTING THE GENERATIONS.



Our Mission

We are connecting the generations and inspiring action to end loneliness, reduce ageism, and improve health and well-being.



Ending loneliness.

More than 60% of American adults reported feeling lonely pre-pandemic.

Loneliness has negative health impacts equal to smoking 15 cigarettes/day.

Loneliness impacts mental and physical health, and is a root cause of depression, anxiety, suicide, heart disease and more.

Lonely adults have a 41% higher probability of developing dementia.

3



Changing the dialogue on aging.

We improve people's views of aging and older adults.

People with positive views on aging live on average 7.5 years longer.

4



Improving health & well-being.

We create social interactions between the generations.



Connecting communities.

We create positive, collaborative experiences that celebrate our diversity.



Our Impact to date

- ❖ Connected **626** older adults & youth across CT
- ❖ **4,000** hours of intergenerational collaboration, connection, and conversation
- ❖ More than **6,300** Joyful Notes cards distributed to isolated older adults in Simsbury and neighboring towns
- ❖ Hosted **Simsbury Rocks**, bringing together 350 Simsbury older adult and youth residents.
 - Held town-wide Scavenger Hunt in July, 2020 in celebration of Simsbury's 350th. Hundreds of residents of all ages participated.
- ❖ Hosted **Simsbury Chairs for All Ages** program connecting older adults and Simsbury High School tech ed and art students



Unite by Light Luminary Event: Sunday, 12/5/21

A fully inclusive luminary event uniting Simsbury residents for a single night of connection and joy.

- ❖ More than 200 residents of all ages come together to create the magic
- ❖ Thousands of residents walk or drive the mile of luminaries along Hopmeadow St.
- ❖ Simsbury Fire Dept. decorating antique fire truck with lights
- ❖ Simsbury United Methodist Church bell choir performing
- ❖ And more!





Additional Ongoing Programs

1. **Virtual Tea @ 3 Community** – 12-week program held each spring and fall connecting college students and other young adults with older adults for weekly phone call/Zoom chat. Open to 100 people.
2. **Buddies & Bobbers 'Learn to Fish' Fishing Derby** – Mid-May annually. Open to 20 youth & 20 older adults.
3. **Joyful Notes Project** – Year-round. Handmade cards bring a smile to isolated older adults

9

Volunteer Opportunities

Get involved and help increase our impact.



1. Support our **Unite by Light luminary event** in Simsbury on December 5, 2021.
2. We're an **Official Charity of the 2021 Hartford Marathon** – join us!
 - Walk/run & join our fundraising team. Or simply fundraise without registering for a race.
3. Volunteer with us.
 - Assist with planning, organizing, and running a program or event.
 - Apply to join our board of directors or advisory council.

Contact Deb at deb.bibbins@forallages.org or Gary at gary.sekorski@forallages.org

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Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Simsbury Meadows Performing Arts Center Phase 2 Presentation
2. **Date of Board Meeting:** September 27, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
This presentation is informational. If the Board wants to issue the provided sample letter, a motion of support for issuance of the letter would be appropriate.
5. **Summary of Submission:**
The Simsbury Meadows Performing Arts Center has a multi-phase renovation plan to improve their facility and surrounding areas. Board members Martin Geitz, Bill Clegg and Kris Barnett are presenting tonight on their Board's vision for Phase II.
6. **Financial Impact:**
Town staff is currently exploring a grant opportunity through the federal Economic Development Agency (EDA). If awarded, the grant opportunity could potentially fund the entirety of this proposed project.

The potential restroom project for the Simsbury Meadows site is in FY 23/24 of the capital plan in the amount of \$300,000. Since it is an out year of the plan, the funds are not yet authorized.

The Performing Arts Center Board of Directors is also proposing a capital campaign/fundraising effort to help fund the project.
7. **Description of Documents Included with Submission:**
 - a) Presentation Slides
 - b) Restroom Project Correspondence from M. Capriola and E. Wellman, dated March 25, 2021
 - c) Sample Letter of Support for Improvements to Simsbury Meadows Site



Simsbury Meadows Performing Arts Center

The Next Act

Phase Two Venue Investment Overview

Presentation to Town of Simsbury Board of Selectmen

September 27, 2021



Venue Investment Objectives

- **Deliver Community Amenities**
 - Permanent restrooms to serve Rotary Park, Dog Park, and Rails-to-Trails visitors
 - Permanent restrooms to serve users of non-SMPAC organized events such as Chamber and sports leagues
 - Multi-purpose rooms for community meetings and educational use
- **Support Expanded Programming**
 - Support delivery of broader range and more diverse programming
 - Expand access of the region's underserved audiences to the venue
 - Improve performer experience with artist "green room"
 - Improve staff planning and management space
 - Expand storage space for sets and other production support material
- **Deliver Enhanced Visitor and Audience Experience**
 - Permanent restrooms for event audiences inside of wall
 - More attractive site with elimination of need for unsightly trailers behind stage

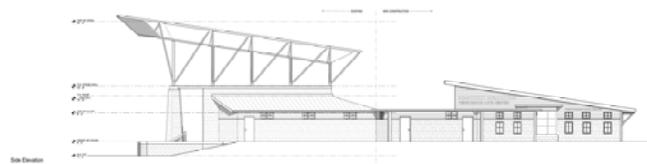


Venue Investment Detail

- **Addition to the rear of stage**, as envisioned in original 2003 plans, that will contain
 - Permanent restrooms accessible by Rotary Park, Dog Park, Rails to Trails, and other venue visitors
 - “Green Room” for performers
 - Office and planning space for management
 - Multi-purpose rooms
 - Storage space for production materials
- **Free-standing permanent restroom building** on east side of site
- **Special Program and Audience Fund** to support development of owned and diverse events and broaden access to underserved communities
- **Anticipated Investment: \$2,500,000**
- **The Next Act** fundraising campaign organizing underway



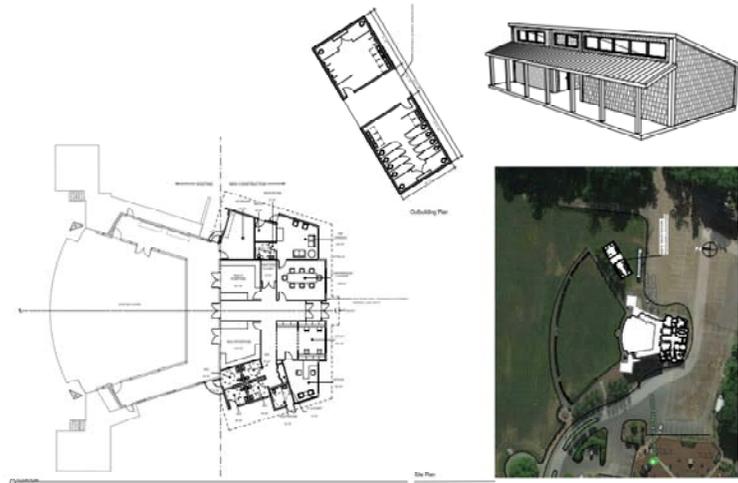
Phase 2 Addition



Simsbury Meadows Performing Arts Center
Conceptual Rendering: Addition / Outbuilding



Phase 2 and Free-Standing Restroom Plans



Simsbury Meadows Performing Arts Center
Conceptual Bandshell Addition / Outbuilding





Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

March 25, 2021

Dear Performing Arts Center Board of Directors,

Thank you for reaching out to us recently regarding a potential future capital project that would provide for a small permanent restroom facility near Rotary Park at Simsbury Meadows. We hope the below information will be helpful to you.

BACKGROUND

The Simsbury Culture, Parks, and Recreation Department submitted a Capital Improvement Request for permanent public restroom facilities to be located near the Rotary Park Playground at Simsbury Meadows; this project is intended to meet every-day, year-round needs of the park and trail facilities at that location. The 2020 Simsbury Parks and Open Space Master Plan identified the need for public restrooms at this heavily visited park through site visits, meetings with user groups of recreation facilities and those residents who participated in a comprehensive survey of the Town's parks and recreation facilities. The consulting team received negative comments regarding the current port-a-lets sited at the facility referencing cleanliness, lack of running water, lack of diaper changing area and lack of accessibility.

It was determined that a pre-fabricated building could meet the needs of the facility's users which include playground goers of all ages, walkers, runners, and bicyclists who utilize the nearby trail, users of the Paw Meadow Dog Park, and could additionally support some of the needs for restrooms when small scale performance and sporting events take place at the site. There is a significant amount of "every day" use of the facility as the playground, trail, dog park and fields are open whenever weather allows, estimating at least 275 days per year.

A conversation occurred at a staff level and several concerns were raised. Considerations such as safety and security, family accessibility, gender neutral/unisex availability, accessibility for disabled persons (this was a high priority with accessible playground and trail in close proximity), operating costs to maintain it (such as utilities, staff time, cleaning supplies), and location on the site (safety concerns regarding kids and parents crossing the main vehicular entrance/exit road from the playground and parking area to get to restrooms) were discussed. It is staff's belief that a small scale facility will be easier to maintain on a daily basis and more practical for the "every day" users of the facility.

FUNDING

Currently the permanent restroom facilities are in the Town's Capital Improvement plan for FY23/24 at an estimated cost of \$300,000; this is inclusive of estimated site work. Since the proposed restroom project is in an out year of the capital plan, it is not funded (funds are not

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committed by the Town). If we are able to keep the project in FY 23/24 as planned, the funding approval process for that would occur during February-May of 2023, with a final decision in mid-May 2023. This project, like other capital projects in out-years, has not yet had extensive conversations or dialogue by the Board of Selectmen.

We are committed to investing in the Simsbury Meadows site. In 2020 the Town installed permanent fencing around the property that improved security, functionality, and aesthetics (\$67,000). Also in 2020, the Town completed a study to develop a concept plan and cost estimate for parking surface options at the Meadows (\$9,000). The band shell is also scheduled to be stained this spring and have repair work completed to the ceiling (\$24,320). The Town has proposed a capital project for FY 21/22 that would provide for parking and accessibility improvements (\$700,000, not finalized until referendum in mid-May). The Town is utilizing a STEAP grant award as leverage to help fund the parking and accessibility improvements at the site. Also proposed for FY 21/22 is a capital project to repair and improve electrical infrastructure at the site (\$10,000). In totality, over an approximately two-to-three year period, the Town will have invested (\$810,320) from the above mentioned projects. We certainly hope that the recent investments by the Town in the facility can demonstrate our commitment to Simsbury Meadows to potential donors.

EXCERPT FROM THE PARKS AND OPEN SPACE MASTER PLAN

Objective 5.5 – Improve/Upgrade Restroom Facilities. Permanent restrooms are highly sought at specific Town-owned facilities. These include sites with high visitation, playgrounds, and proximity to bicycle/pedestrian facilities. A careful analysis of costs associated with the construction and maintenance of new restroom facilities will be required to determine what type of facility is best for each site. Composting facilities are recommended where feasible, which do not require septic/sewer connections and can be less costly to maintain. The following parks are listed in order of priority for the installation of permanent restrooms, based on community input:

1. Simsbury Meadows Rotary Park Playground (additionally available to concert/events/dog park patrons)
2. Memorial Park (upper level)
3. Curtiss Park (north side)
4. Town Forest
5. Weatogue Park

The addition of any “permanent” type of restrooms means additional maintenance for Town staff, it must be considered how many hours the number of toilets, sinks and other surfaces in any facility will require to be adequately maintained.

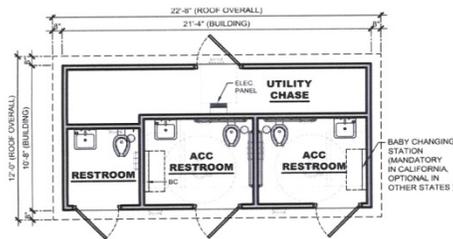
SAMPLES

Any restroom facility must be safe for the user and offer accessibility access to all. Below are some examples of structures and layouts. These do not necessarily reflect the aesthetic we would desire to achieve to enhance the site. These examples are not a comprehensive list of options, but just meant to be illustrative in terms of what types of facilities and layouts are available. An example is:



ELEVATION

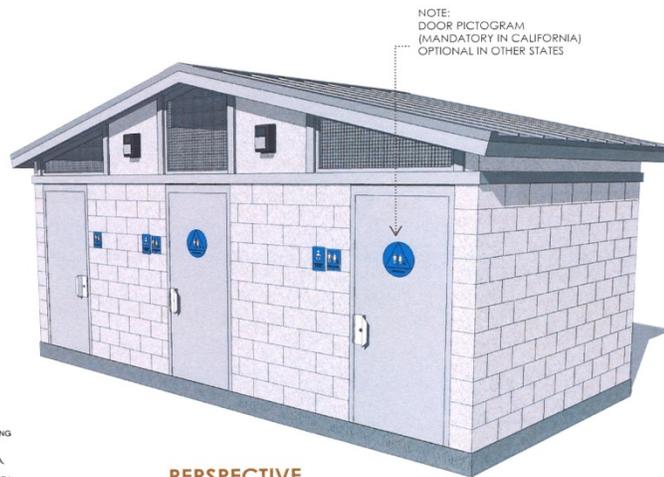
SCALE: 1/8"=1'0"



FLOOR PLAN

SCALE: 1/8"=1'0"

NOTE: STAINLESS FIXTURES



PERSPECTIVE

(FINISHES SUBJECT TO CHANGE)

RESTROOM BUILDING
PS-033
 PLAYGROUND SERIES



DESIGN: HARRINGTON, 2019. RESTROOM BUILDING PS-033 (PS-033) ADA COMPLIANT. LAST AUGUST 1, 2019. COPYRIGHT © 2019 PUBLIC RESTROOM COMPANY. ALL RIGHTS RESERVED. THE SUCCESSFUL INSTALLATION OF THIS RESTROOM BUILDING PS-033 (PS-033) IS THE RESPONSIBILITY OF THE USER. PUBLIC RESTROOM COMPANY IS NOT RESPONSIBLE FOR THE SUCCESSFUL INSTALLATION OF THIS RESTROOM BUILDING PS-033 (PS-033).
 5587 BUSINESS PARKWAY
 MANDALAY HAVEN, NV 89122
 P: 888-888-2560 F: 888-888-1448
 BUYBOARD 2019

From the manufacturer: Public Restroom Company’s Playground Series PS-033 model features three single-occupant concrete block restrooms that include: three (3) flush toilets, and three (3) sinks that will accommodate **up to 135 users per hour**. This restroom is ADA code compliant with built-in proprietary vandal resistant components.

This floor plan is designed with three individual rooms to allow for safety. The design utilizes natural ventilation and is easily maintained with non-absorbent concrete floors and concrete block walls. This model works well in areas that have small events such as: small park amphitheaters, park pavilions and park playgrounds. Parents can feel safe bringing their children into a secure single-occupant restroom.

Customize this floor plan with drinking fountains, exterior sinks, a covered entrance for shade, a dog washing station, or showers.

If your parks stays open during the winter, this building’s multiple occupant restrooms can be closed and winterized while the family restroom could remain open year-round.

<https://www.publicrestroomcompany.com/>

<https://www.publicrestroomcompany.com/park-restroom-design-considerations/>

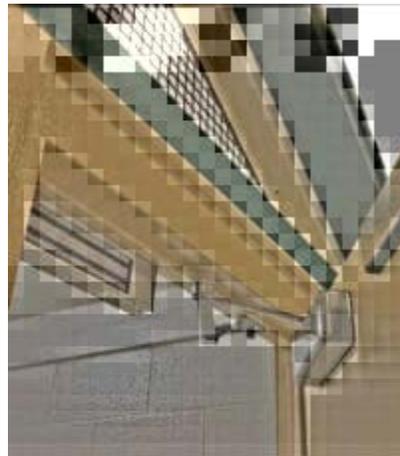
Examples of different exterior finishes and options



**Vandalism Resistant Doors
access**



**Optional magnetic door locks to limit off hours
access**

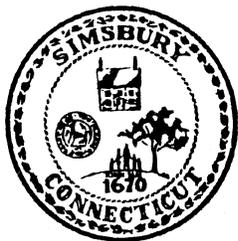


Site preparation before building is delivered:



Delivery of Prefabricated building:





Town of Simsbury

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Maria E. Capriola - Town Manager

September 27, 2021

Simsbury Meadows Performing Arts Center
Board of Directors
PO Box 245
Simsbury, CT 06070

Dear Performing Arts Center Board of Directors,

Thank you for presenting to the Board of Selectmen this evening regarding your vision for the Simsbury Meadows Performing Arts Center venue. As we understand the project, the proposed renovation and expansion of the bandshell would improve the user experience, provide a modern facility for the talent, and meet your organization's needs related to staff, storage, and meeting space. Additionally, in its most recent iteration, the project would incorporate restroom facilities for everyday use by the public enjoying the Simsbury Meadows site (playground, Dog Park, fields) and the bike trail.

We are committed to investing in the Simsbury Meadows site. In 2020 the Town installed permanent fencing around the property that improved security, functionality, and aesthetics (\$67,000). Also in 2020, the Town completed a study to develop a concept plan and cost estimate for parking surface options at the Meadows (\$9,000). The band shell was stained and had repair work completed in spring of 2021 (\$24,320). The Town has an approved capital project for FY 21/22 that provides for parking and accessibility improvements (\$700,000). The Town is utilizing a STEAP grant award as leverage to help fund the parking and accessibility improvements at the site. Also authorized for FY 21/22 is a capital project to repair and improve electrical infrastructure at the site (\$10,000). In totality, over an approximately two-to-three year period, the Town will have invested (\$810,320) from the above mentioned projects. We certainly hope that the recent investments by the Town in the facility can demonstrate our commitment to Simsbury Meadows to potential donors.

Currently the permanent restroom facilities for the Simsbury Meadows site are in the Town's Capital Improvement plan for FY23/24 at an estimated cost of \$300,000; this is inclusive of estimated site work. Since the proposed restroom project is in an out year of the capital plan, it is not yet funded and officially authorized. This would occur during budget development in winter/spring of 2023.

Regards,

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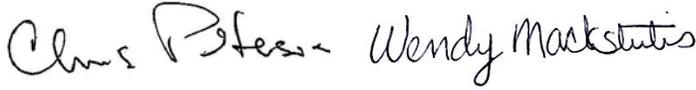


Eric S. Wellman
First Selectman

Sean Askham
Deputy First Selectman



Jackie Battos
Selectman



Chris Peterson
Selectman

Wendy Mackstutis
Selectman



Michael Paine
Selectman

Cc: Tom Tyburski, Director of Culture, Parks and Recreation
Orlando Casiano, Parks Superintendent
Jeff Shea, Town Engineer
Maria Capriola, Town Manager
Melissa Appleby, Deputy Town Manager



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

- 1. Title of Submission:** Recognition of 350th Anniversary Steering Committee, Volunteers and Staff
- 2. Date of Board Meeting:** September 27, 2021
- 3. Individual or Entity Making the Submission:**
Maria Capriola, Town Manager; Lisa Karim, Library Director; Tom Tyburski, Director of Culture, Parks & Recreation *Maria E. Capriola*

4. Action Requested of the Board of Selectmen:

The following motions are in order:

Move, effective September 27, 2021 to offer our sincere gratitude, thanks, and appreciation to the members of the 350th Anniversary Committee, their volunteers and staff.

Further move to disband the 350th Committee since their work has concluded.

If the Board of Selectmen is supportive of proceeding with the noted projects (gateway welcome pillar, pollinator garden), the following motion is in order:

Move effective September 27, 2021 to proceed with the procurement and installation of a stone welcome pillar and a pollinator garden, should sufficient funds remain from the 350th anniversary account.

5. Summary of Submission:

The Simsbury 350th Anniversary Committee was established as a temporary committee by the Board of Selectmen in 2019 to plan and facilitate the activities celebrating and commemorating the 350th anniversary of the Town of Simsbury. Due to the pandemic, the Committee needed to shift gears, with many events being reimagined to ensure COVID-safety. The 350th Anniversary Committee concluded its last event and closing ceremony Saturday, September 25. The Board would like to publicly thank the members of the 350th Anniversary Committee, volunteers, and staff that contributed to the success of their work.

The 350th Anniversary Committee has expressed a desire for the Town to use remaining 350 funds to erect a stone welcome pillar at a major gateway and to install a pollinator garden.

6. Financial Impact:

It is estimated that once all bills related to the 350th celebration are paid, approximately \$25,000 in funds will remain. \$18,000 in funds were provided by the Town's General Fund, and the remaining funds were donated or the result of sales from 350 items. In addition, the direct costs associated with the desired projects, indirect costs will be incurred through staff time to administer the projects.

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:** Tax Refund Requests
2. **Date of Board Meeting:** September 27, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector

Maria E. Capriola

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

If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

Move, effective September 27, 2021 to approve the presented tax refunds in the amount of \$ 12,791.83, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds.

5. **Summary of Submission:**

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

In a legal opinion from the Town Attorney dated May 22, 2001, he stated that CGS §12-129 "requires that all applications for tax refunds be referred to the Board (of Selectmen) for their consideration and action." Once approved by the Board of Selectmen, the Town Manager will sign off on tax refund applications. As a reminder, the Tax Collector's Office is responsible for collecting revenue for the Fire District pursuant to Special Act #264 of the Legislature in 1945. However, tax refunds for the Fire District are not under the jurisdiction of nor approved by the Board of Selectmen and are therefore not included in the requested tax refunds presented.

6. **Financial Impact:**

The aggregate amount of all tax refunds as presented is \$12,791.83. The attachment dated September 27, 2021 has a detailed listing of all requested tax refunds.

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

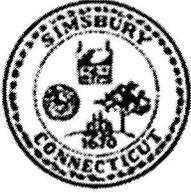
- a) Requested Tax Refunds, dated September 27, 2021

REQUESTED TAX REFUNDS
SEPTEMBER 27, 2021

	BILL NUMBER	TAX	INTEREST	TOTAL
List 2017				
Cuzzone Marlaina J	17-03-54120	\$65.99		\$65.99
Total 2017				
		\$65.99	\$0.00	\$65.99
List 2019				
Kane D N	19-03-59578	\$16.99		\$16.99
Nissan Infiniti LT	19-03-63723	\$492.18		\$492.18
Binzer, Gavin S	19-04-80237	\$39.21		\$39.21
Total 2019				
		\$548.38	\$0.00	\$548.38
List 2020				
Rhode Gregg C	20-01-06955	\$4,953.09		\$4,953.09
Farmington River Ins Assoc	20-02-40336	\$4.28		\$4.28
Arends Rex K	20-03-50605	\$203.10		\$203.10
Bohnsack Pamela O	20-03-51648	\$69.58		\$69.58
Boysen Richard L Jr	20-03-51839	\$14.15		\$14.15
CCAP Auto Lease Ltd	20-03-52874	\$459.32		\$459.32
CCAP Auto Lease Ltd	20-03-52911	\$67.48		\$67.48
Cirillo Kevin M	20-03-53258	\$52.08		\$52.08
Daimler Trust	20-03-54119	\$261.87		\$261.87
Delfini Douglas E	20-03-54393	\$14.89		\$14.89
Drummey Mark S	20-03-54948	\$6.55		\$6.55
Dugan Brendan J	20-03-54996	\$19.94		\$19.94
Dugan Brendan J	20-03-54997	\$121.88		\$121.88
Dugan Cristina A	20-03-54998	\$187.61		\$187.61
Dyakun Vasyl	20-03-55088	\$122.78		\$122.78
Honda Lease Trust	20-03-58095	\$393.21		\$393.21
Honda Lease Trust	20-03-58205	\$344.44		\$344.44
Hyundai Lease Titling Trust	20-03-58564	\$669.26		\$669.26
JP Morgan Chase Bank	20-03-59085	\$632.60		\$632.60
Kane D N	20-03-59301	\$18.71		\$18.71
Kanes Market	20-03-59307	\$75.00		\$75.00
Kanes Market	20-03-59308	\$54.05		\$54.05
Kanes Market	20-03-59310	\$76.48		\$76.48
Katz Lucy S	20-03-59358	\$50.61		\$50.61
Mroz Sheila	20-03-62810	\$20.53		\$20.53
Nissan Infiniti LT	20-03-63274	\$290.67		\$290.67
Ortiz Migdalia	20-03-63754	\$16.31		\$16.31
Pendharkar Siddhartha S	20-03-64273	\$49.94		\$49.94
Pendharkar Siddhartha S	20-03-64274	\$22.93		\$22.93
Porsche Leasing Ltd	20-03-64670	\$1,029.15		\$1,029.15
Rogers Suzanne M	20-03-65571	\$32.07		\$32.07
Soucier Douglas A	20-03-67347	\$172.09		\$172.09
Soucier Douglas A	20-03-67348	\$78.56		\$78.56
Syed Elvira	20-03-67878	\$47.40		\$47.40
Szabo Eliza B	20-03-67899	\$321.36		\$321.36
Vault Trust	20-03-69036	\$474.13		\$474.13
Vault Trust	20-03-69039	\$270.81		\$270.81

REQUESTED TAX REFUNDS
SEPTEMBER 27, 2021

VCFS Auto Leasing Co	20-03-69075	\$478.55		\$478.55
Total 2020		\$12,177.46	\$0.00	\$12,177.46
TOTAL 2017		\$65.99	\$0.00	\$65.99
TOTAL 2019		\$548.38	\$0.00	\$548.38
TOTAL 2020		\$12,177.46	\$0.00	\$12,177.46
TOTAL ALL YEARS		\$12,791.83	\$0.00	\$12,791.83



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Small Town America Civic Volunteer Award
2. **Date of Board Meeting:** September 27, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
This item is meant to be informational for discussion. Should the Board wish to nominate a volunteer for the award, a motion can be made at the meeting.
5. **Summary of Submission:**
This item is being carry forward from the last Board of Selectmen meeting on September 13th. There were two suggestions at that meeting to potentially nominate the 350th Steering Committee and Cheryl Cook. Should the Board wish to formally nominate a group of volunteers or an individual, a motion will need to be made.

The Connecticut Council of Small Towns (COST) sent out an email to their members regarding the Small Town America Civic Volunteer Award (STACVA). Nominations for the program are currently being accepted. The STVCA is an annual program that honors 100 public service volunteers in towns with populations under 25,000. The nomination period is open until October 15th. Towns may submit up to two applications per year.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) The Small Town America Civic Volunteer Award Program



Small Town America Civic Volunteer Award

Published on STACVA (*Small Town America Civic Volunteer Award*) (<https://www.civic-volunteer.com>)

[Home](#) > [About](#)

The Small Town America Civic Volunteer Award Program

What is the STACVA program?

The 2021 **Small Town America Civic Volunteer Award** program will recognize and honor the Nation's top 100 public service and public safety volunteers from towns and counties of less than 25,000 in population. Nominees will be selected by an expert panel of judges.

CivicPlus will provide a cash award of \$20,000 to the national **Small Town America Civic Volunteer Award** winner, \$10,000 to the first runner-up and \$5,000 to the second runner-up. Awards will be made directly to the local governments represented by the award winners, and are intended to support the retention and recruitment of local public service volunteers. In addition, each of the local governments represented by the top 100 honorees may qualify for a volunteer management module with 12 months of complimentary support services from CivicPlus.

How does this award program work?

Local government representatives from towns, cities and counties with populations *less than 25,000* may nominate public service volunteers or public service volunteer organizations for STACVA recognition. Online applications require a short essay describing outstanding volunteer service or retention/recruitment initiatives carried out by nominated candidate(s). Judging metrics for evaluating nominations include: the degree to which a nominee's service has made a significant impact on their locality; the extent to which their civic contributions would be recognized by their peers; and, why their service would be considered above and beyond the "call to duty".

Who is the program's sponsor?

STACVA is being sponsored by CivicPlus, the largest provider of online services to the local government sector throughout the United States.

Why was the program created?

While there are many programs that honor volunteerism, few if any recognize public service and public safety volunteers who are so critical to smaller communities. "Over the past 20 years working with local governments, we have seen first-hand that the most successful cities, towns and counties are powered by passionate people who want to make a difference in the place they call home," said CivicPlus CEO Brian Rempe. "We are hoping to accomplish two critical goals with this initiative: bring attention to the need for more civic volunteerism, and recognize those

who have found solutions to declining participation and are building powerful community networks focused on civic engagement," Rempe added.

The *National Association of Counties*, *National Volunteer Fire Council*, *National Association of Towns and Townships*, *Points of Light*, and *Main Street America* are current co-sponsors of the **Small Town America Civic Volunteer Award**. These organizations represent tens of thousands of local governments and public service volunteers.

Who will administer the program?

The Barton Russell Group (www.BartonRussell.com) is managing the **Small Town America Civic Volunteer Award**. The Group has built and/or consulted on several national award programs including the 2020 STACVA program, the *Best Small Towns in America* contest, the *American Hometown Leaders Award*, and the *America's Best Communities* competition. Nominations will be "judged" by BRG professionals, each of whom have been involved with designing, managing and/or evaluating leadership award applications in their capacities as a foundation president, senior performance consultant, examiner for the Malcolm Baldrige National Quality Award and administrator/judge for several small town America awards.

Here is a link to [Frequently Asked Questions](#).

Here is a link to the [Advisory Team](#).

2020 Small Town America Civic Volunteer Winners

Click here for the 2020 winners: <https://www.civicplus.com/small-town-volunteer-awards>

Source URL: <https://www.civic-volunteer.com/home/pages/small-town-america-civic-volunteer-award-program>

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:02 p.m. on ZOOM due to COVID-19. Present were: First Selectman Eric Wellman; Deputy First Selectman Sean Askham; Board members Wendy Mackstutis, Jackie Battos, Mike Paine and Chris Peterson. Others in attendance included: Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; Finance Director Amy Meriwether; Public Works Director Tom Roy; Building Official Henry Miga, Director of Social Services Kristen Formanek; Code Compliance Officer Tom Hazel and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

- Email written comments to townmanager@simsbury-ct.gov by 12 P.M. on Monday September 13, 2021, to be read into the records; or
- Email townmanager@simsbury-ct.gov by 12:00 P.M. on Monday, September 13, 2021, to register to address the Board of Selectmen through ZOOM

Joan Coe, 26 Whitcomb Drive, spoke about Town Manager mismanagement, the MOU between the Town Manager and Police Commission, as well as a recent town arrest.

Christina Traficante, 21 North Drive, shared her desire to have the mask mandate lifted as it hurts local businesses and to allow for personal choice.

PRESENTATION

a. Update from the Lower Farmington River and Salmon Brook Wild and Scenic Committee

Ms. Rieger, Mr. McDonnell and Mr. Ryan attended the meeting on behalf of the Committee. Ms. Rieger shared the purpose of the Committee, she discussed what they have funded so far and as well as grant projects.

FIRST SELECTMAN’S REPORT

Mr. Wellman, First Selectman, reviewed his First Selectman’s Report.

TOWN MANAGER’S REPORT

Ms. Capriola, Town Manager, reviewed her Town Manager’s Report.

The Town mask mandate was discussed. Ms. Mackstutis shared that they have received a number of emails both in support of the mandate (from parents with small children or with underlying health conditions) as well as against (from local businesses and supporters of local businesses).

Ms. Battos confirmed that there is no metric yet and that Ms. Capriola is waiting for the Health District to develop a metric that they feel comfortable recommending to the towns in the area. Ms. Capriola shared that what they have been discussing is using the Department of Public Health municipal alert system because that does break down the data town by town. Ms. Capriola stated that the CDC recommends masking for everyone if the level is substantial or high and the Town has been at substantial for about four weeks.

SELECTMEN ACTION

a) Tax Refund Requests

Mr. Peterson made a motion, effective September 13, 2021, to approve the presented tax refunds in the amount of \$35,694.80, and to authorize Town Manager, Maria E. Capriola to execute the tax refunds. Mr. Paine seconded the motion. All were in favor and the motion passed.

b) Proposed Acceptance of Simsbury-Granby Rotary Club Donation

Mr. Paine made a motion, effective September 13, 2021, to accept the Simsbury-Granby Rotary Club donation in the amount of \$3,825 for the purpose of supporting Simsbury Community and Social Services Department food programs that assist residents in need, with special focus on “kid friendly” food items. Ms. Battos seconded the motion. All were in favor and the motion passed.

c) Proposed License Agreement with Shepherd of the Hills Lutheran Church for Food Pantry Space

Ms. Capriola shared that during the pandemic they began to expand the number of people served in the food program. This program has taken over the space at Eno Hall as there is not adequate storage or space capacity. Ms. Formanek shared that Shepherd of the Hills has offered them two very large rooms for storage and distribution. There are two entrances that are handicap accessible, it is one level, and there is a community garden. This space provides a lot of opportunity to keep up with the way they have grown. The rent would be \$300 rent/month and there is an estimated cost of \$6,300 for modifications and storage units, however, the Trustees of the Kate Southwell Trust are in agreement with the proposal to cover these costs through the Trust Fund so there is no General Fund impact.

Ms. Mackstutis made a motion, effective September 13, 2021, to approve the License Agreement with the Shepherd of the Hills to lease space to support our food programs and to authorize Town Manager Maria E. Capriola to execute the agreement. Mr. Peterson seconded the motion. All were in favor and the motion passed.

d) MOU with Town of East Granby for Disposal of Leaves at Simsbury Transfer Station

Mr. Roy shared that the MOU would allow East Granby to dispose of leaves and compost leaves at our facility as we have additional capacity. If at any point it becomes too many leaves they have the ability to end the agreement. They are doing this as a trial for one to two years.

Mr. Paine made a motion, effective September 13, 2021, to approve the Memorandum of Understanding by and between the Town of East Granby and the Town of Simsbury regarding disposal of leaves at the Simsbury Transfer Station and to authorize Town Manager Maria E. Capriola to execute the agreement. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

e) Revisions to Deputy Finance Director/Deputy Treasurer Job Description

Ms. Capriola shared that they presented the proposed changes to the job description, job title and pay grade to the personnel subcommittee. She stated that the current Assistant Finance Director is retiring on October 1st so they wanted to not only modernize the job description but to take into account the shared services department that they have been moving towards.

Mr. Askham made a motion, effective September 13, 2021, to approve the revised job title, job description and pay grade for the Deputy Finance Director/Deputy Treasurer position as presented. Mr. Paine seconded the motion. All were in favor and the motion passed.

f) Supplemental Appropriation Request for the Building Division

Mr. Wellman shared that over the past few years they have seen a significant uptick in building activity in Town. The number of permits issued have increased 46% and the number of inspections increased 36%. Staff has requested a \$40,000 supplemental appropriation to hire temporary help for the remainder of the year. This is a cost that is expected to be offset by building permit revenue.

Mr. Miga shared that they take pride in a very high level of customer service and very short turnaround times for permit applications and getting inspections that is a community development issue in the sense that it is an economic driver. He stated that they would like to maintain that level of customer service and additional staff would help them do so.

Ms. Battos made a motion, effective September 13, 2021, to approve a supplemental appropriation for the Building Division in the amount of \$40,000. Mr. Peterson seconded the motion. All were in favor and the motion passed.

g) Proposed Public Gathering Permit – Simsbury Airport – Fly-In and Drive-thru Food Fair

Mr. Hazel shared that this event will be held on September 25th and 26th. There will be a drive thru food fair on Saturday and on Sunday there will be a fly-in, car show and food available. A traffic management plan was submitted and the biggest change will be the use of the north lot, they will also use a two way pattern to minimize confusion and to help with foot traffic. There will be COVID testing onsite along with a vaccine clinic.

Mr. Askham made a motion, effective September 13, 2021, to approve the public gathering application on behalf of the Simsbury Airport and to authorize the issuance of the public gathering permit for a Fly-in and drive-thru food fair. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

h) Small Town America Civic Volunteer Award

Mr. Wellman shared that the Connecticut Council of Small Towns is seeking nominations for their Small Town America Civil Volunteer Award. It is an annual program that honors 100 public service volunteers. He suggested the nomination of the 350 Committee. Mr. Askham agreed that that was an outstanding idea to nominate them. Ms. Battos suggested the nomination of Cheri Cook, Mr. Wellman also thought this was a great idea. The nomination period is open until October 15th. Mr. Wellman suggested the Board members discuss it and it be voted on at the next meeting.

i) American Rescue Plan Act (ARPA) Work Group Membership

Mr. Wellman shared that they formed this workgroup months ago to provide recommendations on how the ARPA money will be invested in Simsbury and it is the group’s recommendation to expand the membership to include Ms. Battos.

Ms. Mackstutis shared that Ms. Battos’ downtown business knowledge and relationship with many of the businesses and knowing what is needed downtown is an asset to the group.

Ms. Mackstutis made a motion, effective September 13, 2021, to expand the American Rescue Plan Act (ARPA) Work Group from 2 membership slots to 3 membership slots and to appoint Selectwoman Jackie Battos to the work group. Mr. Askham seconded the motion. All were in favor and the motion passed.

APPOINTMENTS AND RESIGNATIONS

a) Appointment to the Simsbury Youth Services Bureau Advisory Board

Ms. Battos made a motion, effective September 13, 2021 to appoint Jeslyn Gao (student) as a student representative/regular member of the YSB, with a term to expire on June 23, 2023, upon her graduation. Mr. Paine seconded the motion. All were in favor and the motion passed.

b) Appointment of Hearing Officers

Mr. Askham made a motion, effective September 13, 2021 to appoint Abigail St. Peter Kenyon (D) as a Hearing Officer with a term expiring September 13, 2022. Mr. Peterson seconded the motion. All were in favor and the motion passed.

Mr. Askham and to appoint Stephen McDonnell (U) as a Hearing Officer with a term expiring September 13, 2022. Mr. Paine seconded the motion. All were in favor and the motion passed.

c) Appointment to Board of Directors for the Farmington Valley Health District

Mr. Peterson made a motion, effective September 13, 2021 to accept the resignation of Melissa Appleby from the Farmington Valley Health District Board of Directors and effective September 13, 2021, to appoint Maria Capriola to the Farmington Valley Health District Board of Directors for a term set to expire on April 24, 2023. Mr. Paine seconded the motion. All were in favor and the motion passed.

d) Resignations from Planning Commission

Ms. Battos made a motion, retroactive August 28, 2020, to accept the resignation of Sean Fernand Glenn as an alternate member of the Planning Commission. Mr. Paine seconded the motion. All were in favor and the motion passed.

Mr. Paine made a motion, retroactive August 16, 2021, to accept the resignation of Alan Needham as a regular member of the Planning Commission. Mr. Peterson seconded the motion. All were in favor and the motion passed.

e) Reappointment of Ferg Jansen to the Greater Hartford Transit District’s Board of Directors

Mr. Paine made a motion, effective September 13, 2021 to reappoint Ferg Jansen to the Greater Hartford Transit District’s Board of Directors to a term to expire on January 31, 2025. Ms. Battos seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a. Regular Meeting of August 9, 2021

There were no changes to the Regular Meeting minutes of August 9, 2021, and, therefore, the minutes were adopted.

b. Special Meeting of August 20, 2021

There were no changes to the Special Meeting minutes of August 20, 2021, and, therefore, the minutes were adopted.

LIAISON AND SUB-COMMITTEE REPORTS

1. **Personnel** – no report at this time.
2. **Finance** – no report at this time.
3. **Public Safety** – no report at this time.
4. **Board of Education** – no report at this time.

Ms. Mackstutis shared that there is an ARPA meeting tomorrow and they will be preparing for the Board of Finance meeting on 9/21. They have also reached out to Ms. Heavner and Mr. Pomeroy about potentially being advisors to the Committee.

Ms. Battos shared that there has been some progress at Latimer Lane as the BOE met with public building and have done a walkthrough of the building.

Mr. Paine thanked everyone for the 9/11 remembrance ceremony.

COMMUNICATIONS

- a) **Letter from J. Kertanis re: Report of Use of Supplemental Funding for Public Health COVID Related Expenditures, dated August 6, 2021**
- b) **Memo from M. Capriola RE: Administrative Approval of Public Gathering Permit, dated August 18, 2021**
- c) **Memo from M. Capriola RE: Administrative Approvals of Public Gathering Permit, dated September 3, 2021**

EXECUTIVE SESSION

a) Pursuant to CGS §1-200(6)(A), Town Manager’s Annual Performance Review

Mr. Askahm made a motion to adjourn to Executive Session pursuant to General Statutes Section 1-200(6)(A): Town Manager’s Annual Performance Review, at 7:47 p.m. and to include all Board members. Ms. Battos seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to adjourn from executive session at 8:27 p.m. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

ADJOURN

Mr. Askham made a motion to adjourn at 8:27 p.m. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

Respectfully submitted,
Heather Taylor
Clerk

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CALL TO ORDER

The Special Meeting of the Board of Selectmen was called to order at 5:16 p.m. and was held via Zoom. Present were: First Selectman Eric Wellman; Deputy First Selectman Sean Askham; Board members Mike Paine, Wendy Mackstutis and Jackie Battos. Mr. Peterson was absent. Others in attendance included: Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; Finance Director Amy Meriwether; and Patricia (Trish) Munroe.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

SELECTMEN ACTION

a) Meadowood Acquisition - Acceptance of Grants and Supplemental Appropriations

Mr. Wellman said that the closing on the Meadowood property is scheduled for this Friday. He said that in order for that to happen, we need to accept and appropriate the remaining incoming funds. Ms. Capriola reviewed the appropriations that have been made to-date for the Meadowood acquisition, and explained that additional grant funds need to be accepted and appropriated. Mr. Askham emphasized that these additional appropriations are related to outside sources of funding, and that the total amount of Town funds appropriated for this project has not changed.

Mr. Askham made a motion effective September 21, 2021, to accept approximately \$886,500 from the state Department of Agriculture and/or the Trust for Public Land to be applied towards the acquisition of Meadowood. Further move to authorize Town Manager Maria E. Capriola to execute all documents related to accepting these funds. This motion replaces the motion made on June 28, 2021. Ms. Battos seconded the motion. All were in favor and it passed unanimously.

Mr. Askham made a motion effective September 21, 2021, to accept approximately \$280,000 from the George Dudley Seymour Trust and/or the Trust for Public Land to be applied towards the acquisition of Meadowood. Further move to authorize Town Manager Maria E. Capriola to execute all documents related to accepting these funds. Ms. Mackstutis seconded the motion. All were in favor and it passed unanimously.

Ms. Mackstutis made a motion effective September 21, 2021, to accept approximately \$1,400,000 from the federal Highlands Conservation Program and/or the Trust for Public Land to be applied towards the acquisition of Meadowood. Further move to authorize Town Manager Maria E. Capriola to execute all documents related to accepting these funds. Further move to approve a supplemental appropriation in the amount of \$2,566,500 for the Meadowood purchase as presented and recommend its approval to the Board of Finance. The total Town appropriation will be \$5,466,500. Mr. Askham seconded the motion. All were in favor and it passed unanimously.

b) Appointment of Town Clerk

Mr. Wellman said that a recruitment process for the Town Clerk position was initiated following the announcement of Ericka Butler's resignation. He said Ms. Trish Munroe was selected as the preferred candidate following a competitive recruitment and interview process. Ms. Munroe

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introduced herself and thanked the Board for this opportunity. Ms. Capriola provided an overview of Ms. Munroe’s education, experience, and qualities that she will bring to the position.

Ms. Battos made a motion to appoint Ms. Trish Munroe to the position of Town Clerk effective October 4, 2021, with a salary and employment-related benefits assigned to that position. Mr. Askham seconded the motion. All were in favor and the motion passed.

ADJOURN

Mr. Askham made a motion to adjourn the Special Meeting at 5:27 p.m. Ms. Battos seconded the motion. All were in favor and the motion passed.

Respectfully submitted,
Melissa Appleby
Deputy Town Manager



Town of Simsbury

66 TOWN FOREST ROAD, WEST SIMSBURY, CONNECTICUT 06092

~ Department of Public Works ~

Memorandum: FEMA Reimbursement for Isaias

To: Maria Capriola, Town Manager
CC: Board of Selectmen
From: Thomas J. Roy, Director of Public Works
Date: September 13, 2021

Over the past 8 months, the Public Works Department worked in conjunction with other Town Departments to process a FEMA request for reimbursement for Emergency Response and Debris Removal work by the Town Storm Isaias in August 2020. This involved staff preparing documents demonstrating actual costs incurred by the Town for cleanup efforts, including: staffing hours and wages across multiple departments, vehicles, equipment, generators, materials and contractors that were involved during the storm event and the 8-day cleanup period.

The total value of the Emergency Response (work during the storm) and the Debris Removal is \$143,499. For this storm event, Simsbury was able to claim the cost of “straight time” labor associated with the removing debris from the roadway (in the past, this had always been in ineligible expense). FEMA provides storm reimbursement of 75% of total costs, resulting in a total payment to Simsbury of \$107,624. We received our first payment of \$9,401 for the emergency response portion of the work in June and we anticipate the final payment of \$98,223 in the next few weeks.

Over the last few weeks, the Town has responded to both Hurricane/Tropical Storms Henri and Ida. We were fortunate and did not see widespread damage; however, Public Works has been in contact with CTDEMHS (Department of Emergency Management and Homeland Security) to determine if either of these storms may become FEMA eligible.