



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Lisa L. Heavner - First Selectwoman

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## SIMSBURY BOARD OF SELECTMEN

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

Regular Meeting – March 13, 2017 – 6:00 p.m.

### PLEDGE OF ALLEGIANCE

### PUBLIC HEARINGS

To Discuss 2017 Small Cities Program Application and to Solicit Citizen Input for Renovation and Repair of property owned by Simsbury Housing Authority

To receive public comment concerning a proposal to adopt a new Chapter 157, Water Shortages

### CLOSE PUBLIC HEARINGS

### PUBLIC AUDIENCE

### PRESENTATIONS

### FIRST SELECTWOMAN'S REPORT

### SELECTMEN ACTION

- a) Approve WPCA Budget and CIP Items
- b) Approve submission of 2017 Small Cities Program Application for Renovation and Repair of property owned by Simsbury Housing Authority
- c) Possible Action on adopting a new Chapter 157, Water Shortages
- d) Approve Tax Refunds
- e) Approve Software License Agreement and provide copy of Database Software Town of Granby Town Clerk's Office
- f) Approve Request for Supplemental Funding by Simsbury Volunteer Ambulance Association in the amount of \$80,000

Telephone (860) 658-3230

Facsimile (860) 658-9467

LHeavner@simsbury-ct.gov

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

- g) Approve Registrars of Voters Redistricting
- h) Review and discuss waiver of fees for the Simsbury Light Opera Company Event at Eno Hall
- i) Accept Donation in the amount of \$4,822.80 from Stop & Shop for the Feed-A-Friend Program
- j) Approve Town of Simsbury Fair Housing Resolution and Equal Opportunity Policies
- k) Appoint Real Estate Firms to represent the Town of Simsbury in its Real Estate transactions for a period ending on January 31, 2019

**OTHER BUSINESS**

**APPOINTMENTS AND RESIGNATIONS**

**REVIEW OF MINUTES**

- a) Regular Meeting of February 27, 2017

**SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS**

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

**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

SIMSBURY, CONNECTICUT 06070



## NOTICE OF PUBLIC HEARING

**NOTICE IS HEREBY GIVEN** that the Town of Simsbury will conduct a public hearing on Monday, March 13, 2017 at 6:00p.m. in the Town Hall Main Meeting Room, located at 933 Hopmeadow Street, Simsbury, CT to discuss its 2017 Small Cities Program Application and to solicit citizen input.

Maximum award limits are \$700,000 for Public Facilities, \$700,000 for Public Housing Modernization of 25 units or less, or \$800,000 for 26 units and over; \$500,000 for Infrastructure; \$400,000 for Housing Rehabilitation Program for single towns, \$500,000 for two-town consortium, and \$600,000 for three or more Towns; \$25,000 for Planning Only Grants; \$500,000 for Economic Development Activities, and \$500,000 for Urgent Need.

Major activity categories are: Acquisition, Housing Rehabilitation, Public Housing Modernization, Community Facilities, Public Services, and Economic Development. Projects funded with CDBG allocations must meet at least one of three National Objectives: 1) benefit to low and moderate income persons, 2) elimination of slums and blight, or 3) meeting urgent community development needs. Only one (1) project Application may be submitted to DOH.

The Town is proposing to submit an Application under the Public Housing Modernization category for Phase II Renovations and Improvements at Virginia Connelly Residence/Dr. Owen L. Murphy Apartments. The Town of Simsbury anticipates applying for up to the maximum grant amount of \$800,000.

The purpose of the public hearing is to obtain citizens' views on the Town's community development and housing needs and review and discuss specific project activities in the areas of housing, economic development or community facilities which could be a part of the Town's Application for funding. The hearing will also review and discuss the Town's prior Small Cities projects including any currently open or underway.

The public hearing will give citizens an opportunity to make their comments known on the program and review and discussion of the Program Income Reuse Plan. If you are unable to attend the public hearing, you may direct written comments to the Town of Simsbury, 933 Hopmeadow Street, Simsbury, CT 06070 or you may telephone Lisa L. Heavner, First Selectman at 860-658-3230. In addition, information may be obtained at the above address between the hours of 8:30 am and 7:00pm Monday; 8:30am and 4:30pm Tuesday through Thursday; 8:30am and 1:00pm Friday.

The Town of Simsbury promotes fair housing and makes all programs available to low- and moderate-income families, and will not discriminate or permit discrimination against any person or group of persons on the grounds of age, race, color, religion, sex, national origin, familial status, disability, sexual orientation, marital status, lawful source of income, or gender identity or expression.

"All are encouraged to attend. The hearing is accessible to the handicapped. Any disabled persons requiring special assistance or non-English speaking persons should contact Thomas Cooke, ADA Coordinator at 860-658-3230 at least five days prior to the hearing."

**The Town of Simsbury is an Equal Opportunity/Affirmative Action Employer**

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8:30 - 4:30 Tuesday through Thursday

8:30 - 1:00 Friday

**TOWN OF SIMSBURY  
PUBLIC HEARING NOTICE  
PROPOSED ADOPTION OF WATER SHORTAGE ORDINANCE**

Notice is hereby given that the Board of Selectmen will hold a public hearing on Monday, March 13, 2017 at 6:00 p.m. in the Main Meeting Room of Simsbury Town Hall, 933 Hopmeadow Street, Simsbury, CT 06070 immediately following a Public Hearing to discuss the Town of Simsbury's proposed submission of an application for a Small Cities grant, to receive public comment on the proposed adoption of a new Chapter 157, Water Shortages. The proposed Chapter 157 is as follows:

Public Hearing Date: Monday, March 13, 2017 at 6:00 p.m.

**TOWN OF SIMSBURY  
DRAFT ORDINANCE  
WATER SHORTAGES**



**Sec. 157-1. Authority and purpose.**

The Town of Simsbury, under its powers pursuant to state law, has adopted this ordinance to protect public health and welfare. This ordinance implements the Town's authority to impose water use restrictions, conditioned upon a finding by the Board of Selectmen that a water shortage or state of ground water depletion exists, or upon a state of water use restrictions or a declaration of public drinking water supply emergency issued by the Department of Public Health pursuant to C.G.S. 25-32b.

The purpose of this ordinance is to protect, preserve and maintain the public health, safety and welfare whenever there is in force a finding by the Simsbury Board of Selectmen of a water shortage or state of ground water depletion or a declaration by the State of Connecticut of a State Water Use Restriction or State of Public Drinking Water Supply Emergency by providing for enforcement of any duly imposed restrictions, requirements, provisions or conditions imposed by the Town or by the State of Connecticut.

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 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 those 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, and the Water Companies, 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 Company* means the Aquarion Water Company, the Avon Water Company or the Tariffville Water Company or their successors and assigns or any other Water Company providing public water supply in the Town.
- (7) *Water shortage* shall exist whenever the Board of Selectmen, after consultation with the Director of Public Works, the Farmington Valley Health District, the Water Companies and such State of Connecticut officials it deems appropriate, 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. Notice of water use restrictions.**

If the Board of Selectmen imposes restrictions under §157-5 and/or §157-6 or modifies existing restrictions to make them stricter or more inclusive, it shall notify the Connecticut Department of Public Health and the Connecticut Department of Energy and Environmental Protection in writing within fourteen (14) days of the effective date of the restrictions or changes. The Board of Selectmen shall give public notice of such restrictions or changes before they become effective.

**Sec. 157-4. Drought management plan.**

Upon its determination that there is a threatened water shortage, the Board of Selectmen may adopt a drought management plan covering all matters of water conservation.

**Sec. 157-5. Certain uses prohibited during shortage.**

Upon its determination that a water shortage exists, the Board of Selectmen, in addition to the powers set forth in §157-4 above, shall have the power to declare to be unlawful any or all of the following acts concerning water obtained from the Water Companies, 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 §157-3 of this Chapter:

- (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 exterior water supply lines 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; and
- (k) Such other uses and activities as the Board of Selectmen shall declare following a public hearing thereon.

The Board of Selectmen may phase in the restrictions to tailor them according to the severity and nature of the water supply emergency.

**Sec. 157-6. State of ground water depletion.**

Upon its determination that a state of ground water depletion exists, the Board of Selectmen shall have the authority to apply any or all of the prohibitions contained in §157-5 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 §157-3.

**Sec. 157-7. Exceptions, application for waiver.**

Any water users that consider the restrictions, as imposed, to adversely affect their livelihood, health or sanitation, may make written application for a waiver. Any such application shall be directed to the attention of the Board of Selectmen, which shall refer the application, within three (3) business days, to the Farmington Valley Health District with the request that it make a recommendation, within three (3) days if possible, as to whether a waiver should be granted. The Board of Selectmen may grant an interim waiver pending receipt of the recommendation. Thereafter, the Board of Selectmen may delegate to Town staff the decision whether to grant a waiver.

Whenever the Board of Selectmen, or Town staff exercising delegated authority, shall make an exception pursuant to §157-5, §157-6 or §157-7, it may attach reasonable conditions.

**Sec. 157-8. 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. 157-9. Violations and penalties.**

Any person who commits an unlawful act within the meaning of this Chapter shall be subject to a fine not to exceed fifty dollars (\$50.00) 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. 157-10. Termination of prohibitions.**

Any actions of the Board of Selectmen taken under this Chapter shall continue in effect until the Board of Selectmen, after such consultations as it deems appropriate, determines that there is no continuing need for restrictions. The Board of Selectmen shall cause notice of the various terminations to be published in the manner provided for in §157-3.

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

If any part, subsection, sentence, clause, phrase or other portion of this Chapter 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 provision and such holding shall not affect the validity of the remaining portions hereof.

**Public Hearing Date: Monday, March 13, 2017 at 6:00 p.m.**



# Town of Simsbury

66 Town Forest Road, P.O. Box 495, Simsbury, Connecticut 06070

~ Thomas J. Roy, P.E. – Director of Public Works ~

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

1. **Title of submission:** Water Pollution Control Authority (WPCA) Budget
2. **Date of submission:** March 10, 2017
3. **Date of Board Meeting:** March 13, 2017
4. **Individual or Entity making the submission:**  
Thomas J. Roy, P.E. – Director of Public Works  
Sean M. Kimball - Director of Finance/Treasurer
5. **Action requested of the Board of Selectmen:**  
Accept amended budget approved by the Water Pollution Control Authority on March 9, 2017.
6. **Summary of Submission:**  
The WPCA Budget for FY 18 was approved by the WPCA Board on Thursday evening, March 9, 2017. The total expenditure budget to be approved is **\$3,553,972** which is inclusive of the Avon and Granby share of the Clean Water Fund loan payment in the amount of \$409,927. There were no changes to the five (5) Capital Improvement Plan projects as presented previously to the Board of Selectmen.
7. **Financial Impact:**  
WPCA budget is funded by sewer use fees and assessments.
8. **Description of documents included with submission:**
  - Requested Motions by the BOS

The requested motions to be made are as follows:

I, \_\_\_\_\_, make a motion to approve the Water Pollution Control 2017-2018 Operating Budget in the amount of **\$3,553,972.**

I, \_\_\_\_\_, make a motion to approve the following projects to be included with the previously approved FY18 Capital Improvement Program approved by the Board of Selectmen on March 7, 2017:

<b>36 Drake Hill Rd. Dike Analysis</b>	<b>\$75,000</b>
<b>Phosphorous Removal Analysis</b>	<b>\$150,000</b>
<b>Hayes Road Pump Station Upgrade</b>	<b>\$45,000</b>
<b>Tariffville Area Sewer Repairs</b>	<b>\$100,000</b>
<b>Water Pollution Control Plan Update</b>	<b>\$100,000</b>



# Town of Simsbury

933 HOPMEADOW STREET

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SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Small Cities Program Grant Resolution
  
2. **Date of submission:** March 8, 2017
  
3. **Date of Board Meeting:** March 13, 2017
  
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):**

Thomas F. Cooke – Director of Administrative Services – [tcooke@simsbury-ct.gov](mailto:tcooke@simsbury-ct.gov)  
Edward LaMontagne – Executive Director, Simsbury Housing Authority

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:*

Approve the attached Resolution authorizing the First Selectwoman to file an application with the State of Connecticut in order to obtain a Small Cities Community Development Program grant for the renovation and repair of property owned by the Simsbury Housing Authority in the amount of \$800,000. **The Resolution must be read into the record.**

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 part of the application process to obtain a 2017 Small Cities Grant, the Town of Simsbury held a public hearing earlier this evening to obtain comment from the public and others on the advisability of moving forward with a Small Cities Grant application. The Simsbury Housing Authority has a critical need for the funding in order to repair significantly eroded paving at its properties, to replace an outdated generator, to remove

an underground oil tank which is beyond its useful life and to replace storm doors which are literally falling apart.

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

The application seeks a grant of \$800,000 which would cover the cost of the Housing Authority's renovation projects.

**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:*

Certified Resolution of Applicant – Small Cities Program

CERTIFIED RESOLUTION OF APPLICANT

SMALL CITIES PROGRAM

Certified a true copy of a resolution adopted by the Town of Simsbury at a meeting of its Board of Selectmen on March 13, 2017 and which has not been rescinded or modified in any way whatsoever.

\_\_\_\_\_  
(Clerk)

\_\_\_\_\_  
(Date)

(Seal)

WHEREAS, Federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut, Department of Housing pursuant to Public Law 93 – 3 83, as amended; and,

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and,

WHEREAS, it is desirable and in the public interest that the Town of Simsbury make application to the State for \$800,000 in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement therefore, should one be offered.

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Selectmen:

1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes; and,
2. That the filing of an application by the Town of Simsbury in an amount not to exceed \$800,000 is hereby approved, and that the First Selectwoman is hereby authorized and directed to file such Application with the Commissioner of the Department of Housing, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, to carry out approved activities and to act as the authorized representative of the Town of Simsbury.



# Town of Simsbury

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

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Date: February 12, 2017

To: Lisa Heavner, First Selectman

From:   
Michael Glidden CFM CZEO, Assistant Town Planner

Re: Draft Ordinance for Water Shortage; description of revisions to submission

The attached draft ordinance has been revised from the original submission to the Board of Selectmen. Members of the Conservation Commission have worked directly with Town Counsel to address concerns brought up upon reviewing the original submission. Attached is the final draft, which was recommended by the Conservation Commission at their last meeting. Staff has outlined some of the noticeable changes that were made with the assistance of Town Counsel.

## Sec 157-1: Authority and Purpose

The language of this Section has been changed and expanded to better explain the intent of the proposed ordinance. Enabling Statute is referenced in the Section now (CSG 25-32b).

The second paragraph defines the purpose clearly. The focus of the ordinance is "... to protect, preserve, and maintain public health, safety, and welfare". The Board of Selectmen is identified as the local authority that will implement the ordinance in times of shortage.

## Sec 157-2: Definitions

The following definitions have been changed for:

**(3) Threatened water shortage:** The individual water companies names have been replaced with the term Water Companies

**(6) Water Company:** Instead of listing the individual companies throughout the document, the term is defined with each provider identified

## Sec 157-3: Notice of Water use Restrictions

This Section was formerly referred to as "Drought Management Plan". The previous versions of this ordinance provided a menu to the Board of Selectmen as to what options were available upon determining a threatened water shortage. This Section has been moved.

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Now this Section has to deal with public notification of water use restriction imposed by the Board of Selectmen. The Board has the authority to impose stricter measures than what is outlined in this ordinance. However if the town wishes to do so, first, the Connecticut Department of Public Health and Department Energy and Environmental Protection shall be notified in writing 14 days prior to implementing such measures. Public notice is required for such changes in this section prior to the effective dates of said modifications.

#### **Sec 157-4: Drought Management Plan**

As you may recall this was formerly Section 157-3 of the submission. This Section referred to 3 actions that the Board of Selectmen may implement.

Now the Section simply reads that upon determining a threatened water shortage, the Board of Selectmen may adopt a drought management plan covering all matters of water conservation. Commissioner Rieger has provided an example of a draft drought management plan to better illustrate this action.

#### **Sec 157-5 – Certain uses prohibited during shortage**

The first paragraph of this Section remains relatively the same of the original submission. The Section now refers to the Notice of Water Restrictions which is explained in Sec 157-3 of the draft ordinance. The reference to a drought management plan referenced in Section 157-4; should provide a clear connection to public awareness and participation when dealing with water shortage periods.

The bulk of the terms/actions which were outlined in the original submission remain the same in this version. The Board of Selectmen has the ability/authority to add uses to the list of prohibited actions in this section. A public hearing required for changes to the prohibitions.

The Board of Selectman has been given the authority in this section to tailor or phase-in restrictions on an as-needed basis. This would mean the Board would be able to react to the severity of the shortage and not immediately implement the most restrictive measures or identify actions which may pose a threat in times of extreme severity.

#### **Sec 157-6: State of ground water depletion**

The main change which has been made to the Section is referring to the Drought Management Plan. The Board would have to implement the drought management plan before expanding the scope to properties served by onsite wells. The key to this Section is that a determination must be made that the Town of Simsbury is in a state of ground water depletion in order to include private wells.

#### **Sec 157-7: exceptions, applications for waivers**

A process for how to handle request for waivers to Section 157-5 has been developed. An individual may request a waiver to the standards from the Board of Selectmen. Such requests are required to be in writing to the Board of Selectmen. Applications for waivers will be referred to Farmington Valley Health District for recommendations. The Board of Selectmen has the authority in this Section to issue temporary or interim waivers while consulting with Farmington Valley Health District on the formal request. This Section also enables the Board to impose conditions on request for waivers.

#### **Sec 157-8: use of water to maintain health standards**

This Section remains the same. The Farmington Valley Health District still has the authority to permit reasonable use of water in order to assure that public health and sanitation standards are met

**157-9: violations and penalties**

This section remains the same. Penalties for violations remain \$50.00 for each violation, per day.

**Sec 157- 10: termination of prohibitions**

This section remains the same. The implementation of the ordinance would remain in place until such time that Board of Selectmen lift any orders made pursuant to this ordinance. The restrictions would not simply sunset. Such notices of lifting prohibitions are to be made in the similar manner of implementing drought management plan, meaning the public will be fully notified.

**Sec 157-11: invalidity**

The language of this section has not changed.

**TOWN OF SIMSBURY  
DRAFT ORDINANCE  
WATER SHORTAGES**

**Sec. 157-1. –Authority and Purpose.**

The Town of Simsbury under its powers pursuant to state law, has adopted this ordinance to protect public health and welfare. This ordinance implements the Town's authority to impose water use restrictions, conditioned upon a finding by the Board of Selectmen that a water shortage or state of ground water depletion exists, or upon a state of water use restrictions or a declaration of public drinking water supply emergency issued by the Department of Public Health pursuant to C.G.S. 25-32b.

The purpose of this ordinance is to protect, preserve and maintain the public health, safety and welfare whenever there is in force a finding by the Simsbury Board of Selectmen of a water shortage or state of ground water depletion or a declaration by the State of Connecticut of a State Water Use Restriction or State of Public Drinking Water Supply Emergency by providing for enforcement of any duly imposed restrictions, requirements, provisions or conditions imposed by the Town or by the State of Connecticut.

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 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 those 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, and the Water Companies, 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 Company* means the Aquarion Water Company, the Avon Water Company or the Tariffville Water Company or their successors and assigns or any other Water Company providing public water supply in the Town.
- (7) *Water shortage* shall exist whenever the Board of Selectmen, after consultation with the Director of Public Works, the Farmington Valley Health District, the Water Companies and such State of Connecticut officials it deems appropriate, 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. –Notice of water use restrictions.**

If the Board of Selectmen imposes restrictions under §157-5 and/or §157-6 or modifies existing restrictions to make them stricter or more inclusive, it shall notify the Connecticut Department of Public Health and the Connecticut Department of Energy and Environmental Protection in writing within 14 days of the effective date of the restrictions or changes. The Board of Selectmen shall give public notice of such restrictions or changes before they become effective.

**Sec.157-4. - Drought management plan.**

Upon a determination that there is a threatened water shortage, the Board of Selectmen may adopt a drought management plan covering all matters of water conservation.

**Sec.157-5. - Certain uses prohibited during shortage.**

Upon its determination that a water shortage exists, the Board of Selectmen, in addition to the powers set forth in § 157-4 above, shall have the power to declare to be unlawful any or all of the following acts concerning water obtained from the Water Companies, 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 § 157-3 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 exterior water supply lines 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; and
- (k) such other uses and activities as the Board of Selectmen shall declare following a public hearing thereon.

The Board of Selectmen may phase-in the restrictions to tailor them according to the severity and nature of the water supply emergency.

**Sec.157-6. - State of ground water depletion.**

Upon a determination that a state of ground water depletion exists, the Board of Selectmen shall have the authority to apply any or all of the prohibitions contained in § 157-5 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 § 157-3 of this Article.

**Sec.157-7 . – Exceptions, Application For Waiver.**

Any water users that consider the restrictions, as imposed, to adversely affect their livelihood, health or sanitation, may make written application for a waiver. Any such application shall be directed to the attention of the Board of Selectmen, which shall refer the application, within three business days, to the Farmington Valley Health District with the request that it make a recommendation, within three days if possible, as to whether a waiver should be granted. The Board of Selectmen may grant an interim waiver pending receipt of the recommendation. Thereafter, the Board of Selectmen may delegate to town staff the decision whether to grant a waiver.

Whenever the Board of Selectmen, or town staff exercising delegated authority, shall make an exception pursuant to § 157-5, 157-6. or 157-7 , it may attach reasonable conditions.

**Sec.157-8. - 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.157-9. - 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.157-10. - Termination of prohibitions.**

Any actions of the Board of Selectmen taken under this Article shall continue in effect until the Board of Selectmen, after such consultations as it deems appropriate, determines that there is no continuing need for restrictions.. The Board of Selectmen shall cause notice of the various terminations to be published in the manner provided for in § 157-3 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.

## Drought Management Plan

This plan may be activated at under the Water Shortage Ordinance at any time that the Connecticut Drought Preparedness and Response Plan ("the State Plan") indicates a drought stage of Drought Advisory (also known as Below Normal Conditions) or higher.

The Board of Selectmen ("the Board") shall appoint the Drought Working Group, consisting of the Director of Public Works and one representative each from the Farmington Valley Health District and the Conservation Commission. The Director of Public works shall serve as "Drought Coordinator" for purposes of the State Plan and communications thereunder.

The Drought Working Group shall meet (telephone meetings being acceptable) at least monthly.

The Drought Working Group shall consult with the water companies serving the town and with such other sources they may deem appropriate in order to determine the current and prospective severity of drought conditions.

The Drought Working Group shall, in light of recommended responses under the State Plan and under water company plans and based on its own assessment of local conditions, recommend to the Board whether to make certain findings and whether to urge public voluntary water conservation or to institute specific mandatory restrictions on water use pursuant to the Water Shortage Ordinance.

Whenever voluntary water conservation or mandatory restrictions are in place, the Drought Working Group shall, through its consultations, periodically assess the success and adequacy of those measures and report its findings to the Board, along with its recommendation as to whether modifications should be considered.

This plan may be suspended and the Drought Working Group disbanded when the State Plan no longer indicates a drought stage of Drought Advisory (also known as Below Normal Conditions) or higher or when the Board of Selectmen otherwise deems appropriate.



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Tax Refunds
2. **Date of submission:** March 7, 2017
3. **Date of Board Meeting:** March 13, 2017
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 \$ 4,354.84

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
<b>List 2013</b>					
					\$0.00
					\$0.00
<b>Total 2013</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>List 2014</b>					
					\$0.00
					\$0.00
					\$0.00
<b>Total 2014</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>List 2015</b>					
Rooney, James A	15-01-6921	\$583.61			\$583.61
JEM Solutions LLC	15-02-40451	\$60.00			\$60.00
Miller, John K Atty	15-02-40556	\$297.50			\$297.50
Bohrer-Clancy Jesse	15-03-51589	\$54.36	\$1.51		\$55.87
Honda Lease Trust	15-03-58091	\$60.59	\$1.68		\$62.27
Honda Lease Trust	15-03-58194	\$131.40	\$3.65		\$135.05
Honda Lease Trust	15-03-58228	\$410.04	\$11.39		\$421.43
JP Morgan Chase Bank	15-03-59156	\$100.04	\$2.78		\$102.82
JP Morgan Chase Bank	15-03-59161	\$409.64	\$11.38		\$421.02
Knake Paula	15-03-59738	\$136.15	\$3.78		\$139.93
McKeeman Beverly	15-03-61978	\$30.42	\$0.84		\$31.26
Savino Joseph M	15-03-66300	\$118.44	\$3.29		\$121.73
Honda Lease Trust	15-04-81656	\$42.16	\$1.17		\$43.33
Honda Lease Trust	15-04-81692	\$46.84	\$1.30		\$48.14
Morley, Nicholas	15-04-82443			\$14.74	\$14.74
Morley, Nicholas	15-04-82444			\$11.42	\$11.42
Pagano, Liza M	15-04-82647	\$155.34	\$4.32		\$159.66
VW Credit Leasing	15-04-83536	\$897.55	\$24.93		\$922.48
VW Credit Leasing	15-04-83537	\$820.76	\$22.80		\$843.56
<b>Total 2015</b>		<b>\$4,354.84</b>	<b>\$94.82</b>	<b>\$26.16</b>	<b>\$4,475.82</b>
<b>TOTAL 2013</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL 2014</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL 2015</b>		<b>\$4,354.84</b>	<b>\$94.82</b>	<b>\$26.16</b>	<b>\$4,475.82</b>
					<b>\$4,475.82</b>
<b>TOTAL ALL YEARS</b>		<b>\$4,354.84</b>	<b>\$94.82</b>	<b>\$26.16</b>	<b>\$4,475.82</b>



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Absentee Voters Ballot – Software Agreement between the Town of Simsbury, CT. and the Town of Granby, CT.
2. **Date of submission:** March 6, 2017
3. **Date of Board Meeting:** March 13, 2017
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):

Rick Bazzano, IT Manager

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: To approve the software license agreement that is attached to this submission that will provide the Town Clerk's Office, Granby Town Hall with a software database to enter, issue, track and report Absentee Voter Ballots to the SOTS, Simsbury Registrars, and Election Moderators.*
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.): Attached agreement has been reviewed and approved by Town Counsel and does carry a financial payment to the Town of Simsbury by the Town of Granby, CT. for one (1) US dollar for the database software. The database that is provided will be void of data. It is understood that the Town of Granby will need to purchase the software license package "Microsoft Access" to generate a database with their data.

7. **Financial Impact (Include a description of any impact on the finances of the Town of Simsbury):** This is a cost of one (1) US dollar for the database to the Town of Granby, and it's is to be considered to waive this fee, if so decided.

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:*

Screen shot of main page of Absentee Ballot Software  
License Agreement for Town of Simsbury Software



# Town of Granby

Select a Ballot Schedule below, then select the function that you would like to perform from the buttons...

Ballot Schedule:  Add / Edit Ballot Schedule

Ballot Description:

Ballot Date:

Add Absentee

Edit Absentee

Exit

## Reports / Mailing Labels

Ballot Report by Last Name

Ballot Report by Ballot Number

Ballot Report by District Number

Print Selected Ballot Labels

Reports for Campaigns

Returned By Last Name

Ballot Report - Envelope Type

Ballots Chk'd in on Date

## **LICENSE AGREEMENT FOR TOWN OF SIMSBURY SOFTWARE**

This Town of Simsbury License Agreement (“License Agreement”) made and entered into on March 13, 2017 by and between the Town of Simsbury hereinafter referred to as “the Town,” and the Town of Granby hereinafter referred to as “Licensee,” for the Absentee Ballot computer software program as described below (“Software”).

WHEREAS, the Town is the developer and owner of the Software described in exhibit A attached hereto; and

WHEREAS, Licensee desires to obtain a non-exclusive license of the Absentee Ballot program to copy, install and use the Software at its site; and

WHEREAS, the Licensee shall pay the Town a fee of One Dollar (\$1.00) to obtain the right to use the software and the license for use.

Now, therefore, the parties hereby agree as follows:

### **1) Definitions**

a) Network: is defined as an interconnection of personal computers, file servers and peripheral devices owned by or substantially under the control of the Licensee within facilities owned by or substantially under the Licensee’s control and operated by persons employed by or otherwise under the supervision of the Licensee for purposes of conducting the Licensee’s business.

b) Site: is defined as the facility or facilities owned by or substantially under the control of the Licensee occupied by the Licensee’s employees for purposes of conducting the Licensee’s business.

### **2) Grant of Rights**

a) License to Use Software. The Town hereby grants to the Licensee a non-exclusive, non-transferable, license to install and use the Software, in executable form only, on all computer systems now or in the future owned or leased by Licensee and located at the Town offices of Licensee.

b) Right to Copy Software. Licensee may copy the Software to the extent necessary to exercise this license, and for backup and archival purposes. All copies shall be subject to all terms, conditions and obligations of this Agreement.

c) Restrictions on Use. The foregoing rights to copy, install, and use the Software shall be subject to the following restrictions:

- i) Licensee may not copy or allow copies of the Software to be made, except as specifically allowed under this Agreement;
- ii) Licensee shall not use the Software in, or allow others to use the Software in a network, stand alone system or multiple-user arrangement, except within the confines of the Site;
- iii) Licensee shall not resell, rent, lease, lend, sublicense or distribute the Software to any person, firm or entity and;
- iv) Licensee shall not modify, alter, reverse engineer, decompile, or disassemble the Software in any manner.

### **3) Software Modifications/Upgrades**

a) As Is. The software is provided “as is” and in compliance with all laws, regulations and policies in effect at the time of this agreement. The Town, at its option, will issue to the Licensee modifications/upgrades to the software in order to bring the software into compliance with changes in any relevant law, as the Town becomes aware of such requirements, at a cost to be determined by the Town and the Licensee.

b) Modifications. Any other modifications/upgrades shall be done at a cost to be determined by the Town and the Licensee.

c) Licensee’s Use of Modifications. Licensee may use the resulting modified/upgraded Software only in accordance with the terms of this License Agreement.

### **4) Data Entry and Conversion**

The Licensee shall be responsible for the entry and maintenance of data specific to its site and for the conversion of any existing electronically stored data.

### **5) Termination**

The Town may terminate this License Agreement if Licensee fails to comply with the terms and conditions of this Agreement or at any time after March 13, 2017 for any reason or no reason upon thirty (30) days written notice. In such event, Licensee agrees to destroy all copies of the Software and all of its component parts.

### **6) Miscellaneous**

a) Governing Law. This License Agreement is governed by the laws of the State of Connecticut.

b) **Questions:** All questions concerning this License Agreement, shall be directed to the Simsbury Town Clerk at Phone #: (860) 658-3261, or write: Town Clerk, Town of Simsbury, 933 Hopmeadow Street, Simsbury, CT. 06070

**8) No Warranty**

THE TOWN DOES NOT WARRANT THE PERFORMANCE OR RESULTS THE LICENSEE MAY OBTAIN BY USING THE SOFTWARE. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE TOWN DISCLAIMS ALL OTHER WARRANTIES AND CONDITIONS, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT WITH REGARD TO THE SOFTWARE. THE FOREGOING STATES THE SOLE AND EXCLUSIVE REMEDIES FOR THE TOWN'S BREACH OF WARRANTY. EXCEPT FOR THE FOREGOING LIMITED WARRANTY, THE TOWN MAKES NO WARRANTIES EXPRESS OR IMPLIED, AS TO NON-INFRINGEMENT OF THIRD PARTY RIGHTS, MERCHANTABILITY, OR FITNESS FOR ANY PARTICULAR PURPOSE.

**9) Limitation of Liability**

To the maximum extent permitted by applicable law, in no event shall the Town, its agents, employers, officers and/or its assigns, be liable for any special, incidental, indirect, or consequential damages whatsoever (including, without limitation, damages for loss of business profits, business interruption, loss of business information, or any other pecuniary loss) arising out of the use of or inability to use the Software or the provisions of or failure to provide Support Services, even if the Town has been advised of the possibility of such damages. In any case, the Town's entire liability under any provision of this Licensed Agreement shall be limited to the greater of the amount actually paid by Licensee for the Software.

**10) Indemnification**

Licensee agrees to indemnify and hold harmless the Town, its officers, employees, designees, consultants, agents and directors (hereinafter representatives) from all claims of liability of whatever nature arising out of any act, omission or negligence or otherwise of the Licensee or its representatives including any injury to person or property in any way related to the software. This indemnification and hold harmless includes costs (including reasonable attorney's fees and court costs) expenses and liabilities incurred in or in connection with any such claim or proceeding brought therein and in defense thereof.

**11) Certification by Licensee**

By signing below, and/or by installing, copying, downloading, accessing or otherwise using the Software, Licensee acknowledges that it has read this License Agreement for Town of Simsbury Software, understands it, you agree to be bound by its terms, and that this is the complete and exclusive statement of the agreement between you and the Town regarding this software. If Licensee does not agree to the terms of this License Agreement, do not sign this

Licensing Agreement or install or use the Software. Instead, you may return the Software to the Town for a refund.

Licensee  
Town of Granby

---

By:  
First Selectman  
Duly Authorized

Licensor  
Town of Simsbury

---

By: Lisa L. Heavner  
First Selectman  
Duly Authorized

## EXHIBIT A

The Simsbury Town Clerk office currently utilizes a Microsoft Access program for their Absentee Ballot Application. Version of MS Access is Access XP (2002) version. It will also run under Microsoft Access 2003 and 2010, but has not been tested.

This Absentee Ballot application is used to perform the following functions:

1. Searching records by ballot number or Last Name
2. Printing labels for both mailing and voter information
3. Maintain history for prior elections
4. Barcoded for scanning
5. Reports module to create reports for various purposes



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Simsbury Volunteer Ambulance Association Funding Request
2. **Date of submission:** March 9, 2017
3. **Date of Board Meeting:** March 13, 2017
4. **Individual or Entity making the submission:**  
Michael J. Delehanty, Executive Director, Simsbury Volunteer Ambulance Association.  
Email: [mdelehanty@simsburyems.com](mailto:mdelehanty@simsburyems.com) Cell: 860-324-8383
5. **Action requested of the Board of Selectmen:** Simsbury Volunteer Ambulance Association requests that the Board of Selectmen provide a subsidy of \$80,000 towards its operating budget.
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.):** An increase in call volume has indicated the need for the implementation of a second ambulance during weekday hours. There has also been the need for paid staffing of the primary ambulance during weekday hours. The revenue resulting from increased call volume has not fully covered the expenses associated with these staffing changes.
7. **Financial Impact (Include a description of any impact on the finances of the Town of Simsbury):** This request is for a contribution to Simsbury Volunteer Ambulance Association in the amount of \$80,000.
8. **Description of documents included with submission**  
The following documents are included with this submission:

- A. A memorandum with background information and more detailed explanation of the need for this subsidy.
- B. Graph: SVAA call volume.
- C. Graph: Calls/Time of day and Calls/Day of week
- D. Certificate of Operation issued by the State of Connecticut, Department of Public Health.
- E. Primary Service Area Designation by State of Connecticut, Department of Public Health



To: The Board of Selectmen, Town of Simsbury  
From: Michael J. Delehanty, Executive Director  
Date: March 13, 2017  
Re: Subsidy request

We have been considering, for some time, the impact of increasing call volume on the strategic planning within SVAA. The attached chart shows the dramatic increase in calls over the past twenty years, with responses for this year estimated at 1,900. Our response volume has actually more than doubled during my tenure with SVAA. An interesting side note is that, in 1967, after ten years of operation, SVAA had responded to a *total* of 1600 calls.

SVAA responds to more calls every year. We continue to respond to 100% of first calls, which is our obligation under our PSA designation. While there are periodic variations, we have historically responded to 80-85% of *all* calls. These are very good numbers.

That being said, as the number of calls has grown so large, the 15% has grown to a number we felt we had to address. Towards that end we initiated a pilot Car 17 (second ambulance) staffing program during the busy weekday hours to help meet this demand. To facilitate the addition response capability:

- I have hired additional Paramedics to augment our staff and give us a greater ability to staff two ALS ambulances. I will likely hire additional as suitable candidates are identified.
- I contracted with an agency to provide weekday EMTs, both to control costs and to give us more flexibility in scheduling.
- I obtained authorization to add a third ambulance to assure the consistency of the two ambulance system. We purchased that ambulance, designated as Car 18.

It would seem intuitive that the Car 17 response would be the ultimate answer to the mutual aid responses, but my observation is that the real problem comes when three, four or five calls stack up at the same time. We have, at this time, three local ALS ambulances available from our mutual aid communities of Granby and Canton. Our mutual aid assets are at a historical high in regards to reliability and level of response.

Nonetheless, based on the numbers, I believe the second staffed ambulance is appropriate and will help alleviate the multiple call situations. I'm sure the Police responders and the Dispatchers would agree.

The difficulty is that the second ambulance is not financially sustainable at the current call volume. Our data shows that the second ambulance, when staffed, results in approximately 0.75 transports per day, but in a range from 0-4 calls per day. The shortfall in revenue for this unit is \$50-60,000 when operated on a Monday through Friday basis. This has been calculated utilizing the labor cost plus fuel, compared to the average net revenue for the observed number of transports for the second ambulance. Our data shows that the weekend volume is approaching the weekday volume, and I would anticipate the need to increase the second ambulance coverage to seven days within the next few years. At that point, the annual deficit from the program would be in the \$80,000+ range. Down the road, but in the foreseeable future, I anticipate the need for the second ambulance 24/7.

The increased demand can probably be attributed, in part, to changing demographics, but is clearly due in large part to development. Relatively recent examples are:

- New England Urgent Care – 382 aided calls since opened, 118 in 2016
- 100 Sarah Lane – 305 aided calls since opened, 47 in 2016
- 1 West Street – 280 aided calls since opened, 57 in 2016
- 100 Casterbridge Crossing –92 aided calls since 9/15, 63 in 2016

Another high impact development is Powder Forest, with the number of homes, townhouses and assisted living facility. Upcoming high impact developments include the residential/commercial development in the south end of town and potential development in the north end.

While I'm sure that all this development is appropriate and beneficial to the community, it has caused a striking increase on the demand for Emergency Medical Services.

While we have always met the response requirement of our Primary Service Area designation, we have historically strived to exceed this requirement in what we consider to be the best interest of the community. A prime example would be SVAA becoming a Paramedic level service almost twenty years ago.

For 2016, our total cash receipts were \$820,000. Roughly 90% was net revenue from billing for service. The balance came from our annual fund drive and other donations. Our cost of sales and expenses for the same period was approximately \$900,000. This deficit resulted from a combination of increased utilization of paid EMTs and staffing the second ambulance. This has been a pattern for a few years with the shortfall made up from our investments and savings. We are at the point where we believe that the reserves we currently have must be retained for unforeseen expenses and fluctuations of our revenue stream.

SVAA has historically been self-sustaining with regard to our operating budget. Our goal, moving forward, would be to achieve that status again. We will be pursuing potential grant opportunities, and we are in the early stages of investigating a potential new source of funding. Mobile Integrated Healthcare is a new concept being trialed nationwide. This is a scenario in

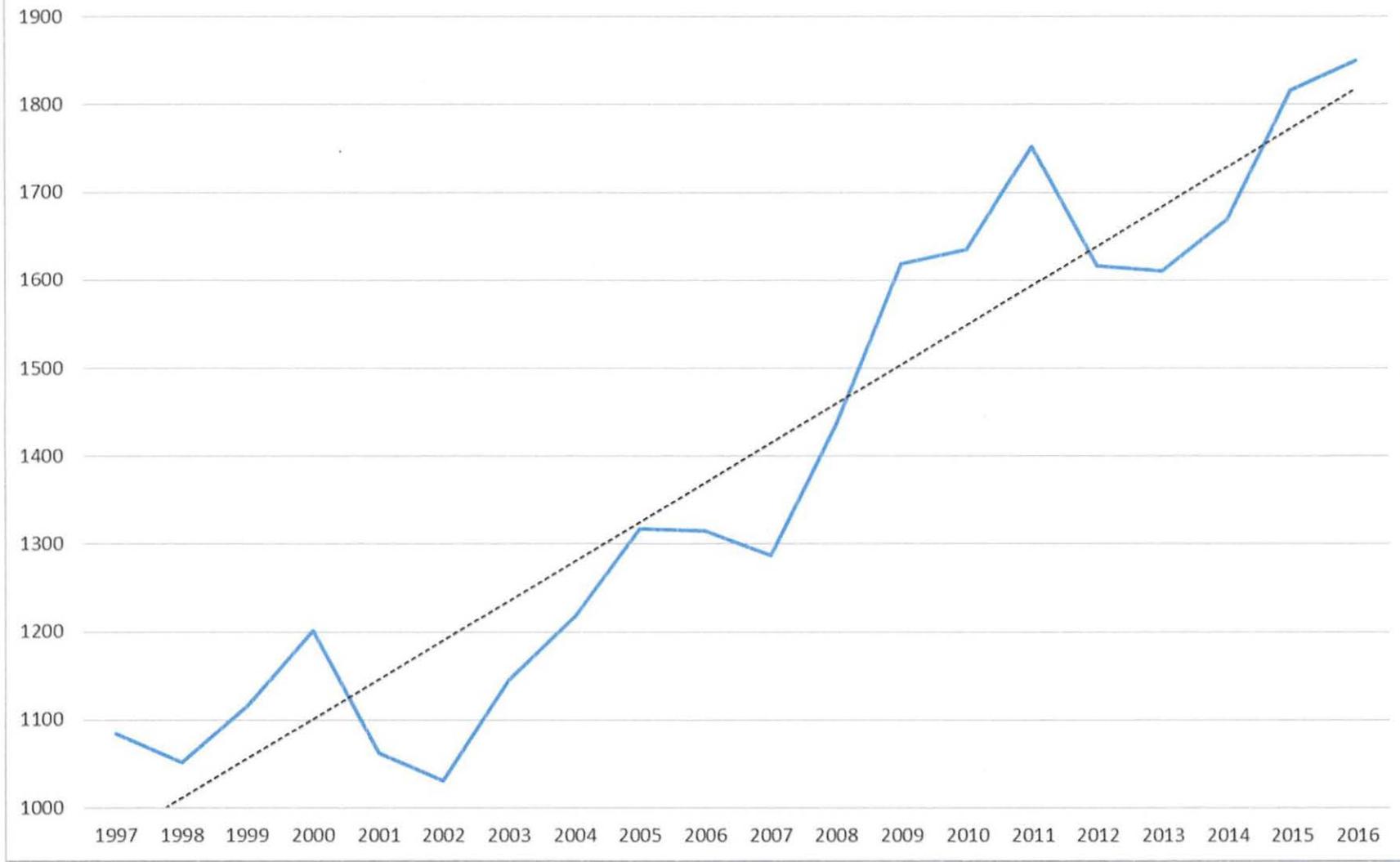
which Paramedics provide home visits with the goal of preventing hospital re-admissions. This is in the future, however, with no current or near term reimbursement models available.

If an increase in revenue were to come from the above, or simply from increased call volume, SVAA would endeavor to be self-sustaining yet again.

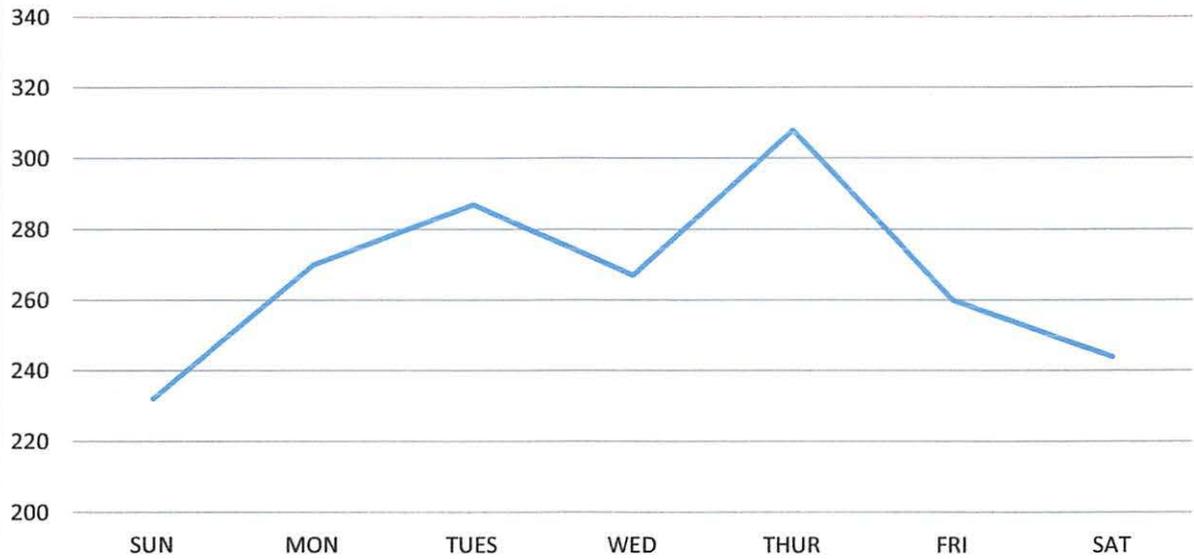
***At this time we face the dual challenges of paid staffing for weekday EMTs for the primary ambulance and the cost of implementing the second ambulance response. We are requesting that the Town subsidize SVAA in the amount of \$80,000. Although this amounts to less than 10% of our operating budget, it would substantially assure our long term sustainability while we increase our response capability for the community.***

We thank you for your consideration of this request.

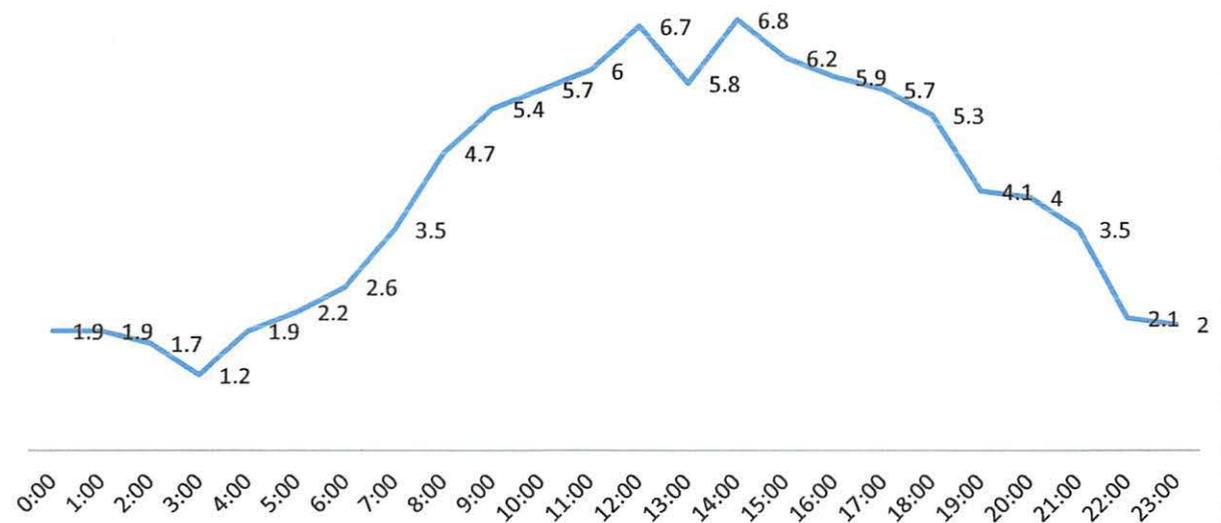
# SVAA CALL VOLUME



### 2016- CALLS PER DAY OF WEEK



### 2016- % OF CALLS VS. TIME OF DAY





# STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

CERTIFICATE OF OPERATION C128P1

FOR

**SIMSBURY VOLUNTEER AMB. ASSOC.  
4 OLD MILL LN  
SIMSBURY, CT 06070-1932**

Is hereby authorized to operate 5 vehicle(s) in a BA/MIC-P category beginning 04/01/2016 and ending 03/31/2017.

Of the 5 authorized vehicles, the certificate holder will be permitted to equip and use not more than 3 ambulance(s), 0 invalid coach(es), as defined by Chapter 368d, Section 19a-175 of the Connecticut General Statutes, 2 as non-transporting emergency medical service vehicle(s) as defined in Section 19a-180-1(b)(4) of the Regulations of Connecticut State Agencies. The applicant is also authorized to operate 0 branch locations. Addresses of the authorized branch locations are on file in the Department of Public Health.

Applicant has furnished evidence of financial responsibility as required by Section 19a-180 of the Connecticut General Statutes, as amended

Applicant has met the minimum standards of the State Department of Public Health in the areas of training, equipment and personnel for operation of an emergency medical service or is presently operating under a waiver of certain provisions of the regulations

Applicant has demonstrated its suitability to provide emergency medical service.

A copy of this certificate shall be displayed prominently in the above stated operational headquarters and at each location from which the provider is granted to operate under this certificate.

Dated: April 01, 2016

A handwritten signature in black ink, appearing to read 'Raul Pino'.

Raul Pino, MD, MPH  
Commissioner



Phone: (860) 509-8100  
Telephone Device for the Deaf (860) 509-7191  
410 Capitol Avenue - MS # 12EMS  
P.O. Box 340308 Hartford, CT 06134  
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# STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

STATE DEPARTMENT OF PUBLIC HEALTH

OFFICE OF EMERGENCY MEDICAL SERVICES

PRIMARY SERVICE AREA RESPONDER

In accordance with Section 19a-179-4 of the Regulations for Emergency Medical Services:

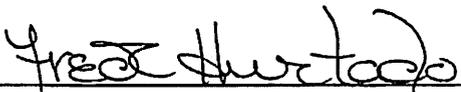
**SIMSBURY VOLUNTEER AMBULANCE ASSOC.** is the assigned Primary Service Area Responder at the **MOBILE INTENSIVE CARE-PARAMEDIC** level of emergency care for the geographic area/s as described below:

**THE BOUNDARIES SIMSBURY, CONNECTICUT.**

An express condition of licensure or certification as an emergency medical services provider shall be the availability and willingness of the emergency medical service provider to carry out any PSAR assignment made by the OEMS pursuant to this section of these regulations.

This PSAR assignment may be withdrawn when it is determined by the OEMS that it is in the best interest of patient care to do so, or the chief administrative official of the municipality in which the PSA lies can demonstrate to the commissioner that an emergency exists and that the safety, health and welfare of the citizens of the affected area are jeopardized by the performance of the assigned primary service area responder.

DATE: 4/28/97

  
**Fred Hurtado, Chief  
Regulations & Standards**



Phone:

Telephone Device for the Deaf (860) 509-7191

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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:** Registrars of Voters Redistricting
2. **Date of submission:** February 21, 2017
3. **Date of Board Meeting:** March 13, 2017
4. **Individual or Entity making the submission:** Karen Cortés, Democratic Registrar of Voters, 860-658-3267 and Michele Potvin-Piecuch, Republican Registrar of Voters, 860-658-3269.
5. **Action requested of the Board of Selectmen:** The Registrars of Voters request that the Board of Selectmen approves the redistricting of electors on streets listed on the attached summary.
6. **Summary of Submission:** The Town of Simsbury's voter enrollment has increased by approximately 2000 voters in the last two years, affecting districts disproportionately. In order to avoid opening a fifth polling location, the Democratic and Republican Registrars of Voters have worked together to identify neighborhoods to redistrict to better balance enrollment numbers. Special consideration was given to polling location parking and street access.
7. **Financial Impact:** First class mail notification to be sent to approximately 1150 voters. (Estimated cost \$700.00)
8. **Description of documents included with submission:**  
*The following documents are included with this submission and attached hereto:*
  - List of affected streets and enrollment numbers

## Registrars of Voters Redistricting Summary 2017

### Moving from Latimer to Tootin (650 voters)

Nila's Way  
August Road  
Laddie Lane  
Neal Drive  
Ardsley Way  
George Street  
Fernwood Drive  
Maureen Drive  
Bushy Hill Lane  
West Mary  
Joyce Lane  
Westridge  
Pinecrest  
Bushy Hill Road: Odd numbers Canton Road to Route 44

### Moving from Latimer to Henry James (300 voters)

West Street  
Maple Court  
Old Mill Court  
Millers Way  
Old Mill Lane  
Mill Pond  
Sawyers Path

### Moving from HJMS to Tariffville (200 voters)

Westwood Drive  
Barnard Drive  
Westminster Cartway  
995 Hopmeadow

	HJMS	Latimer	Tootin	Tariffville
Current Enrollment	5194	5802	4101	2705
Proposed Enrollment	5294	4852	4751	2905

*Karen Cortes*

*Michelle Patrice Brewster*



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

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

1. **Title of Submission:**

Request to Waive Eno Hall Fee's

2. **Date of Submission:**

02/27/2017

3. **Date of Board Meeting:**

03/13/2017

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):

The Simsbury Light Opera Company (SLOCO) - sloco@sloco.org  
Tim Colby - President 860-478-0108  
Calitha Shivaswamy 860-416-2565

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:*

The Simsbury Light Opera Company respectfully requests that the board waive the use fee's for Eno Hall for our reserved dates in March and April 2017 for our annual production. We understand that if the board agrees to waive the fee's we will still have to cover the expense of the town custodial staff during our reserved times.

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. Waiver of fee's for Eno Hall on the following dates:  
March 26-31, 2017 April 1-2, 2017 April 8-9, 2017  
2. Town of Simsbury and The Simsbury Light Opera Company  
3. We ask that the town waive the use fee's for Eno Hall. SLOCO will cover the overtime expense of the custodial staff.  
4. No  
5. The board has approved this request in the past.

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

Unknown

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:*

N/A



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Social Services Department

## **BOARD OF SELECTMAN MEETING AGENDA SUBMISSION**

1. **Title of Submission:** Stop & Shop Feed A Friend Donation
2. **Date of Submission:** March 1, 2017
3. **Date of Board Meeting:** March 13, 2017
4. **Entity making Submission:** Social Services Department
5. **Action Requested:** Acceptance of financial donation in the amount of \$4,822.80 from Stop & Shop, Feed-A-Friend Program.
6. **Summary of Submission:** Stop & Shop supports a Feed-A-Friend Program by soliciting customer donations. These funds support our Cheese Day Program and our Food Closet.
7. **Financial Impact:** Donation of \$4,822.80 to Social Services to assist with food programs for needy residents.



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Update of Fair Housing and EEO Policies and Procedures

2. **Date of submission:** March 8, 2017

3. **Date of Board Meeting:** March 13, 2017

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

Thomas F. Cooke – Director of Administrative Services – [tcooke@simsbury-ct.gov](mailto:tcooke@simsbury-ct.gov)

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

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

In connection with the Town of Simsbury's commitment to non-discrimination and in recognition of April as Fair Housing Month: (1) adopt, and (2) authorize the First Selectmen to execute and re-issue the following policies prohibiting discriminatory practices which also provide procedures for enforcement:

- Fair Housing Resolution
- Fair Housing Policy Statement
- Title VI Equal Opportunity Statement
- Affirmative Action Policy Statement
- ADA Notice
- Municipal Grievance Procedure

6. **Summary of Submission:**

The Town of Simsbury, on behalf of the Simsbury Housing Authority, received a Small Cities Grant to fund the repair of the roof and roads at the Virginia Connolly and Owen L. Murphy apartments. In connection with the grant, and in recognition of April as Fair Housing Month, the Town of Simsbury is reviewing and reissuing its policies designed to protect against discrimination. All of these policies are currently in effect in Simsbury – reissuance at this time ensures that the policies are up-to-date and meets the requirements of the Small Cities grant.

**7. Financial Impact:**

N/A

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

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

- Fair Housing Resolution
- Fair Housing Policy Statement
- Title VI Equal Opportunity Statement
- Affirmative Action Policy Statement
- ADA Notice
- Municipal Grievance Procedure



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Lisa L. Heavner - First Selectman

## FAIR HOUSING RESOLUTION TOWN OF SIMSBURY

**Whereas,** All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

**Whereas,** Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

**Whereas,** Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

**Whereas,** The Town of Simsbury is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

**NOW THEREFORE, BE IT RESOVED,** That the Town of Simsbury hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

**BE IT FURTHER RESOLVED,** That the chief executive officer of the Town of Simsbury or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of Simsbury and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

Re-adopted by the Town of Simsbury on March 13, 2017.

**TOWN SEAL**

---

Lisa L. Heavner  
First Selectwoman

Telephone (860) 658-3230  
Facsimile (860) 658-3206

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

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



# Town of Simsbury

933 HOPMEADOW STREET

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SIMSBURY, CONNECTICUT 06070

## **TOWN OF SIMSBURY Fair Housing Policy**

It is the policy of the Town of Simsbury to promote fair housing opportunities and to encourage racial and economic integration in all its programs and housing development activities.

Programs funded and administered by the Town of Simsbury must comply with the provisions of Section 46a-64c of the C.G.S., and with related state and federal laws and regulations that prohibit discriminatory housing practices.

The Town of Simsbury, or any sub-recipient of the Town, will carry out an affirmative marketing program to attract prospective buyers or tenants of all majority or minority groups, without consideration of race, color, religion, sex, national origin, ancestry, creed, sexual orientation, gender identity or expression, marital status, lawful source of income, disability, age or because the individual has children in all programs and housing development activities funded or administered by the Town of Simsbury.

Thomas F. Cooke, the municipality's Director of Administrative Services, is responsible for the enforcement and implementation of this policy. The Director of Administrative Services may be reached at 860-658-3230 or [tcooke@simsbury-ct.gov](mailto:tcooke@simsbury-ct.gov).

Complaints pertaining to discrimination in any program funded or administered by the Town of Simsbury may be filed with the Director of Administrative Services. The municipality's Grievance Procedure will be utilized in these cases.

Complaints may also be filed with the Commission on Human Rights and Opportunities, Special Enforcement Unit, 21 Grand Street, Hartford, CT 06106, Telephone (860) 541-3403 within 180 days of the alleged violation by submitting a notarized complaint and/or the Boston Regional Office of FHEO, U.S. Department of Housing and Urban Development, Thomas P. O'Neill, Jr. Federal Building, 10 Causeway Street, Room 321, Boston, MA 02222-1092, Telephone (617) 994-8300 or 1-800-827-5005, TTY (617) 565-5453. A complaint may be filed with HUD within one year after an alleged violation. Additionally, an individual may file suit, at his/her expense, in Federal District Court or State Court within two years of an alleged violation. If the individual cannot afford an attorney, the Court may appoint one. A suit can be brought even after filing a complaint, if the complaining party has not signed a conciliation agreement and an Administrative Law Judge has not started a hearing. A court may award actual and punitive damages and attorney's fees and costs.

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

A copy of this policy statement will be given annually to all Town employees and they are expected to fully comply with it. In addition, a copy will be posted throughout the Town.

Revised March 13, 2017

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lisa Heavner, First Selectwoman

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE by contacting Thomas F. Cooke, Director of Administrative Services, 933 Hopmeadow Street, (860) 658-3230.



# Town of Simsbury

933 HOPMEADOW STREET

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SIMSBURY, CONNECTICUT 06070

## **Town of Simsbury Compliance with Title VI of the Civil Rights Act of 1964**

The Town of Simsbury does not discriminate in the provision of services, the administration of its programs, or contractual agreements. The Town of Simsbury seeks to fully carry out its responsibilities under the Title VI Regulations.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color or national origin in programs and activities receiving Federal financial assistance. Title VI provides that no person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any programs covered by the Regulations.

This policy is effectuated through the methods of administration outlined in the Town of Simsbury's Fair Housing Plan and is fully implemented to ensure compliance by the Town of Simsbury, as the recipient, and by sub-recipients. The cooperation of all personnel is required.

\_\_\_\_\_  
Lisa L. Heavner, First Selectwoman

\_\_\_\_\_  
Date

Telephone (860) 658-3200  
Facsimile (860) 658-3206

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# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

## TOWN OF SIMSBURY

### AFFIRMATIVE ACTION POLICY STATEMENT

As First Selectwoman of the Town of Simsbury, I recognize the need for Affirmative Action and I pledge my commitment to undertake positive actions to overcome the present effects of past practices or barriers to equal employment opportunity and to achieve the full and fair participation of minorities, women, people with disabilities, older persons, and all other protected groups found to be underutilized in the Town of Simsbury's work force or affected by policies having an adverse impact. In the spirit of Executive Order 11, signed by Governor Ella Grasso November 21, 1975, and Executive Order 9, signed by Governor William A. O'Neill on January 3, 1984, I further state that this Town of Simsbury will comply with the anti-discrimination provisions of the state and federal laws and regulations listed at the end of this section.

I recognize the hiring difficulties experienced by minorities, people with disabilities and by many older persons and, where appropriate, I have set goals to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the work force. I further pledge that the Town of Simsbury will affirmatively provide services and programs in a fair and impartial manner.

Where adverse impact is identified, the Town of Simsbury will: (1) review its personnel policies and procedures to ensure that barriers, which unnecessarily exclude protected classes and practices, which have an illegal discriminatory impact, are identified and eliminated; (2) explore alternative approaches to employ minorities and members of protected classes; (3) administer all terms, conditions, privileges and benefits of the employment process in an equitable manner; and (4) establish procedures for the extra effort that may be necessary to ensure that the recruitment and hiring of protected group members reflect their availability in the job market.

It is the policy of the Town of Simsbury to provide equal employment opportunities without consideration of race, color, religion, age, sex, marital status, national origin, genetic information, past/present history of mental disability, ancestry, mental retardation, learning or physical disabilities including but, not limited to blindness, sexual orientation, political belief or criminal record, unless the provisions of Section 46a-60(b), 46a-80(b) and 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups. This policy applies to all aspects of the employer/employee relationship including, but not limited to, recruitment, hiring, referrals, classifying, advertising, training, upgrading, promotion, benefits, compensation, discipline, layoff and terminations.

Telephone (860) 658-3200  
Facsimile (860) 658-9467

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8:30 - 1:00 Friday

The Town of Simsbury will implement, monitor and enforce this Affirmative Action Policy Statement in conjunction with the applicable federal and state laws, regulations and executive orders listed below: 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup> Amendments of the United States Constitution, Civil Rights Act of 1866, 1870, 1871, Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, presidential Executive Orders 11246, amended by 11375, (Nondiscrimination under federal contracts), Act 1 Section 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill Executive Order Number 9, the Connecticut Fair Employment Practices Law (46a-63-64). Discrimination against Criminal Offenders (46a-80). Connecticut General Statutes, Connecticut Code of Fair Accommodations Law (46-63-64), definition of Blind (46a-51 (1)), definition of Physically Disabled (46a-51 (15)), definition of Mentally Retarded (46a-51 (13)), cooperation with the Commission of Human Rights and Opportunities (46a-77), Sexual Harassment (46-60-(a) Connecticut Credit Discrimination Law (360436 through 439), Title I of the State and the Local Fiscal Assistance Act of 1972 and the Americans with Disabilities Act of 1992.

This policy statement will be given annually to all Town of Simsbury employees and will also be posted throughout the Town of Simsbury. I also expect each supplier, union, consultant and other entity (s) with which we do business to comply with all applicable State and Federal Equal Opportunity laws and regulations. The Town of Simsbury will not knowingly do business with any entity debarred from participation in any federal or state program or found to be in violation of any state or federal anti-discrimination law.

I have assigned the responsibility to achieve the successful implementation of our goals and objectives Thomas F. Cooke, Director of Administrative Services, [tcooke@simsbury-ct.gov](mailto:tcooke@simsbury-ct.gov), 860-658-3230.

---

Date

---

Lisa Heavner, First Selectwoman

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE FROM THE ADA-504 COORDINATOR BY CALLING 860-658-3230.



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

## Town of Simsbury – ADA Notice

The Town of Simsbury does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services or activities. The Town of Simsbury does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints or requests for additional information regarding the ADA may be forwarded to the Town of Simsbury's designated ADA Compliance Coordinator:

Name: Thomas F. Cooke

Title: Director of Administrative Services

Office Address: 933 Hopmeadow Street, Simsbury, CT 06070

Phone Number: 860-658-3230 Fax: 860-658-3206

TDD: 1-800-842-9710

Days/Hours Available: Monday: 8:30 a.m. to 7:00 p.m.  
Tuesday – Thursday: 8:30 a.m. to 4:30 p.m.  
Friday: 8:30 a.m. to 1:00 p.m.

---

Individuals who need auxiliary aids for effective communication in programs and services of the Town of Simsbury are invited to make their needs and preferences known to the ADA Compliance Coordinator. This notice is available in other forms (including in large print, on audio tape and in Braille) by contacting the ADA Compliance Coordinator.

---

First Selectwoman

March 13, 2017

Date

Telephone (860) 658-3200  
Facsimile (860) 658-3206

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# Town of Simsbury

933 HOPMEADOW STREET

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SIMSBURY, CONNECTICUT 06070

## Town of Simsbury MUNICIPAL GRIEVANCE PROCEDURE

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by the Town of Simsbury.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Melissa A. J. Appleby, Deputy Director of Administrative Services - 860-658-3274  
933 Hopmeadow Street, Simsbury, CT 06070

Within 15 calendar days after receipt of the complaint, Ms. Appleby will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, Ms. Appleby will respond in writing, and, where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of Ms. Appleby and offer options for substantive resolution of the complaint.

If the response by Ms. Appleby does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA Coordinator within 15 calendar days after receipt of the response to the First Selectman/Selectwoman or his or her designee.

Within 15 calendar days after receipt of the appeal, the First Selectman or his or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the First Selectman/Selectwoman or his or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Ms. Appleby, appeals to the First Selectman/Selectwoman or his or her designee, and responses from the ADA Coordinator and First Selectman/Selectwoman or his or her designee will be kept by the Town of Simsbury for at least three years.

---

Date

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Lisa Heavner, First Selectwoman

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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:** Appointment of Realtors based on RFP Responses
2. **Date of submission:** March 8, 2017
3. **Date of Board Meeting:** March 13, 2017
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):

Thomas F. Cooke – Director of Administrative Services – [tcooke@simsbury-ct.gov](mailto: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 Board of Selectmen:*

Appoint the following real estate firms to represent the Town of Simsbury in its real estate transactions for a period ending on January 31, 2019:

- Coldwell Banker Residential Brokerage – Maura Hammick, Branch V.P.
- Berkshire Hathaway HomeServices, – Sandy Fine, Office Leader/Director of Sales
- RE/MAX Communities, LLC – Charlie Kaylor, Broker/Owner
- CBRE/New England – John M. McCormick, Executive Vice President

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.):

On January 23, 2017 the Town of Simsbury issued a Request for Proposal seeking up to four (4) real estate firms to represent the town in real estate transactions, including but

not limited to the sale of properties owned by the town as a result of tax foreclosure. Responses were received on or before Friday, February 10, 2017 from six (6) interested firms, including:

- Tranzon Auction Properties, Westport, CT – Samantha Saturley Kelley, Vice President;
- Coldwell Banker Residential Brokerage, Simsbury, CT – Maura Hammick, Branch Vice President;
- William Raveis Broder Group, West Hartford, CT – Evan L. Berman, Realtor/Team Leader;
- Berkshire Hathaway HomeServices, Simsbury, CT – Sandy Fine, Office Leader/Director of Sales;
- RE/MAX Communities, LLC, Simsbury, CT – Charlie Kaylor, Broker/Owner; and
- CBRE/New England, Hartford, CT – John M. McCormick, Executive Vice President, Partner

Three of the six respondents – Coldwell Banker, Berkshire Hathaway and RE/MAX – are traditional residential realtors with both offices and extensive experience in Simsbury. Tranzon has no experience in Simsbury and a different business model than the other respondents, and William Raveis is no longer located in Simsbury. Based on their experience in Simsbury, their continued commitment to Simsbury and the absence of any significant differentiators in the financial proposals received, Coldwell Banker, Berkshire Hathaway and RE/MAX are recommended for appointment through January 31, 2019.

CBRE/New England offers expertise in the commercial real estate arena and has extensive experience with commercial properties in Simsbury. While the bulk of the town's real estate transactions are likely to be residential and smaller commercial matters, CBRE/New England's experience and expertise could prove useful to the town in more complex real estate transactions. Accordingly, CBRE/New England is also recommended for appointment.

All of the four firms recommended have met the requirements, including assurances of the absence of any conflicts of interest, set forth in the Request for Proposal.

**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.

### **CALL TO ORDER**

The Regular Meeting of the Board of Selectmen was called to order at 6:02 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were First Selectwoman Lisa Heavner; Board members Cheryl Cook, Michael Paine, Christopher Kelly, Sean Askham, and Elaine Lang. Others in attendance included: Thomas Cooke, Director of Administrative Services; Sean Kimball, Director of Finance/Treasurer; Melissa Appleby, Deputy Director of Administrative Services; Jeffrey Shea, Town Engineer; David Ryan, Chairman of Zoning Commission; and other interested parties.

### **PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

Ms. Cook made a motion to amend the agenda to move the first presentation for OpenGov to after the 2018 budget presentation and to start with public audience. Ms. Lang seconded the motion. All were in favor and the motion passed.

### **PUBLIC AUDIENCE**

Joan Coe, 26 Whitcomb Drive, spoke about the Personnel Committee meetings being hard for the public to attend, relocation of SCTV, the car charging station, the Owen Murphy Apartments, marijuana, and other issues.

Robert Kalechman, 971 Hopmeadow Street, spoke about corruption he feels is in the 5<sup>th</sup> district, the Senior Center, a merit system for employees, the Veteran’s donation, more services to the seniors, and other issues.

David Moore, 18 Bob White Way, Vice Chair of the Democratic Town Committee, Acting Chair of the Board of Ethics, and a member of the Economic Development Commission spoke in favor of the proposed Town budget and the State budget.

- **HEARTSafe Community Designation – Simsbury Volunteer Ambulance Association**

Mike Morse, Executive Director of Simsbury Voluntary Ambulance presented a certificate from the Department of Public Health for the re-designation of the Town of Simsbury as a Heart-safe community.

Karen Stewart, Chief Administrator/Paramedic said they applied 3 years ago to be able to train the public in CPR and to document and locate AED’s in Town and help purchase new AED’s. To date they have trained another 240 people. An AED is an Automatic External Defibrillator. They are now committed to another 3 years of training.

The Board congratulated the Volunteer Ambulance members for a job well done.

- **Possible Relocation of Simsbury Community Television (SCTV)**

Ms. Heavner reminded everyone that the possible move of SCTV is in the hands of the Public Building Committee.

Mr. Paine said he reached out to the owner of Andy’s Supermarket to discuss moving SCTV to their space instead of having it at Eno Hall. They have had three meetings now. He feels this is the best option going forward to take care of SCTV and to move forward with the Senior/Community Center. This would require a tax abatement for Andy’s for a 10 year period. More studies are underway for this possible project.

### **FIRST SELECTWOMAN’S REPORT**

Ms. Heavner reminded everyone about the budget dates:

- March 4<sup>th</sup> beginning at 8:00 a.m. where the Board of Selectmen will hold a day-long budget workshop in the Main Meeting Room of Town Hall;
- March 7<sup>th</sup> & 9<sup>th</sup> if needed for additional budget workshops
- March 14<sup>th</sup> the Board of Education presents their budget to the Board of Finance
- March 21<sup>st</sup> the Board of Selectmen presents its budget to the Board of Finance
- April 6<sup>th</sup> the Board of Finance holds a Public Hearing on the budget.
- June 13<sup>th</sup> is a tentative date for the Budget Referendum

For more information go to: [http: www.simsbury-ct.gov/finance/pages/2017-2018-budget-information](http://www.simsbury-ct.gov/finance/pages/2017-2018-budget-information).

Ms. Heavner invited everyone to join her for coffee and donuts on March 10<sup>th</sup> from 9 – 10 a.m. in the First Selectwoman’s office. This is being held as an informal discussion on the upcoming budget or any other issues the residents want to discuss.

Ms. Heavner welcomed Melissa Appleby as the new Deputy Director of Administrative Services. She comes from the Town of Greenwich and Ms. Heavner invited everyone to stop by and introduce themselves.

Ms. Heavner said the Simsbury Plan of Conservation and Development (POCD) telephone survey is underway. The survey questions are designed to help the Planning Commission better understand the opinions of our residents about different long-term conservation, development and infrastructure issues in Town. Caller ID will display “Great Blue Research.”

Ms. Heavner said the latest edition of the Senior Communicator is hot off the press. You can see great programs, services and opportunities for the seniors. Everyone can find more

information on <http://www.simsbury.ct-gov/site/simsburyct/files/new/march - april 2017 newsletter.pdf>.

Ms. Heavner said the Simsbury Mini Maker Faire will be held on April 1<sup>st</sup> from 10:00 a.m. – 4:00 p.m. at the Library. The Mini Maker Faire gathers together tech enthusiasts, crafters, educators, tinkerers, hobbyists, engineers, and artist, commercial and student exhibitors. To sign up or more information visit: <http://simsbury.makerfaire.com/what-to-expect/>.

Ms. Heavner said trained and certified volunteers with AARP are available to assist seniors and others with preparing and filing their faxes free of charge. Appointments are available on February 2 – April 13 starting at 10:00 a.m. at the Simsbury Public Library. Please contact the Senior Center for an appointment at (860) 658-3273.

Ms. Heavner said there is still a drought watch in effect statewide. Check out the tips to conserve water from the Farmington Valley Health District at <http://www.fvhd.org>.

Ms. Heavner said the revaluation of real estate is now underway. Revaluation notices culminate the process and are expected to be mailed to taxpayers in December 2017. For questions, call Sean Kimball, Director of Finance at (860) 658-3244 or David Gardner, Tax Assessor at (860) 658-3251 or contact them online.

Ms. Heavner said energy assistance is available. The Social Services Department has been designated as an official intake site for residents who wish to apply for the Connecticut Energy Assistance Program. For more information or to schedule an appointment, call (860) 658-3283.

Ms. Heavner said the Public Library is offering a three-part program series called **Promoting Your Organization**, which is designed to help non-profits and small businesses promote themselves.

**Utilize the Connecticut Office of Tourism Website**

Tuesday, March 21<sup>st</sup> from 2:30 – 4:00 p.m. in the Technology Learning Center

**Develop a PR Strategy**

Tuesday, March 28<sup>th</sup> from 6:30 – 8:00 p.m. in Program Room2

**Digital Marketing & Your Website**

Wednesday, April 12<sup>th</sup> from 6:30 - 8:00 p.m. in the Program Room

Ms. Heavner said Wednesday night is Business Night at the Simsbury Library. Currently scheduled are:

*Business Development from the Inside Out* – Relationships drive the world will be held on Wednesday, March 8<sup>th</sup> from 6:30 – 8:00 p.m.

*Taking Care of Your Prime Real Estate* will be held on Wednesday, March 22<sup>nd</sup> from 6:30 – 8:00 p.m.

For more information or registration please go to: <http://www.simsburylibrary.info> or call Sarah Loudenslager at (860) 658-7663, ext.2107.

Ms. Heavner said the Simsbury Chamber of Commerce will hold their 9<sup>th</sup> Annual Business Leaders Breakfast on March 3<sup>rd</sup> from 7:30 – 9:45 a.m. at the Simsbury Inn. New Britain’s Mayor Erin Stewart and Rebecca Lobo are the featured speakers. To register or for more information about the event go to: <http://simsburycoc.org/m/events/view/9th-Annual-Business-Leaders-Breakfast>.

Ms. Heavner congratulated Dana Kosior, the new owner of Farmers Insurance – The Kosior Agency; Lisa and Matt Natcharian, the new owners of Fiddler’s Green; KR Styles; and Shred Fitness to Simsbury.

Ms. Heavner said everyone can see more updates on the Town website.

#### **SELECTMEN ACTION**

##### **a) Authorize Amendment to 2017 Ground Lease for Dewey Farm**

Ms. Heavner said there has been a request to amend the current lease to allow for a three year extension for the Town owned agricultural property at the former Dewey Farm.

Tim Ryan, 64 Terry Plains Road, Ryan Family Flower Farm, said he is requesting a longer lease so he can make improvements on the property. He wants to remove the poison ivy, etc. and clean-up the fields. He would like to also put up some plastic fencing on the property. This all takes time and money and therefore, he’d like to make sure he has the time to stay and do everything he wants to do. He also does do some composting and it goes into the ground immediately in the spring.

Ms. Lang made a motion to authorize an amendment to the current lease to allow for a three-year extension of ground license for the Town owned agricultural property at the former Dewey Farm. Ms. Cook seconded the motion. All were in favor and the motion passed.

**b) Approve Waiver of Zoning Special Exception Application Fee in the Amount of \$290**

Ms. Heavner said this is a request from the Zoning Commission. They are requesting that the Board waive the application fee of \$290 for the Zoning Application #17-02 for a special exception pursuant to Article Ten, Section H, of the Town of Simsbury Zoning Regulations for a temporary liquor permit for a one-day event. This event is a fund-raiser for pancreatic cancer.

Ms. Cook made a motion to waive the Zoning Special Exception Application Fee for Application 17-02 of Barbara Foley, Agent; Robert Patricelli, Owner; for a special Exception pursuant to Article Ten, Section H, of the Town of Simsbury Zoning Regulations. Ms. Lang seconded the motion. All were in favor and the motion passed.

**c) Approve use of Simsbury Town Hall Parking Lot for Celebrate Earth Day with Representative Hampton**

Ms. Heavner said this request is being made by Representative John Hampton for the Simsbury Town-wide Clean-Up Day on Saturday, April 22<sup>nd</sup> from 9 a.m. to 2 p.m. in the Town Hall parking lot.

Mr. Paine said he donates the dumpsters for this event and they are in the parking lot for approximately 24 hours.

Ms. Lang made a motion to permit the use of the Simsbury Town Hall parking lot to serve as a central contact point for the collection and temporary storage of dumpsters. Mr. Kelly seconded the motion. All were in favor and the motion passed.

**d) Approve Amendment to the Laurel Hill Conservation Easement for Tariffville Fire District Water Company Commission**

Ms. Heavner said this amendment is required by DEEP as the final step in the water storage tank relocation and construction for the Tariffville Fire District Water Company Commission. The DEEP requires that such an amendment be executed upon the completion of construction of the water storage tank. She said the proposed amendment has been reviewed and approved by Town Counsel.

Ms. Cook made a motion: “RESOLVED, THAT Lisa L, Heavner, First Selectwoman of the Town of Simsbury be and hereby is authorized to execute on behalf of the Town of Simsbury an Amendment to the Conservation and Public Recreation Easement and Agreement as recoded in Volume 796, Pages 745-751 of the Simsbury Land Records pursuant to Section 7-131d of the Connecticut General Statutes.” Ms. Lang seconded the motion. All were in favor and the motion passed.

**e) Approve Letter to State of Connecticut General Assembly Appropriation Committee**

Ms. Heavner said she is asking for approval to the letter to send to the Co-Chairs of the Connecticut General Assembly, Appropriations Committee Governor’s proposed budget of February 8, 2017.

She said the Governor’s total recommendations bring the total costs for Simsbury to \$4.3 million.

Ms. Cook made a motion to approve the letter to the Connecticut General Assembly Appropriation Committee, in the meeting packet. Ms. Lang seconded the motion. All were in favor and the motion passed.

**PRESENTATION OF FISCAL YEAR 2018 BUDGET**

**• First Selectwoman’s Fiscal Year 2018 Budget Presented to the Board of Selectmen**

Ms. Heavner said the Simsbury is a *Money Magazine Top Ten* “Best Places to Live in America.” She said her recommended budget is the first step in a long budget process and will be reviewed and changed by the Boards of Selectmen and Finance before final voter referendum in June.

Ms. Heavner said this budget proposes an additional \$691,014 (3.55% Town/BOS increase), which is a modest 0.73% increase over the total Town/BOE Budget. This small increase comes after three consecutive years of no tax increases and preserves the quality of Simsbury everyone values.

Ms. Heavner said everyone should be prepared with the crisis in our State, which will likely place additional costs on Simsbury and possibly lead to a higher tax increase.

Ms. Heavner went through the budget drivers and savings; budget objectives; accomplishments and recognitions/grants and savings; Department goals; savings to reduce costs to residents; economic and other considerations, etc. She explained where the tax dollars go.

Ms. Heavner thanked everyone who helped prepare the First Selectwoman’s budget. She said the proposed budget can be found online at [www.simsbury-ct.gov/budget](http://www.simsbury-ct.gov/budget).

Ms. Heavner said the Board will be meeting Saturday, March 4<sup>th</sup> at 8:00 a.m., with additional dates of March 7<sup>th</sup> and 9<sup>th</sup> if needed. The Board of Selectmen will present their budget to the Board of Finance on March 21<sup>st</sup>.

**OpenGov Demonstration – Sean Kimball, Director of Finance/Treasurer**

Mr. Kimball showed a presentation on the new OpenGov program which allows residents to look at the budget and “manipulate” the figures. However, the “changes” will not be permanently changed in the actual budget. This is great for temporary benchmarks. This program is now available.

Ms. Heavner noted that there will be a presentation on this program at the Library on March 29<sup>th</sup>.

Mr. Askham said the Board should have a Plan A & B for the budget and this program could help that.

**OTHER BUSINESS**

There was no other business at this time.

**APPOINTMENTS AND RESIGNATIONS**

**a) Acknowledge the resignation of Mary L. Patrino (R) as a regular member of the Public Building Committee effective February 7, 2017.**

Mr. Askham made a motion to acknowledge the resignation of Mary L. Patrino as a regular member of the Public Building Committee effective February 7, 2017 with our thanks. Mr. Paine seconded the motion. All were in favor and the motion passed.

**b) Acknowledge the resignation of Elizabeth B. Woollacott (R) as a regular member of the Historic District Commission effective February 21, 2017**

Mr. Askham made a motion to acknowledge the resignation of Elizabeth Woollacott as a regular member of the Historic District Commission effective February 21, 2017 with our thanks. Ms. Lang seconded the motion. All were in favor and the motion passed.

**REVIEW OF MINUTES**

**a) Regular Minutes of February 15, 2017**

There were no changes to the February 15, 2017 minutes and therefore, they stand as final.

**SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS**

Ms. Cook said there will be a Community for Care Program on March 8<sup>th</sup> at 6:30 p.m. in the Program Room of the Simsbury Public Library called “Legally Safe, Not Your Grandma’s Marijuana. Questions will be taken from the audience and the panel will respond to questions submitted by the middle and high school students. Everyone is welcome to join this important discussion. This program will also be taped by SCTV.

**1. Personnel:**

- a) Approve Proposed Change in Position Classification and Description – Finance Specialist**
- b) Approve Town Manager Recruitment Process Action Items**

Mr. Kelly said the Personnel Sub-Committee would like to ask the Board of approve the proposed changes for Finance Specialist. They would also like to review three items for the position of Town Manager.

Mr. Kelly said the day-to-day functions of the Finance Department are currently performed by three full-time positions including a Finance Specialist. He said our Finance Specialist is responsible for performing both payroll and accounts payable functions, but a review of other Finance Departments in Simsbury’s comparator group reveal that these functions are usually performed by two or more employees. They receive greater compensation than the Finance Specialist with pay ranges topping out in the \$65,000 to \$70,000 range

Ms. Lang made a motion to approve the proposed changes in the position description for Finance Specialist and approve the proposed reclassification of the position from T-6 to T-10. Mr. Askham seconded the motion. All were in favor and the motion passed.

Mr. Kelly said the Personnel Sub-Committee started the process for a Town Manager. The “executive search committee” will be within the meaning of the State of Connecticut’s Freedom of Information Act CGS §1-200(2).

Mr. Kelly made a motion to designate the Board of Selectmen, the Director and Deputy Director of Administrative Services as an “executive search committee” with the Personnel Sub-Committee designated as a sub-committee of the executive search committee within the meaning of the State of Connecticut’s Freedom of Information Act, CGS §1-200(2). Ms. Lang seconded the motion. All were in favor and the motion passed.

Mr. Kelly went through the 11 key projects for the timeline for hiring a Town Manager. This Board would just be making a guide for the new Board who would be hiring a Town Manager on December 4<sup>th</sup>. No motion is needed on this item.

Mr. Kelly said the Board also has a draft RFP with samples from 4-5 other towns. Ms. Heavner said there is \$35,000 in her budget for this process. No motion is needed for this item.

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

**ADJOURN**

Mr. Askham made a motion to adjourn at 7:55 p.m. Ms. Lang seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio  
Clerk