



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Lisa L. Heavner - First Selectman

Watch Board of Selectmen meetings **LIVE** and rebroadcast on Comcast Channel 96, on Frontier Channel 99 and LIVE streamed or on-demand at [www.simsburytv.org](http://www.simsburytv.org)

## **SIMSBURY BOARD OF SELECTMEN**

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

**Regular Meeting – November 28, 2016 – 6:00 p.m.**

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC AUDIENCE**

### **PRESENTATIONS**

- Connecticut Natural Gas in Tariffville

### **FIRST SELECTMAN'S REPORT**

### **SELECTMEN ACTION**

- Approve Tax Refunds
- Approval to destroy up to 25 outdated Ballistic Vests
- Approve Eagle Scout Projects
- Acceptance of Connecticut Recreation Trails Program Grant for Multi-Use Trail to Curtiss/Pattison Parks
- Review proposed ordinance for Water Conservation and possibly set Public Hearing Date
- Simsbury Performing Arts Center, Inc. 2016 Review
- Approve Request for Proposal (RFP) for 2017 Cities Grant Application
- Approve Regular Meeting Schedule for 2017

### **OTHER BUSINESS**

- Discussion regarding Implementation of Charter Changes found in the New Charter including Form of Government in December 2017 – Attorney Robert DeCrescenzo

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

LHeavner@simsbury-ct.gov  
[www.simsbury-ct.gov](http://www.simsbury-ct.gov)  
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8:30 - 7:00 Monday  
8:30 - 4:30 Tuesday through Thursday  
8:30 - 1:00 Friday

**APPOINTMENTS AND RESIGNATIONS**

- a) Acknowledge the resignation Charles A. Minor (D) as a regular member of the Economic Development Commission effective November 1, 2016
- b) Acknowledge the resignation of Barbara Petitjean (R) as a regular member of the Board of Finance effective November 16, 2016
- c) Appoint Thomas E. Frank (D) as a regular member of the Economic Development Commission with an expiration date of January 1, 2018
- d) Appoint David Moore (D) as a regular member of the Economic Development Commission with an expiration date of January 1, 2017
- e) Appoint Mike Long (D) as a regular member of the Tourism Committee with an expiration date of December 4, 2017
- f) Reappoint Edward M. Cosgrove (D) as a regular member of the Police Commission effective January 1, 2017 with an expiration date of January 1, 2021
- g) Reappoint Mark A. Orenstein (D) as a regular member of the Aging & Disability Commission effective January 1, 2017 with an expiration date of January 1, 2021
- h) Reappoint Kevin Crimmins (D) as a regular member of the Board of Ethics effective January 1, 2017 with an expiration date of January 1, 2021

**REVIEW OF MINUTES**

- a) Regular Meeting of November 14, 2016

**SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS**

- 1. Personnel
- 2. Finance
- 3. Welfare
- 4. Public Safety
- 5. Board of Education

**ADJOURN TO EXECUTIVE SESSION**

- a) Executive Session pursuant to 1-200(6) concerning the lease of Simsbury Meadows Performing Arts Center

**ADJOURN FROM EXECUTIVE SESSION**

Possible action

**ADJOURN**



# Town of Simsbury

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SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Tax Refunds
2. **Date of submission:** November 21, 2016
3. **Date of Board Meeting:** November 28, 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 \$ 2,304.92

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





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SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** *Request to receive approval to destroy up to 25 outdated Ballistic Vests previously purchased by the Town for Police Officers*
2. **Date of submission:** *November 18, 2016*
3. **Date of Board Meeting:** *November 28, 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): *Peter N. Ingvertsen, Chief of Police*
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.): *Request to receive approval to destroy up to 25 outdated Ballistic Vests previously purchased by the Town for Police Officers.*
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 Chief of Police requests to receive approval to destroy up to 25 outdated Ballistic Vests purchased by the Town for Police Officers.*
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.): *Not applicable*



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P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Approval of Eagle Scout Projects  
Chris Reilly, Ryan Smith, & Akash Kaza
2. **Date of submission:** November 21, 2016
3. **Date of Board Meeting:** November 28, 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):

Gerard G. Toner, Director of Culture, Parks and Recreation

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:*

Authorize the Eagle Scout projects as proposed to be completed on Town owned property.

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.):

At a special meeting of the Culture, Parks and Recreation Commission on November 3, the following Eagle Scout projects were proposed to be completed on town owned property:

Chris Reilly: Repairs, renovations to the Simsbury Skate Park.

Ryan Smith: Improvements to the triangular open space area between West Mountain Road and Notch Road.

Akash Kaza: Construct and install benches at the Simsbury Farms playground/tennis court area.

The Commission was impressed with all three proposals and unanimously recommended that they be forwarded to the Board of Selectmen for approval. All three young men will make presentations to the Board.

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

All of the projects offer a positive financial impact to the Town since they both involve renovations to existing facilities in areas that are very popular with the public. The Town would otherwise be funding these improvements.

**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:*

Materials related to their projects will be distributed at the meeting.



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SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Acceptance of Connecticut Recreation Trails Program Grant  
- Multi-Use Trail to Curtiss/Pattison Parks
2. **Date of submission:** November 21, 2016
3. **Date of Board Meeting:** November 28, 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):**  
Jerome F. Shea, P.E., Town Engineer
5. **Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**  
*The Individual or Entity making the submission requests that the Board of Selectmen:*
  1. Authorization to accept grant from the State of Connecticut Department of Energy and Environmental Protection (DEEP) in the amount of \$305,000.00 to construct a multi-purpose trail from the Farmington Valley Greenway at Routes 10/202 & 315 to Curtiss/Pattison parks.
  2. Approval of attached resolution that authorizes the First Selectman to enter into and execute said contract with the State of Connecticut Department of Energy and Environmental Protection.
6. **Summary of Submission (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):**
  - (i) Execution of the contract for the grant is requested as soon as possible by DEEP.
  - (ii) Town of Simsbury and Connecticut DEEP.
  - (iii) The Town is required to provide matching funds in the amount of \$80,000 for the project. FY 2016 / 2017 capital improvement program matching funds have been approved and are available for the project.
  - (iv) Town counsel has reviewed and approved the agreement for form and legality.

(v) Letter dated November 21, 2016 explaining the project from Jerome F. Shea, Town Engineer.

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

Matching funds for the grant in the amount of \$80,000.00 from the FY 2016 / 2017 capital improvement program have been approved and are available for the project.

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

*The following documents are included with this submission and attached hereto:*  
Letter dated November 21, 2016 explaining the project from Jerome F. Shea, Town Engineer.



# Town of Simsbury

933 HOPMEADOW STREET

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SIMSBURY, CONNECTICUT 06070

*Jerome F. Shea - Town Engineer*

November 21, 2016

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

Dear Selectmen:

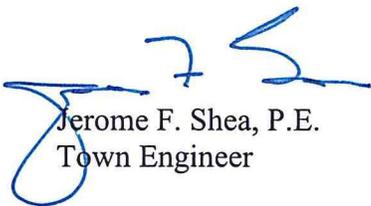
Subject: Connecticut Recreation Trails Program Grant  
Multi-Use Trail Connection – Curtiss & Pattison Parks

The Connecticut Department of Energy and Environmental Protection has approved a grant in the amount of \$305,000 under the Connecticut's Recreational Trails Program for the multi-use trail connection from the Farmington Valley Greenway (at Routes 10/202 & 315) to Curtiss/Pattison Parks. This project includes a 0.6 miles section of multi-use trail that provide a portion of the 2 mile connection between the existing 22 mile Farmington Valley Greenway and the Village of Tariffville. The trail will be 10' wide and paved. As part of the Farmington Canal Heritage Trail, the Farmington Valley Greenway is a link in the continuous trail from New Haven, CT to Northampton MA. In conjunction with trail planning in the Capitol Region, this section of trail would become part of a key link in the East Coast Greenway (ECG).

With a total estimated cost of \$385,000, a grant of \$305,000 will provide an 80% share of the project costs with the Town matching with a 20% share or \$80,000. The Town share of the project was approved as part of the FY 2015 / 2016 Capital Improvement Program under the Multi-Use Connections and Master Plan Updates project.

Please contact me if you have any questions.

Sincerely,



Jerome F. Shea, P.E.  
Town Engineer

cc: Lisa L. Heavner, First Selectman  
Sean Kimball, Director of Finance / Treasurer  
Thomas Cooke, Director of Administrative Services

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

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Connecticut Recreation Trails Program Grant for Multi-Use Trail to Curtiss/Pattison Parks  
"Certified Resolution"

Be it resolved that it is in the best interests of the Town of Simsbury to enter into contracts with the Department of Environmental Protection.

In furtherance of this resolution, Lisa L. Heavner the First Selectman is duly authorized to enter into and sign said contracts on behalf of the Town of Simsbury. The First Selectman is further authorized to provide such additional information and execute such other documents as may be required by the state or federal government in connection with said contracts and to execute any amendments, rescissions, and revisions thereto.

The Town Clerk is authorized to impress the seal of the Town of Simsbury on any such document, amendment, rescission, or revision.

I, Erika Butler, the Clerk, of the Town of Simsbury, do hereby certify this to be a true copy of the resolution duly adopted at the Board of Selectmen Meeting on Monday November 28, 2016, and that it has not been rescinded, amended or altered in any way, and that it remains in full force and in effect.

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Ericka Butler, Town Clerk

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Date



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933 HOPMEADOW STREET

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SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Proposal for Water Shortage Ordinance
2. **Date of submission:** 11/18/2016
3. **Date of Board Meeting:** 11/28/2016
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):

Conservation Commission Chairperson: Margery Winters

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:*

Approval of proposed ordinance regarding water conservation

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):
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:*

Proposed ordinance attached to submission form



## Town of Simsbury Conservation Commission

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

15 November 2016

Town of Simsbury Board of Selectmen  
933 Hopmeadow Street  
Simsbury, Connecticut 06070

Ladies and Gentlemen:

Among the statutorily permitted activities of a conservation commission is to "formulate watershed management and drought management plans". It is in that connection that we wish to suggest to you that consideration be given to adopting a town code article dealing with water shortages.

We have looked at the code provisions on the books in Greenwich. Many consider these the gold standard of Connecticut ordinances. We have taken the liberty of marking them up to fit Simsbury's circumstances as we understand them. For example, where the Greenwich ordinance refers to their Director of Health, we have substituted the Farmington Valley Health District. Where Greenwich refers to their one water utility, we have substituted the Aquarion, Avon and Tariffville water companies. More substantively, where Greenwich refers to *aquifer depletion*, we use *ground water depletion* to make clear that we are considering all ground water sources in town, not merely the defined aquifer areas.

We think this matter is timely and well worth your attention. We would be pleased to discuss it with you in whatever format you think would be most productive. Thank you for your consideration of this matter.

Simsbury Conservation Commission

by Margery Winters  
its Chairman

# DRAFT

## MUNICIPAL CODE Town of SIMSBURY, CONNECTICUT

### Chapter 157- WATER SHORTAGES

- **Sec. 157-1. - Purpose.**

Pursuant to the General Statutes of the State of Connecticut, it is hereby declared to be in the best interest of the public health and safety of the residents and citizens of the Town of Simsbury to regulate and restrict the use of water during a water shortage or a threatened water shortage, or state of ground water depletion.

- **Sec.157-2. - Definitions.**

(a)

When used in this ordinance, unless the context otherwise requires:

(1)

*Person* shall be construed to mean and include an individual, a corporation, a partnership, a trust, an unincorporated organization or any other group or organization.

(2)

*State of ground water depletion* shall exist whenever the Board of Selectmen, after consultation with the Director of Public Works, the Chairman of the Town Conservation Commission, and with the Farmington Valley Health District, determines that the underground water supplies within the town are at, or are in danger of reaching, levels insufficient to provide for the needs of the public health, preservation of human life, sanitation, safety, welfare, or economic needs of these served by wells within the town.

(3)

*Threatened water shortage* shall exist whenever the Board of Selectmen, after consultation with the Director of Public Works, the Farmington Valley Health District, the Aquarion Water Company, the Avon Water Company and with the Tariffville Water Company, determines that the adequacy of the town water supply is threatened after consideration of the following items to wit: amount of water available; water demands; time of year; weather forecast data; and any other relevant factors.

(4)

*Town* means the Town of Simsbury.

(5)

*Water* means potable water.

(6)

*Water shortage* shall exist whenever the Board of Selectmen, after consultation with the Director of Public Works, the Farmington Valley Health District, the Aquarion Water Company, the Avon Water Company and with the Tariffville Water Company determines after considering the factors set forth in Subsection (3) above that the water supplies available to the town are at, or are in danger of reaching levels insufficient to provide for the normal needs of the public health, preservation of human life, sanitation, safety, welfare and economy of the town.

- **Sec.157-3. - Drought management plan.**

Upon a determination that there is a threatened water shortage, the Board of Selectmen may:

- (a) Adopt a drought management plan covering all matters of water conservation;
- (b) On behalf of the town, petition the State of Connecticut department in charge of public utility control for implementation of the plan through the State's statutory and regulatory powers in coordination with Town ordinance power;
- (c) Apply to the Board of Finance for funds for implementation of the plan.

- **Sec.157-4. - Certain uses prohibited during shortage.**

Upon a determination that a water shortage exists, the Board of Selectmen, in addition to the powers set forth in § 157-3 above, shall have the power to declare to be unlawful any or all of the following acts concerning water obtained from the Aquarion Water Company, the Tariffville Water Company, or other public utility water company subject to such reasonable and necessary exceptions as are determined by the Board of Selectmen to be in the public interest. Such action shall be effective upon publication pursuant to § 157-9 of this Article:

- (a) Using water to sprinkle, water or irrigate any plants, lawns, grass, ground covers, vines, flowers, shrubbery, trees or any other vegetation unless necessary to sustain food crops, crops for harvest or stocks of a business inventory;
- (b) Using water for private and/or public recreational, ornamental or decorative purposes, including but not limited to fountains, pools or ponds;
- (c) Using water to wash or clean motor vehicles or trailers unless done as a means of livelihood at a commercial facility, which use may be limited by the Board of Selectmen to facilities using a completely recyclable water system or those facilities using not more than three (3) gallons of water per vehicle. This restriction shall not apply to vehicles required by law to be washed or cleaned for sanitary, health or safety reasons;
- (d) Using water to wash or flush sidewalks, driveways, pavements, porches or other outdoor surfaces;
- (e) Using water to wash the outside of buildings or structures;

- (f) Using water to wash or clean windows unless done as means of livelihood and only then by washing or cleaning exclusively from a bucket or container of three (3) gallons capacity or less;
- (g) Using water from fire hydrants, other than for health or safety;
- (h) Permitting plumbing and related fixtures to remain in a state of disrepair, resulting in the escape of water;
- (i) Operating an air-conditioning device or system using water as a coolant unless the same shall be of the water recirculating type;
- (j) Serving water to eating facilities' customers, except on request.

- **Sec.157-5. - State of ground water depletion.**

Upon a determination that a state of ground water depletion exists, the Board of Selectmen shall have the power to apply any or all of the prohibitions contained in § 157-4 of this Article to the use of water from water wells within the town, subject to such reasonable and necessary exceptions as are determined by the Board of Selectmen to be in the public interest, such action shall be effective upon publication pursuant to § 157-9 of this Article.

- **Sec.157-6 . - Exceptions.**

Whenever the Board of Selectmen shall make an exception pursuant to § 157-4 or 157-5 above, it may attach reasonable conditions to the same to reduce or terminate the need for exceptions.

- **Sec.157-7 . - Use of water to maintain health standards.**

The Farmington Valley Health District shall have the authority to permit a reasonable use of water in any case necessary to maintain adequate health and sanitation standards.

- **Sec.157-8. - Violations and penalties.**

Any person who commits an unlawful act within the meaning of this Article shall be subject to a fine not to exceed fifty dollars (\$50.) for each offense. Each violation of a separate section shall be considered a separate offense and shall not merge with a violation of any other section. Any violation continued more than one (1) day shall constitute a separate offense for each day such violation continues.

- **Sec.157-9 . - Publication of notice of prohibitions.**

Notice of the action of the Board of Selectmen taken pursuant to this Article shall be published in a newspaper having a general circulation in the town.

- **Sec.157-10. - Termination of prohibitions.**

Any actions of the Board of Selectmen taken under this Article shall continue in effect until the Board of Selectmen, after consultation with the appropriate officials set forth above, determines that the threatened water shortage, or state of aquifer depletion, as the case may be, no longer exists. The Board of Selectmen shall cause notice of the various terminations to be published in the manner provided for in § 157-9 of this Article.

- **Sec.157-11. - Invalidity.**

If any part, subsection, sentence, clause, phrase or other portion of this article is, for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed to be a separate, distinct and independent provisions and such holding shall not affect the validity of the remaining portions hereof.



# Town of Simsbury

933 HOPMEADOW STREET

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SIMSBURY, CONNECTICUT 06070

## **BOARD OF SELECTMEN MEETING** **AGENDA SUBMISSION FORM**

1. **Title of Submission:**
2. **Date of Submission:**
3. **Date of Board Meeting:**
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):**
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:*

Schedule a Public Meeting to review and revise the plans for expanding the Simsbury Meadows Performing Arts Center.

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.):

1. Summary of the 2016 SMPAC Season
2. Capital Plan for 2016, per SMPAC Operating Agreement
3. Delivery of SMPAC Operating Agreement Payment for 2016

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:*



# Town of Simsbury

933 HOPMEADOW STREET

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SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Request for RFP – Small Cities Grant Application, 2017
  
2. **Date of submission:** 15 November 2016
  
3. **Date of Board Meeting:** 28 November 2016
  
4. **Individual or Entity making the submission:**  
Edward J. LaMontagne, Executive Director, Housing Authority of the Town of Simsbury,  
1600 Hopmeadow Street, Simsbury, CT 06070, 860-658-1147
  
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 Housing Authority of the Town of Simsbury requests that the Board of Selectmen submit a Request for Proposal to secure a qualified firm or individual for professional and technical services to prepare a 2017 Small Cities Community Development Program Application and to provide administrative and technical support to implement activities including program income during the contract period.
  
6. **Summary of Submission:**  
The Housing Authority of the Town of Simsbury is interested in applying for a 2017 Small Cities Community Development Grant, the purpose of which is the resurfacing of the roadway and sidewalks at the Virginia Connolly Residence and making modifications in compliance with the ADA. The securing of a qualified firm or individual to provide administrative and technical support to implement activities including program income during the contract period is the first step of the process. The application deadline for the 2017 Small Cities CDPG is April 2017.
  
7. **Financial Impact:**  
None
  
8. **Description of documents included with submission:**  
Suggested RFP format.



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

## REQUEST FOR PROPOSAL

The Town of Simsbury requests proposals from qualified firms or individuals for professional and technical services required to prepare a 2017 Small Cities Community Development Program Application and provide administrative and technical support to implement activities including program income during the contract period. This RFP also includes selection for other Federal/State funding programs such as STEAP, Section 108, USDA, etc.... that may be used to meet local community development and housing needs.

The selected contractor will be responsible for all phases of general program administration and compliance, under the Town's direct supervision for approved projects, excluding funds disbursement, which will include such specific project administrative activities as Section 3, Fair Housing and Equal Opportunity, Davis-Bacon compliance, housing rehabilitation design and delivery if required, etc.

All Application development and submission and Citizen Participation activities necessary for the specific project submission must be included in the proposal.

Selection will be based on amount of Small Cities projects completed, experience of staff assigned, cost, and any other factors deemed in the Town of Simsbury's best interest.

Specific architectural and engineering services required for project activities are not being requested as part of this proposal.

Three copies of the proposal must be submitted to Thomas F. Cooke, Director of Administrative Services, 933 Hopmeadow Street, Simsbury, CT 06070 no later than the 4:30 p.m. on Wednesday, December 14, 2016. Proposals must include the following information:

- a. proposed scope of work and project approach;
- b. detailed information of the firm's background and experience in Federal/State funding (specific Small Cities CDBG Program experience is required);
- c. key staff assigned with resumes;
- d. proposed fee approach including a list of per diem rates by job category;
- e. each proposer must provide certification of insurance in the types and amounts specified by DECD Bulletin #94-003 within ten days of selection by the Town.

Additional information is available by contacting Thomas F. Cooke, Director of Administrative Services, at (860) 658-3230 between the hours of Monday, 8:30 a.m. – 7:00 p.m.; Tuesday to Thursday, 8:30 a.m. to 4:30 p.m.; and Friday from 8:30 a.m. to 1:00 p.m.

## AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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

An Equal Opportunity Employer  
tcooke@simsbury-ct.gov  
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8:30 - 7:00 Monday  
8:30 - 4:30 Tuesday through Thursday  
8:30 - 1:00 Friday



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Lisa L. Heavner - First Selectman

## MEMORANDUM

**To:** Ericka Butler – Town Clerk

**From:** Lisa L. Heavner – First Selectwoman

**Re:** **Board of Selectmen Meeting Schedule – 2017**

**Date:** November 28, 2016

**CC:** Thomas F. Cooke – Director of Administrative Services  
JoAnn Martin – Executive Assistant  
Board of Selectmen

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**BE IT RESOLVED**, that the Board of Selectmen fixes the time and place of its regular meeting as follows, with meetings to be scheduled on Mondays at 6:00 p.m. in the Main Meeting Room of Town Hall as specified below:

<u>Month</u>	<u>Meeting Dates</u>
January	(Monday) 9 <sup>th</sup> and 23 <sup>rd</sup>
February	(Wednesday) 15 <sup>th</sup> and (Monday) 27 <sup>th</sup>
March	(Monday) 13 and 27 <sup>th</sup>
April	(Wednesday) 12 <sup>th</sup> and (Monday) 24 <sup>th</sup>
May	(Monday) 8 <sup>th</sup> and 22 <sup>nd</sup>
June	(Monday) 12 <sup>th</sup> and 26 <sup>th</sup>
July	(Monday) 10 <sup>th</sup>
August	(Monday) 14 <sup>th</sup>
September	(Monday) 11 <sup>th</sup> and 25 <sup>th</sup>
October	(Wednesday) 11 <sup>th</sup> and (Monday) 23 <sup>rd</sup>
November	(Monday) 13 <sup>th</sup> and 27 <sup>th</sup>
December	(Monday) 11 <sup>th</sup>

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

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LHeavner@simsbury-ct.gov  
www.simsbury-ct.gov

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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:** Resignation

2. **Date of submission:** 11/17/2016

3. **Date of Board Meeting:** 11/28/2016

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

Charles A. Minor, 39 Sunset Hill Road, Simsbury

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

1. Accepts the resignation of Charles A. Minor, as a Regular Member of the Economic Development Commission

6. **Summary of Submission**

1. Resignation: Charles A. Minor  
Board: Economic Development Commission  
Party: D  
Effective: November 1<sup>st</sup>, 2016  
Full Term of Office: 1/2/2012-1/1/2017

7. **Financial Impact**

NONE

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

Copy of Mr. Minor's Resignation Letter

Simsbury Town Clerk  
Town Hall  
933 Hopmeadow Street  
Simsbury, CT 06070

Charles A. Minor  
39 Sunset Hill Road  
Simsbury, CT 06070  
(860) 217-0414

November 1, 2016

Effective immediately, I am resigning my position on the  
Economic Development Commission.

X 

CHARLES A. MINOR

CC: Amy Salls, Chairman, Democratic Town Committee  
Tom Frank, Nominating Committee Chairman





# Town of Simsbury

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## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Resignation
2. **Date of submission:** 11/16/2016
3. **Date of Board Meeting:** 11/28/2016
4. **Individual or Entity making the submission**  
  
Barbara Petitjean
5. **Action requested of the Board of Selectmen**
  1. Accepts the resignation of Barbara Petitjean, as a Regular Member (Chairman) of the Board of Finance
6. **Summary of Submission**
  1. Resignation: Barbara Petitjean  
Board: Board of Finance  
Party: R  
Effective: November 16, 2016  
Full Term of Office: 12/05/2011-12/04/2017
7. **Financial Impact**  
  
NONE
8. **Description of documents included with submission**  
*The following documents are included with this submission and attached hereto:*  
  
Copy of Letter of Resignation from Barbara Petitjean

**Barbara Petitjean**

1023 Forest Lakes Drive, Naples FL 34105

73 Freeman Avenue Sandwich, MA 02563

860 480-1429 • BAPTJN@gmail.com

November 15, 2016

Ms Ericka Butler  
Simsbury Town Clerk  
933 Hopmeadow Street  
Simsbury CT 06070



Dear Ms Butler:

Over the past 30 years, it has been both an honor and a privilege to hold public office in the hometown that I love. We have a great community with wonderful schools and wonderful people. I have had the privilege of serving in leadership positions on the Economic Development Commission, the Public Building Committee, the Board of Ethics and most recently as the Chairman of the Board of Finance. I have also served as a Justice of the Peace and in a variety of roles for the Simsbury Republican Town Committee. I have met many wonderful public servants over the years that have only one agenda: to make Simsbury a better place.

I am proud to have served on the Public Building Committee when we renovated the high school and the library and I am especially proud to have served on the Board of Finance when we were able to deliver three consecutive years with no tax increases.

I am retiring from public service effective November 16 and leaving Connecticut. I have enjoyed working with you and will miss my Simsbury friends. I wish everyone continued good fortune as you meet the challenges ahead.

Sincerely,

A handwritten signature in black ink that reads "Barb Petitjean".

Barbara Petitjean

Cc: Lisa Heavner, First Selectman; Sean Askham, Selectman; Mike Paine, Selectman; Cheryl Cook, Selectman; Chris Kelly, Deputy First Selectman; Elaine Lang, Selectman; Linda Scofield, Vice Chair Board of Finance; Moira Wertheimer, BOF; Kevin Prell, BOF; Rob Pomeroy, BOF; Jeff Blumenthal, BOF; Sean Kimball, Director of Finance/ Treasurer; Burke La Clair, Business Manager; Matthew Curtis, Superintendent; Rob Heagney, SRTC Chair; Paul Henault, SRTC Nominating Chair;



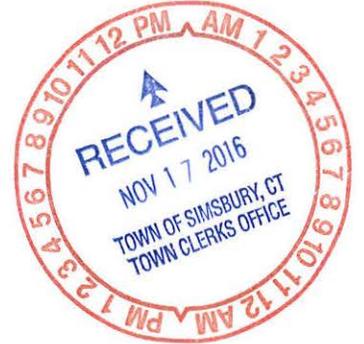
# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM



1. **Title of submission:** Democratic Party Nomination
2. **Date of submission:** November 17, 2016
3. **Date of Board Meeting:** November 28, 2016
4. **Individual or Entity making the submission:** Simsbury Democratic Town Committee, Thomas Frank, Chair, Nominations Committee, 19 Banbury Drive, West Simsbury, CT 06092

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

:  
Respectfully request approval of the following **appointment** to the Economic Development Commission following nomination by the Simsbury Democratic Town Committee on 10/16/2016 to fill a vacancy created by the resignation of Mark Deming (D). This nominee is a registered voter enrolled in the Democratic Party.

Thomas E. Frank, 19 Banbury Drive, West Simsbury, CT 06092. (**Member**, Economic Development Commission with a term ending 01/01/2018).

6. **Summary of Submission:** Simsbury Democratic Town Committee requests approval of the above named individual to the office and term indicated.
7. **Financial Impact:** None known
8. **Description of documents included with submission:**  
*The following documents are included with this submission and attached hereto:*

None



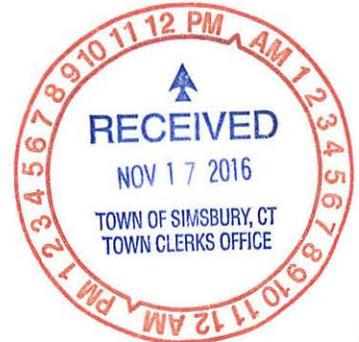
# Town of Simsbury

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## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM



1. **Title of submission:** Democratic Party Nomination
2. **Date of submission:** November 17, 2016
3. **Date of Board Meeting:** November 28, 2016
4. **Individual or Entity making the submission:** Simsbury Democratic Town Committee, Thomas Frank, Chair, Nominations Committee, 19 Banbury Drive, West Simsbury, CT 06092

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

:  
Respectfully request approval of the following **appointment** to the Economic Development Commission following nomination by the Simsbury Democratic Town Committee on 10/16/2016 to fill a vacancy created by the resignation of Charles Minor (D). This nominee is a registered voter enrolled in the Democratic Party.

David Moore, 18 Bob White Way, Weatogue, CT 06089. (**Member**, Economic Development Commission with a term ending 01/01/2017).

6. **Summary of Submission:** Simsbury Democratic Town Committee requests approval of the above named individual to the office and term indicated.
7. **Financial Impact:** None known
8. **Description of documents included with submission:**  
*The following documents are included with this submission and attached hereto:*

None



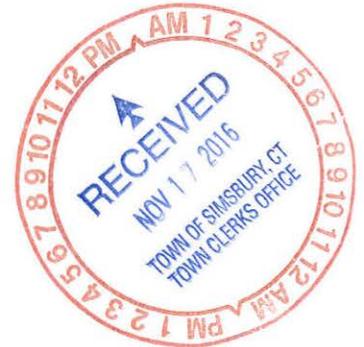
# Town of Simsbury

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## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM



1. **Title of submission:** Democratic Party Nomination
2. **Date of submission:** November 17, 2016
3. **Date of Board Meeting:** November 28, 2016
4. **Individual or Entity making the submission:** Simsbury Democratic Town Committee, Thomas Frank, Chair, Nominations Committee, 19 Banbury Drive, West Simsbury, CT 06092

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

:  
Respectfully request approval of the following **appointment** to the Tourism Committee following nomination by the Simsbury Democratic Town Committee on 10/16/2016 to fill a vacancy created by the resignation of David Krayeski (D). This nominee is a registered voter enrolled in the Democratic Party.

Mike Long, 8 Erin's Way, Simsbury, CT 06070 (**reg. member**, Tourism Committee with a term ending 12/04/2017).

6. **Summary of Submission:** Simsbury Democratic Town Committee requests approval of the above named individual to the office and term indicated.
7. **Financial Impact:** None known
8. **Description of documents included with submission:**  
*The following documents are included with this submission and attached hereto:*

None



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM



1. **Title of submission:** Democratic Party Re-Appointments
2. **Date of submission:** November 17, 2016
3. **Date of Board Meeting:** November 28, 2016
4. **Individual or Entity making the submission:** Simsbury Democratic Town Committee, Thomas Frank, Chair, Nominations Committee, 19 Banbury Drive, West Simsbury, CT 06092
5. **Action requested of the Board of Selectmen:**

Respectfully request approval of the following **re-appointments** to the Boards, Commissions or Committees indicated, following an affirmative vote by the Simsbury Democratic Town Committee on November 16, 2016. Everyone on this list is a registered voter enrolled in the Democratic Party. Their current terms expire on January 1, 2017.

Police Commission – Term Renewal ending 01/01/2021

- Edward M. Cosgrove, 6 Eagle Lane, Simsbury, CT 06070

Aging & Disability Commission – Term Renewal ending 01/01/2021

- Mark A. Orenstein, 82 Old Meadow Plain Road, Simsbury, CT 06089

Board of Ethics – Term Renewal ending 01/01/2021

- Kevin Crimmins, 5 Whyntwood Road, Simsbury, CT 06070

6. **Summary of Submission:** Simsbury Democratic Town Committee requests approval of the re-appointments listed above to the offices and for the terms indicated.
7. **Financial Impact:** None known
8. **Description of documents included with submission:**  
*The following documents are included with this submission and attached hereto:*

None

### **CALL TO ORDER**

The Regular Meeting of the Board of Selectmen was called to order at 6:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: Deputy First Selectman Christopher Kelly; Board members Cheryl Cook, Sean Askham, Michael Paine, and Elaine Lang. First Selectman Lisa Heavner was absent. Others in attendance included: Thomas Cooke, Director of Administrative Services; Sean Kimball, Director of Finance/Treasurer, and other interested parties.

Mr. Kelly said Ms. Heavner was not in attendance as she is at a ceremony for a Town employee who is receiving an award tonight.

### **PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance lead by the Boy Scouts.

### **PUBLIC AUDIENCE**

Joan Coe, 26 Whitcomb Drive, spoke about changing to a Professional Town Manager form of government, moving SCTV out of Eno Memorial Hall to make more room for the Senior Center, a Police Department grievance, the Land Use Commissions, and other issues.

Robert Kalechman, 781 Hopmeadow Street, spoke about the Republican Party in Simsbury, Mr. Elliot’s resignation, and read part of a WWI poem.

Richard Anderson, Woodhaven, from the Simsbury Theatre Guild encouraged everyone to see *Beauty and the Beast* at their three performances this weekend at the High School.

Mark Orenstein, 82 Old Meadow Plain Road and from SCTV spoke about SCTV’s matching grant for \$35,000.00 they received to increase video capabilities and studio upgrades. He said they are in their final stages of raising money and urged everyone to donate. For more information, visit [SimsburyTV.org](http://SimsburyTV.org).

### **PRESENTATIONS**

- **Proclamation –National Bone Marrow Awareness Month**

Alan Brandt said his son donated bone marrow to an 18 year old boy in PA. They now want to bring attention to how easy it is to be tested to donate bone marrow. Unfortunately, the young man, Brandon, passed away a few weeks ago. The website for more information is [www.bethematch.org](http://www.bethematch.org) and they look for donors between the ages of 18-45.

Mr. Kelly said everyone was very impressed by the presentation Alan and his son did previously. We are sorry to hear about Brandon and they would like his family to know how much they are appreciated. Alan said he would be sure to give a copy of the Proclamation to the family.

Mr. Askham read the Proclamation from the Town of Simsbury.

- **Annual Recycling Award**

Mary Turner, 11 Barnard Drive, Chairman of the Simsbury Recycling Committee said the George Hall Farm has provided the local community with organic and naturally grown produce since 1966. She said the Farm is committed to expanding its use of compost and mulching techniques. She said there are also many activities at the Farm. The Recycling Committee unanimously voted to present the Annual Recycling Award to the George Hall Farm.

Ms. Turner said Ashley Lane would be accepting the award for the George Hall Farm as Darren Hall, manager, was not available this evening.

Mr. Lane accepted this award on behalf of Darren Hall and the Hall Family members who are operating the farm. He thanked the committee for this award.

### **FIRST SELECTMAN’S REPORT**

Mr. Kelly gave an overview of the report. He said Ms. Heavner and Tom Roy were not at this meeting tonight as they are at an awards ceremony for Tom Roy, Director of Public Works. He is receiving the Richard C. Lee Innovators Award from Connecticut Conference of Municipalities. He said this award is an individual award for municipal leaders who have developed unique and creative projects and programs to increase the effectiveness of local government. He asked everyone to congratulate Mr. Roy the next time they see him.

Ms. Cook said Community for Care would be holding a presentation “Talk Saves Lives: An Introduction to Suicide Prevention” on November 15<sup>th</sup> at the Simsbury Public Library Program Room at 6:30. There will be a lot of information about signs and symptoms and how to respond to certain situations. For more information, contact Simsbury Social Services at (860) 658-3283 or email Ms. Cook on the Town website.

Mr. Kelly said many people came to the Veteran’s Memorial yesterday. He thanked everyone who made that Memorial happen and Terri Hahn of Landscape Architectural Design Associates.

He said this Memorial will honor the 98 residents of Simsbury who died while in service to their country since the Revolutionary War.

Mr. Kelly asked everyone to join in welcoming Adam Kessler, to the Engineering Department as a new Project Engineer. He has over 10 years of consulting experience in land development.

For all other updates, please check the Town website.

### **SELECTMEN ACTION**

#### **a) Approve FY16 Board of Selectmen General Funds Budget Transfers**

Mr. Kimball spoke about FY16 budge transfers. He said the Town is coming in favorably by over \$64,000 on the expenditure side and revenues were favorable over \$1,380,000.

Mr. Askham made a motion to approve the Intra-Departmental transfers for FY16 as recommended by the Finance Director/Treasurer. Ms. Lang seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to recommend, to the Board of Finance, the Inter-Departmental transfers as presented by the Finance Director/Treasurer. Mr. Paine seconded the motion. All were in favor and the motion passed.

#### **b) Approve Tax Refunds**

Ms. Lang made a motion to approve tax refunds in the amount of \$3,823.73 as requested and approved by the Tax Collector. Mr. Askham seconded the motion. All were in favor and the motion passed.

#### **c) Authorize the First Selectwoman to execute a Dial-A-Ride Operating Assistance Grant Contract with the Greater Hartford Transit District in the amount of \$6,517.00**

Ms. Lang made a motion to authorize the First Selectman to sign the Operating Assistance Grant Contract between the Greater Hartford Transit District and the Town of Simsbury in the amount of \$6,517.00. Ms. Cook seconded the motion. All were in favor and the motion passed.

### **OTHER BUSINESS**

There was no other business at this time.

### **APPOINTMENTS AND RESIGNATIONS**

**a) Acknowledge the resignation of Bruce H. Elliott as an alternate member of the Zoning Commission effective November 20, 2016**

Ms. Lang made a motion to acknowledge the resignation of Bruce H. Elliott as an alternate member of the Zoning Commission effective November 20, 2016 with our thanks. Ms. Cook seconded the motion. All were in favor and the motion passed.

**b) Appoint Joe Buda (D) as a regular member of the Tourism Committee with an expiration date of December 4, 2017**

Ms. Cook made a motion to appoint Joe Buda as a regular member of the Tourism Committee with an expiration date of December 4, 2017. Ms. Lang seconded the motion. All were in favor and the motion passed.

### **REVIEW OF MINUTES**

**a) Regular Meeting of October 24, 2016**

No changes were made to the Regular Meeting Minutes of October 24, 2016 and therefore, the minutes were adopted.

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

- 1. Personnel** – there was no report at this time.
- 2. Finance** - there was no report at this time.
- 3. Welfare** – there was no report at this time.
- 4. Public Safety** – there was no report at this time.
- 5. Board of Education** – there was no report at this time.

Ms. Cook said the Public Building Committee did take up their new charge on Eno Memorial Hall, after the last Board meeting, and have referred it to an architect who is working with the Historical Society. We are looking for their new recommendations.

Ms. Lang spoke about the Tourism Committee and holiday shopping. She spoke about *Simsbury Celebrates* on November 26<sup>th</sup>. She said there will be new features this year including a European style holiday market. There is also a Black Friday/Small Business Saturday event as well.

Mr. Paine said the Clean Energy Task Force met about purchasing street lights, They have recommended the use of 3000 watt LED lights.

Mr. Askham said the Tri-board meeting is tomorrow in the Board of Education Room.

**ADJOURN**

Mr. Askham made a motion to adjourn at 6:34 p.m. Mr. Paine seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio  
Clerk