



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Lisa L. Heavner - First Selectman

Watch Board of Selectmen meetings LIVE and rebroadcast on Comcast Channel 96, rebroadcast on Frontier Channel 99 and on-demand on www.simsburytv.org

SIMSBURY BOARD OF SELECTMEN

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

Regular Meeting – April 11, 2016 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATIONS

- Proclamation – Autism Awareness

FIRST SELECTMAN'S REPORT

SELECTMEN ACTION

- Approve Tax Refunds
- Discuss participation in CT-Prime Stop Loss Program and possible action
- Refer FY 2017 Capital Projects to the Planning Commission for CGS Section 8-24 referral
- Approve FY 2017 Town Wide Budget Mailer
- Approve Public Gathering Permit Application for the Simsbury High School Graduation Ceremony at the Performing Arts Center on June 8, 2016
- Approve Town of Simsbury Fair Housing Resolution and Equal Opportunity Policies
- Authorize First Selectman to enter into an agreement with Eversource Energy to receive the Bright Ideas Grant Funding

OTHER BUSINESS

APPOINTMENTS AND RESIGNATIONS

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

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

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

REVIEW OF MINUTES

- a) Regular Meeting of March 28, 2016

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

1. Personnel – Approval of Updated Town Clerk/Registrar of Vital Statistics Job Description
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>

**PROCLAMATION
AUTISM AWARENESS**

WHEREAS, autism, the fastest growing developmental disability in the United States, affecting more than three million people, is an urgent public health crisis that demands a national response; and,

WHEREAS, autism is the result of a neurological disorder that affects the normal functioning of the human brain, and can affect anyone, regardless of race, ethnicity, gender, or socioeconomic background; and,

WHEREAS, symptoms and characteristics of autism may present themselves in a variety of combinations and can result in significant lifelong impairment of an individual's ability to learn, develop healthy interactive behaviors, and understand verbal as well as nonverbal communication; and,

WHEREAS, the effort to address autism continues, doctors, therapists, and educators can help persons with autism overcome or adjust to its challenges and provide early, accurate diagnosis and the resulting appropriate education, intervention, and therapy that are vital to future growth and development; and,

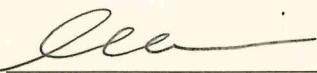
WHEREAS, ensuring that persons living with autism have access to the lifelong care and services needed to pursue the full measure of personal happiness and achieve their greatest potential; and,

WHEREAS, The Town of Simsbury is honored to take part in the annual observance of Autism Awareness Month and World Autism Awareness Day in the hope that it will lead to a better understanding of the disorder; and,

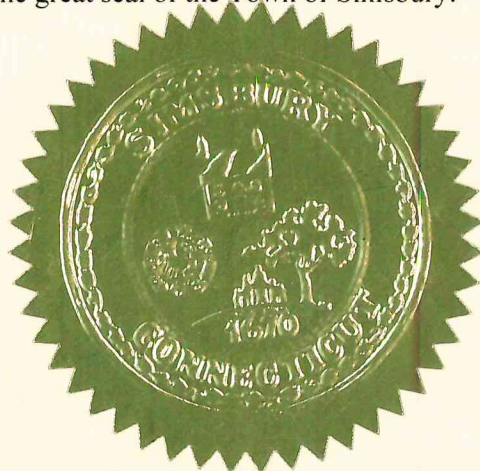
THEREFORE, I, Lisa L. Heavner, First Selectman do hereby proclaim April 2016 as **AUTISM AWARENESS MONTH** and April 2, 2016 as **WORLD AUTISM AWARENESS DAY** in Simsbury to raise public awareness of autism and the myriad of issues surrounding autism, as well as to increase knowledge of the programs that have been and are being developed to support individuals with autism and their families.

IN WITNESS THEREOF, I have placed my seal and the great seal of the Town of Simsbury.

Dated the 2nd day of April 2016.



Lisa L. Heavner, First Selectman





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:** April 5, 2016
3. **Date of Board Meeting:** April 11, 2016
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

Colleen O'Connor- Tax Collector

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

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

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

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

Approve tax refunds per attached printout in the amount of \$ 570.61

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

Tax Refunds.xls

	BILL NUMBER	TAX	FIRE	INTEREST	TOTAL
List 2012					
					\$0.00
					\$0.00
Total 2012		\$0.00	\$0.00	\$0.00	\$0.00
List 2013					
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total 2013		\$0.00	\$0.00	\$0.00	\$0.00
List 2014					
Gabriele Joseph G	14-03-56141	\$18.93	\$0.61		\$19.54
Lynch, Edward J Jr	14-03-61053	\$206.28	\$6.61		\$212.89
Savage William G	14-03-66266	\$17.15	\$0.55		\$17.70
Cody Dennis Michael	14-04-80559	\$93.17	\$2.99		\$96.16
Cody Dennis Michael	14-04-80560	\$150.71	\$4.83		\$155.54
Hitchcock Craig A	14-04-81379	\$64.37	\$2.07		\$66.44
Ransley Brenda W	14-04-82583	\$20.00			\$20.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total 2014		\$570.61	\$17.66	\$0.00	\$588.27
TOTAL 2012		\$0.00	\$0.00	\$0.00	\$0.00
TOTAL 2013		\$0.00	\$0.00	\$0.00	\$0.00
TOTAL 2014		\$570.61	\$17.66	\$0.00	\$588.27
					\$588.27
TOTAL ALL YEARS		\$570.61	\$17.66	\$0.00	\$588.27



Town of Simsbury

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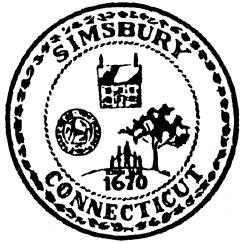
BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:**
Authorization to Participate in the CT Prime, Inc. Captive Insurance Program
2. **Date of submission:**
April 8, 2016
3. **Date of Board Meeting:**
April, 11, 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):
Sean Kimball, Interim Director of Finance
5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):
The Individual or Entity making the submission requests that the Board of Selectmen:
Authorize participation in the CT Prime, Inc. Captive Insurance Program by adopting the attached resolution
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.):
Please see attached memo.
7. **Financial Impact** (Include a description of any impact on the finances of the Town of Simsbury):
Anticipated future rate stability is the primary objective. However, immediate savings of approximately \$23,000 will be realized in FY17 between the Town and Board of Education. From a budgetary standpoint on the Town side, the impact is approximately \$5,000. I would recommend using this savings to restore the \$5,000 cut in this line item during the final Budget Workshop on March 16, 2016 (effectively leaving the budget as recommended unchanged).

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:

See attached memo and resolution.



Town of Simsbury

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SIMSBURY, CONNECTICUT 06070

Sean M. Kimball – Director of Finance/Treasurer

MEMORANDUM

To: Simsbury Board of Selectmen

From: Sean Kimball – Interim Finance Director/Treasurer

Re: **CT Prime – Stop Loss Insurance Captive Participation**

Date: April 8, 2016

CC: Tom Cooke, Director of Administrative Services
Burke LaClair, BOE Business Manager

The Town recently received the stop loss insurance rate proposal for the Town/BOE health insurance plans from the soon-to-be-created captive insurance company formerly referred to as the “CREC Captive”, and now officially named CT Prime, Inc. (Program of Regional Insurance for Municipalities & Education). Initial indications were to expect a quote equal to or better than our current rate; however, the final quote received by Simsbury is 5% lower than our current rate, resulting in shared savings of approximately \$23,207 between the Town and Board of Education insurance plans.

Recommendation:

I recommend the Board of Selectmen make the attached resolution authorizing Simsbury’s participation in CT Prime, Inc. and authorizing the First Selectman to accept the proposed stop loss insurance rate on behalf of the Town and Board of Education.

Having been involved in the development of this program from the outset, I make this recommendation based on the following considerations: 1) the quality of towns and boards of education involved; 2) the knowledge of the participating experts and advisors; 3) the likelihood of future rate stability and savings; and 4) other potential cost-saving opportunities through regional cooperation with the communities involved. Additionally, I have been asked to serve on the Board of Directors for this organization, meaning that Simsbury will have a seat at the table, which is important for ensuring that Simsbury’s best interests are protected when it comes to considering future communities applying for membership in the captive.

Background:

Last fall, the Capitol Region Education Council (CREC) approached Town staff to explore the possibility of joining with other central CT municipalities to purchase medical stop loss insurance. Participating

Telephone (860) 658-3282
Facsimile (860) 658-9467

skimball@simsbury-ct.gov
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8:30 – 4:30 Tuesday through Thursday
8:30 – 1:00 Friday

from Simsbury in meetings coordinated by CREC include First Selectman Lisa Heavner; Superintendent of Schools Matt Curtis; CREC Council Member Lydia Tedone; Business Manager Burke LaClaire; Director of Administrative Services, Tom Cooke; former Finance Director Joe Mancini; Acting Finance Director, Sean Kimball; and acting Deputy Director of Administrative Services, Eric Gomes. Simsbury's Insurance Advisor, Bob Lindberg of AJ Gallagher, is also supporting CREC in the formation of the captive insurance company.

A few key dates during this process include:

- **January 22, 2016** – Captive concept presented to Board of Selectmen Finance Subcommittee
- **February 22, 2016** – Board of Selectmen voted unanimously to support a regional grant for funds to capitalize the proposed Stop Loss Insurance Captive.
- **March 10, 2016** – Jenny Emery, captive advisor to CT Prime, Inc. presented to the Board of Selectmen before BOS Budget Workshop.
- **March 23, 2016** – Bob Lindberg and Sean Kimball presented the stop loss insurance captive proposal to the Simsbury Insurance Advisory Committee.
- **April 11, 2016** – Resolution of the Board of Selectmen requested authorizing participation.
- **April 15, 2016** – Anticipated date for captive application to the CT Insurance Department, community signed letters of intent needed prior to this date.
- **July 1, 2016** – Anticipated commencement of stop loss insurance through CT Prime captive.

Captive Insurance Basic Information:

A captive insurer is a legal entity formed primarily to insure the risk of multiple communities thereby contributing to a reduction in risk. The larger the entity, the more predictable the risk becomes and the lower the cost. The plan is for approximately 16 communities to form captive insurance company to be known as CT Prime, Inc. The purpose of the captive is to attain rate stability, to provide expert risk management and claim services, and to expand health and wellness programs to reduce claims.

The captive company would collect premiums from the participating communities and self-insure for claims up to \$500,000. The captive would purchase its own stop-loss insurance for claims exceeding \$500,000. Currently, Simsbury has stop loss coverage for claims exceeding \$250,000, meaning we are self-funded on all claims up to this point. The Town would retain this \$250,000 limit for next year.

CT Prime, Inc. will be managed by a Board of Directors made up of the member towns and school districts. If Simsbury participates in the captive, Sean Kimball, current Finance Director for the Town will serve on the Board of Directors for CT Prime Inc.

The captive would be regulated under the State Insurance Department and is scheduled to become active on July 1st. This regional effort will provide an opportunity to lower our premium costs for the years going forward and expand wellness programs for employees.

Towns/Organizations Currently Involved in Captive Formation Process:

Canton	Farmington	Plainville	Suffield
Cheshire	Glastonbury	Simsbury	Waterford
CREC	Granby	South Windsor	West Hartford
Enfield	Manchester	Southington	Windsor

Note: Avon left the group initially but is now exploring getting back in.

Captive Contacts/Vendors and Roles:

A.J. Gallagher

- Insurance Advisor
- Representatives: Bob Lindberg, Senior VP; Stephen Schroll, Area VP; Tracey May, Area VP; Trip McGarvey, Area Senior VP

Capitol Region Education Council

- Organizing entity and contributing line of credit for initial capitalization.
- Corporate Member with permanent Board of Directors representation
- Representatives: Mary Glassman, CORE Manager; Cara Hart, CORE Coordinator

CT Department of Insurance

- State Licensing Entity/Oversight
- Representatives: Christopher Gallo, Insurance Accredited Financial Examiner; Janet Grace, Captive Program Manager

Day Pitney, LLP

- Legal Counsel
- Representative: Sam Caligiuri, Partner

Emery, LLC

- Captive Consultant
- Representative: Jenny Emery

Marsh Captive Insurance Solutions

- Captive Manager
- Representatives: Amy Daigle, Account Manager; Dawne Davenport, Actuarial Consultant; Marcy Waterfall, Senior VP; Michael Serricchio, Senior VP

RESOLUTION OF THE TOWN OF SIMSBURY

Participation in the CT Prime, Inc. Stop-Loss Insurance Captive

WHEREAS, the Town of Simsbury maintains a self-insurance program for health insurance coverage of Town and Board of Education employees; and

WHEREAS, it is determined that it is in the interests of the Town of Simsbury to procure a stop loss policy to mitigate the Town's exposure to large loss claims, and that savings may be achieved by becoming a member, with a number of other participating municipal entities, of CT Prime, Inc., a new Connecticut-domiciled captive insurer.

NOW, THEREFORE, BE IT RESOLVED,

(a) that the Town of Simsbury hereby approves the procurement of a stop loss policy to mitigate the Town's exposure to large loss claims through CT Prime, Inc., a new Connecticut-domiciled captive insurer (the "Captive");

(b) that the First Selectman is authorized, on behalf of the Town of Simsbury, to contract with the Captive for the procurement of such insurance and to enter into a participation agreement, a membership agreement, or such other agreement as may be necessary to procure such insurance; and

(c) that the First Selectman and other proper officers and officials of the Town of Simsbury are authorized to take any and all actions necessary or desirable to procure the insurance as described above.



Town of Simsbury

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SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** §8-24 Referral of Capital Projects
2. **Date of submission:** April 7, 2016
3. **Date of Board Meeting:** April 11, 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):

Jeff Shea – Town Engineer – jshea@simsbury-ct.gov

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

5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):
The Individual or Entity making the submission requests that the Board of Selectmen:

Refer the capital projects previously approved by the Board of Selectmen to the Planning Commission in accordance with §8-24.

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

The capital projects previously approved by the Board of Selectmen, as reflected in the attached list, must be referred to the Planning Commission in accordance with §8-24.

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

NA

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:

List of Capital Projects approved by the Board of Selectmen for FY 2017

On March 16, 2016, and March 28, 2016, the Board of Selectmen voted to approve all of the following projects for inclusion in the **FY 2017 Capital Improvement Plan:**

Multi-Use Connections & Master Plan Updates	\$1,160,000
SF Golf Course Improvements	\$125,000
Greenway Improvements	\$240,000
Open Space Planning Improvements	\$400,000
Street Lighting Purchase / Lighting Improvements	\$775,000
Highway Pavement Management	\$2,500,000
Dam Evaluations and Repairs	\$145,000
Town Facilities Master Plan	\$400,000
Public Works Complex Infrastructure Improvements	\$450,000
Town Hall Site and Safety Improvements	\$385,000
Sewer Main Extensions / Repairs - Massaco Street	\$104,000
Hopmeadow / Center Area Sewer Repairs	\$100,000
Skidsteer Track Loader with Brush Cutter	\$83,103
Oxidation Ditch Dissolved Oxygen Control	\$27,000
Storage Building	\$65,000
District Network Infrastructure	\$450,000
HJMS - Renovation - Phase 2	\$1,950,000
SHS Turf Field Replacement	\$675,000
Climate Control (Phase 2)	\$950,000
**Plan of Conservation & Development	\$130,000
**Portable Generator Infrastructure	\$175,000
**Simsbury Veteran's Memorial	\$100,000
**Window Replacement	\$44,000
**Land Use Studies	\$92,500
**Park Improvements	\$30,000
**Athletic Field Improvements	\$30,000

The items listed with a ** were recommended to be funded out of FY 2016 1% Supplemental Appropriation dollars.

NOTE: The following FY16 project was inadvertently included on this list in a prior version and is not to be approved as part of the FY17 capital projects:

West Mtn. Road Area Sewer Interceptor - Design	\$50,000
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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:** FY 2017 Budget Mailer
2. **Date of submission:** April 7, 2016
3. **Date of Board Meeting:** April 11, 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):

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

5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):
The Individual or Entity making the submission requests that the Board of Selectmen:

Approve the text in the attached FY 2017 Budget Mailer subject to final approval by Town Counsel.

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

The attached budget mailer is intended to provide residents with information about the questions on the upcoming referendum. It is reviewed annually by counsel to ensure that it cannot be construed as "promotion." Approval tonight subject to final approval by Town Counsel will allow for the timely preparation of the flyer.

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

NA

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:

Draft FY 2017 Budget Mailer

Dear Neighbor,

On Tuesday, May 10th, you will have the opportunity to vote on the 2016-2017 Town and Education budgets and four capital projects. The information presented here is intended to help you make an informed choice. Voting will take place at Henry James Memorial School, located at 155 Firetown Road, from 6 a.m. to 8 p.m. Thank you for participating in this important process.

BUDGET OVERVIEW

Board of Selectmen

Total Budget Request:

- \$19,608,444
- 3.38% increase
- \$640,475 in new dollars

Board of Education

Total Budget Request:

- \$67,743,569
- 1.94% increase
- \$1,290,564 in new dollars

TOWN OF SIMSBURY GENERAL FUND BUDGETS

	Adopted Budget FY2016	Proposed FY2017	Change	
			Dollar	Percentage
Board of Selectmen	\$18,867,969	\$19,608,444	\$640,475	3.38%
Debt Retirement	6,166,819	6,166,819	0	0.00%
Board of Education	66,453,005	67,743,569	1,290,564	1.94%
Non-Public School	537,737	541,237	3,500	0.65%
Total Appropriations	\$91,014,736	\$94,060,069	\$1,934,539	2.13%

Referendum Questions When you walk into the voting booth on May 10th, the following is what you will be voting on.

Operating Budgets

- #1 Board of Selectmen Budget
- #2 Board of Education Budget

Special Revenue Budgets

- #3 Sewer Fund, Residential Rental Properties, Simsbury Farms, Non Public Schools, Debt Retirement/Capital, and Capital Non-Recurring

Capital Projects*

	Proposed 16-17
#4 Multi-use Connections & Master Plan Updates	\$1,160,000
#5 Highway Pavement Management	\$2,500,000
#6 HJMS hallway improvements, elevator replacement, fire suppression	\$1,950,000
#7 BOE Climate Control Improvement (7 schools)	\$950,000

*By Town Charter, these projects will be voted on at the May 10th referendum because the cost of each project exceeds 1% of the annual Town Budget.

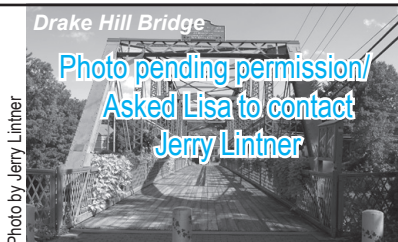


Photo by Jerry Lintner

DID YOU KNOW THAT YOU CAN PAY YOUR TAX BILL ONLINE BY E-CHECK FOR NO ADDITIONAL COST?



You can also sign up for electronic reminders.

To view and/or pay your bill online, go to:
www.simsbury-ct.gov/tax
and click on "view or pay your bill."

PLUS... Now you can register and pay online for Simsbury Department of Continuing Education classes. Lots of offerings from PreK to senior citizens at www.simsbury.k12.ct.us/dce.

KEY FACTS ABOUT SIMSBURY PUBLIC SCHOOLS

ENROLLMENT HISTORY & PROJECTION AS OF OCT. 1

	2011	2012	2013	2014	2015	2016*
Elementary Schools K-6	2,235	2,188	2,075	2,048	1,983	1,932
Middle School 7-8	792	748	727	739	710	684
High School 9-12	1,620	1,565	1,528	1,467	1,440	1,411
Total	4,731	4,647	4,501	4,330	4,133	4,027

*Projected

Benchmarking Per Pupil Expenditures 2014-15 Comparative Data

Simsbury\$15,423

- Per pupil spending is 97th out of 169 of all towns in Connecticut
- Per pupil spending is 11th out of 27 of all towns in the Hartford area
- Per pupil spending is 13th out of 21 of all Demographic Reference Group B towns

**Demographic Reference Group B
Average\$15,723**

State Average\$16,463

Source: CT State Department of Education - Bureau of Grants Management





Simsbury Board of Education
Simsbury Board of Selectmen
933 Hopmeadow Street
Simsbury, CT 06070

Inside...

- Proposed Board of Selectmen & Board of Education Budgets
- Budget Highlights

Please don't forget to

VOTE

**Tuesday,
May 10th**

MARK YOUR CALENDARS



**Referendum Vote is
Tuesday, May 10th**

TIME
6 a.m. to 8 p.m.

LOCATION
**Henry James
Memorial School**
155 Firetown Road
Simsbury, CT

*Simsbury is YOUR
town...
...so don't forget
to vote!*

BUDGET PROPOSALS

Board of Selectmen

Proposed Budget Request FY2017

\$16,608,444
or 3.38% increase

Benefits & Insurance
24.34%

Contractual Services
9.41%

Supplies 5.55%

Utilities 4.05%

Capital & Operating
Transfer 2.68%

Pupil Trans. 3.66%

Maint. of Plant 1.91%

Utilities/Plant 2.92%

Benefits & Insurance
16.93%

Board of Education

Proposed Budget Request
2016-17

\$67,743,569 or 1.94% increase

Salaries
53.97%

**TO BE
UPDATED**

Tuition 2.07%

Tech Equipment 0.74%

Other 4.96%

Salaries
66.79%

**TO BE
UPDATED**

Year-by-Year Budget Data

Item	12-13	13-14	14-15	15-16	16-17 proposed
BOS Operating Budget	0.99%	1.71%	1.98%	0.84%	3.38%
BOE Operating Budget	1.46%	1.89%	1.05%	1.30%	1.94%

10 Year Avg.

5 Year Avg.

BOS Operating Budget

x.xx%

x.xx%

BOE Operating Budget

x.xx%

x.xx%

Have a Question About the Budget?

Board of Selectmen

Lisa Heavner, First Selectman

tel. (860) 658-3230 or LHeavner@simsbury-ct.gov

Board of Education

Tara Donohue Willerup, Chairman

tel. (860) 651-7974 or TWillerup@simsbury.k12.ct.us

Matthew T. Curtis, Superintendent

tel. (860) 651-3362 or MCurtis@simsbury.k12.ct.us

Board of Finance

Barbara Pettijean, Chairman, bpettijean@simsbury-ct.gov

Town of Simsbury Finance Department

Sean Kimball, Interim Director of Finance

tel. (860) 658-3282

For a complete listing of Board members and itemized budget information, please go to:

www.simsbury-ct.gov (BOS and BOF members)

www.simsbury.k12.ct.us (BOE members)



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission: Public Gathering Permit – Recommendation for Approval**
2. **Date of submission:** April 6, 2016
3. **Date of Board Meeting:** April 11, 2016
4. **Individual or Entity making the submission:**

Gerard G. Toner, Director of Culture, Parks and Recreation
5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):
The Individual or Entity making the submission requests that the Board of Selectmen:

Approve the Public Gathering Permit Application for the 2016 Simsbury High School graduation ceremony to be held on June 8 at the Performing Arts Center.

6. **Individual(s) responsible for submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.):

Gerard G. Toner, Director of Culture, Parks and Recreation
860-408-4682
gtoner@simsbury-ct.gov

7. **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 April 1, a Public Gathering Permit application was submitted by Kenneth Pera for the Simsbury High School graduation ceremony to be held at the Performing Arts Center on June 8.

As this was the only event that required approval, a request for sign off was sent by e-mail to Lieutenant Fred Sifodskalakis, Assistant Town Planner Mike Glidden, Public Works Director Tom Roy, Fire Marshal Kevin Kowalski, PAC Manager Tom Vincent, and Elaine Milardo of the FV Health District.

All responded with their approval.

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:

NA



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 Non-Discrimination Policies and Procedures

2. **Date of submission:** April 6, 2016

3. **Date of Board Meeting:** April 11, 2016

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

Thomas F. Cooke – Director of Administrative Services – (860) 658-3230

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.

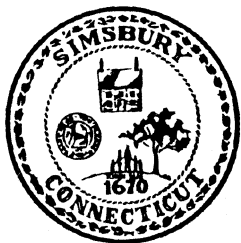
7. Financial Impact:

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.

Adopted by the Town of Simsbury on April 11, 2016

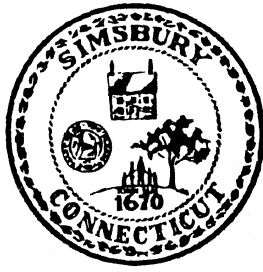
TOWN SEAL

Lisa L. Heavner

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.

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 - 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 April 11, 2016

Date

Lisa Heavner, First Selectman

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

P.O. BOX 495

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 Selectman

Date



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY

AFFIRMATIVE ACTION POLICY STATEMENT

As First Selectman 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 bonafide 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.

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: 13th, 14th and 15th 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.

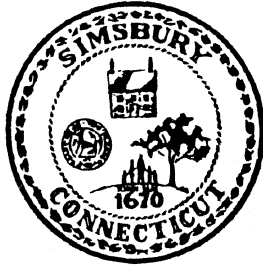
This policy statement will be given annually to all Town of Simsbury employees and will also be posted throughout the Town of Simsbury. I also expect each supplier, union, consultant and other entity (s) with which we do business to comply with all applicable State and Federal Equal Opportunity laws 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, 860-658-3230.

Date

Lisa Heavner, First Selectman

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 Selectman

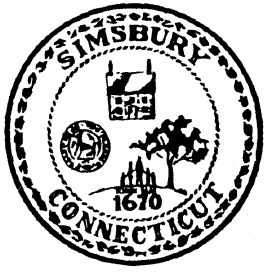
April 11, 2016

Date

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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:

Thomas F. Cooke, Director of Administrative Services - 860-658-3230
933 Hopmeadow Street, Simsbury, CT 06070

Within 15 calendar days after receipt of the complaint, Mr. Cooke will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, Mr. Cooke 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 Mr. Cooke and offer options for substantive resolution of the complaint.

If the response by Mr. Cooke 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 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 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 Mr. Cooke, appeals to the First Selectman or his or her designee, and responses from the ADA Coordinator and First Selectman or his or her designee will be kept by the Town of Simsbury for at least three years.

Date

Lisa Heavner, First Selectman

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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:** Bright Idea Grant Agreement
2. **Date of submission:** April 4, 2016
3. **Date of Board Meeting:** April 11, 2016
4. **Individual or Entity making the submission:** Thomas J. Roy, P.E.
5. **Action requested of the Board of Selectmen:** Authorize First Selectman to enter into an agreement with Eversource Energy to receive the Bright Ideas Grant funding.
6. **Summary of Submission:** Eversource Energy, in its capacity as administrator of the Connecticut Energy Efficiency Fund, is providing the Town of Simsbury with a Bright Idea Grant not to exceed \$10,000 in connection with the Town obtaining 100 points in the Clean Energy Communities' Energy Efficiency program.

The project selected by the Clean Energy Task Force for this grant is the insulation of the 6 Town owned rental properties. This will greatly improve the energy efficiency of these rental units. In doing this we will be reducing the utility costs to the renters and showing leadership in energy efficiency.
7. **Financial Impact:** Cost of upgrading insulation for all rental properties is \$8,183 with the Grant covering 100% of the cost.
8. **Description of documents included with submission:** Memo



Town of Simsbury

66 TOWN FOREST ROAD, P.O. BOX 495, SIMSBURY, CONNECTICUT 06070

~ Department of Public Works ~

Memorandum: Bright Ideas Grant Agreement

To: Board of Selectmen
CC: Tom Cooke
From: Thomas J. Roy, Director of Public Works
Date: April 7, 2016

The Town of Simsbury owns six residential homes that are used to provide affordable housing in our community. Many of these low income rental houses are older homes and are not insulated to current home standards. Our Clean Energy Task Force has identified the addition of insulation to these homes as the best use of the Connecticut Energy Efficiency Fund, Bright Ideas Grant. We have worked with a number of vendors and selected Collins & Co. to perform the insulation work, that will include installation of batt insulation and blown fiberglass insulation in exterior walls and basements. The total cost for this work is \$8,183 and will be fully funded by the Bright Ideas Grant that has a maximum value of \$10,000.

We anticipate having this work completed during the summer months, so the homes will be better insulated for the winter season. We believe that the addition of this insulation will provide a significant improvement to the comfort of the homes and more importantly save the resident on utility costs.

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Lisa Heavner; Board members Sean Askham, Elaine Lang, Christopher Kelly, Cheryl Cook and Michael Paine. Others in attendance included Tom Roy, Director of Public Works; Thomas Cooke, Director of Administrative Services; Sean Kimball, Interim Director of Finance; Jeffrey Shea, Town Engineer; David Gardner, Assessor; Kevin Kowalski, Fire Marshall; and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC HEARING

To receive public comment concerning the proposed Amendment to the Simsbury Code of Ordinances, inserting a section on Board of Assessment Appeals: Expansion of the Membership of the Simsbury Board of Assessment Appeals.

Ms. Heavner said this comes before the Board after discussions from the Charter Revision Commission. This would give the Board of Selectmen the ability to appoint additional members to the Board of Assessment Appeals on an annual basis. It would also allow the Board of Selectmen to appoint an alternate for each member of the Board of Assessment Appeals and to appoint an additional member to the Board of Assessment Appeals.

Mr. Gardner said it allows the Board to allow more members for hearing and members could share the work.

PUBLIC AUDIENCE

Laurie Fernand, 15 Camille Lane, a new member of the Board of Assessment Appeals said she was hoping to have their first meeting tonight. However, one member could not make the meeting and one member seems to be stuck in traffic so they are not sure they can have this meeting.

Robert Kalechman, 971 Hopmeadow Street, said he thought this was a good idea as the responsibility is spread by this Board and the residents have a wider choice of deciding whether or not a person should receive a special consideration under taxes. He does feel there should be the same amount of Republicans, Democrats and Unaffiliated members on this Board. He also feels these positions should be appointed, but not by the Town Committees. He thinks this should be passed post-haste.

CLOSE PUBLIC HEARING

After no further comments, Ms. Lang made a motion to close the Public Hearing at 6:07 p.m. Mr. Askham seconded the motion. All were in favor and the motion passed.

Ms. Heavner said the Regular Board of Selectmen meeting will now begin.

PUBLIC AUDIENCE

Don Massey, 6 Elaine Drive, spoke about a concept of security cameras he brought before the Board before the holidays that he now feels has gone through the cracks. He said if more information or different concepts are needed he would be happy to do so.

Joan Coe, 26 Whitcomb Drive, spoke about the Charter Revision Commission approving the Town Management form of Government. She also spoke about the budget, the Performing Arts Center barricade, the Senior Center and other issues.

Robert Kalechman, 971 Hopmeadow Street, spoke about the Charter, which he wants rejected. He feels the form of government is fine the way it is. He also spoke about body cameras for the Police Department and other issues.

PRESENTATION

• Connecticut Natural Gas in Simsbury

Mr. Roy said the issue of bringing natural gas to Tariffville has been discussed before. He introduced Tony Sherman, Ct Natural Gas Commercial Projects Manager.

Mr. Sherman gave some history of their new company called Avangrid Co. He said this project would be a 4 mile main extension. He said they would need the commitment from the Town and signed service agreements with the Elementary School and the Fire Department as they are anchor customers. They will need those facilities to convert by the end of the year. It is a more reliable service and it can be run with generators. He said this project won't be viable without the Town's financial support.

Mr. Sherman went through the cost for this project. He said they would work with the 2017 budget and work with the Town for a payment plan for this project. They will have to look at the project again as there may be part of the bike path that can be used. They would also have to re-look at the regulatory model.

After some discussion, Mr. Roy said there is more planning ahead. Ms. Heavner said the conversations will continue on this project.

FIRST SELECTMAN'S REPORT

Ms. Heavner said the budget season is still underway. The Board of Selectmen will be presenting their proposed budget to the Board of Finance on March 29th at 5:45 p.m. in the Main Meeting Room of Town Hall. The Board of Finance will be holding their Public Budget Hearing on April 6th at 6:00 p.m. in the Simsbury High School Amphitheatre and a Town Referendum will likely be held on Tuesday, May 10th. She said all budget information can be found on the Town website at [www. Simsbury-ct.gov](http://www.Simsbury-ct.gov).

Ms. Heavner reminded everyone that the Simsbury Senior Center and Simsbury Public Library are so-sponsoring this year's AARP Tax Aide Program. To participate in this program, residents need to make an appointment by calling the Simsbury Senior Center at (860)-658-3273.

Ms. Heavner invited everyone to join the Board and volunteers to clean up the bike trails around Simsbury on April 17th from 10:00 a.m. to 2:00 p.m. Everyone will meet on Iron Horse Boulevard and the event will be organized by the Farmington Valley Trails Council. Residents can visit <http://fvgreenway.org/events/Event.Detail.asp?id=1452564805> to volunteer.

Ms. Heavner said the Town of Simsbury, in conjunction with the Towns of Avon, Canton, Granby and Farmington will be holding a Hazardous Waste collection on Saturday, April 30th at the Farmington High School on 10 Monteith Drive in Farmington. The collection will be held from 8:00 a.m. to 1:00 p.m. For more information, please contact Simsbury Public Works at (860) 658-2550.

Ms. Heavner said the Innovation Fair is set for April 30th from 10:00 a.m. to 4:00 pm. For complete details go to SimsburyIdeas.com.

Ms. Heavner said the Town has launched the Boards and Committees information System app. An easy online volunteer form allows residents to show their interest to serve on a Board or Commission on <http://simsburyctboards.vt-s.net/>

Ms. Heavner said the golf course is open. Go to <http://www.simsburyfarms.com/> for season passes. And, if you are looking for something to do with the kids for spring break, check out the programs at <http://www.simsburyrec.com/info/default.aspx>.

Ms. Cook said on Wednesday, April 6th the Community for Care will present a panel discussion on awareness of early signs and symptoms on grief, medications, depression and dementia at the Public Library Program Room. For more information, please call the Simsbury Social Services Department at (860) 658-3283.

SELECTMEN ACTION

a) Budget Discussion and Possible Action

Mr. Kimball said there was an accounting error on the Major Medical line item in FY 16 budget. It was loaded incorrectly in the file at \$100,000 higher than needed. Mr. Kimball said the Capital Fund needed to be clarified as well.

Mr. Askham, made a motion to approve the Board of Selectmen 2016-2017 Operating Budget in the amount of \$19,506,444.00 to include the following changes from the Board of Selectmen's Recommended Budget as approved on March 16, 2016:

Corrected FY16 Major Medical Line Budget Carryforward: \$(100,000.00)

Ms. Cook seconded the motion. All were in favor and the motion passed.

Mr. Askham, made a motion to add the following new projects the Capital Improvement Plan for FY 2016-2017 in accordance with Charter Section 803(b), in addition to those approved by the Board of Selectmen on March 16, 2016:

Simsbury Veteran's Memorial	\$100,000.00
Plan of Conservation & Development	\$130,000.00
Land Use Studies	\$ 92,500.00

Ms. Lang seconded the motion. All were in favor and the motion passed.

Mr. Askham, made a motion to approve the Capital Improvement Program to include the following projects in FY 2016-2017 in addition to those approved by the Board of Selectmen on March 16, 2016:

Plan of Conservation & Development	\$130,000.00
Portable Generator Infrastructure	\$175,000.00
Simsbury Veteran's Memorial	\$100,000.00
Window Replacement	\$ 44,000.00
Land Use Studies	\$ 92,500.00
Athletic Field Improvements	\$ 30,000.00

Ms. Cook seconded the motion. All were in favor and the motion passed.

b) Discuss Proposed Amendment to Town Code 141 Tax Abatement for Volunteer Fire Fighters and Ambulance Personnel and Set Public Hearing Date

Mr. Kowalski gave the history of the Abatement Program and said it is a useful tool. He gave the Board information from other Towns like Simsbury.

The Board felt this is a responsible and thoughtful policy. The Town is very lucky to have great volunteers to take care and give time for this community. They are all much appreciated.

Mr. Askham made a motion to set a Public Hearing on the proposed amendments to Town Code 141 Tax Abatement for Volunteer Fire Fighters and Ambulance personnel for April 25th at 6:00 p.m. Ms. Lang seconded the motion. All were in favor and the motion passed.

c) Possible Action on Amendment to the Simsbury Code of Ordinances, inserting a section on Board of Assessment Appeals: Expansion of the Membership of the Simsbury Board of Assessment Appeals

Ms. Heavner said she appreciated all who spoke at the Public Hearing on this item.

Mr. Askham made a motion to approve proposed Amendment to the Simsbury Code of Ordinances, inserting a section on Board of Assessment Appeals: Expansion of the Membership of the Simsbury Board of Assessment Appeals. Mr. Paine seconded the motion. All were in favor and the motion passed.

d) Tariffville Water Storage Tank Replacement Project:

- 1) Referral of proposed project for action by the Planning Commission in accordance with Requirements under Section 8-24 of the Connecticut General Statutes**
- 2) Referral to the Open Space Committee, Culture, Parks & Recreation Commission and the Conservation Commission for a review and report to the Board of Selectmen on the proposed disposition of an interest in real estate as part of the project**

Jay Sheehan and Shelby Beauchemin from Woodard & Curran gave information on the Tariffville project. He gave a brief introduction of the Tariffville Fire District, who they have been working with.

They explained the tank serves about 1500 people. They explained where the tank is and how it works. They would not be changing any of the hydraulics from the old tank and the size of the tank will not be changed. When the new tank is in place, they will excavate 12" down and fill and seed it.

Mr. Askham made a motion to refer the proposed project for action by the Planning Commission in accordance with requirements under Section 8-24 of the Connecticut General Statutes. Mr. Paine seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to refer to the Open Space Committee, Culture, Parks & Recreation Commission and the Conservation Commission for a review and report to the Board of Selectmen on the proposed disposition of an interest in real estate as part of the project. Mr. Paine seconded the motion. All were in favor and the motion passed.

e) Approve Tax Refunds

Mr. Askham made a motion to approve tax refunds in the amount of \$1886.15 as requested and approved by the Tax Collector. Ms. Lang seconded the motion. All were in favor and the motion passed.

OTHER BUSINESS

a) Update on Senior Community Center Project

Ms. Heavner said she does not have an update on the Senior Community Center as it is still with the Public Building Committee. Ms. Cook said the Public Building Committee will be meeting on Monday

APPOINTMENTS AND RESIGNATIONS

Mr. Askham made a motion to amend the agenda appoint Cheryl Cook as a member of the Simsbury Housing Authority. Mr. Kelly seconded the motion. All were in favor, with Ms. Cook abstaining, and the motion passed.

Mr. Askham made a motion to appoint Cheryl Cook as a member to the Simsbury Housing Authority. Mr. Paine seconded the motion. All were in favor, with Ms. Cook abstaining, and the motion passed.

a) Acknowledge the resignation of Paul E. Holland (R) as a regular member of the Building Code Board of Appeals effective March 21, 2016

Ms. Lang made a motion to acknowledge the resignation of Paul Holland as a regular member of the Building Code Board of Appeals effective March 21, 2016 with many thanks. Mr. Askham seconded the motion. All were in favor and the motion passed.

Ms. Heavner turned the Chair over to Mr. Kelly.

- b) Appoint Lisa Heavner (D), Michael Paine (R), Roger Spear (R), Tom Horan (D), T.J. Donohue (D) and Len Lanza as regular members of the Hometown Hero Selection Committee with an expiration date of December 4, 2017**

Ms. Cook made a motion to appoint Lisa Heavner, Michael Paine, Roger Spear, Tom Horan, T. J. Donohue and Len Lanza as regular members of the Hometown Hero Selection Committee with an expiration date of December 4, 2017. Mr. Askham seconded the motion. Mr. Askham, Ms. Lang, Ms. Cook, and Mr. Kelly were in favor, with Ms. Heavner and Mr. Paine abstaining, and therefore, the motion passed.

Mr. Kelly turned the Chair back to Ms. Heavner.

REVIEW OF MINUTES

- a) Regular Budget Workshop Meeting of March 10, 2016**
- b) Regular Budget Workshop Meeting of March 12, 2016**
- c) Regular Board of Selectmen Meeting of March 14, 2016**
- d) Special Budget Workshop Meeting of March 16, 2016**

There was no action taken on the minutes of March 10th, March 12th, March 14th or March 16th, and therefore, the minutes were adopted.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- 1. Personnel** – Mr. Kelly said the Personnel Sub-Committee will be meeting next Thursday morning and they will solicit any issues pertinent to the committee.
- 2. Finance** – no report at this time.
- 3. Welfare** – no report, at this time.
- 4. Public Safety** – Mr. Askham said there will be a Town-wide drill in April 23rd. They will be testing many different protocols. It will be an extensive drill and structured event.
- 5. Board of Education** – Ms. Lang said there will be an Innovation Fair on April 30th. This will be a multi-location fair. It was a great experience last year. For more information residents can go to simsburyideas.com. Ms. Heavner thanked the Historical Society members and all the volunteers who are helping with this event.

ADJOURN

Mr. Askham made a motion to adjourn at 7:40 p.m. Ms. Lang seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk



Town of Simsbury

933 HOPMEADOW STREET

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SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:**

Town Clerk/ Registrar of Vital Statistics Job Description Revisions

2. **Date of submission:**

April 5, 2016

3. **Date of Board Meeting:**

April 11, 2016

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

Eric Gomes, Interim Deputy Director of Administrative Services

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

The Individual making the submission requests that the Board of Selectmen approve the revised Town Clerk/ Registrar of Vital Statistics job description.

6. **Summary of Submission:**

The Town Clerk/ Registrar of Vital Statistics job description has been updated to reflect the current job functions and qualifications. There are no material changes to the knowledge and skills required for the position. There is no change to the salary grade of the position.

7. **Financial Impact:**

None

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

The following documents are included with this submission and attached hereto:
Town Clerk / Registrar of Vital Statistics Proposed Job Description

Town of Simsbury

TITLE: Town Clerk/Registrar of Vital Statistics **GRADE:** A7

DEPARTMENT: Town Clerk's Office **DATE:** Proposed

POSITION DESCRIPTION:

Within the constraints of Connecticut State Statute and under the general administrative direction of the First Selectman, responsible for administration and management processes specific to land records, elections, vital statistics, licensing and various other municipal records in compliance with state statutes, federal regulations, municipal charter and local ordinances.

ESSENTIAL JOB FUNCTIONS:

- Records, processes and indexes land records, maps and surveys.
- Computes and collects municipal and state conveyance taxes.
- Microfilms land records and maps and provides for security storage.
- Records, certifies and reports on election process activities, including campaign financing.
- Registers voters and prepares content of ballot.
- Issues absentee ballots and verifies names on petitions.
- Indexes, files and certifies vital statistics records, such as marriages, births, deaths, burials, disinterments, and cremations.
- Compiles statistical data and prepares and submits reports.
- Submits monthly revenue reports to the Finance Department.
- Issues dog and sport licenses and permits .
- Receives, indexes and files veterans discharges, trade name certificates and foreclosure notices.
- Files and posts calendars of boards and commissions.
- Posts calendar of jurisdictional governing body and its boards and commissions.
- Posts and publishes legal notices.
- Prepares minutes of Special Town Meetings.
- Files for record votes, appointments, resignations and oaths given.
- Serves as agent for the Town for the filing of claims against the Town. Maintains Board and Commissions membership lists and terms of office.
- Coordinates with staff and outside agencies to codify ordinances and regulations.
- Answers records-related inquiries from the general public and officials.
- Trains and evaluates staff.
- Prepares capital and operating budgets.
- Registers and certifies Notaries Public.
- Prepares certified copies of documents and affixes seals.

- Participates in professional self-development programs and continuing education opportunities.
- Manages records and vault in accordance with the State Library regulations.
- Administers oath of office to elected officials.
- May serve as governing body's representative at designated functions and events.
- Does special projects and related work as required and any other requirements mandated by state statute as amended by law from time to time.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to apply state and federal laws, town ordinances, department policies, procedures, rules and regulations to determine necessary action.
- Ability to digest, review and disseminate large quantities of information to the proper authorities.
- Ability to handle and process high volume of paperwork accurately and efficiently and maintain complex file and record systems.
- Ability to work with computer software programs including but not limited to Excel, Word, Access and PowerPoint.
- Ability to perform basic mathematical computations.
- Ability to communicate effectively with the public.
- Ability to establish and maintain effective working relationships with Town officials, staff, the general public and Town Hall patrons.
- Ability to monitor new issues and techniques appropriate to Town Clerk functions and responsibilities.
- Ability to understand municipal operations and budgetary impacts.
- Thorough knowledge of land records and other related legal documents.
- Ability to use computer terminal to access, process and retrieve information contained in file records and computer databases.
- Knowledge of federal, state and local laws, ordinances and policies relating to various municipal government programs and operations.
- Knowledge and ability to analyze problems and develop and implement programs and activities to address these problems.
- Ability to train, assign and supervise office staff effectively.
- Ability to communicate effectively both orally and in writing.
- Ability to make decisions on resource allocation and programs in an environment of limited resources and competing claims.
- Ability to plan, organize, direct and evaluate the work of others.
- Ability to greet the public and offer assistance.
- Thorough knowledge of and ability to interpret all statutes, regulations and ordinances governing responsibilities of Town Clerks.
- Knowledge of public records management.
- Thorough knowledge of election laws and processes.
- Thorough knowledge of principles and practices of office management and procedures.
- Sufficient knowledge of the community to serve the public.

- Ability to problem- solve.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Works in office setting subject to continuous interruptions and background noises.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to sit/ remain standing continuously for prolonged periods of time.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to carry and lift documents and office equipment weighing up to 25 pounds.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout the Town hall and other Town buildings and sites.
- Ability to get into and out of an automobile.
- Ability to participate in extended night meetings during the year.
- Ability to access and utilize overhead storage space.
- Ability to see objects closely as in a reading lamp.
- Ability to remember multiple task/assignments given to self and others over the long periods of time.

REQUIRED MINIMUM QUALIFICATIONS

Five (5) years of employment experience in public records management or office experience working with complex record systems. An Associate's degree in Business or Public Administration or closely related field may be substituted for two (2) years of general experience. Certification by the State of Connecticut or by the International Institute of Municipal Clerks may be substituted for the above.

LICENSE OR CERTIFICATE:

Ability to attain designation as a Certified Connecticut Town Clerk by the State of Connecticut Town Clerk Association or as a Certified Municipal Clerk (CMC) as certified by the International Institute of Municipal Clerks within 3 years.

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