



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Lisa L. Heavner - First Selectman

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## **SIMSBURY BOARD OF SELECTMEN**

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

**Regular Meeting – May 9, 2016 – 6:00 p.m.**

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC AUDIENCE**

### **PRESENTATIONS**

- Memorial Day Parade Wounded Warrior Bake Sale
- Quarterly Financials Update

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

### **SELECTMEN ACTION**

- a) Budget Discussion and Possible Action
- b) Approve Appropriation from Reserve for Simsbury High School Turf Field Replacement in the amount of \$660,000
- c) Approval of Main Street Investment Fund Grant Application
- d) Set Public Hearing Date for Proposal to Relocate the Tariffville Water Tower
- e) Approve Tax Refunds

### **OTHER BUSINESS**

### **APPOINTMENTS AND RESIGNATIONS**

- a) Acknowledge the resignation of Philip J. Purciello III (R) as a regular member of the Conservation Commission/Inland Wetlands & Watercourses Agency effective April 26, 2016

Telephone (860) 658-3230  
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[www.simsbury-ct.gov](http://www.simsbury-ct.gov)  
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8:30 - 7:00 Monday  
8:30 - 4:30 Tuesday through Thursday  
8:30 - 1:00 Friday

- a) Appoint Jason L. Levy (R) as a regular member of the Conservation Commission/Inland Wetlands & Watercourses Agency with an expiration date of January 1, 2020

**REVIEW OF MINUTES**

- a) Regular Meeting of April 25, 2016

**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>

# SUPPORT OUR HEROES



## WOUNDED WARRIOR PROJECT

# BAKE SALE

Memorial Day — May 30, 2016  
Martocchio Music Parking Lot  
1 Massaco Street, Simsbury, CT

At 12:30 pm

All proceeds will benefit the  
Wounded Warrior Project

[www.woundedwarriorproject.org](http://www.woundedwarriorproject.org)



*For more information and to donate baked goods visit:*

*[www.woundedvetsstrong.com](http://www.woundedvetsstrong.com)*

*or email us at:*

*[simsburykidswwp@gmail.com](mailto:simsburykidswwp@gmail.com)*



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SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Requested Appropriation for SHS Turf Field Replacement Project
2. **Date of submission:** 5/4/16
3. **Date of Board Meeting:** 5/9/16
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):**

Burke LaClair, Business Manager for Simsbury Public Schools

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:*
  - A. *Move to approve a supplemental appropriation in accordance with Section 809(c) of the Town Charter in the amount of \$660,000 for the SHS Turf Field Replacement Project.*
  - B. *Recommend the removal of this project (#51) from the Capital Improvement Program list of requested projects for 2016-17 funding.*
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 explained in the Capital Improvement Plan, the SHS Synthetic Turf Field was constructed in 2005 and the architects have advised that replacement is needed in the summer of 2016. In order to execute the agreement with the general contractor and issue a notice to proceed, an appropriation from available reserves is needed in advance of the June referendum in order to complete the project this summer. At the Board of

Finance Public Hearing on April 19, 2016, the Board of Finance agreed with the need for moving forward with the project due to the change in the referendum timing. This approval, along with a subsequent requested action on an appropriation to the Board of Finance at its meeting on May 18<sup>th</sup>, will allow the First Selectman to execute an agreement to move the project forward.

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

The original CIP project budget request is attached and was \$675,000. The estimated amount of the bonding costs (\$15,000) has been subtracted because the request for appropriation would be from reserves.

**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:*

CIP Project Detail sheet for the SHS Turf Field Replacement Project.

## PROJECT DETAIL

Project Title: SHS Turf Field Replacement		
Department: Board of Education		Category: Maintenance
Description and Purpose:		
<ul style="list-style-type: none"> <li>* Initial replacement of our first synthetic turf field from 2005</li> <li>* Turf rehabilitation performed in 2014 when synthetic track was resurfaced</li> <li>* Significant worn spots in 2015 with patching of one area.</li> <li>* Consulting architects advised need to replace in 2016</li> <li>* Design documents and bid process happening now subject to May 2016 funding in order to complete in Summer 2016.</li> </ul>		

<b>RECOMMENDED FINANCING</b>									
	Source of Funds	Total Estimated Cost	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	
A. Planning & Engineering		\$20,000							
B. Land & Right of Way									
C. Construction		\$640,000							
D. Equipment									
E. Other Costs		\$15,000							
<b>TOTAL</b>	1,2	\$675,000	\$675,000						
F. Annual Maintenance									
(1) General Fund	(3) Corporate Donations	(5) State Aid	(7) Special Assessments						
(2) Municipal Bonds	(4) Other Funding	(6) Federal Aid	(8) Capital Outlay Funds						



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Main Street Investment Fund Grant Application
  
2. **Date of submission:** May 5, 2016
  
3. **Date of Board Meeting:** May 9, 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):**

Sarah Nielsen, Simsbury Main Street Partnership & Thomas Cooke, Town of Simsbury

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 a resolution (see attached) to authorize First Selectman Lisa Heavner to submit the Main Street Investment Fund grant application, titled *Simsbury Streetscape Project*, to be administered by Jeff Shea, in partnership with Jamie Rabbit and Tom Roy and with the assistance of Simsbury Main Street Partnership, Inc.

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.):**

MSIF grant applications must be projects that are part of a plan previously approved by the governing body of the municipality to develop or improve a Town Commercial Center to attract small businesses, promote commercial viability, and improve aesthetics and pedestrian access. As with all State of CT grants, the Town must follow grant rules and procedures.

This grant is due by May 31, 2016 at 3:00 p.m.

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

There is no impact on the finances of the Town of Simsbury by applying for this grant – if we do not receive the grant, we will not go forward with the expanded parameters of the current streetscape plans. If we do receive this grant, there are no matching funds required.

**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 the Legislative Body  
MSIF Fact Sheet  
MSIF Frequently Asked Questions

Certified Resolution of the Legislative Body

(To be completed by the Town Clerk)

The Legislative Body of the Town of Simsbury, Connecticut met on Monday, May 9, 2016 and adopted a resolution by the vote of \_\_\_\_ to \_\_\_\_ which:

- (1) Authorizes submission of the funding application – *Simsbury Streetscape Project* under the Main Street Investment Fund Program referenced in Section 78 and 79 of the PA 11-1; and
  
- (2) Identifies Lisa Heavner, First Selectman, as an individual authorized to sign the State of Connecticut Department of Housing Main Street Investment Fund application and administer the grant and the project. Such application is attached to and made a part of this record.

Attested to by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_  
Town Clerk

Date: \_\_\_\_\_

## Main Street Investment Fund (MSIF) Fact Sheet

### Authorizing Statutes

PA 11-1, AN ACT PROMOTING ECONOMIC GROWTH AND JOB CREATION IN THE STATE, Sections 78 and 79, (herein after "the Act")

### Program Overview

Under the MSIF, DOH provides grants up to five hundred thousand dollars (\$500,000) to municipalities with populations of not more than thirty thousand (30,000) or that are eligible for the Small Town Economic Assistance Program (STEAP) pursuant to CGS section 4-66g.

MSIF grants must be used for improvements to property owned by the municipality, except the municipality may use a portion of the grant to provide a one-time reimbursement to owners of commercial private property for eligible expenditures that directly support and enhance an eligible project. The maximum allowable reimbursement for such eligible expenditures is \$50,000, provided at the following rates:

- (1) expenditures equal to or less than \$50,000 shall be reimbursed at a rate of 50%, and
- (2) any additional expenditures greater than \$50,000 but less than or equal to \$150,000 shall be reimbursed at a rate of 25%.

### Eligible Projects

Projects that are part of a plan (for example, Town Commercial Center Plan) previously approved by the governing body of the municipality to develop or improve a Town Commercial Center to attract small businesses, promote commercial viability, and improve aesthetics and pedestrian access.

### Eligible Expenditures

Expenses for cosmetic and structural exterior building improvements, signage, lighting and landscaping that is visible from the street, including, but not limited to, exterior painting or surface treatment, decorative awnings, window and door replacements or modifications, storefront enhancements, irrigation, streetscape, outdoor patios and decks, exterior wall lighting, decorative post lighting and architectural features, including other improvements or renovations deemed by the Commissioner to contribute to the economic success of the municipality.

Excluded activities are: (A) any renovations that are solely the result of ordinary repair and maintenance, (B) improvements that are required to remedy a health, housing or safety code violation, or (C) nonpermanent structures, furnishings, movable equipment or other nonpermanent amenities.

### Definitions

#### A. What is a Town Commercial Center?

A Town Commercial Center is a town's central business district or neighborhood commercial district that is the community's or neighborhood's "hub" for a well-integrated mix of retail, office, governmental, community, institutional, entertainment and residential activities. A vibrant town commercial center is a

sustainable and walkable compact mix of land uses and transportation choices that attract residents and visitors to frequent the activities located at the center.

**B. What is a Town Commercial Center Plan?**

The Town Commercial Center Plan is a formal plan developed by the municipality to guide the growth of the town’s commercial center. Examples of a Town Commercial Center Plan are a downtown beautification plan or enhancement plan, façade improvement plan, building rehab plan, and improving pedestrian linkage plans. A local Plan of Conservation and Development (POCD) will not be considered an “approved plan”.

The plan shall include the following:

1. A certified resolution by the municipality adopting the plan; and
2. A concise narrative and map presenting the municipality’s vision for its Commercial Center.

The plan will clearly delineate the geographic boundaries of the commercial center, existing zoning, major structures, properties and public spaces, primary commercial streets and roadways, and proposed public and private improvements.

Other plan elements that a municipality should consider to strengthen the plan include, but are not limited to:

- Efforts to attract small businesses, promote commercial viability and improve aesthetics and pedestrian access;
- A town center housing mix (market and workforce) plan with market based recommendations for retaining and attracting a vibrant mix of street level retail, food and entertainment uses;
- Incorporation of “complete streets” roadway design elements and accommodation for public transportation (where applicable);
- A project phasing, implementation and financing plan for the proposed development efforts;
- A business interruption, traffic and parking maintenance plan during project construction phases.

**Criteria**

**I. Initial Criteria**

- A. Is the applicant eligible under the Act?
- B. Did the applicant submit a complete application with all the attachments and authorized individual signed it including required resolutions?
- C. Is the project part of the Town Commercial Center Plan and is the project clearly described as part of the application? Did the applicant submit such a plan and demonstrate governing body approval of the plan?
- D. Does the Town Commercial Center Plan develop or improve the town’s commercial center to attract small businesses, promote commercial viability, and improve aesthetics and pedestrian access, in accordance with the Act?
- E. Did the applicant provide details of the façade improvement program, if asking funds for façade improvements? Is this program part of the plan?

**II. Project Criteria**

Each application that passes the Initial Screening Criteria will be designated as an eligible project and reviewed based on the following criteria:

A. Local & Regional Support

Does the applicant provide evidence of local support of, and commitment to, advancing the goals in the proposal? Any actions previously taken in support of these goals and proposal-specific objectives should be identified. Such actions can include, but are not limited to, façade or awning improvements, sidewalk improvements or construction, street lighting, building renovations, including mixed use of residential and commercial, landscaping and development of recreational areas and greenspace, bicycle paths, etc.

B. Leverages Other Funding

Does the applicant should indicate if the funds requested will help leverage proposed public or private funding to provide a larger economic and development impact? This funding can include, but is not limited to, investments or financial commitments made by private, municipal, state, federal or non-governmental organizations.

C. Economic & Market Viability

Does the applicant describe the economic and market viability and/or potential of the proposed project area, as well as the viability of its specific project proposal. This should include, but is not limited to, an assessment of the proposed project's potential to progress as envisioned and to ultimately be successful in attracting small businesses and promoting commercial viability.

D. Timeline to Implementation

Does the applicant provide a realistic project schedule or timeline that includes, but is not limited to, the amount of time needed to implement the proposed project? Provide information on the project demonstrating its readiness to be implemented upon approval, i.e. design documents prepared, construction documents prepared, construction bids received, etc. Is the project fully funded? Are sources and uses of funds identified and have commitments been obtained? Are the project boundaries clearly identified? Projects that can be completed in a year or less will be given a priority over a project that will take more than a year to complete. Was the applicant's prior MSIF project funded completed on time, if previously funded? Will the project require CEPA review? If yes, these are low priority projects because of the time and cost involved in addressing CEPA issues.

E. Supportive of State C&D Plan and state priorities

Does the applicant describe how the proposed project supports some or all of the key elements of related regional and state plans, for example, TOD, affordable housing, brownfields, reuse of existing facilities, redevelop areas where physical infrastructure exist, complete streets concept, etc.?

F. Façade Improvement grant

Does the applicant provide reasons for town recommendations for eligible activities to be reimbursed by this grant? Is owner committed to do the project and are all funds secured by the owner?

**Program information contact:**

Dimple Desai, Community Development Director  
Department of Housing  
CDBG Small Cities and Technical Services  
Hartford, CT 06106  
Phone: 860-270-8012  
Email: [dimple.desai@ct.gov](mailto:dimple.desai@ct.gov)

**DEPARTMENT OF HOUSING**  
**MAIN STREET INVESTMENT FUND**  
**Frequently Asked Questions**

**Timelines and Deadlines**

**Q. When is the application deadline?**

A. All applications are due (postmarked or hand delivered to DOH) by May 31, 2016 at 3:00 pm.

**Q. When will the grant awards be announced?**

A. This will depend on the number of applications that are received. The goal is to announce all grant awards by September 2016. Execution of a final grant agreement and the release of funds is contingent on approval of the grant by the State Bond Commission.

**Q. How much time does a municipality have to complete a project funded by this program?**

A. Each grantee will receive a Notice of Grant Award from DOH that provides a start and end time for each project based on the applicant's proposed schedule.

**General Application Questions**

**Q. Who is eligible to apply?**

A. Per MSIF statute, municipalities with populations of not more than thirty thousand (30,000) or that are eligible for the Small Town Economic Assistance Program (STEAP) pursuant to CGS section 4-66g are eligible to apply.

**Q. Who will review and decide which applications are accepted or declined?**

A. DOH staff will review all applications and submit recommendations to the DOH Commissioner for final decisions.

**Q. How many copies of the grant application and required attachments are required?**

A. One original and one copy of all required materials must be submitted.

- In the case of a plan or supporting document that is part of a larger document, the applicant can submit a link to the document or a disk with the document on it.
- However, please identify the information requested from these larger document/s.

**Q. Is there a scoring sheet that will be used to rate applications?**

A. A scoring sheet is not planned at this time, but as stated in the MSIF Fact Sheet, DOH will use the Initial Criteria and Project Criteria to evaluate the applications and prioritize them for funding.

**Q. What is the "legislative body" that must approve the submission of the application and the designation of the authorized person for this project?**

A. It is the municipality's body of elected officials, i.e. the town council or board of selectman.

**Q. What is the “governing body” which must have approved the plan?**

A. Please refer to your town charter, which may define the governing body. Examples of the governing body are: an Economic Development Commission, Planning and Zoning Board or other municipal commission, etc.

**Q. What constitutes a Town Commercial Center Plan?**

A. Please refer to the program Fact Sheet, which discusses the elements of a good plan. Approved Plan of Conservation and Development (local POCD) alone will not be considered as “approved plan”. Examples of the Town Commercial Center Plan are downtown beautification plan or enhancement plan, façade improvement plan, building rehab plan, and improving pedestrian linkage plans, etc.

**Q. What if the plan exists but has not been approved?**

A. An approved plan is required. If the Town Commercial Center Plan exists but has not been approved by the governing body, it must be approved prior to submitting the application.

**Q. What if the plan was adopted 20 years ago, would this be eligible?**

A. The applicant will need to demonstrate that the plan is still valid. Applicants must submit a recent (within the last five years) governing body resolution approving the plan.

**Q. What if a municipality has more than one plan that relates to the Town Commercial Center?**

A. More than one plan can be used to come up with a single implementation plan. In the narrative the applicant should demonstrate how all the plans integrate and focus on the Town Commercial Center and this single implementation plan must be approved by the governing body.

**Q. If a municipality received a grant in the past under this program, can it apply again?**

A. Such a municipality may apply. However, it must meet the Initial Criteria and Project Criteria described in the Fact Sheet.

**Q. Does a municipality need to comply with prevailing wage guidelines?**

A. Yes, the municipality is required to comply with the prevailing wage guidelines. Municipal grantees must pay the prevailing wage rates on projects: (a) where the total cost of all work to be performed by all contractors and subcontractors in connection with new construction is \$400,000 or more; and (b) where the total cost of all contractors and subcontractors for remodeling, refurbishing, rehabilitation, and repair is \$100,000 or more (C.G.S. 31-53(g)). The State Department of Labor's Wage and Workplace Standards Division (860-263-6549) will assist the DOH grantee in determining the prevailing wage rate.

**Financial Questions**

**Q. How much money is available in total?**

A. DOH anticipates making up to \$5 million available.

**Q. Are matching funds required?**

A. No matching funds are required for the municipal project, but applications that have matching funds will be given higher priority as the matching funds will leverage the MSIF

funds. Legitimate in-kind expenses, such as the pro-bono work of an architect or the labor of municipal employees, can be included in the budget as matching funds that are not reimbursable.

However, it should be noted that the matching funds are required for reimbursement to owners of commercial private property as described in the MSIF Fact Sheet.

**Q. Does Davis Bacon apply?**

A. No.

**Q. When will grant funds be dispersed?**

A. Funds will be dispersed on a per project basis after the agreement between DOH and a successful applicant is executed by both parties and after the requisition for payment has been submitted by the applicant. An advance may be provided to start the project. Thereafter an applicant can request reimbursements as the grant is spent down in increments. The last payment will not be made until the project is complete and the completed final report is submitted.

**Q. Can this grant be used with other public sources of funds?**

A. Yes.

**Eligible Reimbursable Costs/Projects**

**Q. Can the application be for more than one project or activities at different locations?**

A. Applicant should submit one application. However, in some instances, there may be activities at different locations that relate to **one** coordinated Town Commercial Center Plan.

**Q. Is the labor of municipal staff a reimbursable expense?**

A. No, but the in-kind value of staff costs can be recognized in the overall budget for the project. This should be identified under the "Town Share" column in the budget.

**Q. Are soft costs (consultant, design and engineering fees) eligible?**

A. No. All design and engineering work must be paid with other funds or be in-kind. An application can be submitted without having incurred any soft costs, but the applicant must be able to demonstrate that the estimates of projects costs are accurate. Also the cost of consultants to assist with the MSIF application or the project is not an eligible cost. Municipal staff time and a property owner's own labor are not eligible costs for reimbursement. The cost of Traffic Control is also not eligible for reimbursement.

**Q. What is the difference between normal repair and maintenance and improvements that will "contribute to the economic success of the municipality" and therefore be eligible expenses for this grant?**

A. Per statute, eligible expenditures exclude any renovations that are solely the result of ordinary repair and maintenance. For example, replacement of the sidewalk that is broken or damaged would not qualify if it were not part of a Commercial Center Plan that meets the goals of the statute. Another example is, if the building siding is damaged, this constitutes ordinary repair and maintenance and therefore will not be eligible for façade improvements. Basically, there has to be an overall plan encompassing various activities that will lead to economic success of the municipality.

**Q. Are property acquisition and easement costs eligible grant expenses?**

A. No.

**Q. Is the demolition of a building an eligible cost?**

A. No, building demolition is not an eligible cost.

**Q. Is public art an eligible cost?**

A. It depends on how this fits into the overall Town Commercial Center Plan and whether it is a permanent installation or not (non-permanent amenities, nonpermanent structures, furnishings, etc. are not eligible). However, if other sources of funds are available for activities like public art, DOH encourages applicants to seek those funds for this portion of the project.

**Q. Are parking, wayfinding and public amenities like benches and bus shelters eligible?**

A. Yes, if the application can demonstrate how these improvements meet the Project Criteria listed in the program Fact Sheet and the program goals. If these are part of ordinary repair and maintenance, they are not eligible.

**Q. Can grant funds be used to close the gap in a larger project that is underway or planned?**

A. Yes, this can be considered as leveraged funds. However, the MSIF funds can only be used for eligible activities under this program and activities that are part of an approved plan.

**Q. Is landscaping an eligible cost?**

A. Yes, it can be an element of the overall project but cannot be the majority of the project cost. It must be part of an approved plan.

**Q. Can the project happen in a state right of way?**

A. Yes, but the applicant must submit written proof from the CT Dept. of Transportation (CONNDOT) that the project will be allowed to remain in place on a longer term basis and there are no foreseeable plans for major changes to the right of way that may undo the work performed under this program. Also, the applicant must ensure that it has all the necessary approvals from CONNDOT for this work.

**Q. Can one application include requests for both a private property and for improvements to municipal-owned property?**

A. Yes.

**Q. Are nonprofit property owners eligible for funds?**

A. Yes, non-profit property owners are eligible if the property is "commercial" property.

**Q. Is there a requirement that a façade cannot be completed without the remainder of the building meeting code compliance? For example, what if a multi-story building received a façade grant but only the first floor was code compliant for any occupancy?**

A. It is the responsibility of the municipality to make sure that proper permits are issued for the work to be reimbursed with MSIF funds and that all the inspections are conducted by the local authorized building official. DOH will review the application on a case by case basis. DOH will look to make sure that the façade improvements are not undone due to the

building code compliance issues later for the remaining floors, there is a plan to occupy the remaining floors, etc.

**Q. Will projects be subject to a review under CEPA?**

A. The determination of CEPA applicability is made on a case-by-case basis. It is highly recommended that if the building proposed for façade improvement is historic, that the applicant contact the State Historical Preservation Office prior to submitting the application for MSIF funding. It is also recommended that the applicant secure appropriate permits from all applicable state and or federal agencies. DOH recommends that applicants propose projects that will not trigger CEPA review as it may cost additional funds and delay the project.

**Private Property Applications**

**Q. Is there a limit on the number of private properties that can be funded?**

A. No, but the maximum grant amount is \$500,000.

**Q. Can grant funds be used for projects that have been completed prior to this application?**

A. No. Work already completed prior to the application submission date will not be reimbursed.

**Q. Is the property owner's own labor ("sweat equity") a reimbursable expense?**

A. No, but the labor of a licensed contractor hired to perform eligible activities is eligible.

**Q. If a business that is renting from a private property owner is doing the improvements to the property, can the business be reimbursed for its expense?**

A. No.

**Q. Is there a time limit that a private property owner must continue to own the property after it has received any reimbursement for improvements to the property?**

A. No. However, it is expected that the improvements made to the building that are reimbursed by the state must be long-term improvements (i.e. won't be undone in a short time frame)

**Q. Must the private property be identified in the application?**

A. Yes. The application must include a statement from the private property owner that it is committed to doing the project and have all the necessary funds to undertake the project if the grant is approved.

**Q. What is DOH's definition of a façade, i.e does it include a new roof?**

A. Per statute "structural exterior building improvements" are considered eligible expenditures provided it meets the other criteria. A roof is not eligible as it will be considered part of ordinary repair and maintenance.

**Q. If façade improvements are proposed, must the municipality enter into an agreement with each property owner requiring that funded improvements will be preserved even if a new property owner buys the property and/or a new tenant moves in?**

A. It is expected that the municipality will enter into binding agreement to make sure that the state funded improvements will not be modified or undone in short time frame.

**Q. Is State Historic Preservation Office (SHPO) approval required?**

A. Yes, if the building is on the state or federal register of historic places, or a contributing building is in a district that is on the state or federal register of historic places, then SHPO approval is required.

**Q. Are other state agencies permits or approval required?**

A. It is the applicant's responsibility to get any and all permits and approvals required to undertake the project.



# 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:** May 4, 2016
3. **Date of Board Meeting:** May 9, 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 \$ 93.78

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 2012</b>					
					\$0.00
					\$0.00
<b>Total 2012</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>List 2013</b>					
					\$0.00
					\$0.00
					\$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>					
Dudek, Anna M	14-03-54915	\$5.30			\$5.30
Preiser, Timothy A	14-03-64845	\$38.98	\$1.25		\$40.23
Simsbury Service Center Inc	14-2-40727	\$49.50			\$49.50
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
<b>Total 2014</b>		<b>\$93.78</b>	<b>\$1.25</b>	<b>\$0.00</b>	<b>\$95.03</b>
<b>TOTAL 2012</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</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>\$93.78</b>	<b>\$1.25</b>	<b>\$0.00</b>	<b>\$95.03</b>
					<b>\$95.03</b>
<b>TOTAL ALL YEARS</b>		<b>\$93.78</b>	<b>\$1.25</b>	<b>\$0.00</b>	<b>\$95.03</b>

BOARD OF SELECTMEN MEETING  
AGENDA SUBMISSION FORM

**1 Title of submission:** Republican Party Resignation

**2 Date of submission:** April 28, 2016

**3 Date of Board Meeting:** May 9, 2016

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

Philip J. Purciello III

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

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

**Acknowledge the resignation listed below:**

Effective date: April 26, 2016

Name: Philip J. Purciello III

Address: 2 Lionel Drive, Simsbury

Party affiliation: Republican

Name of Board/Commission: Conservation Commission/Inland Wetlands & Watercourses Agency

Regular Member

Alternate Member

Term of Office - from: January 1, 2016

Term of Office - to: January 1, 2020

**6 Summary of Submission:**

Acknowledge the resignation of Philip J. Purciello III

**7 Financial Impact:** None

**8 Description of documents included with submission:** Letter of Resignation

Philip J. Purciello III  
2 Lionel Drive, Simsbury, CT 06070

April 26, 2016

Carolyn Kelly, Town Clerk  
Town of Simsbury  
933 Hopmeadow Street  
Simsbury, CT 06070

Dear Ms. Keily:

I hereby resign my position as Regular member on the Conservation  
Commission/Inland Wetlands & Watercourses Agency.

Please notify the Board of Selectmen that the effective date of my resignation is  
April 26, 2016.

Sincerely,



BOARD OF SELECTMEN MEETING  
AGENDA SUBMISSION FORM

**1 Title of submission:** Republican Party Nomination

**2 Date of submission:** April 28, 2016

**3 Date of Board Meeting:** May 9, 2016

**4 Individual or Entity making the submission:**  
Simsbury Republican Town Committee  
Robert W. Heagney, Chair, and Paul Henault, Nominating Chair

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

**Appoint the nominee listed below to the position of:**

Regular Member	<input type="checkbox"/>	
Alternate Member	<input type="checkbox"/>	
Regular Member to fill a vacancy	<input checked="" type="checkbox"/>	Vacated by: Philip J. Purciello III
Alternate Member to fill a vacancy	<input type="checkbox"/>	Vacated by:

Name of Nominee: Jason L. Levy  
Address of Nominee: 5 Clover Lane, Weatogue 06089  
Party affiliation: Republican

Name of Board/Commission, etc.: Conservation Commission/Inland Wetlands & Watercourses Agency

Term of Office - from: January 1, 2016  
Term of Office - to: January 1, 2020

**6 Summary of Submission:**

Appoint Jason L. Levy to the Conservation Commission/Inland Wetlands & Watercourses Agency

**7 Financial Impact:** None

**8 Description of documents included with submission:** None

### **CALL TO ORDER**

The Regular Meeting of the Board of Selectmen was called to order at 6:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Lisa Heavner; Board members Michael Paine, Sean Askham, Cheryl Cook, Christopher Kelly and Elaine Lang. Others in attendance included: Thomas Cooke, Director of Administrative Services; Tom Roy, Director of Public Works; Sean Kimball, Director of Finance; Chief Jim Baldis, 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, Chapter 141, concerning tax abatements for volunteer firefighters and ambulance personnel**

Robert Kalechman, 971 Hopmeadow Street, said he supports the ordinance and resolution on the tax abatement and also on hypertension laws and pensions.

Gary Wilcox, President of the Simsbury Fire District, had a memo from Kevin Kowalski, Deputy Chief of the Fire Company and Chief Administrative Officer of the Fire District. Ms. Heavner said the Board members have a copy of that memo.

Mr. Wilcox said Mr. Kowalski spoke about the two-year increment abatement. With this amendment to the ordinance, the increase will be \$500 after 2 years and \$1000 after 5 years. There is also a technical change allowing them to define their members in good standing.

Peter Tedone, Board of Director of the Simsbury Ambulance, said he supports this Amendment. It is a very fair Amendment and feels it is a very important jester and important recruiting tool to bring new people into the Ambulance Association. It shows the appreciation of the residents of the Town.

Jim Baldis, Fire Chief, thanked the Board of Selectmen for their support on this change. This abatement recognizes the value and services from the firefighters and ambulance personnel. This will also make it easier to get new members. This will not change the challenges we face when trying to get new members, it will enhance the component of benefits that they try to provide.

Mr. Askham made a motion to close the Public Hearing at 6:10 p.m. after no further public comment. Ms. Lang seconded the motion. All were in favor and the motion passed.

### **PUBLIC AUDIENCE**

Joan Coe, 26 Whitcomb Drive, spoke about her bumper sticker issues again, furniture being donated to the Town, the Town Manager’s salary and other issues.

Robert Kalechman, 971 Hopmeadow Street, spoke about privileged groups in Town, the marijuana factory and drug abuse, and other issues.

Mr. Askham made a motion to amend the agenda to move item b in Other Business, discussion on Fiscal Year 2017 Budget after item b under Selectmen Action, CT-Prime Stop Loss Program. Mr. Kelly seconded the motion. All were in favor and the motion passed.

### **PRESENTATIONS**

- **May 2016 Bike Month Proclamation**

Ms. Jacobus, 22Harvest Hill, said there are a lot of upcoming bike activities. There is a calendar on the Town’s website and also on their Facebook page. She noted that the Board of Selectmen Ride will be held on May 5<sup>th</sup> @ 5:00 p.m. There will also be a lot of information on Biking in Simsbury at the Innovation Fair on April 30<sup>th</sup>.

Ms. Thibodeau encouraged everyone to join the Simsbury Bike Challenge. You can log your miles from 5/1 – 9/30 on the national website. She also reminded everyone about Simsbury Free Bike. More biking information can be read on [www.simsbury.bike](http://www.simsbury.bike).

Mr. Roy said we will be participating in a CT DOT program where they will conduct a roadway safety audit, where the six most critical intersections on the trails will be reviewed. Also, the trail grant was approved today for the trail from Tariffville to Bloomfield.

Ms. Lang read the following:

**PROCLAMATION  
MAY 2016  
Is Bike Month in Simsbury, CT**

Whereas, for more than a century the bicycle has been an utilitarian, economical, environmentally sound and effective means of personal transportation, recreation and fitness;

Whereas, the Town of Simsbury, Connecticut encourages the use of bicycles as a means of transportation; and

Whereas, the Town of Simsbury, Connecticut recognizes bicyclists as legitimate roadway users and therefore are entitled to legal and responsible use of all public roadway facilities in Simsbury; and

Whereas, the Town of Simsbury, Connecticut encourages the increased use of the bicycle, benefiting all citizens of Simsbury improving air quality, reducing traffic congestion and noise, decreasing the use of and dependence upon finite energy sources, and fostering exercise; and

Whereas, the Town of Simsbury, Connecticut recognizing the use of bicycles as a viable mode of transportation, endeavors to promote safe and responsible bicycling and is committed to incorporating the development of bicycle facilities in the vision for a vibrant downtown Simsbury; and

Whereas, the League of American Bicyclists has established May as National Bicycle Month, and the First Selectman establishes May as Bicycle Month in Simsbury, Connecticut’s first town to be designated as a Silver Bicycle Friendly Community; and

Whereas, the Simsbury Bicycle Advisory Committee and the First Selectman encourage all citizens to ride their bicycles to work, to the store, to the park, around their neighborhoods and with friends and family to promote the personal and societal benefits achieved from bicycling.

Now, therefore, I, Lisa Heavner, First Selectman of Simsbury, Connecticut, do hereby proclaim May 2016 to be Bike Month in Simsbury. Connecticut.

### **FIRST SELECTMAN’S REPORT**

Ms. Heavner said on Saturday, April 23<sup>rd</sup>, the Town’s emergency personnel conducted a training exercise involving police, fire, ambulance, hazmat personnel, numerous volunteers, Town and Board of Education staff. This drill took extensive planning and involved more than 175 people and was very successful.

Ms. Heavner thanked the Farmington Valley Trails Council, President Bruce Donald, and the many volunteers who cleaned up the bike trails around town and along the Greenway. She asked that everyone keep the trails clean now.

Ms. Heavner said the Town of Simsbury, along with Towns of Avon, Canton, Granby and Farmington will be holding a Hazardous Waste collection on Saturday, April 30<sup>th</sup> from 8:00 a.m. to 1:00 p.m. For more information, call Public Works 860-675-2550.

Ms. Heavner said the Innovation Fair is all set for April 30<sup>th</sup> from 10:00 a.m. to 4:00 p.m. with activities, exhibits and demonstrations at the Public Library, Historical Society, and High School. For complete details go to: [Simsburyideas.com](http://Simsburyideas.com).

Ms. Heavner thanked the Simsbury Grange for co-sponsoring the Green Monster E-Cycling event on May 14<sup>th</sup> from 9:00 a.m. until 12:00 p.m. at Andy’s Market. A \$10 donation is suggested. More information can be found on <http://www.GreenMonsterEcycling.com> or by phone 860-231-1426.

Ms. Heavner said the Police Department has established the Police Department lobby as a “safe exchange zone.” The lobby is open to the public and under video surveillance twenty-four hours a day, seven days a week. The goal is to provide a sense of security for those who may want it.

Ms. Heavner said the 2016 Neighborhood Assistance Act Tax Credit Program provides a tax credit to business firms that make cash investments in qualifying community programs conducted by municipal or tax exempt agencies. For more information: visit the Department of Revenue Services website at [www.ct.gov/DRS](http://www.ct.gov/DRS) and search for “Neighborhood Assistance Act.”

Ms. Heavner said the Board of Finance has delayed the budget referendum and tentatively scheduled its final Public Hearing on the budget for May 18<sup>th</sup>. For more information, go to the Town’s website at [www.simsbury-ct.gov](http://www.simsbury-ct.gov).

Ms. Heavner said May is Bike Month in Simsbury and there are a lot of events for everyone. For more information, visit [www.simsbury.bike](http://www.simsbury.bike).

### **SELECTMEN ACTION**

#### **a) Possible Action on Amendment to the Simsbury Code of Ordinances, Chapter 141, concerning tax abatements for volunteer firefighters and ambulance personnel**

Ms. Heavner said the requested Tax Abatement ordinance would allow Volunteer Firefighters and Ambulance personnel to receive the full amount available to them in 5 years verses 10 years. Additionally, this would allow for changes to the requirements to conform to the Bylaws of their specific organizations.

Mr. Askham made a motion to approve the requested amendment to Town Code of Ordinances, Chapter, 141, Tax Abatement for Volunteer Firefighters and Ambulance personnel as proposed. Mr. Kelly seconded the motion. All were in favor and the motion passed.

**b) Discuss Participation in CT-Prime Stop Loss Program and Possible Action**

Ms. Heavner said this discussion had been tabled as more information was needed. She said the anticipated future rate stability is the primary objective. The Board has all the information in their packets.

Bob Lindberg from A.J. Gallaher & Co., gave some background and more information on this issue. He said CT Prime is a member owned organization.

Mr. Kelly made a motion:     **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 agreements 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.

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

**c) Discussion on Fiscal Year 2017 Budget**

Ms. Heavner said the Board of Finance voted to postpone the Budget Referendum. The tentative date for the Public Hearing is May 18<sup>th</sup> at Town Hall. They are trying to get more information from the Legislature before moving forward.

Ms. Heavner said the Board of Finance is also awaiting the quarterly update from the Board of Education. They might ask for more reductions in the budget figures after updates are received.

After some discussion, Ms. Heavner said the Board of Selectmen budget is lean and they have worked hard to keep it that way. It is the State that can't get their house in order.

**d) Approve Tax Refunds**

Ms. Cook made a motion to approve tax refunds in the amount of \$2,678.52 as recommended and approved by the Tax Collector. Mr. Paine seconded the motion. All were in favor and the motion passed.

**e) Acceptance of Gift of Furniture from The Hartford**

Ms. Heavner recused herself and turned the meeting over to Deputy First Selectman Mr. Kelly.

Ms. Kelly went through what The Hartford wishes to donate and they asked that the Town expedite the donations.

Mr. Askham said The Hartford is making the donations and no materials are going to individuals, but just to the Town.

Mr. Askham made a motion to authorize the acceptance of a gift of furniture from The Hartford valued at approximately \$7,400. Ms. Lang seconded the motion. All were in favor and the motion passed.

Ms. Heavner rejoined the meeting.

**f) Approve the request of Fiddlers Green for Eno parking permission effective June 1, 2016 to December 1 2016**

Ms. Heavner said this has been done for several years now. This will not interfere with any events at Eno Memorial Hall.

Ms. Cook made a motion to approve the request of Fiddlers Green to use Eno parking lot effective June 1, 2016 to December 1, 2016. Ms. Lang seconded the motion. All were in favor and the motion passed.

**g) Designate Personnel Sub-Committee to Hear Appeal Under Terms of Defined Benefit Plan**

Mr. Askham recused himself.

Ms. Heavner said a retired employee has asserted a claim for retroactive monthly pension benefits which predate his application for those benefits. The claim was denied and the employee wishes to appeal this decision. Under the terms of the Town’s Retirement Income Plan, the appeal can be heard by the plan administrator or the Board of Selectmen acting as the plan administrator. The Board of Selectmen, acting as the plan administrator, can designate a representative to hear the appeal and that representative can be a committee of the Board of Selectmen. They have asked to designate the Personnel Sub-Committee to hear this appeal.

Mr. Kelly made a motion to designate the Personnel Sub-Committee to hear a former employee’s appeal of the denial of a claim for retroactive monthly pension benefits. Mr. Paine seconded the motion. All were in favor and the motion passed.

Mr. Askham rejoined the meeting.

**OTHER BUSINESS**

**a) Discussion regarding updates from Boards and Commissions**

Ms. Cook feels it would be helpful to invite appointed Boards and Commissions to come before the Board of Selectmen to give an update on their goals, issues and what they are working on. They can also let the Board of Selectmen know how they can help them.

After some discussion, the Board decided to invite the Economic Development Commission to the next Board of Selectmen meeting. This Board should give Ms. Askham any questions they might have for EDC. Also, Ms. Cook will check with Aging & Disabilities Commission to see when they can come before the Board.

**APPOINTMENTS AND RESIGNATIONS**

**a) Appoint Susan Krinsky (R) as an alternate member of the Aging & Disability Commission with an expiration date of January 1, 2018**

Mr. Paine made a motion to appoint Susan Krinsky as an alternate member of the Aging & Disability Commission with an expiration date of January 1, 2018. Ms. Lang seconded the motion and the motion passed.

Also, the Board thanked Mary Lou Patrina for service.

### **REVIEW OF MINUTES**

#### **a) Regular Meeting of April 11, 2016**

There was no action taken on the minutes of April 11, 2016 and, therefore, the minutes were adopted.

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

- 1. Personnel** – Mr. Kelly said at the last Personnel meeting they updated the Town Clerk’s position description. They also had a conversation about priorities that are value added from now to 2017. He began to distribute the potential project plan today and went through them at the meeting.
- 2. Finance** – no report at this time.
- 3. Welfare** – no report at this time.
- 4. Public Safety** – Mr. Askham said we had great volunteers for our emergency training exercise. It was a great drill for all and he appreciated all the planning and effort that went into this. It went very well.
- 5. Board of Education** – Ms. Cook spoke about Community for Care. She said they had to postpone their 6/18 event as it is graduation night. They will resume their programs in September.

Mr. Paine reminded everyone that tomorrow is Primary Day and everyone should exercise their right to vote.

Ms. Lang reminded everyone about the Innovation Fair on April 30<sup>th</sup>. For more information go to: [Simsburyideas.com](http://Simsburyideas.com)

### **ADJOURN**

Mr. Askham made a motion to adjourn the meeting at 7:45 p.m. Ms. Cook seconded the motion. All were in favor and the motion passed.

Respectfully submitted,  
Kathi Radocchio  
Clerk