



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN Regular Meeting – January 25, 2021 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

- Email written comments to ebutler@simsbury-ct.gov by 12:00 PM on Monday, January 25, 2021 to be read into the record; or
- Email tfitzgerald@simsbury-ct.gov by 12:00 PM on Monday, January 25, 2021 to register to address the Board of Selectmen live through Zoom.

PRESENTATION

- a) Proclamation in Honor of Ruth Schwarz

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN ACTION

- a) American Library Association Libraries Transform Grant, a Project in Partnership with Simsbury SPIRIT Council
- b) Connecticut Senior Center Project: CARES Act Funding Opportunity (Grant)
- c) SPIRIT Social Media Request (Instagram)
- d) Open Space PA-490 Referral
- e) Tax Refund Requests

APPOINTMENTS AND RESIGNATIONS

- a) Resignation from and Appointment to SPIRIT Council
- b) Resignation from and Appointment to Library Board of Trustees
- c) Proposed Reappointments to Various Boards and Commissions

REVIEW OF MINUTES

- a) January 11, 2021 Regular Meeting
- b) January 11, 2021 Special Meeting

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- a) Personnel
- b) Finance
- c) Welfare
- d) Public Safety
- e) Board of Education

**Board of Selectmen
January 25, 2021**

COMMUNICATIONS

- a) Memo from M. Capriola, re: Revisions to Community and Social Services Financial Assistance Procedures, dated January 21, 2021
- b) Memo from M. Capriola, re: Revisions to Purchasing Procedures and Guidelines, dated January 22, 2021
- c) 2021 CROG Legislative Priorities

ADJOURN

Following adjournment, the Board of Selectmen, Police Commission and staff will meet to discuss strategy and negotiations with respect to collective bargaining for the unit represented by IBPO.



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proclamation in Honor of Ruth Schwarz
2. **Date of Board Meeting:** January 25, 2021
3. **Individual or Entity Making the Submission:**
Eric Wellman, First Selectman
4. **Action Requested of the Board of Selectmen:**
This is informational. No action needed.
5. **Summary of Submission:**
Ms. Schwarz is a Simsbury resident of more than 50 years who on February 2nd will celebrate her 100th birthday! Ms. Schwarz was an employee at McLean's for more than 30 years happily assisting members of the Simsbury community.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Proclamation in Honor of Ruth Schwarz

**PROCLAMATION CELEBRATING THE BIRTHDAY OF RUTH SCHWARZ
OFFICE OF THE FIRST SELECTMAN**

WHEREAS, longevity of life is a blessing for an individual and for a community which benefits from the knowledge, creativity, and experiences this individual brings to all; and

WHEREAS, the Town of Simsbury recognizes with respect and admiration the contribution of senior citizens to our community; and

WHEREAS, Ms. Ruth Schwarz, Simsbury resident of more than 50 years, celebrates her 100th birthday on February 2, 2021; and

WHEREAS, Ms. Schwarz loves to play bridge and would play every day of the week if she could. She is an avid baker and the smell of freshly baked bread wafts from her home; and

WHEREAS, Ms. Schwarz has a background in science. She has lived in several countries and enjoys traveling to Germany to see her family; and

WHEREAS, Ms. Schwarz worked at McLean's for more than 30 years, happily greeting visitors, staff, and residents; and

NOW, THEREFOR, I Eric Wellman, First Selectman of Simsbury Connecticut, on behalf of the Board of Selectmen, do hereby deem it an honor and pleasure to celebrate Ruth Schwarz for her long life on the occasion of her 100th birthday, and wishing her many more!



Eric Wellman, First Selectman





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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** American Library Association Libraries Transform Grant, a Project in Partnership with Simsbury SPIRIT Council
2. **Date of Board Meeting:** January 25, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Lisa Karim, Library Director
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen is supportive of submitting the American Library Association Libraries Transform grant application, the following motion is in order:

Move effective January 25, 2021, to submit an application for an American Library Association Libraries Transform grant in the amount of \$2,000 to fund a multi-cultural festival once the grant materials have been prepared and completed.

In the event the grant is awarded, the following additional motion is in order:

Move, to accept the American Library Association Libraries Transform grant and authorize Town Manager, Maria E. Capriola, to execute all documents related to the grant award.
5. **Summary of Submission:**
The American Library Association offers grants to libraries to fund programming and events which help engage and transform communities. The Library is applying for funding to hold a multi-cultural festival, in partnership with the SPIRIT Council, in June of 2022 at the Performing Arts Center, to celebrate the Simsbury Let's Talk Program Series.
6. **Financial Impact:**
No grant match by the Town is required. The grant application is for \$2,000. The Library is prepared to contribute up to an additional \$500 from its FY 2021-2022 Friends of the Library programming allocation to offset a portion of the event costs. There is a base fee to utilize the PAC facility of \$1,000 (helps to cover costs such as port-a-lets, trash removal, staff time). Utilization of the sound system will add approximately \$2,000 in costs. Other event costs are not known at this time.

The SPIRIT Council will need to solicit donations and sponsorships to fund the remainder of costs associated with the entire event. Should funding from these donations and sponsorships not be successful, the event will not move forward.

7. **Description of Documents Included with Submission:**

None



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Connecticut Senior Center Project: CARES Act Funding Opportunity (Grant)
2. **Date of Board Meeting:** January 25, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community & Social Services *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports applying for a grant to support the Senior Center in their goal to serve older adults safely during the COVID-19 pandemic, the following motion is in order:

Move, effective January 25, 2021, to submit an application for the Connecticut Senior Center Project: CARES Act Funding Opportunity (grant) to help offset Senior Center expenditures related to providing service during the COVID-19 pandemic once the grant materials have been prepared and completed.

In the event that the grant is awarded, the following additional motion is in order:

Move, to accept the grant and to authorize Town Manager, Maria E. Capriola, to execute all documents related to the grant award.
5. **Summary of Submission:**
The purpose of this project is to support senior centers in their goal to serve older adults safely during the Coronavirus pandemic. The Department of Aging and Disability Services State Unit on Aging (SUA) is accepting applications from senior centers for a one-time funding opportunity to help support the centers in their efforts to prevent the spread of the virus, prepare for reopening, and respond to COVID-19-related issues.

SUA will reimburse senior centers for purchases that are directly associated to COVID-19 preparedness and response. SUA will not make direct purchases for the centers. SUA will provide reimbursement for purchases made from March 1, 2020 through March 31, 2021.
6. **Financial Impact:**
If the grant is awarded in full, the amount would be \$2,500. This project is funded using federal CARES Act funding from the Administration for Community Living.

Community and Social Services staff will work with Finance to ensure that we do not request reimbursement for expenses from any other source of funding so we are not in a position of receiving duplicate funding for the same purpose.

7. Description of Documents Included with Submission:

None



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** SPIRIT Social Media Request (Instagram)
2. **Date of Board Meeting:** January 25, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community and Social Services *Maria E. Capriola*

4. **Action Requested of the Board of Selectmen:**

If the Board of Selectmen supports the Simsbury SPIRIT Council establishing an Instagram account, of which Town staff liaison Kristen Formanek will have oversight, the following motion is in order:

Move effective January 25, 2021, to approve the creation of a Simsbury SPIRIT Council Instagram account to be used by the Committee to publicize their efforts, of which Town staff will have oversight.

5. **Summary of Submission:**

The Simsbury SPIRIT Council was approved for the creation and use of a Facebook account by the Board of Selectmen at their meeting on June 8, 2020 and a Twitter account on January 11, 2021. Since then they have been utilizing these platforms to publicize their efforts to the community, with town oversight. The SPIRIT Council has been operating as an official committee since its inception, by the Board of Selectmen, on September 29, 2020.

Cheryl Cook and Nicole Kodak are Co-Chairs of the Committee. Kristen Formanek is assigned as staff support. The Committee is requesting the ability to create an Instagram account to promote programs and events and share relevant content with the community. SPIRIT Council will follow the Town Social Media Policy to ensure that all content between their Facebook, Twitter and Instagram accounts are complementary and consistent.

Pursuant to Section V(B) of the Social Media and Website Use Policy, social media accounts and websites established by elected and appointed bodies are subject to approval by the Board of Selectmen. Department directors are responsible for managing the content and upkeep of the appointed body's social media accounts and websites they are assigned to by the Town Manager or his/her designee. In this case, Kristen Formanek will be responsible for overseeing the content shared on the Instagram account.

6. **Financial Impact:**
None

7. Description of Documents Included with Submission:

- a) Social Media and Website Use Policy, Adopted March 11, 2019



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TOWN OF SIMSBURY SOCIAL MEDIA AND WEBSITE USE POLICY *Adopted by the Simsbury Board of Selectmen on March 11, 2019*

I. Purpose

The purpose of this policy is to provide standards and procedures for the establishment and appropriate use of Town of Simsbury social media and website accounts.

Social media and website accounts may serve as a mechanism for authorized Town employees and officials to disseminate information and communicate with members of the public regarding official town business and public service announcements. The Town recognizes that social media is an evolving communications tool with new resources constantly emerging and becoming available.

II. Applicability

This policy applies to all Town employees, elected officials, and appointed officials, whether paid or unpaid, and covers the use of all Town information technology resources and online platforms.

III. Effective Date

This policy shall remain in effect until revised or rescinded. The Town reserves the right to amend this policy as necessary.

IV. Policy

The Town of Simsbury's social media outlets and websites shall serve primarily to disseminate information from the Town and communicate with members of the public regarding official Town business. Examples include but are not limited to: Town meetings, public hearings, and information sessions; activities, events or programs sponsored or co-sponsored by the Town; Town programs, services, and projects; forms; fees; policies; and topical or seasonal Town issues. The Town's social media accounts are not intended to serve as public fora. The Town's official website (www.simsbury-ct.gov), and any other domains owned by the Town, will remain the Town's primary method of internet communication.

V. Account Management

A. Town Departments. Social media accounts and websites established by Town departments are subject to approval by the Town Manager or his/her designee. Department directors will be responsible for managing the content and upkeep of any social media accounts and websites they create. The Town Manager or his/her designee

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has the discretion and authority to edit, eliminate, disable, or suspend the use of social media accounts and websites by Town departments.

- B. Elected and Appointed Bodies.** Social media accounts and websites established by elected and appointed bodies are subject to approval by the Board of Selectmen. Department directors will be responsible for managing the content and upkeep of any elected and appointed bodies' social media accounts and websites they are assigned to by the Town Manager or his/her designee. The Board of Selectmen may eliminate, disable, or suspend the use of social media accounts and websites by elected and appointed bodies. In the event of an emergency or exigent circumstances, the Town Manager or his/her designee may eliminate, disable, or suspend the use of social media accounts and websites by elected and appointed bodies.
- C. Contact Information.** All of the Town's social media sites shall use the Town's authorized contact information for account setup, monitoring, and access. The Town's social media accounts do not belong to a specific person and access will be transferred by the Town to staff members responsible for managing content as appropriate.

VI. Content Management

- A. Communicating an Official Town Position on Social Media.** Employees and advisory bodies are not authorized to take a policy position and speak on behalf of the Town through social media unless authorized by the Board of Selectmen; this is not intended to prohibit or restrict an appointed official from speaking on behalf of oneself on a personal social media account or website regarding a matter of Town business so long as it is disclosed that the individual is not speaking on behalf of the advisory body or Town.

Any social media account or website bearing the name of the Town of Simsbury, but that is not an official account or website of the Town, shall display a disclaimer indicating that it is not an official account or website of the Town.

- B. Conduct on Social Media.** All authorized persons managing content for the Town's social media sites shall conduct themselves at all times as professional representatives of the Town and in a manner consistent with the Town's policies.
- C. Content.** Social media content should include information from the Town regarding official Town business. Examples include, but are not limited to: Town meetings, public hearings, and information sessions; activities, events or programs sponsored or co-sponsored by the Town; Town programs, services, and projects; forms; fees; policies; and topical or seasonal Town issues.
 - i. Social media content should complement and be consistent with other established Town communication tools.
 - ii. Content should never include profane, foul, obscene, or other inappropriate language, photos, videos, or graphics.
 - iii. Content for an official Town social media account or website should be nonpartisan in nature, and users should not "share" any content that is partisan in nature. The Town's social media accounts should not "follow" any political entity, local business, or other special interest groups. This does not include not-

for-profit organizations, civic groups, or governmental agencies that serve Simsbury residents.

- D. Responses from the Town.** All authorized persons managing content should be aware that content posted by the public to social media sites may require a response from the Town. Users shall not provide lengthy responses or engage in debate through the social media forum. If comments provided by the public require a comprehensive response, those responses should be provided via private message, email, mail, or telephone.

- E. Public Records.** Content posted through the Town's social media accounts are subject to public records and record retention laws, rules, regulations and policies. Postings must not disclose information that may be confidential or exempt from disclosure under the Freedom of Information Act (FOIA). All content maintained in a social media format, including a list of subscribers and posted communication, may be a public record subject to public disclosure. Records should be retained in accordance with the relevant record retention laws.

VII. Violations of Policy

Violations of this policy may be subject to discipline up to and including termination without lower levels of discipline having been issued depending on the nature and severity of the offense or offenses. Any discipline issued shall be in accordance with procedures outlined in the employees' relevant collective bargaining agreements or the Town Personnel Rules as applicable.

When it is determined that content has been posted that is not consistent with this policy, the Town Manager or his/her designee may authorize its immediate removal.



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Open Space PA-490 Referral
2. **Date of Board Meeting:** January 25, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development; Francine Beland, Town Assessor
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**

If the Board of Selectmen concurs with staff's recommendation to refer the PA-490 request to the Open Space Committee's Stewardship and Policy Work Group, the following motion is in order:

Move, effective January 25, 2021, to refer to the Open Space Committee's Stewardship and Policy Work Group the development of a proposed policy and criteria for PA-490 eligible properties in Town.

5. **Summary of Submission:**

The Connecticut General Assembly enacted PA-490 in 1963. PA-490 allows farm, forest, or open space land to be assessed at a use value rather than fair market rate for purposes of property taxes.¹ Simsbury currently does not have an adopted policy for the 2017 POCD outlining in sufficient detail for the Assessor to approve or deny a property owner requesting their land be assessed as Open Space based on PA-490 under CGS 12-107e. Limited documentation staff has located on PA-490 dates to approximately 1974, with more recent information not readily found or accessible.

The Planning Commission reviewed this matter during the update to our most recent Plan of Conservation and Development, but did not specify criteria or eligible properties. The Board of Selectmen in 2017 did not adopt a specific policy or resolution regarding Open Space under PA-490 CGS 12-107e which is required by statute. However, the Board of Selectmen did adopt the POCD in 2017 which authorized the continuation of the PA-490 Program. At their meeting on January 12, 2021 the Planning Commission at staff's request reviewed the matter. The Planning Commission is in support of Open Space under PA-490 CGS 12-107e but has asked the Board of Selectmen to develop a policy with specific eligibility criteria.

¹ "Public Act 490 - The Basics." *CT.gov*, <https://portal.ct.gov/DOAG/Commissioner/Commissioner/Public-Act-490---The-Basics>.

Staff is recommending that the Open Space Committee's Stewardship and Policy Work Group be tasked with research and development of a policy that among other things would include detailed criteria for having parcels of land assessed following PA-490. Staff will be available to assist in development and formatting of the policy.

Once a draft policy is created by the group we will bring it to the Planning Commission for review and approval as a POCD amendment followed by referral to the Board of Selectmen for review and approval.

The Town Attorney is assisting us with this matter.

6. Financial Impact:

Analysis forthcoming dependent upon the policy recommendations.

7. Description of Documents Included with Submission:

None



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** January 25, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

Move, effective January 25, 2021 to approve the presented tax refunds in the amount of \$19,427.73, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds.

5. **Summary of Submission:**
Tax refunds need to be issued from time to time for motor vehicles, real property, and personal property. Some of the most common reasons tax refunds need to be issued for motor vehicles include: sale of the vehicle; the vehicle is destroyed; the vehicle is donated; the owner has moved out of state; or, the owner has successfully appealed the taxes. Real estate refunds are typically due to the fact that during the sale or refinancing of a property, both a bank and an attorney's office have paid taxes owed, resulting in an overpayment to the Town. Overpayments of personal property taxes are rare; often overpayments of personal property are due to a person or entity forgetting that they paid in full in July, then also sending the January installment.

In a legal opinion from the Town Attorney dated May 22, 2001, he stated that CGS §12-129 "requires that all applications for tax refunds be referred to the Board (of Selectmen) for their consideration and action." Once approved by the Board of Selectmen, the Town Manager will sign off on tax refund applications. As a reminder, the Tax Collector's Office is responsible for collecting revenue for the Fire District pursuant to Special Act #264 of the Legislature in 1945. However, tax refunds for the Fire District are not under the jurisdiction of nor approved by the Board of Selectmen and are therefore not included in the requested tax refunds presented.

6. **Financial Impact:**
The aggregate amount of all tax refunds as presented is \$19,427.73. The attachment dated January 25, 2021 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
 - a) Requested Tax Refunds, dated January 25, 2021

REQUESTED TAX REFUNDS
JANUARY 25, 2021

	BILL NUMBER	TAX	INTEREST	TOTAL
List 2018				
ACAR Leasing Ltd	18-04-80026	\$413.21		\$413.21
Total 2018		\$413.21	\$0.00	\$413.21
List 2019				
Aubin Mary	19-01-0341	\$5.00		\$5.00
Dave, Santosh	19-01-1927	\$332.67		\$332.67
Greenwood Matthew	19-01-3157	\$3,317.70		\$3,317.70
Moyal Daniel	19-01-5619	\$148.26		\$148.26
Rounseville Neal	19-01-7070	\$39.90		\$39.90
S-Bnk Simsbury LLC	19-01-7147	\$11,457.29		\$11,457.29
Slade Rosemary	19-01-7654	\$13.90		\$13.90
Stefanik Beth Ann	19-01-7867	\$27.45		\$27.45
Tartaglia Gregory	19-01-8169	\$20.00		\$20.00
Wilson Robert J	19-01-8831	\$23.56		\$23.56
Construction Services of NE	19-02-40220	\$97.95		\$97.95
Microsemi Corp - RF Signl Proc	19-02-40572	\$76.43		\$76.43
Robinson Originals Florist	19-02-40727	\$16.46		\$16.46
Salters Express Co Inc	19-02-40749	\$713.24		\$713.24
Tuller Donald W	19-02-40878	\$254.07		\$254.07
ACAR Leasing Ltd	19-03-50116	\$996.24		\$996.24
Financial Serv Veh Trust	19-03-55901	\$1,065.97		\$1,065.97
Slattery John	19-03-67496	\$402.43		\$402.43
Foster John K	19-04-80892	\$6.00		\$6.00
Total 2019		\$19,014.52	\$0.00	\$19,014.52
TOTAL 2018		\$413.21	\$0.00	\$413.21
TOTAL 2019		\$19,014.52	\$0.00	\$19,014.52
TOTAL ALL YEARS		\$19,427.73	\$0.00	\$19,427.73



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation from and Appointment to SPIRIT Council
2. **Date of Board Meeting:** January 25, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
The following motion is in order:

Move, retroactive to January 11, 2021, to accept the resignation of Dana Albrycht (D) as a regular member of the SPIRIT Council.

If the Board of Selectmen supports the recommendation from the SPIRIT Council regarding Ms. Umikka Chopra appointment to the SPIRIT Council, the following motion is in order:

Move, effective January 25, 2021, to appoint Umikka Chopra (Student) as a student representative/regular member of the SPIRIT Council, with a term to expire on December 6, 2021.

5. **Summary of Submission:**

At the October 14, 2020 Board of Selectmen meeting the Board voted to accept the SPIRIT Council rules and procedures. SPIRIT Council was approved to have 18 membership slots with one of those slots being a student from the community. The terms of SPIRIT Council members were made to be co-terminus with the Board of Selectmen.

The Town Clerk has received the resignation of Dana Albrycht as a regular member of the SPIRIT Council. Dana Albrycht's term was to expire on December 6, 2021.

The SPIRIT Council has a vacancy for a student representative. The SPIRIT Council is recommending the appointment of Umikka Chopra to serve as the student representative. Ms. Chopra is currently a senior at Simsbury High School. She is a co-founder of the Students of Color Alliance whose purpose is to allow students of color at the high school to find a space to talk about their experiences and make connections with peers. She also serves as the President of the Teen Advisory Board at Simsbury Public Library. Umikka is interested in representing teen voices and engaging teens and young adults in the work to make Simsbury more diverse, equitable and inclusive.

With these appointments, SPIRIT Council has 17 of its 18 membership slots filled.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

- a) Dana Albrycht's Resignation Letter, dated January 11, 2021
- b) Adopted Simsbury SPIRIT Council Purpose and Procedures

Hello Ericka.

I am writing to officially let you know I unfortunately will not be able to be a member of the SPIRIT council this year so to family obligations. I am sorry for this but do plan on helping out with volunteering this upcoming year. Thank you very much and once again I apologize I cannot commit at this time to this amazing group.

Sincerely,

Dana Albrycht



Town of Simsbury

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SIMSBURY SPIRIT COUNCIL STATEMENT OF PURPOSE AND PROCEDURE *Approved by Board of Selectmen on October 14, 2020*

1. Purpose

- A. The Simsbury SPIRIT Council is a special committee tasked with welcoming, celebrating, and taking actions to support diversity and inclusion among current and future community members.
- B. The purpose of the Simsbury SPIRIT Council shall be to represent the Simsbury community at large and serves as diversity champions to help Simsbury become more inclusive, fostering awareness, action, and a community where all voices are welcomed and each and every individual can live, work, learn and play in a safe environment with meaningful and healthy relationships. The Council is comprised of representatives from the community at-large, town departments, and the Simsbury Public Schools.

2. Effective Date

This policy shall remain in effect until revised or rescinded. The Town reserves the right to amend this policy as necessary.

3. Goals

- A. The goals of the SPIRIT Council are:
 - 1) To identify and resolve diversity and inclusion issues in our community.
 - 2) To foster a welcoming atmosphere for all in Simsbury

4. Composition/Voting/Meetings

- A. The size of the Council shall consist of eighteen (18) members. Membership on the Council shall be comprised of representatives from the community at-large. Staff liaisons are ex-officio members with full participation rights, but are non-voting members and do not count towards the appointed composition of Council.
- B. The Director of Community Social Services, or other staff member as assigned by the Director, will be a standing staff liaison. The Town will aspire to have a staff liaison from each of the following departments as assigned by the department head: Simsbury Police Department and Simsbury Public Library.

- C. The Simsbury Board of Education has created an Equity Council to act in a similar capacity as SPIRIT Council. SPIRIT Council will have a consistent educational liaison as a part of their membership. The liaison will share the ongoing work of the Simsbury Public Schools' Equity Council as well as update the Board of Education with pertinent information relative to the SPIRIT Council.
- D. The initial term for members will expire December 5, 2021. Thereafter, members shall have two (2) year terms coterminous with the Board of Selectmen.
- E. For the initial appointment recommendations, the Council will submit recommendations to the Board of Selectmen. For subsequent terms, beginning December 6, 2021, the Board of Selectmen and its Personnel Sub-Committee will use its usual process and procedure for identifying and appointing candidates. The Board of Selectmen may alternatively choose to seek recommendations from the Council.
- F. One of the 18 membership slots on the Council will be designated for a parent or guardian of child or children participating in the Open Choice program in the Simsbury Public Schools.
- G. One of the 18 membership slots on the Council will be designated for a youth representative who attends the Simsbury Public Schools.
- H. A single Chair and Vice Chair, or Two Co-Chairs and a Vice Chair, (to be determined by the Council) shall be elected by the Council on their first meeting following a new term. Chair/Co-Chair and Vice Chair appointments can be considered as frequently as annually, but not fewer than once every two years coinciding with the beginning of a new term.
- I. Any member of the SPIRIT Council may be removed by the Board of Selectmen, upon the recommendation of the Town Manager, for cause. Such member will be afforded an opportunity for a public meeting with the Board of Selectmen prior to a final decision being made regarding their status for removal. The purpose of the public meeting is to give the member an opportunity to be heard in person before the Board of Selectmen prior to a final decision being made.
- J. Any member who is absent from more than fifty (50) percent of SPIRIT Council meetings during any twelve (12) month period may be removed, and the vacancy shall be filled as outlined in Section 4B. An exception may be granted by and at the discretion of the Town Manager due to a member's illness or other exigent circumstances.
- K. Each of the 18 appointed representatives shall have one vote. As ex-officio members, staff liaisons do not have voting rights.
- L. Meetings shall be held as often as necessary to carry out the purpose and meet established goals, but generally monthly. Attendance shall be recorded in the minutes of the meeting. A quorum shall be determined by the number of appointed members, with a quorum being one more than half the number of members. A quorum is not

needed to run a meeting if no action is being taken. A quorum must be present for formal action to be taken.

- M. Regular meeting schedules shall be established annually and filed in accordance with Connecticut General Statutes, currently no later than January 31st annually.
- N. SPIRIT Council meetings are open to the public, and guests may make comments during the portion of the meeting agenda that permits public audience.
- O. A member of the Council will act as secretary and record all minutes and actions.
- P. The Community and Social Services Department shall be responsible for scheduling and cancelling meetings, distributing minutes and the filing of said minutes, as well as other duties that may be necessary.
- Q. The Council shall follow Roberts Rules of Order and may establish additional rules and/or procedures to govern the conduct of meetings, and review those rules and procedures on an annual basis. All FOIA rules and regulations will be adhered to.
- R. The SPIRIT Council shall provide an update to the Board of Selectmen at least once per year. The update may be oral or written.

5. Expenses

- A. **No Compensation, Reimbursement of Expenses.** Members of the Council shall receive no compensation for their services. However, members shall be reimbursed for necessary expenses incurred in the performance of their official duties, when such funds are available in the Town's approved budget and authorized in advance by the Director of Community and Social Services.
- B. **Commitment of Town Funds.** In the performance of its duties, the Council shall not incur any expense, or obligate the Town to pay any expense, unless funds have been appropriated by the Town specifically for the use of the Council and authorized in advance by the Director of Community and Social Services.

6. Subcommittees

The SPIRIT Council shall be permitted to have Subcommittees comprised of members of the Council. Subcommittee meetings shall be open to the public similar to meetings of the full Council and shall be formed to help the Council fulfill its goals listed in Section 3.A. All sub-committees will report back to the full Council at its monthly meeting. Sub-Committees shall also file an annual calendar as outlined in Section 4.J. ~~4.J.~~ Sub-Committees shall also prepare minutes as outlined in section 4.O. Sub-committees shall also follow Robert's Rules of Order and FOIA rules as outlined in Section 4.Q.

- A. **Events Subcommittee:** To create opportunities that promote diversity and inclusion allowing for personal growth through exposure to a variety of ideas, experiences and cultures that make meaningful contributions to our community.

- B. **Outreach Subcommittee:** Promote awareness of SPIRIT committee and partner with other organizations locally and regionally to drive progress in diversity, equity and inclusion efforts.
- C. **Data/Audit Subcommittee:** To gather data and to assess progress towards DEI goals developed by the Simsbury SPIRIT Council.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation from and Appointment to the Library Board of Trustees

2. **Date of Board Meeting:** January 25, 2021

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk

Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
The following motion is in order:

Move, effective January 27, 2021, to accept the resignation of Lauren Miller (R) as a regular member of the Library Board of Trustees.

If the Board of Selectmen supports the recommendation of the Republican Town Committee to appoint Polly Gardow Rice to the Library Board of Trustees, the following motion is in order:

Move, effective January 27, 2021, to appoint Polly Gardow Rice (R) as a regular member of the Library Board of Trustees with a term expiring on December 6, 2021.

5. **Summary of Submission:**

The Town Clerk has received the resignation of Lauren Miller (R) as a regular member of the Library Board of Trustees. Section 205 of the Charter, "vacancies: elective offices," states "...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 municipal election, as defined in Section 9-1 of the General Statutes, whichever shall first occur... 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."

The Simsbury Republican Town Committee has recommended the appointment of Ms. Polly Gardow Rice to fill the vacancy left by the resignation of Ms. Miller. Ms. Gardow Rice will serve the remainder of Ms. Miller's term which was set to expire on December 6, 2021.

6. **Financial Impact:**
None

7. Description of Documents Included with Submission:

- a) Lauren Miller's Resignation Letter, dated January 8, 2021
- b) ED-638 Vacancy in Elective Office, sent to the Secretary of the State's Office

TOWN OF
SIMSBURY
CONNECTICUT

Published on *Simsbury CT* (<https://www.simsbury-ct.gov>)

[Home](#) > [Government](#) > [Town Clerk](#) > [Resignation Submission Form](#) > [Webform results](#) > Resignation Submission Form

Submission information

Form: [Resignation Submission Form](#) [1]
Submitted by Anonymous (not verified)
January 8, 2021 - 3:33pm

Member's Name

Lauren Miller

Address

[REDACTED]

Type of Member

Regular

Name of Board/Commission

Library Board of Trustees

Effective Date of Resignation

01/27/2021

Reason for Resignation

I will be moving out of town.

Any Additional Comments

It has been a privilege to serve on this board. Our library is a treasure in our community and I am proud I have been able to make a small contribution to its success.

Source URL: <https://www.simsbury-ct.gov/node/98363/submission/21401>

Links

[1] <https://www.simsbury-ct.gov/town-clerk/webforms/resignation-submission-form>

To: Secretary of the State
30 Trinity Street
P.O. Box 150470
Hartford, CT 06115-0470
Attn: Legislation & Elections Administration Division

Vacancy/Appointment In Elective Office

Reset Form

<i>Vacancy In Elective Office</i>	<i>Appointment To Fill Vacancy In Elective Office</i>
<p>On <u>1/8/2021</u>, the office of <i>(date of vacancy)</i> <u>Library Board of Trustees</u></p> <p>was vacated due to the <u>Resignation</u> <i>(manner in which vacancy occurred)</i></p> <p>of the incumbent, <u>Lauren Miller</u> <i>(name)</i></p> <p><u>Republican</u> <i>(party)</i></p> <p>who was elected/appointed for a term from: <u>12/7/2015</u></p> <p>to: <u>12/6/2021</u></p>	<p>On _____, pursuant to the provisions of <i>(date)</i></p> <p><i>(specific section of Connecticut General Statutes or local law under which vacancy was filled)</i></p> <p>_____ <i>(name)</i></p> <p>_____ <i>(address)</i> _____ <i>(party)</i></p> <p>was appointed by _____ <i>(appointing authority)</i></p> <p>to fill the vacancy in the office of _____</p> <p>vacated by _____ <i>(name of person who vacated office)</i></p> <p>on _____ <i>(date)</i></p> <p>to serve until _____ <i>(date appointment expires)</i></p> <p>being the date of <input type="checkbox"/> the next regular municipal election. <input type="checkbox"/> the expiration of the term</p>

Date of Filing 1/12/2021 City Simsbury Mayor Ericka L. Butler
 Town of Simsbury Town Clerk Ericka L. Butler
 Borough Warden Ericka L. Butler
(signature)

Please print and sign form before mailing

Notice Under Section 9-223 (C.G.S.)



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Reappointments to Various Boards and Commissions

2. **Date of Board Meeting:** January 25, 2021

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk

Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the recommendations from the Republican Town Committee for the following reappointments, the following motions are in order:

Move, effective January 25, 2021, to reappoint Travis Schweizer (R) as a regular member of the Police Commission, with a term expiring January 1, 2025.

Move, effective January 25, 2021, to reappoint Gary Kevorkian (R) as a regular member of the Board of Ethics, with a term expiring January 1, 2025.

5. **Summary of Submission:**
The Police Commission members are appointed by the Board of Selectmen to four year terms according to Section 614 of the Town Charter. No more than two of the five appointed members may be from the same political party. Currently there are two Republicans (Mr. Schweizer is one of them), one Unaffiliated and two Democrats serving on the Police Commission.

Mr. Schweizer was originally appointed on September 4, 2020 by the Board of Selectmen to fill a vacancy created by the resignation of Mr. Fleming. Mr. Schweizer was recommended for reappointment by the Simsbury Republican Town Committee with a term expiring on January 1, 2025.

Board of Ethics members are appointed by the Board of Selectmen to four year terms according to Section 613 of the Town Charter. The Board shall consist of "six (6) members, two (2) of whom shall be registered Republicans, two (2) of whom shall be registered Democrats and two (2) of whom shall be unaffiliated voters." Currently there is one Republican vacancy in addition to Mr. Kevorkian's expired term, two Democrats, and two Unaffiliated people serving on the Board of Ethics.

Mr. Kevorkian has been nominated by the Simsbury Republican Town Committee to be reappointed to the Board of Ethics with a term expiring January 1, 2025.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

None

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:00 p.m. on ZOOM due to COVID-19. Present were: First Selectman Eric Wellman; Deputy First Selectman Sean Askham; board members Jackie Battos, Mike Paine, Wendy Mackstutis and Chris Peterson. Others in attendance included Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; Finance Director Amy Meriwether; Attorney Robert DeCrescenzo, Director of Social Services Kristen Formanek, Town Engineer Jeff Shea, Simsbury SPIRIT Council Members Nicole Kodak, Cheryl Cook and Tenesha Grant, and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

- Email written comments to ebutler@simsbury-ct.gov by 12 P.M. on Monday January 11, 2021 to be read into the record;
- Email ffitzgerald@simsbury-ct.gov by 12 P.M. on Monday January 11, 2021, to register to address the Board of Selectmen on ZOOM

PUBLIC AUDIENCE

Mr. Wellman read an email from Rick Bush who stated his support for the Simsbury SPIRIT Council and how proud he is that Simsbury is pushing to be more inclusive.

Mr. Wellman read an email from Joan Coe, who spoke about her findings on a Police Department report she obtained through a FOIA request. Ms. Coe also mentioned a sign at the PAC.

PRESENTATIONS

a) SPIRIT Council Presentation

Ms. Formanek gave a brief overview of the SPIRIT Council and their duties before having members from the SPIRIT Council present. Ms. Kodak, Ms. Cook and Ms. Grant presented on what the SPIRIT Council has done since its inception as an official Town Committee. The group presented on the different duties of the sub-committees. The group also stated that one purpose of tonight’s presentation was to get the word and mission of SPIRIT out to the public. They wanted to make sure that the group and Town were on the same page about the partnership between SPIRIT and Town.

Board members engaged in a discussion with the members of the SPIRIT Council.

AMENDMENT TO AGENDA

Mr. Wellman asked for a motion to amend the agenda by moving item A under Appointments and Resignations, Appointment of Tenesha Grant to the Police Commission. Mr. Askham moved, Ms. Battos seconded and all were in favor to amend the agenda order.

a) Appointment of Tenesha Grant to the Police Commission

Ms. Mackstutis moved to effective January 11, 2021, to appoint Tenesha Grant (D) as a regular member to the Police Commission, with a term expiring on January 1, 2025. Mr. Askham seconded. All were in favor.

FIRST SELECTMAN’S REPORT

Mr. Wellman, First Selectman, reviewed his First Selectman’s Report.

TOWN MANAGER’S REPORT

Ms. Capriola, Town Manager, reviewed her Town Manager’s Report.

SELECTMEN ACTION

a) SPIRIT Social Media Request (Twitter)

Ms. Battos made a motion, effective January 11, 2021, to approve the creation of a Simsbury SPIRIT Council Twitter account to be used by the Committee to publicize their efforts, of which Town staff will have oversight.. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

b) Contract Amendment – Connecticut Recreational Trail Grant - Multi-use Trail to Curtiss & Pattison Parks

Ms. Capriola gave background about the grant and contract. Town Engineer Jeff Shea gave an overview of the project and how this amendment is helpful to the Town.

Mr. Askham made a motion, Move, effective January 11, 2021, to authorize Maria E. Capriola, Town Manager, to execute the contract amendment from the State of Connecticut Department of Energy and Environmental Protection (DEEP) for the Connecticut Trails Program grant for a multi-use trail.

Further move to authorize the Town Manager to execute any and all documents related to this grant award. Mr. Paine seconded the motion. All were in favor and the motion passed.

c) Designation of Conservation and Inland Wetlands Officer

Mr. Wellman said this item is due to Mr. Tom Hazel being promoted from Code Compliance Officer to Assistant Town Planner. In his prior role as Code Compliance Officer he was designated as the assistant conservation and inland wetlands officer.

Mr. Paine made a motion, effective January 11, 2021 to designate Thomas Hazel as the Conservation and Inland Wetlands Officer. This designation shall remain in effect until revised, rescinded or Mr. Hazel’s separation from service, whichever comes first. Ms. Battos seconded the motion. All were in favor and the motion passed.

d) Tax Refund Requests

Mr. Askham made a motion, effective January 11, 2021 to approve the presented tax refunds in the amount of \$79,165.14, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

e) Acceptance of Municipal Coronavirus Relief Funds

Ms. Meriwether gave an update on COVID relief funds from the state. Simsbury is going to get \$181,000 based on a formula the State is using for distributing funds to all municipalities. Ms. Meriwether said there are certain areas that the funds can be used and gave potential ways the Town can use the funds. After a question from the Board Ms. Meriwether stated these funds are just for the Town, the BOE has received a separate distribution of funds.

Mr. Askham made a motion, effective January 11, 2021 to accept coronavirus relief funds from the State of CT in the amount of \$181,098. Ms. Battos seconded the motion. All were in favor and the motion passed.

f) Proposed Final Tax Abatement Agreement for 632 (640) Hopmeadow Street

Mr. Wellman gave background information about this topic. This was originally brought to the Board of Selectmen in May of 2019. EBAD approached the Town for a tax abatement that would coincide with significant investment in their current campus on Hopmeadow Street which included an addition of a large number of high paying jobs. The previous Board of Selectmen that approved the agreement tasked the Town Manager and Town Attorney to negotiate a Tax Abatement Agreement, which is presented to the Board tonight. There was a deviation in the original May 2019 estimated amounts by EBAD that has a positive impact for the Town as more improvement was done than anticipated. Because of this difference in the actual vs. estimated staff wanted to bring this agreement back to the Board of Selectmen for reapproval.

The Board engaged in discussion with staff and the Town Attorney. There was a discussion on tax abatements being discussed in the past with flat rates vs. percentages and how the 2019 approval of percentages helped the town receive more value from this agreement than they would have if they agreed on a flat abatement amount. Discussion also centered around how this agreement had evolved in negotiations from the estimated 2019 one while still staying in the framework that was approved in 2019.

Mr. Askham made a motion, effective January 11, 2021 to approve the Tax Abatement Agreement for 632 (640) Hopmeadow Street and authorize Town Manager Maria E. Capriola to execute the agreement subject to final review and approval of the Agreement by the Town Attorney.

Based on actual investments made by EBAD, we are also seeking for the Board to confirm the final proposed net new tax schedule presented under financial impact. If the Board is in support of the proposed net new tax schedule dated January 2021, the following motion is in order:

Further move that Section 2.2 of the agreement be updated to reflect changes proposed in the net new tax schedule. Mr. Paine seconded the motion. All were in favor and the motion passed.

APPOINTMENTS AND RESIGNATIONS

b) Aging and Disability Commission Membership Updates

Ms. Mackstutis made a motion, effective January 11, 2021, to move Susan J. Krinsky (R) from a regular member of the Aging and Disability Commission to an alternate member, with a term expiring January 1, 2022. Ms. Battos seconded the motion. All were in favor and the motion passed.

Ms. Battos made a motion, effective January 11, 2021, to move Cheryl Cook (R) from an alternate member of the Aging and Disability Commission to a regular member, with a term expiring January 1, 2023. Mr. Askham seconded the motion. All were in favor and the motion passed.

c) Reappointment of Charles Houlihan to the Board of Ethics

Mr. Paine made a motion, effective January 11, 2021, to reappoint Charles Houlihan (D) as a regular member of the Board of Ethics, with a term expiring January 1, 2025. Mr. Peterson seconded the motion. All were in favor and the motion passed.

d) Resignation of Elizabeth Burt from the Library Board of Trustees

Mr. Askham made a motion, retroactive to December 22, 2020, to accept the resignation of Elizabeth Burt (D) as a regular member of the Library Board of Trustees. Mr. Paine seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of December 14, 2020

Approved by consensus

LIAISON AND SUB-COMMITTEE REPORTS

- a) **Personnel** – no report at this time.
- b) **Finance** – no report at this time.
- c) **Welfare** – no report at this time.
- d) **Public Safety** – no report at this time.
- e) **Board of Education** – no report at this time.

Mr. Wellman noted that after adjournment there would be a joint special meeting of the Board of Selectmen and Police Commission. It was discussed that a little break would be useful and that the meeting would start at 7:45pm.

ADJOURN

Mr. Askham made a motion to adjourn at 7:37p.m. Mr. Paine seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Thomas Fitzgerald
Management Specialist

CALL TO ORDER

The Joint Special Meeting of the Board of Selectmen and Police Commission was called to order at 7:45p.m. on ZOOM due to COVID-19. Present were: First Selectman Eric Wellman; Deputy First Selectman Sean Askham; board members Jackie Battos, Mike Paine, Wendy Mackstutis and Chris Peterson. Police Commission chair Jenna Caulfield, and Police Commission members Mike Long, Terry Fogerty, Travis Schweizer, and Tenesha Grant. Others in attendance included Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; Chief of Police Nicholas Boulter and Deputy Chief of Police Chris Davis.

PRESENTATIONS

a) Police Commission FY 2021/2022 Budget Priorities

Mr. Wellman stated the purpose of the meeting was to have dialogue between the Board of Selectmen and Police Commission about the Police Department budget priorities. Mr. Wellman then asked Ms. Caulfield, Chair of Police Commission, to present to the Board.

Ms. Caulfield gave an overview of the Police Department budget and stressed the values presented were the minimum needed for public safety. The proposal called for 3 additional sworn officers and one civilian employee to be added. Ms. Caulfield used data from New England, Connecticut and comparable communities to justify the Police Commission’s ask for additional officers. Ms. Caulfield mentioned that there were 3 main drivers in the budget, the increase in staffing, training due to the new police accountability law, and office space renovations needed to allow for proper office space of the administrative officers.

The impact of the added personnel is a 7.5% increase in the budget, this accounts for all equipment and cruisers as well as contractual increases of all other officers in the department as stated in Union contracts.

Chief Boulter answered questions from Board members about the additional officers and potential sharing of services with the Fire Department. Chief Boulter mentioned that there are constant requests for more traffic patrol and enforcement from the public but due to staffing limitations this role has not been present in the department. The ideal staffing numbers would allow a dedicated traffic officer on the day and evening shifts.

Mr. Long spoke of the long term goal of the Police Commission has always been to make Simsbury Police friendly for the community and believes that over the 19 years he has been on the commission they have worked to that and believes the presented budget allows for that goal to continue to be reached.

Board members, Police Commission members and staff discussed other items of the budget that are driving the budget increase. Mr. Wellman noted that it will be helpful to have metrics available moving forward to justify the additional requests.

Mr. Wellman thanked the Police Commission for coming and having a conversation with the Board of Selectmen.

ADJOURN

Mr. Askham made a motion to adjourn at 8:22p.m. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Thomas Fitzgerald
Management Specialist



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Board of Selectmen
From: Maria E. Capriola, Town Manager
Cc: Kristen Formanek, Director of Community and Social Services
Date: January 21, 2021
Subject: Revisions to Community and Social Services Financial Assistance Procedures

Community and Social Services staff created procedures and guidelines for providing emergency financial assistance to residents in need on October 17, 2017. In the fall they initiated a review of our financial assistance procedures and guidelines; the revised is attached. Based on an analysis of available and projected revenues and expenditures in the Social Worker Contingency Fund, to ensure financial stability of the Fund, it was determined that we needed to modify the procedures to allow for financial assistance to be provided once per year per household, rather than twice per year. This practice is also in line with how other towns provide financial assistance.

Attorney DeCrescenzo reviewed this matter and does not believe that the procedures need approval by the Board of Selectmen due to them being a departmental operating procedure.

I have reviewed the recommendations by staff and have approved and finalized the revised Community and Social Services Financial Assistance Procedures. They are included in your packet this evening for informational purposes.



Town of Simsbury

754 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Community and Social Services Department

Kristen Formanek, Director

TOWN OF SIMSBURY
Community and Social Services Department
Financial Assistance Procedures

Revised November 2, 2020

Purpose:

The goal of the Town of Simsbury, Department of Community and Social Services, is to serve the people in need in the Town of Simsbury. Emergency Assistance through the Town of Simsbury is not an entitlement; it is an emergency program only. Applicants must apply through Simsbury Community and Social Services, and funds are granted at the discretion of the Director. Grants are limited to once per year.

Guidelines:

- Individual(s) must be a resident of the Town of Simsbury, and must have been for at least three months prior to date of application. Simsbury includes Tariffville, Weatogue, and West Simsbury.
- The household must demonstrate an emergency:
 - Client's health is threatened. (They need a prescription filled or medical equipment purchased that is not otherwise covered.)
 - Client needs a certain service in order to gain or maintain employment.
 - Client's housing is in immediate jeopardy.
 - Client is facing discontinuation of deliverable services or cannot obtain a deliverable service (electric, gas, oil, wood, pellets, water).
- The total gross income for the entire household cannot exceed 60% of the State Median Guidelines. (see chart below) Renters are allowed to have up to \$12,000 in liquid assets, and home owners may have up to \$15,000
- Client must demonstrate reasonable efforts toward paying relevant bills within the past 12 months; 4 payments toward electricity and gas, 1 oil delivery of at least 100 gallons, 2 payments toward water, and 1 payment toward sewer. If the request is for help with rent or mortgage, client must have paid at least 8 of the past 12 months toward their rent or mortgage. Client may not have had more than 1 notice to quit in the past year and no more than 4 late payments on rent.
- The Town of Simsbury does not make any payments toward delinquent charges, late fees, legal fees, or interest charges.
- Grants will only be given if the funding will make a difference, i.e. prevent a disconnection of service, turn service back on, assist in entering a payment arrangement, meet a medical need, prevent immediate loss of housing, etc.

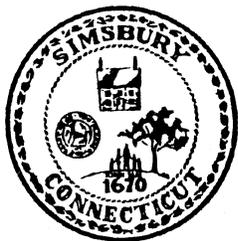
- The client must also be able to demonstrate their ability to continue with any agreed-upon payment arrangements and/or continue to pay their bill over the next six months.
- No assistance toward rent will be granted to a client who is already a recipient of Section 8, as this is regular rental assistance provided by the State of Connecticut.

Application:

- All residents of Simsbury, including Tariffville, Weatogue, and West Simsbury, may apply for assistance.
- Documentation will be required including but not limited to: proof of residency, proof of all sources of income; earned and unearned, bank statements for all open accounts, rent ledgers and documentation from landlord if request is for rent assistance, account and payment details if request is for a utility.
- Consent will be obtained via the application to release the client’s information to a vendor, only as it applies to obtaining services (such as a release of name and address to oil vendor to obtain a delivery).
- Grants are made on a sliding-scale basis based on income level and household size.
- Exceptions may be made by the Director on a case-by-case basis.
- Client may be referred to a partner agency for assistance, such as the Salvation Army or Gifts of Love.

Financial Guidelines:

# of people	100%	125%	150%	200%	60%
<u>Household</u>	<u>Poverty</u>	<u>Poverty</u>	<u>Poverty</u>	<u>Poverty</u>	<u>State Median</u>
1	\$12,760	\$15,950	\$19,140	\$25,520	\$37,645
2	\$17,240	\$21,550	\$25,860	\$34,480	\$49,228
3	\$21,720	\$27,150	\$32,580	\$43,440	\$60,811
4	\$26,200	\$32,750	\$39,300	\$52,400	\$72,394
5	\$30,680	\$38,350	\$46,020	\$61,360	\$83,977
6	\$35,160	\$43,950	\$52,740	\$70,320	\$95,560
7	\$39,640	\$49,550	\$59,460	\$79,280	\$97,732
8	\$44,120	\$55,150	\$66,180	\$88,240	\$99,904
<u>Grant</u>	\$600	\$500	\$400	\$300	\$200



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Board of Selectmen
From: Maria E. Capriola, Town Manager
Cc: Amy Meriwether, Finance Director
Date: January 22, 2021
Subject: Revisions to Purchasing Procedures and Guidelines

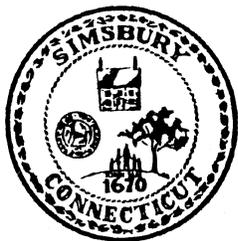
During the FY19/20 audit, management was notified that in order to be in compliance with the procurement requirements of federal grant awards, the Town's purchasing procedures and guidelines will need to be amended to include the following:

- a) A statement of responsibility for the settlement of issues
- b) A statement ensuring prequalified lists are current, free and open competition
- c) A statement of affirmative action to assure that small and minority, and women's businesses are used when possible
- d) A statement identifying performing independent cost or price analysis, before bids

These requirements are part of the Federal Procurement Standards and need to be adhered to any time Federal grant dollars are being spent.

Attorney DeCrescenzo previously reviewed the Purchasing Policy and Purchasing Procedures. While amendments to the Purchasing Policy need Selectmen approval, updates to the Purchasing Procedures do not due to them being a departmental operating procedure. The Federal procurement requirements were previously incorporated into the Purchasing Procedures.

I have reviewed the recommendations by staff and have approved and finalized the revised Purchasing Procedures and Guidelines. They are included in your packet this evening for informational purposes.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY PURCHASING PROCEDURES AND GUIDELINES *Original Adoption November 14, 2018, Revised January 22, 2021*

I. Purpose

The purpose of this policy is to ensure that the Town of Simsbury obtains the highest quality of desired goods and services at the most competitive price. Further, this policy aims to streamline the procurement process while maintaining adequate internal controls.

II. Applicability

This policy applies to all staff, elected officials, and appointed officials involved in the procurement process.

III. Effective Date

This policy shall remain in effect until revised or rescinded. The Town reserves the right to amend this policy as necessary.

IV. Policy

A. Purchasing Agent

The Finance Director or his/her designee shall serve as the purchasing agent for the Town of Simsbury. He/she shall be responsible for the procurement of all goods and services as outlined in Chapter A161 of the Code of the Town of Simsbury. The Town Manager or his/her designee shall also be responsible for signing all contracts awarded to a vendor.

B. Competitive Quotes/Bid Thresholds

All purchases between \$10,000 - \$25,000 shall have quotes solicited from at least two (2) vendors. Vendor quotes can be written or verbal.

Bids shall be issued for purchases in excess of \$25,000 and require a formal written contract unless the Town can take advantage of a regional, state, local government or cooperative agency contract. This applies to annual orders (items purchased on volume basis) as well.

Bid bonds will be evaluated as part of the bid process. The department head, in conjunction with the Finance Director, will determine if the inclusion of a bid bond is in the best interest of the town.

A request for qualifications along with a request for proposal shall be issued for professional services (i.e. legal, engineering, architectural, etc.) contracts in excess of \$50,000 unless the Town can take advantage of a regional, State or cooperative agency contract.

Bid procedures outlined herein can be waived at any time if it is deemed to be in the best interest of the Town of Simsbury by the Finance Director and the Town Manager. All waivers shall be reported to the Board of Selectmen at the next regularly scheduled meeting for review.

Federal Grant Requirement: Bids shall be issued for purchases in excess of \$10,000 (or most recent update to the 2 CFR 200.318 – General Procurement Standards included in the Code of Federal Regulations)

Federal Grant Requirement: Statement of Responsibility – The Town is responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements.

Federal Grant Requirement: If any prequalified list of persons, firms, or products are used in acquiring goods and services, they must be current and include enough qualified sources to ensure maximum open and free competition.

Federal Grant Requirement: All necessary affirmative steps must be taken to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Federal Grant Requirement: An independent cost or price analysis must be performed in connection with every procurement action in excess of the Simplified Acquisition Threshold (currently set at \$3,000)

C. Contracts and Credit Applications

All credit applications shall be completed and signed by only the Finance Director or his/her designee. All vendor contracts shall be completed and signed by the Town Manager or his/her designee.

It is the responsibility of the department head and Finance Director to ensure that contractors perform in accordance with the terms, conditions and specifications in their contracts or purchase orders.

D. Conflicts of Interest

A conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Any conflict of interest must be disclosed in writing to the Finance Director. The conflict statement will be reviewed by the Finance Director as well as the Town Manager and a

determination will be made as to whether to proceed with the respective vendor and formalized in writing.

If the conflict of interest resides with the Finance Director or Town Manager, the Deputy Town Manager will assist in the review and final determination as to whether to proceed with respective vendor.

Federal Grant Requirement: No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest (as defined above).

E. Vendor Selection

The following considerations shall be evaluated during the process of vendor selection:

- The Town is encouraged to take advantage of the lowest possible price while obtaining the highest quality products and services.
- The Town shall ensure the selected vendor is able to provide the products/services in a timely manner.
- The acquisition of unnecessary or duplicative items must be avoided. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
- The Town is encouraged to use refurbished, excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
- The Town is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions.
- Contracts shall only be awarded to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- Local Vendor Benefit – If any Simsbury *based* vendor responds to a bid notice and comes within 5% of the lowest bidder, all qualifications considered equal, the local based vendor will be allowed the opportunity to adjust their bid to match that of the lowest bidder.
- *Federal Grant Requirement:* The Town may use time and material type contracts only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk.

F. Grant Funded Purchases

All purchases utilizing grant funds shall follow the Town purchasing policies and procedures as established in this policy.

G. Emergency Purchases

An emergency exists when the operation of a department would be seriously hampered; or in which life, limb or property may be endangered; or in which the health or welfare of the general public is seriously threatened; or a natural or man-made disaster has occurred.

If an emergency determination is made by the Town Manager or Finance Director it may be necessary to deviate from the formal purchasing process. Once the emergency situation has been rectified, all purchases made related to this emergency shall be formalized by the purchasing process as soon as possible.

If a contract is required as part of rectifying the emergency situation, consideration should be made to a short term contract with limited authority whenever possible.

V. Procedures

A. New Vendors/Change in Vendor Information

All new vendor requests or changes in vendor information shall be sent to the Finance–Specialist via email, with a copy (“cc”) to the Finance Director. The body of the email should include, at a minimum, the vendor name and address or applicable change to current vendor information. Once the vendor is set up or modified in the accounting system, the Finance Specialist will email the requestor back with the vendor code.

If a new vendor is being requested, please attach a copy of the W9. This needs to be done in addition to including the vendor information in the body of the email, as the email will be saved electronically for audit purposes.

B. Purchase Orders

Department heads and their staff shall submit a purchase order for all purchases. All purchase orders will be approved by the respective department head as well as the Finance Director.

i. Purchase Order Descriptions

Purchase order descriptions should be clear and items/services being purchased easily identifiable.

Item numbers or serial numbers can be included within the description, but should not be provided in place of the description.

When utilizing the attachment feature within the purchase order system (discussed below), “see attached” should not be used as a description. Purchase order descriptions are transferred into the general ledger reporting and actual descriptions are necessary.

When making large orders with multiple items, a sample of what is being purchased as the description is acceptable. Requestors do not need to itemize every item that makes up the large order.

ii. Approval Thresholds

Purchases up to \$1,000 need to be entered as a purchase in the accounting system via purchase order within three (3) days of making the purchase.

Purchases over \$1,000 but less than \$10,000 shall be approved by the department head prior to making the purchase.

Purchases in excess of \$10,000 shall be approved by the department head and the Finance Director prior to making the purchase. Requestors must include within the “Notes” section of the purchase order whether quotes or bids were received. If they were not received, requestor must indicate the justification as to why quotes or bids were not obtained (i.e. use of State contract).

iii. Blanket Purchase Orders

Blanket purchase orders are encouraged for standard, re-occurring purchases during the year. This can include items such as utilities, maintenance/service contracts and open orders for supplies.

iv. Payment Processing

When creating a purchase order, requestors are able to add attachments to the purchase order that can be viewed by the Finance Department (e.g. quotes received, a copy of the order placed if multiple items are being ordered, etc.). Utilization of this feature is encouraged so all items related to the purchase order are maintained in one place.

Once the goods/services have been received, a copy of the purchase order should be forwarded to the Finance Specialist noting on the purchase order “partial payment” or “payment in full.” If a partial payment is requested, the amount requested will be paid and purchase order kept open for future payments. If payment in full is requested, the amount requested will be paid and purchase order closed. If there is a remaining balance on the purchase order after the payment in full is made, this remaining balance will be liquidated and “returned” to the department budget for use.

v. Invoices

If the invoice is received by the Finance Department directly, payment will be processed according to the instructions on the purchase order copy received by the Finance Specialist.

If the invoice is received by your department, please forward to the Finance Specialist.

If the invoice is received via email, the invoice and a copy of the email should be forwarded to the Finance Specialist.

Only **original, itemized receipts/invoices** will be accepted for payment processing.

vi. Purchase Order Cancellations (Liquidations)

If a purchase order is no longer needed, an email should be sent to the Finance Specialist indicating the purchase order number to be cancelled/liquidated. The email will be saved electronically for audit purposes.

C. Employee Reimbursements

Employees are eligible for reimbursement from the Town for a number of different expenditures as outlined in the Town of Simsbury Personnel Rules and Regulations and relevant collective bargaining agreements.

Employee reimbursement requests should be submitted utilizing the Employee Reimbursement Request Form. This form should be submitted with the original, itemized receipts to the Finance Specialist for processing.

Under no circumstances is an employee or Town official allowed to approve their own expenditure reimbursements.

CRCOG Legislative Agenda for 2021

The Capitol Region Council of Governments comprises 38 cities and towns and serves one million residents and covers most of historic Hartford and Tolland counties. The legislative agenda for 2021, approved at the December 16, 2020 Policy Board Meeting, is:

- **COVID-19: Facilitate town and regional recovery**
- **Secure transportation funding**
- **Restore crumbling concrete foundations**
- **Council of Government funding and roles**
- **Provide Enabling Legislation for Stormwater Utilities**

COVID-19: Facilitate Town and Regional Recovery

CRCOG has been active since March 2020 in responding to the COVID-19 emergency:

- Activated our Regional Distribution Site plan and distributed more than 20 million pieces of personal protective equipment to our member towns, first responders, schools, and long-term care facilities.
- Led with several COG partners preparation of a 2021-2022 \$10 million EDA grant request with funding for statewide recovery effort
- Stood up with DEHMS Region 3 stood up a regional long-term recovery committee for the CRCOG region

Here are some suggested actions to facilitate the COVID-19 recovery that may take several years:

- **Land Use.** To support recovery from the COVID-19 pandemic, the Planning and Development committee should consider the issue of encouraging the reuse of vacant and underutilized commercial buildings and land. Particular attention should be paid to land and building located along arterial roads or frequent transit service as well as removing barriers to redevelopment.
- **Economy.** Accelerate workforce development efforts by creating a flexible training fund for use by Industry Sector Partnership (ISPs) including police and paramedicine. ISPs are currently being formed by regional business leaders and offer a promising vehicle for prioritizing training funds.
- **Public service modernization. Partly in the wake of the COVID-19 pandemic, we should** accelerate modernization of public services in the state and towns and leverage existing systems: GIS regional data systems for land records, online assessing and facilitate local government service innovation and “touchless” service delivery. Implement the recommendations of the MORE Commission’s Municipal Efficiencies Committee in their 2015

report titled “Transforming Local Government Service Delivery through Technology” (<https://bit.ly/2sNS7FT>). One possible source of funding for local public service modernization would be equalizing the conveyance tax of distressed municipalities.

- **Broadband access.** The COVID-19 pandemic has placed a light on the importance of broadband access for K-12 education and for providing “touchless” public services and for businesses. There are geographic gaps in broadband access in rural and urban areas and issues of economic access to available broadband service. CROG requests that the state build on existing measures to further access to broadband across the state. A recent national report on broadband access may be found here:
https://www.benton.org/sites/default/files/BroadbandAmericaNow_final.pdf

Transportation Funding

The Special Transportation Fund (STF) is facing insolvency. The STF funds Department of Transportation operations, transit programs, and the debt on borrowing used for highway, bridge, and rail upgrades. The fund leverages about \$700 million per year in federal aid for infrastructure work. This program must remain solvent to issue bonds to leverage federal funds that underpins much of the transportation work in the state. We ask that the Governor and legislature act to preserve the solvency of the STF as a priority matter in the 2021 session to:

- **Maintain State of Good Repair.** Maintain a state of good repair for our existing infrastructure and transportation investments, much of which is approaching the end of its useful life. Work with CT DOT to expedite LOTCIP program approvals.
- **Fund Capital Improvement Projects.** Fund scheduled necessary projects that enhance our transportation system, particularly ones necessary for economic development including the Greater Hartford Mobility Study, Hartford Line double tracking, projects that promote Transit Oriented Development and include bicycle and pedestrian improvements.
- **Leverage Federal Funds.** Ensure ability to fully leverage current annual federal transportation funding and capitalize on enhanced funding opportunities associated with an anticipated upcoming major transportation infrastructure package.

Restoring Crumbling Concrete Foundations

To continue the substantial progress made in remediating crumbling concrete foundations in the CROG and NECOG region, our ask is to:

- **Extend the Life of the Captive Insurance Organization by Ten Years** (or if securitized funding is made available for the length of time necessary to pay down the bond). This will allow the captive insurance entity to use the funds it will receive over that time from the home insurance surcharge, which will allow for the current suspension on new applications to be lifted.
- **Extend the life of the Property Tax Assessment Reduction Statute by Ten Years.** This would correspond to the sunset date of the captive insurance organization. Provide for the use of

certified home inspectors to verify condition of foundations as part of the application process in addition to licensed engineers.

- **Extend the Safe Homes surcharge funding** and consider the use of securitized surcharge funds to move more quickly to remediate basements on a waiting list.
- **Secure Additional Funding for Testing and Remediation.** Authorize an additional 100 million dollars towards crumbling foundations and allow current testing funding to be utilized for testing municipal owned buildings. Consider expanding and broadening funding sources for foundation remediation.
- **Community Development Block Grant (CDBG) Small Cities Allocation.** Provide legislation to use 25% of Small Cities Allocation of CDBG loan funds for renovation of crumbling concrete foundations to assist low- and moderate-income homeowners.

Council of Governments Funding and Roles

To accelerate shared services at the regional level, Councils of Governments in CT need stable funding and clear roles.

- **Provide Stable Funding for Councils of Governments.** To be vibrant and effective, Councils of Governments need long-term stability in funding. Ultimately, a direct, reliable source of funding, not dependent on either the state or municipalities, is required.
- **Expand Municipal Shared Services.** Several CRCOG members were involved in the work of the CT Advisory Commission on Intergovernmental Relations on shared municipal services. The report was presented to the Legislature just before the COVID-19 emergency. It contains a series of recommendations on technology, municipal and K-12 school shared services. See <https://1drv.ms/b/s!AsAn5ocd2LKk1hjV6cHbcG5h6Oql>.

Provide Enabling Legislation for Stormwater Utilities

Allow municipalities to establish local or regional stormwater utilities to help fund this stormwater infrastructure necessary to prevent local flooding and to separate stormwater from sanitary sewer lines. This is a significant issue for Metropolitan District Commission (MDC) member towns in the capital region and other communities around the state. Preventing sanitary sewer overflows is essential to improve water quality in the CT River and Long Island Sound. Massachusetts and Maine have had good experience with local stormwater utilities and can be looked to as a model for efforts here.

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