



Town of Simsbury

FY 2017-2018 Annual Report

Town Manager's Office

The Town Manager is appointed by the Board of Selectmen to serve as the chief executive officer of the Town. She is responsible for the oversight of all Town departments, implementing all acts and policies of the Board and all resolutions and ordinances adopted by the Town. The Office is responsible for the implementation of policies and initiatives, the administration of the human resources program, and supports the Town's economic development activities.

2017-2018 Initiatives and Accomplishments

- Designed and implemented a plan for the transition to a Town Manager-Board of Selectmen form of government. The new form of government took effect December 4, 2017 and our first Town Manager began work January 29, 2018.
- Successfully recruited and on-boarded a new Police Chief, Finance Director/Treasurer, and Director of Culture, Parks and Recreation.
- Supported the work of a number of Board of Selectmen policy initiatives and work groups such as: Economic Development Work Group; Water Shortage Ordinance Subcommittee; Work Group Reviewing Participation of Unaffiliated Voters on Boards, Committees, and Commissions.
- Implemented cybersecurity improvements through infrastructure upgrades, employee awareness training, and the development of cybersecurity policies and procedures.



Pictured is Simsbury's first Town Manager Maria Capriola, who began work on January 29, 2018

Budget: \$453,560
4 full-time equivalent
employees

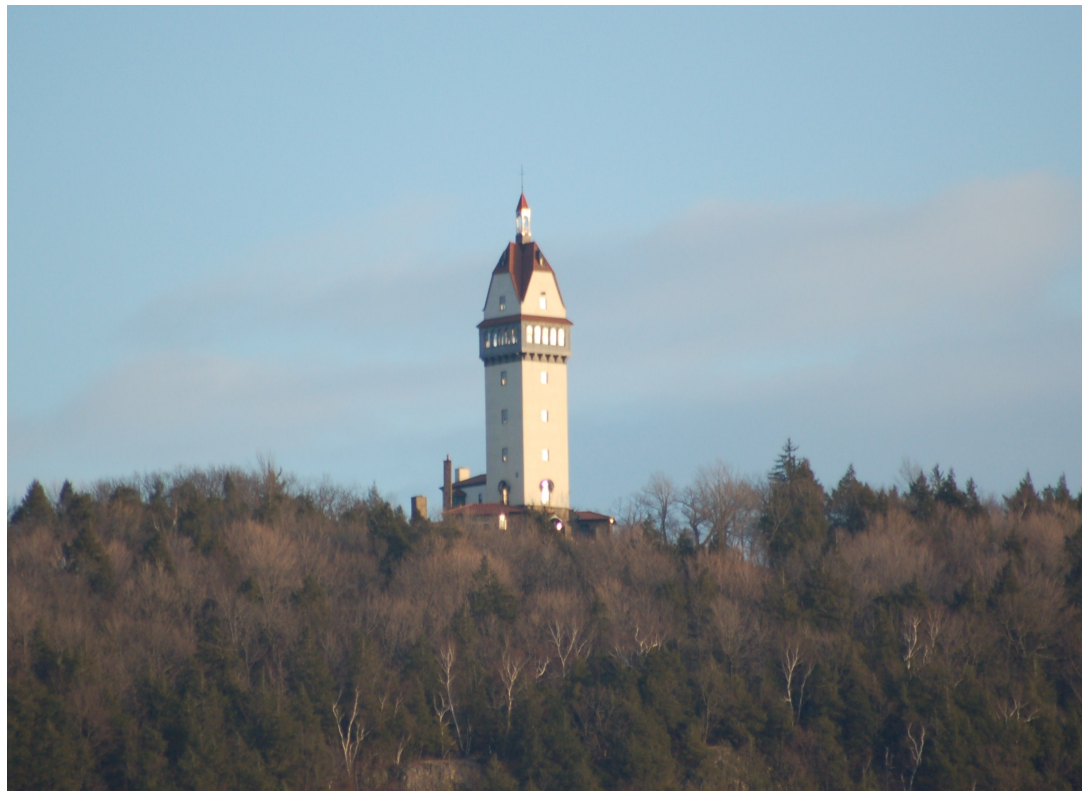
Finance Department

The Finance Department includes financial administration, assessment and revenue collection. The Department's mission is to provide the highest level of fiscal integrity and department support through training, prudent policies and business practices within its procurement, payroll, accounts payable, accounting and reporting, tax collection and debt management.

2017-2018 Initiatives and Accomplishments

- Awarded the GFOA Award for Excellence in Financial Reporting for the 19th consecutive year.
- Maintained Aaa credit rating at a time when many municipalities are being re-evaluated, and in many cases, downgraded due to state budget uncertainties.
- Updated and implemented revised capital asset policy and corresponding asset acquisition and asset disposition forms.
- Successfully assisted in the hiring of a new Finance Director/Treasurer.
- FY 2017 - 2018 ended with unaudited close results of a net increase to fund balance in the amount of \$2,460,099.

Budget:
\$840,663
7.82 full-time
equivalent
employees



Information Technology

The Information Technology Department oversees technology systems and operations of municipal offices. Additionally it provides services to the Board of Education Central Office, Regional Probate Court and the Housing Authority. The Department participates in monthly meetings with Simsbury's Technology Task Force and IT Steering Committee on technology activities, issues and recommendations.



2017-2018 Initiatives and Accomplishments

- Continued fiber optic build-out to Simsbury Farms.
- Implemented Next Generation Firewall appliances.
- Implemented hosted voice over internet protocol (VoIP) telephony for Simsbury Public Library.
- Implemented a cyber security awareness program for Town employees.
- Initiated the upgrade to the Town's financial management system and databases.

*The above picture of the Flower Bridge
was taken by Lorraine Cosgrove*

Budget: \$178,360

2 full-time equivalent employees

Town Clerk's Office

It is the mission of the Town Clerk's Office to serve as the liaison between the local government and the residents and patrons of Simsbury, making sure that information is easily accessible and reliably provided, all while delivering the highest quality of customer service.



Pictured above is the Animal Control Officer and Town Clerk at the Microchip Clinic on June 23, 2018

2017-2018 Initiatives and Accomplishments

- On November 7, 2017, 34% of Simsbury voters turned out for the municipal election for First Selectman, Board of Selectmen, Board of Finance, Board of Education, Board of Assessment Appeals, Planning Commission, Zoning Commission, Zoning Board of Appeals and Library Board of Trustees. At the May 1, 2018 referendum, we had a voter turnout of 9.4% of electors.
- In collaboration with Chief Nicholas J. Boulter, Animal Control Officer Mark Rudewicz, and the Simsbury Police Department, we conducted our 17th Top Dog Contest during May 2018. The program is designed to promote responsible dog ownership and, in turn, to advance public safety within the community. The four happy winners received doggie treats, and their owners received a 2018 dog license at no charge.
- On June 23, 2018, the Town Clerk and the Animal Control Officer hosted a microchip clinic and dog licensing event at the Weatogue Fire Station. Microchips were administered by Hopmeadow Animal Hospital and the Town Clerk was on site to issue 2018 - 2019 dog licenses.

Budget: \$221,178
3 full-time equivalent employees

Registrars of Voters/Election Administration

The operations of the office of the Registrars of Voters are governed by the Secretary of the State's office and state statute. The Registrars of Voters are jointly responsible for the administration of state election laws. They direct all local, state and federal elections and primaries, and the Town's budget referendum, including hiring and training of poll staff, equipment testing and operation, absentee ballot counting, reporting of results, and records retention. Registrars supervise voter registration, maintain the list of qualified electors, and conduct the annual canvass of registered voters.

2017-2018 Initiatives and Accomplishments

- The November 2017 Municipal Election was the first conducted following extensive re-districting. In order to alleviate crowding, more than 1,500 residents voted in new polling locations.
- More than 1,100 new voters registered between July 1, 2017 and June 30, 2018.

Budget: \$101,896

1 full-time equivalent employee

Simsbury Public Library

The Simsbury Public Library educates and enriches the community by providing free and equal access to information, resources and experiences, inspiring our community to discover and connect, enriching lives while approaching the future together.

2017-2018 Initiatives and Accomplishments

- Received a Connecticut State Library Construction Grant in the amount of \$405,525 to offset the cost of the Lower Level Renovation project which will provide additional and much needed programming space.
- Received the 2017 Connecticut Library Association Excellence in Public Library Service Award.
- Community use of Innovators' Workshop and its resources increased 66% over FY 16-17.
- Use of Library materials increased 3% and digital content increased 12%.

Budget: \$1,548,615

17.78 full-time equivalent employees

Culture, Parks and Recreation

The Culture, Parks and Recreation Department is responsible for the administration of the Town's parks, recreational facilities and recreational programs. The Department attempts to provide a wide range of programs and recreational opportunities which contribute to the environment, needs, and interests of the community. It is recognized that the programs and services provided by this Department contribute to the quality of life in the community, and are an integral part of Simsbury's health, welfare, attractiveness, and economic vitality.

2017-2018 Initiatives and Accomplishments

- A new wash station was installed at the Simsbury Farms Golf/Park Maintenance Facility which recycles water used from washing parks and golf maintenance equipment.
- The Simsbury Farms Recreation Complex was originally an apple orchard and has many of the original apple trees on site. Several of these trees have had to be removed for safety reasons but a replacement program has begun with a goal to install 20 replacement trees per year.
- The Memorial Wading Pool renovation was completed. A new water feature was added as well as improvements to pool surfacing.
- Rotary Park Playground had its first major renovation since its initial construction. Renovations included installation of a rubberized poured in place safety surface, new fencing around the playground and replacement and repair of some of the play structures.



General Fund Budget:

\$777,555

Special Revenue Fund

Budget: \$1,967,955

17 full-time equivalent
employees

*Rotary Park Playground
Resurfacing and Repairs*

Community and Social Services

The mission of the Community and Social Services Department is to assist residents with their social, emotional and financial needs while welcoming the commonalities and diversities of all who walk through our doors.

2017-2018 Initiatives and Accomplishments

- We welcomed a new Director who joined our team in October 2017. She is a Licensed Master Level Social Worker with seventeen years of experience, including eleven years of experience as a municipal social worker.
- Partnered with and provided funding to the Simsbury Police, Board of Education, Simsbury Public Library, and the Community for Care to support programming on topics related to safety, drug abuse prevention, family relations, and mental health concerns.
- Served as an intake site for the Connecticut Energy Assistance Program, facilitating \$135,030 in federal heating assistance, which is \$37,170 more than last year. Thirty families with seventy-eight children were provided assistance for the holidays.
- Simsbury Dial-A-Ride provided 8,105 passengers with 7,670 trips and travelled 42,815 miles. In addition, we provided transportation for 305 out-of-town medical appointments and 28 Senior Center trips.



Budget: \$497,895
4.71 full-time equivalent
employees

Public Works

The mission of the Public Works Department is to manage and maintain the Town's infrastructure, including roads, public buildings, and the transfer station in a cost effective and efficient manner that will benefit the safety and comfort of our residents and employees.

2017-2018 Initiatives and Accomplishments

- The Department was awarded the 2018 Connecticut Interlocal Risk Management Agency (CIRMA) Risk Management Award in January of 2018.
- Received a Bicycle and Pedestrian Safety Grant in the amount of \$167,000. This grant will be used to enhance the safety at trail crossings throughout Simsbury.
- This year the Department began to shift its paving program, moving from a need to improve the overall quality of our roads to a maintenance level of pavement work. In 2018 the Department paved 9.5 miles of roadways at a cost of \$1.25 million.
- The Department has been working to be in compliance with the new MS4 regulations from the Department of Energy and Environmental Protection (DEEP). We have improved our recordkeeping and increased our catch basin cleaning program. All of the Town's nearly 4,000 catch basins have been cleaned in the last three years.

Budget: \$3,615,636
30.5 full-time equivalent employees

Water Pollution Control

Simsbury Water Pollution Control (SWPC) is a customer-funded sewer utility owned and operated by the Town of Simsbury. The towns of Avon and Granby are co-owners of the treatment facility. SWPC is responsible for the operation and maintenance of over 80 miles of collection system, five pumping stations and the treatment facility.

2017-2018 Initiatives and Accomplishments

- Upgraded Hayes Pump Station to SCADA controls.
- Conducted a sanitary sewer flow study for the creation of the Development Flow Allocation Policy.
- Upgraded the operational controls of the plant oxidation ditch in order to reduce electrical costs.

Budget: \$3,144,045
11 full-time equivalent employees

Engineering

The mission of the Engineering department is to provide professional infrastructure and building design, project management, and planning services to effectively sustain and improve the current quality of life for Simsbury residents and businesses.

*New foot-
bridge over
Stratton
Brook to Ethel
Walker Woods
trails*



2017-2018 Initiatives and Accomplishments

- Successfully obtained Local Transportation Capital Improvement Program (LOTICIP) grant funding jointly with the Town of Bloomfield in the amount of \$1.020 million for the proposed Bloomfield to Tariffville Multi-Use Trail Connector. Initiated the design phase for this project with the construction phase anticipated in FY 2019-2020.
- Completed an acoustical study and final design for Eno Memorial Hall Renovations. Construction activities for this project will be completed in FY 2018-2019.
- Completed design and construction for the Ethel Walker Woods trailhead at Town Forest Park.
- Completed design and construction for emergency repairs to the House Rest Pond Dam.

Budget: \$261,649
2.85 full-time equivalent employees

Planning and Community Development

The Department's primary mission is to engage the Town's residents and provide professional guidance and coordination in a manner which allows them to envision and plan for a highly desirable and livable town, and to implement and maintain that vision through the implementation of astute use of land in order to ensure a high quality of life for all generations.

2017-2018 Initiatives and Accomplishments

- Planning Department staff assisted the Zoning Commission in updating the zoning regulations to ensure that standards were current with the National Flood Insurance Program.
- In February 2018, the Assistant Building Official position was filled. This is a shared position with the Town of Bloomfield; we budget the position as a full-time staff member and Bloomfield contracts with us under a shared services agreement. This has been a successful regionalism initiative.
- Staff assisted the Planning Commission in drafting updates to the subdivision regulations.
- The Building Department performed over 2,100 building inspections and processed over \$1,168,000 worth of receipts associated with building permits.

Budget: \$639,363
7 full-time equivalent
employees



Police Department

The Simsbury Police Department is a national and state accredited police department that provides law enforcement and public safety services, including operation of the E-911 Communications Center. The Department provides a full range of services under a community policing philosophy.



2017-2018 Initiatives and Accomplishments

- The Department maintained national accreditation through the Commission on Accreditation for Law Enforcement Agencies (CALEA) and was awarded such for the third, three-year term.
- The Department expanded efforts to bring awareness to and support of CT Special Olympics by increasing participation in many events. Several members raised funds and rappelled down the side of Mohegan Sun, staff conducted Tip-A-Cop events at different locations, provided medals to Olympians at the Summer Special Olympic Games, ran in the Torch Run and Officer Laurel Harrington was selected to represent CT at the annual conference in Nashville, Tennessee.
- The Department provided additional protective equipment for officers to use during high risk situations and trained officers to use the equipment. This equipment not only provides protection for the officers, but it better equips the Department to handle high risk emergencies.

Police Budget: \$4,666,086
Animal Control Budget: \$66,909
Civil Preparedness Budget: \$6,685
49.5 full-time equivalent employees

Simsbury Fire District

To minimize injuries, and property loss from fire, hazardous conditions, rescue situations, and other disasters, by providing excellent state of the art, life and property conservation, emergency and educational services while recognizing our people as our most important resource and the key to our success. The Fire District is a separate taxing entity and independent organization from the town. The District also provides emergency management services to the Town.

2017-2018 Initiatives and Accomplishments

- Through donated funds, the Simsbury Volunteer Fire Company donated a Fire Engine playscape at Rotary Park. This playscape was installed by the volunteers and it marks the start of the Fire District and Fire Companies' 75th year anniversary celebrations.
- The 89 volunteer members of the fire company responded to 631 calls for assistance in calendar year 2017.

Budget: \$3,010,153
8 full-time equivalent employees

Simsbury Volunteer Ambulance Association

Simsbury Volunteer Ambulance Association (SVAA) has served the emergency medical needs of the community since 1957. In the past year SVAA's volunteer EMTs, augmented by our paid staff of Paramedics and EMTs, responded to approximately 1,860 emergency medical calls.

2017-2018 Initiatives and Accomplishments

- Simsbury received its re-designation as a HEARTsafe community by the Department of Public Health.
- SVAA, as part of a regional FEMA grant, has received and will be putting into service three LUCAS Chest Compression Systems, one on each ambulance. The LUCAS Chest Compression System is designed to deliver uninterrupted compressions at a consistent rate and depth to facilitate ROSC (return of spontaneous circulation).
- In April, Terry Fogarty and Ann O'Donnell were named Members Emeritus in recognition for their many years of service to SVAA and the community. Joshua Storm was the recipient of a Certificate of Appreciation presented by VFW Post 1926. Donna Anderson received SVAA's EMT of the year award.

Board of Education

The Simsbury Public Schools cultivate the mind, body, and character of each student. We engage students with a meaningful and rigorous academic foundation so that they can contribute to a global society with integrity, compassion, and resilience.

Photo of Simsbury High School graduation taken by Martha Hogan



2017-2018 Initiatives and Accomplishments

- The percentage of SHS students completing at least one Advanced Placement (AP) course was 76%; the percentage of those students achieving a score of 3 or above on the AP Exam was 86%; of the total of 1,060 students who took Advanced Placement exams, 911 students passed the exam.
- Our 11th graders performed first in both the math (score of 604) and ELA (score of 592) portions of the SAT compared to all towns in our District Reference Group (DRG).
- The final phase of a \$24 million capital project renovation began at HJMS. The plan includes updating science classrooms, transforming the library into a modern learning commons, building a brand new auditorium for HJMS's world class music and performing arts program, and implementing building safety upgrades.
- We ramped up school safety efforts by contracting with a nationally recognized school safety expert, providing additional professional development for School Safety Teams, planning Staff Training in Response to Active Shooter Events, securing \$850,000 as part of a Capital Improvement Plan for school safety, and increasing our focus on mental health support and interventions.

Budget: \$68,125,170
641.33 full-time equivalent employees

Housing Authority

The Simsbury Housing Authority is dedicated to providing safe, affordable, housing for limited income seniors and individuals with disabilities. The Simsbury Housing Authority, located on 13 acres at 1600 Hopmeadow Street, is a non-profit organization responsible for operating the Dr. Owen L. Murphy Apartments and the Virginia Connolly Residence. The facilities provide subsidized housing for the elderly and persons over age 18 with disabilities meeting certain income limitations. The Housing Authority and the Town of Simsbury have a mutually cooperative working relationship. The Housing Authority is also fortunate and grateful to have a number of dedicated volunteers who provide programs and services throughout the year. The Housing Authority will continue to move forward with making infrastructure improvements while offering quality programs and services in order to provide comfortable, caring and affordable housing for our current residents and for those who may reside with us in the future.

2017-2018 Initiatives and Accomplishments

- The Housing Authority signed a contract with Lodestar Energy for the installation of solar panels on the Virginia Connolly Residence.
- The Housing Authority was awarded a \$750,000 Small Cities Grant. The grant was used to replace the underground storage tank, install a new generator, make sidewalk and roadway improvements at the Virginia Connolly Residence, and replace the storm doors at the Dr. Owen L. Murphy Apartments.

Probate Court

The mission of the Simsbury Regional Probate Court is to assist individuals and families residing in the district who require the services of the court in an efficient and compassionate manner. The Court strives to ease the process as much as possible knowing that during stressful times it is difficult to cope with the unknown.

2017-2018 Initiatives and Accomplishments

- During the past year, 206 applications were accepted for probate of decedent's estates. In addition, 195 small estate affidavits and tax purposes only estates were filed. The Court also processed 45 applications for conservatorships, and several applications for guardianships of the estate and person of minors, guardianships of the intellectually disabled, termination of parental rights, approval of adoptions, name changes and inter vivos trust matters.

FY17-18 Financial Information

Expenditures

	\$	% of Total
Education	68,631,428	72.9%
Insurance & Benefits	5,101,589	5.4%
Debt Retirement	4,880,219	5.2%
Public Safety	4,659,221	5.0%
Public Works	3,842,044	4.1%
General Government	2,233,005	2.4%
Library	1,526,826	1.6%
Other	1,223,172	1.3%
Culture & Recreation	808,659	0.8%
Health & Social Services	628,646	0.7%
Planning and Development	547,117	0.6%
Total	94,081,927	100.0%

Revenues

Mill Rate History

	\$	% of Total		Town	Fire District	Total
Property Taxes	87,613,101	91.0%	FY13-14	37.29	1.22	38.51
Intergovernmental	5,892,701	6.1%	FY14-15	37.14	1.19	38.33
Licenses / Permits	1,233,814	1.3%	FY15-16	37.12	1.19	38.31
Charges for Services	782,006	0.8%	FY16-17	37.12	1.23	38.35
Other	434,949	0.5%	FY 17-18	38.76*	1.23*	39.99
Investments	323,153	0.3%	*Town collected 31 mills on motor vehicles and the Fire district collected 1 mill.			
Total	96,279,724	100.0%				

Board of Selectmen

Board of Finance

Board of Education

Eric Wellman, First Selectman	Rob Pomeroy, Chair	Tara Donohue Willerup, Chair
Chris Kelly, Deputy First Selectman	Linda Schofield, Vice Chair	Susan Salina, Vice Chair
Sean Askham	Lisa Heavner	Todd Burrick, Secretary
Cheryl Cook	Derek Peterson	Jennifer Batchelar
Mike Paine	Kevin Prell	Thomas Frank
Chris Peterson	Moir Wertheimer	Lydia Tedone
Maria Capriola, Town Manager	Amy Meriwether, Finance Director	Jeffrey Tindall
		Matthew Curtis, Superintendent