



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN

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

Regular Meeting – March 26, 2018 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

FIRST SELECTMAN'S REPORT

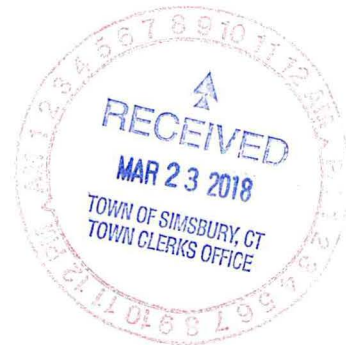
TOWN MANAGER'S REPORT

PRESENTATIONS

- a) Forrest Management Program

SELECTMEN ACTION

- a) Accept Donation from Stop & Shop Feed-A-Friend Program
- b) Tax Refund Requests
- c) Recommended Appointment of Interim Finance Director
- d) Supplemental Appropriation Request for WPCA
- e) Prioritization of FY 18/19 Proposed CNR and Capital Fund Projects
- f) Hometown Heroes Guidelines and Appointment of Committee Members
- g) Hopmeadow Street Banner Display Policy
- h) Proposed Referral to Culture, Parks, and Recreation Commission Regarding Carry in Carry Out Policy
- i) Discussion on Recruitment and Appointment Process for Unaffiliated Voters to Appointed Committees, Commissions, and Boards
- j) Discussion on Economic Development



APPOINTMENTS AND RESIGNATIONS

- a) Resignation of April Schmidt from the Aging & Disability Commission

REVIEW OF MINUTES

- a) Regular Meeting of March 10, 2018
- b) Regular Meeting of March 12, 2018
- c) Regular Meeting of March 15, 2018

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

COMMUNICATIONS

- a) Simsbury Clean-up Day
- b) Emerald Ash Borer Article – Hartford's Borer-Infested Ash Trees Are Coming Down, March 13, 2018. <http://www.courant.com/politics/hc-news-hartford-ash-trees-falling-20180312-story.html>

ADJOURN TO EXECUTIVE SESSION

- a) Pursuant to CGS §1-200(6)(B) concerning Pending Claims and Litigation – Deepwater Wind Appeal, Petition 1313

ADJOURN FROM EXECUTIVE SESSION

Possible action

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Forrest Management Program
2. **Date of Board Meeting:** March 26, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Gerry Toner, Director of Culture, Parks and Recreation
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
This item is informational only; no action is needed at this time. It is recommended that when the Board receives the noted correspondence from the Conservation Commission that this matter be further reviewed.
5. **Summary of Submission:**
At the March 12, 2018 Board of Selectmen meeting several members of the public spoke with concern to the Town's forest management plans. Due to the level of interest in this topic, I asked Gerry Toner, Director of Culture, Parks, and Recreation to prepare a memorandum with background information, as well as a timeline of recent work related to the forestry management plans. Mr. Toner will be available at Monday evening's meeting to answer any questions you may have on this topic.

At this time, the Town does not have a contract in place for performing forestry management and there are no scheduled dates for such work to be performed. A contract had been authorized by the Board of Selectmen and executed in 2015 to perform forestry work on 37 acres of the southern parcel of Onion Mountain Park. However, after executing the contract the vendor was unable to comply with the terms of the agreement and the agreed upon scope of work was never performed. Trees were tagged as part of an inventorying process in 2015.

At the March 6, 2018 Conservation Commission meeting, members voted in favor of recommending to the Board of Selectmen that the "Onion Mountain Management Plan be resuscitated..." The Commission plans to forward a letter to the Board of Selectmen regarding this recommendation.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Memo and attachments from G. Toner to M. Capriola, re: Town's Forrest Management Program, dated March 14, 2018
 - b) Historical Articles, Hartford Courant, re: Forestry Management, dated 1989



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Culture, Parks and Recreation Department

March 14, 2018

To: Maria Capriola, Town Manager

From: Gerard G. Toner, Director

As we discussed earlier, I have tried to put together a timeline of key dates on the second phase of the town's forest management program. After completion of actively managing and conducting timber harvests at 6 separate sites beginning in 1989, the program was put on hold.

At the direction of former First Selectman Mary Glassman, I began looking at the feasibility of a second phase beginning in 2008. The program had been introduced to and approved by the Board of Selectmen in 1989 with the condition that it be done on a self-sustaining basis with revenues generated by timber sales being used to offset expenses. For a number of years, the timber market remained depressed and didn't warrant pursuing further. Once the market improved and it became more feasible, I was directed to begin the solicitation process for a consulting forester to develop management plans for four separate sites. The following is an approximate time line of key dates in this process:

November, 2013

A Request for Proposal is advertised soliciting certified foresters to submit proposals to prepare management plans for four parcels: Onion Mountain Park, the former Ethel Walker Woods property, the town owned property on the corner of Stratton Brook and Bushy Hill Road, and Belden Forest. (att.)

December, 2013

Proposals are received from two consulting foresters, Ferrucci and Walicki, LLC and Connwood Foresters, Inc. Based primarily on cost proposal and the quality of past work, Ferrucci and Walicki is selected.

May, 2014

After approval by the BOS, the Town enters into an agreement with Ferrucci and Walicki (att).

December, 2014

At the direction of the First Selectman, draft plans are presented to the Conservation Commission for approval. With addendum added to all four plans as requested by the Commission, they are approved for implementation.

September, 2015

Following site walks and meeting with Conservation Officer and Assistant Town Planner, timber harvest bid package is put together and advertised. At their September 16 meeting, the Board of Selectmen approve the bid of DML Logging for a timber harvest on 37 acres of the southern parcel of Onion Mountain Park. (att.)

April, 2016

After signing agreement on September 25, Mr. Moon informs the Town that he cannot adhere to the terms of the agreement.

October, 2016

Eric Hansen of Ferrucci and Walicki, LLC addresses the Open Space Committee on the next steps for the management plan. After a request by committee member Helen Peterson to seek more information at the October and November meetings, the Conservation Commission is asked to deliberate on the future of the forest management plans.

March, 2018

After many lengthy discussions, the Conservation Commission at their March 6 meeting approved by a 4-2 vote the following:

Mr. Rieger made a motion to communicate to the Board of Selectmen that it recommends that the implementation of the Onion Mountain Management Plan be resuscitated and that the forester be encouraged to revise and review, as necessary, the markings that have been made in the forest. In doing so, the forester should be encouraged to look for opportunities to foster old growth characteristics. Additionally, the forester should be encouraged to avoid soil impacts, whether by timing of the operation or by the use of equipment (i.e. forwarder verses skidder) or other techniques that would reduce impact. The Board of Selectmen should be encouraged to evaluate weekend work that has been potentially problematic at this site, with regards to project economics. Motion was seconded by Mr. Haldeman. Discussion: Understanding that the motion can be part of a letter to be sent to the Board of Selectmen that will provide more detail/clarification on the motion, as well as the Commission's concerns as projects move forward. Mr. Levy, Mr. Morrison, Mrs. Powilatis and Mr. Rieger voted in favor of the motion. Mrs. Winters and Mr. Haldeman voted against the motion. Motion passed 4-2.



Town of Simsbury

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SIMSBURY, CONNECTICUT 06070

Culture, Parks and Recreation

Gerard G. Toner, Director

REQUEST FOR PROPOSAL – FOREST MANAGEMENT PLAN

Introduction

It is the intent of the Town of Simsbury to have a forest management plan in place which will address both short and long term needs in the areas of forest health and aesthetics, active and passive recreation opportunities, accessibility, wildlife habitats, fire protection, forest regeneration, environmental education, and protection of fragile areas in the ecosystem.

The areas to be addressed include the 166 acre Onion Mountain Park, the 283 acre parcel of town owned land adjacent to the Ethel Walker School, the 35 acre town owned property on the corner of Stratton Brook Road and Bushy Hill Road, and the 40 acre Belden Forest. Cost proposals shall be made separately for each parcel.

Economically, it is intended that sufficient revenue be generated through a closely monitored tree harvesting program to pay for the management plan, as well as other improvements to the area.

Proposals shall include a thorough background of the firm, including experience and references from similar projects. The consultant must be a Certified Forester through CT DEEP, or the similar agency in the state in which they do business. Time for completion shall be identified, along with any additional tasks which the consultant finds advantageous to the final study. The proposal should include a base price for the management plan for each area separately, as well as time and material costs for any additional work required in this project. Any grants or financial assistance for this work that the Town of Simsbury could be eligible for should also be identified. If accepted, it is understood that contents of the proposal may become contractual obligations should an agreement be entered into.

The lead staff person is Gerard G. Toner, Director of Culture, Parks and Recreation. Questions may be directed to Mr. Toner at 860-408-4682. To be considered, all proposals shall be sent to the Department of Culture, Parks and Recreation, P.O. Box 495, Simsbury, CT 06070, no later than 11:00 a.m. on December 2, 2013.

Simsbury is an Equal Opportunity/Affirmative Action Employer.

Telephone (860) 408-4682
Facsimile (860) 408-9283

gtoner@simsbury-ct.gov
www.simsbury-ct.gov

An Equal Opportunity Employer
8:30 - 4:30 Monday through Friday

Scope of Services

The Forest Management Plan should include the following components:

Cruise Report: Complete assessment of standing timber on the designated forest parcel.

Recreational Use Plan: A plan incorporating the logging and skid trails into active/passive use areas.

Long Term Management: A minimum 10-year management program for the site including recommendations for tree harvesting, regeneration, trail construction, and related improvements.

Information to be Provided by Town of Simsbury

Aerial photography at 1" = 100'

Planimetric/topographic mapping in paper or CADD disk, at desired scale

Wetland mapping

Other Requirements

1. The consultant shall procure and maintain insurance, as may be required by State law, for protection for claims under workers compensation acts covering any and all employees. Certificates of Insurance acceptable to the Town shall be filed with the Town. Such insurance must be provided by companies licensed to write insurance in Connecticut.
2. All produced materials shall become property of the Town of Simsbury.
3. The professional services agreement will include a detailed schedule of completion times and a payment schedule.
4. A total of 6 copies of the final report along with cost estimates should be provided.

**FOREST MANAGEMENT
SERVICES AGREEMENT**

This Agreement made this 13 day of May, 2014 by and between **FERRUCCI & WALICKI, LLC**, a Connecticut company located at 6 Way Road, Middlefield, Connecticut (hereinafter called the "Contractor") and the **TOWN OF SIMSBURY**, a Connecticut municipality with an address at 933 Hopmeadow Street, Simsbury, Connecticut (hereinafter called "the Town").

WITNESSETH

WHEREAS, the Town is desirous of entering into a contract for Forest Management Services for the Culture, Parks and Recreation Department.

WHEREAS, the Contractor has quoted a lump-sum fee of \$4,365.00 to provide Forest Management Services at the Onion Mountain Park, the Ethel Walker Open Space Parcel, Stratton Brook and Belden Forest locations;

NOW, THEREFORE, the Town and the Contractor agree as follows:

1. **Scope of Services**: The Contractor agrees to provide Forest Management Services for the Simsbury Culture, Parks and Recreation Department at the Onion Mountain, the Ethel Walker Open Space Parcel, Stratton Brook and Belden Forest locations in accordance with the March 7, 2014 proposal submitted by the Contractor. The proposal submitted by the Contractor is attached hereto as Exhibit A and is hereby made a part of this Agreement.

2. **Term**: The Agreement shall be in effect from the date of its execution referenced above through December 31, 2014.

3. Payment: The Town agrees to pay the Contractor for the Forest Management Services a lump sum amount not to exceed \$4,365.00 as indicated in Exhibit A. Payment shall be made in two lump-sum payments. One half of the total (\$2,182.50) shall be paid at the signing of this Agreement. The remaining half (\$2,182.50) shall be paid upon the delivery and acceptance of the Forest Management Plan for each of the identified parcels.

a. Reimbursement of Copying Costs: The Contractor will provide the Town with six (6) copies of completed forest management plans for each property. The estimated cost of printing the plans at the time the proposal was developed was \$450.00. The parties acknowledge cost may vary based on actual amounts of pages and actual printing costs at the time of printing.

4. Time for Performance: The Contractor will complete the requisite field work, plan and map development to satisfy the requirements posted in Exhibit A during the fall of 2014.

5. Parcels to be Identified: Any reference to this Agreement shall be made by indicating the following parcels: the Onion Mountain, the Ethel Walker Open Space Parcel, Stratton Brook and Belden Forest locations.

6. Insurance: Contractor shall agree to maintain in force at all times during which services are to be performed the following coverages placed with the company(ies) licensed by

the State of Connecticut which have at least an "A-" VIII policyholders rating according to the Best Publication's latest edition Key Rating Guide.

		(Minimum Limits)
General Liability*	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability*	Combined Single Limit	
	Each Accident	\$1,000,000
Umbrella* (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Professional Liability	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000

Original, completed Certificates of Insurance must be presented to the Town prior to purchase order/contract issuance. The Town of Simsbury will be named as "Additional Insured".

7. Hold Harmless: The Contractor, their Subcontractors, their agents and assigns shall defend, indemnify and hold harmless the Town of Simsbury, including but not limited to, its elected officials, its officers and agents from any and all claims made against the Town, including but not limited to, damages, awards, costs and reasonable attorney's fees, to the extent any such claim directly and proximately results from the wrongful, willful or negligent performances of services by the Contractor during the term of this Agreement or any other Agreements of the Contractor entered into by reason thereof. The Town agrees to give the

Contractor prompt notice of any such claim and, absent a conflict of interest, an opportunity to control the defense thereof.

8. Assignment: This Agreement shall be binding upon each of the parties, their successors, executors, administrators and assigns. The Consultant shall not assign, sublet, contract, or otherwise transfer its interest, in whole or in part, in this Agreement without the express written consent of the Town. None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of Town.

9. Amendment: Any changes to the terms and conditions as outlined herein must be mutually agreed upon by and between the Parties shall be incorporated in written amendments hereto, executed with the same formalities as this Agreement. No amendment or modification of this Agreement shall be effective until executed by the Parties.

10. Acceptance: Acceptance of performance is a condition of the Agreement. It shall be understood and agreed that an agent designated by the Town shall determine the satisfactory quality of the services and/or materials furnished under the Agreement. Failure to meet performance requirements as determined by the Town is a reason for termination of the Agreement.

11. Independent Consultant: Consultant's personnel shall be and remain an independent consultant with respect to all services performed hereunder and agrees to and does hereby accept full and exclusive liability for payment of any and all contributions or taxes for social security, unemployment insurances, or old age retirement benefits, pensions, or annuities now or hereafter imposed under any local, state or federal law which are measured by the wages,

salaries, or other remuneration paid to persons employed by Consultant for work performed under the terms of this Agreement. Consultant further agrees to obey all lawful rules and regulations and to meet all lawful requirements which are now or hereafter may be issued or promulgated under said respective laws by and duly authorized by state or federal officials. Consultant also agrees to indemnify and hold harmless Simsbury from contributions or taxes or liability.


12. Payment of Subconsultants: Consultant shall well, truly and promptly pay or satisfy the just and equitable claims of all persons who have performed labor or furnished materials or equipment for Consultant in the execution of this Agreement, and all bills, costs or claims of whatever kind which might in law or equity become a lien upon said work.

13. Simsbury Code of Ethics: Consultant understands and agrees that Chapter 13 of the Simsbury Code of Ordinances, Code of Ethics, is incorporated herein as if fully set forth. The Consultant further agrees that its officers, agents and employees assigned to this project shall execute the Acknowledgement Form required by the Code of Ethics prior to the commencement of work under this Agreement.

FERRUCCI & WALICKI, LLC

TOWN OF SIMSBURY

BY 
Eric Hansen, Partner
Duly Authorized

BY 
Mary A. Glassman
First Selectman
Duly Authorized

Date: 5/13/14

Date: 5/19/14

MEMORANDUM

To: Gerard G. Toner – Director, Culture, Parks & Recreation
From: Thomas F. Cooke – Director of Administrative Services
Re: **Approval of Timber Harvest Bid – Onion Mountain Park**
Date: September 21, 2015
CC: Lisa Heavner – First Selectman

This memorandum is to confirm that the Board of Selectmen, at its Regular Meeting on September 16, 2015, approved your request that it accept the bid submitted by Mr. Moon of DML Logging to harvest timber on 37 acres of town-owned land on Onion Mountain Park and approve entering into a contract with DML Logging.

I understand from your submission that a contract has been prepared by Town Counsel for this purpose. Please forward the contract to the First Selectman for her signature and let me know if there is anything else we need to do to complete the contracting process.

Thank you for your initiative on this matter.

Saving the trees that remain

OUR TOWNS

Simsbury

Simsbury is taking a major step toward preserving a local treasure, the trees in town-owned forests.

Last month's tornadoes were painful reminders of forests' fragility. The winds knocked down stands of venerable trees in sections of Litchfield and New Haven counties. Destroyed were the nearly 2-centuries-old towering trees of Cathedral Pines in Cornwall.

There was no way to protect Cathedral Pines from the violent weather. But there is a way to save trees from the ravages of disease and blight, as Simsbury wants to do.

The town, concerned about the health of its woodlands, has hired forestry consultants to inventory the more than 300 acres of trees on three sites and to draft a 10-year management plan for preserving them. The plan is expected to be ready

in six months.

Town officials also envision wider public use of the 166 acres at Onion Mountain Park, the 40 acres at Belden Forest and 110 acres at Bushy Hill and Stratton Brook roads.

The consultants are to outline hiking trails and wildlife sanctuaries. They're already talking with school officials about using the woods in an environmental studies curriculum.

In cataloging the trees, consultants will identify those that should be eliminated. The gypsy moth defoliation five years ago has left many trees weakened and susceptible to disease. The trees would be cut for timber by loggers, who would bid for the business. The town could realize revenue from that operation but there are no firm numbers yet. A year ago, Avon realized \$30,000 from a similar conservation program.

Avon and Simsbury have shown farsighted concern for their woodlands. They are setting examples for other Farmington Valley towns.

Hartford Courant

8/24/89

Connecticut's urban forests need care

By JEFFREY Y. CAMPBELL

Urban and community forests in Connecticut have been in the news often this past year. Community groups and residents have reacted with passion to protect important trees in their neighborhoods from removal because of new construction or the widening of roads. Towns that felt the fury of July's tornadoes have responded with sorrow and frustration at the loss of entire landscapes of beautiful shade trees, on roads and in their yards.

Debate over tree trimming and pruning by utilities trying to keep power lines clear has erupted several times. In Stamford, the city was cleared by the state Supreme Court of liability when a tree limb fell on a car.

Like so much of the news, these urban tree stories have been based on crisis situations, confrontations and disasters. If trees were readers — instead of paper factories — there would be plenty of disasters to report. The news would describe a continuing series of daylight lawn-mower attacks, an acute shortage of living space for growing branches and extending roots, a population on the decline, with at least four urban trees removed for every tree planted.

Lengthy obituaries would cite causes of death like: too much road salt, survived an initial construction attack but died of root suffocation three years later, broken in half at the age of 5, or grew into high-voltage wires.

Unfortunately, the care of Connecticut's urban and community forests is, like the news, based on responses to emergencies, on crises management. Little forethought and planning go into the long-term management of the trees that line streets, shade parks, protect watersheds and constantly increase property values.

The care and management of urban forests are a low priority for most communities in Connecticut. Funds for tree management, often a minor line item in public works department budgets, are rarely sufficient. Tree removals or hazard-control maintenance based on complaint calls dominate the work of most tree wardens and far exceed efforts at tree replacement. Very few municipal tree workers have appropriate training; public education programs are minimal.

The result is an urban forest in Connecticut that is poorly managed, often aging, and unhealthy. The glorious old sugar maples that line so many of the state's country roads are old and many of them are ailing, intolerant of air pollution and road salt.

Most old streets in towns are lined with trees of the same age and often a single species, both recipes for disaster when a storm knocks down all the old trees or a new pest wipes out a species.

New roads, particularly in subdivisions, are cleared of old trees, bordered by hugely wide lawns on which a few new shade trees are planted. Along the vast mall-ways that many towns have on their state highways, a barren desert of asphalt assaults the eye, broken only by the valiant green efforts of little landscaped clumps of vegetation set far back from the road.

In spite of these problems, Connecticut, which is the fifth most densely populated state in the nation, is still one of the most heavily forested. In a national survey of 14 cities in different states, undertaken to determine the extent of urban land covered by trees, Waterbury topped the list with 40 percent tree cover. That was, of course, before the tornadoes last July. But the fact remains that Connecticut has an amazing heritage of beautiful community forests.

While crises crowd the news, little is written on the routine, daily benefits trees provide to the living environment. Aside from producing oxygen, trees enhance the climate by reducing winds, shading direct sunlight and transpiring moisture.

Dust-sized pollutants are trapped on tree leaves and woody surfaces, filtering the air. Noise and odors can be lessened by appropriate plantings. Trees, shrubs and herbaceous vegetation help bind the soil against erosion. Trees can help direct the flow of traffic, enhance views, distinguish public areas and buildings and attract wildlife.

The list is endless and benefits can be measured in dollars or by less specific barometers of the subconscious. A visually impaired man in Hartford testified recently that the tree in front of his apartment building was one of his most important landmarks, a guide and a friend that welcomed him home.

Towns and communities in Connecticut need to take a more positive approach to managing their urban forests. Tree wardens, whom every town is required to appoint, need to move from a reactive to a planning role in promoting urban forest care. Community groups should investigate the state of tree care in their towns. People need to undertake local tree planting and tree-care initiatives on their street, park or school grounds.

Towns need to support year-round programs of tree maintenance. Ordinances should be enacted that reflect what residents would like to see their communities look like, and these goals should be enforced.

Please see Save, Page C4

Jeffrey Y. Campbell is educator in residence at the University of Connecticut's cooperative extension in community development and natural resources.

Save Connecticut's trees

Continued from Page C1

A growing number of communities are beginning to take their trees more seriously. Hamden, New Haven and Bantam are struggling with ways to replant their damaged forests. Some municipalities, like Middletown, are forming urban forestry boards to coordinate planning.

A good management plan begins with a survey and an inventory of the urban forest. Hartford already has a computerized inventory; a number of other cities including Middletown, Norwalk and Greenwich are developing them. Based on the results of a comprehensive inventory, manage-

ment plans can be drawn up to ensure coordinated care of urban trees, to keep the trees healthy, to replace them as they are removed, to plant new trees, and to provide for lifetime maintenance.

Urban forest management is a complex undertaking and to be successful must involve the entire community. Non-profit organizations such as Hartford Trees have had a slow start getting local groups interested in community tree planting.

Given the benefits trees provide, practically free of charge on a daily basis, Connecticut communities have an environmental responsibility to give them something in return.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Accept Donation from Stop & Shop Feed-A-Friend Program
4. **Date of Board Meeting:** March 26, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Social and Community Services *maria E. Capriola*
5. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports accepting the financial donation from Stop & Shop, the following motion is in order:

Move, effective March 26, 2018 to accept a donation from Stop & Shop in the amount of \$2,954.40 for the purpose of supporting our Cheese Day and Food Closet Programs.
6. **Summary of Submission:**
Stop & Shop solicits customer donations through its Feed-A-Friend Program. The donations will be used for our Cheese Day Program and Food Closet, which support residents in need.

Pursuant to Ordinance (100-2, monetary donations), no donation of more than \$1,500 may be accepted without Board of Selectmen approval. If the donation is accepted I will direct staff to send a thank you letter to Stop & Shop.
7. **Financial Impact:**
The Town has received a donation from Stop and Shop in the amount of \$2,954.40 to be used to support our Cheese Day Program and Food Closet. The funds would be deposited into a Social Services special revenue fund used for these programs.
8. **Description of Documents Included with Submission:**
None



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SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** March 26, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

Move, effective March 26, 2018 to approve the presented tax refunds in the amount of \$580.07, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds.

5. **Summary of Submission:**

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

In a legal opinion from the Town Attorney dated May 22, 2001, he stated that CGS §12-129 "requires that all applications for tax refunds be referred to the Board (of Selectmen) for their consideration and action." Once approved by the Board of Selectmen, the Town Manager will sign off on tax refund applications.

As a reminder, the Tax Collector's Office is responsible for collecting revenue for the Fire District pursuant to Special Act #264 of the Legislature in 1945. However, tax refunds for the Fire District are not under the jurisdiction of nor approved by the Board of Selectmen and are therefore not included in the requested tax refunds presented.

6. **Financial Impact:**

The aggregate amount of all tax refunds as presented is \$580.07. The attachment dated March 26, 2018 has a detailed listing of all requested tax refunds.

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

- a) Requested Tax Refunds, dated March 26, 2018

REQUESTED TAX REFUNDS
MARCH 26, 2018

	BILL NUMBER	TAX	INTEREST	TOTAL
List 2016				
New Concepts Leasing Inc	16-3-63608	\$137.70		\$137.70
Nissan Motor Accept. Corp.	16-3-63824	\$303.80		\$303.80
Nissan Motor Accept. Corp.	16-3-63832	\$138.57		\$138.57
Total 2016		\$580.07	\$0.00	\$580.07



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SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Recommended Appointment of Interim Finance Director/Treasurer

2. **Date of Board Meeting:** March 26, 2018

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*

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

If the Personnel Sub-Committee supports the recommendations of the Town Manager and Board of Finance, and the Board of Selectmen concurs with those recommendations, the following motion is in order:

Move, effective April 14, 2018 to appoint Christine (Chris) K. Hutton to the position of Interim Finance Director/Treasurer until the date upon the permanent Finance Director/Treasurer officially begins work in Simsbury. Further move that Ms. Hutton be compensated at \$75 per hour.

5. **Summary of Submission:**

As you know, Sean Kimball is resigning from service. His tentatively scheduled last day of work is April 13th. A recruitment for his replacement has been initiated, but it will not be completed prior to his resignation from service. As a result, the appointment of an Interim Finance Director is critical to ensure financial stability for the Town during the staffing transition. I have consulted with Mr. Kimball regarding a course of action for the interim staffing period. He has suggested that it would be helpful to have the Interim Director overlap with him for a brief period of time.

I am recommending the appointment of Christine (Chris) Hutton as Interim Finance Director/Treasurer. Ms. Hutton holds a Bachelor's degree in accounting from UCONN. She attained her CPA in 1986 and earned her certified public finance officer designation in 1993. She served as the Director of Finance for the Town of Tolland, CT for 25 years until her retirement in 2011. Since her retirement she has served as Interim Finance Director and Interim Assistant Finance Director for the Town of Tolland during staffing transitions. She has also served as Interim Finance Director for the Town of Somers, CT and performed financial consulting work for them annually from 2014-2017.

Ms. Hutton is available to begin work April 4th and work three days per week, or approximately 24 hours per week. With a start date of April 4th or 5th she will be able to overlap briefly with Mr. Kimball. From April 4th/5th until the date of Mr. Kimball's resignation, Ms. Hutton would not serve as Finance Director, but as a temporary finance

employee. I would recommend appointment of Ms. Hutton as Interim Finance Director/Treasurer to be effective April 14th, following Mr. Kimball's resignation from service. Ms. Hutton had pre-scheduled out of state travel for the weeks of April 30th and May 7th; during those weeks, myself and Deputy Town Manager Melissa Appleby will provide support as needed, particularly in regards to budgeting and reviewing payables and payroll.

At its March 13, 2018 meeting, the Board of Finance reviewed the matter of appointment of an Interim Finance Director/Treasurer. The Board unanimously passed the following motion, recommending Ms. Hutton's appointment:

Move, to endorse and recommend to the Board of Selectmen the appointment of Christine (Chris) K. Hutton to the position of Interim Finance Director/Treasurer effective April 14, 2018 until the date upon the permanent Finance Director/Treasurer officially begins work in Simsbury. Further move to support and recommend that Ms. Hutton be compensated at \$75 per hour.

Given the recent transition in form of government, and that the Charter is silent regarding interim appointments of department heads, I consulted with the Town Attorney. The Town Attorney has suggested that for an interim appointment of a department head that I follow a process similar to the appointment of a permanent department head as outlined in the Charter. Therefore, I submitted a recommendation to the Board of Finance and will ultimately make a recommendation to the Board of Selectmen, with final appointing authority lying with that Board.

I am recommending the appointment of Christine (Chris) Hutton as Interim Finance Director/Treasurer effective April 14, 2018, until the date upon the permanent Finance Director officially begins work in Simsbury. Based on Ms. Hutton's qualifications and experience I believe she is well suited to serve as Interim Finance Director/Treasurer and lead the department during the staffing transition. I would plan to compensate her at \$75/hour and in-process her as a part-time temporary employee.

The Personnel Sub-Committee is reviewing the matter at its special meeting on March 26, 2018 and will report to the full Board at your meeting later that same evening.

6. Financial Impact:

Assuming Ms. Hutton would work approximately 8 weeks, the cost would be \$19,200¹. There are sufficient salary savings generated from Mr. Kimball's resignation to cover costs associated with Ms. Hutton's compensation during the interim appointment of Finance Director/Treasurer as well as her two week overlap with Mr. Kimball.

Any payout to Mr. Kimball for accrued eligible leave would be an additional unbudgeted cost to the operating budget for the current fiscal year; this is routine and in accordance with our personnel policies and existing practice.

7. Description of Documents Included with Submission:

None

¹ \$20,669 when the impact of payroll taxes are included



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Supplemental Appropriation Request for WPCA
2. **Date of Board Meeting:** March 26, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Sean Kimball, Finance Director/Treasurer; Tom Roy, Director of Public Works *Maria E. Capriola*

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

If the Board of Selectmen supports the Water Pollution Control Authority's request for a supplemental appropriation as presented, the following motion is in order:

Move, effective March 26, 2018 to approve and recommend to the Board of Finance pursuant to Simsbury Charter Section 809, a supplemental appropriation from the Water Pollution Control Authority's Sewer Use Fund Balance (Reserves) in the amount of \$30,794 for the purchase and installation of a boiler.

5. **Summary of Submission:**

At their meeting on March 8, 2018, the WPCA voted to request a supplemental appropriation from WPCA fund balance (reserves) to replace a boiler that recently failed; this equipment failure was not anticipated, and replacement of the boiler was not budgeted for FY 17/18. The total request of \$30,794 consists of \$11,427 for the unit and \$19,367 for installation. Section 809 of the Simsbury Town Charter grants the Board of Finance the power to make an appropriation supplemental to the current year budget upon the recommendation of a majority of the Board of Selectmen.

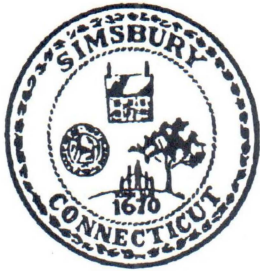
6. **Financial Impact:**

There is no impact to the General Fund. The appropriation request is from the WPCA fund balance (reserves) which is funded through sewer user fees. The sewer use fund balance was \$4,561,244 as of 6/30/17. If \$30,794 is used, the remaining fund balance would be \$4,530,450, which represents 127% of the WPCA total operating budget for FY17/18 of \$3,553,972.

The sewer use fund balance is required by state statute (Chapter 103 Sec. 7-267). Specifically, the fund balance is to be adequate to fund repairs, operations and catastrophic equipment failures. General industry standard in the New England region is to have 2+/- times the annual operating budget. Avon and Granby do not own any portion of this fund balance as the funds are generated from Simsbury user fees. Avon and Granby are required to keep their own sewer use reserve funds for collection system related work.

7. Description of Documents Included with Submission:

- a) Memo from WPCA Superintendent Tony Piazza regarding WPCA approval of the appropriation request, dated March 15, 2018.



Town of Simsbury

WATER POLLUTION CONTROL
36 Drake Hill Road Simsbury, Connecticut 06070

Memorandum: Sewer Use Fund Transfer

To: Sean Kimball, Director of Finance
CC: Tom Roy, Director of Public Works
From: Anthony Piazza, Superintendent WPCA *AP*
Date: March 15, 2018

During the fiscal year 2018, one of the two Water Pollution Control facility boilers failed. The cost to replace the unit was not part of the FY18 budget.

At the March 8, 2018 WPCA meeting, the WPCA board approved a fund transfer from the Sewer Use Fund to the Budget unit 20144400, account 58570, machinery, in the amount of \$30,794. This cost covers \$11,427 for the unit and \$19,367 for installation.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Prioritization of FY 18/19 Proposed CNR and Capital Fund Projects
2. **Date of Board Meeting:** March 26, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Sean Kimball, Finance Director/Treasurer
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
To develop a prioritized list of CNR and Capital Fund projects, recommended to be paid for with cash in the recently approved Board of Selectmen FY 18/19 Budget. The prioritization list will be sent to the Board of Finance for consideration.
5. **Summary of Submission:**
Some members of the Board of Finance have indicated that receiving a prioritized list of recommended FY 18/19 Capital (CIP) Fund and Capital & Non-Recurring Fund projects funded by cash would be helpful to the budgeting process. As a reminder, most proposed FY 18/19 capital and CNR projects are recommended to be paid for with cash – either with a one-time payment or through the traditional five-year CNR chargebacks.

Listings of Board of Selectmen approved CNR and Capital Fund projects are attached. Staff recommends that projects that serve a critical life-safety purpose be given higher priority. The recommended life-safety items are as follows: Eno Memorial Hall stairway and railing repairs; police vehicles; and AED replacements. Since our radio system is not yet in imminent danger of failing the feasibility study could technically be deferred.
6. **Financial Impact:**
Prioritization will be used to assist in the adoption of the FY 18/19 Town budget.
7. **Description of Documents Included with Submission:**
 - a) Copy of the BOS Approved CNR List
 - b) Copy of the BOS Approved Capital (CIP) Project List

FY 2019 Proposed Capital & Non-Recurring (3-15-2018)

FY 2019 CNR

Department	Project	Budget
Building & Grounds	Eno Hall Stairway & Railings	\$ 19,000
Building & Grounds	John Deere Winter Attachments	\$ 7,200
Building & Grounds	One-Ton Dump Truck	\$ 49,000
Library	Children's Room Computers	\$ 10,850
Culture, Parks & Recreation	Simsbury Farms Irrigation Study	\$ 40,000
Culture, Parks & Recreation	Ice Resurfacers (replace 1997)	\$ 50,000
Culture, Parks & Recreation	Front End Rotary Mower (replace 2003)	\$ 70,000
Police	3 Patrol Vehicles	\$ 111,000
Police	AED - 8 replacements & 1 new	\$ 19,200
Police	Radio System Feasibility Study - Phase 1	\$ 40,000
		<u>\$ 416,250</u> **

**** The \$416,250 appropriation from the Capital & Non-Recurring Fund to be financed via chargebacks of \$83,250 per year for 5 years (FY19-FY23) in the traditional manner.**

FY19 One-Time Cash Funding from Cash for Capital Budget (via CNR Fund)

Department	Project	Budget
Finance	Revaluation Partial 1/4 Appropriation	\$ 61,500
Town Manager's Office	Economic Development Study	\$ 60,000
Town Manager's Office	Deepwater Wind - potential legal and consulting fees	\$ 50,000
Town Manager's Office	Board of Selectmen Electronic Devices	\$ 5,000
		<u>\$ 176,500</u>

FY 2019 Proposed LOCIP Pavement Management

Public Works	FY19 LOCIP Pavement Management	<u>\$ 155,000</u>
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FY 2019 Proposed Town Aid Road Equipment

Highway	Crew Leader One-Ton Utility Truck	53,000
Highway	Plow Truck GPS Tracking System	32,500
Total		<u>\$ 85,500</u>

**TOWN OF SIMSBURY
CAPITAL IMPROVEMENT PROGRAM SUMMARY
FISCAL YEARS 2019-2024**

	Estimated Cost	1st Year Source of Funds	FY2019	FY2020	FY 2021	FY 2022	FY 2023	FY 2024
Culture, Parks & Recreation								
1 Multi-Use Connections & Master Plan Updates	\$ 600,000			\$ 600,000				
2 SF Rink/Pool Improvements	\$ 200,000					\$ 200,000		
3 Park Improvements	\$ 265,000			\$ 265,000				
4 Athletic Field Improvements	\$ 290,000					\$ 290,000		
5 Greenway Improvements	\$ 1,800,000	Cash	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
6 Open Space Planning and Improvements	\$ 150,000				\$ 150,000			
7 Townwide Park Master Plan	\$ 100,000			\$ 100,000				
8 Irrigation Renewal Project	\$ 300,000			\$ 300,000				
9 Simsbury Farms Apple Barn Renovations	\$ 2,600,000							\$ 2,600,000
10 Multi- Use Trail - Town of Simsbury / Bloomfield	\$ 1,020,000	S	\$ 1,020,000					
Total	\$ 7,325,000		\$ 1,320,000	\$ 1,565,000	\$ 450,000	\$ 790,000	\$ 300,000	\$ 2,900,000
General Government/Social Services/Public Safety								
11 Senior/Community Center	\$ 8,800,000						\$ 8,800,000	
12 Simsbury Volunteer Ambulance	\$ 180,000			\$ 180,000				
13 Document Management System / Scanning Services	\$ 325,000						\$ 325,000	
14 Radio System Upgrade/Replacement	\$ 3,500,000					\$ 3,500,000		
Total	\$ 12,805,000		\$ -	\$ 180,000	\$ -	\$ 3,500,000	\$ 9,125,000	\$ -
Facilities Management								
15 Bridge Improvements	\$ 900,000					\$ 900,000		
16 Highway Pavement Management	\$ 5,150,000	Cash	\$ 850,000	\$ 850,000	\$ 850,000	\$ 850,000	\$ 875,000	\$ 875,000
17 Dam Evaluations and Repairs	\$ 650,000			\$ 300,000	\$ 350,000			
18 Sidewalk Resurfacing	\$ 1,200,000	Cash	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000		
19 Town Facilities Master Plan Implementation	\$ 1,500,000			\$ 500,000		\$ 500,000		\$ 500,000
20 Townwide Bridge / Culvert Inventory and Evaluation	\$ 205,000				\$ 205,000			
21 Townwide Drainage Master Plan Update	\$ 305,000				\$ 305,000			
22 Various Drainage Improvements	\$ 400,000			\$ 125,000		\$ 125,000		\$ 150,000
23 Town Wide Mapping Update	\$ 155,000				\$ 155,000			
24 Ash Borer Tree Mitigation	\$ 210,000	Cash	\$ 110,000	\$ 100,000				
25 Municipal Building Renovations	\$ 3,150,000					\$ 300,000	\$ 2,850,000	
26 Public Works Facility Paving and Storm Drainage	\$ 328,000			\$ 328,000				
27 DPW Dump Truck	\$ 1,080,000	Cash	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000
Total	\$ 15,233,000		\$ 1,440,000	\$ 2,683,000	\$ 2,345,000	\$ 3,155,000	\$ 3,905,000	\$ 1,705,000

Note: Bold Text indicates new projects for FY 2019

Funding Sources:

Bonds = Municipal Bonds

S = State Grant Assistance

Cash =General fund Cash Contribution

**TOWN OF SIMSBURY
CAPITAL IMPROVEMENT PROGRAM SUMMARY
FISCAL YEARS 2019-2024**

	Estimated Cost	1st Year Source of Funds	FY2019	FY2020	FY 2021	FY 2022	FY 2023	FY 2024
<u>Water Pollution Control</u>								
28 Holcomb Area Trunk Line Sewer	\$ 2,700,000	SUF/S	\$ -	\$ 310,000	\$ 2,390,000			
29 36 Drake Hill Rd. Dike Analysis	\$ 600,000	SUF	\$ -	\$ 300,000	\$ 300,000			
30 Phosphorous Removal Analysis	\$ 725,000	SUF	\$ -	\$ 725,000				
31 Tariffville Sewer Rehabilitation	\$ 100,000	SAF	\$ 100,000					
32 Primary Clarifier Rehabilitation	\$ 75,000	SUF	\$ 75,000					
33 Plant Water System Rehabilitation	\$ 80,000	SUF	\$ 80,000					
34 1999 Jet / Flusher Truck Replacement	\$ 175,000	SUF	\$ 175,000					
Total	\$ 4,455,000		\$ 430,000	\$ 1,335,000	\$ 2,690,000	\$ -	\$ -	\$ -
<hr/>								
TOWN PROJECT TOTAL:	\$ 39,818,000		\$ 3,190,000	\$ 5,763,000	\$ 5,485,000	\$ 7,445,000	\$ 13,330,000	\$ 4,605,000
<hr/>								
GRANTS/OTHER FUNDING:								
10 Multi- Use Trail - Town of Simsbury / Bloomfield	\$ (1,020,000)	S	\$ (1,020,000)					
28 Holcomb Area Trunk Line Sewer	\$ (2,700,000)	SUF/S	\$ -	\$ (310,000)	\$ (2,390,000)			
29 36 Drake Hill Rd. Dike Analysis	\$ (600,000)	SUF	\$ -	\$ (300,000)	\$ (300,000)			
30 Phosphorous Removal Analysis	\$ (725,000)	SUF	\$ -	\$ (725,000)				
31 Tariffville Sewer Rehabilitation	\$ (100,000)	SUF	\$ (100,000)					
32 Primary Clarifier Rehabilitation	\$ (75,000)	SUF	\$ (75,000)					
33 Plant Water System Rehabilitation	\$ (80,000)	SUF	\$ (80,000)					
34 1999 Jet / Flusher Truck Replacement	\$ (175,000)	SUF	\$ (175,000)					
Total	\$ (5,475,000)		\$ (1,450,000)	\$ (1,335,000)	\$ (2,690,000)	\$ -	\$ -	\$ -
<hr/>								
TOTAL TOWN AMOUNT Requested:	\$ 34,343,000		\$ 1,740,000	\$ 4,428,000	\$ 2,795,000	\$ 7,445,000	\$ 13,330,000	\$ 4,605,000

Note: Bold Text indicates new projects for FY 2019

Funding Sources:

Bonds = Municipal Bonds

S = State Grant Assistance

Cash =General fund Cash Contribution

**TOWN OF SIMSBURY
CAPITAL IMPROVEMENT PROGRAM SUMMARY
FISCAL YEARS 2019-2024**

	Estimated Cost	1st Year Source of Funds	FY2019	FY2020	FY 2021	FY 2022	FY 2023	FY 2024
<u>Board of Education</u>								
35 School Facilities Master Planning / Reconfiguration Study	\$ 200,000	Cash	200,000					
36 District Network Infrastructure	\$ 800,000	Bonds	\$ 400,000		\$ 400,000			
37 HJMS - Renovation - Phase 3 (LMC/STEM focus, auditorium)	\$ 23,965,620	Bonds/S	\$ 23,965,620					
38 SHS Stadium Renovations Phase 1 (Restrooms, kitchen)	\$ 980,000				\$ 980,000			
39 SHS Stadium Renovations Phase 2 (Storage)	\$ 400,000					\$ 400,000		
40 SHS Stadium Bleachers and Press Box Replacement	\$ 725,000				\$ 725,000			
41 SHS Stadium Visitor's Bleachers Replacement	\$ 225,000							\$ 225,000
42 SHS Turf Field #2 Construction (lighting included)	\$ 1,550,000			\$ 1,550,000				
43 SHS Partial Roof Replacement	\$ 2,600,000			2,600,000				
44 Latimer Lane Renovation	\$ 6,800,000					6,800,000		
45 Boiler Replacement - Latimer Lane	\$ 900,000	Bonds	\$ 900,000					
46 HJMS Tennis Court Replacement	\$ 500,000			500,000				
47 School Security Improvements	\$ 850,000	Bonds	850,000					
48 Building Maintenance Improvements	\$ -							
BOARD OF ED PROJECT TOTAL:	\$ 40,495,620		\$ 26,315,620	\$ 4,650,000	\$ 2,105,000	\$ 6,800,000	\$ 400,000	\$ 225,000
GRANTS/OTHER FUNDING:								
37 HJMS - Renovation - Phase 3	\$ (5,741,619)	S	\$ (5,741,619)					
43 SHS Partial Roof Replacement	\$ (780,000)	S		\$ (780,000)				
44 Latimer Lane Renovation	\$ (2,258,280)	S		\$ (2,258,280)				
Total	\$ (8,779,899)		\$ (5,741,619)	\$ (3,038,280)	\$ -	\$ -	\$ -	\$ -
TOTAL BOE AMOUNT Requested:	\$ 31,715,721		\$ 20,574,001	\$ 1,611,720	\$ 2,105,000	\$ 6,800,000	\$ 400,000	\$ 225,000

Funding Sources: Bonds = Municipal Bonds S = State Grant Assistance Cash = General Fund Cash Contribution

GRAND TOTAL FOR CAPITAL PROJECTS:	\$ 80,313,620		\$ 29,505,620	\$ 10,413,000	\$ 7,590,000	\$ 14,245,000	\$ 13,730,000	\$ 4,830,000
GRAND TOTAL LESS REIMBURSEMENTS:	\$ 66,058,721		\$ 22,314,001	\$ 6,039,720	\$ 4,900,000	\$ 14,245,000	\$ 13,730,000	\$ 4,830,000



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Hometown Heroes Guidelines and Appointment of Committee Members

2. **Date of Board Meeting:** March 26, 2018

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports adopting the revised Hometown Heroes Guidelines as presented, the following motion is in order:

Move, effective March 26, 2018 to approve the revised Hometown Heroes Guidelines as presented.

Additionally, the Board of Selectmen needs to appoint members to the Hometown Hero Selection Committee, with terms expiring December 2, 2019. A Republican Board of Selectmen member needs to be identified. The following additional motion is in order:

Further, move to appoint the following individuals as regular members of the Hometown Hero Selection Committee with terms expiring December 2, 2019: Eric Wellman (D, First Selectman); INSERT NAME (R, Board of Selectmen member of the opposite party); Tom Horan (D, business leader); T.J. Donohue (D, Previous Hometown Hero); and Len Lanza (U, veterans group).

5. **Summary of Submission:**
The Hometown Hero Program was initiated in 1986, with the purpose being to recognize residents for any deed or service that made our community a better place to live. Attached are proposed revisions to the Hometown Hero Program Guidelines. Most changes are housekeeping in nature to reflect the change in form of government. The Guidelines were adopted in 1996 and last updated in 1998.

Appointment of Hometown Hero Selection Committee members are in accordance with the attached guidelines. Members are appointed on a biennial basis and include: the First Selectman; a Board of Selectmen member of the opposite party; a member of the Historical Society; a business leader; a previous Hometown Hero; and a member of a veterans or service organization, with the goal of non-partisanship in mind. At this time, we are still working to find a member of the Historical Society willing and interested to serve on the Committee.

6. Financial Impact:

Approximately \$500 is budgeted annually under the Board of Selectmen/Community Services budget to support costs associated with this program. If all budgeted funds are not needed for the program, those funds are not expended.

7. Description of Documents Included with Submission:

- a) Proposed Revisions to Hometown Hero Guidelines
- b) 2018 Nomination Form - DRAFT
- c) 2018 Press Release - DRAFT



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Guidelines for the Hometown Hero Program

Adopted by Board of Selectmen

November 13, 1996

Amended February 23, 1998

DRAFT - Amended March 26, 2018

1. Background Information

The Program was initiated in 1986 by Governor William O'Neill as part of the 350th Anniversary of the founding of Connecticut. Any municipality could designate residents as "Hometown Heroes" for any deed or service that made the community a better place in which to live. State certificates were presented to the 42 individuals and 4 organizations on May 12, 1986. The following year, First Selectwoman Margaret Shanks continued the program with certificates developed for Simsbury, naming 48 designates. It has been continued since, with Hometown Heroes recognized at a ceremony **during the month of May** ~~on or near the date of~~ **as** May 12th **is** the date of Simsbury's birth.

2. Criteria for Selection

- A. A person(s) who is a resident, or who is active in the Simsbury community, or who lived in Simsbury during the time period that is under consideration.
- B. Person(s) who has demonstrated selfless and altruistic behavior which contributes significantly to the betterment of our Town.
- C. That such deed or action performed inures primarily to the Town of Simsbury, although not necessarily exclusively; and that.
- D. Any individual or group that has been nominated to the Hometown Hero Award Committee (henceforth "Committee") shall be duly considered with the following exceptions:
 - The hero shall not be a member of Town staff, nor a sitting elected or appointed official. Nor shall the hero have benefited economically from his/her endeavors on behalf of the Town.
- E. There will be no quotas or automatic selections by the Committee. Recognizing the premise that an abundance of awards will dilute the significance of the award, the Committee is duly charged to use its discretion in the number to be awarded.

3. The Selection Process

- A. Written nominations will be requested and received during ~~the a~~ thirty (30) day period preceding ~~April 18, 2017~~ **typically occurring in whole or part during the months of March and/or April.**
- B. The Selection Committee shall review the names nominated for the Hometown Hero Award. The Committee shall **make selection and** approve the list of designates **award recipients** no later than ~~April 28, 2017~~ **two weeks prior to the scheduled ceremony.**
- C. The First Selectwoman **Town Manager's Office** shall notify all designees by ~~May 1, 2017~~ **award recipients of** the time and place of **the** award ceremony.
- D. The First Selectwoman **Town Manager's Office** shall complete arrangements for **the ceremony such as scheduling, publicity, and refreshments.** ~~refreshments and publicity by May 8, 2017.~~
- E. Their names **of award recipients** will be engraved on the Hometown Heroes plaque **displayed** in the Town Hall.

(NOTE: ~~All dates are subject to revision and change.~~)

4. The Selection Committee

The Selection Committee shall be appointed by the Board of Selectmen on a biennial basis. The Selection Committee shall consist of the First Selectwoman, a Board of Selectmen member of the opposite party, a member of the Historical Society, a business leader, a previous hometown hero, and a member of a veterans or service organization, with the goal of non-partisanship in mind.

The membership of the Committee shall be ~~appointed~~ recommended by the First Selectwoman **and the Town Manager to the Board of Selectmen.** ~~and approved by The Board of Selectmen~~ **is the appointing authority.**

Staff assistance to the Selection Committee shall include reasonable requests deemed necessary by the Committee.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Nomination Form for Hometown Hero Program – 2018

Please return to the Town Manager’s Office, 933 Hopmeadow Street, Simsbury, CT 06070 - no later than 4:30 p.m. on _____. Forms may be submitted online at:

Criteria for Selection

(Adopted by the Board of Selectmen, November 13, 1996; Amended February 23, 1998 & March 26, 2018)

- A. A person(s) who is a resident, or who is active in the Simsbury community, or who lived in Simsbury during the time period that is under consideration;
- B. Person(s) who has/have demonstrated selfless and altruistic behavior which contributes significantly to the betterment of our Town;
- C. That such deed or action performed inures primarily to the Town of Simsbury, although not necessarily exclusively; and that
- D. Any individual or group that has been nominated to the Hometown Hero Award Committee (henceforth ‘Committee’) shall be duly considered with the following exceptions: The Hero shall not be a member of Town staff, nor a sitting elected or appointed official. Nor shall the Hero have benefited economically from his/her endeavors on behalf of the Town.

Name of Nominee: _____

Nominee’s Address: _____

Nominee’s Phone Number: _____

Nominee’s Email Address: _____

Please describe the Nominee’s act/deed and/or behavior which contributes/contributed to the Town of Simsbury and attach to this form:

Check one of the following regarding the Nominee’s status during time period under consideration:

- Simsbury Resident Active in Simsbury Community Lived in Simsbury at time

Name & Phone Number of Person completing form or (Contact Information for Person completing form)

Telephone (860) 658-3200
Facsimile (860) 658-9467

www.simsbury-ct.gov
An Equal Opportunity Employer

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



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Nominations Sought for Simsbury “Hometown Heroes”

For Immediate Release

March 27, 2018

**Contact: Town Manager’s Office
(860) 658-3230**

[*Simsbury*]*—*The Town of Simsbury is seeking nominations for recipients of this year’s Hometown Hero Awards. Since 1986, Simsbury designates and recognizes outstanding individuals for their service to the community. All nominees must meet the following criteria:

- A person(s) who is a resident, or who is active in the Simsbury community, or who lived in Simsbury during the time period that is under consideration;
- A person(s) who has demonstrated selfless and altruistic behavior which contributes significantly to the betterment of our Town;
- Such deed or action performed inures primarily to the Town of Simsbury, although not necessarily exclusively; and
- Any individual or group nominated shall not be a member of Town staff, nor a sitting elected or appointed official. Nor shall the hero have benefited economically from his/ her endeavors on behalf of the Town.

If you would like to nominate an individual or group for this award, please (1) write a letter of nomination, specifying why the person should be given this designation; or (2) complete a nomination form, available at Town Hall, the Simsbury Public Library and the Senior Center. Nominations must be submitted by _____ **2018** to the *Simsbury Hometown Hero Selection Committee, Town of Simsbury, 933 Hopmeadow Street, Simsbury, CT 06070*. Nomination forms are also available on the Town web site at www.simsbury-ct.gov and may be submitted electronically.

For additional information, please contact the Town Manager’s Office at 658-3230.

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

townmanager@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



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Hopmeadow Street Banner Display Policy

2. **Date of Board Meeting:** March 26, 2018

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

Maria E. Capriola, Town Manager; Melissa Appleby, Deputy Town Manager

Maria E. Capriola

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

If the Board of Selectmen supports adopting the Hopmeadow Street Banner Display Policy and banner hanging and removal fee as presented, the following motion is in order:

Move, effective March 26, 2018 to approve the Hopmeadow Street Banner Display Policy and banner hanging and removal fee of \$150 as presented.

Since a number of banners were pre-approved for 2018 prior to the new policy being in place, the Hopmeadow Street Banner Display Policy and fee will not apply to those banners. As a result, the following motion is in order:

Further move to approve the list of banners for 2018 events as presented that were approved prior to the development and approval of the new Hopmeadow Street Banner Display Policy.

5. **Summary of Submission:**

In December 2017, the long-time volunteers that regularly hung banners for various Town and civic events across Hopmeadow Street adjacent to Shultz Park notified the Town that they would no longer be able to perform this service. At the January 8, 2018 Board of Selectmen meeting, the Board approved a moratorium on the hanging of banners until a policy and process could be developed to address which department will be responsible, whether a fee will be charged, and whether hanging banners will be restricted to certain seasons.

An interdepartmental team was established to prepare a draft policy and application form, determine hanging and removal procedures, and to conduct a cost analysis of staff time associated with hanging and removing the banners. The team consisted of staff from the Town Manager's Office, Zoning, Public Works, and Culture, Parks and Recreation.

Staff is proposing to replace the existing Route 10 Light Post Banner Display Policy (approved by the Board of Selectmen on November 25, 2013) and replace it with a

more comprehensive policy guiding the hanging and removal of all banners along Hopmeadow Street. This original policy applied to the 19 bracketed poles between Massaco Street and Wilcox Street, and was managed by Culture, Parks and Recreation. The new proposed policy includes the individual banner across Hopmeadow Street adjacent to Shultz Park.

Highlights of the policy include the following:

- Identifies three categories of “authorized users” in order of priority: Town of Simsbury; Non-Profit Organizations Serving Simsbury Residents; Not-for-Profit Organizations, Civic Organizations, and Other Governmental Agencies
- Outlines the application requirements and timeline
- Institutes a fee of \$150 (a decrease from the previously established fee of \$250)
- Prohibits the hanging of banners from December 1 through March 31
- Specifies the logistics regarding banner drop-off and timing of installation

Culture, Parks and Recreation will continue to be responsible for hanging the pole-mounted banners on the 19 designated poles between Massaco Street and Wilcox Street, and Public Works will be responsible for hanging the individual banner across Hopmeadow Street adjacent to Shultz Park.

The Board is also being asked to approve the list of banners for events in 2018 that were approved prior to the development of this policy. A list of those previously approved banners is attached.

6. Financial Impact:

The proposed policy includes a \$150 fee for approved applications. This fee is based on three man-hours². The fee is \$100 less than the fee previously included in the Route 10 Light Post Banner Display Policy.

Implementation of this policy should have a neutral financial impact, as the proposed fee for applicants is intended to help offset the direct costs to the Town associated with hanging and removing the banners.

7. Description of Documents Included with Submission:

- a) Draft Hopmeadow Street Banner Display Policy
- b) Draft Permit Application
- c) List of Previously Approved Banners for 2018

² Staff anticipates utilizing three individuals to hang the banners, at an estimated total time of one hour to perform the task. Cost estimates include wages and benefits totaling \$48.81/hour (\$48.81 x 3 = \$146.42).



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY HOPMEADOW STREET BANNER DISPLAY POLICY *Adopted by the Simsbury Board of Selectmen on INSERT DATE, 2018*

I. Purpose

The Town of Simsbury affords Simsbury based organizations and other governmental agencies the opportunity to display banners along Hopmeadow Street for events using attachments to decorative street lights or a single banner hung over and across the Hopmeadow Street adjacent to Shultz Park. The pole mounted banners utilize 19 designated bracketed poles (DBP). These poles are located on both sides of the roadway between Massaco Street and Wilcox Street. The individual banner is across Hopmeadow Street and utilizes rigging at Pole 130 CL&P and 131 HELCO.

“Events” are to include those scheduled on particular dates and times or for specific time periods for which those events are scheduled. General information for youth and adult sports leagues are not considered to be events.

II. Applicability

All organizations listed under Section IV of this policy wishing to display banners along Hopmeadow Street using attachments to decorative street lights or a single banner hung over Hopmeadow Street adjacent to Shultz Park are expected to comply with the provisions of this policy.

III. Effective Date

This policy shall be effective immediately and shall remain in effect until revised or rescinded. The Town reserves the right to amend this policy as necessary. This policy replaces the Route 10 Light Post Banner Display Policy approved by the Board of Selectmen on November 25, 2013.

IV. Authorized Users, *In order of Priority*

- A. **Town of Simsbury:** The Town of Simsbury, one of its Departments, or an event receiving direct or in-direct support from the Town in the form of co-sponsorship.
- B. **Non-Profit Organizations Serving Simsbury Residents:** A 501(c)(3) not-for-profit organization as defined by the Internal Revenue Service or the State of Connecticut, serving Simsbury residents, and promoting an event taking place in Simsbury.

- C. **Not-for-Profit Organizations, Civic Organizations, and Other Governmental Agencies:** A not-for-profit organization, civic group, or another governmental agency, serving Simsbury residents, and promoting an event taking place in Simsbury.

V. Requirements and Application

- A. Use of the banners is limited to Authorized Users, as listed above in Section IV of this policy.
- B. All proposed banners must comply with the terms of this policy.
- C. An application for display of banners is available from and shall be made to the Town of Simsbury Planning Department. Applications shall include the following:
- Documentation demonstrating that the organization meets the definition of an Authorized User as outlined in Section IV of this policy.
 - Information demonstrating that the banner is promoting an event as defined in Section I of this policy.
 - A clear statement of the purpose of the banner and a description of the content, size, location, and tenure of the proposed banner.
 - A scaled picture rendition of the content of the proposed banner along with any sponsorships.
 - Name and contact information of the person responsible for coordinating the drop-off and pick-up of the banners.

Applications for each calendar year may be submitted starting on January 1st of the same calendar year.

- D. If a banner application is approved, a \$150 fee payable to the Town of Simsbury will be required. Payment must be received prior to the date in which the banner(s) will be hung. The intent of this fee is to help offset some of the direct costs to the Town associated with hanging and removing the banners. Fee waiver requests will not be granted for this purpose.
- E. The Town will administer the display and removal of the banners. Only Town of Simsbury staff will be permitted to put up and take down the banners.
- F. All Authorized Users must obtain a certificate of insurance (COI) naming both the Town of Simsbury and the State of Connecticut as additional insured, with minimum coverage limits of \$1,000,000.

- G. At the writing of this policy, Authorized Users should be aware that DOT regulations allow the sponsor name to be placed on the banner (subordinate to the message), but no further commercial content/advertising is allowed.
- H. No banners will be displayed between the dates of December 1st and March 31st, with the exception of the banner for the Martin Luther King, Jr. event in January.
- I. If approved, the individual banner across Hopmeadow Street banner may be authorized for up to a two-week period, once per year for any organization. If approved, lamp post banners may be authorized for up to an eight-week period, once per year.
- J. All banners shall be dropped off at the designated Town Hall location (933 Hopmeadow Street) by 6am on the Friday preceding the date in which the banner(s) will be hung. Banner(s) must be picked up within one week of removal or they will be disposed. The Town of Simsbury assumes no responsibility for damage to banners, banners that are ill-fitting, loss, fading, inappropriate designs, banners that are delivered late, late installations, wind or storm damage or craftsmanship.
- K. Installation of the banners will be made as close as possible to the approved dates; however, the Town reserves the right to alter the hanging schedule in the event of exigent circumstances such as but not limited to inclement weather, a public emergency, or available staff resources. Deviations from the hanging schedule shall be granted by the Town Manager, or his/her designee.
- L. In the event of approval of an application, a Temporary Sign Permit shall be issued by the Zoning Enforcement Officer (ZEO).

**TEMPORARY NON-PROFIT SIGN PERMIT
HOPMEADOW STREET BANNERS
SIMSBURY, CONNECTICUT**

Applicant Information:

- Name of 501(c)(3) :* _____ *(provide proof of status)*
- Information concerning the Town Sponsored Event/Town*
- A scaled picture rendition of the banner showing all content- this can be provided by the sign company*
- Certificate of Insurance naming the Town of Simsbury and State of Connecticut as an additional insured, with a minimum policy limit of \$1,000,000*
- A fee of \$150 made payable to "Town of Simsbury"*

Nothing in this permit shall supersede any other federal, state, municipal or private laws, regulations, ordinances or by-laws, which may be binding.

****PLEASE PRINT****

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

HOME PHONE: _____ **CELL PHONE:** _____

BUSINESS PHONE: _____ **FAX NUMBER:** _____

EMAIL ADDRESS: _____

DATE BANNER TO BE HUNG: _____ **EVENT DATE:** _____

DATE BANNER TO BE REMOVED: _____

I agree to indemnify and hold harmless the Town of Simsbury from any damage resulting from or to said banner including, but not limited to property damage. I have read the Town of Simsbury's banner policies and specifications and agree to adhere to these policies and specifications.

Applicant's Signature: _____ **Date:** _____

Approved By: _____ **Date:** _____
Zoning Enforcement Officer

HOPMEADOW STREET ROAD BANNER SPECIFICATIONS

- Banners must be made by an approved professional installer (sign builder) who is familiar with the specific requirements necessary to build, rig, hang, adjust, and take down a banner of utmost safety.
- No “homemade” banners will be allowed.
- Banners shall have a finished overall length 29'11" x width 41", and have a minimum of ten (10) well dispersed “air holes” to reduce wind pressure. The banner cannot be less than eighteen (18) feet above the center of the pavement.
- Banner must be strong enough to withstand 50 mph wind.
- The ends of the banner should have a two-inch diameter “sleeve” so the iron pipes may slide through it at each end. Ends are to be *rolled* and heavily stitched to allow 1" pipe to go through.
- ¾” grommet holes will be located on the top and bottom of the banner three inches from each doubly reinforced corner of the banner and every 18” along the top and bottom of the banner.
- Grommets shall be of at least ½-inch in diameter in order to accommodate the hardware.
- No print closer than 4" from top.

HOPMEADOW STREET LAMP POST BANNERS

- Finished size of lamp post banners shall be 30"x60"
- There shall be 2.5" pole pockets and 1" hems all the way around

2018 Previously Approved Banners

- March 17-March 31: Simsbury Chamber of Commerce
- April 15- April 29: Simsbury River Run: Simsbury Granby Rotary Club
- April 29-May 13: Simsbury Chamber of Commerce
- May 13-May 28: Memorial Day Parade
- July 7-July 21: Simsbury Chamber of Commerce
- August 19-September 1: Simsbury Woman's Club
- September 1- September 15: Simsbury Chamber of Commerce



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Referral to Culture, Parks and Recreation Commission Regarding Carry In Carry Out Policy

2. **Date of Board Meeting:** March 26, 2018

3. **Individual or Entity Making the Submission:**
Maria Capriola, Town Manager; Eric Wellman, First Selectman
Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports sending a referral to the Culture, Parks, and Recreation Commission on this matter, the following motion is in order:

Move, effective March 26, 2018 to refer the Carry In Carry Out Policy for our parks and fields to the Culture, Parks, and Recreation Commission. The purpose of this referral is to evaluate the effectiveness of the policy and to assess whether or not any modifications to the policy are needed. The Culture, Parks, and Recreation Commission will be asked to present its findings and recommendations to the full Board of Selectmen.

5. **Summary of Submission:**
At its regular meeting on May 8, 2017, the Board of Selectmen approved the recommendation of the Culture, Parks and Recreation Commission to transition to a "Carry In – Carry Out" policy for trash removal for town owned parks, fields and other properties effective July 1, 2017.

This policy requires park and field users to take responsibility for removing any trash that they generate on public property. Facilities operating food concessions are exempt from this policy. The intent of the policy was to further establish the Town's commitment to conservation and sustainability. The Town's parks now display signage indicating this policy.

Since implementation of the policy, staff and numerous Board members have received feedback from many members of the public who are dissatisfied with this change in practice. Many have noted increased litter at our parks, particularly at the Iron Horse playground area. Others have expressed that by not providing trash receptacles, our parks and fields are not family or pet friendly.

Staff's initial assessment to-date is that most of our parks and fields have not seen an increase in litter, and that most park users are complying with the Carry In Carry Out Policy. Staff is saving an estimated 15 hours per week by not removing trash from our

parks. Those staff hours have been reallocated to performing other needed maintenance functions such as trail and bike path work, tree pruning, and other park maintenance.

Moving forward it would be helpful to better understand the effectiveness and practicality of this policy now that it has been implemented for nearly nine months. A referral to the Culture, Parks and Recreation Commission could serve as a meaningful way to assess whether or not the Carry In Carry Out Policy is working as intended, and whether or not any modifications should be made to the policy. If referred, the Culture, Parks, and Recreation Commission would be asked to present its findings and recommendations to the full Board of Selectmen. Gerry Toner staffs the Culture, Parks, and Recreation Commission and would be the lead staff member for this initiative.

6. Financial Impact:

The estimated value of staff time savings is \$36,140 (including benefits) for a full year. These savings are not a direct savings to the budget, but rather reflect a change in productivity as staff time has been reallocated to other maintenance tasks.

7. Description of Documents Included with Submission:

- a) Recommendation from Culture, Parks and Recreation Commission, dated April 27, 2017



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Culture, Parks and Recreation Department

April 27, 2017

PROPOSAL – PARKS/ATHLETIC FIELD TRASH REMOVAL

Background: This department has had the responsibility of trash removal from all parks and playing field areas in Town. This also includes playground areas, the Greenway, Performing Arts Center, and other town owned areas. Trash is hauled by department staff to a centralized location where it is picked up by a local trash hauler.

Typically, this requires 10 - 15 man hours weekly, equating to an annual cost of approximately \$15,000. This is in addition to the contractual cost of \$5,500 annually with the local trash hauler, in this case Paines, Inc.

As a cost saving measure, the State of Connecticut and other local municipalities have transitioned to a "Carry In, Carry Out" policy whereby park and field users are responsible for taking any trash that they generate out of the park on their own. Trash receptacles are no longer made available at these sites. The one exception would be the Simsbury Farms Golf Course.

In addition to the budget considerations, the following are factors that influence this change:

- Based on input from other towns, the amount of illegal dumping is significantly decreased by the removal of trash receptacles from these areas.
- With limited staff and increasing demands for services, the hourly cost of trash removal is not warranted.
- Youth sports groups and other organizations still have the option of securing receptacles for trash disposal and contracting with a private hauler. They will also be expected to police their respective areas and participants.
- This program has been used on a trial basis in Simsbury in some of our smaller parks, with no evidence of abuse or illegal dumping.
- This is consistent with the Town's commitment to conservation and sustainability.

Telephone (860) 658-3281
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rbazzano@simsbury-ct.gov
<http://www.simsbury-ct.gov/>

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8:30 a.m. – 4:30 p.m. Tuesday thru Thursday
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Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Discussion on Recruitment and Appointment Process for Unaffiliated Voters to Appointed Committees, Commissions, and Boards
2. **Date of Board Meeting:** March 26, 2018
3. **Individual or Entity Making the Submission:**
Eric Wellman, First Selectman; Mike Paine, Board of Selectmen member

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

If the Board of Selectmen supports establishing a work-group to review the recruitment and appointment process for unaffiliated voters to appointed committees, commissions, and boards the following motions are in order:

Move, effective March 26, 2018 to establish a work group of the Board of Selectmen to review the recruitment and appointment process for unaffiliated voters to appointed committees, commissions, and boards. The work group is tasked with researching and benchmarking how other communities recruit and appoint unaffiliated voters to appointed committees, commissions, and boards and for presenting its findings and recommendations to the full Board of Selectmen.

Further move to appoint Eric Wellman and Mike Paine to the work group.

5. **Summary of Submission:**

As of February 2018 the Town of Simsbury has 6,768 unaffiliated registered voters. This represents 37.8% of all registered voters in Simsbury, and is the largest category of voters by percentage. As the recruitment process is currently structured, unaffiliated voters may not learn about opportunities to serve the community on our various appointed boards and committees. Further, there is often no mechanism for interested unaffiliated voters to be formally appointed to our boards and commissions.

In an effort to be more inclusive and increase participation and access to our government, we are proposing that a bi-partisan work group of the Board of Selectmen be established to review this issue. The work group would be tasked with researching and benchmarking how other communities recruit and appoint unaffiliated voters to appointed committees, commissions, and boards. Ultimately, the work group would present its findings and recommendations to the full Board of Selectmen at a later date. When the work of the group is complete, the intent would be for it to be disbanded.

If established, First Selectman Wellman and Board member Paine volunteer for this work group. If other members are interested in this initiative, we welcome your participation in the group. Further, Town Manager Capriola would assign Town Clerk Ericka Butler as the lead staff member to support the work group, with additional assistance provided by our graduate student intern and other staff members as needed. Meetings of the work group would need to be properly noticed to be in compliance with FOIA laws.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Discussion on Economic Development
2. **Date of Board Meeting:** March 26, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Eric Wellman, First Selectman
Maria E. Capriola
4. **Action requested of the Board of Selectmen:**
If the Board of Selectmen supports creating an ad hoc Economic Development work group, the following motion is in order:

Move, effective March 26, 2018 to establish a work group of the Board of Selectmen to prepare a draft ordinance regarding an Economic Development Commission, as required by Section 609 of the Charter. Once an ordinance is adopted, the Economic Development work group would be tasked with vetting potential Economic Development Commission members and making recommendations for appointment to the full Board of Selectmen.

If members of the Board have an interest in being appointed to the Economic Development work group, the Board could further move to appoint those individuals to the work group this evening.

5. **Summary of Submission:**
Section 609 of the Charter states that "the Board of Selectmen shall create, by ordinance, an Economic Development Commission which shall have the membership, terms, duties and responsibilities, not inconsistent with this Charter or state law, as determined by such ordinance." Such an ordinance has not yet been developed.

The Board of Selectmen could form an ad hoc group of the Board to work on developing an ordinance regarding an Economic Development Commission (EDC). The ordinance would need to address membership composition and qualifications, terms, and duties and responsibilities of the EDC. Once an ordinance is drafted and adopted, the ad hoc group could then vet potential members for the new Commission and make recommendations for appointment to the full Board of Selectmen.

On August 10, 2017 the former Economic Development Commission issued recommendations regarding a new Economic Development Commission, which was referred to as NEDC. That report provided suggestions regarding duties and responsibilities for the Commission, membership, resources needed to support economic development, and economic development strategies. The report is attached to this memorandum for reference.

One of the recommendations of the August 10th report was for the town to engage in an economic development strategic plan. If funds are approved in the FY 18/19 CNR budget for this purpose, the ad hoc Economic Development group could also assist with that project. Some additional areas for consideration that have been discussed by Board members and myself include reviewing our permitting process, reviewing potential consolidation opportunities for various land use regulatory bodies, and analyzing our building permit fees.

If the Board of Selectmen forms an ad hoc Economic Development work group, I would plan to serve as the lead staff member to support the work group, with additional assistance provided by our Deputy Town Manager, graduate student intern, planning department, and other staff members as needed. Meetings of the work group would need to be properly noticed to be in compliance with FOIA laws.

6. Financial Impact:

None, other than staff time, for the initial phase (developing the Economic Development Commission Ordinance). Future phases such as an economic development strategic plan or review of our permitting process will likely require financial resources in order to secure technical assistance for those projects.

7. Description of Documents Included with Submission:

- a) Want to Prosper? Act Like a Region, Proponents Say, CT Mirror, February 28, 2018
- b) Memorandum from Simsbury Economic Development Commission, re: New Economic Development Commission, dated August 10, 2017

The CT Mirror (<https://ctmirror.org/2018/02/28/want-prosper-act-like-region-proponents-say/>)

Want to prosper? Act like a region, proponents say

By: TOM CONDON | February 28, 2018



Downtown Indianapolis, where the city merged with surrounding Marion County. (Credit: Evan Walsh (<https://www.flickr.com/photos/evanwalsh/>) via Creative Commons)

Second of three articles.

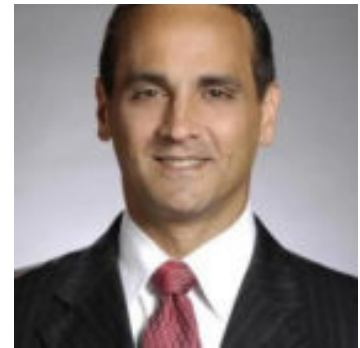
One of the proposals in Boston’s package that made the first cut in Amazon’s search for a second headquarters (HQ2) was regional: to put the big project on various sites along the Orange Line of the MBTA in three towns, Somerville, Cambridge and Boston.

“This is how you win. You act like a region,” Somerville Mayor Joseph Curtatone told a reporter. “This is an opportunity to break out of our provincial and parochial mold.”

His message was that contiguous towns with common interests should be working together on economic development rather than going it alone. If this is a challenge in Massachusetts, it is doubly so in Connecticut, where no proposals made the Amazon HQ2 first cut.

Time and again, when presented with the chance to act like a region, Connecticut towns will act like sparrows at a bird feeder, trying to knock each other off and grab the birdseed.

For example, five towns competed last year to be the home of the new tribal casino that is supposed to keep in-state gamblers from driving to the new MGM facility being built in Springfield. East Windsor won, to the dismay of the other towns. All were after property tax revenue, the main driver of such inter-town competition.



CITY OF SOMERVILLE

**Somerville, Mass., Mayor
Joseph A. Curtatone**

Regional Dynamics

This dynamic is worrisome because metropolitan regions are driving the national economy. The Brookings Institution's Metropolitan Policy Program has studied the dynamics of metro regions for two decades and found that the country doesn't have a national economy or even state economies; it has a network of regional economies.

The country's 100 largest metros represent just 12 percent of the nation's land area but generate two thirds of U.S. jobs and three quarters of the country's economic output. The metros get the lion's share of scientists, research grants, patents and venture capital, according to a [Brookings research paper \(https://www.scribd.com/document/13245283/Metro-areas-drive-economy-Brookings-Institution\)](https://www.scribd.com/document/13245283/Metro-areas-drive-economy-Brookings-Institution) titled "Miracle Mets."

But some regions produce more than others. To be effective, a region must be cohesive, said Mark Muro, senior fellow and policy director at the Brookings Metropolitan Policy Program.

"It's about capacity to act, to have the ability to deliver projects of the most importance," said Muro in a recent telephone interview.



<https://ctmirror.us5.list-manage.com/subscribe/post?u=c546ffdc4bbb36c1f14f9c8f1&id=571d22f8e4>

"We now begin to see that regions that can't move to cohesion will fall further behind. It leaves the place doing small things in an uncoordinated way," he said.

He is talking about economic development. The argument usually put forward for regionalism in Connecticut is that it can save money. And it can, but as Muro observes, that may not be the best reason to consider metropolitan cooperation. Towns also can make money by developing their regional economies.

Connecticut has some regional economic activities, such as regional chambers of commerce, New Haven's REX (Regional Economic Xcelleration) and Hartford's Capital Region Development Authority. The state's investment to keep United Technologies in the state can be viewed as regional economic development, as can investments in cities such as the Six Pillars in Hartford two decades ago. But regional economic development that, for example, produces transit projects, is at a different level.

The Process

Acting like a region isn't that complicated, at least in theory.

A region's constituent members acknowledge their shared destiny and mutual dependence — that they are all in it together. They put a hand in the huddle and shout “Team!” or otherwise acknowledge their willingness to work together and trust one another.

They create a permanent leadership body or use an existing one, leadership being the sine qua non of the enterprise. They survey their metropolitan areas for opportunities to grow their economies.

From this they develop an economic development plan, raise funds from public and private sources and execute the plan, over time, with the leadership entity remaining at the helm. Some metros, Greater Minneapolis for one, share the revenue from new development among their towns.

This is happening around the country. Three examples:

Indianapolis

Back in the 1960s Indy was a profoundly unexciting burg, known as Indianoplace, Naptown, etc. That began to change in 1970, when the city merged with surrounding Marion County. Though schools did not merge, and police didn't merge until years later, the city had one governing body, called UniGov, for all other services.

This was done (under Republican Mayor Richard Lugar) in part to capture some of the tax revenue that was fleeing to the suburbs, a train that has long since left the station in Connecticut.

But it also was done to develop a regional economic vision, which the region has now done twice.

The first vision was to become the “Amateur Sports Capital of the World.” The consolidated city formed a corporation that built stadiums, attracted governing bodies of amateur sports, even brought the NCAA headquarters to town. It hosted the Pan Am Games and other major sporting events. It eventually attracted an NBA and an NFL team. The success was amazing; the image of the city changed dramatically.

But leaders realized, as some do not, that sports only gets you so far.

In 1999 corporate and civic leaders formed the Central Indiana Corporate Partnership, whose membership includes CEOs or presidents of 50 major corporations, three philanthropies and six universities. The boss has to participate; the nonpartisan organization doesn't allow alternates or delegates. It includes no elected officials, and none of its core funding comes from the public till.

It's goal, working with government and business groups, is to develop economic strategies for the region by filling gaps and enhancing strengths.

Since 1999 this sophisticated entity has created six major, multi-million dollar initiatives, in life sciences, IT, advanced manufacturing, alternative energy, agricultural innovation and workforce development across the region. The life science sector is a \$63 billion industry, second only to California in life science exports.

“Indianapolis has brought structure to the practice of collaboration. It has moved business and social networks to a higher level of productive connectivity,” write Bruce Katz and Jeremy Nowak in a new book “The New Localism.”

Indianapolis made the first cut in the Amazon 2HQ competition.

Denver

The Mile-High City took a different tack with its regional economic development entity: instead of no elected officials, it has all elected officials.

The Colorado Metro Mayor’s Caucus was founded in 1993 as a forum for mayors to discuss regional issues. It began with seven mayors and now has 41 mayors of towns in the Denver region.

The mayors have learned to trust one another. According to a case [study \(https://www.huduser.gov/portal/casestudies/study-09282016.html\)](https://www.huduser.gov/portal/casestudies/study-09282016.html) of the program done by the U.S. Department of Housing and Urban Development, the region has developed a “nationally recognized culture of collaboration.”

The program works on consensus-building. An executive committee sets the agenda. Committees study problem issues, which usually cross jurisdictional boundaries. The members determine if a solution is manageable and within the ability of the caucus to influence the outcome.



FASTRACKS

Rail cars on Denver’s FasTracks system.

The group develops a strategy. If more than four mayors oppose it and no compromise is possible, they don’t advance it.

The impact of the caucus’s work in addressing regional economic development, according to the HUD study, is “unprecedented.” The caucus supported and abetted big-ticket projects such as the Denver Convention Center, Coors Field for the Colorado Rockies, the Denver International Airport and the FasTracks regional transit system, which residents voted to tax themselves to build.

The caucus also has taken on less photogenic issues: water, homelessness, housing, energy and hunger. Denver also made the Amazon HQ2 first cut.

Northeast Ohio

Yet a third approach to major regional economic development has gotten national attention. Instead of CEOs or mayors, the Fund for Our Economic Future in Northeast Ohio is an alliance of funders — foundations, business organizations, universities and government.

When the fund was founded in 2004, the post-industrial future of the 18-county footprint was not promising. As a fund podcast put it, the area was “underperforming the national economy.” The region’s identity, such as it had one, could be summed up in two words: Rust Belt.

Since then, the fund has raised more than \$100 million for research and grants, focused on job creation, job preparation and job access. The fund works with partners such as Team NEO, the region's nonprofit economic development organization. Together they have bolstered existing fields, such as bioscience, and made strategic investments in new industries, including smart devices, energy storage and additive manufacturing (industrial 3-D printing).

Of particular note is the fund's commitment to inclusion and its effort to bring good jobs to distressed communities, a serious need in Connecticut.

There are many other examples of big-thinking regional development, from Miami-Dade and Nashville to Salt Lake City and Pennsylvania's Lehigh Valley, among others. Connecticut has made investments in bioscience and high-tech defense industries, among others, but at the state rather than the regional level.

Some call what the activist regions are doing "government by partnership," bringing business, civic and philanthropic leaders to the conference room to help guide and govern economic development.

Whether Connecticut is ready for such a step remains to be seen.

August 10, 2017

MEMORANDUM

From: Simsbury Economic Development Commission

To: Simsbury Board of Selectmen

Attention: Lisa Heavner and Sean Askham

Earlier this year the current Economic Development Commission (EDC) was asked by two members of the Simsbury Board of Selectmen ... Lisa Heavner and Sean Askham ... to prepare a recommendation pertaining to the establishment of a New Economic Development Commission (NEDC) in 2018 as required by the revised Town Charter.

The purpose of this memorandum is to summarize the current EDC's recommendations regarding the establishment of a NEDC by the Board of Selectmen that will be elected in November 2017 and seated shortly thereafter. This document contains 4 sections as follows:

- A. NEDC Duties and Responsibilities
- B. NEDC Plan of Organization and Operation
- C. NEDC Resource Requirements
- D. Suggested Economic Development Strategies

Sections A. and B. in this report are responsive to the task given to the EDC by Ms. Heavner and Mr. Askham. The EDC has decided to supplement the task by adding Sections C. and D. We feel that Section C. regarding NEDC Resource Requirements is especially important given the scope of duties and responsibilities that are being proposed.

SECTION A. ... PROPOSED NEDC DUTIES AND RESPONSIBILITIES

The EDC's proposals for NEDC duties and responsibilities are informed by the following: (a) state statute regarding the establishment of Economic Development Commissions in the State of Connecticut (Title 7; Chapter 97; Section 7-136); (b) a review of the Plan of Conservation and Development currently being prepared by town staff and the Planning Commission; and (c) the opinions of various members of the current Economic Development Commission as discussed in its meetings to date in 2017.

Our proposals with regard to NEDC duties and responsibilities are as follows:

1. Prepare a strategic plan for economic development in collaboration with the Board of Selectmen and other Boards and Commissions, and present it to the Board of Selectmen as soon as possible ... hopefully by mid-2018. This plan should provide strategic guidelines for economic development that is feasible and desirable for Simsbury. (mandated by the 2017 POCD)
2. Conduct economic development research to analyze economic conditions in and around Simsbury; and to assess economic resources that may be available to support new development as well as existing businesses in the town. (required by statute)

3. Co-ordinate and co-operate with organizations such as Main Street Partnership, Simsbury Historical Society, Simsbury Chamber of Commerce and Farmington Valley Visitors Association. (required by statute)
4. Make recommendations, consistent with the NEDC strategic plan, to officials and agencies in Simsbury, including the Town Manager, Board of Selectmen, Planning Commission, Tourism Committee, Design Review Board and Zoning Commission regarding actions intended to improve the town's economic condition. (required by statute)
5. Review new economic development projects with other boards and commissions, and advocate at local and state levels for strategically desirable projects that have potential to expand the town's grand list. (historical precedent)
6. Endeavor to assist and support economic developers in their attempts to initiate economic development projects in Simsbury. (historical precedent)
7. Co-operate with the Town Manager, staff groups and Main Street Partnership in the preparation and submission of grant applications that can support economic development activity. (seen as desirable by the current EDC)
8. Prepare and present an annual report of the NEDC's activities and recommendations to the Board of Selectmen; the Planning Commission and any other boards, committees and commissions that have an interest in economic development. (required by statute)

SECTION B. ... NEDC PLAN OF ORGANIZATION AND OPERATION

In order to develop recommendations regarding the organization of the NEDC, the current EDC conducted research regarding practices being utilized by towns in Connecticut that are similar in size and demographic make up to Simsbury. The EDC also used the experience of long serving current and former members of the existing EDC.

These recommendations are as follows:

Number of Members

We propose that there should be 7 members appointed by the Board of Selectmen to the NEDC. This recommendation is based on a review of EDC membership practices throughout Connecticut. Most towns similar to Simsbury have decided to have EDCs with between 5 and 7 members.

We suggest the higher number of 7 for the following reasons: (a) in order to take into account the possibility of meeting absences; (b) to provide opportunities for diversity in the membership; and (c) to ensure that there are enough members to do the work of the NEDC.

Term of Office

We suggest a 4 year term of office for members of the NEDC which would be consistent with terms for the majority of commissions in Simsbury. It may be difficult to recruit members for terms longer than 4 years, while shorter terms would not provide enough experience for new members to get up to speed.

Meeting Frequency

We suggest that the NEDC should meet 2 times monthly rather than the current EDC practice of meeting one time per month. This increase in number of meetings will allow the members more time to accomplish the work needed to fulfill the NEDC's more extensive list of duties and responsibilities.

Member Qualifications and Characteristics

We recommend that the members of the NEDC should have some or all of the following characteristics:

- Multiple years of business experience in small, medium and/or large organizations
- At least 5 years of residency in Simsbury
- Personal flexibility to attend weekday meetings in early morning or early evening
- At least one member of the Simsbury Chamber of Commerce
- At least one active member of the Main Street Partnership, preferably an officer of that group
- Willingness to accept special project responsibilities in addition to meeting attendance
- Previous experience in Planning and/or Zoning Boards and Commissions
- Multiple members who do not work full time
- At least one person with previous experience as chair of a board or commission

Political Affiliation of Members

We would urge the new Board of Selectmen to populate the NEDC with a politically balanced group of members. Specifically, we would suggest ... 2 Republicans; 2 Democrats; and 3 unaffiliated.

The Economic Development Role of the Town Manager and the First Selectperson

The job descriptions of the Town Manager and the First Selectperson are still under review by the Board of Selectmen, so we do not know if either of those positions will have codified responsibility for economic development activities. We do however propose the following ...

1. That the Town Manager job description should include specific language relating to economic development. At minimum we believe that the Town Manager should have a responsibility to assist the NEDC in its work, and be available to interact with developers who may want to do business in Simsbury, and with existing business owners in town.
2. That the First Selectperson's job description should include specific language relating to interaction and outreach with current and prospective new business owners and to support their efforts to maintain and strengthen their businesses in Simsbury.

The Role of the Main Street Partnership and FVVA

We strongly recommend that the NEDC should continue to have a close working relationship with the Simsbury Main Street Partnership and the Farmington Valley Visitors Association. This should involve active communications from time to time. However, we propose that the current practice of having the SMSP and FVVA doing monthly status reports should be changed to brief bi-monthly reports. This will result in more time for the NEDC to deal with its expanded duties and responsibilities.

SECTION C. ... NEDC RESOURCE REQUIREMENTS

We are unable to be specific about the resources required for the NEDC to do its work, but in general we believe the NEDC will need dedicated resources above and beyond its membership. This is because the duties and responsibilities that have been proposed for the NEDC are extensive and well beyond the capabilities of the commission itself, given that most of its members will have full time jobs and family responsibilities as well.

To give a perspective on this, here is a summary of the duties and responsibilities proposed by the EDC for the NEDC, most of which are mandated by state statute on by the new Plan of Conservation and Development ... see Section A. above for more details:

1. Prepare a Strategic Plan in collaboration with other boards and commissions
2. Conduct Economic Development Research needed to inform a Strategic Plan
3. Co-ordinate Activities of, and co-operate with, other relevant boards and commissions
4. Make recommendations for economic development
5. Review assist and support new economic development projects
6. Advocate for relevant economic development issues at the local and state level
7. Participate with state and regional agencies to foster economic development in Simsbury
8. Prepare and present an annual report of the EDC's activities and recommendations

Accordingly, it seems clear that the current financial and human resources available to the current EDC will be inadequate for the NEDC, since the responsibilities of the NEDC are significantly greater in number and complexity than the responsibilities of the previous Economic Development Commissions. And so, we suggest that the new Board of Selectmen should consider providing the following resources for the NECD during the first year of its existence ...

1. A staff person (0.25 FTE) dedicated to the work of the NECD.
2. Budget for an Economic Development consultant to assist in development of a strategic plan.
3. Continuation of funds earmarked to support the Simsbury Main Street Partnership

SECTION D. ... SUGGESTED ECONOMIC DEVELOPMENT STRATEGIES

The EDC was not asked to provide suggestions regarding economic development strategies, but we do feel strongly that a set of agreed upon strategies must be in place to guide innovative work on economic development. These or other strategies should be codified in the Simsbury Economic Development Strategic Plan mentioned in Section A. above. To the best of our knowledge neither the Board of Selectmen nor previous Economic Development Commissions have ever developed a strategic plan for economic development. It is long past time to do so ... and in fact this task is mandated by the new Plan for Conservation and Development.

And so ... the current EDC takes this opportunity to suggest several strategic directions for economic development in Simsbury. They are as follows:

1. Ensure that dedicated human and financial resources are provided to the NEDC. If Simsbury wishes to accelerate its economic development activity and seriously build the Grand List, we believe that dedicated human and financial resources must be provided. Volunteer resources are unlikely to produce an improvement in economic development in the town.

2. Give top priority to the development of an Economic Development Strategic Plan. To our knowledge this has never been done and would provide a necessary framework for Economic Development activity. Ideally, this would be done using the services of an experienced strategic planning consultant. But if adequate financial resources are not available to fund a consultant, then at least 2 of the members of the NEDC should have experience with strategic planning and be willing to assist the town in developing a plan using volunteer resources.
3. Study Economic Development Success Models in Towns Similar to Simsbury. This can be done with the assistance of the Connecticut Economic Resource Center (CERC) and perhaps through the use of specialized consultants and/or volunteer members of the NEDC
4. Focus on “Target Sectors” consistent with the Economic Development Strategic Plan. Preparation of this plan should be a top priority of the NEDC, and it should include a detailed section on types of economic development make the most sense for The Town of Simsbury, and which are preferred target sectors based on input from Citizens at Large, Boards & Commissions, The Chamber of Commerce and The Main Street Partnership.
5. Take note of Economic Development Guidance embedded in the new POCD. The new Plan of Conservation and Development includes two important relevant tasks as follows: (a) Seek grants that will support economic development efforts; and (b) Participate with state and regional economic development agencies to foster economic development in Simsbury.
6. Ensure that the NEDC is tasked with the responsibility to report on an annual basis to the Board of Selectmen. This will increase the probability that the NEDC will be action oriented with a sense of responsibility to produce tangible economic development results.

This concludes our report. We assume this will be passed along to the new Board of Selectmen that will be elected in November for their consideration when they establish and populate the NEDC.

Submitted by:

Kristen C. Barnett
Chair – Simsbury Economic Development Commission
On Behalf of the Commissioners:

David C. Balboni
Mark H. Brady
Jay Devivo
Maura Ann Fitzgerald-Mocchie
Thomas E. Frank
Evelyn M. Golden
David M. Moore



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of April Schmidt from the Aging and Disability Commission
2. **Date of Board Meeting:** March 26, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka Butler, Town Clerk
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
The following motion is in order:

Move, to accept the resignation of April Schmidt as a regular member of the Aging and Disability Commission retroactive to March 21, 2018.

5. **Summary of Submission**
The Town Clerk has received the written resignation of Ms. April Schmidt (R) as a regular member of the Aging and Disability Commission. Ms. Schmidt's term was to expire on January 1, 2019.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
c) Resignation Letter from April Schmidt, dated March 8, 2018

March 8, 2018

April Schmidt
6 Echo Lane
Simsbury, CT 06070
920-858-1752

Town Clerk
933 Hopmeadow Street
PO Box 495
Simsbury, CT 06070

Dear Town Clerk,

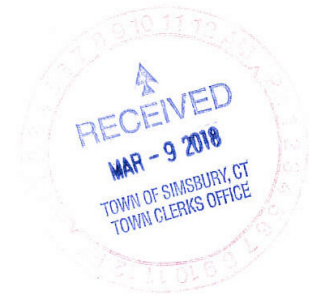
I am writing to notify you of my resignation from the Commission on Aging and Disability due to relocating from Connecticut. I have greatly enjoyed being a member of the Commission and serving the Simsbury community.

Please notify the Board of Selectmen that my resignation is effective March 21, 2018. I am a regular member of the Commission holding a party affiliated seat.

Sincerely,



April Schmidt



CALL TO ORDER

The Budget Workshop of the Board of Selectmen was called to order at 8:06 a.m. on March 10, 2018 in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Eric Wellman; Town Manager Maria Capriola; Board members Sean Askham, Cheryl Cook, Michael Paine, Chris Peterson and Christopher Kelly. Others in attendance included: Melissa Appleby, Deputy Town Manager; Sean Kimball, Finance Director/Treasurer; Muhammed Razzaq, UConn Student; Tom Roy, Public Works Director; Tony Piazza, WPCA Superintendent; Rick Bazzano, Computer Manager; Ericka Butler, Town Clerk; Lisa Karim, Library Director; Kristen Formanek, Social Service Director; Jamie Rabbitt, Director of Planning & Community Development; Interim Police Chief Boulter; Gerard Toner, Director of Culture, Parks & Recreation; Jerome Shea, Town Engineer; Burke LeClair, Board of Education; and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Joan Coe, 26 Whitcomb Drive, said she was going to just listen today and will give her opinion of the proposed budget at a later date.

OVERVIEW OF BUDGET

Mr. Wellman asked Ms. Capriola to give an overview format of the meeting. Ms. Capriola said she tried to put like departments together. She said there were some coding changes made and contractual issues on some of the budget items. She said each department was given a standard outline for this meeting. She thanked all Departments for their great efforts in the budget.

Mr. Wellman said the board would go through the items and ask questions. The “parking lot” items would be discussed at the end of the meeting.

Public Works

- DPW Operations
- Buildings and Grounds

Mr. Roy said the proposed Public Works budget was lean with a 2.32% increase after taking the out the one-time fix from last year where money was taken out of roadway paving from operating. Mr. Roy said Public Works is comprised of five divisions: Administration, Highway, Building Maintenance, Landfill, Recycling, and Water Pollution Control.

Mr. Piazza said the WPCA has 11 full time employees and their proposed budget is 3.18 million, which is a user fee budget. WPCA has five pump stations with 85 miles of sanitary services. The facility has shared ownership with Avon and Granby.

Mr. Roy gave the Public Works accomplishments, trends and goals and objectives. He discussed the issue with borer issue on ash trees. Mr. Roy said increases in salaries across all departments are due to negotiated contractual increases. The increase in the road improvements under Highway Facilities & Programs reflects the

return of \$127,000 that was budgeted under the Town Aid Road Fund in FY2018 as well as partial restoration of the additional \$100,000 cut to this line item in FY 2018.

Mr. Roy said his CNR includes Eno Memorial Hall stairway and railings; John Deere tractor winter attachments; a one ton dump truck; replacing a Crew leader truck; and GPS tracking for the plow fleet. He also gave a list of potential add purchases which included fleet maintenance software; a do-all truck; replacement of medium duty trailers; and replacement of the highway wing plow.

Mr. Roy said it takes about 1.3 million dollars to pave 10 miles of road. He feels Public Works is adequately staffed even though the crew is pushed a lot.

Mr. Piazza said the Tariffville sewer was built in the 1930's. He said the relining and repurposing of the sewer system is ongoing. He said they need to do tank repairs to comply with State mandates. Mr. Piazza said his capital includes plant water system rehabilitation; replacing the 1999 flusher truck; and reviewing the plant permit process. There is no raise in sewer rates this year.

Mr. Piazza said if Clean Water Fund money becomes available, they will look at putting sewers up to the north end of Holcomb Street.

Revenues and Budgeting Assumptions

Ms. Capriola gave some background information on the proposed budget. She said the Grand List will increase 6.4%. One million generates 2.4 million dollars in revenue. She said the Town will be losing \$200,000 in State aid. She did locate for some budget coding errors. She said the Board of Education did approve the superintendent's budget. There is also some consideration of the revaluation in this process. They will be putting a calculator on the website to help residents figure out their home value and the impact on their property. Most of the budgets are driven by negotiated contractual salary increases.

General Government Departments

- IT

Mr. Bazzano said the requested budget is \$204,413, a 14.6% increase. He said there are only two full time employees. They handle 1400 plus devices, 24 hours/day. Their main focus is cyber security, network security, fiber optic build-out, upgrading some systems, etc. There was an increase of \$22,371 for contractual services; \$10,000 for the cloud based e-mail exchange; \$15,000 annual maintenance for Simplivity storage, etc.

Mr. Bazzano said they will be working on law enforcement data sharing, security assessments and more training on security issues.

- Town Clerk

Ms. Butler said her proposed budget will increase 2.5% or \$226,809. She said their office receives and maintains extensive records from births, real estate transactions, deaths, marriages, elections, meeting minutes, etc. She will be applying for an annual Connecticut State Library Historic Documents Preservation Grant to be used for the preservation and conservation of the Town Clerk's permanent records. She also wants to continue establishing a Records Management Program.

Ms. Butler said beginning December 1, 2017, the fee to record some documents on land records increased by \$7.00. However, \$6.00 is allocated to the State and \$1.00 is retained by the Town Clerk to be used for the preservation and management of historic documents.

- Registrars/Elections

Ms. Capriola said the office of the Registrars of Voters are governed by the Secretary of the State’s office and State statute. Increases in the FY 2019 budget are due to an additional election event. Ms. Capriola said the DMV automatic voter registration caused an increase in the number of voters enrolled and an increase in postage spending. The FY 2018 included an unanticipated close vote recanvass for four elected offices in November 2017.

Mr. Kelly made a motion to amend the agenda to allow the Library to present their budget next followed by Social Services. Ms. Cook seconded the motion. All were in favor and the motion passed.

Community Services

- Library

Ms. Karim said the Library is a resource the residents are invested in. Their satisfaction survey was listed as 99.5% satisfactory. Ms. Karim said they are asking for a 3.6% increase in their budget, which is driven primarily by negotiated contractual salary increases, services, and anticipated increase in utility costs, etc. She said the Library is open 7 days a week, 10 months of the year. She said they were awarded the Connecticut State Library Construction Grant for \$405,000. This project is 75% complete.

Ms. Karim said their goals include learning and engagement opportunities for all ages in a cost effective manner, serve to be a clearinghouse for a community information hub, and to provide material collection which is relevant, conveniently accessible and within budget.

Ms. Karim said there is one item in CNR for the Children’s Computer Room for \$10,850 for new computers, as theirs are 10 years old now.

Mr. Kelly said it is very important to point out that there was a \$95,000 gift from the Friends of the Library, which is hugely appreciated.

- Social Services

Ms. Formanek said Social Services has a partnership with the Police Department, Board of Education, and Community for Care, the Library, etc. to support programming on drug, alcohol and mental health issues.

Ms. Formanek said their proposed budget is \$493,496, which is a 0.9% decrease mostly due to the replacement of the Director position. The increases in the Senior Center budget are due to the addition of a second weekly lunch program and contractual increases for Dial-a-Ride.

Ms. Formanek said they help with energy assistance, renter’s rebates, holiday programs, back to school programs, fair housing, etc. She feels there is definitely more need for help throughout the community.

There was some discussion on using Uber or Lift for transportation as a substitute for Dial-A-Ride, Community for Care programs, an expanded lunch service, hiring a BSW or MSW due to an increase in demands.

Ms. Capriola noted that some services are required by State Statute, which are unfunded. They include addiction, fair housing, relocation, municipal agent for the elderly, etc.

Mr. Kelly made a motion to amend the agenda to allow Planning to present their budget next. Ms. Cook seconded the motion. All were in favor and the motion passed.

Community Development

- Planning

Mr. Rabbitt said his proposed budget is \$653,879, which is a 2.22% increase, which is mostly due to contractual obligations.

Mr. Rabbitt said the Department includes Planning/Land Use administration, environmental planning, transportation planning and implementation, historic preservation, community planning and development, economic development and long range planning.

He said they completed the update to the 2007 Plan of Conservation and Development mandated by State Statute, completed Phase I of the comprehensive review and update of the Town's Zoning Regulations and began Phase II of the review and update, etc.

Mr. Rabbitt said continue comprehensive updates and review of the Town's Zoning Regulations, continue to provide guidance to the redevelopment of the ITT Hartford, assist the Town Manager's office with economic development, etc.

Ms. Capriola said the Economic Development Program requested their funding remain level at \$45,000. There was some discussion on consolidating Boards and Commissions also.

Mr. Askham made a motion to amend the agenda to allow the Police and then Culture, Parks and Recreation Departments to go next. Mr. Paine seconded the motion. All were in favor and the motion passed.

Public Safety

- Police

Interim Chief Boulter said the proposed Police budget is \$4,809,371 which is a 3.1% increase. There are 48 full time staff at this time.

The Animal Control proposed budget is \$70,581, which is an increase of 5.5%. The Civil Preparedness proposed budget is \$6,685 which is no increase.

Interim Chief Boulter said they added one full time employee to communications (dispatch), resulting in increased dispatcher coverage and a 10% reduction in overtime. He said staffing has been a challenge for FY 2018, which puts a strain on the overtime budget. He said there are pending departures of three supervisors in

FY 2019, which will also put a strain on staffing. He said overtime costs have increased 57% in the first half of FY2018 as compared to the first half of FY2017.

Interim Chief Boulter said they will be focusing on establishing regular supervisory meetings, soliciting community feedback to allow the department to evaluate performance and needs, evaluate evidence and property storage procedures, enhance personal safety measures and reduce liability and risk of injury, etc.

Interim Chief Boulter went through his CNR requests including replacing 3 vehicles, external defibrillators, a radio system feasibility study, etc.

Ms. Capriola said they need to get on top of the feasibility study now so there won't be any surprises. She will look into working with other Towns and possible CROCG resources.

Community Services

- Culture, Parks and Recreation

Mr. Toner said his proposed budget is \$804,422, which is a 3.4% increase. He said they are responsible for the maintenance of parks, fields, trails, the Simsbury Farms Recreation Complex and Golf Course, and mowing of the bike trails. They also coordinate scheduling of field use with local sports teams.

Mr. Toner said they will be focusing on a parks and open space master plan, and address communication issues at Simsbury Farms in conjunction with new street lighting, complete golf course renovations, marketing, and evaluate the replacement of the central irrigation system, etc.

Mr. Toner said the Simsbury Farms Special Revenue Fund budget includes a \$100,000 contribution from the general fund, which is a \$10,000 increase over the contribution budgeted for FY 2018.

Mr. Toner said the CNR includes a front end rotary mower, an ice rink resurfacing machine, and golf course irrigation system, etc.

General Government Departments

- Finance, including Revenue and Assessment

Mr. Kimball said the Financial Services, Finance, Tax Assessment and Audit and Board of Finance budget is \$787,279 or a 6.4% decrease. Finance went down 13.2%, Tax Collection is decreased 1.8%, Assessor is decreased 0.6%, and audit and Board of Finance is increased by 0.6%.

Mr. Kimball said the Departments focus is to find a new Finance Director/Treasurer, maintain an AAA bond rating, conduct a fraud audit and perform needed cybersecurity upgrades, increase staff training opportunities, and work to improve the OpenGov program, etc.

Mr. Kimball said the State's perpetual fiscal challenges continue to create budgeting challenges and many revenue uncertainties.

Ms. Capriola said they will be working on a purchasing policy and financial manual.

Mr. Kimball said the proposed CNR is \$62,500, which is ¼ funding for revaluation for 10/1/22.

Mr. Askham thanked Mr. Kimball for all his hard work he has done for the Town. He has worked in a lot of different capacities and everyone really appreciates what he has done and wish him the best as he moves on.

Public Works

- Engineering

Mr. Shea said his proposed budget is \$265,288, which is a 1.4% increase mostly due to contractual salary obligations. He said his department provides infrastructure and building design, project management, and planning services for Simsbury residents and businesses.

Mr. Shea said they developed a stormwater management report for compliance with DEEP regulations, submitted grant applications and obtained grants for different projects, completed the Phase I of construction for the rehabilitation of the Simsbury Farms Recreational Complex, completed emergency repairs to House Rest Pond Dam, etc.

Mr. Shea said a new Building Inspector was hired two weeks ago. There are 23 active capital projects. They will also be reviewing and monitoring anticipated private development projects. One Capital project 18/19 is a \$1,020,000, grant funded, multi-use trail Simsbury/Bloomfield, which is under construction.

Capital and CNR

- Board of Education Capital

Mr. LeClair said his 18/19 year one of CIP is for a school facilities master plan, district network infrastructure, HJMS Phase III renovations, Latimer Lane School boiler replacement, and seven school security improvements.

Mr. LeClair said the Henry James Middle School Phase III design isn't the same as last year. The new estimated cost is \$23,965,620. They went through the new design including the media center, auditorium, etc. There was some discussion on grant applications and when they are due, state reimbursements and contemplating \$18,000 – \$24,000 bonding for the school project. There was also discussion on the new media center. This has to go out to bid in early 2019 so the grant application is due by June of this year.

- **Town Capital and Non-Recurring Fund**

Ms. Capriola said the total 2018/19 Capital and Non-recurring fund is \$592,750. This includes Capital expenditures under \$100,000, one-time expenditures like studies, funding for the revaluation. Revenue sources was the general fund contribution to CNR and a transfer from Capital. The proposed irrigation system study was reduced from \$100,000 to \$40,000. There was some discussion on tab 28 of the budget book and the explanation of the transfer.

Ms. Capriola went through the FY 2019 proposed capital and non-recurring items, LOCIP Pavement Management, and Town Aid Road Equipment. She estimated \$60,000 for a Community Engagement Project. There was some discussion on the scope of work and the process on this project. There was also some discussion on the \$50,000 put aside for the Deepwater Wind issues.

Mr. Kimball went through the Capital Improvement Program Summary FY2019 – FY2024. As currently proposed in FY2024/25 the debt service, primary and interest, should return to a 7% level.

- **Operating Budget Town Manager**

Ms. Capriola said the Town Manager’s Office is responsible for the implementation of policies and initiatives, for the development and administration of the human resources programs, etc. She changed what was the central administration budget to the Town Manager’s Office. There were some coding changes that didn’t affect the actual budget figures. The Deputy Town Manager’s salary is now funded by the Town Manager’s Office budget.

Ms. Capriola said there was a decrease in contractual services due to the Town Manager search completion. The UConn Internship and the professional practice program was moved from the Finance Department to the Town Manager’s Office. General Government includes \$5,000 for leadership and supervisory training, which is a new initiative.

Ms. Capriola went through the trends and challenges in their office. She also said they will be focusing on Economic Development strategy and to continue the Deepwater Wind responses, a leadership retreat, etc. They will be working on the annual report process to make sure it is done within a timely manner as well.

Ms. Capriola said their proposed budget is \$98,889 for FY18/19, which is a 32.9% increase and includes postage, phones, different agencies, and the general cost of doing business.

The FY18/19 the General Government budget includes part-time salaries for commission clerks, the First Selectman stipend, advertising for legal notices. The Deputy Town Manager salary is funded entirely by the Town Manager’s Office.

The Board of Selectmen Community Services budget is \$183,872, which now includes all of the outside agencies like the Chamber, CCM, GROCG, etc. Ms. Capriola also noted that they are asking for \$6,000 for the Memorial Day Parade. There was some discussion on the Visitor’s Center, Chamber, the Ambulance Association, etc.

There was discussion on the complete proposed budget and all the changes made. There was also discussion on the presentation to the Board of Finance. Mr. Wellman said if the residents have comments on the budget they need to give them to the Board now. They went through the updates needed for the next Budget Workshop.+

Ms. Cook made a motion to adjourn at 4:35 p.m. Mr. Askham seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:04 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Eric Wellman; Board members Michael Paine, Christopher Kelly, Sean Askham, Cheryl Cook and Chris Peterson. Others in attendance included: Town Manager Maria Capriola; Deputy Town Manager Melissa Appleby; Finance Director/Treasurer Sean Kimball; Social Services Director Kirsten Formanek; James Rabbitt, Director of Planning and Community Development; UConn Student Muhammed Razzaq and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Diane Nash, 5 Merrywood, spoke about forest loving residents out on Onion Mountain, Ethel Walker Woods and Belden Forest seeing markings on trees which is a sure sign of clearing them. She asked that the Board not permit the clearing as we conserved the forest and open space as a natural preserve.

Helen Peterson, said it was time for another forum regarding our role as caretakers for conserved, natural land. She said it is a Regional Form to be held at the Simsbury Public Library on April 26th. This forum is called “The Planet, Our Forest and Championship Trees.” She encouraged everyone to read the last forum, held in April of 2017, on the website under the Open Space Committee.

Susan Masino, 41 Madison Lane, spoke about renewable energy and possible legislation. She also said the Hazardous Waste Disposal for electronic recycling will be held on May 12th at Andy’s from 9-12. Boy Scout Troop 76 will be helping once again this year. There is a \$10 optional donation. She said there is a hazardous waste disposal site in Farmington on April 21st.

Ms. Masino asked the Board to look at the big picture before doing anything with the Open Space Management Plan.

Erin Leavitt-Smith, 7 Wintergreen Lane, said she hopes that the Town takes a look at what is coming up at the forum. She said we need to preserve our natural resources and get everyone’s input before doing any clearing in our open spaces.

Ferg Janssen, 3 Fox Den, spoke about Town tourism and funding the Tourism Center, which is in a basement. He said we need a place to go to that can help people get more information on what we have going on in our Town.

Dan Correa, 15 Billings Gate Drive, said we do need a Visitor’s Center in our Town and it needs to be funded now, especially with the statues coming.

Joan Coe, 26 Whitcomb Drive, commended Ms. Capriola on the structure at the Budget Workshop. She spoke about the Ambulance service, the Middle School upgrades, Economic Development, the Golf Course, 200 Hopmeadow Street, reimbursements to the Planning and Community Development Director, electric car charging stations, and other issues.

Sue Brachwitz, 10 Pinecrest, spoke about the Forest Management Plan. She said people are upset about clearing land and would like further discussion on this.

FIRST SELECTMAN’S REPORT

Mr. Wellman, First Selectman, reviewed his report, which is part of the agenda packet.

TOWN MANAGER’S REPORT

Ms. Capriola, Town Manager, reviewed her report, which is part of the agenda packet.

SELECTMEN ACTION

a) Tax Refund Requests

Ms. Cook made a motion to approve tax refunds in the amount of \$320.29 as requested and approved by the Tax Collector and to authorize the Town Manager, Maria Capriola, to execute the tax refunds. Mr. Askham seconded the motion. All were in favor and the motion passed.

b) Acceptance of Simsbury Public Library State Construction Grant in the amount of \$405,525

Mr. Wellman said the Library hopes to start this project in October and to complete it next spring.

Mr. Peterson made a motion effective March 12, 2018, to accept a Connecticut State Library Construction Grant in the amount of \$405,525 to be used for the Simsbury Public Library’s lower level renovation project and to authorize Town Manager Maria Capriola to execute all related grant documents. Mr. Kelly seconded the motion. All were in favor and the motion passed.

c) Federal Appropriations Request

Mr. Wellman said he received correspondence from Congresswoman Esty’s office asking if the Town would like to make an appropriations request for federal funding for a project or projects. However, we would need to do so no later than Tuesday, March 13th.

There was some discussion on not only applying for appropriations for the Streetscape, but to add the Eno Memorial Hall renovations project to the request. There was also some concern about using pavers and bricks at Eno.

Ms. Cook made a motion effective March 12, 2018, to authorize the Town Manager Maria Capriola to submit a federal appropriations request in the amount of \$548,500 for the Hopmeadow Streetscape improvement project as presented in the attachments. Mr. Paine seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion effective March 12, 2018 to authorize the Town Manager Maria Capriola to submit a federal appropriations request for the Eno Memorial hall renovations in the amount of \$8.8 million. Mr. Kelly seconded the motion. All were in favor and the motion passed.

d) Discussion and Possible Action of Fiscal Year 2017-18 Budget Holdbacks

Mr. Wellman said late in the budget process last year, the Board of Selectmen presented \$50,000 in proposed cuts to different programs and organizations. The Board of Finance agreed to allow the Board to restore funding, if they wished, at a later date.

Ms. Cook said she was concerned about the letter receive from the Chamber about the Visitor’s Center. There was discussion on the Visitor’s Center and the Main Street Partnership funding.

Mr. Paine made a motion to give \$5,000 to the Chamber for the Visitor’s Center and \$5,000 to Main Street Partnership from the 2017/18 contingency fund. Ms. Cook seconded the motion. Ms. Cook, and Mr. Paine were in favor with Mr. Askham, Mr. Wellman, Mr. Kelly, and Mr. Peterson against. Therefore, the motion failed.

e) Discussion and Possible Action Regarding Fiscal Year 2018-2019 Budget

There was discussion on the Visitor’s Center. The Chamber will be asked to make a presentation at the Thursday, March 15th Budget Workshop.

There was also discussion on several other budget items and the total proposed Board of Selectmen budget including adding another employee to the Social Services Department. Mr. Askham noted that there are contractual obligations needed to be met on this budget.

Mr. Wellman said there will be another Budget Workshop on Thursday to discuss final issues and to make a good faith effort to meet the Board of Finance goal.

APPOINTMENTS AND RESIGNATIONS

There were no appointments or resignations at this time.

REVIEW OF MINUTES

a) Regular Meeting of February 26, 2018

There were no changes to the Regular Meeting of February 26, 2018 and, therefore, the minutes were adopted.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

a) Personnel – no report at this time.

b) Finance – no report at this time.

Public Safety – Mr. Askham said the Public Safety Committee meeting will be held on Thursday morning to discuss weather events and other issues. All are welcome to attend.

c) Board of Education – no report at this time.

Ms. Cook said there will be a Community for Care program on the Dangers of Vaping on Wednesday night.

Ms. Cook said it will be Simsbury’s 350th Birthday and she has received several calls from people who would like to be involved in the celebration. They will be holding a meeting on Wednesday night at the Historical Society and hope to have a table for more people to sign-up at the Volunteer Expo. There will be more information on the Town’s website.

Mr. Wellman said he is the liaison to the Economic Development Commission which doesn’t exist anymore. He would like to have some discussion at the Board meeting on March 26th to see what the EDC would look like and what projects and planning should be looked at.

Mr. Paine said the Conservation Commission has held many meetings and have come up with Forestry Plan recommendations for open space properties.

COMMUNICATIONS

a) Eno Memorial Hall Renovations

Mr. Askham said the Board appreciated the information given on this project. There is a lot of planning around this.

ADJOURN TO EXECUTIVE SESSION

a) Pursuant to CGS §1-200(6)(B) concerning Pending Claims and Litigation – Deepwater Wind Appeal, Petition 1313

The Executive Session was cancelled.

ADJOURN

Mr. Askham made a motion to adjourn at 7:55 p.m. Ms. Cook seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk

CALL TO ORDER

The Board of Selectmen Budget Workshop was called to order at 6:02 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Eric Wellman; Board members Michael Paine, Christopher Kelly, Sean Askham, Cheryl Cook and Chris Peterson. Others in attendance included: Town Manager Maria Capriola; Deputy Town Manager Melissa Appleby, Finance Director/Treasurer Sean Kimball; Public Works Director Tom Roy; Culture, Parks and Recreation Director Gerard Toner; Director of Planning and Community Development James Rabbitt; Kristen Formanek, Social Service Director; Town Engineer Jeff Shea; UConn Student Muhammed Razzaq; and other interested parties.

PUBLIC AUDIENCE

Joe Shiman, 9 Aruja Drive, representative from the Chamber of Commerce, spoke about the Visitor’s Center. He said the Center is needed as it provides successful services to our Town. He asked that the Board resume funding for the Visitor’s Center.

DISCUSSION AND ACTION REGARDING FISCAL YEAR 2018/2019 BUDGET

Mr. Kimball made a presentation with all of the proposed changes to the budget, which would bring it to 4.36%. He presented a chart on the estimated tax impact on bands of single family homes, single family homes and condos and the estimated tax impact on bands of single family homes and condos including value of cuts to 1.75%.

Mr. Kelly said he would like to get the budget down to 2.25% – 2.75%. He feels the Board needs to take another \$50,000 - \$60,000 out of the budget to show a good faith effort to the Board of Finance.

Ms. Capriola said they did a number of service reduction scenarios that are not staff recommendations or endorsements. They included modifications to operating schedules for Town facilities, rescissions of service improvements approved within the last three fiscal years, and other service reduction scenarios.

There was a lot of discussion about the Town giving good services to the residents. We need to increase services as the Town grows and needs more services including social services.

There was discussion on bringing this proposed 4.36% budget to the Board of Finance and if they reject it going back through all the scenarios and departments to see what actual cuts can be made even if there are little amounts from different places.

Mr. Askham made a motion to approve the Board of Selectmen 2018-2019 Operating Budget in the amount of \$20,982,401 to include the following changes from the Town Manager’s Proposed Budget:

\$ 8,000	Increase for Youth Services (budget shift correction)
\$ 1,400	Increase for Police – Collective Bargaining (Education Stipend) correction

\$60,000	Increase for addition of Social Services MSW Employee
\$18,000	Increase for Addition of Social Services MSW EE – Benefits
\$ 5,825	Increase for Addition of Licensure Funding for Social Services Director
\$ 5,000	Increase for Chamber of Commerce (Visitor’s Center contribution)
\$(1,000)	Decrease for Social Services Public Agency Support correction
\$ (1,400)	Decrease for Police – Uniform Allowance correction
\$ (1,285)	Decrease for Probate Court updated budget request

Mr. Paine seconded the motion. Mr. Askham, Mr. Paine, Ms. Cook, Mr. Wellman and Mr. Peterson were in favor with Mr. Kelly not in favor. Therefore, the motion passed.

Mr. Askham made a motion to approve the Water Pollution Control 2018-2019 Operating Budget in the amount of \$3,594,463 (including Avon & Granby CWF share). Ms. Cook seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to approve the Residential Rental Properties 2018-2019 Operating Budget in the amount of \$36,423. Mr. Paine seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to approve the Simsbury Farms Special Revenue Fund 2018-2019 Operating budget in the amount of \$1,981,983. Ms. Cook seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion approve the Debt Service & Cash for Capital Appropriation for the 2018-2019 Operating Budget in the amount of \$6,179,600 principal and cash as discussed. Mr. Paine seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to approve the Capital and Non-Recurring Fund 2018-2019 Operating Budget in the amount of \$747,750 including:

- \$416,250 appropriated to be funded by the Capital and Non-Recurring Fund.
- \$176,500 appropriated to be funded by one-time Cash for Capital transfer.
- \$155,000 appropriated to be funded by State’s Local Capital Improvement (LOCIP) grant Program.

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

Mr. Askham made a motion to add the following new projects to the Capital Improvement Plan for FY2018-2019 in accordance with Charter Section 803(b):

Multi-Use Trail – Town of Simsbury / Bloomfield	\$ 1,020,000
Ash Borer Tree Mitigation	\$ 110,000
DPW Dump Truck	\$ 180,000
School Facilities Master Planning / Reconfiguration Study	\$ 200,000
School Security Improvements	\$ 850,000
Tariffville Sewer Rehabilitation	\$ 100,000
Primary Clarifier Rehabilitation	\$ 75,000
Plant Water System Rehabilitation	\$ 80,000
1999 Jet / Flusher Truck Replacement	\$ 175,000

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

Mr. Askham made a motion to approve the Capital Improvement Program to include the following projects in FY 2018-2019:

		Recommended Funding
Greenway Improvements	\$ 300,000	Cash
Multi-Use Trail – Town of Simsbury/Bloomfield	\$1,020,000	Grants
Highway Pavement Management	\$ 850,000	Cash
Sidewalk Resurfacing	\$ 300,000	Cash
Ash Borer Tree Mitigations	\$ 110,000	Cash
DPW Dump Truck	\$ 180,000	Cash
Tariffville Sewer Rehabilitation	\$ 100,000	Sewer Use Fund
Primary Clarifier Rehabilitation	\$ 75,000	Sewer Use Fund
Plant Water System Rehabilitation	\$ 80,000	Sewer Use Fund
1999 Jet/Flusher Truck Replacement	\$ 175,000	Sewer Use Fund
School Facilities Master Planning/ Reconfiguration Study	\$ 200,000	Cash
District Network Infrastructure	\$ 400,000	Bonds
Henry James Middle School Renovation Phase 3 (LMC/STEM focus, auditorium)	\$23,965,620	Bonds-15 year
Boiler Replacement – Latimer Lane	\$ 900,000	Bonds
School Security Improvements	\$ 850,000	Bonds

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

Mr. Askham made a motion to refer the following capital projects to the Planning Commission in accordance with CGS Section §8-24:

Greenway Improvements
 Multi-Use Trail – Town of Simsbury / Bloomfield
 Highway Pavement Management
 Sidewalk Resurfacing
 Ash Borer Tree Mitigation
 Department of Public Works Dump Truck

Tariffville Sewer Rehabilitation
 Primary Clarifier Rehabilitation
 Plant Water System Rehabilitation
 1999 Jet/Flusher Truck Replacement

School Facilities Master Planning / Reconfiguration Study
 District Network Infrastructure
 Henry James Middle School Renovation – Phase 3 (LMC/STEM focus, auditorium)
 Boiler Replacement – Latimer Lane

School Security Improvements

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

ADJOURN

Mr. Askham made a motion to adjourn at 7:24 p.m. Mr. Kelly seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Simsbury Clean Up Day
2. **Date of Board Meeting:** March 26, 2018
3. **Individual or Entity Making the Submission:**
John Hampton, State Representative – 16th District
4. **Action requested of the Board of Selectmen:**
If the Board of Selectmen supports Representative Hampton's request to use the Town Hall parking lot as a staging area for the Clean-Up Day event on April 21, 2018, the following motion is in order:

Move, effective March 26, 2018 to grant permission to State Representative John Hampton to use the Simsbury Town Hall Parking Lot (933 Hopmeadow Street) for the temporary placement of large dumpsters and recycle bins for Simsbury Clean Up Day on April 21, 2018.
5. **Summary of Submission:**
In conjunction with Earth Day, State Representative John Hampton will be hosting a litter collection event on Saturday, April 21, 2018, from 10:00am-2:00pm. Representative Hampton is requesting use of the Town Hall parking lot as a central location for the collection and temporary storage of dumpsters. This is the same collection that was approved for last year's Earth Day/Clean Up Day. The event will be run by volunteers, including local churches, Boy Scouts, Girl Scouts, school groups and other local community organizations and businesses.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Flyer – Town of Simsbury Earth Day / Litter Collection Event



TOWN OF SIMSBURY EARTH DAY LITTER COLLECTION EVENT



Simsbury Town Hall
933 Hopmeadow Street
Saturday, April 21st
10a.m.-2p.m.

Shifts are 10a.m.-12p.m. & 12p.m.-2p.m.

Simsbury's State Representative John
Hampton welcomes volunteers for a
town-wide clean-up focusing on litter removal
and beautification

Volunteers are asked to sign
up in advance for a section by
contacting
john.hampton@cga.ct.gov or
860-240-8568



Hartford's Borer-Infested Ash Trees Are Coming Down

Hartford is expected to lose most of its 10,000 ash trees to an infestation of the emerald ash borer. (Provided by Connecticut Agricultural Experiment Station)

[Gregory B. Hladky Contact Reporterghladky@courant.com](mailto:ghladky@courant.com)

Thousands of Hartford's insect-infested ash trees are at risk of collapsing, and many have already been removed from locations that include Goodwin Park and Columbus Boulevard, according to the city's [Tree Advisory Commission](#) chairman.

Jack Hale, chair of the advisory panel, said the city is also experimenting with pesticide treatments to protect at least some of the trees plagued by the invasive [emerald ash borer](#).

There are trees coming down, no question about it. — Jack Hale, chair of Hartford's Tree Advisory Commission

“There are trees coming down, no question about it,” Hale said Monday of the damage being done by the bright green beetles that are attacking ash trees across most of Connecticut.

The emerald ash borer started showing up in the state in 2012 and has now spread across Connecticut. Experts expect that about 10,000 ash trees in Hartford and millions more across the state will eventually be at risk from the infestation.

Last year, Mayor Luke Bronin's administration proposed using \$200,000 from Hartford's [Park Trust Fund](#) to remove, replace or treat the city's borer-damaged ash trees along roadways, parks, playgrounds and parking lots. The risk is that the weakened trees could come crashing down on people or damage property and block roadways or sidewalks.

“They're already on their way down,” Hale said of the city's ash trees, which account for an estimated two percent of Hartford's 500,000 trees.

“The city forester removed a bunch just in Goodwin Park,” he said, adding that all the ash trees planted along Columbus Boulevard as part of the Front Street development had to be taken out.

Hale said an experimental pilot treatment program is being tried on about 60 ash trees of different sizes and at different locations around Hartford. The program is being paid for by a Massachusetts-based company called Arborjet that makes a pesticide to protect ash trees from the emerald ash borer.

“It's being tried throughout the city,” Hale said of the pilot treatment program. He said the treatments need to be repeated for as long as a decade to be effective in protecting an individual ash tree.

Hale said five different types of pesticides are being applied to ash trees of different ages and sizes, and the effort is being coordinated with the Connecticut Agricultural Experiment Station. “They're trying to figure out the best way to deal with the situation,” Hale said.

A major problem with using pesticides to protect ash trees is that such repeated treatments are likely to be very expensive for a financially troubled city like Hartford.

Connecticut will lose “almost all our ash trees” as a result of the infestation. — Kirby C. Stafford, state entomologist

But Hartford isn't alone in having to spend money to deal with this potential public hazard. Cities and towns all across Connecticut are beginning to allocate funds to take down infested ash trees, according to officials.

New York and Massachusetts have already lost millions of ash trees as a result of this infestation.

Kirby C. Stafford III, the state entomologist, has said ash trees infested with this beetle “tend to disintegrate after they die much more quickly than other tree species.” He has predicted Connecticut will lose “almost all of our ash trees” as a result of the infestation.