



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Lisa L. Heavner - First Selectman

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SIMSBURY BOARD OF SELECTMEN

Main Meeting Room – Simsbury Town Hall – 933 Hopmeadow Street, Simsbury

Regular Meeting – June 27, 2016 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATIONS

- Economic Development Commission Update

FIRST SELECTMAN'S REPORT

SELECTMEN ACTION

- a) Action on Gladney vs. Simsbury, USDC Case No. 3:13-cv-00646 (MPS)
- b) Appoint Sean Kimball as Director of Finance
- c) Approve Tax Refunds
- d) Refer pursuant to CGS §8-24 Solar Panels at Community Farm to the Planning Commission
- e) Review and Possible Approval of Master Concept Plan for development of the One Old Bridge Road Property
- f) Approve Request from Simsbury Performing Arts Center for the Town of Simsbury to co-sponsor the July 1st and September 9th fireworks display and execute contract with American Thunder Fireworks
- g) Discussion and possible action on draft Final Report of the Charter Revision Commission

OTHER BUSINESS

- a) Update and Discussion on Senior Community Center Project

Telephone (860) 658-3230
Facsimile (860) 658-9467

LHeavner@simsbury-ct.gov
www.simsbury-ct.gov
An Equal Opportunity Employer

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

APPOINTMENTS AND RESIGNATIONS

- a) Acknowledge the resignation of Mark Deming (D) as a regular member of the Economic Development Commission effective July 1, 2016

REVIEW OF MINUTES

- a) Regular Meeting of June 13, 2016

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- 1. Personnel:
 - a. Approval of Culture, Parks and Recreation Administrative Secretary I Job Description
 - b. Approval of Revised Engineer Job Description
- 2. Finance
- 3. Welfare
- 4. Public Safety
- 5. Board of Education

ADJOURN

Most of the documents reviewed by the Board of Selectmen at this meeting can be located at:
<http://www.simsbury-ct.gov/board-of-selectmen>



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Appointment of Sean Kimball as Director of Finance/Treasurer

2. **Date of submission:** June 22, 2016

3. **Date of Board Meeting:** June 27, 2016

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

Thomas F. Cooke – Director of Administrative Services – tcooke@simsbury-ct.gov

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

Approve the appointment of Sean Kimball to the position of Director of Finance/Treasurer effective immediately.

6. **Summary of Submission:**

The Town of Simsbury began its search for a new Director of Finance/Treasurer upon the resignation of Joe Mancini from that position in February, 2016. Finalists were interviewed on June 21, 2016 by the First Selectman, the chair of the Board of Finance, the Director of Administrative Services and the Finance Director for the Town of Avon. This panel recommended the appointment of Mr. Kimball as Director of Finance/Treasurer and the Board of Finance approved that appointment, subject to the final decision of the Board of Selectmen, at a Regular Meeting of the Board of Finance on Tuesday, June 21, 2016.

Mr. Kimball has been employed by the Town of Simsbury since January, 2011 and his most recent regular position was that of Deputy Director of Administrative Services. In that position, Mr. Kimball served as Risk Manager, had responsibilities for administration of the town's retirement benefits and significant finance responsibilities including assistance with preparation of budgets, gathering relevant information and assisting with preparation of the annual Capital Improvement Program (CIP), and preparation with the First Selectman of budget presentations for town budget hearings, public hearings and workshops. Mr. Kimball also supported the Finance Director with preparing budget documents and coordinating legal notices for publication and distribution online and in

newspaper, as well as with financial analysis. He supported the Director of Administrative Services with the collective bargaining process, including preparation of financial models and scenarios and quantifying the financial impact of union and town proposals. Mr. Kimball's position was funded half by the Finance Department and half by the First Selectman's Office.

Most significantly, Mr. Kimball has twice served as interim Director of Finance/Treasurer during the town's budget preparation process, the first time from November, 2013 through March, 2014 and most recently from February, 2016 to the present. He was critical to the successful conclusion of those budget seasons.

Mr. Kimball is a member of the Government Finance Officers Association. He received a Master of Public Administration degree from UConn in May 2009, graduating second in his class with a 3.9 GPA. His classes at UConn included a focus on budgeting in public organizations, policy analysis, organizations and management, public financial management and investment analysis. He received a Bachelor of Science in Political Science in June, 2003 from Santa Clara University. Prior to working for the town, he served as Innovation-Based Budget Consultant to the City of New Haven and as a Local Government Management Fellow in the City of San Jose, CA.

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

The position is currently in the budget.

8. Description of documents included with submission:

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

None.



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Tax Refunds
2. **Date of submission:** June 21, 2016
3. **Date of Board Meeting:** June 27, 2016
4. **Individual or Entity making the submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

Colleen O'Connor- Tax Collector

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

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

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

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

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

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

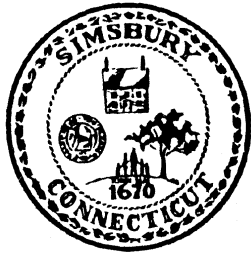
Approve tax refunds per attached printout in the amount of \$ 245.51

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

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

Tax Refunds.xls

	BILL NUMBER	TAX	FIRE	INTEREST	TOTAL
List 2012					
					\$0.00
					\$0.00
Total 2012		\$0.00	\$0.00	\$0.00	\$0.00
List 2013					
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total 2013		\$0.00	\$0.00	\$0.00	\$0.00
List 2014					
Bouchard John	14-02-40099	\$245.51			\$245.51
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total 2014		\$245.51	\$0.00	\$0.00	\$245.51
TOTAL 2012		\$0.00	\$0.00	\$0.00	\$0.00
TOTAL 2013		\$0.00	\$0.00	\$0.00	\$0.00
TOTAL 2014		\$245.51	\$0.00	\$0.00	\$245.51
					\$245.51
TOTAL ALL YEARS		\$245.51	\$0.00	\$0.00	\$245.51



Town of Simsbury

66 Town Forest Road, P.O. Box 495, Simsbury, Connecticut 06070

~ Thomas J. Roy, P.E. – Director of Public Works ~

BOARD OF SELECTMEN MEETING **AGENDA SUBMISSION FORM**

1. **Title of submission:** Solar Panels at the Community Farm
2. **Date of submission:** June 20, 2016
3. **Date of Board Meeting:** July 11, 2016
4. **Individual or Entity making the submission:**
Thomas J. Roy, P.E. – Director of Public Works
Diana Goode, Executive Director Gifts of Love
5. **Action requested of the Board of Selectmen:**
Approve placement of free standing solar panels on Town owned property, pending all necessary land use and building permits required.

Pursuant to CGS 8-24; The Board of Selectmen needs to forward request to the Planning Commission for review prior to action.

Land Use Commission Approvals include:

- Site plan amendment – Zoning
- Site plan amendment – Design Review Board

No work will begin until all necessary approvals are met.

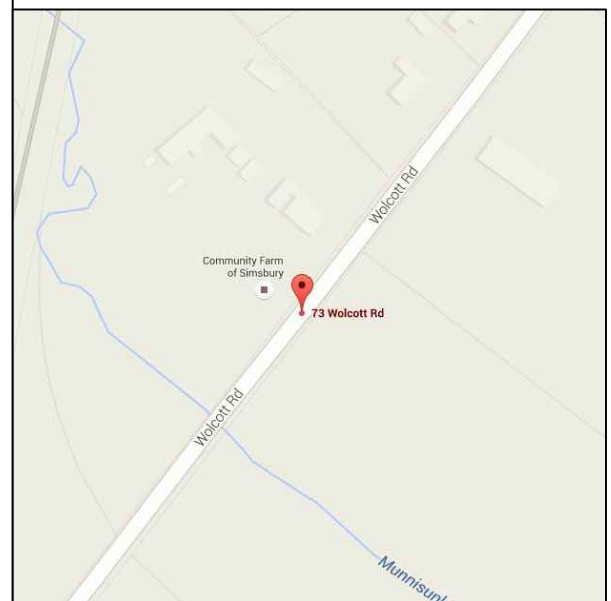
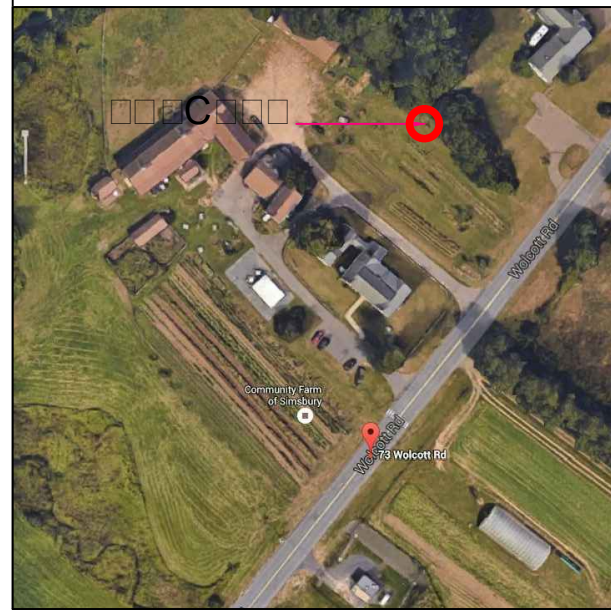
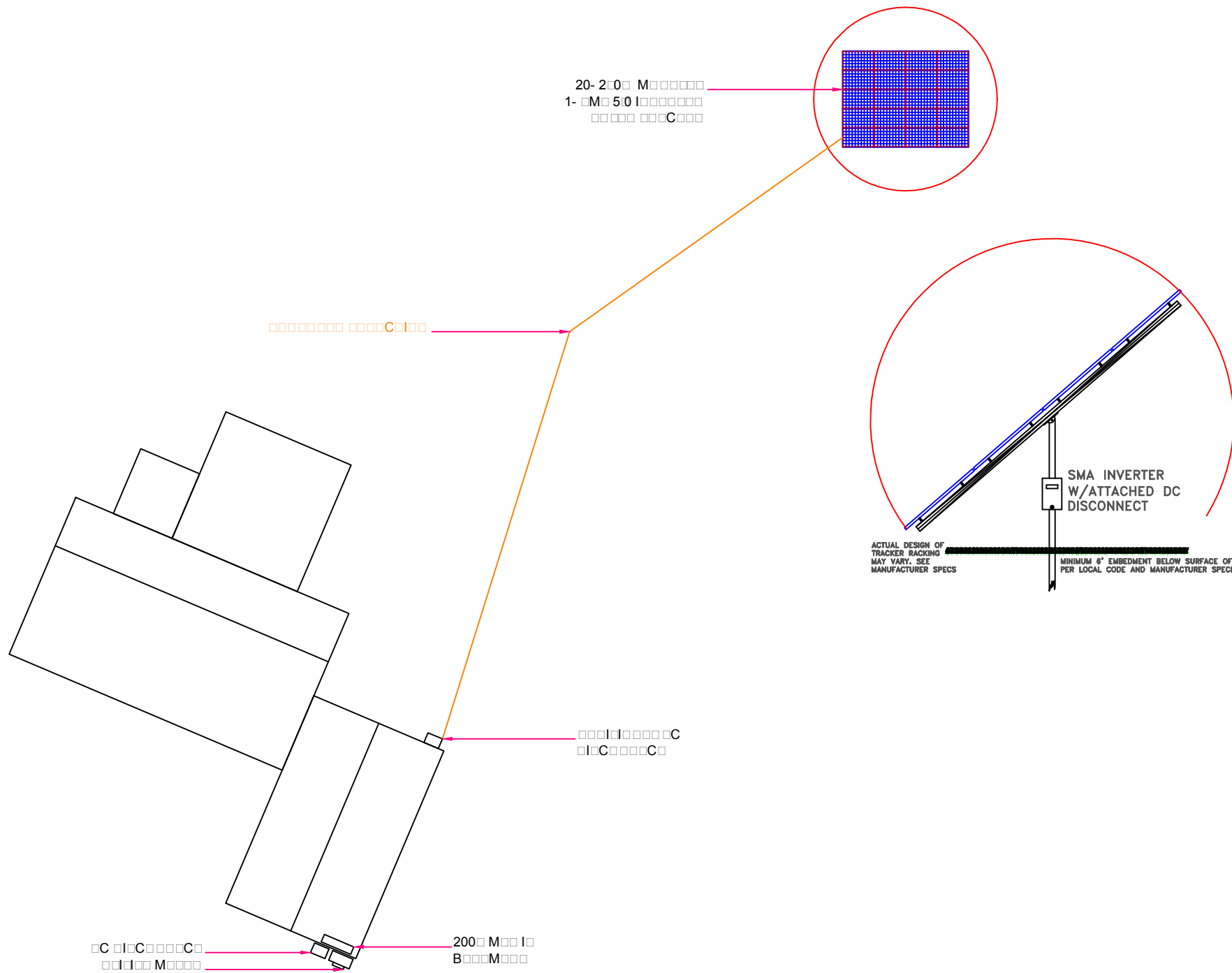
6. **Summary of Submission:**
The Community Farm of Simsbury has been offered a gift of a 240kWh Solar Array that would be placed on the property owned by the Town. These panels would reduce the operational costs of the Farm and serve an educational tool to visitors to the Farm.

The Community Farm of Simsbury would agree that when the lease with the Town expires, the solar array would become the property of the Town.

7. **Financial Impact:**
None

8. **Description of documents included with submission:**

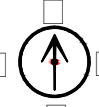
Construction drawings associated with the proposed solar panels design.



C-TECSOLAR

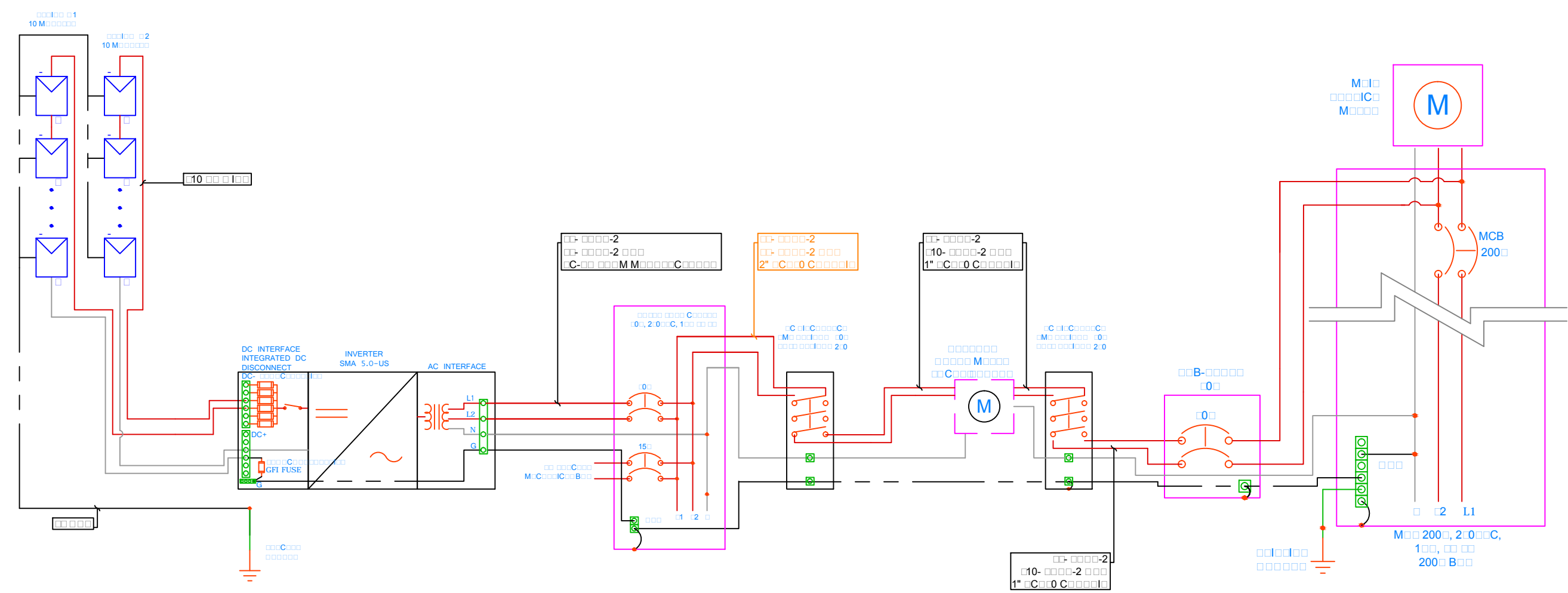
SUITE 200
 1 GRIFFIN RD. SOUTH
 BLOOMFIELD, CT 06002
 P: 1.888.52.SOLAR 860.580.7174
 F: 860.580.7915 WWW.CTECSOLAR.COM

Community Farm of Simsbury
 73 Wolcott Rd
 Munnisun



<p>20-2.0 M 1-M 5.0</p>	<p>SMA INVERTER W/ ATTACHED DC DISCONNECT</p>	<p>MINIMUM 6" EMBEDMENT BELOW SURFACE OF THE GROUND; PER LOCAL CODE AND MANUFACTURER SPECIFICATIONS</p>	<p>ACTUAL DESIGN OF TRACKER RACKING MAY VARY. SEE MANUFACTURER SPECS</p>	<p>200 M B</p>	<p>M C</p>	<p>M C</p>	<p>M C</p>
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L-1



INVERTER CALCULATIONS		
10 M	1 M	2 M
11	11	11
INTERACTIVE PHOTOVOLTAIC POWER:		
2	2	2
2.0	2.0	2.0

$20 \text{ A} \times 240 \text{ V} = 4800 \text{ VA}$
 $1 \text{ MVA} \times 50 \text{ Hz} = 50 \text{ Hz}$
 $2.0 \text{ MVA} \times 52 \text{ Hz} = 52 \text{ Hz}$

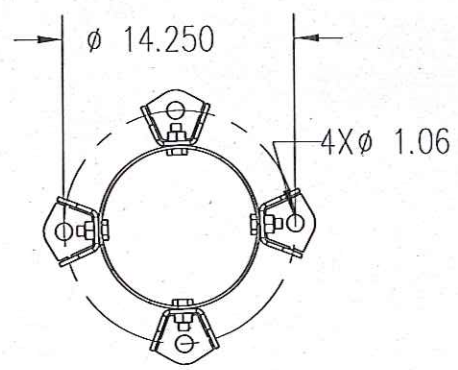
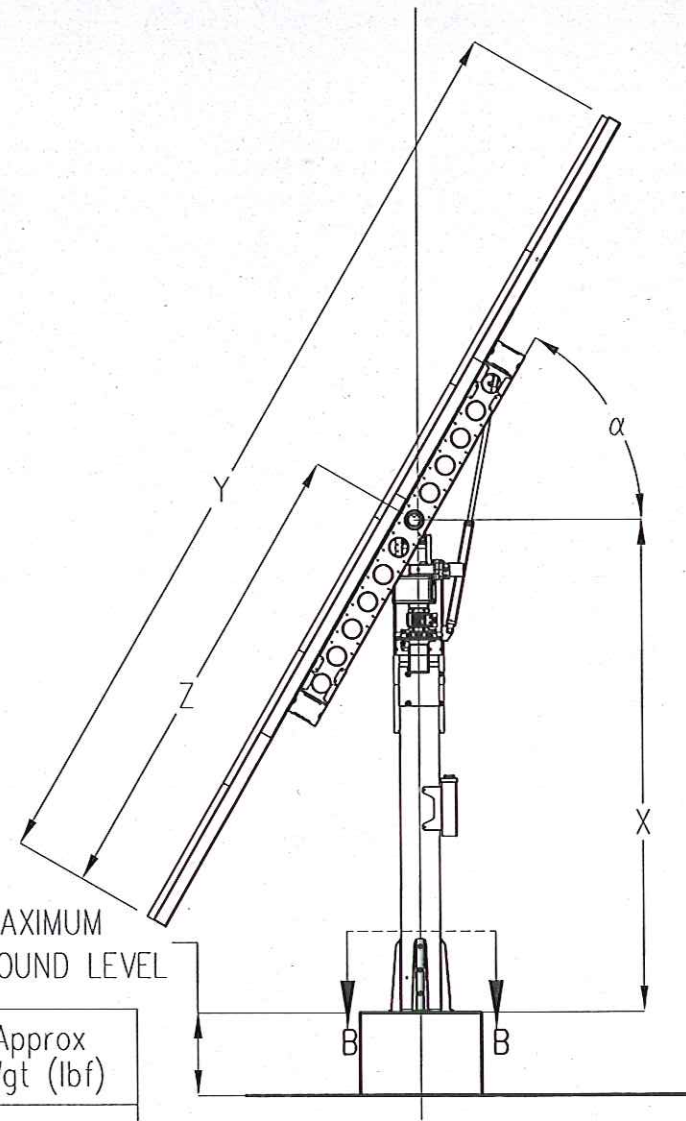
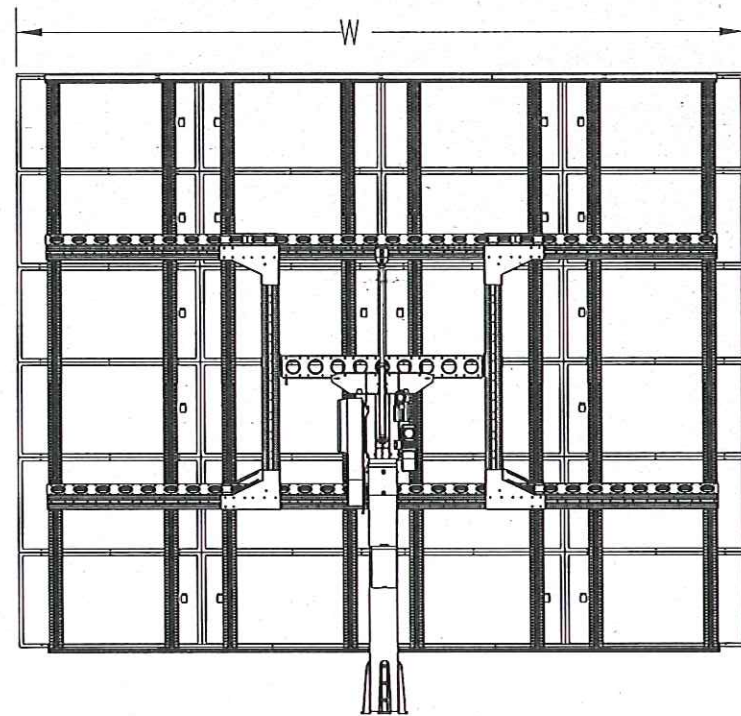
10 M	1 M	2 M	10 M	1 M	2 M	10 M	1 M	2 M
11	11	11	11	11	11	11	11	11

E-1

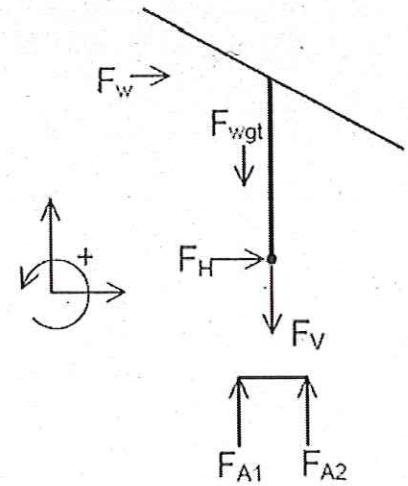
MCB 200
 M 200, 2.0 C, 100 B
 10-200-2
 1" C 0 C
 2" C 0 C
 1" C 0 C
 10-200-2
 1" C 0 C
 1" C 0 C
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 1" C 0 C

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REV.	DESCRIPTION	DATE	APPROVED



SECTION B-B
SCALE 1 : 12

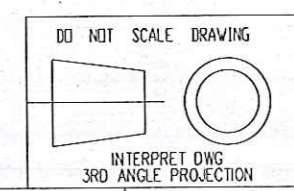


Model	Width(ft)	Panel Hgt (ft)	Height to Axle (ft)	Axle to bottom of array (ft)	Approx Wgt (lbf)
	W	Y	X	Z	
Series 20	21.67	16.25	10.74	7.35	2900

Load Case	Wind Speed	Snow/Ice	Angle α	Anchor Bolts FA1 or FA2(lbf)	Fv (lbf) Tension = (-)	FH (lbf)
	mph	lbf/ft ²	Deg	Min/Max	Min/Max	lbf
Wind (2,4,7)	100	0	7.5	-10,100/13,250	-650/6,350	500
Wind (2,4,7)	110	0	7.5	-12,550/15,400	-1,150/7,050	600
Wind (2,4,7)	120	0	7.5	-14,550/17,500	-1,700/7,850	700
Wind (3)	16 lbf/ft ² Horizontal		7.5	-4,950/6,750	2,850	550
Snow (5)	0	15	0	7,250	8,050	0

NOTES:

- Compressive Loads are positive values.
- Given forces are maximum values determined using multiple load combinations per ASCE 7-10 Sec. 27.4.3 Exposure B, $K_z=0.57, K_d=0.85, K_{zt}=1.0, h=11.5', G=1.11$
- Forces are calculated per ASCE 7-10 Sec. 27.1.5
- The tracker controller automatically moves the tracker to the parked ($\alpha=0$) position if the wind speed exceeds 30 mph for 5 seconds as measured by the anemometer located on the tracker. An angle of 7.5° was chosen for the wind loading analysis to determine the loads due to installation of the tracker on a slope and non horizontal wind conditions
- Design ice/snow load = 15 lbf/ft². This is intended for single storm event as the tracker control will execute specific actions to clear the accumulated snow on a frequent/ daily basis and snow will not accumulate on the panels for extended periods of time.
- The structural elements of the tracker meet the requirements of the AISC Manual for Steel Construction, ASD, 13th Edition Section 16.1 Chapter E, F and H.
- ASCE 7-10 Sec 2.4.1 basic combinations. $L=R=E=0$. Seismic forces were not considered. Design Loads are based on Load Combinations 5 & 6.
- The tracker is intended for installation in conditions defined by ASCE 7-10 for Exposure B. Exposure B is defined as "Urban and suburban areas, wooded areas, or other terrain with numerous closely spaced obstructions having the size of single-family dwellings or larger."
- Sites with unusual wind or ground conditions must be evaluated on a case by case basis by a qualified professional engineer.



UNLESS OTHERWISE SPECIFIED DIMENSIONS ARE IN INCHES TOLERANCES ARE: FRACTIONS DECIMALS ANGLES +/- 1/16 .X +/- .030 +/- .XX +/- .015 .XXX +/- .005	CAD GENERATED DRAWING, DO NOT MANUALLY UPDATE	ALLEARTH RENEWABLES	
MATERIAL	DATE	Series 20 Tracker Wind & Snow Loads	
FINISH UNLESS OTHERWISE SPECIFIED	RESPONSIBLE ENG APPROVAL Nabil Taha, P.E. 4-03-2015	SHEET SIZE B	DRAWING # NET2119
	SCALE N.T.S.		REV. 1
			SHEET 1 OF 1



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** One Old Bridge Road Status Report

2. **Date of submission:** June 22, 2016

3. **Date of Board Meeting:** June 27, 2016

4. **Individual or Entity making the submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):** Jerome F. Shea, Town Engineer

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

Review and approval of Master Concept Plan for development of the 1 Old Bridge Road property.

6. **Summary of Submission (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):**
 - (i) Board of Selectmen accepted the recommendation of the Open Space Committee regarding the future use of One Old Bridge Road (former Betty Hudson property) on August 10, 2015.
 - (ii) Staff worked closely with Open Space Committee and Old Drake Hill Flower Bridge Committee to develop a concept plan for future improvements for the property.
 - (iii) Funding for future improvements in the amount of \$300,000 was included as part of the FY 2016/2017 capital improvement budget. The cost for demolition of the existing structure will be offset by grant funding if approved for the project.

- (iv) No contracts require approval as part of the requested action by the Board of Selectmen.
- (v) The design and permitting required for the project will be initiated during FY 2017.

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

The operational costs associated with these improvements will require some increased level of effort for the Culture, Parks, and Recreational Department to provide routine maintenance for this parcel. This financial impact is estimated to be minimal.

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

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

- a. *Masterplan, One Old Bridge Road, prepared by Milone & MacBroom, April 2016*
- b. *Engineer's Opinion of Probable Costs, 4/12/16.*
- c. *Minutes of May 4, 2016 Open Space Committee meeting approving master plan for One Old Bridge Road.*

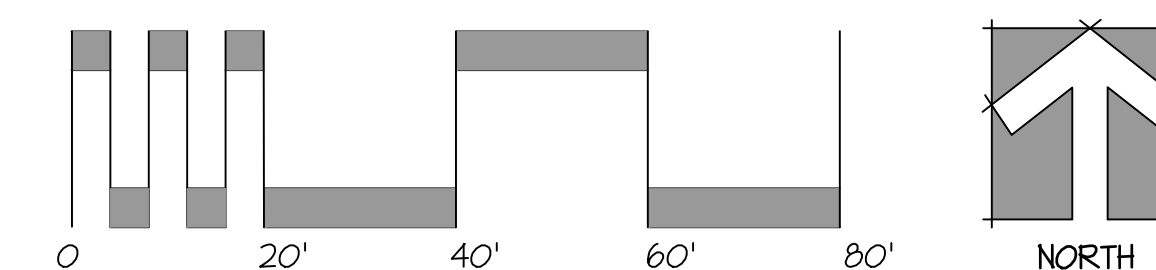


MASTERPLAN
 ONE OLD BRIDGE ROAD
 SIMSBURY, CONNECTICUT

APRIL 2016



99 Reedy Drive
 Cheshire, Connecticut 06410
 (203) 271-1773 Fax (203) 272-9733
 www.miloneandmacbroom.com



ITEM	ITEM DESCRIPTION	UNIT	TOTAL QUANTITY	UNIT COST	TOTAL
Site Preparation					
1	Mobilization	LS	-		\$ 15,000.00
2	Construction Staking/As-Built Survey	LS	-		\$ 5,000.00
3	Clearing & Grubbing	LS	-		\$ 12,500.00
4	S&E	LS	-		\$ 10,000.00
5	Temporary Construction Chain Link Fence	LF	200	\$ 15.00	\$ 3,000.00
6	Pavement Removal	SY	60	\$ 15.00	\$ 900.00
8	One Old Bridge Road Demo & Removal	LS	-		\$ 35,000.00
10	Earthwork at riverbank - regrading	CY	1200	\$ 15.00	\$ 18,000.00
11	Utility Relocation & Reconnection (<i>electric & water</i>)	LS	-		\$ 5,000.00
				Subtotal Site Preparation	\$ 104,400.00
Pavements					
14	Concrete sidewalk	SF	1650	\$ 12.00	\$ 19,800.00
15	Concrete Slab at Portos and Shed	SY	17	\$ 170.00	\$ 2,890.00
16	Parking Striping	LS	-		\$ 3,000.00
17	Stone Dust Path to Boat Launch	SY	102	\$ 25.00	\$ 2,550.00
18	Stone Slabs for Fishing Access Points (<i>assume 10 treads per location</i>)	EA	2	\$ 7,500.00	\$ 15,000.00
19	Stone Slabs at Boat Launch	EA	1	\$ 7,500.00	\$ 7,500.00
20	Landscape Boulders	TON	10	\$ 120.00	\$ 1,200.00
				Subtotal Pavements	\$ 51,940.00
Planting					
21	Riverbank Planting Restoration	LS	-		\$ 20,000.00
22	Turf Establishment (<i>includes topsoil</i>)	SY	2400	\$ 5.00	\$ 12,000.00
23	Meadow Establishment (<i>includes topsoil</i>)	SY	1125	\$ 7.00	\$ 7,875.00
24	Tree Planting	EA	30	\$ 500.00	\$ 15,000.00
25	Shrub Planting	EA	95	\$ 35.00	\$ 3,325.00
26	Perennial Planting	EA	200	\$ 12.00	\$ 2,400.00
27	Topsoil for planted areas	SY	1350	\$ 5.00	\$ 6,750.00
28	Mulch (4" depth)	SY	1350	\$ 7.00	\$ 9,450.00
				Subtotal Planting	\$ 76,800.00

Site Fixtures					
29	Park Site Sign	LS	-		\$ 10,000.00
30	Timber Guiderail	LF	350	\$ 40.00	\$ 14,000.00
31	Misc Regulatory Signage (H/C)	EA	1	\$ 300.00	\$ 300.00
32	Solid Board Screen Fence at Portos	LF	37	\$ 180.00	\$ 6,660.00
34	Wood 3-Rail Fence	LF	135	\$ 35.00	\$ 4,725.00
36	Dog Sanitary Station	EA	1	\$ 250.00	\$ 250.00
37	Drinking Fountain with Dog Bowl	EA	1	\$ 6,800.00	\$ 6,800.00
38	Bicycle Rack	EA	3	\$ 600.00	\$ 1,800.00
39	6 Ft. Bench with Back	EA	5	\$ 2,700.00	\$ 13,500.00
40	Picnic Table (in pavilion)	EA	4	\$ 1,200.00	\$ 4,800.00
41	Trash and Recycling Unit	PAIR	2	\$ 2,000.00	\$ 4,000.00
42	Concrete Wheel Stop	EA	1	\$ 200.00	\$ 200.00
				Subtotal Site Fixtures	\$ 67,035.00
Structures					
45	Utility/Storage Shed	EA	1	\$ 12,000.00	\$ 12,000.00
46	Custom Pavilion	EA	1	\$ 80,000.00	\$ 80,000.00
47	Minor Items	LS	-		\$ 25,000.00
				Subtotal Structures	\$ 117,000.00
				PROJECT SUBTOTAL =	\$ 417,175.00
				10% Contingency	\$ 41,717.50
				CONSTRUCTION SUBTOTAL =	\$ 458,892.50
				Design Fees @10%	\$ 45,889.25
				Total	\$ 504,781.75
				PROJECT TOTAL (ROUNDED) =	\$ 500,000.00

1 **CALL TO ORDER**

2 First Selectman Lisa Heavner called the regular meeting of the Open Space Committee to order at 4:32
3 PM on Wednesday, May 4, 2016. The meeting was held in the main meeting room of the Simsbury
4 Town Offices located at 933 Hopmeadow Street, Simsbury, CT. In attendance were the following
5 committee members: Helen Peterson, William Rice, Donald Rieger, and David Ryan. Staff included
6 Gerard Toner, Director of Culture, Parks and Recreation; Town Engineer Jeff Shea; and Assistant Town
7 Planner Michael Glidden.

8
9 **PLEDGE OF ALLEGIANCE**

10 All stood for the Pledge of Allegiance.

11
12 **PUBLIC AUDIENCE**

13 Susan Masino, of 41 Madison Lane, provided a handout with her comments, concerns and suggestions,
14 as well as that of someone she consulted, on the forest management plan for Onion Mountain Park.
15 Her full comments are attached.

16
17 Ferg Jansen, of 3 Fox Den in West Simsbury, said he did a site walk of Simsbury Meadows and was
18 impressed, but thought it was an under-used asset. He asked whether there was serious consideration
19 to allow bikes there. As a bike friendly community, he said it might be something to consider.

20
21 **REVIEW/ADOPT MINUTES OF APRIL 6, 2016**

22 **MOTION** Mr. Rieger made the motion to adopt the minutes of April 6, 2016 with the change of
23 making the second “is” on line 45 to “it.” Mr. Ryan seconded. All voted in favor, the motion passed.

24
25 **1 OLD BRIDGE ROAD UPDATE**

26 Mr. Shea went through the elements of the proposed master plan for the site. He said some of the
27 improvements were dialed back in order to take a simpler approach. Site changes/improvements
28 included such items as keeping the asphalt surface but adding a drop off area, creating formalized
29 parking with striping, establishing a handicapped accessible spot, a proposed pavilion/picnic tables,
30 plants and buffer areas, removal of invasive species, benches, educational signage, walking paths, and
31 the flower bridge shed.

32 The top priority is to take down the existing building and put up the pavilion. From there, the
33 concentration will be on site improvements and seeing what else can be done within the budget, and
34 what permitting allows.

35 There was some discussion on the footpath and whether or not pavers were safe. Mr. Shea said if
36 constructed property, they are safe. Once the committee approves the plan, it moves on to the board
37 of selectmen.

38
39 **MOTION** Mr. Ryan moved to approve the proposed master plan for 1 Old Bridge Road as presented.
40 Mr. Rice seconded. All voted in favor, the motion passed.

41
42 **TRAIL CONNECTION TO ONION MOUNTAIN PARK**

43 Stephen Philbrick and Mike Gotaski from the Canton Land Trust described to the committee the plan to
44 connect a trail in Canton with Simsbury. The Simsbury area in question is about 50 to 75 near the
45 Canton town line. There was some discussion on who is involved in this process, such as Jay Kaplan
46 from the Roaring Brook Nature Center in Canton and the Canton Land Trust. There are no wetlands

47 involved and no permitting is needed on the Simsbury side. There was a reiteration that the plan will
48 be careful not to hurt any species during the process. And before the trail is created it would be
49 flagged, and a mailer sent out to inform people/groups so anyone can walk it and make comments. Mr.
50 Toner and Mr. Glidden said they would discuss whether or not this should go through the Simsbury
51 Conservation Commission.

52

53 **MOTION Mr. Ryan made the motion to support the creation of an approximately 50-75 foot**
54 **Simsbury connection between the Blue Trail of Onion Mountain to the Stitch Trail, contingent upon**
55 **flagging, and a site walk by Mr. Kaplan, and from Mr. Toner the confirmation that there is no**
56 **invasive species. Ms. Peterson seconded. All voted in favor, the motion passed.**

57

58 **FORESTRY MANAGEMENT PLAN – ONION MOUNTAIN PARK**

59 Mr. Toner went through the history of and the thinking behind the plan. He also discussed the work
60 that went into creating a plan, how people are notified, etc. The town entered into its first forest
61 management plan in 1989 with the idea to revisit the plan every 15-20 years. There was movement to
62 do another harvest recently, but the logger dropped out. There are renewed efforts to find someone to
63 execute the program, and when a person is found and a timeline is in place, a walk of the site will be
64 planned and notifications sent. There was some discussion on site access, equipment and site usage.
65 No action was needed on this.

66

67 **SUMMER INTERN PROJECT**

68 Mr. Toner said the town would have Adam Hammershoy, who interned here last summer, back again.
69 Projects for him might include open space signs, marking access to open space parcels, possibly more
70 open space inventory work, light trail cleanup, and identifying tree limbs that are hanging. No action
71 was needed on this.

72

73 **ADJOURN**

74 **MOTION Mr. Ryan moved to adjourn and Mr. Rieger seconded and all voted in favor. The meeting**
75 **was adjourned at 5:34 PM.**

76

77 Respectfully submitted,
78 Stephanie Riefe

Open space Committee May 2016

How do you manage land? Why would you manage land?

How you manage land is determined by WHY you are managing the land, i.e. what are the current and future goals for that land.

In recent years I have had long conversations with several land owners who I have known for many years who bought land and now have their land under “management” due to state tax requirements. All have similar forested properties but very different plans. All own land that they plan to pass down to future generations in their family. I consider this similar to the Town – we are stewarding this town for the current and future residents.

What are the Town of Simsbury’s goals for management of our forests?

Any plan for land management must align with the goals of that management.

1. They should align with our Town’s reasons for conserving these forests, which were - and are - **biodiversity, recreation, and water resources.**
2. They should recognize that Simsbury’s forest resources are UNIQUE and head and shoulders above neighboring towns in terms of diverse habitats, water resources, and connectedness of open space.
3. Land management plans should be deeply aligned with local information on these features of our land, including connections that cross over town lines. Some areas should be managed quite different than others. Some could be forested and some should not be.
4. Forests do not need to be managed in order to be healthy. Some land should be left alone and allowed to become an old growth forest in New England ☺.
5. To meet our town goals, forests do not need any management other than keeping trails clear for recreation. Management costs money, risks bringing in invasives, and, most importantly, risks the unique features of that land. Managed land is less unique than unmanaged land, and becomes more so over time. Harvesting our forests, to pay for developing the plan to harvest our forests, is like a tiger chasing its tail.
6. **Onion Mountain and the Ethel Walker Woods have specific areas that should be left alone due to specific habitats and plant and animal species.**

Who should make land management decisions?

People with specific expertise should compile local resources and make decisions in keeping with the Town’s goals. **A forester will make much different decisions than a forest ecologist.**

Masino, Susan A.

From: Edward Faison <efaison@highstead.net>
Sent: Friday, April 29, 2016 3:14 PM
To: Masino, Susan A.
Subject: Re: Forestry question from neuroscience professor at Trinity College
Attachments: 5937_onion_mountain_plan_EF.pdf

Hi Susan,

I had a chance to read through the plan, perhaps not as closely as I would have liked, but I wanted to get back to you before you meet with the town with some thoughts (see attached with comments and below).

I think the best argument against the plan is that it is a mostly one-dimensional assessment of the property from a forestry perspective and therefore an incomplete assessment of the various natural resources and ecological values that one should know before engaging in multiple timber harvests (you, of course, alluded to this with your point about rare species and unique habitat not being mentioned in the plan).

A couple of specifics:

1. the plan has almost nothing to say about herbaceous plants (and little to say about shrubs), which make up the vast majority of plant diversity and rare species in forests. The New England Wildflower Society recently published the state of the plants <http://www.newenglandwild.org/conservation/state-of-the-plants-technical-report.pdf>. On page 12 they have a map of rare plant populations in all the towns in New England, and interestingly Simsbury ranks relatively high in number of rare plant populations.
2. The plan discusses wildlife in general terms, but says nothing about threatened and endangered species both locally in Connecticut http://www.ct.gov/deep/lib/deep/wildlife/pdf_files/nongame/ets15.pdf or at a global scale. For example, a number of turtle species that occur in CT are globally threatened or endangered (e.g., wood, spotted, box <http://www.iucnredlist.org/details/4965/0>). Other bird species such as the wood thrush are globally "near threatened" <http://www.iucnredlist.org/details/22708670/0>. Lack of consideration of rare or threatened wildlife species seems like a critical omission prior to timber harvest.
3. as you pointed out, discussion of geology and the traprock ridge absent along with any consideration of distinctive ecological communities and flora that may be associated with this geology.

I don't think you can really fulfill the first goal listed on page 1 of the plan "Engage in sound, sustainable land stewardship" without addressing the three points above.

Overall, the goals outlined by the town may be the larger problem than the management plan itself, because the plan is developed very much with the town's goals in mind. One thing you might ask is how the town's goals were developed and question whether these goals need to be reevaluated? (see my comments page 1 about their lack of specificity).

Hope this helps.

Best,
Ed

Note:
will provide commented
pdf of plan,
via email.

May 2015

To the Open Space Committee,

Below organized, condensed and compiled general comments about the management plan for the Ethel Walker Woods submitted by people associated with Keep the Woods. I encouraged people to attend the Open Space meeting June 3rd. Expertise from Trout Unlimited will likely be present or will submit additional comments.

In general folks are happy with many aspects. There are concerns about "overmanagement" and people want to make sure we set the right priorities based on its well-researched values. They don't want to spend money unnecessarily and feel it is important to address existing problems first and adhere to "*First Do No Harm.*"

1. Priorities: The first goals should be sustainable land stewardship, preservation of ecosystem health, and diverse wildlife habitat. Other properties which do not have a high level of biodiversity and sensitive habitat are better-suited as recreation-focused. For similar reasons people are concerned about forestry and "periodic income" since most of the damage done to the property (watercourses, ecosystems, invasives) was caused by previous logging and perc tests (did MMI's previous contract include removal of PVC pipes for the septic sites?). Meadow habitats can be achieved by mowing and/or expanding the many existing nearby meadows.

2. Access: We need access, but not so many points. McLean's is > 10x as large and has 3 parking lot access points. Putting in a gravel pull out on Woodhaven is an unnecessary expense since it will essentially remove 3 current on-street spots. Town Forest is a site the Town should invest in and maintain with services since there is a ballfield, playground, picnic area, pond, etc. A wheelchair-accessible path from the parking lot to the picnic area would be nice. Composting toilets should be used if possible (they have these at Heublein).

Upgrading access and adding signage should be a goal (rather than adding new access points and trail markings). Many people use these woods and have done so for years without harming the wonderful and varied wildlife and plant populations (Jay Kaplan at Roaring Brook can rattle off an awesome list of unexpected bird species). Access and use should not be substantially limited and trail closure avoided unless necessary.

3. Information and Signage: It does not appear that a comprehensive set of relevant resources and documents have been compiled from Trust for Public Land, Farmington River Watershed Association, and perhaps other sources. (Keep the Woods was a main resource). Malone and MacBroom mention educational signage in four locations. While many would rather not have signs every 20 feet it seems as the diversity of the woods provides opportunities to educate the public and thus calls for at least more than four signs. Maybe this could be done over a period of several years. Entrance kiosks should be visible from the road and/or parking.

4. Invasives: This should be a priority so they do not become worse. Most invasives are at sites of logging or other disturbance. The plan for the marsh may be excessive and too environmentally damaging; phragmites should however be contained from spreading further and hot spots downstream should be addressed.

5. Trail marking, erosion and water resources: Wide trails, suitable for heavier use, are already marked. Unmarked trails, for lighter use, should be left unmarked. The narrow trails are really important for quiet nature study and contemplation, with numerous plant species and invertebrates not seen on the wider, busier trails; if more traffic were to be directed there by blazes and signs their special features would be destroyed. Kiosks at entry points could state that unmarked trails are not maintained and travel on them is at one's own risk. Bicycles should not be allowed on unmarked trails for safety reasons and because of erosion (and damage to plants and animals). Trail erosion is a big problem and has diverted watercourses in some areas. Siltation in the brook is a major problem – it is significantly "stressed" by runoff.... sand and silt, choking habitat, even downstream at the Trout Pond at Stratton Brook State Park.



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING **AGENDA SUBMISSION FORM**

1. **Title of Submission:**
2. **Date of Submission:**
3. **Date of Board Meeting:**
4. **Individual or Entity making the submission: (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):**
5. **Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**

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

The Simsbury Performing Arts Center, Inc. request the Culture, Parks and Recreation Dept of Town of Simsbury to contract with the fireworks vendor (American Thunder Fireworks) to put on the two 2016 fireworks displays - one is at the TMMF Celebrate America Concert, scheduled for July 1, and the second is at SeptemberFest, Friday, Sept 9. The Town has existing insurance coverage, and it would be prohibitively expensive for Simsbury PAC, Inc. to obtain coverage for fireworks events.

The Simsbury Performing Arts Center, Inc. will reimburse the Town for the cost of the fireworks (as we did last year).

In order to reserve the dates with the vendor, the Town should sign the contract with American Fireworks as soon as possible.

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

American Thunder Fireworks has reserved the two dates but we must sign a contract for them to commit to the schedule.

The Culture, Parks and Rec Dept. of the Town has contracted with American Thunder Fireworks for many years to provide fireworks for TMMF, for SeptemberFest and for other Town events.

The cost for these two events will be covered by the Simsbury Performing Arts Center, Inc. through sponsorships as was done last year.

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

none

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

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

Two American Thunder Fireworks proposals for the two events, including rain dates.

AMERICAN THUNDER FIREWORKS
196 Park Street, North Reading, MA 01864
PHONE: (978) 664-0057 FAX: (978) 664-9886

This CONTRACT AND AGREEMENT is entered into on 6/20/2016 by and between AMERICAN THUNDER FIREWORKS, party of the first part, and Town of Simsbury, party of the second part.

The FIRST PARTY agrees to furnish to the SECOND PARTY a fireworks display of good quality and fired by licensed operators, in accordance with the program submitted to the SECOND PARTY, which program the SECOND PARTY had accepted and approved, for the amount of \$4500.00

Date of Display: 7/1/2016 Rain Date: 7/2/2016 Time: 9:0:0PM

Location: Pent Rd, Simsbury CT

The PARTY OF THE FIRST PART agrees to furnish an experienced licensed pyrotechnician necessary for said exhibition and that, in the event of rain or inclement weather, a postponement may be made to the rain date above. It is agreed and understood by the parties hereto that in the event the fireworks have been taken out and set up before the rain and with good weather prevailing the said exhibition of fireworks must be carried out in the best possible manner without any deductions whatever from the hereinafter named compensation. The FIRST PARTY shall carry adequate comprehensive personal injury and property damage liability insurance, and to secure all Police, Fire, Local and State permits, and to arrange for any security bonds as required by law in their community when necessary.

The said party of the second part agrees to procure and furnish a suitable place to display the said fireworks, and agrees to furnish necessary police detail, fire detail, and sponsors protection, snow fencing for proper crowd control, auto parking, and proper supervision in clearing of debris after the display.

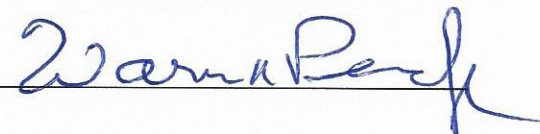
In the event of fire, accident, strikes, delay, flood, act of God, or other causes not under the control of the party of the first part which prevent the delivery of said materials, the parties hereto release each other from any and all performances of the covenants herein contained and from the breach thereof.

The PARTY OF THE SECOND PART agrees to pay the PARTY OF THE FIRST a 50% deposit of the total amount of the display with the signed contract. The remaining balance must be paid within a week of the display. The PARTY OF THE SECOND PART agrees to pay the PARTY OF THE FIRST within 10 days of the display (5 % interest will be charged per month after 10 days).

Note: Any fireworks display schedule, will acquire a rain date other than the week of July 4, 2016. This must be approved by the FIRST and SECOND PARTIES.

TOTAL DISPLAY AMOUNT.....	\$4500.00
\$2,000,000 CSL.....	INCLUDED
TRANSPORTATION.....	INCLUDED
OTHER.....	(20% Rain Date Fee)
Rain Date Fee does not apply if show is cancelled 24hrs prior to show or before the truck leaves home base.	
LESS: DEPOSIT.....	\$2250.00
BALANCE DUE.....	\$2250.00

AMERICAN THUNDER FIREWORKS

By: 

AUTHORIZED AGENT
PARTY OF THE SECOND PART

By: _____

AMERICAN THUNDER FIREWORKS
196 Park Street, North Reading, MA 01864
PHONE: (978) 664-0057 FAX: (978) 664-9886

This CONTRACT AND AGREEMENT is entered into on 6/20/2016 by and between AMERICAN THUNDER FIREWORKS, party of the first part, and Town of Simsbury, party of the second part.

The FIRST PARTY agrees to furnish to the SECOND PARTY a fireworks display of good quality and fired by licensed operators, in accordance with the program submitted to the SECOND PARTY, which program the SECOND PARTY had accepted and approved, for the amount of \$4500.00

Date of Display: 9/9/2016 Rain Date: 9/10/2016 Time: 9:0:0PM

Location: Pent Rd, Simsbury Ct. rear field

The PARTY OF THE FIRST PART agrees to furnish an experienced licensed pyrotechnician necessary for said exhibition and that, in the event of rain or inclement weather, a postponement may be made to the rain date above. It is agreed and understood by the parties hereto that in the event the fireworks have been taken out and set up before the rain and with good weather prevailing the said exhibition of fireworks must be carried out in the best possible manner without any deductions whatever from the hereinafter named compensation. The FIRST PARTY shall carry adequate comprehensive personal injury and property damage liability insurance, and to secure all Police, Fire, Local and State permits, and to arrange for any security bonds as required by law in their community when necessary.

The said party of the second part agrees to procure and furnish a suitable place to display the said fireworks, and agrees to furnish necessary police detail, fire detail, and sponsors protection, snow fencing for proper crowd control, auto parking, and proper supervision in clearing of debris after the display.

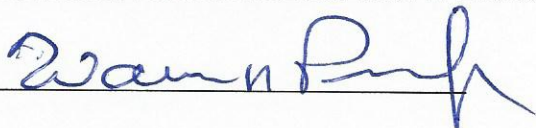
In the event of fire, accident, strikes, delay, flood, act of God, or other causes not under the control of the party of the first part which prevent the delivery of said materials, the parties hereto release each other from any and all performances of the covenants herein contained and from the breach thereof.

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Note: Any fireworks display schedule, will acquire a rain date other than the week of July 4, 2016. This must be approved by the FIRST and SECOND PARTIES.

TOTAL DISPLAY AMOUNT.....	\$4500.00
\$2,000,000 CSL.....	INCLUDED
TRANSPORTATION.....	INCLUDED
OTHER.....	(20% Rain Date Fee)
Rain Date Fee does not apply if show is cancelled 24hrs prior to show or before the truck leaves home base.	
LESS: DEPOSIT.....	\$2250.00
BALANCE DUE.....	\$2250.00

AMERICAN THUNDER FIREWORKS

By: 

AUTHORIZED AGENT
PARTY OF THE SECOND PART

By: _____



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Action on Charter Revision Commission Report
2. **Date of submission:** June 9, 2016
3. **Date of Board Meeting:** June 13, 2016
4. **Individual or Entity making the submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):**

Robert M. DeCrescenzo, Esq. – Town Counsel
Thomas F. Cooke – Director of Administrative Services

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

Take action on the Report of the Charter Revision Commission in accordance with Connecticut General Statutes Section 7-191

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

The Report of the Charter Revision Commission was filed with the Town Clerk on May 9, 2016 and transmitted to the Board of Selectmen that same day. The Board of Selectmen held a public hearing on the report of the Charter Revision Commission this evening prior to its Regular Meeting in accordance with Connecticut General Statutes Section 7-191(b). According to the statute, any additional hearings must be held on or before June 23, 2016.

After its final hearing, the Board of Selectmen has the following options pursuant to Section 7-191:

1. Within fifteen (15) days of the last hearing, it may recommend changes to the Charter Revision Commission. The Charter Revision Commission would be required to confer with the Board of Selectmen on the recommendations, make changes as the Commission deems appropriate, and make its final report to the Board of Selectmen within thirty (30) days of receipt of the recommendations.
2. If it chooses not to make any recommendations within fifteen (15) days, the report becomes “final” and the Board of Selectmen can act on the report.
3. Once the report becomes final, actions available to the Board of Selectmen include:
 - a. Approving the proposed charter amendments or rejecting “the same or separate provisions thereof;” and, if approved in whole or in part,
 - b. The proposed charter amendments shall be prepared for the ballot by the appointing authority and may be submitted in the form of one or several questions.

A complete version of the statute is attached hereto.

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

NA

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

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

Charter Revision Report

http://www.simsbury-ct.gov/sites/simsburyct/files/uploads/160505_final_report_for_filing_with_town_clerk.pdf

Connecticut General Statutes Section 7-191

Sec. 7-191. Charters, charter amendments and home rule ordinance amendments: Hearings; draft and final report; public notice; referendum; effective date; filing of copies with Secretary of the State; file maintained by State Library. (a) The commission shall hold at least two public hearings on the proposed charter, charter amendments or home rule ordinance amendments; one prior to the beginning of any substantive work on such charter, charter amendments or home rule ordinance amendments, and one after the draft report to the appointing authority has been completed, but not submitted, after which hearings the commission may amend such report. The commission may hold such other public hearings as it deems necessary.

(b) The commission shall submit its draft report, including the proposed charter, charter amendments or home rule ordinance amendments, to the clerk of the municipality, who shall transmit such report to the appointing authority. The appointing authority shall hold at least one public hearing on the draft report and shall hold its last hearing not later than forty-five days after the submission of the draft report to such clerk. Not later than fifteen days after its last hearing, the appointing authority shall make recommendations to the commission for such changes in the draft report as it deems desirable.

(c) If the appointing authority makes no recommendations for changes in the draft report to the commission within such fifteen days, the report of the commission shall be final and the appointing authority shall act on such report. If the appointing authority makes recommendations for changes in the draft report to the commission, the commission shall confer with the appointing authority concerning any such recommendations and may amend any provisions of the proposed charter, charter amendments or home rule ordinance amendments, in accordance with such recommendations, or the commission may reject such recommendations. In either case the commission shall make its final report to the appointing authority not later than thirty days after receiving such recommendations.

(d) Not later than fifteen days after receiving the final report, the appointing authority, by a majority vote of its entire membership, shall either approve the proposed charter, charter amendments or home rule ordinance amendments or reject the same or separate provisions thereof. Not later than forty-five days after a vote of the appointing authority to reject such matter, a petition for a referendum thereon, signed by not less than ten per cent of the electors of such municipality, as determined by the last-completed registry list thereof, and

filed and certified in accordance with the provisions of section 7-188, may be presented to the appointing authority. Not later than thirty days after approval by the appointing authority or the certification of such a petition (1) the proposed charter shall be published in full at least once in a newspaper having a general circulation in the municipality, or (2) the portion of the charter or home rule ordinance being amended shall be published at least once in a newspaper having a general circulation in the municipality with a notice that a complete copy of the charter or home rule ordinance and amendment is available in the town clerk's office and that a copy shall be mailed to any person who requests a copy. The town clerk shall mail or otherwise provide such copy to any person who requests a copy.

(e) The appointing authority shall, by a majority vote of its entire membership, determine whether the proposed charter, charter amendments or home rule ordinance amendments shall be submitted to the electors for approval or rejection at a regular election or at a special election warned and held for that purpose, which shall be held not later than fifteen months after either the approval by the appointing authority or the certification of a petition for a referendum.

(f) The proposed charter, charter amendments or home rule ordinance amendments shall be prepared for the ballot by the appointing authority and may be submitted in the form of one or several questions; and, if approved by a majority of the electors of the municipality voting thereon at a regular election or if approved by a majority which number equals at least fifteen per cent of the electors of the municipality as determined by the last-completed active registry list of such municipality at a special election, such proposed charter, charter amendments or home rule ordinance amendments shall become effective thirty days after such approval unless an effective date or dates are specified therein, in which event the date or dates specified shall prevail.

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1 Title of submission: Democratic Party Resignation

2 Date of submission: June 7, 2016

3 Date of Board Meeting: June 27, 2016

4 Individual or Entity making the submission:

Mark E. Deming
3 Ryan Circle
Simsbury, CT 06070

5 Action requested of the Board of Selectmen:

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

Acknowledge the resignation listed:

Name: Mark Deming
Address: 3 Ryan Circle, Simsbury 06070
Party affiliation: Democratic
Name of Board/Commission, etc.: Economic Development Commission

Regular Member

Alternate Member

Term of Office - from: January 1, 2014

Term of Office - to: January 1, 2019

6 Summary of Submission:

Acknowledge the resignation of Mark E. Deming from the Economic Development Commission

7 Financial Impact: None

8 Description of documents included with submission:

Letter of Resignation & E-mail

March 30, 2016

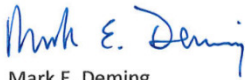
Town of Simsbury
Town Clerk, Carolyn Keily
933 Hopmeadow Street
Simsbury, CT 06070

Dear Carolyn,

I hereby submit my resignation as Chairman of the Simsbury Economic Commission effective July 1, 2016 or sooner if my replacement is secured and sworn in.

Thank you.

Sincerely,



Mark E. Deming
Chairman
Simsbury Economic Commission



E-mail message dated March 31, 2016.

This is to clarify that I am resigning from the EDC as a member and as chair, effective July 1, 2016.

Mark Deming

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:03 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Lisa Heavner; Board members Sean Askham, Michael Paine and Elaine Lang. Absent were: Cheryl Cook and Christopher Kelly. Others in attendance included: Thomas Cooke, Director of Administrative Services; Gerry Toner, Director of Parks and Recreation; Attorney Robert DeCrescenzo; James Rabbitt, Director of Planning and Community Development, and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC HEARING

To receive public comment concerning the Simsbury Charter Revision Commission’s Final Report and Proposed Revised Charter as adopted by the Commission on May 5, 2016

Ms. Heavner called the Public Hearing to order to receive public comment concerning the Simsbury Charter Revision Commission’s Final Report and Proposed Revised Charter as adopted by the Commission on May 5, 2016.

Attorney DeCrescenzo went through the process of the Charter Revision Commission. He said Charter Revision Commissions in Connecticut work under General Statutes 99, Section 7-191. He said the Commission issued the Draft Final Report in May. Under the Statute, the Board of Selectmen has 45 days in which to hold its Public Hearing on the draft final report and recommend the Charter. After the Public Hearing, the Board has 15 days to either accept the Charter and report from the Commission in whole; to send the draft report back for deliberations to discuss recommendations to the draft; or after the Public Hearing, the Board can reject the report and draft. Action must be taken with the majority of full membership of the Board, which means it would take four votes to take action. No action needs to be taken tonight.

Mark Deming, 3 Ryan Circle, said he was Chair of the EDC and a resident. He said he is resigning from the EDC as of July 1st. He feels the EDC has made progress in some major projects and doesn’t feel they should be removed as a Commission.

Mr. Deming said the Friends of Simsbury Farms is now a 501c3 tax exempt organization. They are registered for preservation and enhancement of Simsbury Farms. He handed out some brochures and said they will work closely with Parks and Recreation Commission and staff on these projects.

Linda Schofield, 3 Ryan Circle, said she is also a member of the Board of Finance. She urges the Board to split some of the topics for discussion. She doesn’t think the entire Town budget needs to be published in the newspaper, just on the website.

Ms. Schofield said if the Town does change to a Town Management form of government, she urges that we look at it like a school Superintendent. She also discussed the salary of the Town Manager as well, even though she isn't sure which form of government the Town should have.

Joan Coe, 26 Whitcomb Drive, said she has been an advocate of the Town Manager form of government. She asked that the Board submit the Charter and set a date for the Referendum. She urged everyone to listen to a documentary on U-tube and SCTV about local government. She said Avon, Granby and Farmington have the Town Manager form of government and do well.

Hadley Rhoades, Timber Ledge Drive, said he was the Chairman of the Charter Revision Commission. He said they ended up as an 11 member Commission. He said they had eighteen meetings and two Public Hearings. The vote for a Town Manager form of government was 7-4 in favor. He thanked everyone for all their hard work on this issue.

Chris Barnett, Vice Chair of EDC said they gave the Board two letters on this issue (as attached). She said they were dismayed by the process and lack of communication with EDC and their being eliminated. She said EDC needed some leadership help and feels eliminating them would give poor messages to local businesses. They want the EDC to continue and would like this issue looked at separately.

Michael Rinaldi, 32 Pinnacle Mountain Road, said the CRC meetings were poorly attended. He feels the present form of government is fine, but also feels the Town Management form of government would be fine also. He also had some questions about what happens next and what happens if this is voted down at the Referendum. More people were more concerned about the Board of Education than they were about the form of government.

Robert Kalechman, 971 Hopmeadow Street, just feels there are too many self-serving people in Town. He also spoke about the Constables that were let go. He also feels the Town Manager form of government would be a good idea. He did urge the Board to reject this Charter at this time.

Tom Frank, 19 Danbury Drive, thanked the CRC and congratulated them on a thorough and thoughtful process. He feels the First Selectmen has done a great job, but does feel a Town Manager would be higher qualified. He doesn't feel the EDC should be eliminated, but it should be made better.

Chip Houlihan, 2 Somerset Lane, President of the Simsbury Chamber of Commerce, feels there was a communication problem in terms of the elimination of EDC. He feels the EDC should not be eliminated as they are a resource and advocate for people. Eliminating them sends a bad message to Town businesses.

Anita Mielert, a member of the Charter Revision Commission, said the process was very interesting. She doesn't feel the residents were not paying attention as they were on TV and had their minutes on the website. She said the EDC Task Force felt economic development should be the responsibility of the CEO of the community. There needs to be a new template for this Commission.

Jerry Lintner, 22 Massaco Street, said there are so many important and specific separate issues in that document and he doesn't know how people can vote on it. He said he was impressed with EDC and said they

work very hard. He feels the First Selectman form of government isn't a job but a life. He feels this is a great community and he isn't moving to the Town with a Town Manager form of government. If it isn't broken then don't fix it.

Bob Dugay thanked the Board for all they do and he thanked the Charter Revision Commission for the great job and careful thought they put into this issue. He is in favor of a Town Manager form of government after hearing why a friend was in favor of this.

Dave Balboni, 13 Fox Den Road, said he served on the EDC for 51 years. He urged everyone to vote for the Town Manager form of government. He said the EDC does good work, but feels the selection process should be changed. He wants to keep the EDC in the Charter, which would send the right message out to developers.

Melissa Osborne, 25 Orchard Lane, said she was on the CRC and did vote against the Town Manager form of government. She feels this community always comes together as one and that is what makes it so special. She feels people are accountable to everyone.

Robert Kalechman said he feels this is a “self-serving” charter. He spoke again about the Constables. He feels the Board should not accept this Charter and they should start the process all over.

Ms. Mielert said she take great umbrage of the call of self-serving in giving of her free time on the Commission.

CLOSE PUBLIC HEARING

Mr. Askham made a motion to close the Public Hearing, after no further comments, at 7:15 p.m. Ms. Lang seconded the motion. All were in favor and the motion passed.

Ms. Lang made a motion to amend the agenda to add the Simsbury Public Library improvement project after item i. Mr. Askham seconded the motion. All were in favor and the motion passed.

PUBLIC AUDIENCE

Joan Coe, 26 Whitcomb Drive, spoke about the Barndoor sign, the budget, a gift of furniture that was approved, the Mitchell dealership, zoning regulations, alcohol at events, Henry James parking lot, and other issues.

Robert Kalechman, 971 Hopmeadow Street, terrorism, the marijuana factory, new flags for Veterans, “self-serving” management, the Charter, and other issues.

PRESENTATIONS

There were no presentations at this time.

FIRST SELECTMAN’S REPORT

Ms. Heavner thanked residents who voted on the Referendum. The budget passed with no increase.

Ms. Heavner said the Education and Town budgets passed at referendum without a tax increase again. Also, four capital projects passed. The referendum results can be seen on the web.

Ms. Heavner said the Town, in conjunction with Avon, Canton, Granby and Farmington will be holding a Household Hazardous Waste Collection on June 18th from 8 – 1 at the Simsbury Public Works Facility.

Ms. Heavner said the road paving work schedule is now available for 2016 on the Department of Public Works webpage. Letters are being sent to residents on the identified streets notifying them of the work to be done.

Ms. Heavner reminded everyone that it’s time to renew dog licenses, with a deadline of June 30th. Everyone can call the Town Clerk’s office at (860) 658-3243 or by visiting the Town’s website.

Ms. Heaver invited everyone to sign up for summer camps, programs, pool passes and swimming lessons at Simsbury Farms by visiting www.simsburyrec.com.

Ms. Heavner reminded everyone that June is handicapped parking awareness month. She asked everyone to remember that parking in a handicapped parking space for “just a minute” is 60 seconds too long.

Ms. Heavner said the Town has installed an Americans with Disabilities Act (ADA) compliant assistive listening system in the Main Meeting Room at Town Hall. The devices will help residents with hearing.

Ms. Heavner said the Social Services Department is accepting applications for the Renter’s Rebate Program until October 1, 2016. Applicants must be 65 or older with a maximum income of \$42,900 for couples and \$35,000 for an individual. Please call (860) 658-3283 for more information.

Ms. Heavner said there will be five Fridays of fun with the Talcott Mountain Music Festival, which begins July 1, 2016 @ 7:30 with Celebrate America and ending on July 29th with Faithfully.

Ms. Heavner thanked all the Veterans, volunteers and Town staff that organized and participated in the Memorial Day Parade. She gave a special thanks to Chair and parade organizer, Bob Gauthier, who is retiring after this year.

Ms. Heavner congratulated Mike Paine, on being inducted into the National Waste and Recycling Hall of Fame. He is being recognized for 44 years of service as a “distinguished leader in the industry demonstrating immense commitment to the industry, its workers and the customers they serve.”

Ms. Heavner congratulated Advanced Valley Dental for their newly renovated offices and welcomed the new business owner, Dr. Beenish Orr, DMD.

Ms. Heavner said AvaGrace Gifts has moved into their new location in the Simsbury Town Shops. This shop offers a unique collection of gifts for the home.

Ms. Heavner also congratulated Folly Farm on their new Polo Club. The schedule can be seen on www.simsburypolo.com or by calling (860) 719-9053.

Ms. Heavner said Green Tea Chinese Restaurant temporarily closed for significant renovations for approximately 4 months.

Ms. Heavner said Big Y indicated that they have delayed a start date for at least a year and possibly into 2018 based on internal financial priorities and commitments elsewhere.

Ms. Heavner said the Planning Department has been advised that the Silverman Group continues to press forward on their plans to develop/redevelop the site at 200 Hopmeadow Street. They are close to completing the demolition of the data wing and will be moving south with the intent to complete structural demolition by the end of July.

Ms. Heavner said Garden Homes is now under construction. This development was approved for 181 residential rental units. Everyone can visit <http://www.gardenhomes.com/> for more information.

Ms. Heavner said Highcroft, a 272 residential unit development is also under construction. For more information you can visit their website at <http://www.lifeinsimsbury.com/find-a-home/>.

Ms. Heavner said Berkshire Bank is working on interior fit-out and is not yet open.

SELECTMEN ACTION

a) Accept State Matching Grant in the amount of \$34,051 and authorize the First Selectman to execute agreements and documents for the Dial-A-Ride Program

Ms. Heavner said the State Matching Grant for Elderly and Disabled Demand Responsive Transportation provides grant funds in the amount of \$34,051, which are used to provide out-of-town medical transportation for our seniors and residents with disabilities through our existing Dial-A-Ride Program.

Mr. Askham made a motion to accept the State Grant of \$34,051 and authorize the First Selectman to execute agreements and documents for the Dial-A-Ride Program. Mr. Paine seconded the motion. All were in favor and the motion passed.

b) Approve Appointment of Town Clerk

Ms. Heavner said the Interviewing Committee felt Ms. Butler’s recommendations were stellar and she was the top choice for Town Clerk.

Ms. Butler said she is very excited to join Simsbury as the new Town Clerk.

Mr. Askham made a motion to approve the appointment of Ericka Butler as Town Clerk, pursuant to Charter Section 704. Ms. Lang seconded the motion. All were in favor and the motion passed.

c) Approve Resolution to Adopt Complete Streets Policy

Ms. Heavner said this came to the Board by the Bicycle/Pedestrian Committee to design, build and use the streets to further the health, safety, welfare, economic vitality and environmental well-being of our Town.

James Rabbitt, Director of Planning and Community Development, said this was an effort of multiple departments. He said this is a new way of looking at the movement of people.

Ms. Lang made a motion to waive the reading of the resolution. Mr. Askham seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to adopt the Complete Streets resolution as attached. Ms. Lang seconded the motion. All were in favor and the motion passed.

d) Approved proposed Eagle Scout Projects

Gerry Toner, Director of Culture, Parks and Recreation, said Tyrus Perdue and Dan Hsu came to Culture, Parks and Recreation on April 28th to present their projects. The projects are at the pavilion at Tariffville Park and at the Simsbury Farms Fitness Trail. They will work with the Building Official and staff while doing their projects.

Mr. Paine made a motion to authorize Eagle Scout projects, from Dan Hsu and Tyrus Perdue, as proposed, to be completed on Town owned property. Mr. Askham seconded the motion. All were in favor and the motion passed.

e) Approve Golf Course Tee Time Proposal

Mr. Toner said people don't come to play golf if the forecast calls for a chance of rain and this could increase play. He feels this is worth trying and will hopefully increase revenues.

Ms. Lang made a motion to approve a proposal authorizing the Culture, Parks and Recreation Director and Golf Professional to offer a discounted golf fee on weekends after 11:00 a.m. when the reserved tee time capacity is at 30% or below. Mr. Askham seconded the motion. All were in favor and the motion passed.

f) Authorize the Board of Education to apply for a Connecticut School Construction grant for the Henry James Memorial School Renovation – Phase II; referral of the project to the Public Building Committee and authorization of preparation of schematic drawings and specifications

Burke LeClair, Business Manager of Simsbury Public Schools, said they look forward to continuing the renovation project. He said the State grant process needs to be a three part motion. He went through the remaining processes.

Mr. Askham read the following resolutions:

- a) “RESOLVED that the Board of Selectmen authorizes the Town of Simsbury Board of Education to apply to the Commissioner of Education and to accept or reject a grant for the Henry James Memorial School Renovation – Phase II Project.”
- b) “RESOLVED that the Board of Selectmen hereby authorizes the permanent Public Building Committee as the building committee for the proposed Henry James Memorial School Renovation – Phase II Project.”
- c) “RESOLVED that the Board of Selectmen authorizes the preparation of schematic drawings and outline specifications, for the proposed Henry James Memorial School Renovation – Phase II Project.”

Mr. Paine seconded the motion.

Mr. Askham made a “friendly amendment” to correct the word “authorizes”, in b, to “establishes.” Ms. Lang seconded the motion. All were in favor and the motion passed.

g) Review and discuss waiver of \$1,554.34 Building Permit Fee for Roof Replacement at Virginia Connolly Residence

Ms. Heavner said the Housing Authority was awarded a 2015 Small Cities Grant on July 30, 2015, in part, for the replacement of the roof on the Virginia Connolly Residence. The bid has been awarded to JHS Restoration in the amount of \$109,000.00.

Ms. Lang made a motion to approve the waiving of the Building Permit Fee of \$1,554.34 for the replacement of the roof on the Virginia Connolly Residence. Mr. Askham seconded the motion. All were in favor and the motion passed.

h) Accept CT DEEP Grant in the amount of \$10,000 for Electric Vehicle Charging Station at Town Hall

Ms. Heavner said the Town has been awarded a \$10,000 grant from the State of Connecticut Department of Energy and Environmental Protection Public Fleet Electric Vehicle (EV) and Public Workplace EV Charging Station Incentive Program. This grant is expected to cover the purchase and installation of the charging station, but if there are cost overruns, we have additional funding from the Budget Idea Grant.

Mr. Paine made a motion to accept a \$10,000 grant for the State of Connecticut Department of Energy and Environmental Protection Public Fleet Electric Vehicle (EV) and Public Workplace EV Charging Station incentive Program, for FY16, pursuant to Charter Section 809(a). Ms. Lang seconded the motion. All were in favor and the motion passed.

i) Approve Tax Refunds

Mr. Askham made a motion to approve tax refunds in the amount of \$3,196.71 as recommended and approved by the Tax Collector. Mr. Paine seconded the motion. All were in favor and the motion passed.

Ms. Heavner said as interest and use in the Simsbury Public Library’s Makerspace tools continue to grow, the Library has developed a plan to convert its reference office into a dedicated Makerspace for use by the public. The Library has funds for this project.

Ms. Lang made a motion to approve plans to transform reference office space into an open and collaborative Makerspace. Mr. Askham seconded the motion. All were in favor and the motion passed.

j) Action on Charter Revision Commission Draft Final Report

Ms. Heavner said the Board has several options. However, 4 votes will be needed to pass any motion and therefore, she doesn’t think the Board should vote tonight.

There was some discussion on the options. Attorney DeCrescenzo said if the Board rejects the Charter the Statutes lay out a process where residents can petition it to Referendum. He went through the process and number of days needed through the process. There was also some discussion on the job description of the Town Manager.

There was also some discussion on voting for a Town Manager and what that process would be for changing over of the position. There was also some discussion on what the roles of the Board of Selectmen would be also.

No action taken at this time.

OTHER BUSINESS

a) Update and discussion on Senior Community Center Project

Ms. Heavner was looking for dates to have a joint meeting of this Board, Performing Arts Center Board, Aging and Disabilities to discuss this project further. The Board will try to get everyone together for July 11th for this meeting.

APPOINTMENTS AND RESIGNATIONS

There were no appointments or resignations at this time.

REVIEW OF MINUTES

a) Regular Meeting of May 23, 2016

No action was taken and, therefore, the minutes were adopted.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

1. Personnel:

a) Approval of Library Circulation Assistant Job Description

Mr. Cooke said there were minor changes to the Library Circulation Assistant job description, which reflects the practices at the Library.

Ms. Lang made a motion to approve the revised Circulation Assistant Full Time Job Description. Mr. Askham seconded the motion. All were in favor and the motion passed.

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

Ms. Lang reminded everyone that tomorrow is Flag Day and Boy Scout Troop 76 will be retiring old, worn out flags in a respectful manner. This will be held at 6 p.m. at the Historical Society.

Ms. Lang said Simsbury made the Sunday, New York Times for use of historical sites. She said lots of people worked on this article

Ms. Heavner said they will discuss the artist rendering of the Betty Hudson Property at the next meeting.

Ms. Heavner said there will be an update of the State’s budget.

ADJOURN

Ms. Lang made a motion to adjourn at 8:30 p.m. Mr. Askham seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:**
Administrative Secretary I (Culture, Parks and Recreation) Job Description Revision
2. **Date of submission:**
June 20, 2016
3. **Date of Board Meeting:**
June 27, 2016
4. **Individual or Entity making the submission:**
Gerard Toner, Recreation Director
Email: gtoner@simsbury-ct.gov
Phone: 860- 408- 4683
5. **Action requested of the Board of Selectmen**
The Individual making the submission requests that the Board of Selectmen approve the revised Administrative Secretary I Job Description.
6. **Summary of Submission**
The Administrative Secretary I Job Description has been updated to reflect the current duties and skills of the position. There is no change to the salary grade of the position.

Work Hours

It is requested that the hours worked per week change from forty (40) hours to thirty-five (35) hours. It has been determined that this adjustment is appropriate based on current work volume and department needs.

Additional Responsibilities to General Duties

The position will be responsible to assist with social media and marketing initiatives including email blasts, website updates and social media. The position will not be responsible for the creation of initiatives; rather, the position will assist in the coordination of the use of social media and marketing programs.

Required Skills

Required skills have been updated to include current technology applications (Microsoft Word and Excel).

Other Changes

There are no additional material changes to the general duties, job functions, knowledge or skills required for the position.

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

None

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

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

Current (July 1983) and proposed Administrative Secretary I Job Descriptions.

TOWN OF SIMSBURY

TITLE: Administrative Secretary I **GRADE:** T 6

DEPARTMENT: Culture, Parks & Recreation **DATE:** Proposed (6/2016)

POSITION DEFINITION:

Performs secretarial and administrative work of a complex, confidential, and responsible nature in a major department. Assists with departmental communications to the public.

GENERAL DUTIES:

- Receives oral or written direction from the Director.
- Plans and organizes work according to established or standard office procedures and determines priority of work tasks.
- Composes routine correspondence and other materials without instructions.
- Assists with program entry into Recreation software.
- Assists with social media and marketing items.
- Assists with oversight of seasonal employees.
- Acts as cashier during normal business hours.
- Handles money on a daily basis, including cashing in and out of registers and drawers, and reconciliation of Recreation and Golf accounts.
- Screens telephone calls and greets visitors, ascertains nature of business, and refers to appropriate office.
- Gathers data and statistical information for review by supervisor and prepares routine statistical and/or narrative reports of some complexity as assigned.
- Maintains inventory of office supplies and forms.
- Prepares and maintains purchase requisitions.
- Operates word processing, data processing and other office equipment. Manages information utilizing spreadsheets and databases.
- Prepares and finalizes materials for publication, administrative regulations, program guides and activity schedules.
- Coordinates and oversees the Community Garden program.
- Schedules and coordinates use of town-owned buildings and facilities.
- Transmits and explains Supervisor's orders to proper persons and follows up for compliance, completeness and adherence to deadlines.
- Performs special assignments, studies, and routine administrative functions as directed.

ADDITIONAL DUTIES:

- Develops and maintains confidential and complex records and files.
- Maintains purchasing, personnel, or other administrative records.
- Acts as representative of the department in dealing with the public.

REQUIRED SKILLS:

- Working knowledge of state of the art office practices and procedures.
- Ability to deal courteously with the public and to maintain effective relationships with other employees.
- Ability to perform arithmetic computation tasks.
- Skilled in the use of word processing equipment, spread sheets (such as Microsoft Word and Excel) and data bases.
- Ability to use knowledge and reasoning to solve routine problems.
- Ability to learn and apply new information and technology applicable to departmental activities.

SUPERVISED BY:

Receives general supervision from Department head.

QUALIFICATIONS PROFILE:

The skills and knowledge required would generally be acquired an Associates Degree in secretarial science and two years experience in a secretarial position or four years of increasingly responsible secretarial or administrative support experience.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. The typical office setting is subject to regular interruptions and heavy traffic flow. Must be able to handle heavy work volume expectations in this office setting. Must be able to remember multiple assignments given over long periods of time. Must be able to perform tasks requiring independent knowledge in addition to procedures or instructions provided.

LICENSE OR CERTIFICATE:

- Not Applicable.

Town of Simsbury

TITLE: Administrative Secretary I

GRADE: T 6

DEPARTMENT: Culture, Parks & Recreation

DATE: July, 1983

POSITION DEFINITION:

Performs secretarial and administrative work of a complex, confidential, and responsible nature in a major department.

GENERAL DUTIES:

- Receives oral or written direction from Department head.
- Plans and organizes work according to established or standard office procedures.
- Determines priority of work tasks.
- Assigns work to clerical staff or to temporary staff.
- Types and transcribes letters, reports, and meeting minutes from rough draft, shorthand notes, or transcription equipment.
- Relieves supervisor of administrative detail.
- Composes and types routine correspondence and reports.
- Screens telephone calls or greets visitors, ascertains nature of business, and refers to appropriate office as possible.
- Arranges meetings and schedules appointments for Supervisor.
- Compiles and coordinates data for action by Supervisor.
- Prepares statistical and narrative reports of some complexity.
- Transmits and explains Supervisor's orders to proper persons, and follows up for compliance, completeness, and conformance with deadlines.
- Performs special assignments, studies, and routine administrative functions as directed.
- Reports works accomplished to Supervisor.

ADDITIONAL DUTIES:

- Develops and maintains confidential and complex records and files.
- Maintains purchasing, personnel, or other administrative records.
- Acts as representative of a department in dealing with the public.
- Receives office or recreational staff as directed by Supervisor.

SUPERVISED BY:

Receives general supervision from Department head.

QUALIFICATIONS PROFILE:

- The skills and knowledge required would generally be acquired an Associates Degree in secretarial science and two years experience in a stenographic or secretarial position or four years of increasingly responsible stenographic or secretarial experience.

LICENSE OR CERTIFICATE:

- Not Applicable.

CAREER POSSIBILITIES:

Promoted From: Administrative Secretary II.

Promoted To: Administrative Position.



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:**

Engineer Job Description Revision

2. **Date of submission:**

June 20, 2016

3. **Date of Board Meeting:**

June 27, 2016

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

Jerome Shea, Town Engineer
Email: jshea@simsbury-ct.gov
Phone: 860- 658- 3233

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

The Individual making the submission requests that the Board of Selectmen approve the revised Engineer Job Description.

6. **Summary of Submission**

The Engineer Job Description has been updated to reflect the current administrative functions, systems and scope of projects required for the duties and qualifications of the position. There are no material changes to the duties, qualifications or license / certification requirements for the position.

There is no change to the salary grade of the position.

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

None.

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

The following documents are included with this submission and attached hereto:
Current (January 1991) and proposed Engineer Job Descriptions.

Town of Simsbury

TITLE: Engineer

GRADE: A-4

DEPARTMENT: Engineering

DATE: (Proposed) June 2016

POSITION DEFINITION:

Performs civil engineering work in the planning, construction, and design of a variety of public works projects; performs and supervises work associated with various public works projects.

GENERAL DUTIES:

- Receives oral or written instructions from the Town Engineer or Assistant Town Engineer.
- Organizes and plans work according to standard procedures.
- Prepares or supervises the preparation of plans, specifications, quantity take-offs and cost estimates for public works projects; including streets, drainage, sewers, water mains, sidewalks, bridges, recreational facilities and related work.
- Performs or supervises survey for location, design, project layout and as-builts.
- Manages or performs construction observation and record keeping for public works, subdivisions, and other development projects.
- Performs or supervises design drafting and record map preparation using AutoCAD design software.
- Evaluate projects submitted for review by other agencies, consultants, developers and utilities to determine compliance with Town standards and impacts of new construction on Town facilities. Assists in technical review of subdivision and commercial development plans, roadway design, drainage calculations, sanitary sewer design, easements, and other supporting documents.
- Provides technical information and general assistance to Town Departments.
- Reports work accomplished to Town Engineer.
- Prepare clear and concise technical reports related to investigations and project design. Perform related work as required.

ADDITIONAL DUTIES:

- Provide consultants, utilities, contractors and general public with engineering information.
- Assists contractors, architects, or others in applying for excavations and construction permits.
- Manages inspections and inspects public works projects in progress for conformity to design, materials, and schedule specifications.
- Uses CADD systems, and surveying equipment, and GIS applications.
- Prepares progress reports and maintains inspection reports of projects.
- Supervises engineering technicians, aides and seasonal employees.
- Performs administrative and field work as directed by Town Engineer.

SUPERVISED BY:

Receives general supervision from the Town Engineer, or the Assistant Town Engineer.

QUALIFICATION PROFILE:

- The skills and knowledge required would generally be acquired with a Bachelor's Degree in civil engineering and five years of increasingly responsible experience in public works engineering, including surveying experience.
- Strong Microsoft Office skills.
- Possess in-depth knowledge of AutoCAD design software; operating in an MS Windows environment and operation of support equipment including plotters and scanners.
- Some operating experience with manual and electronic surveying instruments is desirable.

LICENSE OR CERTIFICATE:

- Connecticut motor vehicle operator's license.
- Certification as an Engineer-in-Training, or equivalent years of experience.

CAREER POSSIBILITIES:

Promoted From: Engineering Associate.
Promoted To: Senior Engineer.

Town of Simsbury

TITLE: Engineer

GRADE: A-4

DEPARTMENT: Engineering

DATE: January, 1991

POSITION DEFINITION:

Performs civil engineering work in the planning, construction, and design of a variety of public works projects; performs and supervises surveying, road/ utility design.

GENERAL DUTIES:

- Receives oral or written instructions from the Town Engineer or Assistant Town Engineer.
- Organizes and plans work according to standard procedures.
- Prepares or supervises the preparation of plans, quantity take offs, cost estimates for public works projects, including streets, drainage, sewers, water mains, sidewalks and related work.
- Performs or supervises survey for location, design, project layout and as-builts.
- Manages or performs construction observation and record keeping for public works' and subdivision / commercial developments' improvements.
- Performs or supervises design drafting and record map preparation by conventional and CADD methods.
- Assists in technical review of subdivision and commercial development plans.
- Provides technical information and general assistance to Town Departments.
- Reports work accomplished to Town Engineer.

ADDITIONAL DUTIES:

- Assists contractors, architects, or others in applying for construction permits.
- Manages inspections and inspects public works projects in progress for conformity to design, materials, and schedule specifications.
- Uses micro-computer CADD systems, conventional drafting, and surveying equipment.
- Prepares progress reports and maintains inspection reports of projects.
- Supervises engineering technicians, aides and seasonal employees.
- Performs administrative and field work as directed by Town Engineer.

SUPERVISED BY:

Receives general supervision from the Town Engineer, or the Assistant Town Engineer.

QUALIFICATION PROFILE:

- The skills and knowledge required would generally be acquired with a Bachelor's Degree in civil engineering and five years of increasingly responsible experience in public works engineering, including surveying experience.
- Possess in-depth knowledge of AutoCADD and CoGo programs; operating in an IBM-PC, 386 environment, including operation of CalComp digitizers and plotters.
- Also have complete operating experience for both manual and electronic surveying instruments.

LICENSE OR CERTIFICATE:

- Connecticut motor vehicle operator's license.
- Certification as an Engineer-in-Training, or equivalent years of experience, or as a Licensed Surveyor.

CAREER POSSIBILITIES:

Promoted From: Engineering Associate.
Promoted To: Senior Engineer.