



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 – December 12, 2022 – 6:00 p.m. - AMENDED

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

- a) Proposed Amendments to Chapter 67 of the Code of Ordinances, Bicycles
 - Members of the public may address the Board of Selectmen live in-person, or they may email townmanager@simsbury-ct.gov by 12:00pm on December 12, 2022 to register to address the Board of Selectmen live through Zoom. Alternatively, members of the public may email statements to townmanager@simsbury-ct.gov by 12:00 p.m. on December 12, 2022 to have their comments read into the record at the hearing.

PUBLIC AUDIENCE

- Participants can address the Board of Selectmen in person at the meeting
- Email townmanager@simsbury-ct.gov by noon on Monday, December 12, 2022 to register to address the Board of Selectmen live through Zoom
- Written comments can be emailed to townmanager@simsbury-ct.gov. Written comments will not be read into the record, but forwarded to all Selectmen via email

PRESENTATION

- a) Plan of Conservation and Development Update
- b) Simsbury Diversity, Equity, and Inclusion Council Update

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

SELECTMEN ACTION

- a) Tax Refund Requests
- b) Donation from Mark and Dianne Orenstein
- c) Simsbury Farms Men's Club, Inc. Donation
- d) Revisions to Department of Planning and Community Development Job Descriptions
- e) Reallocation of Savings and Use of Town Aid Road for Public Works Truck Purchase

- f) Proposed Referendum Mailer
- g) Town Manager Performance Review and Compensation

REVIEW OF MINUTES

- a) Regular Meeting of November 28, 2022
- b) Special Meeting of November 30, 2022

EXECUTIVE SESSION

- a) Executive Session per General Statutes section 1-200(6)(B): Discussion of the Lease of Real Estate to Simsbury Babe Ruth League

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Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Public Hearing for Proposed Amendments to Chapter 67 of the Code of Ordinances, Bicycles
2. **Date of Board Meeting:** December 12, 2022
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
No action is needed except to close the public hearing once completed. The intent of this hearing is to receive feedback regarding whether the Town of Simsbury should permit reasonable and safe use of non-motorized bicycles and scooters on Simsbury sidewalks. Discussion and possible action will be scheduled at a future date.
5. **Summary of Submission:**
At your November 14, 2022 meeting, the Board of Selectmen scheduled a public hearing to receive public comment regarding whether the Town of Simsbury should make amendments to Chapter 67 of the Code of Ordinances at 6:00pm on December 12, 2022. The public hearing notice is attached.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Public Hearing Notice
 - b) Proposed Amendments to Chapter 67, Bicycles, of the Code of Ordinances

**TOWN OF SIMSBURY
PUBLIC HEARING NOTICE**

Public Hearing Date: Monday, December 12, 2022 at 6:00 p.m.

Notice is hereby given pursuant to Section 404 of the Charter of the Town of Simsbury that the Board of Selectmen will hold a public hearing on Monday, December 12, 2022 at 6:00 p.m. in the Main Meeting Room at the Simsbury Town Hall, 933 Hopmeadow Street, Simsbury, CT 06070 to receive public comment concerning proposed revisions to Chapter 67 of the Simsbury Code of Ordinances, Bicycles. Copies of the proposed amendments can be found on the Town of Simsbury's website, www.simsbury-ct.gov on the Board of Selectmen's page. Hard copies are available at the Town Clerk's Office, 933 Hopmeadow Street, Simsbury, CT. Members of the public may address the Board of Selectmen live in-person, or they may email townmanager@simsbury-ct.gov by 12:00pm on December 12, 2022 to register to address the Board of Selectmen live through Zoom. Alternatively, members of the public may email statements to townmanager@simsbury-ct.gov by 12:00 p.m. on December 12, 2022 to have their comments read into the record at the hearing.

Chapter 67 of the Code of Ordinances, Bicycles

§ 67-1 Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

SIDEWALK

Any hard-surfaced walkway which is ~~five~~ **less than eight** feet ~~or less~~ in width and generally paralleling a road or highway ~~and is for the exclusive use of pedestrians.~~

§ 67-2 Riding on sidewalks.

~~On and after the effective date of this chapter,^[1] it shall be unlawful for any person to ride any bicycle~~ Reasonable and safe use of non-motorized bicycles and scooters on any portion of a sidewalk in the Town of Simsbury extending along a road or highway **is permitted.**

[1]

Editor's Note: The ordinance appearing in this chapter took effect February 1, 1990.

§ 67-3 Penalties for offenses.

The violation of this chapter shall be an infraction as provided in General Statutes Sections 51-164m and 51-164n. Any person violating this chapter shall be subject to a penalty of **\$90 per offense** ~~\$20 for the first offense and \$40 for each offense thereafter.~~

§ 67-4 Enforcement.

Pursuant to General Statutes Section 7-148(c)(10)(A), this chapter may be enforced by citations issued by a member of the Simsbury Police Department.



Town of Simsbury

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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Plan of Conservation and Development Update
2. **Date of Board Meeting:** December 12, 2022
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; George K. McGregor, AICP, Planning & Community Development Director *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
This presentation is informational.
5. **Summary of Submission:**
The Town of Simsbury is reviewing and updating the 2017 Plan of Conservation and Development (POCD). The POCD is an advisory (but influential) document adopted by the Planning Commission to guide the future physical, economic, and social development of the community. The updated POCD will look 10 to 20 years into the future and will recommend policies and actions that are intended to guide local efforts, enhance the community, and improve the quality of life for residents.

Glen Chalder with Planimetrics has been retained to assist with the POCD Update. Mr. Chalder and Director of Planning and Community Development George McGregor will provide the Board of Selectmen with a summary of the POCD process and status update.

If you have not already done so, please click [here](#) to access the Community Survey currently underway to assist this effort. The survey is open until January 1st.
6. **Financial Impact:**
The estimated project cost of the POCD update is \$35,000. Funds are available for this purpose from a previously approved capital project for planning studies.
7. **Description of Documents Included with Submission:**
None



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Simsbury Diversity, Equity and Inclusion Council Update
2. **Date of Board Meeting:** December 12, 2022
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community and Social Services; Cheryl Cook, Simsbury DEI Council; Nicole Kodak, Simsbury DEI Council
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
This presentation is informational.
5. **Summary of Submission:**
The DEI Council will update the Board of Selectmen on their work since the prior update in June 2022. The Council continues to expand its efforts to support the mission of making Simsbury a more welcoming and inclusive community. In furtherance of that mission the Council is working on initiatives supporting the Board of Selectmen's Resolution declaring racism a public health crisis. The DEI Council Co-Chairs, Cheryl Cook, Nicole Kodak will update the Board.
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:** Tax Refund Requests
2. **Date of Board Meeting:** December 12, 2022
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 December 12, 2022 to approve the presented tax refunds in the amount of \$1,526.15, 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 \$1,526.15. The attachment dated December 12, 2022 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
 - a) Requested Tax Refunds, dated December 12, 2022

REQUESTED TAX REFUNDS
DECEMBER 12, 2022

	BILL NUMBER	TAX	INTEREST	TOTAL
List 2020				
CCAP Auto Lease Ltd	20-03-52875	\$296.10		\$296.10
Galston, James 3rd	20-03-56305	\$33.37		\$33.37
Total 2020		\$329.47	\$0.00	\$329.47
Scully, Nicksa..(34 Fawnbrook)	21-01-03405	\$139.28		\$139.28
Webber, Meyers...(5 Filed Dr)	21-01-05653	\$109.51		\$109.51
Penwood Contracting LLC	21-02-40675	\$52.94		\$52.94
CCAP Auto Lease Ltd	21-03-52888	\$894.95		\$894.95
Total 2021		\$1,196.68	\$0.00	\$1,196.68
TOTAL 2020		\$329.47	\$0.00	\$329.47
TOTAL 2021		\$1,196.68	\$0.00	\$1,196.68
TOTAL ALL YEARS		\$1,526.15	\$0.00	\$1,526.15



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Donation from Mark and Dianne Orenstein
2. **Date of Board Meeting:** December 12, 2022
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 acceptance of Mark and Dianne Orenstein's donation, the following motion is in order:

Move, effective December 12, 2022, to accept a donation from Mark and Dianne Orenstein in the amount of \$1,620 for the purpose of supporting Simsbury Community and Social Services Department's Keep Simsbury Warm Program.
5. **Summary of Submission:**
Mark and Dianne Orenstein have provided a financial donation in the amount of \$1,620 to the Community and Social Services Department. The donation will be used to aid Simsbury residents in need with winter home-heating bills.

Chapter 100 of our Code of Ordinances, "Gift Policy," Section 100-2 "Monetary Donations" states that no donation of more than \$1,500 may be accepted without Board of Selectmen approval. If the donation is accepted I will direct staff to send a thank you letter to Mark and Dianne Orenstein.
6. **Financial Impact:**
The \$1,620 donation from Mark and Dianne Orenstein will be used to aid Simsbury residents in need with home-heating bills this winter. The funds would be deposited into a Social Services special revenue fund used for this purpose.
7. **Description of Documents Included with Submission:**
None



Town of Simsbury

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SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Simsbury Farms Men's Club, Inc. Donation

2. **Date of Board Meeting:** December 12, 2022

3. **Individual or Entity Making the Submission:**

Maria E. Capriola, Town Manager; Tom Tyburski, Director of Culture, Parks and Recreation *maria E. Capriola*

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

If the Board of Selectmen supports acceptance of the donation from the Simsbury Farms Men's Club, Inc., the following motion is in order:

Move, effective December 12, 2022 to accept a donation of a hydraulic spike seeder, valued at \$3,200 from the Simsbury Farms Men's Club, for the purpose of improved fairway seeding practices at Simsbury Farms.

5. **Summary of Submission:**

The Simsbury Farms Men's Club, a 501(c)(7) social organization of golfers at Simsbury Farms, has agreed to purchase and donate a used Hydraulic Spike Seeder to the Town's Golf Maintenance Division. The Club has an agreement with the Town which allows them to sell tee sign sponsorships at the Simsbury Farms Golf Course. Their hard work with this program has funded the purchase of many pieces of needed maintenance equipment and improvements at the golf course over the years.

Chapter 100 of our Code of Ordinances, "Gift Policy," Section 100-2 "Monetary Donations" states that no donation of more than \$1,500 may be accepted without Board of Selectmen approval. If the donation is accepted I will direct staff to send a thank you letter to the Simsbury Farms Men's Club.

6. **Financial Impact:**

The Town will receive a donation of a piece of golf maintenance equipment from the Simsbury Farms Men's Club valued at \$3,200 to be used to fairway maintenance practices at the Simsbury Farms Golf Course.

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

None



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SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Revisions to Department of Planning and Community Development Job Descriptions
2. **Date of Board Meeting:** December 12, 2022
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; George K. McGregor, AICP, Planning & Community Development Director *Maria E. Capriola*

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the proposed revisions to job descriptions in the Department of Planning and Community Development, the following motions are in order:

Move, effective December 12, 2022, to approve the revised job description for the Assistant Town Planner position as presented.

Move, effective December 12, 2022, to approve the revised job description for the Code Enforcement Officer position as presented. Further move, to change the job title to Community Planner

5. **Summary of Submission:**

The Planning Department proposes minor revisions to the job descriptions for two positions: 1) Assistant Town Planner and 2) Code Compliance Officer.

The purpose of the amendments, which are budget neutral as they do not propose any changes to step, grade, pay, are to allow more flexibility and functionality in duty assignment based on the experience and qualifications of Department Staff.

The Department is responsible for a wide variety community planning services including but not limited to, land use application permit review, board facilitation, environmental review, economic development support, code enforcement, comprehensive planning, and current planning.

These services are provided to the citizens of Simsbury primarily by a Staff of four, organized in clear hierarchical fashion by education and experience: 1) Planning and Community Development Director; 2) Assistant Town Planner; 3) Code Compliance Officer; 4) Land Use Specialist.

Noteworthy changes include:

1. Job Title of Code Compliance Officer. The current title is fundamentally self-limiting in the current professional marketplace. It emphasizes a stern, regulatory approach. We propose a new broader title "Community Planner." This title is more encompassing and reflective of a flexible approach to planning in Simsbury. The revised title highlights the department's focus on planning in our community. The Community Planner may still be assigned zoning enforcement and code enforcement under this new job banner. However, the Community Planner may carry more environmental experience and thus might be equally valuable working with wetlands and floodplain. Building in this flexibility is the key.
2. Assignment Flexibility between Assistant Town Planner and Community Planner. With all the duties described above, the Planning Department has to be flexible and nimble while carrying out those responsibilities. Current job descriptions are more rigid than they need to be as the department should work in a collaborative, team-oriented manner. The Assistant Town Planner current job description sets forth for instance primary responsibility for Inland Wetlands and secondary responsibility for permitting and code compliance. There is no obvious functional reason these responsibilities cannot be reversed owing to the education and experience of the planning team members. The Director is responsible for making these determinations and job assignments.

The Department hierarchy would not change. The Assistant Town Planner would continue to serve as the "second-in-command" and be expected to manage more complex land use cases and complicated interactions.

Chapter 9, Section 902 of the Charter requires that the Town Manager prepare and submit proposed changes to job descriptions to the Board of Selectmen for review and approval. Excerpted Charter language reads:

"...the Town Manager shall cause to have prepared a statement of the duties and responsibilities of each position in the Town service and of the minimum qualifications for appointment to such position. The statement so prepared shall become effective upon the approval by resolution of the Board of Selectmen and may be amended, upon recommendation of the Town Manager, by resolution of the Board."

This item was reviewed and endorsed by the Personnel Sub-Committee at their December 8, 2022 meeting. The proposal was sent to the Union and we are awaiting a response to the proposed changes.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

- a) Proposed Revised Job Description – Assistant Town Planner
- b) Proposed Revised Job Description – Community Planner

Town of Simsbury

TITLE: Assistant Town Planner

GRADE: A-6

DEPARTMENT: Planning & Development Department

DATE: ~~October 10,~~

~~2018~~ November 21, 2022

FLSA STATUS: Exempt

POSITION DESCRIPTION:

Under the supervision of the Director of Planning and Community Development:

- Reviews land use applications; coordinates land use review and permit processes, drafts application review reports, and assists the Director in the supervision of the office and staff.
- ~~Reviews compliance and assists with enforcement of development activities and approvals established by the Planning, Zoning, Zoning Board of Appeals and the Conservation /Inland Wetlands Commissions, and Historic District Commission.~~
- Performs complex technical planning work in connection with proposed land use activities under the jurisdiction of the Department as directed by the Director.
- Serves ~~Facilitates~~ Land Use Boards and Commissions including but not limited to: Planning Commission, Zoning Commission, Inland Wetlands Agency/Conservation Commission, Board of Zoning Appeals, Design Review Board, Historic District Commission, Open Space Commission, and Board of Selectmen.
- May Serve as Designated Agent for the Inland Wetland ~~Agency~~ Commission, as directed by Director.
- May Serve as duly appointed Designated Code Enforcement and Code Compliance Officer, as directed by the Director.
- Serves as the acting director of the Planning and Development Department in the absence of the Director.

ESSENTIAL JOB FUNCTIONS:

~~PUBLIC:~~

- Assists the general public and participates in the development process including site inspections, building and land use application review, preparing staff reports, and correspondence ~~and directing~~; Directs compliance as, or with ~~the~~, Code Enforcement Officer.
- Communicates ~~and cooperates~~ with property owners, applicants, and other Town staff on compliance issues and communicates staff and Board or Commission concerns to applicants, residents, other Boards and Commissions, and the Director of Planning and Community Development.
- Attends meetings as required and as directed by the Director of Planning and Community Development. Supports Boards, Committees, and/or Commissions through agenda preparation and other items.
- May, ~~in the absence~~, as, or on behalf of the duly appointed Code Enforcement Officer, issue citations for violations in accordance with local ordinances, including the Zoning Regulations and Simsbury Blight Regulations.

STAFF:

- Performs professional level administrative work in connection with all projects and enforcement activities as assigned by the Director.
- Performs research and compiles and analyzes data in connection ~~with planning, zoning inland wetlands studies, Zoning Board of Appeals, and Historic District Commission~~ with department efforts.
- Serves in staff capacity to land use boards and commissions as assigned by the Director. Prepares staff reports in support of Board, Committee, and Commission work.
- Monitors violations of Town Zoning, Planning and Inland Wetlands and Watercourses Regulations and local ordinances and performs follow up enforcement activities as, or in conjunction with, the duly appointed Code Enforcement Officer.
- Provides information to residents, developers, and other stakeholders regarding planning and zoning regulations, applications, permitting processes, and development options.
- Assists with open space acquisition and management and the management of agricultural leases.

ADDITIONAL JOB FUNCTIONS:

- May perform additional tasks and duties as requested.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

SKILLS:

- Able to manage multiple tasks at the same time.
- Able to properly delegate tasks when and where determined necessary.
- Able to effectively communicate with Supervisor, all staff and the public regarding all land use activities.
- Able to suggest innovative and helpful land use application processing techniques.
- Ability to closely follow instructions and follow through on assigned tasks in a thorough and professional manner.

KNOWLEDGE:

- Considerable knowledge of the principles and practices of environmental science as it relates to development administration. Areas of experience should include National Flood Insurance Program, Erosion & Sediment Control Practices, Aquifer Protection, and Inland Wetlands.
- Knowledge and ability in computer applications for data management, planning analysis, and report preparation including Microsoft Word, Excel, Powerpoint and Access.
- Knowledge and ability to analyze problems and help develop and implement programs and activities to address these problems.
- Considerable knowledge of the principles and practices of comprehensive planning and land use administration.
- Knowledge of and ability to operate Geographic Information Systems (GIS) systems.

ABILITIES:

- Ability to monitor new issues and techniques appropriate to planning and land use matters.
- Ability to communicate both orally and in writing with staff and the public.
- Ability to use computer terminal to access, process and retrieve information contained in file records and computer databases.
- Ability to perform research and prepare technical reports as directed or as necessary.
- Ability to interpret and apply laws and regulations relating to all aspects of land use activities under the jurisdiction of the Department.
- Ability to communicate effectively to establish and maintain effective working relationships with regional officials, town staff, boards and commissions, participants in the development process, and the public.
- Ability to read and interpret maps, plans and studies including traffic and environmental studies.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Ability to sit/stand continuously for prolonged periods of time.
- Ability to perform gross body coordination and perform tasks that require hand-eye coordination.
- Ability to see objects closely as in reading a map.
- Ability to hear normal sounds with some background noise and communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/function for more than 60 minutes at a time.
- Ability to understand and relate to specific ideas and to understand and relate to the theories behind several related concepts.
- Ability to remember multiple tasks/assignments given to self and others over long periods of time.
- Ability to work in office setting subject to continuous interruptions and background noises.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to file letters, correspondence, reports, etc. in cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout Town Hall and other Town buildings and construction sites.
- Ability to participate in numerous, extended night meetings during the year.
- Ability to work independently with minimum supervision.
- Ability to carry and lift documents and office equipment weighing up to 25 pounds.
- Ability to get into and out of an automobile.
- Ability to attend and participate in numerous, extended night meetings during the year.

REQUIRED MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Urban and Regional Planning or closely related field required, master's degree preferred. Four (4) years of progressively responsible professional experience in a land use office with a bachelor's degree, two (2) years of progressively responsible professional experience in a land use office with a master's degree. Supervisory experience desirable.
- Certification as Certified Zoning Enforcement Officer (CZEO) by the Connecticut Association of Zoning Enforcement Officials or must obtain certification within ~~one~~ (1) year two (2) years of appointment. Once obtained, must be maintained during entirety of employment.
- Certification by CTDEEP as Municipal Inland Wetlands Agency Comprehensive Training Program or must obtain certification within one (1) year of appointment. Once obtained, must be maintained during entirety of employment.
- Membership in the American Institute of Certified Planners is preferred but not required.
- The incumbent in the position is expected to attend evening and weekend meetings and events as needed in support of the work of assigned Town Committees, Commissions, and Boards

LICENSE OR CERTIFICATE: Motor Vehicle Operator's License.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive if every task and responsibility.

Town of Simsbury

TITLE: ~~Code Compliance Officer~~ Community Planner

GRADE: A-5

DEPARTMENT: Planning & Development Department
~~14, 2018~~ 21, 2022

DATE: November

FLSA STATUS: Non-Exempt

POSITION DESCRIPTION:

Under the ~~general~~ supervision and direction of the Director of Planning and Community Development ~~Department, performs complex:~~

- Reviews land use applications; coordinates land use review and permit processes, and drafts application review reports ~~Performs~~ technical planning work in connection with ~~the enforcement of conservation, inland wetlands, planning and zoning regulations, proposed land use activities under the jurisdiction of the Department~~ as well as ~~reviewing compliance with development guidelines established by the~~ directed by the Director.
- Facilitates Land Use Boards and Commissions including but not limited to: Planning Commission, Zoning, and Commission, Inland Wetlands Agency/Conservation commissions. Reviews compliance and performs enforcement with development activities and approvals established by the Planning, Zoning, Zoning Commission, Board of Zoning Appeals and, Design Review Board, Historic District Commission, Open Space Commission, and Board of Selectmen.
- May Serve as Designated Agent for the Conservation /Inland Wetlands Commissions ~~Wetland Commission, as directed by Director.~~
- May Serve as Designated Code Enforcement and monitors and enforces Code Compliance Officer, as directed by the Simsbury Blight Ordinance ~~Director.~~

ESSENTIAL JOB FUNCTIONS:

- ~~Responsible for enforcing and interpreting zoning, blight, and other land use regulations. Works with and educates violators to gain compliance with ordinances, codes, and regulations.~~
- ~~Issues citations for violations in accordance with local ordinances and attends related meetings and hearings when required.~~
- ~~Monitors environmental compliance issues related to aquifer protection act protection reports.~~
- ~~Serves as Assistant Inland Wetland Enforcement Officer.~~
~~Attends Commission/Board~~
- Assists the general public and participates in the development process including site inspections, building and land use application review, preparing staff reports, and correspondence; Directs compliance as, or with duly appointed Code Enforcement Officer.
- Communicates with property owners, applicants, and other Town staff on compliance issues and communicates staff and Board or Commission concerns to applicants,

residents, other Boards and Commissions, and the Director of Planning and Community Development.

- Attends meetings as required and as directed by the Director of Planning and Community Development. ~~Prepares staff memos to various boards and commissions.~~ Supports Boards, Committees, and/or Commissions through agenda preparation and other items. Prepares staff reports in support of Board, Committee, and Commission work.
- May, as, or on behalf of the duly appointed Code Enforcement Officer, issue citations for violations in accordance with local ordinances, including the Zoning Regulations and Simsbury Blight Regulations.
- Performs professional level administrative work in connection with all projects and enforcement activities as assigned by the Director.
- Performs research and compiles and analyzes data in connection ~~with planning studies and revisions to zoning, subdivision, and wetlands regulations~~ with Department efforts.
- ~~Assists in developing the review processing system and informational materials for customer service purposes.~~
- ~~Assists the general public in the development process including site inspections, preparing correspondence for compliance, and communicating and cooperating with participants on compliance issues.~~
- Monitors violations of Town Zoning, Planning and Inland Wetlands and Watercourses Regulations, and local ordinances and performs follow up enforcement activities as, or in conjunction with, duly appointed the Code Enforcement Officer.
- Provides information to residents, developers, and other stakeholders regarding planning and zoning regulations, applications, permitting processes, and development options.
~~Assists with open space acquisition and management and the management of agricultural leases.~~

ADDITIONAL JOB FUNCTIONS:

- May perform additional tasks and duties as requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

SKILLS:

- Able to manage multiple tasks at the same time.
- Able to properly delegate tasks when and where determined necessary.
- Able to effectively communicate with Supervisor, all staff and the public regarding all land use activities.
- Able to suggest innovative and helpful land use application processing techniques.
- Ability to closely follow instructions and follow through on assigned tasks in a thorough and professional manner.
- Ability to comprehensively and clearly prepare records for enforcement cases.
- Ability to write clear and concise enforcement letters/correspondence.

KNOWLEDGE:

- Considerable knowledge of the principles and practices of environmental science and development administration, State statutes, National Flood Insurance Program, Erosion and Sediment Control measures, CT Aquifer Protection Program, and the enforcement of zoning, planning and inland wetland regulations.
- Knowledge and ability in computer applications, including Microsoft Office, for data management and report preparation.

ABILITIES:

- Ability to perform research and prepare technical reports.
- Ability to interpret and apply laws and regulations relating to the work of Town agencies responsible for land development control.
- Ability to communicate effectively with the public, and an ability to establish and maintain effective working relationships with Town officials, staff, advisory boards, general public and participants in the development process.
- Ability to monitor new issues and techniques appropriate to conservation, land use and enforcement issues.
- Ability to communicate effectively both orally and in writing.
- Ability to operate large copying/mapping machines.
- Ability to operate and read electronic/light monitoring devices.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Ability to work in office setting subject to continuous interruptions and background noises.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to work in poor weather conditions, including heat, cold, rain or snow.
- Ability to sit at a desk or stand and work continuously for extended periods of time while performing job functions, navigate construction sites and to work in inclement weather.
- Ability to perform gross body coordination and perform tasks that require hand-eye coordination.
- Ability to see objects closely as in reading a map.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to attend to task/function for more than 60 minutes at a time.
- Ability to understand and relate to specific ideas, general several at a time, and to understand and relate to the theories behind several related concepts.
- Ability to remember multiple tasks/assignments given to self and others over long periods of time.
- Ability to access and reach difficult places and varied terrain for inspection purposes.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to carry and lift documents and office equipment weighing up to 25 pounds.
- Ability to move throughout the Town Hall and other Town buildings and sites.
- Ability to get into and out of an automobile.

- Ability to attend and participate in numerous, extended night meetings during the year.

REQUIRED MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Urban and Regional Planning or closely related field required. ~~Three~~ two (2) years of progressively responsible professional experience in a land use office ~~with a bachelor's degree~~.
- Certification as Certified Zoning Enforcement Officer (CZEO) by the Connecticut Association of Zoning Enforcement Officials or must obtain certification within ~~one~~ (1) year two (2) years of appointment.
- Certification by CTDEEP as Municipal Inland Wetlands Agency Comprehensive Training Program or must obtain certification within one (1) year of appointment.
- Certification by CTDEEP as Municipal Aquifer Protection or must obtain certification within one (1) year of appointment.
- The incumbent in the position is expected to attend evening ~~and weekend~~ meetings ~~and events~~ as needed in support of the work of assigned Town Committees, Commissions, and Boards

LICENSE OR CERTIFICATE: Motor Vehicle Operator's License.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive if every task and responsibility.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Reallocation of Savings and Use of Town Aid Road for Public Works Truck Purchase
2. **Date of Board Meeting:** December 12, 2022
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Thomas J. Roy, Director of Public Works/Town Engineer *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the reallocation of funds as presented, the following motion is in order:

Move, effective December 12, 2022, to increase the appropriation for the purchase of the replacement Highway Division 1-ton truck and related equipment by \$29,661, to be funded by CNR project savings, increased trade in value, and a Town Aid Road contribution as presented.
5. **Summary of Submission:**
The approved FY 22/23 CNR budget includes the replacement of a Highway Crew Leader One-Ton, Dual-Wheel Utility Truck with snow plow, sander and emergency radio for \$50,000.

The Department of Public Works issued a purchase order in July 2022 to purchase a new 2022 Ford F-350, with the noted attachments/equipment for \$49,432.50 (PO #23000750). The dealer recently contacted the Town to state that Ford does not have enough 2022 model trucks available and is not able to fulfill the order.

As a result, the Town is now forced to purchase a 2023 model year truck, and at a higher cost than originally anticipated.

This item will be reviewed by the Board of Finance at their December 20th meeting.
6. **Financial Impact:**
Buying a 2023 instead of a 2022 model year Ford F-350 will add \$29,661 in cost, bringing the total purchase cost to \$79,661. This additional cost is beyond our control, but can largely be accommodated due to \$23,452 in savings from other approved Highway Division CNR projects, including: large snow plow, 11' snow plows, milling machine and track skid loader.

Equipment	Budget	Actual	Balance
Public Works Truck			
Replacement	\$ 210,000.00	\$ (207,046.32)	\$ 2,953.68
11' Snow Plow	\$ 31,000.00	\$ (29,984.00)	\$ 1,016.00
One Ton Roller	\$ 19,500.00	\$ (21,577.04)	\$ (2,077.04)
Milling Machine for Skid Steer	\$ 36,000.00	\$ (25,795.00)	\$ 10,205.00
Track Skid Steer Loader	\$ 70,000.00	\$ (58,645.00)	\$ 11,355.00
		Savings:	\$ 23,452.64

Additionally, we budgeted a trade in value of \$15,000 for the replacement truck. The actual trade in value received for the truck will be \$18,100, generating an additional \$3,100 in savings.

We are proposing that the remaining balance of the cost increase, \$3,108.36, be funded by Town Aid Road. The anticipated Town Aid Road fund balance after the planned CNR purchases this year is \$473,190. If Town Aid Road is used to assist in funding the cost increase of the truck, the remaining Fund Balance is anticipated at \$470,082.

7. Description of Documents Included with Submission:
None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Referendum Mailer

2. **Date of Board Meeting:** December 12, 2022

3. **Individual or Entity Making the Submission:**

Maria E. Capriola, Town Manager *Maria E. Capriola*

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

If the Board of Selectmen supports approving the mailer as presented, the following motion is in order:

Move, effective December 12, 2022, to approve and authorize issuance of the mailer for the January 7, 2023 referendum as presented. Staff is authorized to make changes as recommended by the SEEC or Town Attorney.

5. **Summary of Submission:**

The Town and the Board of Education will jointly issue a mailer regarding the appropriations for the Latimer Lane Elementary School project and infrastructure grants to be voted on at the January 7, 2023 referendum. Attached is the proposed mailer. As you will recall, the Board of Selectmen approves the budget mailer that is sent out in advance of the annual budget referendum. If the mailer is approved, it will be sent to all residential and commercial properties in town.

The budget mailer presented tonight is a draft and still has to be reviewed by the SEEC and Town Attorney; if the SEEC or Town Attorney recommends changes we will work to incorporate those prior to sending out to the community.

6. **Financial Impact:**

The cost to print and mail the budget mailer has historically been around \$3,000. Because this referendum was not anticipated, funds are not budgeted explicitly for this purpose. The cost to publish the budget mailer will be shared with the Board of Education.

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

a) Proposed Mailer

**Appropriation of Additional Funds for Latimer Lane School Building Project
Appropriation of Grant Funds for Infrastructure Grants for the Firetown Road Sidewalk, North
End Sidewalk, and Tariffville-Bloomfield Multi-Use Path**

Q1: Why is a second referendum necessary for the Latimer Lane School project?

A: On May 4, 2021 the town approved at referendum \$36,792,406, with a 79% vote in favor, for the renovation of Latimer Lane School. In April of 2022, the revised cost estimates predicted that supply chain disruptions and rising costs due to inflation would drive the cost of the project roughly \$3,000,000 over the approved renovation cost.

Q2: Was a second look taken at the items included in the Latimer Lane Building project to see where cost efficiencies could be found?

A: The design was reviewed and revised to move some items onto an alternate bid list, while replacing other items with less costly alternatives. This exercise reduced the projected overage. Nonetheless, the total cost required to complete the project exceeds the referendum approval by \$2,261,837.

Q3: Are any of the items from the alternate bid list going to be included at referendum?

A: Yes, at the Board of Education meeting on November 10, 2022 the board approved an additional \$494,683 to address site work considerations which provide intentionally-designed outdoor learning spaces and accessibility for all students. The \$2,261,837 includes the \$494,683 funding for the outdoor learning spaces.

Q4: What is the total of the additional appropriation for the Latimer Lane Building project that residents will be asked to vote on at referendum?

A: The proposed supplemental appropriation is \$2,261,837.

Q5: How will this additional appropriation for the Latimer Lane Building project affect taxpayers?

A: The additional appropriation will be covered through the town's capital reserve. There will be no financial impact on the taxpayer. There is also an estimated state reimbursement to offset this cost.

Q6: Where can I obtain more information about the Latimer Lane Building Project?

A: The school district has created a website to access information about the project. Additionally, the Latimer Lane School Principal will be providing construction updates via Instagram that will be posted on the website. The address is <https://www.simsbury.k12.ct.us/district/latimer-lane-school-building-project>.

Q7: What are the funding sources and grant amount for each of the three infrastructure projects?

A: *Bloomfield to Tariffville Multi-Use Trail:* \$1,254,200 - Local Transportation Capital Improvement Grant Program

North End Sidewalk Construction: \$913,072.12 - Local Transportation Capital Improvement Grant Program

Firetown Road Sidewalk Construction: \$1,200,000 - Local Transportation Capital Improvement Grant Program; \$594,000 Community Connectivity Grant Program

Q8: Why do residents need to vote to approve the supplemental appropriation of state grant funds for infrastructure projects when there is no cost to the town?

A: The Town Charter stipulates that supplemental appropriations – those appropriations made outside of the normal budget process – may not exceed 3% of the annual budget for the current fiscal year. Due to the large dollar value of the grants, and since the Charter does not explicitly exclude grant awards from the 3% threshold, a referendum is required to appropriate the grants funds.



**Proposed Board of Education &
Board of Selectmen
Special Referendum
January 7, 2023**

Inside...

- **Proposed Board of Education
Latimer Lane Project
Supplemental Appropriation**
- **Proposed Board of Selectmen
Infrastructure Grants
Supplemental Appropriation**
- **No Financial Impact to
Taxpayers**

VOTE

**Saturday, January 7th
6:00am - 8:00pm
Simsbury Town Hall
Main Meeting Room
933 Hopmeadow Street**

SPECIAL REFERENDUM

**January 7, 2023
Simsbury Town Hall
6:00am - 8:00pm**

**Renovation and Expansion of Latimer Lane School
(Capital Reserve Fund) \$2,261,837**

**Various Multi-Use Trail and Sidewalk Projects
(Appropriation of Grant Funds) \$3,961,272.12**

Absentee ballots will be available in the Town Clerk’s Office, 933 Hopmeadow Street, Simsbury, Connecticut during regular business hours beginning Monday, December 16, 2022 through January 6, 2023 at 1:00 p.m. Completed absentee ballots must be returned to the Town Clerk’s Office no later than 1:00 p.m. on January 6, 2023. Please contact the Town Clerk’s Office at townclerk@simsbury-ct.gov or 860-658-3243 if you have any questions regarding absentee ballots.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Summary of Town Manager's Performance Review
2. **Date of Board Meeting:** December 12, 2022
3. **Individual or Entity Making the Submission:**
Wendy Mackstutis, First Selectman – On Behalf of Personnel Sub-Committee
4. **Action Requested of the Board of Selectmen:**

If the Board of Selectmen supports the Town Manager's performance review summary and salary adjustment, the following motion is in order:

Move, effective November 22, 2021 to accept the Town Manager's performance review summary. Further, to increase the Town Manager's salary by 2.35% to \$173,749 retroactive to July 1, 2022.

5. **Summary of Submission:**
Each fall, the Board of Selectmen (BOS) completes a performance review for the Town Manager. Each member of the BOS reviews the Town Manager's performance based on six attributes and four goals. For each attribute and goal, the Town Manager's performance is evaluated on a quantitative scale and she also receives qualitative feedback. A summary document of the Town Manager's performance is included in this submission. For the 2021/2022 review, she received a rating of Satisfactory.

The Town Manager's current salary is \$169,760. Earlier this year, the Board of Selectmen approved a general wage increase of 2.35% for non-union Town employees. Based on a satisfactory performance review, I recommend increasing Ms. Capriola's salary by 2.35% (\$3,989) to \$173,749 retroactive to July 1, 2022. A benchmarking analysis of Town Manager salaries is included in this submission. The proposed increase has been already budgeted.

Section V.A of the Town Manager's Contract states:

The Town Manager's salary may be adjusted in accordance with annual performance reviews and evaluations under Section VII provided the Town Manager's performance is satisfactory or better than satisfactory, and shall be consistent with the general wage in-crease awards for non-union full-time staff and shall further become effective on the effective date applicable to non-union full-time staff.

6. Financial Impact:

\$3,889 salary adjustment, which has already been budgeted in the 22/23 budget approved last May.

7. Description of Documents Included with Submission:

a) Summary of Town Manager's FY 21/22 Performance Review

To: Maria Capriola, Town Manager

From: Wendy Mackstutis, First Selectman

CC: Simsbury Board of Selectmen:
Amber Abbuhl
Sean Askham
Heather Goetz
Chris Peterson
Eric Wellman

Date: December 12, 2022

FY22 Town Manager Performance Evaluation

The Process:

The Board of Selectman has completed this performance review for FY2022, for the fifth year of service as our Town Manager. This document summarizes the ratings from the individual evaluation forms completed by all members of the current board, with comments reflecting majority and general sentiments from those forms or agreed upon during discussion at the September 28th and October 24th Executive Sessions. While each Selectman's individual evaluation form and comments were presented and discussed as part of this process during the executive session review, this document represents the full Board's composite annual review. Individual ratings (outstanding, above, meets, below, needs) were given numerical values, which were then used to calculate with the overall weighted rating for each item.

Rating values:

<i>Outstanding</i>	<i>Above Expectations</i>	<i>Meets Expectations</i>	<i>Below Expectations</i>	<i>Needs Improvement</i>
5	4	3	2	1

Performance Summary:

Overall Performance Rating: 3.5

Maria achieved some very important goals critical to the success of the Town of Simsbury during this review period, highlighted by the Meadowood purchase, a top priority of the BOS and the residents of our community. She continued to place emphasis on managing the impact of the pandemic. This resulted in bringing services back to in-person and implementing a hybrid meeting technology, to meet legislative requirements. Her focus on public safety included implementation of a mask mandate during peak cases, and leading and coordinating 2 very successful test kit drives, to support the needs of our residents. She led our FY22/23 budget process professionally, delivering a budget to the board that was created thoughtfully with her department heads, making sure the needs of the community were met, without a tax increase. She works hard to provide board members with the information we need to do our job and make policy decisions. The town now has a Short-term Rental Ordinance that was developed during this period.

Maria was key in supporting the multiple endeavors and priorities of our board supporting the vision for a diverse and inclusive community, a major goal of our board.

We have highlighted Communications as an area of focus, where we have presented action items offering guidance on what we would like to see implemented. This will ensure our Town Manager continues her success in filling the role of Chief Executive Officer for the Town of Simsbury. We support her and the work she has been doing since joining our community in 2018, and hope we continue to grow together.

I. Attribute Review

1. Financial Management

Rating Criteria:

Develops annual operating and capital budgets based on the Town's needs and available resources; Prepares annual operating and capital budgets that are responsive to the Board of Selectmen's goals and priorities; Develops annual operating and capital budgets that provide services at a level directed by the Board of Selectmen; Appropriately monitors and manages fiscal activities of the organization; Effectively administers the annual operating and capital budgets; Considers financial impact before decisions are made.

Financial Management Rating:

4.17

The consensus of the board is that Maria does a very good job with the budget, following best practices, and delivers the budget on time, per the challenging delivery timeline in the charter. Although there is an opportunity to improve capital budgeting, filling in gaps between the Town Managers budget and some departmental needs, and a deeper push to look savings opportunities, this is the area where she shows the most strength and received the highest attribute rating from all members.

2. Organizational Management

Rating Criteria:

Effectively oversees and manages the daily operations of the organization; Makes difficult decisions when required and accepts responsibility for those decisions; Selects, leads, directs and develops staff effectively; Creates a culture that promotes innovation, excellence in public service, and accountability; Sets a professional example by handling town matters ethically, with integrity, fairly, and impartially; Fosters team environment; Instills a collaborative approach to providing services and finding solutions to problems.

Organizational Management Rating:

3.33

The consensus of the board is that Maria does a good job in managing the organization, is respected by her talented team of direct reports, and works hard to meet deliverables for both the board and the public. She leads with a high code of ethics and focus on her job. The board felt there was room to do more to empower staff which would open greater opportunity to focus on town management goals at higher level.

3. Professional Development Rating:

3.60

Rating Criteria:

Values and supports personal and professional development of self and others; Creates a culture of professional development through all levels of the organization; Uses training and job assignments to facilitate learning; Provides constructive performance feedback through coaching and regular performance reviews; Regularly meets with department heads.

Professional Development Rating: 3.60

The board of selectman feels Maria encourages and engages staff in all forms of professional development. For the BOS to gain better insight in how best to foster an engaged and high-quality work force we have been discussing the desire to implement an employee survey to all departments and staff to get provide greater insight into how all our employees are doing. We plan to look at this during the 23/24 budget session.

4. Implementation of Board of Selectmen Policies, Initiatives, and Goals

Rating Criteria:

Is accessible and responsive to elected officials; Determines the feasibility of expected outcomes of policy options, initiatives, and goals; Articulates fiscal, administrative, legal, ethical, and other implications of policy options, initiatives, and goals; Develops a plan to implement policies, initiatives, and goals; Monitors and evaluates programs and services to ensure effectiveness, efficiency, quality, and responsiveness; Supports the action of the governing body after a decision has been reached, both inside and outside the organization; Establishes organizational priorities based on Board of Selectmen policies, initiatives, and goals; Makes reasonable progress towards established Town Manager Goals.

Implementation of Board of Selectmen Policies, Initiatives, and Goals Rating: 3.67

There is a strong focus by the Town Manager to make sure that our board has the information needed to support decision making and is always able to provide context during our policy discussions. One of her key strengths is knowing what tools are available to use, and this, in combination with her knowledge on policy issues, helps our board move forward on our initiatives. Maria provides detailed supporting information for all agenda items and policy recommendations. She is proactive and resourceful in taking up ideas and initiatives of board members.

5. Communications

Rating Criteria:

Maintains effective and timely communications, both verbal and written, with the Board of Selectmen; Assists by facilitating decision making alongside the policy authority of the Board of Selectmen; Establishes and maintains effective working relationships with community partners and stakeholders; Demonstrates a customer service-oriented approach when interacting with residents. Demonstrates an attitude of helpfulness, respect, sensitivity; Listens to concerns of staff, Selectmen, and the public. Responds appropriately.

Communications Rating: 2.83

Maria makes herself available to board members to answer questions and to provide answers to requests for information and support.

We have asked the Town Manager to engage in activities to improve this rating, as it impacts all other attributes. We feel that improvements in communications with stakeholders, the community, and across boards and commissions, will make sure we are all operating with the best information available. We have asked for more pro-active updates on projects that the BOS has funded as policy initiatives and town projects of interest, along with an effort to better engage with the public by offering office hours. We will revisit this attribute between annual reviews.

6. Economic Development

Rating Criteria:

Develops strategies, activities, and procedures that result in attracting and retaining businesses that contribute to the expansion of the grand list in a manner consistent with the community's vision for growth; Maintain town's infrastructure in good condition to support business growth and attract new development; Supports programs and services that enhance the quality of life of residents, making Simsbury an attractive place to live, work, play; Supports economic development activities with innovative and forward-thinking ideas.

Economic Development Rating: **2.67**

This is an area that resulted in much discussion on how to handle economic development, and we will be working together to determine the best way to accomplish this. Given that there are many partners in this arena, we need to find the best way to take advantage of these resources to advance the ball. Maria has been able to focus on business outreach now that we have moved out of the height of the pandemic.

II. Goal Review Section

1. Human Resources and Labor Relations Goals

Rating:

4.00

High	Initiate negotiations for successor collective bargaining agreement with Dispatchers. Complete arbitration for successor collective bargaining agreements for all 3 unions represented by CSEA. Implement wage, benefits, and other arbitration award changes.
Medium	Conduct annual leadership retreat, with a focus on creating a diverse workforce and inclusive workplace.
Medium	Conduct other professional development opportunities for executive coaching/small group/departmental work (funds permitting).
Medium	Begin re-writes and updates to the Town's Personnel Rules and Regulations.
Medium	Complete RFQ process for life and disability insurance. Select vendor and update plan documents to accurately reflect coverage.
Low	Select new employee wellness vendor and implement new health risk assessment process.
Low	Issue a RFQ for pension and OPEB actuarial services.

2. Financial Management Goals

Rating:

4.17

High	Prepare and submit FY 22/23 operating and capital budgets in accordance with Charter timeline requirements. Continue to quantify our baseline and capital needs. Refine data from the Facilities Master plan into our capital budgeting.
High	Support the Board of Selectmen's priorities by using Federal Recovery funds in a manner that is permissible and consistent with federal guidelines. Support Board of Selectmen work group.
High	Continue implementation of our new financial management and human resources software system. Implement electronic timekeeping and leave accruals for our workforce.
Low	Continue to update our financial benchmarking data annually.

3. Economic Development Goals**Rating:****2.83**

High	Support business recovery due to the pandemic. Work collaboratively with the Economic Development Commission, Town staff, Main Street Partnership, Chamber of Commerce, and other organizations that support the business community.
Medium	Working with the Economic Development Commission, conduct visitations and outreach with the business community.
Medium	Working with the Economic Development Commission, complete marketing project update and refresh.
Medium	Assist special villages with initiatives related to special events, infrastructure improvements, and economic development.

4. Special Projects Goals**Rating:****4.33**

High	Continue to coordinate the Town's response to the pandemic. Focus on the health, safety, and recovery of the community and the organization. Support residents with unmet needs during this unprecedented time.
High	Evaluate opportunities for sharing services with Board of Education.
High	Complete implementation of revised public meeting requirements and related technology.
High	Support the Board's vision for a diverse and inclusive community through special projects, initiatives, and policies.
High	Complete the Meadowood open space acquisition. Complete necessary grant compliance documents and land management plans.
Medium	Support the work of the SPIRIT Council, including in the data collection project.
Medium	Complete the Parks and Open Space Master Plan.
Medium	Complete development of model RFP for lease of agricultural parcels. Issue RFQ for new 117-acre Meadowood agricultural parcel. Develop agricultural practices for model.
Medium	Complete work related to the Proposed Ordinance to Regulate Short-Term Rentals.
Medium	Evaluate the municipal impact of state legislative changes regarding the use of marijuana. Begin to update policies, procedures, regulations as needed.
Low	Continue policy and land management review practices for our open space parcels. Update our open space acquisition policy. Develop a PA-490 policy.
Low	Support work related to the pollinator pathways initiative.

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:00 p.m. at the Simsbury Public Library, 725 Hopmeadow Street, Simsbury, CT. Present were: First Selectman Wendy Mackstutis; Deputy First Selectman Amber Abbuhl; Board members: Heather Goetz, Sean Askham, Sean Askham and Chris Peterson. Others in attendance included: Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC HEARING

a) Public Hearing to Receive Public Comment Regarding Whether the Town of Simsbury Should Permit or Prohibit the Retail Sale of Cannabis within its Town Borders

• **Members of the Public may address the Board of Selectmen live in-person or they may email townofsimsbury-ct.gov by 12:00 noon on November 23, 2022 to register to address the Board of Selectmen live through Zoom. Alternatively, members of the public may email statements to townmanager@simsbury-ct.gov by 12:00 noon on November 23, 2022 to have their comments read into the record at the hearing**

Ms. Mackstutis said there have been two Zoning Commission hearings on the cannabis issue with another one on December 5, 2022. There will not be any action taken on this issue tonight. This hearing is just to receive public comment on the issue. There is a six month moratorium in place right now with the Zoning Commission, which will go to May 20, 2023.

Joan Coe, 26 Whitcomb Drive, said she was against the sale and distribution of cannabis, especially due to health and mental health risks. There are serious consequences when using cannabis. She said to look at the Colorado impact data.

Tom Turner, 11 Barnard Drive, said we have a representative form of government and we also have the public way in. He suggested that the Board of Selectmen obtain the widest possible view of consensus on this issue and consider the referendum route. He and his wife obtained signatures for a referendum. At least $\frac{3}{4}$ of the people agreed to sign the petition and to have a referendum on this matter.

Barry Kline, 4 Bob White Way, said he has lived in Weatogue for 30 years. There was a time when we tried to keep drug dealers out of our town and now we are looking at letting them do business here. There has always been a difference between what is profitable and what is right. We need to do what is right and vote to keep the sale of drugs out of our town.

Tim Maher, 3 Saw Mill Road, said he agreed with all who have spoken. We all know the danger of drugs and what they can do to our children. He agrees with having a referendum vote and he feels strongly the vote would be against cannabis.

Ryan Schorr, 206 Firetown Road, said in 2005 he had severe anxiety and anorexia. He used THC but it didn't work. Then he started to smoke cannabis in small amounts and received a positive effect. This was very illegal

and unpredictable and sometimes dangerous. In 2009 he formed a student chapter of NORML, which didn't promote getting high. He said it was formed to discontinue imprisoning those who use cannabis personally and responsibly and to provide safe access for those who chose to use it. He wants safe access to use this with proper facilities and storage, etc.

James Staab, 440 Firetown Road, said he agrees with the two previous speakers. He is for it. It is 2022 and it is crazy to look at it like this, especially with all the liquor stores. We shouldn't look at it that way.

Hillary Staab, 440 Firetown Road, also agrees with previous speakers. She said she went to the meeting on extending the moratorium and thought it was crazy that the other two items were for liquor licenses. It's 2022 and the science is there. She supports the new business and tax revenues.

David Johnson, 21 Stillwood Chase, said he agrees with the comments made about Denver as it has totally changed the landscape there. This is not going to help our youth in town. He feels there should be a referendum vote not in the spring but in an election time in 2024. There are many more problems in this town to deal with.

Dave Moore, 18 Bob White Way, said he is against prohibition but does agree with referendum vote. He feels it will pass either in May or during an election vote. He wants the Boards to listen to what the people want.

Lou George, 945 Hopmeadow Street, a lawyer for Curaleaf said they don't do retail sales, it should be left to the community on what they want to do about that. They have no desire to sell adult recreational use products in Simsbury. They are cultivators and producers and provide production throughout the State. They are concerned that any action taken should consider an existing business that is a good citizen and provide language necessary to protect their ongoing interests. Their interest should be protected and allows them to continue with their preset licenses.

Dr. Mike Williams, 965 Hopmeadow Street, loves the Town and feels the approval of cannabis will change the image/brand of the Town. Financial benefits from it really isn't a positive aspect for the Town. We need to look at the positive and/or negative effects of cannabis. He doesn't think this is a good idea.

Ann Metzger, 8 Homestead Road, said she heard that many residents are against this. They love the Town's character, education and safety. It's a great place to raise a family. Our taxes and values of the Town speak highly of it and should be considered.

Lori Boyko, 15 Oakhurst Road, said she has done research. In 2013 when marijuana was legalized in Colorado studies were done for decision making. Traffic deaths were increased by 138% with the use of marijuana. She gave other information on usage in Colorado. She said there is a difference between decriminalizing, legalizing and actively promoting the sale of marijuana in town. The location is also bad as it is near a movie theatre and McDonalds. We will not be able to keep it away from kids. She would like to see some affirmative reasons in favor of doing this. We can approve it later but can't "put the Jeanne back in the bottle."

Alexander Pepe, 53 Seminary Road, said he is a licensed clinical social worker. He thinks people here have their minds made up on this issue. There is a lot of alcohol sold in Town and that destroyed his life. He is in recovery now; raising a family, paying taxes, and voting. He uses cannabis which helps him cope with life. He wanted to know where the evidence is not to have cannabis. He also wants to know the ages of the people voting on this issue as they are probably all set in their ways.

Annette Aubert, 54 Seminary Road, said she is an occupational therapist in a nursing facility. She sees a lot of alcoholic people and works with withdrawals, balance and moods of people. She said cannabis is a great alternative from alcohol and is in support of it.

Kelsey Aldrich, 21 Riverside Road, said she is opposed to the dispensary in Town. Many towns have banned the sale of cannabis and that would increase people coming here to get it. She feels cannabis is fairly new and we are still trying to figure out regulations on it. She feels we need to learn more about this issue before deciding.

Mike Paine, 72 Holcomb Street, said he does have concerns with recreational cannabis. He has no problem with medical marijuana. He said there is no current test that lets employers know if employees are currently high or not. The law really isn't done well. We need to give the Police Department better tools to use on cannabis. We need more understanding of the product before approving. He just doesn't feel it's the right thing to do right now.

Ms. Mackstutis read a letter from Peter Arango, 26 Woodlot Road, saying they had moved back from Oregon where the cannabis industry invaded the region forcing small agricultural businesses to sell. They saw small villages that sought the bounty from the discrepancies attract customers from towns that didn't have permits. This industry also takes a lot of water seasonally.

Ms. Mackstutis read a letter from Cynthia Carrey, 36 Old Mill Court, who supports the retail sale of cannabis out by the airport. She would rather get the tax benefit in our Town.

Ms. Mackstutis read a letter from Nancy and Jeff Dornenburg, 225 Old Farms Road, said they are in strong support of the retail sale of cannabis in Simsbury which will not only increase tax revenue but increase traffic to a variety of businesses in Town. This will infuse much needed money to our economy. They are confident that Simsbury can find an appropriate site for this legal cannabis sales. The potential benefits out-way any disadvantages.

Ms. Goetz read a letter from Melissa Brett, 77 Seminary Road, who said is a 32 year resident. She is the co-owner of Welden Hardware. She feels like there was little notice for the public to discuss this issue during the first twelve months after the state gave towns options to sell recreational cannabis. This issue should be front and center for residents to express their opinions for the next few months. She feels the Town missed an opportunity at the November 8, 2022 elections to vote on this topic. She feels the town would have to add town staff to keep residents, businesses and visitors safe. She feels the Town should get direct feedback from MA before doing anything. She has several questions that need to be answered before a yay or nay vote.

Mr. Wellman read a letter from Lisa Gray, 120 Old Canal Way, wanted to add some things to think about on this issue. She read a book called “Smoke Screen, What the Marijuana Industry Doesn't Want You to Know.” There are ten times more daily users today then there was during the Clinton administration. There are also many more hospitalizations. Cannabis can be 99% more potent now. Look at all the issues in Colorado. Youth will get this cannabis if brought into Simsbury. State inspectors are understaffed also. She doesn't feel we should rush into this without understanding the consequences.

Mr. Peterson read a letter from Sylvia Ho, 6 Sagamore Drive, urged the Board of Selectmen to prohibit the retail sale of cannabis in Simsbury. She knows cannabis is legal and it has many benefits to people with medical or mental issues, but doesn't feel it should be sold in a retail setting in a community of families. She is

concerned about our youth. She gave links where more information could be obtained. She said there are no porn shops in Town, the movie theatres don't show porn movies, and so we shouldn't have a cannabis shop.

Mr. Askham read a letter from John Verbeke, 318 Old Farms Way, said it is inevitable that cannabis will be removed from the Federal 1 controlled substance list. He feels cannabis is no more harmful than alcohol or cigarettes. He feels it is logical to regulate cannabis like those products. He thinks the Town should allow distribution and receive the tax benefits.

Ms. Abbuhl read a letter from Robert Rothenberg, 126 Hopmeadow Street, is in support of a marijuana dispensary in Simsbury. He is a family physician who has witnessed benefits of the use of marijuana.

Ms. Abbuhl read a letter from Morgan Murphy, 34 Hopmeadow Street, and Sr. Compliance Manager for Curaleaf CT who produces cannabis in Simsbury. He is a strong promoter of retail sales and he can attest to peacefulness and happiness it maintains in the community. He is confident they can successfully stay in Simsbury if given the opportunity. He can guarantee security measures will be followed. There will be good employment opportunities for people here also. If anyone has any safe access questions, he said to contact him personally.

Ms. Mackstutis said cannabis is legal in CT. This all started with Zoning last year. We have gone through a couple of new boards and new staff during this process and we are going to get facts based on comments heard tonight. She doesn't know the next steps yet as there are several options. The referendum option would need to be discussed with legal counsel and would only be able to be handled by petition. There will be more to come on this issue.

Mr. Peterson said there is some confusion if Zoning takes action before the Board of Selectmen, in the affirmative, and an application is made. Their action shouldn't prevent the Board of Selectmen to prevent further discussion on this issue. There are a few other questions that would require legal counsel as well.

Mr. Askham made a motion to close the public hearing at 7:05 p.m. after receiving all comments. Mr. Peterson seconded the motion. All were in favor and the motion passed.

PUBLIC AUDIENCE

- **Participants can address the Board of Selectmen in person at the meeting**
- **Email townmanager@simsbury-ct.gov by 12:00 noon on Monday, November 28, 2022 to register to address the Board of Selectmen live through Zoon**
- **Written comments can be emailed to townmanager@simsbury-ct.gov, Written comments will not be read into the record, but forwarded to all Selectmen via email**

Joan Coe, 26 Whitcomb Drive, spoke about lights on in the parking lot now that it is eastern standard time, bad morale in Police Department, the Planning Department problems, the Compliance Officer, Town Manager, and biking on sidewalks with the walkers and other issues.

FIRST SELECTMAN'S REPORT

Ms. Mackstutis, First Selectman, reviewed her First Selectman's report.

TOWN MANAGER’S REPORT

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

LIAISON AND SUB-COMMITTEE REPORTS

- a) **Personnel** – there was no report at this time.
- b) **Finance** – there was no report at this time.
- c) **Public Safety** – Mr. Askham said there will be a meeting on the 3rd Thursday of the month. One item to discuss is on the sidewalk petition over by Grist Mill and crossing over to West Street.
- d) **Board of Education** – there was no report at this time.

Ms. Abbuhl thanked everyone for their donations to the Simsbury Food Pantry – the bin was overflowing. She said they are continuing to take donations and there are other ways to help donate to different projects. She said to contact Social Services if you wish to help.

Ms. Goetz said the Library is also accepting donations of new items as well.

Mr. Wellman said the Board of Selectmen set aside \$22,000 for data collection for the DEI Council. They interviewed a few consultants and settled on Data Haven. There will be areas of focus with possible policy areas to help make the Town a more welcoming place.

Mr. Askham said he had discussion with the First Selectman and Town Manager about SVAA and the results of staffing a second ambulance and a financial model. There are no promises to fund, but they need to look at this and figure out the next steps.

Ms. Mackstutis said there is a Finance Sub-committee meeting on Thursday. They are hoping to finalize the business grant program and prescreening some asks for the budget. SCTV will film this meeting for all to see.

Mr. Wellman made a motion to amend the agenda to put item c about the bleachers to after item e. Ms. Abbuhl seconded the motion. All were in favor and the motion passed.

SELECTMEN ACTION

a) Tax Refund Request

Mr. Askham made a motion, effective November 28, 2022, to approve the presented tax refunds in the amount of \$2,549.90, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds. Ms. Goetz seconded the motion. All were in favor and the motion passed.

b) Simsbury Education Association (SEA) Collective Bargaining Agreement Renewal

Ms. Capriola said there has been a tentative agreement reached and ultimately it now comes to the Board of Selectmen for final ratification. She is recommending that it pass as this was all done in good faith.

Mr. Wellman made a motion, effective November 28, 2022, to approve the three-year collective bargaining agreement between the Simsbury Board of Education and the Simsbury Education Association as approved at

the November 15, 2022 Board of Education meeting. Mr. Askham seconded the motion. All were in favor and the motion passed.

c) Authorization of the Board of Education to Apply for a Connecticut Indoor Air Quality Grant for the Air Quality Improvement Project at the Squadron Line Elementary School Referral of the Project to the Public Building Committee and Authorization of Preparation of Schematic Drawings and Specifications

Ms. Capriola said this was a competitive grant opportunity. It is her understanding that eligible HVAC and air quality related projects would be eligible for 80% reimbursement from the State with a 20% match. There is a potential project at Squadron Line Elementary School that would potentially qualify for this grant. The High School project is not eligible. These motions are required by the State for this grant project. No other elementary schools qualified for the grants.

Mr. Askham made a motion, effective November 28, 2022, that the Board of Selectmen authorize the Town of Simsbury Board of Education to apply to the Commissioner of Education and to accept or reject a grant for the Squadron Line Elementary School Air Quality Improvement Project.

And, effective November 28, 2022, that the Board of Selectmen hereby establish the permanent Public Building Committee as the Building Committee to the proposed Squadron Line Elementary School Air Quality Improvement Project.

And, effective November 28, 2022, that the Board of Selectmen authorizes the preparation of schematic drawings and authorize specifications for the proposed Squadron Line Elementary School Air Quality Improvement Project.

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

d) Amend Motions Adopted July 11, 2022 and August 8, 2022 Regarding Various Sidewalk and Multi-Use Path Infrastructure Appropriation to Reflect Revised Costs to be Made Subject to Referendum Vote State Historic Preservation Office Historic Restoration Funds (HRF) Grant

Ms. Capriola said to refer to page 21 of the packet which summarizes various grants that we received or were previously approved grants and infrastructure projects where the costs have escalated. These granting agencies are making up the difference in the cost of these project.

Ms. Capriola said the challenge is that if the overall supplemental appropriations for the year are in excess of 3% we are supposed to go back to voters. She has consulted with bond counsel and the Town attorney on this issue.

After further explanation and a lot of discussion, Mr. Wellman made the following motions, with the correction on page 18 LOCIP to LOTCIP effective November 28, 2022:

RESOLVED, that the Resolution of the Board of Selectmen regarding the Firetown Road Sidewalk Construction Project adopted under **SELECTMEN ACTION** (item h) be amended to read as follows:

RESOLVED, that the Board of Selectmen recommends and approves subject to referendum vote, the appropriation of a grant in the amount of \$1,200,000 and a Community Connectivity Grant Program Grant in

the amount of \$594,000 for the aggregate grant appropriation of \$1,794,000, for the Firetown Road Sidewalk Construction project.

RESOLVED, that the Resolution of the Board of Selectmen regarding the North End Sidewalk Construction Project be adopted August 8, 2022 under **SELECTMEN ACTION** (item i) be amended to read as follows:

RESOLVED, that the Board of Selectmen recommends and approves, subject to referendum vote, that the appropriation of grants in the amount of \$913,072.12 in addition to a prior appropriation of \$810,000 for the aggregate grant application of 1,723,072.12 for the North End Sidewalk Construction project.

RESOLVED, that the Resolution of the Board of Selectmen regarding the Tariffville-Bloomfield Multi-use Path project adopted July 11, 2022 under **SELECTMEN ACTION** (item d) be amended to read as follows:

RESOLVED, that the Board of Selectmen recommend and approve, subject to referendum vote, appropriated \$1,020,000 for the aggregate grant appropriation of \$2,274,2000, for the Tariffville-Bloomfield Multi-use Path project.

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

It was noted that this is why the charter needs to be opened up so that we can reflect what we really want said. Also, the public will need notice of this change. This issue should never happen again.

e) Reallocation of Funds from Simsbury High School Air Conditioning Project to the Simsbury High School Bleacher Project

Ms. Capriola said recently the Board of Ed bid on the bleacher project came in over budget. However, the High School HVAC project came in under budget. They would like to take those savings and put it to the bleacher project. This way we are not asking for additional funds or asking for more tax money.

After discussion, Mr. Askham made a motion, effective November 28, 2022, to increase the appropriation for the Simsbury High School bleacher project by \$345,000 funded by capital project transfers from savings from the Simsbury High School air conditioning project. Ms. Goetz seconded the motion. All were in favor and the motion passed.

f) State Historic Preservation Office Historic Restoration Fund (HRF) Grant

Ms. Capriola said we already have grant commitments from the State Office of Historic Preservation to help towards restoring some of the tobacco barns. We are working on structural analysis now and the cost to restore the barns is substantial. We are eligible for another grant for this project but permission is needed to apply for another grant. There is a local match required but they have some ideas on how to handle this.

After discussion, Mr. Askham made a motion, effective November 28, 2022, to authorize submittal of a grant application for the State Historic Preservation Office Historic Restoration Fund Grant for Meadowood Barns. Ms. Abbuhl seconded the motion. All were in favor and the motion passed.

g) Board of Selectmen 2023 Regular Meeting Schedule

Ms. Capriola went through the proposed changes in the schedule.

Ms. Goetz made a motion, effective November 28, 2022, to approve the Board of Selectmen 2023 Regular Meeting Schedule as presented. Mr. Askham seconded the motion. All were in favor and the motion passed.

APPOINTMENTS AND RESIGNATIONS

a) Resignation from the Juvenile Review Board

Mr. Wellman made a motion, effective November 28, 2022, to posthumously acknowledge the resignation of Marilyn Rotondo as a member of the Juvenile Review Board. Mr. Askham seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of November 14, 2022

There were no changes to the Regular Meeting Minutes of November 14, 2022, and, therefore, the minutes were adopted.

ADJOURN

Mr. Askham made a motion, to adjourn the meeting at 8:20 p.m. Mr. Wellman seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk

CALL TO ORDER

The Special Meeting of the Board of Selectmen was called to order at 5:02 p.m., with the meeting held in a virtual format via Zoom. Present were: First Selectman Wendy Mackstutis; Deputy First Selectman Amber Abbuhl; Board members Sean Askham, Eric Wellman Chris Peterson and Heather Goetz. Others in attendance included: Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; Finance Director/Treasurer Amy Meriwether; Director of Public Works/Town Engineer Tom Roy; and Director of Infrastructure and Technology Jason Casey.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

- email townmanager@simsbury-ct.gov by noon Wednesday, November 30, 2022, to register to address the Board of Selectmen live through Zoom
- written comments can be emailed to townmanager@simsbury-ct.gov. Written comments will not be read into the record, but will be forwarded to all Selectmen via email

There was no one for public audience at this meeting.

SELECTMEN ACTION

- a) **Approve Referendum Questions and Set Referendum Date for Latimer Lane Elementary School Project and Infrastructure Grants for the Firetown Road Sidewalk, North End Sidewalk, and Tariffville-Bloomfield Multi-Use Trail**

Ms. Mackstutis said we have resolutions to correspond to the referendum on the information that was done at the November 28, 2022 Board of Selectmen meeting and the Board of Finance meeting on November 29, 2022. We also need to set a referendum date. There are two items for the referendum with two resolutions.

Ms. Abbuhl read the following:

RESOLVED,

Upon motion duly made, seconded and adopted, the reading into the minutes of the full text of the resolutions set out below is waived, copies of the resolutions having been made available to those in attendance, and recorded in these records immediately preceding these minutes,

RESOLVED, that the Board of Selectmen recommends and approves the following:

ONE

Renovation and Expansion of Latimer Lane School (Capital Reserve Fund)	\$ 2,261,837
Various Multi-Use Trail and Sidewalk Projects comprised of:	\$3,961,272.12

Bloomfield to Tariffville Multi-Use Trail (LOTICIP)
Grant (\$1,254,200)
North End Sidewalk Construction (LOTICIP) Grant
(\$913,072.12)
Firetown Road Sidewalk Construction (LOTICIP) Grant
(\$1,200,000) and Community Connectivity Grant Program
Grant (\$594,000)

RESOLUTION APPROPRIATION FROM THE CAPITAL RESERVE FUND IN THE AMOUNT OF \$2,261,837 FOR THE RENOVATION AND EXPANSION OF LATIMER LANE ELEMENTARY SCHOOL

RESOLVED,

- a) That the Town of Simsbury appropriate from the Capital Reserve Fund in the amount of TWO MILLION TWO HUNDRED SIXTY ONE THOUSAND EIGHT HUNDRED THIRTY-SEVEN DOLLARS (\$2,261,837) for the renovation and expansion of Latimer Lane Elementary School, including outdoor learning spaces. The appropriation may be spent for planning, design, architectural, engineering and other consultants fees, equipment costs, construction costs, legal fees, net temporary interest and other financing costs, and other expenses related to the project and its' financing. The Board of Selectmen may determine the particulars and may reduce or modify the scope of the projects, and the entire appropriation may be spent on the reduced or modified project.
- b) That, pursuant to Section 809 of the Town Charter, the Resolution be presented to a referendum vote under the following caption:

SHALL THE TOWN OF SIMSBURY APPROPRIATE \$2,261,837 FROM THE CAPITAL RESERVE FUND FOR THE RENOVATION AND EXPANSION OF LATIMER LANE ELEMENTARY SCHOOL?

RESOLUTION APPROPRIATING LOCAL TRANSPORTATION CAPITAL IMPROVEMENT PROGRAM GRANT FUNDS AND COMMUNITY CONNECTIVITY GRANT FUNDS IN THE AMOUNT OF \$3,961,272.12 FOR MULTI-USE CONNECTION/TRAIL DEVELOPMENT AND SIDEWALK CONSTRUCTION AND IMPROVEMENTS

RESOLVED,

- a) That the Town of Simsbury appropriate \$3,367,272.12 from Local Transportation Capital Improvement Program (LOTICIP) grant funds and \$594,000 from Community Connectivity grant funds for aggregate appropriation of THREE MILLION THREE HUNDRED SIXTY-ONE THOUSAND TWO HUNDRED SEVENTY TWO AND 12/100 DOLLARS (\$3,961,272.12) FOR (1) improvement to the Multi-Use Connections/Trails Development (Bloomfield to Tariffville), including for construction costs, land or easements acquisition and other expenses related to the project (\$1,254,200 from Local Transportation Capital Improvement grants funds; (2) the design and construction of sidewalks in the business district of the North End of the Town of Simsbury, including for construction costs, land or easement acquisition and other expenses related to the project (\$913,072.12 from Local Transportation Capital Improvement Program grant funds); and (3) the design and construction of sidewalks on Firetown Road, including for construction n costs, materials, land or easement acquisition, demolition

and removal of materials and other expenses related to the project (\$1,200,000 from Local Transportation Capital Improvement grant funds and \$594,000 from Community Connectivity grant funds). The Board of Selectmen may determine the particulars and may reduce or modify the scope of the projects, and the entire appropriation may be spent on the reduced or modified projects.

- b) The Pursuant to Section 809 of the Town Charter, this Resolution be presented to a referendum vote under the following caption:

SHALL THE TOWN OF SIMBURY APPROPRIATE \$3,961,272.12 OF LOCAL TRANSPORTATION CAPITAL IMPROVEMENT PROGRAM GRANT FUNDS AND COMMUNITY CONNECTIVITY GRANT FUNDS FOR MULTI-USE CONNECTIONS/TRAIL DEVELOPMENT AND SIDEWALK CONSTRUCTION AND IMPROVEMENTS?

Ms. Mackstutis made a motion, effective November 30, 2022, to approve the resolutions that were presented and the wording for the Referendum. Mr. Wellman seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion, effective November 30, 2022, to set the Referendum date of Saturday, January 7, 2023 pursuant to Section 809 of the Town Charter from 6:00 a.m. to 8:00 p.m. at the Simsbury Town Hall, 933 Hopmeadow Street, Simsbury, CT. Mr. Wellman seconded the motion. All were in favor and the motion passed.

ADJOURN

Mr. Askham made a motion to adjourn the Special Meeting at 5:12 p.m. Ms. Abbuhl seconded the motion. All were in favor and the motion passed

Respectfully submitted,

Kathi Radocchio
Clerk