



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Lisa L. Heavner - First Selectman

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AMENDED

SIMSBURY BOARD OF SELECTMEN

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

Regular Meeting – September 26, 2016 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATIONS

- Tax Collection – Colleen O'Connor, Tax Collector
- Proclamation – Mr. & Mrs. Tartaglia
- Simsbury Housing Authority – Ed LaMontagne
- Legislative Update – Representative John Hampton & Senator Kevin Witkos

FIRST SELECTMAN'S REPORT

SELECTMEN ACTION

- a) Approve Tax Refunds
- b) Acknowledge FY2017 Historic Documents Preservation Grant Application
- c) Consider Request for Waiver of Fees for Event at Eno Memorial Hall

OTHER BUSINESS

APPOINTMENTS AND RESIGNATIONS

- a) Acknowledge the resignation of Andrew O'Connor (R) as a regular member of the Conservation Commission effective September 7, 2016

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

LHeavner@simsbury-ct.gov
www.simsbury-ct.gov
An Equal Opportunity Employer

8:30 - 7:00 Monday
8:30 - 4:30 Tuesday through Thursday
8:30 - 1:00 Friday

- b) Appoint Jane Kimball (D) as a regular member of the Community for Care Committee with an expiration date of December 4, 2017

REVIEW OF MINUTES

- a) Regular Meeting of September 12, 2016

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

1. Personnel:

- a. Approval of Library Head of Children's Services Job Description
- b. Approval of Project Administrator – Public Works Job Description
- c. Approve Unaffiliated Compensation for Fiscal Year 2017

2. Finance

3. Welfare

4. Public Safety

5. Board of Education

ADJOURN TO EXECUTIVE SESSION

- a) Pursuant to Conn. General Statutes §1-200(6)(B) pending litigation: Town of Simsbury v. Timothy Martin
- b) Pursuant to Conn. General Statutes §1-200(6)(D) to discuss letter received concerning 894 Hopmeadow Street

ADJOURN FROM EXECUTIVE SESSION

Possible Action

ADJOURN

Most of the documents reviewed by the Board of Selectmen at this meeting can be located at:
<http://www.simsbury-ct.gov/board-of-selectmen>



Town of Simsbury

933 HOPMEADOW STREET

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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Tax Refunds
2. **Date of submission:** September 20, 2016
3. **Date of Board Meeting:** September 26, 2016
4. **Individual or Entity making the submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):**

Colleen O'Connor- Tax Collector

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

Individual or Entity making the submission requests that the Board of Selectmen:

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

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

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

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

Approve tax refunds per attached printout in the amount of \$ 3,825.97

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

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

Tax Refunds.xls

	BILL NUMBER	TAX	FIRE	INTEREST	TOTAL
List 2013					
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total 2013		\$0.00	\$0.00	\$0.00	\$0.00
List 2014					
Becconsall Michael	14-03-51131	\$71.90	\$2.30		\$74.20
Campbell James R	14-03-52484	\$102.64	\$3.29		\$105.93
Dyson Stephen D	14-03-55046	\$35.42	\$1.13		\$36.55
Costanzo James J	14-03-53645	\$58.83	\$1.88		\$60.71
					\$0.00
					\$0.00
Total 2014		\$268.79	\$8.60	\$0.00	\$277.39
List 2015					
Bashir Khurra	15-03-51044	\$16.99	\$0.47		\$17.46
Beach Pamela M	15-03-51102	\$54.36	\$1.51		\$55.87
Becconsall Michael	15-03-51134	\$232.56	\$6.46		\$239.02
Carbone Salvatore	15-03-52563	\$49.68	\$1.38		\$51.06
CCAP Auto Lease LTD	15-03-52798	\$681.12	\$18.92		\$700.04
Chopra Aashish	15-03-53013	\$41.72	\$1.16		\$42.88
Dennen Jocelyn E	15-03-54415	\$103.75	\$2.88		\$106.63
Diamond Todd	15-03-54505	\$45.36	\$1.26		\$46.62
Diamond Todd	15-03-54506	\$52.56	\$1.46		\$54.02
Dyson Steven D	15-03-55034	\$122.03	\$5.46		\$127.49
Financial Serv Veh Trust	15-03-55758	\$453.60	\$12.60		\$466.20
Fogle George C Jr	15-03-55925	\$48.46	\$1.35		\$49.81
Guiliano Beth	15-03-57282	\$12.60	\$0.35		\$12.95
Honda Lease Trust	15-03-58095	\$196.96	\$5.47		\$202.43
Hugabonne Jeffrey	15-03-58477	\$36.00	\$1.00		\$37.00
Huscher Wendy	15-03-58565	\$37.80	\$1.05		\$38.85
JP Morgan Chase Bank	15-03-59135	\$243.25	\$6.76		\$250.01
Keder Anna	15-03-59370	\$118.09			\$118.09
Keenan William	15-03-59389	\$34.56	\$0.96		\$35.52
Keller Peter	15-03-59431	\$7.92	\$0.22		\$8.14
Lafredo Maria	15-03-60110	\$2.70	\$0.07		\$2.77
Lafredo Maria	15-03-60111	\$6.30	\$0.17		\$6.47
Lafredo Maria	15-03-60112	\$19.51	\$0.54		\$20.05
Lafredo Maria	15-03-60113	\$16.38	\$0.45		\$16.83
Lane Patricia	15-03-60232	\$51.84	\$1.44		\$53.28
Mathewson Susan G	15-03-61651	\$17.64	\$0.49		\$18.13
Mathewson Susan G	15-03-61653	\$27.69	\$0.77		\$28.46
Mohammed Raad H	15-03-62559	\$37.80	\$1.05		\$38.85
Oherron James E	15-03-62681	\$41.58	\$1.15		\$42.73
Palmer Jeffrey	15-03-63949	\$94.39	\$2.62		\$97.01
Quintana Matthew	15-03-65008	\$2.20	\$0.06		\$2.26

Quintana Matthew	15-03-65009	\$51.30	\$1.42		\$52.72
Ronald M Barshay Rev Trst	15-03-65685	\$14.47	\$0.40		\$14.87
Dadlon Edward S	15-03-66047	\$56.45	\$1.57		\$58.02
Schwartz Barry J	15-03-66520	\$58.68	\$1.63		\$60.31
Shenkman Leonard J	15-03-66835	\$104.05			\$104.05
Souza Lisa A	15-03-67435	\$79.64			\$79.64
Thayer Elizabeth S	15-03-68213	\$53.35	\$1.48		\$54.83
Vincent Michael J	15-03-69290	\$219.60	\$6.10		\$225.70
Vincent Michael J	15-03-69291	\$12.24	\$0.34		\$12.58
					\$0.00
Total 2015		\$3,557.18	\$92.47	\$0.00	\$3,649.65
TOTAL 2013		\$0.00	\$0.00	\$0.00	\$0.00
TOTAL 2014		\$268.79	\$8.60	\$0.00	\$277.39
TOTAL 2015		\$3,557.18	\$92.47	\$0.00	\$3,649.65
					\$3,927.04
TOTAL ALL YEARS		\$3,825.97	\$101.07	\$0.00	\$3,927.04



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Approval of Targeted Grant Application FY 2017
Historic Documents Preservation Program

2. **Date of submission:** September 21, 2016

3. **Date of Board Meeting:** September 26, 2016

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

Ericka L. Butler, Town Clerk

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

Approve and sign the Town Clerk's Application for the Targeted Grant FY 2017-Historic Documents Preservation Program

6. **Summary of Submission**

Each year the Town Clerk has an opportunity to apply for the Historic Documents Preservation Program Grant. In the attached application and narrative, you will see that we are expecting to receive \$4,000 which will be used to attach land record images to our Electronic Land Record index. This is in effort to attach the remainder of images to our current index which dates back forty years from 2016. In doing this, we can prevent wear and tear of our permanent land record books, preserving them for years to come. This work done will also provide convenience for title searchers, attorneys, residents, etc. They can retrieve copies more easily by printing from the electronic index rather than having to pull the books, remove the pages, make copies and then return pages and put the books back on the shelf. These images will also be available from home or office with a subscription to the Land Records Portal. The Town Clerk still collects the \$1 for each copy, but the users are using their own computers, printers, ink and paper, which is saving the Town Clerk's Office and the Town of Simsbury money.

7. **Financial Impact**

All funding for this project will be provided by the grant (\$4,000)

8. Description of documents included with submission

Attached is the completed application (waiting on signatures) along with the narrative and proposal to accompany the application.

APPLICATION
TARGETED GRANT FY 2017
 Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (rev. 1/2016)



STATE OF CONNECTICUT
 Connecticut State Library
 PUBLIC RECORDS ADMINISTRATOR
 231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at ctstatelibrary.org/publicrecords/hdpp

Name of Municipality: **Town of Simsbury**

Name of Municipal CEO: **Lisa L. Heavner** **Title:** **First Selctman**

Phone with Area Code: 860-658-3230

Email: lheavner@simsbury-ct.gov

Name of Town Clerk: **Ericka L. Butler** **Title:** **Town Clerk**

Phone with Area Code: 860-658-3261

Email: ebutler@simsbury-ct.gov **Check if Designated Applicant:**

TC Mailing Address: 933 Hopmeadow Street, PO BOX 495, Simsbury, CT 06070

MCEO Address if Different: (same)

Grant Application Deadline: Cycle 1: April 30, 2016 Cycle 2: September 30, 2016

Grant Contract Period: The contract period begins after July 1, 2016 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2017.

Maximum Grant Allowed:

\$4,000	Small Municipality	Population less than 25,000
\$5,000	Medium Municipality	Population between 25,000 and 99,999
\$7,500	Large Municipality	Population of 100,000 or greater

Amount Requested: \$ 4,000

Grant Category(ies):

<input type="checkbox"/> Inventory and Planning	<input checked="" type="checkbox"/> Organization and Indexing
<input type="checkbox"/> Program Development	<input type="checkbox"/> Storage and Facilities
<input type="checkbox"/> Preservation/Conservation	

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$ 4,000	\$	\$
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$	\$	\$
4. Town Personnel Costs (Total cost for all town personnel)	¹ \$	² \$	\$
5. Other (Please specify on a separate sheet)	\$	\$	\$
6. TOTAL	\$ 4,000	\$	\$

¹ Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.
² Personnel taxes, benefits and any overtime must be paid by the municipality.

Narrative Page & Supporting Documentation

- Answer on an attached page, numbering the answers for questions 1 through 3; and question 4 if required.
 - Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.
 - If applying for more than one project, questions 1 through 3 must address each project separately; for example, number the answers 1a and 1b, 2a and 2b, 3a and 3b.
- 1. Describe the project.** State what will be done and why. Where applicable, identify the specific records involved, including volume numbers and date range.
 - 2. Identify the vendors or town personnel.** For consultants/vendors, identify the company and the timeframe for completing the work. For town personnel to be paid with grant funds, follow the instructions on Page 12 of the Grant Guidelines.
 - 3. State what the municipality hopes to accomplish.** Explain how the project will impact the records, the office and/or the municipality.
 - 4. Provide a detailed budget.** If applying for only one project with one vendor, you may **omit** this question. Otherwise, list the detailed expenses that make up each Budget Summary line item (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs). Specify how expenses will be split between grant and local funds, if applicable.
 - 5. Attach supporting documentation.** For consultants/vendors, provide a copy of the proposal or quote. For direct purchases of equipment or supplies, provide a copy of the product information/pricing.

Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, Ericka L. Butler, the Town Clerk, as the agent for making the above application.

Signature of MCEO

Date

Lisa L. Heavner, First Selectman

Name and Title of MCEO

Certification of the Application

This section must be signed by the applicant.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2017 Targeted Grant Guidelines* have been met.

Signature of Applicant (MCEO or Town Clerk if Designated)

Date (*must be same as or later than above date*)

Ericka L. Butler, Town Clerk

Name and Title of Applicant

For State Library Use Only

Grant Disposition: Approved Denied

Grant Award: \$ _____

Grant Number: _____ - _____ - _____

Signature of Public Records Administrator

Date

Narrative

Describe the project:

1. Currently, the Town of Simsbury's Electronic Land Record Index goes back to July 1st, 1976 (Vol. 221 Pg. 439), but the images attached to the index only go back to August 24th, 1987 (Vol. 331 Pg. 1). The Targeted Grant FY 2017 money will be used to allow for Cott Systems to come into the office, scan pages from our land record books and then attach them to the index. Cott has a process in place that is efficient, accurate and time friendly. Having Town Clerk staff perform this work would not be cost effective. It would take us far too much time and the accuracy would not be as great. The goal is to get these images available to the public as soon as possible, providing protection of our permanent land record books. The more images available electronically, the less the hard copies will be disturbed, preserving them for years to come.

Identify the vendors or town personnel:

2. Cott Systems, Inc., 2800 Corporate Exchange Drive, Suite 300, Columbus, OH 43231, will be completing the above described work by the end of June, 2017.

State what the municipality hopes to accomplish:

3. Completing the above work will help the Simsbury Town Clerk's Office reach its goal of attaching the remainder of the images back to July 1st, 1976. When accomplished, we will have a complete index with images that dates back 40 years, plus. This will allow for title searchers, attorneys, residents, etc. to print directly from the electronic index, rather than pulling the books and removing the pages to make copies. This will prevent wear and tear of our permanent land record books. Replacing damaged books and old land record pages can be very costly, so being proactive in protecting them can save a lot of money in the future. We will also be saving money when users are able to print the documents from home or office from the electronic index, because the Town Clerk's Office still collects the \$1.00 per page, but the users are using their own computers, printers, ink and paper instead of ours.

It is also important to stay on top of modern practices and technology in the Town Clerk's Office as not to fall far behind. Accomplishing a little bit at a time is affordable and less overwhelming than trying to play catch up.



INFORMATION MANAGEMENT SOLUTIONS

To: Ericka Butler, Simsbury Town Clerk
From: Glen A. Nemeroff, Account Executive
Date: September 19, 2016

Subject: Backfile Conversion Grant Money

Thank you for presenting Cott the opportunity to provide budgetary pricing that will enable you to make some of your historical records available electronically. This is a great step, as you are not only making your records more accessible to your constituents; you are also preserving the hard copy records forever. Cott is pleased to be a part of this major milestone.

As you apply for grant money to help fund this effort, this memo will provide the necessary support to assist you in the application process.

Project Scope

- Complete Backfile Conversion project
- Source: Onsite Scanning
- Stopping upon reaching the value of **\$4,000**.

Project Deliverables

1. Cott captures images from hard copy books.
2. Cott evaluates images for quality and completeness.
3. Cott formats the images for import into customer's Resolution3/Hosted Resolution3 land records system
4. Cott develops import utility to load the images and link images to existing index records.
5. Cott trains staff and supports issues related to the project.

Project Requirements and Assumptions

- Onsite scanning:
Books are loose leaf (not bound).
Page size is less than 11 x 17 (does not include large plats)
- Cott is not responsible for the integrity of the index data nor is Cott responsible for correcting any anomalies with the index data. Any anomalies in the indexed data that may prevent images from properly linking will be flagged and reported to the customer in a log file during the import process.
- The pricing is based on a special rate [multiple towns committing to do backfile scanning work with Cott].
- The commencement of the project will be contingent on timing of when other towns commit to this effort.

This proposal is intended for use as an estimate. The town specific project deliverables and scope will be defined more firmly upon customer's request and an executable agreement between Cott and Customer will be provided.

Thank you for your interest in this service.

PLEASE NOTE: The pricing in this offer is valid through 3/19/2017. After this date, this offer will be priced at the then current rate and will be subject to current costs equal to +/- 10%



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Social Services Department

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION

1. **Title of Submission:** Seventh Grade Community Outreach Project
2. **Date of Submission:** September 22, 2016
3. **Date of Board Meeting:** September 26, 2016
4. **Entity making Submission:** Sutton Kaylor
Barbara Kaylor
M. Lecours-Beck, Director of Social Services
5. **Action Requested:** Waiver of Eno Hall weekend rental fee in the amount of \$750 - \$1,000.
6. **Summary of Submission:** Sutton Kaylor, 7th Grader at Henry James Middle School, would like to hold a semi-formal dance at Eno Hall on Friday, December 9th, 2016, from 7:30 PM – 10:00 PM. They will be responsible for all custodial fees.
7. **Financial Impact:** All proceeds raised from this dance will be donated to the Simsbury Social Services Department to assist needy residents
8. **Description of Document:** Project outline

Middle School Semi-Formal to Benefit Simsbury Social Services

A HJMS Social Studies Community Outreach Project

The Middle School Semi Formal will be organized by a student committee under the supervision of an adult committee that is experienced in special events. All proceeds will benefit the Simsbury Social Services. Sponsors will be solicited to help cover expenses. The goal is to donate \$3000+ to the charity.

Date: Friday, December 9th

Set up: 5:30pm

Event: 7:30pm-10:00 pm

Clean up: 10:00- 11pm

Location: Eno Hall

Student Contact: Sutton Kaylor

Student Committee: Sutton Kaylor, Jameson DeVivo, Cael Finn, Ryan Finn, Jacob Goodwin (+ 3 female students TBD)

Parent Contact: Barbara Kaylor

Cell: (860) 550-5907 Home: (860)408-9388 Email: Barbara.kaylor@sbcglobal.net

Secondary Parent Contact: Kelly DeVivo

Cell: (860)490-2972 Home: (860)217-0700 Email: kellydevivo@gmail.com

Parent Volunteers: 15-20 Special attention to keeping only one way in and one way out for kids. Adult to sign children in and out.

Estimated Guests: 200 including chaperones

Cost per Guest: \$20

Food: Desserts by sponsoring company TBD (Fitzgerald's or Harvest). All desserts will be served on wood floor area. Pitchers of ice water in clear cups.

Certificate of Insurance: Provided by Charlie Kaylor, RE/MAX Communities

Electrical Needs: Outlet for DJ's music and lighting. Possible photo booth.

Decorations: Balloons, LED tea lights (non-flammable), table linens, flowers. Nothing on walls.



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** One Resignation

2. **Date of submission:** 09/12/2016

3. **Date of Board Meeting:** 09/12/2016 or 09/26/2016

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

Andrew O'Connor, 39 Joshua Drive, West Simsbury, CT 06092

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

The Individual or Entity making the submission requests that the Board of Selectmen:

1. Accepts the resignation of Andrew O'Connor of 39 Joshua Drive, West Simsbury, as a member of the Conservation Commission

6. **Summary of Submission**

1. Resignation: Andrew O'Connor
Board: Conservation Commission
Party: R
Effective: September 7th, 2016
Full Term of Office: 01/01/2016 to 01/01/2020

7. **Financial Impact**

NONE

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

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

Copy of Letter of Resignation from Andrew O'Connor

Andrew O'Connor
39 Joshua Drive
West Simsbury, CT 06092



September 7, 2016

Regular Member
Conservation Commission/ Inland Wetlands Agency

Resignation: Effective Immediately

To whom it may concern:

The purpose of this letter is to notify you of my, Andrew O'Connor, resignation from the Conservation Commission/ Inland Wetlands Agency effective immediately. I would like to thank the Board of Selectman for allowing me the opportunity to serve and I would like to thank the Commission for teaching me the importance of service to the Town.

Sincerely,

A handwritten signature in black ink, appearing to be 'A O'Connor', written over a horizontal line.

Andrew O'Connor

Cc: Robert Heagney, Simsbury Republican Town Committee, Chairman



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Community for Care Appointment
2. **Date of submission:** September 21, 2016
3. **Date of Board Meeting:** September 26, 2016
4. **Individual or Entity making the submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):**

Cheryl Cook– Board of Selectman and Co-Chair of the Community for Care.

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

The Individual or Entity making the submission requests that the Board of Selectmen:

Respectfully request approval of the appointment of Jane Kimball (D) to the Community for Care Committee for the 2016 – 2017 term.

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

As a therapist Dr. Kimball has worked with a wide variety of people .She has lead a counseling program for incarcerated youth, taught part-time at the college level, and served as a school psychologist.

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

None

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

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

None

Town of Simsbury Board of Selectmen – “Subject to Approval”
REGULAR MEETING MINUTES
Monday, September 12, 2016 at 6:00PM
Simsbury Town Offices – Main Meeting Room
933 Hopmeadow Street, Simsbury, Connecticut

PRESENT: First Selectman Lisa Heavner, Selectmen Sean Askham, Cheryl Cook, Christopher Kelly, Elaine Lang and Michael Paine(6:35PM).

ABSENT: None.

ALSO PRESENT: Director of Administrative Services Thomas Cooke, Finance Director Sean Kimball,

The Board of Selectmen Regular Meeting Budget Workshop was called to order at 7:03PM.

1. PLEDGE OF ALLEGIANCE:

Boy Scout JR Breslav from Troop 175 led all those present in the Pledge of Allegiance.

2. PUBLIC AUDIENCE:

Ms. Joan Coe of 26 Whitcomb Drive shared comments opposing the entry fee charged to the Septemberfest recently held as well as her thoughts on the operational costs of the Simsbury Performing Arts Center and other issues.

Mr. Robert Kalechman of 781 Hopmeadow Street shared comments opposing the recent vote on an option agreement for a possible lease to a company interested in installing a solar array at the Town’s closed landfill and other issues.

Ms. Susan Masino of 41 Madison Lane reminded the Board that the Simsbury Grange is hosting their annual Agricultural Fair this Saturday, September 17, 2016 from 10AM – 3PM, noting that more information could be found on the group’s website, www.simsburygrange.org.

3. PRESENTATIONS:

A. GFOA Certificate of Achievement – Sean Kimball, Director of Finance/Treasurer.

Ms. Heavner reported that Simsbury has again received the GFOA (Government Finance Officers Association) Certificate of Achievement for Excellence in Financial Reporting. Ms. Heavner thanked and recognized Finance Director and Treasurer Sean Kimball for his efforts. Mr. Kimball explained that this recognition is one that the Town takes great pride in, and noted that this is the seventeenth consecutive year that Simsbury has received the honor.

B. Budget Status Update – Sean Kimball, Director of Finance/Treasurer.

Mr. Kimball reviewed that last year’s revenue came in \$1.5M above what had been budgeted, indicating that the major drivers for this was the buffer created by the collection rate assumption, the conveyance taxes received in the Town Clerk’s office, the increase in building department fees, and the ECS (Education Cost Sharing) received by the Board of Education being higher than what was expected.

Mr. Kimball then reviewed his Memorandum to the Board of Selectmen, entitled “Quarterly Budget Report – FY16 Actuals and FY17 Budget Update”.

C. Aging & Disability Commission – Ed LaMontagne.

Aging and Disability Commission Chairman Ed LaMontagne appeared before the Board, sharing with them a report describing the purpose of his Commission as well a description of some of the programs and services provided by them. Mr. LaMontagne’s report also provided legislative priorities and the Commission’s plans to continue to educate the community on important topics to seniors and persons with disabilities. The

Affordable Housing Plan, Senior Services, and Age-Friendly Community were also topics covered within this report.

D. Silver Bicycle Friendly Business – The Bicycle Cellar.

Ms. Heavner reported that The Bicycle Cellar has been designated as Simsbury's first bicycle-friendly business by the League of American Bicyclists. Manager Dave Bishop appeared before the Board and briefly described the application process for this prestigious award. Mr. Bishop praised the local schools, noting that they have purchased bicycles and are teaching bike safety within the school setting. Ms. Heavner and her Board communicated their congratulations to Mr. Bishop and all who assisted him in achieving the award.

MOTION: Ms. Cook, Mr. Kelly second, **to amend the Agenda to add under 5. Selectmen Action, Item K. Charter Revision Brochure; unanimously approved.**

4. FIRST SELECTMAN'S REPORT:

Ms. Heavner thanked all those who attended and those who volunteered at Septemberfest, noting that this is not a town sponsored event but instead relies entirely upon volunteers. Ms. Heavner also recognized the upcoming Walk/Bike to School event coming up as part of the National Safe Kids to School initiative which promotes health, wellness and safety. She noted the schedule for the Walk/Bike to School as follows: Latimer Lane (September 29th), Tootin Hills (October 5th), and Squadron Line (October 7th).

Ms. Heavner reported that the Revaluation is now underway in accordance with state law in order to make sure that residents are taxed on the fair value of their property. She explained that this is a several phase process which will culminate in December, 2017. Ms. Heavner also reported that the Veterans Memorial Project is also underway with an expected completion date of early November, 2016. Additionally, Ms. Heavner's report included updates on various upcoming community events as well as sharing information on new businesses opening in Town.

Ms. Lang read the following Proclamation:

WHEREAS, September 16, 2016, Constitution Day, marks the 229th anniversary of the signing of the Constitution of the United States of America; and

WHEREAS, We the People did ordain and establish a Constitution for the United States of America to secure the blessings of liberty for ourselves and our posterity; and

WHEREAS, it is important that all citizens fully understand the provisions, principles and meaning of the Constitution, so they can support, preserve and defend it against encroachment; and

WHEREAS, the President and the Congress of the United States have designated September 16th through 22nd as Constitution Week; and

WHEREAS, Constitution Week provides the opportunity for all Americans to learn about and to reflect upon the rights and privileges of citizenship and its responsibilities; and

WHEREAS, the people of the Town of Simsbury do enjoy the blessings of liberty, the guarantees of the Bill of Rights, equal protection of the law under the Constitution, and the freedoms derived from it.

NOW, THEREFORE, LET IT BE KNOWN, I, Lisa L. Heavner, First Selectman of the Town of Simsbury, do hereby proclaim September 16-22, 2016 as **CONSTITUTION WEEK** and invite every citizen and institution to join in the national commemoration.

5. SELECTMEN ACTION:

A. Approve Fiscal 2016 Supplemental Budget Appropriations.

Mr. Kimball reminded this Board that the Board of Finance had made these two requests to reduce the Board of Education's FY2017 operating budget by paying cash for \$115K of their CNR budget as well as deeming the NEASC certification, a process occurring once every ten years, as also appropriate for a supplemental appropriation out of FY2016 reserves to fund that for FY2017 budget relief.

MOTION: Ms. Lang, Mr. Askham second, **to recommend to the Board of Finance the following supplemental appropriations pursuant to the Charter Section 809(c) which were discussed as part of**

the FY2017 budget planning process: BOE CNR Payment for FY17 Items \$155K, NEASC Certification \$25K; unanimously approved.

B. Approve Tax Refunds.

MOTION: Mr. Askham, Mr. Paine second, **to approve tax refunds in the amount of \$19,389.71; unanimously approved.**

C. Culture, Parks & Recreation Commission Special Revenue Fund Committee:

Mr. David Bush of 4 Katherine Lane, and Chairman of the Culture, Parks & Recreation Commission, noted that a Special Revenue Fund Committee was formed previously several years ago for similar purposes, explaining that at that time the Commission was faced with significant deficit in their revenue fund. He explained that the group had determined that it would be beneficial to have representatives from the Board of Finance and Board of Selectmen to review fees, revenues and expenses.

MOTION: Mr. Askham, Ms. Cook second, **to approve the creation of a tri-board taskforce for the Culture, Parks & Recreation Commission consisting of two members each from the following boards: Board of Finance and Board of Selectmen and Culture, Parks & Recreation Commission; unanimously approved.**

MOTION: Mr. Kelly, Mr. Askham second, **to appoint Gerry Wetjen and Dave Bush from the Culture, Parks & Recreation Commission to the Special Revenue Find Committee; unanimously approved.**

MOTION: Mr. Kelly, Ms. Cook second, **to appoint Sean Askham and Mike Paine from the Board of Selectmen to the Culture, Parks & Recreation Commission Special Revenue Fund; Motion passed with Ms. Heavner, Ms. Lang, Ms. Cook, Mr. Kelly, Mr. Paine voting aye while Mr. Askham abstained.**

D. Refer pursuant to CGS§8-24 Proposed Project at Simsbury Farms to the Planning Commission.

Ms. Heavner noted that pictures have been provided of a proposed gift of a pavilion to the Simsbury Farms Recreational Complex in memory of Brian Koscher through funds raised by his family. Culture, Parks, & Recreation Director Gerry Toner appeared before the Board, reporting that the family had requested that the donation be used towards enhancing Simsbury Farms.

MOTION: Ms. Lang, Mr. Askham second, **to approve the proposed pavilion at Simsbury Farms to the Planning Commission pursuant to Connecticut General Statutes Section 8-24; unanimously approved.**

E. Approve Public Gathering Permit Application for Event on September 17, 2016.

Mr. Toner addressed the Board regarding a proposed concert outside of Boy Scout Hall on September 17, 2016. He explained that this is a relatively small event and that Mr. James Malley has held similar fundraising events for charity like this before. Mr. Toner noted that one concern that had arisen from this application regarding the current work underway at the Veteran's Memorial will be addressed through the use of the parking lot at the First Church of Christ nearby. Mr. Askham inquired what kind of concert would be occurring. Mr. Toner indicated that he believes it is a folk music concert.

MOTION: Mr. Askham, Ms. Lang second, **to approve the public gathering application for a concert outside Boy Scout Hall on September 17, 2016 sponsored by James Malley; unanimously approved.**

F. Authorize the First Selectwoman to execute an agreement with Planimetrics, Inc. to update the 2007 Plan of Conservation and Development (POCD).

Ms. Heavner explained that the Board had already approved an allocation for the update of the Plan of Conservation and Development (POCD) as part of the budget process. Town Planner Jamie Rabbit explained that the POCD is required to be updated every ten years, with Simsbury's set to expire in November, 2017. He noted that on June 1, 2015, an RFQ (Request for Qualifications) was released. He explained that a request for a scoped budget was included in this RFQ. Mr. Rabbit explained that on June 24, 2016, three responses were received ranging in price from \$49K - \$126K. Mr. Rabbit went over how the process unfolded including interviewing two of the three as well as reviewing qualifications. He noted that

the Planning Commission ultimately selected Planimetrics. Mr. Rabbit also reviewed the time frame that the Commission will be working with to meet the November, 2017 deadline.

MOTION: Mr. Kelly, Mr. Paine second, **to authorize the First Selectman to enter into an agreement for professional services with Planimetrics, Inc. in the amount of \$87,500; unanimously approved.**

G. Accept Donation of gift valued at \$5,650 provided by the Simsbury-Granby Rotary Club for Repairs to existing Gazebo at Simsbury Meadows.

Mark Deming of 3 Ryan Circle appeared before the Board, explaining that his club helped to construct the pavilion including the vinyl railings several years ago. He explained that the Rotary Club is offering to replace the existing railings with galvanized and painted wrought iron sunk into the concrete.

MOTION: Ms. Lang, Ms. Cook second, **to accept, with the Board's thanks, the donation of a gift valued at \$5,650 provided by the Simsbury-Granby Rotary Club for repairs to the existing gazebo at Simsbury Meadows; unanimously approved.**

H. Discussion and Possible Action on Gateway Signs.

Mr. Deming shared cell phone pictures of the "Welcome to Simsbury" gateway signs. The Board agreed to include this as an agenda item at the next regular meeting.

I. Accept Donation in the amount of \$2,500 from the Estate of June Sherman.

Ms. Heavner explained that this donation of \$2,500 is to be used for the Senior Center.

MOTION: Mr. Askham, Ms. Cook second, **to accept, with the Board's thanks, in the amount of \$2,500 from the Estate of June Sherman; unanimously approved.**

J. Accept Donation of framed print of Heublein Tower from Pearl Shulman.

Mrs. Pearl Shulman was present during the donation of a framed print of the Heublein Tower in memory of her husband, Charles "Chaz" Shulman, who had painted the original.

MOTION: Mr. Askham, Ms. Cook second, **to accept, with the Board's thanks, the framed print of Heublein Tower from Ms. Shulman valued at \$300; unanimously approved.**

K. Charter Revision Public Information Brochure.

Ms. Heavner reminded the Board of the requirement of their August 8, 2016 Resolution to issue a publication with explanatory text in connection with the Charter revision ballot question for the November, referendum. She referred board members to a document within their packages that was prepared by Town Counsel to fulfill this commitment, noting that copies will be available through the Town Clerk's office as well as online.

A modification was made to #2. Changes to the Provisions Governing the Economic Development Commission to read: The Commission voted to revise the Charter to require the Board of Selectmen to create an Economic Development Commission by ordinance and further, to provide the Board of Selectmen, by ordinance, to set its memberships, terms, duties, and responsibilities.

MOTION: Mr. Askham, Mr. Kelly second, **to approve the attached Public Information Brochure, with the changes recommended by Mr. Cooke and read to the Board of Selectmen; unanimously approved.**

6. OTHER BUSINESS:

A. Discussion regarding planning for Simsbury's 350th Anniversary Celebration.

Ms. Heavner noted that Simsbury's 350th Anniversary is only three years away, 2020.

MOTION: Mr. Askham, Mr. Paine second, to appoint Cheryl Cook and Elaine Lang to come together with a plan on scope and process for appointing members to an exploratory committee; unanimously approved.

7. APPOINTMENTS AND RESIGNATIONS:

A. Acknowledge the resignation of Polly Maier (U) as a regular member of the Board of Ethics effective August 31, 2016.

MOTION: Mr. Kelly, Mr. Askham second, **to acknowledge, with the Board's thanks, the resignation of Polly Maier (U) as a regular member of the Board of Ethics effective August 31, 2016; unanimously approved.**

B. Acknowledge the resignation of Joy Himmelfarb as a regular member of the Tourism Committee effective September 1, 2016.

MOTION: Mr. Askham, Ms. Cook second, **acknowledge the resignation of Joy Himmelfarb as a regular member of the Tourism Committee effective September 1, 2016; unanimously approved.**

8. REVIEW OF MINUTES:

A. Regular Meeting of August 8, 2016

B. Regular Meeting of August 29, 2016.

No changes were made to the Regular August 8, 2016 and August 29, 2016 Minutes

February 22, 2016 – Public Hearing Meeting Minutes, the Regular February 22, 2016 Meeting Minutes or the Regular Budget Workshop February 29, 2016 Meeting Minutes.

9. SELECTMEN LIAISON AND SUBCOMMITTEE REPORTS:

A. Personnel.

Ms. Heavner reminded the Board about the recent ninety-page major court decision by the Connecticut Supreme Court of CCJEF (Connecticut Coalition for Justice in Education Funding) v. Jodi Rell. Ms. Heavner noted that this decision has the potential to impact future budgets. She noted that she had recently read the decision and briefly updated the Board on some of the details of the decision.

Ms. Lang provided a Tourism Update including the Two Left Feet Blues Festival for Saturday, September 17, 2016. Also on this date, the Historical Society will launch the opening of a tea room in the rear of Phelp's Tavern. She also shared many other various events occurring during the month of September.

Ms. Cook reported that the Community for Care will present their first program of this school year, Building Effective Treatment Systems and Services for Youth with Mental Health Concerns and Trauma, on Wednesday, September 14, 2016 led by Dr. Jeffrey Vanderploeg.

B. Finance.

No business was discussed.

C. Welfare.

No business was discussed.

D. Public Safety.

No business was discussed.

E. Board of Education.

No business was discussed.

10. ADJOURN:

MOTION: Mr. Askham, Ms. Lang second, **to adjourn at 8:08PM; unanimously approved.**

Respectfully submitted,

**Pamela A. Colombie
Commission Clerk**

TOWN OF SIMSBURY
PUBLIC INFORMATION BROCHURE
CHARTER REVISION COMMISSION
PROPOSED REVISED SIMSBURY TOWN CHARTER
REFERENDUM DATE: TUESDAY, NOVEMBER 8, 2016

September 12, 2016

TOWN OF SIMSBURY
PUBLIC INFORMATION BROCHURE
PROPOSED REVISED CHARTER

Dear Simsbury Resident:

This brochure provides background information about the Proposed Revised Charter. The Proposed Revised Charter is under consideration for a public referendum on November 8, 2016. The ballot questions at the referendum will appear as follows:

- a. Shall the Charter be amended to change the form of government from First Selectman/Board of Selectmen to the Town Manager form of government to take effect December 4, 2017?

YES _____ NO _____

- b. Shall the Charter be amended to make certain amendments to the Economic Development Commission to take effect December 4, 2017?

YES _____ NO _____

- c. Shall the Charter be amended to eliminate the Human Relations Commission to take effect December 4, 2017?

YES _____ NO _____

- d. Shall the Charter be amended to expand the membership of the Open Space Committee to take effect December 4, 2017?

YES _____ NO _____

- e. Shall the Charter be amended to make technical changes to the Town Budget and appropriations process to take effect December 4, 2017?

YES _____ NO _____

- f. Shall the Charter be amended to use gender neutral language throughout the Town Charter to take effect December 4, 2017?

YES _____ NO _____

The following proposed changes to the Simsbury Town Charter have been recommended by the Simsbury Charter Revision Commission and approved by the Board of Selectmen. The proposed changes in the Town Charter are not final unless approved by Simsbury voters at referendum.

1. **Form of Government – Town Manager:**

Based on the testimony it received, other input from the public and its own considerable deliberations, the Commission recommended, by a vote of 7-4, that a change to the Simsbury form of government to a Town Manager-Board of Selectmen be made.

2. **Changes to the Provisions Governing the Economic Development Commission:**

The Commission voted to revise the Charter to require the Board of Selectmen to create an Economic Development Commission by ordinance and further to provide the Board of Selectmen with the authority to set, by ordinance, its membership, terms, duties and responsibilities.

3. **Elimination of the Human Relations Commission:**

Based on the testimony it received from Town Staff, the lack of activity on the Human Relations Commission for years, and the difficulty finding volunteers to serve on the Commission, the Charter Revision Commission voted to eliminate the Human Relations Commission. The Charter Revision Commission also took note of the availability of state remedies for alleged violations of the state's equal rights laws.

4. **Open Space Committee Expansion of Membership:**

The Commission recommended that the Open Space Committee be expanded to include three public members.

5. **Town Budget and Appropriations Process: Sections 808 and 809:**

The Commission recommended changes to the Town budget and appropriations process outlined in Charter Sections 808 and 809 to reflect the recommendations of the Finance Director and Bond Counsel. The changes made to Section 808 allow cost savings in the publication requirements for the annual town budget and provide clarification of budget preparation deadlines. The changes recommended by the Bond Counsel clarify the appropriations process outlined in Section 809.

6. **Gender Neutral Language for Town Public Offices:**

The Commission recommends that the Town Charter should be revised to incorporate gender neutral language for public offices.

A complete copy of the Proposed Revised Charter, including a black-lined version outlining each proposed revision, and of the Final Report of the Charter Revision Commission

are available in the Simsbury Town Clerk's office during regular business hours and can be reviewed on the Town of Simsbury's website at www.town.simsbury.ct.us. The Town Clerk will mail or otherwise provide a copy upon request.

**THIS PUBLIC INFORMATION BROCHURE WAS APPROVED
BY THE BOARD OF SELECTMEN TO PROVIDE A GENERAL
OVERVIEW OF THE CHARTER REVISION COMMISSION'S
PROPOSED REVISED TOWN CHARTER**



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:**

Head of Children's Services Job Description Revision

2. **Date of submission:**

September 19, 2016

3. **Date of Board Meeting:**

September 26, 2016

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

Lisa Karim – Director, Simsbury Public Library

Email: lkarim@simsbury-ct.gov

Phone: 860-658-7663 ext. 2103

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

The Individual making the submission requests that the Board of Selectmen approve the job description for the Head of Children's Services position.

6. **Summary of Submission**

The Head of Children's Services job description has not been updated since July 1, 2001. The Library Director is requesting a revision of the job descriptions in order to:

- Appropriately align the description with the job functions, qualifications, knowledge and skills that have been approved for the position of Head of Adult Services that was updated and approved on August 12, 2013. (The Head of Adult Services and the Head of Children Services positions share the same duties and responsibilities for their departments).
- Accurately reflect the current duties of the position.

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

There is no financial impact as a result of this change. There is no change to the Salary Grade of the position.

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

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

Current and proposed Head of Children's Services Job Descriptions. Current Head of Adult Services job description.

Town of Simsbury

TITLE:	Head of Children's Services	GRADE:	A5
DEPARTMENT:	Library	DATE:	July 1, 2001

POSITION DESCRIPTION:

Under the general supervision and direction of the Library Director, plans, organizes and supervises Children's Services Department of the Library, including reference, circulation, cataloging and processing, programming, and computer operation.

ESSENTIAL JOB FUNCTIONS:

- Receives oral and written direction from the Library Director
- Develops educational, cultural enrichment and other library related programs for young Library patrons.
- Oversees the development of programs, activities, services and circulation through subordinates in Children's Department.
- Prepares budget estimates and controls expenditures
- Coordinates selection of print and non-print materials
- Periodically re-evaluates collection and removes outdated material
- Confers with Library Director on Children's Services development
- Prepares statistical and narrative reports for the Library Director

ADDITIONAL DUTIES:

- Assists patrons in reference and reader advisory services, assists patrons in the use of the Internet and automated catalogs
- Provides outreach programs to civic organizations and nursery and elementary schools
- Coordinates reading, cultural, and educational programs with Town elementary schools
- Works with Regional Library Network in organization and implementation of regional programs for children
- Maintains standard set for children's materials in regional circulation system and bibliographic data base
- Conducts programs for adults to promote parenting skills
- Makes administrative decisions for the Department within the framework of Library policy
- Supervises all department personnel and recommends their employment, promotion, and discipline.
- Keeps informed of developments in the field through professional library organizations
- Speaks to civic, educational, cultural or other public groups to promote interest in the Library

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to give clear, concise written and oral instructions and work effectively with staff, superiors and the general public
- Ability to make decisions on resource allocation and programs in an environment of limited resources and competing claims
- Ability to operate personal and Library computers
- Ability to maintain harmonious relationships with other employees and the public
- Knowledge and ability to analyze problems and to develop and implement programs and activities to address these problems
- Ability to apply State and Federal Laws, Town ordinances, departmental policies, procedures, rules and regulations to determine necessary action
- Ability to plan, organize, direct and evaluate the work of others
- Ability to communicate effectively both orally and writing
- Ability to speak to public groups

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Ability to move throughout the Library and other Town sites
- Ability to get into and out of an automobile
- Ability to use a computer terminal for long periods of time
- Ability to read fine print materials
- Ability to operate a wide variety of office and library equipment
- Ability to lift books and other materials, weighing up to twenty-five lbs, from shelves ranging from 1' to 8' from the floor and return them to their proper places
- Ability to work in office and public setting subject to continuous interruptions and background noises
- Ability to work under stress from demanding deadlines and changing priorities and conditions
- Ability to sit at a desk or stand and work continuously for extended periods of time
- Ability to carry supplies and equipment in excess of 25 lbs.
- Ability to conduct reference interviews by telephone
- Ability to work evenings and/or weekend

REQUIRED MINIMUM QUALIFICATIONS:

Masters Degree in Library Science with successful experience in the administration of a Children's Department

LICENSE OR CERTIFICATE: Motor Vehicle Operator's License

NOTE: The above description is illustrative of task and responsibilities. It is not intended to be all-inclusive of every task and responsibility.

Town of Simsbury

TITLE:	Head of Children's Services	GRADE:	A5
DEPARTMENT:	Library	DATE:	Proposed Sept. 19, 2016

POSITION DESCRIPTION:

Under the general supervision of the Library Director, the Head of Children's Services is responsible for providing excellent customer service and exemplary programming through management and development of Children's Department staff and coordination of Children's Department services. The Head of Children's Services is also responsible for Library operations in the absence of the Director and Head of Adult Services.

ESSENTIAL JOB DUTIES:

- Develops budget and rationale for Children's Services department equipment and staff and manages Children's Department budget allocations
- Plans and implements departmental goals and objectives with assistance from Library Director, as well as recommending policy changes
- Assists in hiring, trains, supervises, motivates and evaluates Children's Services staff in accordance with Library policies, procedures and performance standards
- Coordinates the workflow and procedures of the Children's Services Department to ensure uniformity, efficiency and timely completion of tasks
- Coordinates and schedules appropriate staffing of the Children's Department public service desk during all hours of Library operation and generally works a specified number of hours each week at the public service desk as well
- Communicates with departmental staff about all aspects and changes to Library service through departmental meetings, email, and one-on-one meetings as appropriate
- Communicates, coordinates, and works with all Library departments and staff to generate understanding of the Children's Services Department, its mission, services and role, to provide the best possible service for the community
- Initiates, develops, coordinates, schedules, implements and evaluates programs for children, parents and families
- Recruits, screens, coordinates and trains volunteers serving the Children's Services Department
- Develops measuring tools and creates statistical and narrative reports
- Develops the organization of the Children's collection and manages and maintains it, in all formats, for currency and accuracy, as well as ensuring it is on target with use patterns
- Performs and supervises the cataloging, processing and data entry of Library materials to meet bibliographic standards of consortium database

- Develops and maintains effective relationships and partnerships with schools, both public and private, childcare agencies, town departments, local businesses, community and regional organizations to foster collaborative programming and service delivery
- Assists and instructs users in the use of Library resources, tools and technology
- Establishes and conducts outreach programs to promote the Library, its programs, material and services to the community in conjunction with the other Library departments
- Keeps abreast of new materials and trends in public libraries, children's services and literature, as well as technology and incorporates them, when relevant, into programs and services
- Speaks to community groups to provide education about Library material, programs and services, as well as to promote Library use and support
- Ensures the Children's Department web presence is current and accurate
- Coordinates all marketing and publicity for the Children's Services Department, including but not limited to press releases, bibliographies, social media, signage and displays to encourage the use and further the reach of the Library
- Researches potential new products and their positive impact on the Library and community and works with vendors to negotiate competitive pricing

ADDITIONAL DUTIES:

- Seeks additional funding through grants, writes proposals and administers funded projects
- Represents the Library on community committees and library and professional taskforces
- Attends continuing education and professional development opportunities and encourages staff to do the same
- Participates in Library special events as needed
- Performs related work as required

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to model and provide exemplary customer service
- Ability to lead workshops, instruct and teach groups of individuals
- Ability to give clear, concise written and oral instructions and work effectively and harmoniously with staff, colleagues and superiors
- Ability to plan, organize, direct and evaluate the work of others, both staff and volunteers
- Ability to make decisions on resource allocation and programs in an environment of limited resources and competing claims
- Ability to identify and analyze problems and to develop and implement programs and activities to address identified problems
- Ability to apply State and Federal Laws, Town ordinances, departmental and Library policies and procedures, rules and regulations to determine necessary action
- Ability to conduct reference interview by phone, in person or electronically

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Ability to read fine print materials

- Ability to use a PC terminal, laptop or tablet for extended periods of time
- Ability to sit at a desk or stand and work continuously for extended periods of time
- Ability to operate a wide variety of technology, office and library equipment
- Ability to move throughout the Library and other Town sites
- Ability to lift books and other materials, equipment and/or supplies weighing up to twenty-five (25) pounds, from shelves ranging from 1' to 8' from the floor and return them to their proper places
- Ability to work in office and public settings subject to continuous interruptions and background noises
- Ability to work under stress from demanding deadlines and changing priorities
- Ability to represent the Library in the community and at public gatherings and speak to public groups
- Ability to work evenings and weekends

REQUIRED MINIMUM QUALIFICATIONS:

Master's Degree in Library Science from an ALA accredited school, with five years progressively responsible library experience, including two years of supervisory experience, as well as experience in Children's Services necessary. A genuine respect and consideration for children and the ability to establish a positive rapport with coworkers and the public are essential, as are strong overall customer service skills, creativity, acuity for detail and organization. Proficiency with current technology and applications, as well as familiarity with emerging technology trends and tools essential.

LICENSE OR CERTIFICATE: Motor Vehicle Operator's License

NOTE: The above description is illustrative of task and responsibilities. It is not intended to be all-inclusive of every task and responsibility.



Town of Simsbury

933 HOPMEADOW STREET P.O. BOX 495 SIMSBURY, CT 06070

TITLE: Head of Adult Services

GRADE: A-5

DEPARTMENT: Library

DATE: August 12, 2013

Position Definition

Under the general supervision of the Library Director, the Head of Adult Services is responsible for providing excellent customer service through management and development of departmental staff, coordination of departmental services including reference and information services; technology instruction and assistance; reader's advisory; room bookings and use; adult programming; outreach, marketing and publicity; interlibrary loan and resource sharing. The Head of Adult Services is also responsible for Library operations in the absence of the Director.

Essential Duties

- Develops budget and rationale for Adult Services department equipment and staff
- Plans and implements departmental goals and objectives with assistance from Library Director
- Assists in hiring Adult Services staff
- Trains, supervises, motivates and evaluates Adult Services staff in accordance with Library policies, procedures, and performance standards
- Coordinates the workflow and procedures of the Adult Services Department to ensure uniformity, efficiency and timely completion of tasks
- Coordinates and schedules appropriate staffing of the public information desk during all hours of Library operation and generally works a specified number of hours each week at the public service desk as well
- Communicates with departmental staff about all aspects and changes to Library service through departmental meetings, email, and one-on-one meetings as appropriate
- Communicates, coordinates, and works with all Library departments and staff to generate understanding of the Adult Services Department, its mission, services and role, to provide the best possible service for the community
- Recruits, screens, coordinates and trains volunteers serving the Adult Services department
- Assesses the information needs of the community; develops measuring tools and creates statistical reports
- Manages and maintains the adult non-fiction collection, both print and electronic, for currency, accuracy and ensures it is on target with use patterns
- Works with vendors to coordinate and facilitate services and offerings, as well as negotiating competitive pricing
- Manages the ILS, including dealing with Library Connection and troubleshooting issues
- Identifies, develops and facilitates technology training, including ILS training, for all Library staff
- Assists and instructs patrons in the use of Library resources, tools and technology
- Initiates, develops, coordinates, schedules, implements and evaluates programs of interest to the adult community

- Assists the Friends of the Library with programming and program/event promotion
- Establishes and conducts outreach programs to promote the Library, its programs, material and services to the community in conjunction with the Children's Department through print, including press releases; local media; word of mouth; social media and the web, as well as other methods deemed appropriate
- Speaks to community groups to provide education about Library material, programs and services, as well as to promote Library use and support
- Ensures the Library web presence is current and accurate
- Coordinates digital displays and ensures they are current and accurate
- Facilitates the regular production of the Library's newsletter
- Maintains a working knowledge of issues, trends and technology in the library and information profession
- Researches potential new products and their positive impact on the Library and community in anticipation of patron needs
- Recommends policy changes to the Director

Additional Duties

- Seeks additional funding through grants, writes proposals and administers funded projects
- Represents the Library on community committees and library and professional taskforces
- Attends continuing education and professional development opportunities and encourages staff to do the same
- Participates in Library special events as needed
- Performs related work as required

Required Knowledge, Skills and Abilities

- Ability to model and provide exemplary customer service
- Ability to lead workshops, instruct and teach groups of individuals
- Ability to give clear, concise written and oral instructions and work effectively and harmoniously with staff, colleagues and superiors
- Ability to plan, organize, direct and evaluate the work of others, both staff and volunteers
- Ability to make decisions on resource allocation and programs in an environment of limited resources and competing claims
- Ability to identify and analyze problems and to develop and implement programs and activities to address identified problems
- Ability to apply State and Federal Laws, Town ordinances, departmental and Library policies and procedures, rules and regulations to determine necessary action
- Ability to conduct reference interview by phone, in person or electronically

Required Physical and Mental Effort and Environmental Conditions

- Ability to read fine print materials
- Ability to use a PC terminal, laptop or tablet for extended periods of time
- Ability to sit at a desk or stand and work continuously for extended periods of time
- Ability to operate a wide variety of technology, office and library equipment
- Ability to move throughout the Library and other Town sites
- Ability to lift books and other materials, equipment and/or supplies weighing up to twenty-five (25) pounds, from shelves ranging from 1' to 8' from the floor and return them to their proper places

- Ability to work in office and public settings subject to continuous interruptions and background noises
- Ability to work under stress from demanding deadlines and changing priorities
- Ability to represent the Library in the community and at public gatherings and speak to public groups
- Ability to work evenings and weekends

Required Minimum Qualifications

- Master's Degree in Library Science with five years progressively responsible library experience including two years of supervisory experience. Proficiency in reference and with Library automation, personal computers, software applications, tablets, android and smart phones, as well as social media. Strong customer service skills essential.

License or Certificate: Motor Vehicle Operator's License

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:**

Project Administrator – Public Works Hours and Salary Grade Revision

2. **Date of submission:**

September 19, 2016

3. **Date of Board Meeting:**

September 26, 2016

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

Tom Roy – Public Works Director

Email: troy@simsbury-ct.gov

Phone: 860-658-3222

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

The Individual making the submission requests that the Board of Selectmen approve the revised hours and salary grade for the Project Administrator position.

6. **Summary of Submission**

Due to project volume, work load and schedule demands the Director of Public Works is requesting an increase in the hours of the Project Administrator from 35 hours per week to 40 hours per week.

The Director of Public Works requests an increase in salary grade from A1 to A3 in order to adequately compensate for the increased hours of the position.

There are no changes to the job functions, qualifications, knowledge or skills required for the position.

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

The salary grade change will result in a 13.96% increase in wages. The Step Range will be adjusted from \$55,626 - \$66,479 to \$63,394 - \$75,764 per the Simsbury Administrative & Professional Employees Association CSEA, Service Employees International Union Local 2001 contract.

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

The following documents are included with this submission and attached hereto:
Current and proposed Project Administrator Job Descriptions.

Town of Simsbury

TITLE: Project Administrator

GRADE: A-1

DEPARTMENT: Public Works

DATE: October 14, 2015

POSITION DEFINITION:

Administers and coordinates projects for the Public Works Department, including: maintenance, construction, and repair of Town assets, including buildings, roadways, paths and infrastructure. Prepares bid documents and requests (RFP/RFQ's) for professional services, reviews project budgets and reviews payments to vendors and contractors. Communicates status of Department projects and programs with building users, and the public.

GENERAL DUTIES:

- Receives oral instructions or work order from the Director of Public Works or his designee
- Monitors building, roadway or utility projects to assure that work is being performed as expected, including: work quality, cost and schedule.
- Communicates project status to supervisor and project stakeholders, verbally, in writing and in reports.
- Assist with the preparation of Request for Proposals/Qualification's for professional services.
- Confers with specialists and utility representatives on energy conservation programs and initiatives.
- Tracks utility use data and costs in support of energy efficiency programs.
- Prepares and administer various grant programs, including proper reporting and documentation after the grant is awarded
- Prepare bid documents for materials and services
- Oversee the administration of multiple contracts for the maintenance and operation of Town infrastructure
- Investigates complaints from the public regarding roadway or drainage problems.
- Monitory project budgets, reviews invoices and recommends payments
- Coordinates project activities with various stakeholders, including residents, employees, building users, neighboring towns and the media.
- Prepares reports and compiles data in support of Department objectives
- Assists in the preparation of plan designs, cost estimates & projects and inspects public works projects, such as roads, drainage, sewers, and sidewalks.
- Investigates complaints from the public regarding roadway or drainage, sewers, and sidewalks.
- Updates and supports electronic work orders systems used by the Department.
- Reports work accomplished to Supervisor.

ADDITIONAL DUTIES:

- Provides assistance to the public regarding public works construction matters.
- Utilizes mathematical computations and computers to prepare spread sheets and repots.
- Assists with the preparation of annual and capital budgets
- Maintains complete project records, including summarizing of project statistical data.
- Performs field and office engineering work as assigned by supervisor.
- Coordinates construction activities with public utilities.

SUPERVISED BY:

Receives general supervision from the Director of Public Works

QUALIFICATION PROFILE:

- The skills and knowledge required would generally be acquired with an Associate Degree in civil engineering, or business administration or several years of practical experience with a municipality and three years of increasingly responsible engineering assistance work, including construction experience.
- Possess mathematical aptitude for project design and drafting.
- Have excellent communication skills in working with public and contractors.
- Ability to lift medium weights.

LICENSE OR CERTIFICATE:

- Connecticut motor vehicle operator's license.

Note: This description is illustrative of tasks and responsibilities; it is not meant to include all job tasks.

Town of Simsbury

TITLE: Project Administrator

GRADE: A-3

DEPARTMENT: Public Works

DATE: Proposed September 2016

POSITION DEFINITION:

Administers and coordinates projects for the Public Works Department, including: maintenance, construction, and repair of Town assets, including buildings, roadways, paths and infrastructure. Prepares bid documents and requests (RFP/RFQ's) for professional services, reviews project budgets and reviews payments to vendors and contractors. Communicates status of Department projects and programs with building users, and the public.

GENERAL DUTIES:

- Receives oral instructions or work order from the Director of Public Works or his designee
- Monitors building, roadway or utility projects to assure that work is being performed as expected, including: work quality, cost and schedule.
- Communicates project status to supervisor and project stakeholders, verbally, in writing and in reports.
- Assist with the preparation of Request for Proposals/Qualification's for professional services.
- Confers with specialists and utility representatives on energy conservation programs and initiatives.
- Tracks utility use data and costs in support of energy efficiency programs.
- Prepares and administer various grant programs, including proper reporting and documentation after the grant is awarded
- Prepare bid documents for materials and services
- Oversee the administration of multiple contracts for the maintenance and operation of Town infrastructure
- Investigates complaints from the public regarding roadway or drainage problems.
- Monitory project budgets, reviews invoices and recommends payments
- Coordinates project activities with various stakeholders, including residents, employees, building users, neighboring towns and the media.
- Prepares reports and compiles data in support of Department objectives
- Assists in the preparation of plan designs, cost estimates & projects and inspects public works projects, such as roads, drainage, sewers, and sidewalks.
- Investigates complaints from the public regarding roadway or drainage, sewers, and sidewalks.
- Updates and supports electronic work orders systems used by the Department.
- Reports work accomplished to Supervisor.

ADDITIONAL DUTIES:

- Provides assistance to the public regarding public works construction matters.
- Utilizes mathematical computations and computers to prepare spread sheets and repots.
- Assists with the preparation of annual and capital budgets
- Maintains complete project records, including summarizing of project statistical data.
- Performs field and office engineering work as assigned by supervisor.
- Coordinates construction activities with public utilities.

SUPERVISED BY:

Receives general supervision from the Director of Public Works

QUALIFICATION PROFILE:

- The skills and knowledge required would generally be acquired with an Associate Degree in civil engineering, or business administration or several years of practical experience with a municipality and three years of increasingly responsible engineering assistance work, including construction experience.
- Possess mathematical aptitude for project design and drafting.
- Have excellent communication skills in working with public and contractors.
- Ability to lift medium weights.

LICENSE OR CERTIFICATE:

- Connecticut motor vehicle operator's license.

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Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Unaffiliated Employee Compensation Recommendations
2. **Date of submission:** September 21, 2016
3. **Date of Board Meeting:** Board of Selectmen meeting on September 26, 2016
4. **Individual or Entity making the submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):**

Board of Selectmen Personnel Sub-Committee

Thomas F. Cooke – Director of Administrative Services – tcooke@simsbury-ct.gov

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

The Individual or Entity making the submission requests that the Personnel Sub-Committee and the full Board of Selectmen:

Approve compensation adjustments as recommended in the attached FY2017 Compensation Framework for Full-Time Unaffiliated Employees

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

The recommendations are made as part of the annual compensation review process for eleven full-time employees who are not represented by one of the town's unions. The recommendations are made consistent with the FY2017 budget, market trends and employee performance.

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

The total cost of the proposed increases is \$38,976. The proposed increase has been reviewed by the Director of Finance/Treasurer who has confirmed the availability of funds for the proposal.

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

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

FY2017 Compensation Framework for Full-Time Unaffiliated Employees

FY2017 Compensation Framework for Full-Time Unaffiliated Employees
As Amended by the Personnel Sub-Committee – September 19, 2016

- **Applicability:** The following recommended compensation and benefits adjustments apply to the following unaffiliated positions (positions which are not union-represented):
 - Chief of Police
 - Police Captain
 - Deputy Director of Administrative Services
 - Director of Administrative Services
 - Director of Culture, Parks & Recreation
 - Director of Finance
 - Director of the Library
 - Director of Public Works
 - Director of Planning and Community Development
 - Executive Assistant to the First Selectman
 - Benefits and Human Resources Coordinator
 - Town Engineer

Salary Adjustments

The recommendations that follow were approved by the Personnel Sub-Committee on September 19, 2016. The Director of Finance has confirmed that there are sufficient funds in the budget to cover the cost of the recommendations which total \$38,976:

- **Salary Increases:** All covered employees received high performance ratings. A salary increase of 2.5% retroactive to July 1, 2016 is recommended for incumbents with the exception of the Director of Finance/Treasurer who was recently promoted to the position and not eligible for an increase for FY2017.
- **Market Reference Range Adjustments and Corrections:** A market reference range study was completed in November, 2015 which captured real-time comparative data for FY2016. No market reference range study was conducted for FY2017. Market reference ranges were adjusted upwards by 2.5% which corresponds with our understanding of typical increases in the comparator group and the Board of Education. The salary adjustments described above are intended to ensure that salaries remain in line with estimated market increases. Three market reference range adjustments were approved by the Personnel Sub-Committee:
 - **Chief of Police:** The Personnel Sub-Committee considered a recommendation from the Chairman of the Police Commission that the Chief of Police be placed at a higher point in the market reference range recognizing the incumbent's years of service and excellent performance. The 2.5% market adjustment placed the position at 57% of the market reference range. The Personnel Sub-Committee voted to recommend an additional 2.5% (for a total of 5%) which would place the position at 67% of the market reference range.
 - **Police Captain:** The Chairman of the Police Commission expressed concern that the Police Captain's position in the market reference range did not take into account the fact that the Captain position is the sole second in command position. The Personnel Sub-Committee voted to recommend an additional 2.5% market adjustment for the

position (for a total of 5%) which placed the position at 96% of the market reference range.

- **Executive Assistant:** As described below, many of the comparable positions used in the salary survey work only 35 hours per week. The Executive Assistant in Simsbury works 40 hours per week and the Personnel Sub-Committee approved the adjustment described below.
- **Salary Adjustments Based Upon Revised Position Descriptions:** In connection with the increase in responsibilities included in two revised position descriptions, the following increases are recommended by the Personnel Sub-Committee:
 - **Executive Assistant to the First Selectman:** Higher responsibility duties were added to this position description including responsibility for records retention management in compliance with state law, responsibility for oversight of leave tracking in preparation for the annual audit and processing of other employee paperwork including new-hire paperwork in connection with on-boarding. The position will also play a role in the selection of an HRIS vendor and implementation of an HRIS system. In addition to the increase in duties, we determined that a significant number of the positions used for comparison are 35 hour a week positions. The Executive Assistant position is a 40 hour position. For these reasons, an increase of 10% (including the 2.5% increase described above) is recommended for the position.
 - **Benefits and Human Resources Coordinator:** The human resources, labor relations and retiree benefits functions for this position were significantly increased. A 5% increase (including the 2.5% increase described above) is recommended for the position.

Proposed Benefits Changes for all Full-Time Unaffiliated Employees

- **Retirement Plan Options:**
 - **Defined Benefit Plan:** No Changes.
 - **Defined Contribution Plan:** Effective January 1, 2016 employees who chose not to participate in the Defined Benefit Plan were required to participate in the Defined Contribution Plan. In the event of approval of negotiated changes to the Defined Contribution Plan, the terms of the plan will be adjusted to mirror the negotiated changes. The Defined Contribution Plans are subject to a 5-year rolling vesting period. Upon completion of the 5th year contributions vest fully.