



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN

Main Meeting Room – Simsbury Town Hall – 933 Hopmeadow Street, Simsbury
Regular Meeting – November 13, 2019 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATIONS

- a) Recycling Committee Annual Award
- b) Medical Equipment Loan Locker Update

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN ACTION

- a) Tax Refund Requests
- b) Proposed Lien for Relocation Payments - 15 Carriage Drive
- c) Discussion on Public Recognition Space to Foster Pride within Community Organizations
- d) Economic Development Commission 2019-2020 Work Plan Discussion

REVIEW OF MINUTES

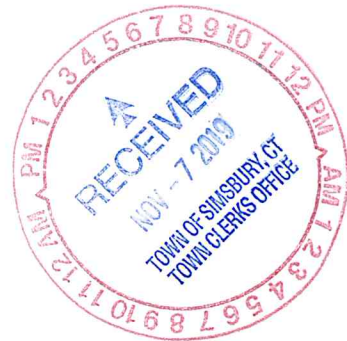
- a) Regular Meeting of October 28, 2019

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

COMMUNICATIONS

- a) Memo from M. Capriola, RE: Board of Selectmen Group Photo, dated November 7, 2019
- b) Letter from State DOT, RE: Bridge Rehabilitation on Hopmeadow Street, dated November 4, 2019
- c) Memo from T. Tyburski, RE: Try Simsbury Adventure Race Change, dated November 1, 2019
- d) Sustainable CT Award Letter, dated October 28, 2019



- e) Letter from J. Shea, RE: Notification of Proposed Easement Connecticut Light & Power Co, dba Eversource Energy, dated October 23, 2019
- f) Letter from Board of Selectmen, dated October 31, 2019

EXECUTIVE SESSION

- a) Pursuant to CGS §1-200(6)(A), Town Manager's Annual Performance Review

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Annual Recycling Committee Award
2. **Date of Board Meeting:** November 13, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Tom Roy, Director of Public Works
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
No action is required.
5. **Summary of Submission:**
Each year the Town Recycling Committee provides an award to recognize efforts of companies or individuals that support recycling in our community. This award has been provided to deserving recipients since 1997. The recipient will be announced at the meeting. Mary Turner, Recycling Committee Chair will present the award.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
None



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Medical Equipment Loan Locker Update
2. **Date of Board Meeting:** November 13, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
This presentation is informational. It is a follow up to the presentation given at the April 22, 2019 Board of Selectmen meeting.
5. **Summary of Submission:**
At the April 22, 2019 Board of Selectmen meeting Ed LaMontagne and Alan Needham presented about a Medical Equipment Loan Program coordinated by the Aging and Disability Commission. At that meeting the Board of Selectmen made the following motion: *Move effective, April 22, 2019 to approve the creation of a Medical Equipment Loan Program to be coordinated by the Aging and Disability Commission.*

This service will loan equipment such as wheelchairs, walkers, canes, bath chairs, and related items to Simsbury residents. Tonight's presentation will provide an update on the status of implementation.
6. **Financial Impact:**
Staff time will be required to help support this initiative, particularly around marketing the program, referrals for donated items, referrals for clients to receive items, and risk management related tasks. The costs associated with adding the new phone line were negligible.
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:** November 13, 2019
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 November 13, 2019 to approve the presented tax refunds in the amount of \$2,600.39, 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 \$2,600.39. The attachment dated November 13, 2019 has a detailed listing of all requested tax refunds.

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

- a) Requested Tax Refunds, dated November 13, 2019

REQUESTED TAX REFUNDS
NOVEMBER 13, 2019

	BILL NUMBER	TAX	INTEREST	TOTAL
List 2018				
Cab East LLc	18-03-52422	\$165.29		\$165.29
Calabrese James A	18-03-52504	\$753.57		\$753.57
Gottman Jody A	18-03-57028	\$111.03		\$111.03
Jannelle Karen	18-03-58890	\$29.63		\$29.63
Patel Mukesh M	18-03-64300	\$176.26		\$176.26
Starrett Harrison	18-03-67734	\$12.05		\$12.05
Toyota Lease Trust	18-03-68664	\$295.58		\$295.58
USB Leasing LT	18-03-69161	\$99.87		\$99.87
VW Credit Leasing LTD	18-03-69588	\$346.77		\$346.77
VW Credit Leasing LTD	18-03-69616	\$589.40		\$589.40
Werner David S	18-03-70003	\$20.94		\$20.94
Total 2018		\$2,600.39	\$0.00	\$2,600.39
TOTAL ALL YEARS		\$2,600.39	\$0.00	\$2,600.39



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

- Title of Submission:** Proposed Lien for Relocation Payments - 15 Carriage Drive
- Date of Board Meeting:** November 13, 2019
- Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*

- Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports placing a lien in the amount of \$3,998.70 against the property at 15 Carriage Drive, the following motion is in order:

Move, effective November 13, 2019 to place a lien in the amount of \$3,998.70 against the property at 15 Carriage Drive, Simsbury, CT, pursuant to CGS Section §8-268(a), in order to reimburse the Town for the costs associated with relocation assistance provided to the prior tenant of that property.

- Summary of Submission:**

In late 2018, the Department of Community and Social Services incurred expenses related to the temporary relocation of the former tenant of 15 Carriage Drive. The relocation was triggered by two administrative orders from Town agencies. On October 25, 2018, the Farmington Valley Health District issued an order to relocate the tenant immediately until the conditions cited in the order were remediated. On October 25, 2018, the Building Department sent a notice of unsafe structure to the property owner. Both orders were based on the finding that the premises were unsafe for human habitation.

As a result, the tenant was required to vacate the apartment. On October 29, 2018, the tenant applied to the Town for relocation assistance pursuant to CGS Section 8-266, et seq, and the assistance was granted. From October 24, 2018 to January 17, 2019, the Town incurred \$3,998.70 in relocation expenses.

The Connecticut Uniform Relocation Act requires towns to reimburse the relocation costs of tenants displaced as a result of municipal health and safety orders. Towns may seek reimbursement of those expenses from the owner of the rental property. Town Attorney Bob Decrescenzo has advised that the expenses incurred for the relocation of the tenant at 15 Carriage Drive is subject to the statutory lien process found in CGS Section 8-268(a). Attorney DeCrescenzo sent notification of this possible action to the property owner; to date no response was received.

6. Financial Impact:

A total of \$3,998.70 was incurred by the Town related to this relocation. The Board may vote this evening to place a lien in the amount of \$3,998.70 to the property at 15 Carriage Drive, Simsbury, Connecticut.

7. Description of Documents Included with Submission:

None



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Discussion on Public Recognition Space to Foster Pride within Community Organizations
2. **Date of Board Meeting:** November 13, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
No formal action is needed this evening. This item is meant for discussion to garner the Board's thoughts on the feasibility of the subject.
5. **Summary of Submission:**
This idea was thought of by Selectwoman Cheryl Cook as a way for Simsbury residents to express pride in any groups or organizations they are a part of.

If there is an interest from the Board in this concept I would suggest the following next steps:
 - Staff prepares a recommendation on the rock's location for the Board's review. Ultimately the Board will need to choose a location that is visible and well-traveled to increase viewership as well as a way to thwart any potential vandalism.
 - Staff researches whether or not any planning, zoning, or building permits will be needed.
 - Staff prepares a draft rock painting policy for the Board's review. The University of Connecticut has a rock painting policy that we have attached for you as a sample. A draft policy should be reviewed by Attorney Bob DeCrescenzo.
6. **Financial Impact:**
None at this time. If implemented, there may be minimal costs associated with painting, repairing or replacing the rock if it has been the subject of vandalism.
7. **Description of Documents Included with Submission:**
 - a) UConn Rock Painting Policy

Rock Painting Policy

Effective April 1, 2013

The tradition of rock painting, properly regulated, has a positive impact on campus. It provides an outlet to show school spirit and pride in individual organizations.

This policy and corresponding guidelines are put forth in an effort to address the following needs relative to rock painting:

- To foster pride within student groups
- To keep the campus beautiful and environmentally sound, and to protect investments in new and renovated facilities

The painting of rocks and other forms of University of Connecticut landscape is prohibited with the exception of the following list of rocks, which are the official “paintable” rocks located on University of Connecticut Property:

- The Rock – across from North Garage
- Towers Rocks – bottom of the walkway to Towers behind St. Thomas Aquinas Church
- Buckley/Shippee Rock – on the south side of the road leading to the Buckley/Shippee parking lot

NOTE: The rock face on South Eagleville Road, across from Mansfield Apartments, is NOT a paintable rock as of April 1, 2013.

Rock Painting Guidelines

- Those painting rocks will ensure that the area is left in a clean condition. They will remove all materials and litter from the site and properly dispose of all paint.
- Nearby objects shall not be painted.
- Only water based latex paint is allowed.
- In light of concerns regarding unhealthy competition to get the rocks painted, please observe the following Rock Painting Etiquette:
 - Entire rock must be painted. Due to the amount of time and planning it takes to paint, it is expected that new painting will completely cover the rock.
 - Painting the rocks should be a fun, voluntary activity. Members or potential new members shall not be required or forced to paint the rock; this is considered a hazing/harming activity.
 - Other groups will not interfere with those painting rocks. People have the right to paint rocks without being bothered, harassed or demeaned.
 - There will be no guarding of any rock. Members or potential new members shall not be required or forced to guard the rock; this is considered a hazing/harming activity.
 - Once painted and dry, other groups may paint over the work.

- Tagging letters, names, or symbols over other groups' paintings is prohibited.
- All rock painting will be done sober. No drinking or drug use is permitted while painting rocks.
- Disruptive behavior will not be tolerated at the rock sites. This includes loud music.

Enforcement

A plaque will be installed near each of the designated rocks indicating: "This rock is one of the 'Spirit Rocks' on the University of Connecticut Storrs Campus. Painting these rocks has become a well-established and valued tradition for student organizations. The rocks are used to promote pride and excitement within student groups, as well as providing an opportunity for students to show their spirit to the University Community."

Information about appropriate types of paint, as well as Rock Painting Guidelines / Etiquette (listed above) will also be placed on/near each rock.

Enforcement of the policy and rock painting guidelines will be coordinated by Student Activities and associated staff, as well as University law enforcement personnel and Community Standards. Violations of the policy and guidelines may result in disciplinary action toward individuals and/or groups.



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Economic Development Commission 2019-2020 Work Plan
2. **Date of Board Meeting:** November 13, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
No formal action is needed this evening.
5. **Summary of Submission:**
At its August 13, 2018 meeting, the Board of Selectmen adopted the Economic Development Commission Ordinance. The Ordinance requires the Board of Selectmen to provide direction and goals to the Commission on an annual basis on or before the thirtieth day of November each year.

The Board of Selectmen adopted a 2018-2019 work plan for the EDC (attached) with four main areas of focus: business incentives; strategic vision; business recruitment, retention, and outreach; and supporting entrepreneurs. The EDC presented its annual report at your last meeting.

This evening it would be helpful for Board members to share ideas and suggestions regarding the 2019-2020 EDC work plan. The work plan should be finalized by the Board of Selectmen on or around November 25, 2019.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Economic Development Commission 2018-2019 Adopted Work Plan
 - b) Economic Development Commission 2018-2019 Work Plan Ideas

Topic Area	BOS Idea	EDC Deliverable	Timeframe
Business Incentives	Reinvest in the infrastructure rebate program fund for partial rebate of infrastructure improvements made in public right of way	<ul style="list-style-type: none"> • Work with staff to identify and review business incentive programs in Connecticut (infrastructure programs, tax abatements, tax increment financing, and others • Recommend to the BOS which program(s) Simsbury should invest in to use in business attraction and/or retention 	<12 months
Strategic Vision	Review previous EDC studies and plans that have already been completed. Determine priority items that should be advanced.	<ul style="list-style-type: none"> • A prioritized list of items the EDC recommends should be pursued • Work with Maria to determine who should lead the implementation of each item • Develop a roadmap for implementation 	<12 months
Business Recruitment, retention, and outreach	Develop a response protocol when a business expresses a concern about doing business with the town; Develop a process for elected officials to conduct business visitations; Develop and track feedback received from businesses;	<ul style="list-style-type: none"> • Develop a formalized business visitation program including who attends, frequency, what's discussed, and how findings are documented • Recommend a tool for the tracking of and response to business feedback (concerns, issues, etc... • Develop a survey that will serve as an exit interview for businesses who leave Simsbury and determine how survey responses will be aggregated and tracked • Develop a process that ensures our town government reaches out to and stays close to our 10-15 highest tax paying businesses 	12 – 24 months
Support Entrepreneurs	Attract entrepreneurs that want to live and work in the same town	<ul style="list-style-type: none"> • Refine existing branding materials created with the Preserve America Grant (including EDC folder, Heritage Charm and Adventure brochures, and public school packet). 	12 – 24 months

2018-2019 ECONOMIC WORKPLAN IDEAS - Sorted by Topic, then Priority

Topic Area	IDEAS	# IMPORTANT TO	PRIORITIZATION High (5-6), Medium (3-4), Low (1-2), Not Important (0)
Infrastructure	<ul style="list-style-type: none"> ● Reinvest in the infrastructure rebate program fund (provides for partial rebate of infrastructure improvements made in a public right of way). 	5	High
	<ul style="list-style-type: none"> ● Improve on-street parking and proximity of parking to downtown businesses. 	3	Medium
	<ul style="list-style-type: none"> ● Improve cell service reliability. 	3	Medium
	<ul style="list-style-type: none"> ● Improve wayfinding signage. 	2	Low
	<ul style="list-style-type: none"> ● Research opportunities to invest in fiber to improve broadband speeds and reliability. 	2	Low
Business Recruitment, Retention, and Outreach	<ul style="list-style-type: none"> ● Develop a response protocol and follow-up when a business has expressed a concern about doing business with the town. 	4	Medium
	<ul style="list-style-type: none"> ● Develop and formalize a process for elected officials to visit and welcome all new businesses. 	4	Medium
	<ul style="list-style-type: none"> ● Develop and track feedback received from businesses regarding issues, concerns, etc. 	4	Medium
	<ul style="list-style-type: none"> ● Have demographic data and information on available properties readily accessible and current. 	3	Medium
	<ul style="list-style-type: none"> ● Market our assets and leverage our proximity to the airport. 	3	Medium
	<ul style="list-style-type: none"> ● Conduct exit interviews with business that leave town. 	2	Low
Land Use and Permitting Process	<ul style="list-style-type: none"> ● Set maximum time limits for processing land use applications and issuing permits. Identify process improvements to reduce time needed for review and permitting processes. 	3	Medium
	<ul style="list-style-type: none"> ● Consolidate meetings of multiple land use bodies when reviewing an application. 	3	Medium
	<ul style="list-style-type: none"> ● Develop a permitting guide. 	2	Low
Support Entrepreneurs	<ul style="list-style-type: none"> ● Attract entrepreneurs that want to live and work in the same town; develop a marketing package to attract this group of entrepreneurs. 	3	Medium
	<ul style="list-style-type: none"> ● Create co-working spaces. 	2	Low
	<ul style="list-style-type: none"> ● Identify infrastructure improvements that the town can support to help entrepreneurs be successful. 	1	Low
Strategic Vision	<ul style="list-style-type: none"> ● Review previous economic development studies and plans; implement ideas and action items when feasible or appropriate. 	6	High
	<ul style="list-style-type: none"> ● Promote culture and tourism. Collaboratively work with the Culture, Parks and Recreation Commission, Tourism Committee and non-profit entities in town that support and enhance economic development. 	4	Medium
	<ul style="list-style-type: none"> ● Engage in regional economic development initiatives. 	3	Medium
	<ul style="list-style-type: none"> ● Maintain our community character. 	1	Low
	<ul style="list-style-type: none"> ● Encourage and support high school students that want to start a business in town. 	1	Low

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Eric Wellman; Board members Sean Askham, Michael Paine, Chris Peterson, Cheryl Cook and Christopher Kelly. Others in attendance included: Town Manager Maria Capriola; Deputy Town Manager Melissa Appleby; Culture, Parks and Recreation Director Tom Tyburski; Planning Director Mike Glidden; Finance Director/Treasurer Amy Meriwether; Tax Collector Colleen O’Connor; Zoning Chair Dave Ryan, and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Joan Coe, 26 Whitcomb Drive, spoke about Town Manager/First Selectman form of government, Zoning violations, Town signage, a termination at the Police Department and other issues.

Joe Treacy, 40 Berkshire Way, spoke about the construction of the solar farm and how they start work at 6:30 a.m. six days a week and even now on Sundays. He spoke about the “eyesore” at the end of Berkshire Way now.

Diana Moody spoke about the 35th Anniversary event. They now have information on Facebook and asked the Board to also put information on the Town’s website. They will be having a booth at Simsbury Celebrates on November 30th and would love more volunteers advertising, and donations to help with this event.

Bob Thompson, 14 Lawton Drive, spoke about the 35th Anniversary of SCTV. He said this 501c(3) organization needs to be supported as it is a jewel. Don’t take our Town for granted. SCTV is the voice of Simsbury.

Dr. Rinaldi, Pinnacle Mountain Road, spoke about State statute 9-204 which restricts our votes, which is very unique. There are 5 of 8 Board of Education seats open this season and the minority must be represented. He doesn’t understand why this was done 75 years ago. He said the Town should not have a majority or minority and it should be affordable to live here.

PRESENTATION

- a) **Economic Development Commission 2018 – 2019 Annual Report**
- **Economic Development Commission 2019-2020 Work Plan**

Mr. Wellman said the Board of Selectmen adopted a work plan for the EDC with four main areas of focus.

Bob Crowther, Economic Development Commission Chair, spoke about their mission and their role. He spoke about their accomplishments to date and their plans for the next year. Mr. Crowther said the EDC has received great support and had great conversations with staff and other Committees and Commissions. The team has held two small business round tables, but they need greater attendance.

Mr. Wellman and the Board thanked the Commission for all of their hard work. They did suggest that the round tables could change to discussions on certain subject matters such as real estate, restaurants, retail, etc. so it would be easier to focus on what their needs might be.

FIRST SELECTMAN’S REPORT

First Selectman, Wellman, reviewed his First Selectman’s report.

TOWN MANAGER’S REPORT

Town Manager, Capriola reviewed her Town Manager’s report.

SELECTMEN ACTION

a) Tax Refund Requests

Mr. Askham made a motion, effective October 28, 2019, to approve the presented tax refunds in the amount of \$2,143.01, and to authorize Town Manager Maria E. Capriola, to execute the tax refunds. Mr. Paine seconded the motion. All were in favor and the motion passed.

b) Proposed Simsbury Farms Sign Donation

Mr. Wellman said the Friends of Simsbury Farms are interested in purchasing new Wayfinding signs, which would cost about \$6,000.

Ms. Cook made a motion, effective October 28, 2019, to accept a donation of wayfinding and entrance/exit signs from the Friends of the Simsbury Farms for installation at the Simsbury Farms Recreation Complex with our thanks. Mr. Askham seconded the motion. All were in favor and the motion passed.

c) Public Gathering Permit – Simsbury Celebrates

Mr. Wellman said the Public Gathering Committee reviewed an application for the Simsbury Celebrates 2019 event. The event will be held on November 30, 2019 from 5:00 p.m. to 8:30 p.m. in downtown Simsbury.

Ms. Cook made a motion, effective October 28, 2019, to approve the public gathering permit application for Simsbury Celebrates 2019 as presented and to authorize the issuance of the public gathering permit. Mr. Paine seconded the motion. All were in favor and the motion passed.

d) Public Gathering Permit – A Promise to Jordan Event

Mr. Wellman said the Public Gathering Committee reviewed an application for the A Promise to Jordan event, which is a local non-profit.

Ms. Cook made a motion, effective October 28, 2019, to approve the public gathering permit application for A Promise to Jordan Event as presented and to authorize the issuance of the public gathering permit. Mr. Paine seconded the motion. All were in favor and the motion passed.

e) Proposed Short-Term Rental Ordinance Work Group

Mr. Wellman said the Zoning Commission has been working on a short-term rental ordinance. One of the items would look to regular short-term rentals through the Zoning Codes. The ordinance would set parameters for how someone would be able to get a license for a short-term rental.

Mr. Ryan said someone could rent their property, if they want to but for over 30 days now. The Zoning Commission would have to permit short-term rentals like B & B's in Town. They would have to get a license through the Town through an ordinance process. This would control what Zoning can't control.

After some discussion, Mr. Askham made a motion, effective October 28, 2019, to establish a work group to review and draft a proposed Short-Term Rental Ordinance to be presented to the Board of Selectmen at a future date. The work group is tasked with researching and benchmarking how other communities regulate Short-term Rentals and to prepare an initial draft ordinance that will be presented to the Board of Selectmen.

Further move, to set the membership of the work group to consist of 2 members of the Board of Selectmen; 1 member from the Economic Development Commission; 1 member from the Tourism Committee; ad 1 member from the Zoning Commission.

Also, move to appoint Selectman Sean Askham and Selectman Chris Peterson to the Short-term Rental Ordinance Work Group. Mr. Paine seconded the motion. All were in favor and the motion passed.

f) Proposed Fee Schedule for Electronic Payment Methods

Mr. Wellman said the electronic payment method would let the Town Clerk's office accept electronic payments which would be consistent with other Town departments.

Ms. Capriola said Invoice Cloud is a current vendor that provides service to the Tax Office. There are fees that are passed off to the customer. This was discussed with Attorney Bob DeCrescenzo as well.

After some discussion, Ms. Cook made a motion, effective October 28, 2019, to authorize Town Manager Maria E. Capriola to execute the Invoice Cloud credit card processing contract and to adopt the proposed fee schedule for electronic payment methods for the Town Clerk and Tax Offices. Mr. Paine seconded the motion. All were in favor and the motion passed.

g) Draft Debt Management Policy

Mr. Wellman said there are two Debt Management Policies. During the process of updating the Policy with the Board of Finance, it was discovered that the authority to issue debt rests with the Board of Selectmen per the Town Charter. Mr. Wellman suggested that a work group with the Board of Selectmen and the Board of Finance for one Debt Management Policy for the Town.

Ms. Cook made a motion, effective October 28, 2019, to form a work group, after discussion with the Board of Finance, for the purpose of forming a Debt Management Policy and to include Selectman Sean Askham and Selectman Christopher Kelly as part of the work group. Mr. Paine seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion, effective October 28, 2019, to table the draft Debt Management Policy. Mr. Kelly seconded the motion. All were in favor and the motion passed.

APPOINTMENTS AND RESIGNATIONS

a) Appointment of Bob Crowther to Sustainability Team

Ms. Cook made a motion, effective October 28, 2019, to appoint Bob Crowther as the EDC representative to the Sustainability Team. Mr. Paine seconded the motion. All were in favor and the motion passed.

b) Resignation of Bill Freeman from the EDC

Ms. Cook made a motion to accept the resignation of Bill Freeman as a member of the Economic Development Commission retroactive to October 15, 2019 with our thanks. Mr. Paine seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of October 16, 2019

There were no changes to the Regular Meeting Minutes of October 16, 2019, and, therefore, the minutes were adopted.

SELECTMEN 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.

Ms. Cook thanked the Aging and Disability Commission for their Halloween event today at the Library. Everyone did a great job.

Ms. Cook said there will be a Santa event on December 6th.

Mr. Askham said there is an ordinance being put together for the nuisance feeding. There is a lot of information from the recent forum. There is also information on the Town's website.

Mr. Askham told everyone that they should get out and vote as it is their right. It's a very impactful day.

Mr. Peterson said Parks and Recreation will be having a public information meeting tomorrow at 7p.m. at the Library on the Open Space Master Plan.

EXECUTIVE SESSION

a) Pursuant to CGS §1-200(6)(E), Discussion of Correspondence Exempt from Disclosure: Attorney-Client Privilege (Tobacco Valley Solar Tax Stabilization Request)

b) Pursuant to CGS §1-200(6)(A), Town Manager’s Performance

Mr. Askham made a motion to adjourn to Executive Session at 7:35 p.m. Included in a) Pursuant to CGS §1-200(6)(E), discussion of Correspondence Exempt from Disclosure: Attorney-Client Privilege (Tobacco Valley Solar Tax Stabilization Request will be Town Manager Maria Capriola; Deputy Town Manager Melissa Appleby; Assessor Francine Boland; Planning Director Mike Glidden and Attorney Bob DeCrescenzo. Included in b) Pursuant to CGS §1-200(6)(A), Town Manager’s Performance will be Attorney Mike Harrington. Mr. Paine seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to adjourn the Executive Session at 9:20p.m., Mr. Wellman seconded the motion. All were in favor and the motion passed.

The Board reconvened in the Main Meeting Room at 9:22p.m. Mr. Wellman read the following statement into the record:

The Board of Selectmen received a letter from Robin Newton, alleging that the Town Manager was giving preferential treatment to another employee and engaged in inappropriate conduct in her previous place of employment. The Board of Selectmen took this letter seriously and I asked the law firm Ford Harrison to investigate. Ms. Newton was interviewed and had a full opportunity to provide evidence. Following its investigation, Ford Harrison determined that none of the allegations had merit. In the coming days, we will be releasing the findings of the investigation for public transparency.

ADJOURN

Mr. Askham made a motion to adjourn the meeting at 9:24p.m. Ms. Cook seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Board of Selectmen
From: Maria Capriola, Town Manager
Date: November 7, 2019
Subject: Board of Selectmen Group Photo

First Selectman Eric Wellman has suggested that a group photo be taken of each newly elected Board of Selectmen, and for that group photo to be placed in Town Hall. His thought is that this group photo would replace the traditional individual photo of the First Selectman currently hanging in the Main Meeting Room of Town Hall. He is interested in seeking feedback from the group on this idea.

No formal action is needed this evening. This item is meant for discussion to garner the Board's thoughts on the feasibility of the subject.

There is no financial impact at this time. If implemented, there may be minimal costs associated with taking, framing, and hanging the photo.



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546

November 4, 2019

The Honorable Eric Sean Wellman
First Selectman
Town of Simsbury
933 Hopmeadow Street
Simsbury, Connecticut 06070

Dear First Selectman Mr. Wellman

Subject: Public Information Meeting Notification
Project No. 0128-0153
Rehabilitation of Bridge No. 00653
Rote 10 (Hopmeadow Street)
Town of Simsbury

This is to confirm the scheduling of a Public Information Meeting between your office and the Department of Transportation (Department) concerning the subject project. The meeting will be held on Thursday, December 12, 2019 at 7:00 p.m. in the Friends Program Room, located in Simsbury Public Library at 725 Hopmeadow Street Simsbury, CT. Please have the room available for Department personnel to set up materials not later than 6:30 p.m. on the evening of the meeting. A copy of the Notice of Public Information Meeting, which contains a brief description of the proposed project, is transmitted herewith.

Enclosed for your distribution to interested parties, is a copy of the Public Information Meeting display ad, which will be published in the Hartford Courant Newspaper on November 21, 2019 and December 5, 2019, and a location map.

If you have any questions or comments regarding this project, please contact Mr. Kevin V. Blasi, Project Manager, at (860) 594-3415

Very truly yours,

A handwritten signature in black ink, appearing to read "R. Barakat".

Rabih M. Barakat
P.E.
2019.11.06
14:27:42-05'00'

Division Chief of Bridges
Bureau of Engineering and Construction

Enclosure
cc:

Mr. Lyle Wray, Executive Director, **Capitol Region** Planning Agency
Mr. Thomas J. Roy, Town of Simsbury Director of Public Works

Notice of Public Information Meeting

The Department of Transportation (Department) will conduct a Public Information Meeting concerning the proposed rehabilitation of Bridge No. 00653 located on Route 10 (Hopmeadow Street) over Hop Brook in the Town of Simsbury on Thursday, December 12, 2019 in the Friends Program Room, located in Simsbury Public Library at 725 Hopmeadow Street Simsbury, CT. The Department will begin the presentation for the project at 7:00 p.m. with a question and answer session to follow. In the event of inclement weather, the meeting may be rescheduled to Tuesday, December 17 at the same time and location.

The purpose of the project is to replace the bridge superstructure and rehabilitate the substructure, which will include concrete repairs and the installation of scour countermeasures for scour mitigation at the abutments. The existing superstructure will be replaced with precast pre-stressed concrete deck units.

Bridge No. 00653 is a 44 foot long, single span structure that carries Hopmeadow Street (Route 10). The structure was originally constructed in 1957 consisting of 16 prestressed deck units. The substructure is constructed of reinforced concrete abutments and wingwalls with spread footings. The bridge received a widened sidewalk and new parapets in 2009, as part of State Project No. 128-143. The rehabilitated bridge has an out-to-out width of 49'-3". The curb-to-curb width is 35'-2" and the sidewalk width is 10'-1 ½" which carries a portion of the multiuse Farmington Canal Heritage Trail. A 6 inch gas main is supported on the fascia of the sidewalk parapet and eight 4 inch telecommunication conduits are supported on the other parapet fascia.

Maintenance and Protection of Traffic during the project construction will use staged construction to maintain two lanes of traffic during the construction duration. A temporary pedestrian bridge will be constructed to the east of the bridge to enable the Farmington Canal Heritage Trail to remain in use throughout construction at the project location.

There are right-of-way impacts associated with the proposed improvements including temporary construction easements.

Construction is anticipated to begin in spring 2022 based on the availability of funding. The project duration is estimated at one construction season. The estimated construction cost for this project is approximately \$3,000,000. This project is anticipated to be undertaken with 80 percent Federal Funds and 20 percent State funds.

The Public Information Meeting is being held to afford a full opportunity for public participation and to allow open discussion of any views and comments the community may have concerning this proposed project.

The meeting facility is ADA accessible. Language assistance may be requested by contacting the Department's Language Assistance Call Line at (860) 594-2109. Requests should be made at least 5 business days prior to the meeting. Persons with hearing and/or speech disabilities may dial 711 for Telecommunications Relay Service (TRS) and must instruct the operator to contact (860) 594-2243. Language assistance is provided at no cost to the public and efforts will be made to respond to timely requests for assistance.

Plans of the proposed project will be on display for public review. Department personnel will be available during the meeting to discuss this project. More detailed information is available at the Department's Office of Engineering, 2800 Berlin Turnpike, Newington, Connecticut, Monday through Friday between the hours of 8:30 a.m. and 4:00 p.m., excluding holidays. Anyone wishing to discuss the project may contact Mary E. Baker at (860) 594-3402 or by e-mail at mary.baker@ct.gov.

Everyone Is Invited To A

PUBLIC INFORMATION MEETING

State Project No. 128-153

REHABILITATION OF BRIDGE NO. 00653
ROUTE 10 OVER HOP BROOK
SIMSBURY, CONNECTICUT

TO BE HELD

Thursday, December 12, 2019

(Inclement Weather Date: Tuesday, December 17, 2019)

At 7:00 p.m.

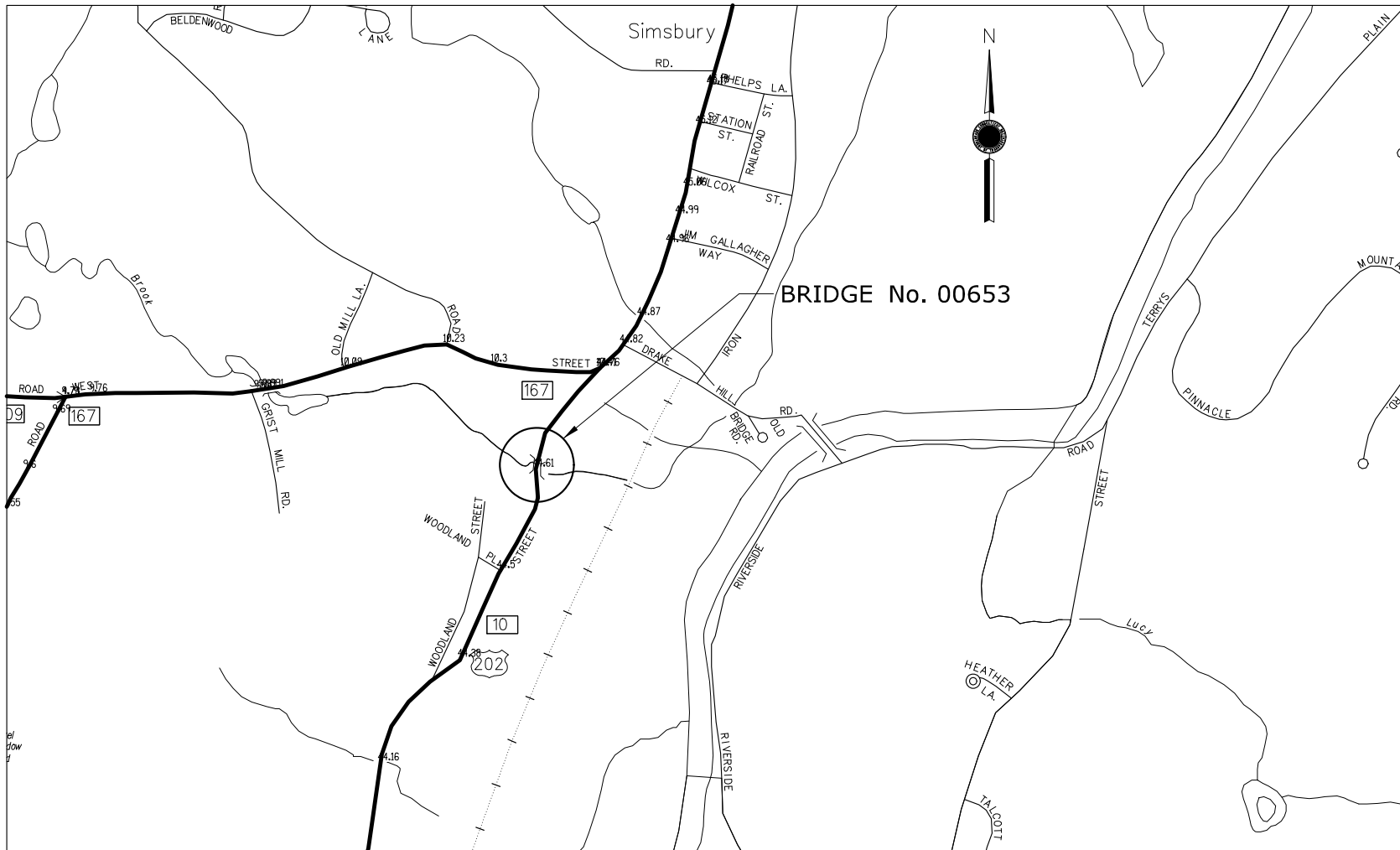
at the

**Friends Program Room
Located in Simsbury Public Library
725 Hopmeadow Street
Simsbury, Connecticut**

Residents, business owners, commuters, and other interested individuals are encouraged to take advantage of this opportunity to learn about and discuss the proposed project.

STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION

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SCALE IN FEET



STATE PROJECT NO.:

0128-0153

CITY/TOWN:

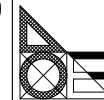
SIMSBURY



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



OFFICE OF
ENGINEERING



DATE:

04/11/2018



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Culture, Parks and Recreation

November 1, 2019

To: Maria Capriola, Town Manager
Cc: Simsbury Board of Selectpersons
From: Tom Tyburski, Culture, Parks and Recreation Director
Re: Try Simsbury Adventure Race Change

The organizing committee for the Try Simsbury Adventure Race has requested that they be able to run the 2020 race registration through the timing service that they will be using for the race. This change would save the committee nearly \$400.00 in fees. In addition, by having the race registration conducted by the timing company there is additional marketing opportunities to potential participants which could increase race registrations. The Culture, Parks and Recreation Department is supportive of this request as it would save the Department time and money. We would no longer have to absorb the credit card processing fees associated with these registrations and will not have to spend time updating race organizers regarding rosters and setting up race registrations via our website.

At this time the Culture, Parks and Recreation Department will continue to assist the Try Simsbury Adventure Race Committee with liability insurance, financial management (collecting/depositing revenues and processing race related invoices), and overseeing the Race Director's contract.

The Try Simsbury organizing committee, along with their Race Director, Andrea Buono did a great job in 2019 in attracting new participants and sponsors. Financially, the event finished with a positive balance in 2019 due to the organizer's efforts and adapting to changes in the marketplace. I believe that they will continue to improve this event and look forward to assisting them in 2020.

Sincerely,

Thomas Tyburski
Director

Sustainable CT

Local Actions. Statewide Impact.



October 28, 2019

Dear First Selectman Wellman,

Congratulations! It is my great pleasure to inform you that Simsbury has achieved Sustainable CT Silver certification, effective through December 31, 2022. We are thrilled to recognize your community's sustainability accomplishments and eager to spread the word on your Sustainable CT certification as follows.

- On Monday, October 28th, Sustainable CT will issue a press release to publicize the 2019 certified communities and we will showcase certification information on the Sustainable CT website (<https://sustainablect.org/communities-partners-impact/participating-communities/>). All components of your Sustainable CT application that earned points will be publicly viewable on the website. We encourage you to issue your own press release with quotes and details on Simsbury's sustainability initiatives. Attached please find a draft press release template that you may adapt for your own use.
- We invite you and all of our 2019 certified communities to join us on Wednesday, October 30th for "Sustainable CT: Celebrating Success and Learning for the Future." This free event will be held from 4:00 to 6:30 p.m. at the New Britain Museum of American Art. We hope you can join us to take time to connect and catch up, share feedback, and learn more about the new Sustainable CT Community Match Fund. In addition, the museum exhibits will be open to explore, and appetizers and beverages will be provided. Please feel free to share this invitation with those on your Sustainability Team. If you have not yet done so, you may register at: <https://conta.cc/2gHkdbd>.
- On December 3rd, 2019, Sustainable CT certified municipalities will be recognized at the Annual Convention of the Connecticut Conference of Municipalities. We request your presence as we celebrate your achievements at the Sustainable CT Awards Luncheon from 11:30 a.m. to 1:00 p.m. In addition, Sustainable CT will host a workshop "Innovative Project Funding for Communities," during Session B (1:45 – 2:45 p.m.). You may register for the luncheon alone or the entire event. Please find registration information here: <https://www.ccm-ct.org/2019-convention-attendeefinfo>.
- As a certified Sustainable CT community you will receive one complimentary ticket to "Climate Crisis," an upcoming CT Forum event. The interactive panel discussion takes place on November 22nd, 7:30 p.m., at the Bushnell Theater in Hartford. To reserve your ticket please visit: <https://conta.cc/2W9e7Wm>. If you would like to bring guests, additional tickets are for sale at: <https://www.ctforum.org/event/climate-crisis>.
- Your status as a certified community affords you use of the "Sustainable CT Certified" logo. Please find the Sustainable CT Logo Use Agreement included in this correspondence. Please sign and return it as soon as possible to receive your logos.
- Be sure to follow us on Facebook and Twitter (@SustainableCT). In the coming weeks we'll be showcasing our certified communities.

Your team is to be commended for your inspiring leadership and hard work. Thank you, and welcome to the prestigious group of Sustainable CT certified communities! Please feel free to contact me at 860-465-2813 if you have any questions. We look forward to sharing your sustainability successes and to celebrating with you on October 30th and December 3rd.

Sincerely,

A handwritten signature in black ink, appearing to read "Lynn Stoddard". The signature is fluid and cursive, written over a horizontal line.

Lynn Stoddard

Executive Director, Institute for Sustainable Energy at Eastern Connecticut State University
Sustainable CT Board Member

Cc: Thomas Roy, Cheri Calnan, Mark Scully



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

October 23, 2019

To: Residents of Ryan Circle/Portions of Hunting Ridge Drive/Portions of Hallview Drive

**Subject: Notification of Proposed Easement
Connecticut Light & Power Co, dba Eversource Energy**

Dear Residents:

This letter will serve to inform you that Eversource Energy has requested a permanent access road easement from the Town of Simsbury for future inspections, vegetation management and future capital upgrades required for their existing electrical transmission lines and support structures. These structures are currently not accessible from the existing Eversource right of way due to the setback of the Eversource right of way from the public roadway and challenging terrain from their current access off Wintonbury Road to the north. In 2018, the Board of Selectmen authorized the Town Manager to enter into a temporary access road easement with Eversource for a specific project to upgrade their transmission structures. This project is now complete and there were no major complaints received from the neighborhood as a result of the project or access from the temporary access area. Attached is an Exhibit A showing the location of the proposed easement. We have also included a preliminary easement map showing more specifically the location and extent of the proposed easement, a photograph of the gate that is proposed for the access road.

Eversource is now seeking (the same) permanent access to their structures through the town owned open space parcel located east of Ryan Circle and west of Penwood State Forest. This open space parcel is contiguous to another town open space parcel and a state park. As part of the permanent easement, Eversource will have the right to cut and remove trees, brush, rocks, and other obstructions within the permanent access road easement area and to fill depressions or roughly grade the surface of the access road area for the purpose of exercising the rights herein. No electric transmission facilities or other permanent structures will be constructed on the permanent easement area. Eversource will also provide reasonable advance notice to the town prior to the use of the access road for inspections, vegetation management and road maintenance activities. To minimize the impact on abutters, we have requested that access over this easement be restricted to the hours of 8:00 am - 6:00 pm Monday to Friday for any extensive work. In the event of an emergency, Eversource would be allowed to use the access road easement at any time. Eversource has also agreed to install a security gate at the permanent access location that allows for pedestrian access but not public vehicular access. Eversource also has agreed to make a contribution of \$20,000 to the Town of Simsbury.

Telephone (860) 658-3260
Facsimile (860) 658-3205

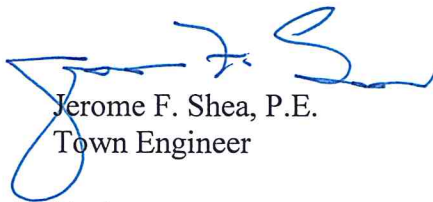
jshea@simsbury-ct.gov
www.simsbury-ct.gov

An Equal Opportunity Employer
8:30 - 7:00 Monday
8:30 - 4:30 Tuesday through Thursday
8:30 - 1:00 Friday

The Board of Selectmen has referred the proposal to the Planning Commission in accordance with requirements under Section §8-24 of the Connecticut General Statutes. The referral was favorably received by the Planning Commission on October 22, 2019. The Town Manager will likely bring this matter back before the Board of Selectmen in November or December for action.

I am available to answer any questions you may have on this proposed easement. Please feel free to contact me at 860-658-3260 if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jerome F. Shea". The signature is stylized and fluid, with a large initial "J" and "S".

Jerome F. Shea, P.E.
Town Engineer

Enclosures

cc: Maria E. Capriola, Town Manager
Thomas Roy, P.E., Director of Public Works
Michael Glidden, Director of Community, Development and Planning

Exhibit A
Map or Description of Access Area



GATE IMAGE FOR HUNTING RIDGE DRIVE/RYAN CIRCLE

