



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 AT&T U-verse 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 – March 9, 2015 – 7:00 p.m.

Immediately Following the Public Hearing

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATIONS

- Economic Development Task Force

FIRST SELECTMAN'S REPORT

SELECTMEN ACTION

- a) Approve Tax Refunds
- b) Possible Action on Senior Community Center
 - Board of Finance Request for Survey
 - Location of Senior / Community Center
 - Financial Commitment
- c) Approve Town Seal Use Policy
- d) Approve the Services Contract Addendum with Virtual Town Hall (VTH) subject to review and approval by Town Counsel
- e) Approve Public Gathering Permits for 2015 Events
- f) Approve Resolution authorizing the First Selectman to execute agreements and documents with regard to the purchase of a new Dial-A-Ride vehicle
- g) Possible Action/Discussion of Fiscal Year 2016 Board of Selectmen Budget

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

OTHER BUSINESS

- a) Aquarion Environmental Champion Awards Program

APPOINTMENTS AND RESIGNATIONS

- a) Amend the Appointment of Thomas Frank (D) to the Board of Education from an expiration date of December 4, 2017 to December 7, 2015 per Town Charter Section 205: Vacancies – elective officials
- b) Accept the resignation of Derek Peterson (R) as a regular member of the Economic Development Task Force effective February 17, 2015

ACCEPTANCE OF MINUTES

- a) Special Meeting of February 17, 2015
- b) Regular Meeting of February 23, 2015
- c) Special Meeting of February 26, 2015

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

1. Personnel - Possible Action on Compensation for the position of First Selectman
2. Finance
3. Welfare
4. Public Safety
5. Board of Education

ADJOURN



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:** 03-03-2015
3. **Date of Board Meeting:** 03-09-2015
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

Colleen O'Connor- Tax Collector

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

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

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

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

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

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

Approve tax refunds per attached printout in the amount of \$ 4,421.24

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



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Actions on Senior /Community Center
2. **Date of submission:** March 5, 2015
3. **Date of Board Meeting:** March 9, 2015
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:

Consider the following actions in connection with proposals for a new or renovated Senior / Community Center:

- a. Take action on the November 3, 2014 recommendation of the Public Building Committee to move forward with the state lot site;
- b. Determine whether to pursue a Town-wide survey, as recommended by the Board of Finance, to obtain resident opinion on Senior / Community Center options and other Town-wide services;
- c. Determine whether to move forward with a Capital Improvement Plan recommendation for the Senior / Community Center as part of the 2015-2016 budget referendum or to include a Senior / Community Center referendum question as part of the November election to provide opportunity for the survey described in c. above and opportunity to further study other options; and
- d. Any additional motions on Senior / Community Center site location, cost and or study.

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

On February 17, 2015 the Board of Selectmen was provided with an overview of the steps taken so far to determine whether to renovate the existing Senior Center or build a new structure, where the Senior / Community Center should be located and what scope of services should be accommodated by the facility. The information provided on February 17th included the recommendation of the Public Building Committee that plans for the Senior Center focus on the state lot at Iron Horse Boulevard between Wilcox Street and Jim Gallagher Way). The minutes of the Public Building Committee meeting state that the Committee recommended "further study solely on the Concept Plan B proposed to the Board of Selectmen." A copy of the minutes is attached.

Subsequently, the Board of Finance has requested that the Town conduct a survey of residents to determine the nature and scope of support for different Senior / Community Center options. The Board of Finance has agreed to fund a survey similar to the Town-wide survey conducted in 2008. Town Staff is currently awaiting proposals from two (2) vendors with expertise in this area. A memorandum from the Director of Finance describing the Board of Finance's position is also attached.

Finally, the Board of Selectmen has asked that the Performing Arts Center Board be solicited for its opinion on whether or not the Simsbury Meadows Performing Arts Center site should be considered for location of part or all of a Senior / Community Center. The Performing Arts Center Board's response is attached as well.

In the event that this Board chooses to move forward with a survey and/or options that require further study (such as the Performing Arts Center location), a referendum question is not likely to be ready for the May referendum and submission of a referendum question on the Senior / Community Center will likely have to be delayed until the November election. A letter from Town Counsel outlining the process and timeline for submission of the referendum question is forthcoming.

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

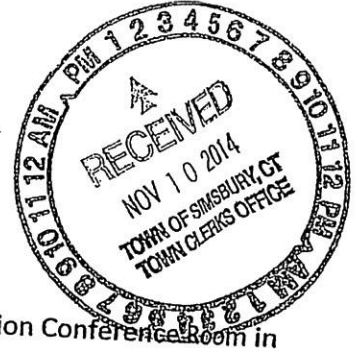
To be determined.

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:

- Minutes of Public Building Committee Regular Meeting, November 3, 2014
- Memorandum from Director of Finance / Treasurer, March 3, 2015
- Letter from Simsbury Performing Arts Center, Inc. dated March 4, 2015
- Letter from Donald F. Rieger, Jr. dated March 2, 2015

+Public Building Committee
Regular Meeting
November 3, 2014
"Subject to Approval"



Chairman Ostop called the meeting to order at 7:00 p.m. in the Board of Education Conference Room in Simsbury Town Hall.

Present: Boardman, Cortes, Dragulski, Kelly, Laureno, Ostop, Patrina, Salvatore

Absent: Derr

Guests: LaClair, Shea, Cook

1. Minutes – October 6, 2014

Chairman Ostop noted that Mr. Shea's name should be added to that of Chairman Ostop and Mr. LaClair in the successful negotiations of reducing the Kaestle Boos submitted fee of \$55,000.00 to \$46,000.00 for the Squadron Line project.

Mr. Kelly moved, Mr. Cortes seconded, to accept the minutes as amended and the motion carried unanimously.

2. Public Audience – There was no one present

3. Report of Board of Selectman Liaison Cheryl Cook

Ms. Cook commenced reporting on actions taken by the Board of Selectmen. Chairman Ostop stated that her report should include only information pertaining to Board of Selectmen actions taken re Public Building Committee projects. There was no further report.

4. Senior Center Update

Mr. Shea reported on the two sites that the PBC had requested further study. He distributed copies of a map indicating the location of the property designated as Concept Plan B (off of Iron Horse Blvd between Wilcox Street and Mall Way). He informed of the complexities of obtaining this site which may involve potential legislation change. There was Q&A and discussion. Mr. Shea distributed copies of a wetlands topographical sketch as preliminary information for a potential second site. Environmental impact studies are currently being done on the site. A detailed map will be available in the next week or so. Chairman Ostop expressed concern re the need to move the project forward and to have a timeline developed. There was discussion re the BOS request for two sites and the budgetary factors pertaining to that. Mr. Shea noted that the Iron Horse Blvd. site requires relocation of a sanitary sewer line which would be costly. There was discussion re potential sites, costs and potential impact factors on the area and the community.

Mr. Kelly moved, Mr. Cortes seconded, to recommend further study solely on the Concept Plan B proposal to the Board of Selectmen and the motion carried unanimously.

5. Henry James School Project

Mr. LaClair reported that the State has approved to proceed on both of the school projects and each has been assigned an official project number.

Mr. Monroe of Kaestle Boos presented and spoke to the project plans as developed thus far. He reported on the task of evaluation of the project for relocation of the administrative office and reclamation of that space, corridor work and abatement, the need for ceiling work in the existing building and the development of a new configuration of the lockers. The staff of Kaestle Boos has met with the principal, vice principal, administrators, main administrative office members and has developed a revised administrative office plan that addresses important visual sites and controlled entrances. He then addressed the entire plan in detail answering questions posed throughout the presentation.

Mr. LaClair stated that this is the initial phase of what originally had been a much larger project that Kaestle Boos had previously estimated. He has requested Kaestle Boos to give an updated concept for the six year capital plan, to look into the roughly 50% fire suppression and to give some detailed recommendations for standardizations as the work proceeds. Mr. LaClair is preparing an estimated timeline and setting up review meetings with the State.

6. Squadron Line Project

Mr. Jacunski reported that he was presenting updated plans from those shown previously. He stated that on Oct. 29th he met with the staff at the school following which he did field reviews of existing conditions including mechanical, electrical and plumbing. He anticipates having approval of the schematic design phase this week (the principal has been on medical leave the past two weeks impacting the approval time). On Monday he is meeting with his access control consultant. The consultant for interior finishes has begun work. Mr. Jacunski anticipates meeting with the staff in the next couple of weeks. He is looking into hazmat issues re environmental issues. He will be meeting with the Building Official and the Fire Marshal by the end of the week. He anticipates having plans and specifications complete for the review process by the end of the year. He does not foresee a meeting with the state being required. Thus far he feels the project is on schedule. He explained the changes made in the plans and answered security questions from committee members. He expects to have a budget estimate by the end of the week. He anticipates having a final approvals review in January and hopefully go out to bid with the schedule in the middle of February.

7. Old Business - There was none.

8. New Business - There was none.

9. Adjourn - The meeting was adjourned at 8:10 p.m. on a motion by Mr. Laureno, a second by Mr. Cortes and a unanimously favorable vote.

Mary Lou Patrina
Secretary



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Joseph Mancini - Director of Finance/Treasurer

MEMORANDUM

To: Lisa Heavner – First Selectman

From: Joseph Mancini - Director of Finance/Treasurer

Re: Survey Request

Date: March 3, 2015

CC: **Thomas Cooke – Director of Administrative Services**
Hiram Peck – Director of Planning and Community Development

At the special meeting for the Board of Finance meeting on February 24th, the Board of Finance recommended that the First Selectman conduct a formal survey in connection with the construction of a new senior center or renovation of the existing senior center. After further discussion, the Board of Finance agreed to fund an expanded survey designed to cover the senior center and provide resident feedback on other Town-provided services similar to the survey conducted in 2008. The Board of Finance did not specify what questions should be asked. I would wait on requesting the transfer of funds until we have a fixed price on the costs of performing the survey.

Thanks,
Joseph Mancini

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

jmancini@simsbury-ct.gov
www.simsbury-ct.gov

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



March 4, 2015

Simsbury Board of Selectmen
PO Box 495
Simsbury, CT 06070

Attn: First Selectman Ms. Lisa Heavner

The Simsbury Performing Arts Center, Inc. Board of Directors has considered the proposed siting of a Senior Center at the Simsbury Meadows. The Simsbury PAC Board agrees that a Senior Center at Simsbury Meadows would be complementary and attractive, and that the Simsbury PAC, Inc. Board is interested in working with the Town if that's the direction that is chosen.

The Simsbury PAC Board is convinced that a Senior/Community Center at the Simsbury Meadows would add much to the quality of life in Simsbury. We look forward to working with the Town, the Senior Center staff and the Senior Center users to make effective use of Town resources.

Sincerely yours,

David R. Ryan
President

cc: Simsbury PAC, Inc. Board of Directors

9 Stodmor Road
Simsbury, Connecticut 06070
DFRandSSR@aol.com

2 March 2015

Ms Lisa Heavner
First Selectman

Dear Lisa:

Having noted press reports to the effect that one possible site for a new senior center would be Simsbury Meadows, adjacent to the performing arts center, I am eager to assure that decision makers have clearly in mind the conservation values that might potentially be put at risk by development on that site.

The area between Iron Horse Boulevard and the Farmington River now sometimes called Simsbury Meadows is very important from a conservation point of view.

First, with the exception of most of the immediate performing arts center area, where wetlands were evidently filled and graded in the past, Simsbury Meadows is almost entirely classified by the State of Connecticut as *Connecticut Critical Habitat*. This reflects the presence of "rare and specialized wildlife habitats".

Second, the entire area is covered by Natural Diversity Database Areas, where the State of Connecticut has recorded "known locations... of state listed species and significant natural communities. State listed species are those listed as Endangered, Threatened or Special Concern under the Connecticut Endangered Species Act". You will perhaps be familiar with the important heron rookery on the site. Leopard frogs are also known to be present there.

The third conservation concern is that most of the site, again excluding the immediate performing arts center area where wetlands were evidently filled and graded in the past, are wetlands, which are accorded protection under state law.

I am not privy to the thinking about design considerations that would determine the likely environmental impacts of the project under consideration. Planners should be concerned not only about the building, but also drainage, parking and other impacts. A building that might itself be unexceptionable could be a problem if it implied more extensive compacted or paved parking areas encroaching on wetlands and conservation areas or draining road salt into amphibian habitats.

I hope this input is helpful to you and that you will feel free to share these thoughts with other interested parties. The town's record of open space stewardship and wetlands law compliance, particularly at Simsbury Meadows, is not unblemished, and we should try to reach address the need for a new senior center without further environmental damage.

Thank you for your attention to this matter.

Sincerely,



Donald F. Rieger, Jr.



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:**

2. **Date of submission:**

3. **Date of Board Meeting:**

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

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:

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.):**

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.):

Over the last several years, the Town has received requests for Town Seal usage and the approval process has been "open" without much governance. With this usage policy, all requests for using Simsbury's Town Seal will be centralized and reviewed by the Town Clerks' office Pursuant to Connecticut General Statutes §7-101. This policy has been reviewed by Town Counsel and approved for submission to the Board of Selectman as of February 6, 2015.

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:

Approved usage policy of Simsbury's Town Seal as approved by Town Counsel, Bob Decrescenzo from Updike, Kelly & Spellacy.

**TOWN OF SIMSBURY
POLICY AND PROCEDURE FOR THE USE OF THE TOWN SEAL**

The following guidelines shall be used by the Simsbury Town Clerk in reviewing requests by members of the public to use the Simsbury Town Seal.

Unauthorized Reproduction of Town Seal Prohibited

Pursuant to Connecticut General Statutes §7-101, the Town Clerk is the custodian of the Town Seal. The use of the Town Seal is limited to the official uses that are normal and customary for a Connecticut municipality. Accordingly, the following policy and procedure is hereby established for use of the Town Seal.

No portion of the text or graphics from the Town of Simsbury official website, including the Town Seal, may be reproduced for any private commercial purpose including the sale of goods. Use of the Town Seal for commercial purposes should not be approved except in unique circumstances wherein the commercial purpose results in a direct benefit to the Town.

In limited circumstances, and solely within the discretion of the Town Clerk, permission to reproduce the Town Seal of Simsbury may be authorized according to the policies set forth herein.

Acceptable Use of the Town Seal

In general, the use of the Town Seal is restricted to official town business. Examples of the uses of the Town Seal include, but are not limited to:

- Certified Copies
- Proclamations/Awards
- Town Contracts
- Letterhead/Envelopes
- Town Website Logo
- Town Sponsored Clothing or Memorabilia
 - Shirts
 - Hats
 - Key Rings
 - Pins
- Town-Owned Equipment
- Decals on Town Vehicles

Town Seal Use Procedure

The Town Seal may not be used by private companies or organizations for any purpose without the written permission of the Town Clerk. In order to ensure proper use of the Town Seal, the following procedure is required to obtain permission for use of the Town Seal:

- All requests for use of the Town Seal must be submitted in writing to the Town Clerk for review. The request should detail the proposed use of the Town Seal along with a copy of the image to be used. If the image is to be used electronically, the disclaimer that is posted on the Town of Simsbury website, as may from time to time be revised, should be included in the image. (The present disclaimer reads: “Use of the Town Seal is prohibited without the express written permission of the Town Clerk.”).
- To request permission to reproduce the “Simsbury Town Seal”, please email the Town Clerk or write to:

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

- Upon review of the request by the Town Clerk, a decision indicating approval or denial will be forwarded to the requester normally within 10 business days after all information regarding the request has been received by the Town Clerk. Letters of request along with the decision will be kept on file in the Town Clerk’s office.

REQUEST TO USE A DIGITAL IMAGE OF THE TOWN OF SIMSBURY TOWN SEAL

Please type or print clearly. Attach additional sheets, as necessary.

Attach an image or photo of the item showing how you propose to use the Town Seal.



NAME OF INDIVIDUAL or REPRESENTATIVE OF THE GROUP _____

NAME OF GROUP _____

MAILING ADDRESS _____

NON-PROFIT STATUS ____ Yes, the group is a non-profit, and attached is a copy of the IRS 501(c)(3) determination letter.

CONTACT INFORMATION

TELEPHONE (Cell) _____ TELEPHONE (Home) _____

TELEPHONE (Work) _____ TELEPHONE (Fax) _____

EMAIL ADDRESS _____

DESCRIPTION OF USE

• CLOTHING ____ Hats ____ Shirts ____ Other, describe _____
(Quantity) (Quantity) (Quantity)

• MEMORABILIA ____ Key Rings ____ Pins ____ Other, describe _____
(Quantity) (Quantity) (Quantity)

• TOWN-OWNED EQUIPMENT ____ Describe equipment _____
(Quantity)

• DECALS ON TOWN VEHICLES ____ Truck ____ Car (Cruiser) ____ Bus ____ Other, describe _____
(Quantity) (Quantity) (Quantity) (Quantity)

• OTHER USE, describe _____
(Quantity)

Signature of Individual or Representative of the Group

Date

____ Approved by the Town Clerk

____ Denied by the Town Clerk

Signature of the Town Clerk

Date

This request is to be completed by an individual or group representative who wishes to use the Town of Simsbury Town Seal for official town business. Other requests will be denied. This request will be kept on file in the Town Clerk's Office and a copy provided to the person making the request. No third party or vendor shall have permission or authority to use the Simsbury Town Seal for any use other than that approved by this request. Please read the *Policy and Procedure for the Use of the Town Seal* for more information. (3/9/2015 Simsbury, Connecticut)



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Virtual Town Hall - Services Contract Addendum

2. **Date of submission:** March 4, 2015

3. **Date of Board Meeting:** March 9, 2015

4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):
Rick Bazzano – lead
Hiram Peck - support staff

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 Services Contract Addendum with Virtual Town Hall (VTH) subject to review and 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.):
This Services Contract Addendum will authorize VTH to proceed with work to refresh existing Town website and add specific sections pertaining to Economic Development Commission, activities and opportunities as discussed with VTH and IT Department

7. **Financial Impact** (Include a description of any impact on the finances of the Town of Simsbury): The amount of the Agreement is \$10,000. This funding is to come from funds already budgeted to the Community Planning Department.

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:

1. Copy of the VTH Agreement.



Virtual Towns & Schools - Services Contract Addendum

Agreement dated as of _____ by and between Virtual Town Hall Holdings, LLC of Maynard, MA (“VTHH”) and the Town of Simsbury, Connecticut (“Client”).

WITNESSETH:

WHEREAS, VTHH is the current primary website services provider for Client, and

WHEREAS, the Client hereto desires to redesign the look & navigation of its current VTHH website,

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants contained herein, the parties hereto hereby agree to amend their current contract as follows:

1. VTHH will provide a new, custom design for the main Town of Simsbury website based on the Town’s direction and ultimately approved by the Town prior to implementation.
2. Services summary, payment terms, and other elements for this addendum are contained in Exhibit A hereto.
3. VTHH agrees not to include any reference to (or image of) the new Client design on its corporate website nor in any formal marketing campaigns or materials.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate originals of the date first written above.

Town of Simsbury, CT
933 Hopmeadow Street
Simsbury, CT 06070

Virtual Town Hall Holdings, LLC
4 Clock Tower Place, Suite 400
Maynard, MA 01754

Signature

Date

Millard Rose
President

Name

(Date)

Title

Keeping You Ahead of Rising Expectations

Exhibit A

One Time Charges: Design & Development Simsbury, CT

Cost:

Phase 1: Town Main Website Design

- On-site Strategic Design Meeting
- Create Site Homepage Design & Layout Based On Town Preference
- Create Subpage Design & Layout
- Modify Design with Client Input until Approved

Phase 2: Site Implementation

- Identify Global Navigation, Cascading Navigation & Related Links
- Implement Design within VTS Content Management System

Phase 3: Content Development Remapping

- Re-map All Existing Web Pages as Necessary into New Design

Phase 4: User Training

- On-Line User Training Sessions for New Users (if any)

Phase 5: Website Deployment

- Final Site Review and Link Checking
- DNS Activities

Total “One-Time” Charges for Project:

\$10,000

* (1) All content provided by client during implementation must be in mutually agreed electronic form.

Payment Terms:

- Initial 50% of project costs invoiced upon execution of contract (Due on Receipt)
- Final 50% of project costs invoiced upon completion of training (Due on Receipt)



Town of Simsbury

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P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Economic Development Commission

March 5, 2015

Lisa Heavner, First Selectman
933 Hopmeadow Street
Simsbury, CT 06070

Re: Town Website Redesign Agreement with Virtual Town Hall (VTH)

Dear First Selectman Heavner:

At a special meeting held on March 5, 2015 the Economic Development Commission voted unanimously to recommend to the Board of Selectmen that the Addendum to the Agreement for Services from Virtual Town Hall be approved by the Board of Selectmen for a total amount of \$10,000.

The EDC has worked closely with the Economic Development Task Force in the development of this agreement and recommends this work be conducted with Mr. Rick Bazzano as the lead staff on this matter with Hiram Peck, Director of Planning as support staff to Mr. Bazzano.

The EDC also had the following recommendations for your consideration:

1. The website when redesigned, should not have any hyperlink to the VTH website, though if included, and
2. The plate at the bottom of the website should give credit to the town as the designer of the website.

The EDC believes the website redesign is a significant step forward in accommodating the needs of the Economic Development Commission interests in promoting the Simsbury Brand and will assist staff in servicing the needs of residents and businesses by making access to needed information as easy as possible. This fits very well with the recent addition of the Town's GIS system and collectively will make a nicely upgraded and fully functional Town website.

The EDC is enthusiastic about the website upgrade and recommends the acceptance of the VTH Services Contract Addendum.

If you have any questions, please let me know.

Yours truly,

Kris Barnett
Vice Chair

Telephone (860) 658-3245
Facsimile (860) 658-3217

www.simsbury-ct.gov

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8:30 – 7:00 Monday
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8:30-1.00 Friday



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933 HOPMEADOW STREET

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SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission: Public Gathering Permits – Recommendation for Approval**
2. **Date of submission: March 4, 2015**
3. **Date of Board Meeting: March 9, 2015**
4. **Individual or Entity making the submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):**

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

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

Approve the Public Gathering Applications for the 2015 events listed on the following page.

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

On February 26, a Public Gathering meeting was held for organizations interested in securing permission for an event utilizing town owned property.

The following have submitted completed applications with all required sign-offs and are ready for Board of Selectmen approval:

SMPAC Concert – Avett Brothers
SMPAC Concert – Slightly Stupid
SMPAC Concert – Willy Nelson
Simsbury Women’s Club Arts & Crafts Festival

Sunday, June 14
Wednesday, July 8
Saturday, August 22
September 18 - 20

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

N.A.

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

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

N.A.



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Resolution authorizing the First Selectman, Lisa Heavner, to sign and execute agreements and contracts, along with all necessary agreement/contract documents, certifications and forms, on behalf of the Town of Simsbury with the Department of Transportation of the State of Connecticut
2. **Date of submission:** March 4, 2015
3. **Date of Board Meeting:** March 9, 2015
4. **Individual or Entity making the submission:** M. Lecours-Beck, Director of Social Services
5. **Action requested of the Board of Selectmen:** Vote to adopt the following

“Resolution authorizing the First Selectman, Lisa Heavner, to sign and execute agreements and contracts, along with all necessary agreement/contract documents, certifications and forms, on behalf of the Town of Simsbury with the Department of Transportation of the State of Connecticut.”
6. **Summary of Submission:** Adoption of resolution to authorize First Selectman to execute agreements and documents with regard to the purchase of new Dial-A-Ride vehicle
7. **Financial Impact:** The Agreement will allow the Town of Simsbury to purchase a new Dial-A-Ride vehicle at a 20%-80% split
8. **Description of documents included with submission:** None

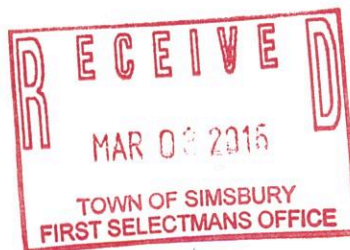


AQUARION

Water Company

Stewards of the Environment™

February 23, 2015



Charles V. Firlotte
President & Chief Executive Officer

203.336.7628 phone
203.336.5639 fax

cfirlotte@aquarionwater.com

The Honorable Lisa L. Heavner
First Selectman
Town Of Simsbury
P.O. Box 495
933 Hopmeadow St
Simsbury CT 06070-1822

Dear First Selectman Heavner:

This year, Aquarion Water Company is pleased to celebrate the fifth anniversary of the Aquarion Environmental Champion Awards program, an opportunity for adults, high school students, non-profits, and small and large businesses in Simsbury and across the state to win recognition for outstanding volunteer efforts to protect or restore Connecticut's natural resources.

As New England's largest investor-owned utility, Aquarion has a special appreciation for the accomplishments of our state's environmental volunteers. The Aquarion Environmental Champion Awards program is designed not only to honor those volunteers achieving exemplary results, but also to encourage even broader citizen engagement in local environmental projects.

Winners of the Environmental Champion Award in the adult, small and large business, and non-profit categories will be able to name an environmental non-profit to receive a \$2500 grant given in their name by Aquarion. The winning student (grades 9-12) will take home a \$1000 award. The awards will be presented at a special celebration to be held on June 6, 2015 at Connecticut's Beardsley Zoo. U.S. Senator Richard Blumenthal and other dignitaries will be in attendance to present the awards.

The deadline for nominations is May 6, 2015. To help you inform residents about this opportunity, enclosed are posters for your bulletin boards, as well as an electronic communications kit you can use for your website and social media communications.

Thank you in advance for your support of this program and local volunteerism. You'll find complete details on the program, awards and nomination procedure at aquarionwater.com or [facebook.com/aquarionwater](https://www.facebook.com/aquarionwater). If you have any questions, please don't hesitate to contact me.

Sincerely,

Chuck Firlotte
President and CEO



AQUARION
Water Company

Stewards of the Environment™

Help Aquarion Water Company Find Connecticut's Environmental Champions

The 2015 Aquarion Environmental Champion Awards

As the largest investor-owned water utility in New England, Aquarion not only provides clean and safe drinking water to more than 625,000 people in Connecticut, but we also manage and protect the natural resources on more than 20,000 acres of land. As a result, we feel a special appreciation for the thousands of volunteers across the state who dedicate their time and energy to protecting and improving the health of our environment.

Now we're inviting you to help honor those efforts by nominating an **adult, student, small or large business, or non-profit organization** for the Aquarion Environmental Champion Award. Awards will again go to outstanding volunteer projects that have improved and protected Connecticut's natural resources – its air, water, soils, or plant and wildlife communities.

Winners will be named at a special event on June 6, 2015, at Connecticut's Beardsley Zoo.

So nominate someone today (self-nominations and renominations are welcome). And help Aquarion put even more green into Connecticut's best environmental efforts.

Nomination deadline: May 6, 2015

Award Details & Nomination Form
aquarionwater.com or [facebook.com/aquarionwater](https://www.facebook.com/aquarionwater)

Or write in care of Aquarion Environmental Champion Award:
Aquarion Water Co., 835 Main St., Bridgeport, CT 06604

AWARDS

- **Adult, small and large business, and non-profit:** \$2,500 grant to the environmental non-profit of each winner's choice
- **Student:** \$1,000 award



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Appointment Amendment

2. **Date of submission:** March 4, 2015

3. **Date of Board Meeting:** March 9, 2015

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

Tom Cooke – Director of Administrative Services – 860-658-3230 – tcooke@simsbury-ct.gov

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

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

Amend the appointment of Thomas Frank (D) as a regular member of the Board of Education to expire on December 7, 2015 instead of December 4, 2017

6. **Summary of Submission:**

At the February 9, 2015 Board of Selectmen meeting Thomas Frank (D) was appointed to the Board of Education with an expiration date of December 4, 2017 which is the end of the term. According to the Charter, section 205 the appointment must end with the municipal election in November 2015. It is recommended that the appointment expire on December 7, 2015 which is when the newly elected member's term will start.

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

N/A

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:

Charter Section 205. Vacancies – elective officers.

Confirmation of Appointment Letter to Thomas Frank dated February 24, 2015

Section 205. Vacancies - elective offices.

Except as provided in Section 9-221 of the General Statutes, any vacancy, except a vacancy on the Board of Selectmen, in any elective Town office, including the Board of Education, shall be filled within forty-five (45) days of such vacancy by appointment by the Board of Selectmen, for the unexpired portion of the term or until the next regular Town election, as defined in Section 9-1 of the General Statutes, whichever shall first occur. Any vacancy on the Board of Selectmen shall be filled within thirty (30) days of such vacancy in accordance with Section 9-222 of the General Statutes. Any such vacancy shall be filled by the appointment of a member of the same political party as the person vacating the office in the event said person was affiliated with a political party. Except as otherwise provided in this Charter, if there is a regular Town election, as defined in Section 9-1 of the General Statutes, before the expiration of the term of any office in which a vacancy occurs, such office shall be filled until the election by appointment as provided herein and subsequently by the election of a person to fill that office for the remaining portion of the term, such person to take office at the time provided in Section 302 of this Charter for the commencement of terms of office.



Town of Simsbury

933 HOPMEADOW STREET P.O. BOX 495 SIMSBURY, CONNECTICUT 06070

Carolyn D. Keily, Town Clerk

February 24, 2015

Mr. Thomas E. Frank
19 Banbury Drive
West Simsbury, CT 06092

Dear Mr. Frank:

Confirmation of Appointment to Office by the Board of Selectmen

At its meeting held on February 23, 2015, the Simsbury Board of Selectmen appointed you as a Regular Member to the Board of Education to fill the position vacated by Chris M. Kelly. The full, 4-year term began on 12/2/2013 and will end on 12/4/2017. Your appointment, Mr. Frank, will expire on Election Day, November 3, 2015. At this election, there will be a Board of Education office "to fill a vacancy for two years," being the remainder of the 4-year term to which Mr. Kelly was elected in 2013.

Oath of Office

Before you attend your first meeting, we ask that you come to the Town Clerk's Office to receive the Oath of Office and to drop off the two forms described below.

Code of Ethics and Guidelines for Gifts & Favors

Please bring your signed Conflict of Interest form to the Town Clerk's Office. All members are required to file a signed form at the beginning of each new appointment. You may find the Code of Ethics, Chapter 13 of the Town of Simsbury Code Book, at simsbury-ct.gov. A printed copy may be provided at your request.

Freedom of Information Act and Connecticut State Library - Document Retention Policies

In addition, please submit a signed acknowledgement form to the Town Clerk's Office verifying that you are aware of the requirements of the *Freedom of Information Act* and the Connecticut State Library document retention policies. Find details on the *Freedom of Information Act* at ct.gov/foi. Find the document retention policies at ctstatelibrary.org.

Resignation Process, if necessary

If it becomes necessary, for any reason, for you to resign, write a letter and send it to me. There is a sample at simsbury-ct.gov, search word "resignation." I will accept only your original, signed letter. Please, do not fax or email a resignation letter. I will notify the Board of Selectmen and other relevant parties.

Sincerely,

Carolyn D. Keily
Enclosures

Telephone (860) 658-3243
Facsimile (860) 658-3206

An Equal Opportunity Employer
www.simsbury-ct.gov/townclerk
ckeily@simsbury-ct.gov

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



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Resignation
2. **Date of submission:** February 23, 2015
3. **Date of Board Meeting:** March 9, 2015
4. **Individual or Entity making the submission:** Derek Peterson, 7 Whitney Lane, West Simsbury, by Town Clerk Carolyn Keily
5. **Action requested of the Board of Selectmen:**
The Individual or Entity making the submission requests that the Board of Selectmen: Accept the resignation of Derek Peterson from the Economic Development Task Force.
6. **Summary of Submission:**
Derek Peterson – Republican
Resignation effective February 17, 2015
Economic Development Task Force
Term ending 12/7/2015
7. **Financial Impact:** None
8. **Description of documents included with submission:**
*The following documents are included with this submission and attached hereto:
Letter of resignation on page 2.*

Derek Peterson
7 Whitney La.
West Simsbury, CT 06092

Carolyn Keily
Town Clerk
933 Hopmeadow St.
Simsbury, CT 06070

February 17, 2015

RE: Resignation from EDC Task Force

Dear Ms. Keily,

I hereby resign my seat on the Simsbury Economic Development Commission Task Force with immediate effect. I look forward to continuing my service to the Town of Simsbury as a Zoning Commissioner and in other roles within local Government.

Respectfully Yours,



Derek



Cc: Nancy Haase - EDCTF Chair
Sean Askham - SRTC Chair
Greg Plecuch - SRTC Secretary

CALL TO ORDER

The Special Meeting of the Board of Selectmen was called to order at 6:00PM in the Auditorium of Eno Memorial Hall, 754 Hopmeadow Street. Present were: First Selectman Lisa Heavner and Board members Nancy Haase, Cheryl Cook, Christopher Kelly, Michael Paine and Sean Askham. Also in attendance were Thomas Cooke, Director of Administrative Services, Hiram Peck, Director of Community Planning, Jeff Shea, Town Engineer, and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance

PUBLIC AUDIENCE

- To receive comment on proposals to construct a new Senior Center, expand Eno Memorial hall or consider other options

Ms. Heavner discussed why this meeting was taking place and the two sites that are being considered for the Senior Center in Simsbury.

Mr. Shea gave a short presentation on the Senior Center status and the next steps. The presentation included:

- Senior Center Current Status
 - Usage Data
 - Current Programming
 - Current Challenges
 - Senior Center Staff Essential Needs
- Comparative Analysis

Mr. Thomas Arcari, Quisenberry – Arcari Architects, explained the program analysis. His presentation included:

- Program and Needs Assessment
 - “Needs” Included in the Proposed Program
 - “Wants” not Included in the Proposed Program
- Plans – Scheme 3 – Site Plan
- New Building – DOT Site

Mr. Shea discussed these additional slides:

- Revised Cost Projections
- Borrowing Costs for Taxpayers

Ms. Joan Coe, 26 Whitcomb Drive, stated her thoughts on finding a new home for SCTV and does not agree on spending money on a new facility for a Senior Center.

Mr. Ferg Jenson, 3 Fox Den, voiced his opinion that a Community Center would be better option than a Senior Center. He noted that he would like to see this near the activity in the center of Town.

Mr. Robert Kalechman, 971 Hopmeadow Street, stated his concern of how long it is taking to complete the study for the Senior Center. He also noted that the Seniors would have a difficult time driving to a Senior Center at night if it was located away from the center of Town.

Ms. Elinor Hoffman, 49 West Point Terrace, represented the Women’s Club and stated her concern of not being able to use the DOT parking lot for their arts and crafts event.

Mr. Mark Orenstein, 82 Old Meadow Plain Road, noted his concern for safe parking in the parking platform for the Seniors. He discussed what he believes would be a good Senior Center for the Town.

Mr. John Schaefer, 16 Lost Brook Road, believes that a third party should be involved in planning the Senior Center and the activities in the Senior Center should be the true needs of Seniors and not just wants. Mr. Schaefer also discussed the proposed location on Iron Horse Boulevard.

Ms. Judy Schaefer, 16 Lost Brook Road, stated her concern of a multi-purpose room with so many classes that need to be held at the Senior Center.

Mr. Donald Zaylor, 1 West Street, stated that he thought Eno Hall would be a perfect place for the Senior Center but discussed problem with the parking.

Mr. David Bear, 82 Great Pond Road, discussed the daily usage of the Senior Center and questioned how the Town got this far without a vote from residents.

Mr. Nord Christensen, 35 W. Mountain Road, believes that the renovation of Eno Hall would create more jobs than new construction. He discussed his concern for the historic preservation of Eno Hall and would like to see the Senior Center stay at Eno.

Mr. Vic Bible, 15 Alder Road, noted that Eno Hall is not handicap accessible. He stated that a Historic building has to allow the changes to the building.

Ms. Manju Rao, 22 Evergreen Drive, voiced her concern on a tax increase to residents for a new Senior Center. She also would like to be able to walk to other places from the Center and would like see it stay at Eno Hall.

Ms. Edna Schreindorfen, 9 Westwood Drive, stated that Eno Hall is not safe for Seniors and noted that there are too many stairs. She would like to see a new Senior Center built.

Ms. Lucille Burke, 247 W. Mountain Road, voiced her concern on the poor parking and that there are not enough spaces to accommodate the seniors. She also discussed her concern with a new parking deck.

Mr. Arcari discussed the safety of the parking deck.

Ms. Pat Carpen, 244 Wooster Road, questioned why the Town is not moving forward with the Senior Center and the discussions continue. She questioned if it was ever considered moving the Senior Center to the north end of Town.

Mr. Bud Kelly, 1 West Street, discussed his background with the planning of a new Senior Center and some of the history of Simsbury that makes it such a beautiful place to reside.

Ms. Marybeth Schreindorfen, 9 Westwood Drive, stated that there is not enough space in Eno Hall to accommodate all the seniors in Town with all the programs that are held. She believes that it would cost more to renovate Eno Hall than to build a new building.

Mr. Ed LaMontagne, 4 George Street, stated that he is not in favor of spending money for a parking lot. He discussed what he thought could be done for a new Senior Center including changes to Eno Hall.

Mr. Robert Kalechman, 971 Hopmeadow Street, stated that he would like to see this decision turned over to the residents for a vote. He also discussed the parking issue.

Mr. Mark Orenstein, 82 Old Meadow Plain Road, voiced his concern on the safety in the parking lot and changes that need to take place to make it safer.

Mr. Donald Zaylor, 1 West Street, discussed the location on Bushy Hill Road as an option that was voted on earlier in the year for a new Senior Center. He noted that this would cost less than renovating Eno Hall.

Mr. David Bear, 82 Great Pond Road, stated that he would just like to move forward with this decision and agreed it should be put to a public vote.

Mr. John Schaefer, 16 Lostbrook Road, wanted to know if the slides presented at the meeting will be available on the Town website.

Ms. Heavner stated that they will by clicking on “Public Building, Senior Center”.

Mr. Mark Orenstein, 82 Old Meadow Plain Road, suggested additional available sites for a new Senior Center that have not yet been considered.

Mr. Donald Zaylor, 1 West Street, discussed the lost revenue if the DOT parking lot is taken away from the Town and used as a Senior Center.

Ms. Pat Carpen, 24 Wooster Road, noted that the seniors have been helping pay for things in Town and it is time for the younger residents to help out the seniors in Simsbury.

Mr. Robert Kalechman, 971 Hopmeadow Street, again stressed bringing this decision to a public vote.

Mr. Hiram Peck, Director of Community Planning, discussed the financial impact of the plans to develop the Senior Center at the DOT parking lot and the potential conflict with zoning regulations.

Mr. Jeff Shea, Town Engineer, addressed some of the questions raised for the DOT site for a new Senior Center.

Mr. Richard Sawitzke discussed the study done on the Senior Center as well as what needs to still be done.

Mr. Arcari noted the amount of time put into this study and that it is based on need not budget.

Board of Selectmen members asked staff members and Mr. Arcari various questions regarding the plans/layout for the new Senior Center.

Mr. Donald Zaylor, 1 West Street, asked about the current windows at Eno Hall and what the plans for them would be for the renovation.

Mr. Arcari explained what is planned for the windows at Eno hall.

Ms. Joan Coe, 26 Whitcomb Drive, questioned if SCTV was asked to move and what would the cost be to move them.

Mr. Arcari discussed the potential move of SCTV and the cost.

Additional questions were asked by Board members concerning the parking deck, circular driveway, Station Street becoming two-way and the parking lot.

Ms. Lucille Burke, 247 W. Mountain Road, asked if the Senior Center was renovated, would it stay open during construction.

Mr. Arcari stated there would be limited use and some areas will be temporary closed. He also stated that the project could take about a year or more to complete.

Ms. Pat Carpen, 24 Wooster Road, questioned if the construction workers will take up the parking spaces behind Eno Hall during construction.

Mr. Arcari stated that they may be able to get access to the DOT parking lot for the construction workers.

Board members asked additional questions to staff members on the bidding process, parking deck, Grants to help pay for the project and construction costs.

Mr. John Schaefer, 16 Lost Brook Road, asked about the proposed reduced square footage for Eno Hall and asked what is planned if more room is needed in the future.

Mr. Arcari discussed the proposed space for current and future needs at Eno Hall.

Mr. Ed LaMontagne, 4 George Street, noted that the Eno Hall is not handicap accessible and asked if this was included in the cost of the renovation.

Mr. Arcari noted that it would not be possible to make Eno Hall 100% handicap accessible and discussed some of the changes that could be made.

Ms. Mickey Lecours-Beck stated that she is happy with the proposed square footage of the Senior Center in Eno Hall after renovation.

SELECTMEN ACTION

- a) Possible Action on Senior Center

Ms. Heavner suggested putting their decision on their next meeting’s agenda. She noted that she will need a number for next year’s budget. Ms. Heavner stated that if anyone has any other sites they would like to be considered for the Senior Center to let her know.

Board members discussed their opinions of the two proposed sites planned for the Senior Center with staff members and Mr. Arcari.

ADJOURN

Ms. Askham made a motion to adjourn the meeting. Ms. Haase seconded the motion and the motion passed. The meeting was adjourned at 9:28 pm.

Respectfully submitted,

Leslie Brigham

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 7:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Lisa Heavner; Board members Michael Paine, Christopher Kelly, Nancy Haase, Cheryl Cook, and Sean Askham. Others in attendance included: Thomas Cooke, Director of Administrative Services, Thomas Roy, Director of Public Works, Edward LaMontagne, Executive Director of the Simsbury Housing Authority and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

Ms. Heavner welcomed everyone to the newly renovated Main Meeting Room. She thanked Tom Roy, Director of Public Works, the Public Works staff and all the people who worked on this great project.

PUBLIC AUDIENCE

Nick Mason, 6 Aarons Way said the Simsbury Chamber of Commerce is looking to move their home office from the Library to the Town Hub. They are looking at the space and their budget needs. He also spoke about “Good Morning Simsbury”, which will be held on February 25th at 8:00 at the Simsbury 1820 House.

Mr. Mason said the Chamber also does an after-hours meeting, which will be held on March 18th at the Virginia Connelly House and will be hosted by Ed LaMontagne from the Simsbury Housing Authority from 5:30 -7:30 p.m.

Mr. Mason said the Chamber will also hold a new Town-wide event on Saturday, October 31st, Halloween, with a chili cook-off and celebration. For more information there is a new website, which will be available on March 9th at www.simsburycoc.org.

Joan Coe, 26 Whitcomb Drive, spoke about the newly renovated Main Meeting Room and new Board of Selectmen laptop computers. She asked for a cost of all materials and labor. She also spoke about cyber security.

Ms. Coe also spoke about a Professional Town Manager form of government and the Charter. She spoke about staff going to different meetings outside of the office, the Senior Center issues, snow plowing, and a complaint she made with Freedom of Information.

Robert Kalechman, 971 Hopmeadow Street, spoke about the issues in the Middle East and the corruption in the country. Mr. Kalechman also spoke about the police budget and asked that two police officers be added to their budget.

Sue Benarczyk, 119 E. Weatogue Street, spoke about the Senior Center and swapping the Gersten property with the DOT land to resolve the issue. She also spoke about obtaining different grants for this project.

Ms. Heavner noted that the rules for Public Audience that were adopted in December of 2013, allow for 5 minutes of Public Audience for each speaker. No one on this Board wished to amend the agenda to consider extending Public Audience beyond 5 minutes. The resolution is posted.

PRESENTATIONS

- **Main Meeting Room Ribbon Cutting**

Mr. Roy said this Main Meeting Room had not been updated since about 1983. A lot of options were looked at. There were certain things that were actually required due to the structure of the building. Much effort went into this project. He thanked everyone for their terrific effort and a job very well done. He introduced those who were here who did help on the project.

Mr. Jacobs said he was thankful to live in a community where he also has a business. It was his honor to work on this project with all these other people and he thought everyone worked very well together to make the project come together.

Mark thanked everyone, especially the contractors who coordinated and worked very well together to make it happen and look so great.

- **Snow Budget Status Update**

Mr. Roy said it has been a very difficult, busy winter for the Town. They are about \$23,000 over the overtime budget and about \$5,000 over the salt budget. Safety is always their first goal and he will continue to follow the same practices. He spoke about his budget practices as well. He also showed the Board a chart to show some of the worst storms.

Ms. Heavner thanked the residents for complying with the parking bans and clearing the fire hydrants. That is very helpful to the Town.

FIRST SELECTMAN'S REPORT

Ms. Heavner invited everyone to come to an Open House on March 2nd at 4:00 p.m. in the First Selectman's office to share their thoughts and suggestions. She said their input is important as the Board of Selectmen begins the budget process.

Ms. Heavner said the Senior Center is offering tax assistance to seniors through the AARP Tax Aide Program free of charge. The program is being hosted at the Simsbury Library, Program Room #2 with appointments on Tuesdays and Thursdays through April 9th between the hours of 10:00 a.m. and 3:00 p.m. Residents can call 860-658-3273 to make an appointment.

Ms. Heavner said information about the Town's 2015-2016 budget will be made available on the Town's website beginning February 23rd. The calendar of budget workshops will be on the budget page and information will be added as we move forward with the budget process. She said the goal is to ensure that the budget process be as transparent as possible. The website is www.simsbury-ct.gov.

SELECTMEN ACTION

a) Approve Tax Refunds

Ms. Cook made a motion to approve tax refunds in the amount of \$1,977.11 as reviewed and recommended by the Tax Collector. Mr. Kelly seconded the motion. All were in favor and the motion passed.

b) Approve a proclamation marking April 2015 as Fair Housing Month

Ms. Cook read the following Proclamation:

“**WHEREAS**, the year 2015 marks the 47th Anniversary of the passage of the Federal Fair Housing Act; Title VIII of the Civil Rights Act of 1968, as amended; and

WHEREAS, this law guarantees that housing throughout the United State should be made available to all citizens without regard to race, color, religion, sex, family status, disability or national origin; and

WHEREAS, equality of opportunity for all is a fundamental policy of this nation, state and city; and

WHEREAS, barriers which diminish the rights and limit the options of any citizen will ultimately diminish the rights of all citizens; and

WHEREAS, the cooperation, commitment and support of all residents of the Town of Simsbury is necessary to removing barriers to the enjoyment of living where one chooses within ones means.

NOW, THEREFORE, I LISA L. HEAVNER, FIRST SELECTMAN of the Town of Simsbury do hereby Proclaim the month of April 2015 as:

FAIR HOUSING MONTH

And request and encourage every citizen and business of our community to support and endorse Fair Housing to reaffirm their commitment to Fair Housing for all, and wholeheartedly recognize these rights and responsibilities throughout the year.

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

Dated the 23rd day of February 2015
Lisa L. Heavner, First Selectman”

Mr. Paine seconded the motion. All were in favor and the motion passed.

c) Approve Town of Simsbury Fair Housing Resolution and Equal Opportunity Policies

Ms. Heavner said in connection with the Town of Simsbury's anticipated application for a 2015 Small Cities Grant and in recognition of April as Fair Housing Month, this Board is being requested to take two actions: (1) to adopt, and (2) to authorize the First Selectman to execute and re-issue policies prohibiting discriminatory practices which also provide procedures for enforcement. All of these polices 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 application. Ms. Heavner said in connection with these activities, the Town of Simsbury will also send letters to local lenders and realtors seeking information concerning any activities to promote fair housing.

Mr. Askham made a motion to adopt and authorize the First Selectman to execute and re-issue the following policies prohibiting discriminatory practices which provide procedures for enforcement for the following:

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

Mr. Kelly seconded the motion. All were in favor and the motion passed.

d) Set Public Hearing date of March 23, 2015 for discussion of 2015 Small Cities Program Application

Ms. Heavner said this Hearing is required as part of the process for this application.

Ms. Haase made a motion to set a Public Hearing date of March 23, 2015 at 6:00 p.m. to solicit public input on the proposed application for a Small Cities Grant in the amount of \$800,000 for renovations at the Simsbury Housing Authority as detailed in the Board's packets. Mr. Kelly seconded the motion. All were in favor and the motion passed.

e) Accept .36 acres of Open Space from Regan Development at Dorset Crossing

Ms. Heavner said this property is in a flood zone and is not being used for construction. Without this donation, the company would be required to secure additional flood insurance for the whole property.

Ms. Heavner said Chairman Jansen, of the Planning Commission, made a motion in their July 22, 2014 minutes, to give a positive referral to the Board of Selectmen. Commissioner Rice seconded the motion. The Commissioners commented that this referral is compliant with the POCD goal that the Town acquire and preserve Open Space. The motion was passed unanimously.

Ms. Heavner said in October 2014, the Open Space Committee recommended acceptance of the open space with a donation check to the Town for maintenance purposes. December 26, 2014, the Assessor provided a value of \$1,440 for the open space parcel. On December 19, 2014, the Town Attorney outlined the process for this request and indicated that title issues are under review by his office. Ms. Heavner said on January 15, 2015, the Town Engineer provided a report that this parcel is acceptable based on the environmental report submitted by the applicant. Today the Board of Selectmen are being asked to determine acceptability of this donation. Ms. Heavner said this issue has come before this Board in the past.

Mr. Askham made a motion to accept the subject property .36 acre as Open Space subject to Town Attorney review. Mr. Paine seconded the motion. All were in favor and the motion passed.

OTHER BUSINESS

a) Notification of Number of Voting Tabulators

Ms. Heavner said the Town Clerk reported that Simsbury has a sufficient number of voting tabulators for the four voting districts as required in the Connecticut General Statutes Sections 9-238 and 9-238a.

b) Budget Workshop Dates and Timeline

Ms. Heavner said the Board has the schedule of the budget meetings and workshops which start with her budget presentation to the Board on February 26th at 5:30 p.m. She went through the schedule. All meetings will be held in the Main Meeting Room with the exception of March 5th, which will be in the Board of Education Conference Room.

Mr. Cooke will get the Board of Education budget schedule to the Board of Selectmen.

APPOINTMENTS AND RESIGNATIONS

a) Appoint Kevin Kowalski as Director of Civil Preparedness effective December 2, 2013 with an expiration date of December 7, 2015

Ms. Haase made a motion to appoint Kevin Kowalski as Director of Civil Preparedness effective December 2, 2013 with an expiration date of December 7, 2015. Mr. Paine seconded the motion. All were in favor and the motion passed.

b) Appoint Michael Berry as Assistant Director of Civil Preparedness effective December 2, 2013 with an expiration date of December 7, 2015

Ms. Cook made a motion to appoint Michael Berry as Assistant Director of Civil Preparedness effective December 2, 2013 with an expiration date of December 7, 2015. Mr. Paine seconded the motion. All were in favor and the motion passed.

c) Appoint Thomas Frank (D) as a regular member of the Board of Education with an expiration date of December 4, 2017

Mr. Askham made a motion to appoint Thomas Frank as a regular member of the Board of Education with an expiration date of December 4, 2017. Ms. Haase seconded the motion. All were in favor and the motion passed.

d) Accept the resignation of Claudia Szerakowski (D) as a regular member of the Recycling Committee effective February 2, 2015

Ms. Cook made a motion to accept the resignation of Claudia Szerakowski as a regular member of the Recycling Committee effective February 2, 2015. Ms. Haase seconded the motion. All were in favor and the motion passed.

e) Accept the resignation of Claudia Szerakowski (D) as a regular member of the Clean Energy Task Force effective February 2, 2015

Mr. Askham made a motion to accept the resignation of Claudia Szerakowski as a regular member of the Clean Energy Task Force effective February 2, 2015. Mr. Paine seconded the motion. All were in favor and the motion passed.

ACCEPTANCE OF MINUTES

a) Special Meeting of January 29, 2015

Mr. Paine made a motion to approve the Special Meeting of January 29, 2015 as amended. Mr. Askham seconded the motion. All were in favor and the motion passed.

- **Amendment to Page 7, 1st Paragraph: Adjourn from Executive Session** – Ms. Askham made a motion to adjourn from Executive Session (change “Ms. Askham to Mr. Askham”)

b) Regular Meeting of February 9, 2015

Ms. Haase made a motion to make corrections on pages 4 and 6 of the Regular Meeting of February 9, 2015. Ms. Cook seconded the motion. All were in favor and the motion passed.

- **Amendment to Page 4, 1st Paragraph: Aging and Disabilities (a)** – Ms. Nancy made a motion to accept the resignation of Diana Yeisley (changed “Ms. Nancy to Ms. Haase”). Also, **Page 2, 2nd Paragraph:** Ms. Askham seconded the motion (changed Ms. Askham to “Mr. Askham seconded the motion”).

- **Amendment to Page 6, Paragraph: Adjourn** - Ms. Askham made a motion (change Ms. Askham to Mr. Askham”).

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

1. Personnel:

a. Set Public Hearing Date of March 9, 2015 for discussion of First Selectman’s Salary

Mr. Kelly said the Personnel Sub-Committee is requesting two Public Hearings. The first one is on the First Selectman’s salary. He said the second one would be on the form of government and Charter Revision Commission.

Mr. Kelly made a motion to set a Public Hearing date of March 9, 2015 at 6:00 p.m. to receive public comment on the First Selectman’s salary, prior to the Board of Selectmen’s meeting. Ms. Haase seconded the motion. All were in favor and the motion passed.

b. Discussion of Charter Review and set Public Hearing Date of March 23, 2015 for public comment on Simsbury’s form of government

Mr. Kelly made a motion to set a Public Hearing on March 23, 2015, immediately following the Public Hearing on the Town of Simsbury’s Small Cities Grant application, to receive public comment on the

Town of Simsbury’s form of government. Ms. Cook seconded the motion. All were in favor and the motion passed.

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

Ms. Haase said the Economic Development Task Force will be meeting tomorrow in the Library Program Room at 5:00 p.m.

ADOURN

Mr. Askham made a motion to adjourn at 7:50 p.m. Ms. Haase seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk

CALL TO ORDER

First Selectman Lisa Heavner called the budget workshop of the Simsbury Board of Selectmen to order at 5:30 p.m. on Thursday, February 26, 2015. The special meeting was held in the Main Meeting Room of the Simsbury Town Offices located at 933 Hopmeadow Street, Simsbury, CT. Also in attendance: selectman Sean Askham, Cheryl Cook, Nancy Haase, Chris Kelly and Mike Paine. Staff included Director of Administrative Service Thomas Cooke, Deputy Director of Administrative Services Sean Kimball and Finance Director Joseph Mancini.

PLEDGE OF ALLEGIANCE

Everyone stood for the pledge of allegiance.

PUBLIC AUDIENCE

No one spoke at public audience.

PRESENTATION OVERVIEW OF BUDGET

- First Selectman’s Fiscal Year 2016 Budget Presented to the Board of Selectmen

Ms. Heavner said she was pleased to present the town budget for fiscal year 2015-2016 of \$19,029,456 for review. The budget represents a \$318,093 increase over the current year, or a 1.70 percent increase. She noted that this year’s increase is below the last two years.

She outlined the budget goals as maintaining fiscal responsibility by delivering quality services in the most cost effective manner; ensuring responsible stewardship of our natural resources and town assets to keep Simsbury a vibrant, beautiful, safe and desirable place to raise a family and do business; and modernizing technology to provide transparency, increase efficiencies and meet the current and future needs of our residents.

She went over a few of the major town accomplishments such as the Simsbury Police Department receiving CALEA National Reaccreditation; health Insurance consolidation; managing 18 winter storms; the town receiving the silver bicycle friendly designation; the GIS System being made available to the public; and closing on the Ethel Walker Woods property.

She also went over budget drivers such as negotiated salary increases, two additional police officers, a DPW project administrator and funding for Simsbury Farms.

Ms. Heavner said if the budget was increased only by negotiated salaries, the total budget would have to increase by 1.88 percent.

The “people” cost of the budget break down to 77.6 percent for salaries, pensions, OPEB and insurance (health/life/LTD) and 22.4 percent for contractual services, supplies, utilities and capital.

Ms. Heavner said she crafted the budget with the goal of no increased taxes while keeping in mind the Social Security cost of living increase is 1.7 percent, modest grand list growth, stagnant state aid, mill rate considerations, The Hartford uncertainty and unemployment, which is 4.1 percent in Simsbury and 5.7 percent statewide.

She gave recent budget histories, and showed how the mill rate is distributed. She stated the median net taxable assessment of \$194,000 based on an average home value of approx. \$277,000, means the median tax bill in Simsbury using the current mill rate of 38.33 is approximately \$7,436. Of that, the town portion is \$1,481 or \$123 per month. She then explained what that monthly amount pays for, such as police protection; road paving and maintenance; snow removal and treatments; library services; town hall services; engineering and capital project services; emergency response; parks, pools and recreational services; and social services and the senior center.

She went over cost savings efforts such as grants received, pension investment returns, health insurance carrier consolidation and lower gasoline prices.

Ms. Heavner stressed that none of the department requests that were submitted were unreasonable. She said the department requests that were submitted would have increased the budget by \$815,914, or 4.36 percent, to \$19,527,277. Her recommended budget is \$19,029,456, an increase of \$318,093 or 1.70 percent, which maintains quality core services, fully funds contractual salary and pension requirements, includes funding for two additional police officers, a new public works project administrator and the contribution to Simsbury Farms.

Ms. Heavner briefly reviewed proposed projects for the capital budget.

Joseph Mancini went over the new layout of the budget book.

All the information is available online at: www.simsbury-ct.gov/budget.

DISCUSSION

There was no discussion.

ADJOURN

Ms. Heavner made a motion to adjourn at 5:46 p.m., Nancy Haase seconded, and all voted in favor and the meeting was adjourned.

Respectfully submitted,
Stephanie Riefe