



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Watch Board of Selectmen meetings LIVE and rebroadcast on Comcast Channels 96, 1090, Frontier Channel 6071 and LIVE streamed or on-demand at www.simsburytv.org

SIMSBURY BOARD OF SELECTMEN

Main Meeting Room – Simsbury Town Hall – 933 Hopmeadow Street, Simsbury
Regular Meeting – September 24, 2018 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

- a) Proposed Water Shortage Ordinance

PUBLIC AUDIENCE

FIRST SELECTMAN'S REPORT

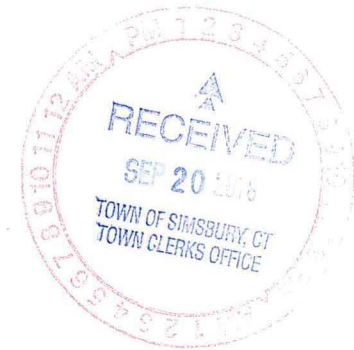
TOWN MANAGER'S REPORT

SELECTMEN ACTION

- a) Proposed Water Shortage Ordinance
- b) Local Prevention Council Grant
- c) Tax Refund Requests
- d) Purchasing Ordinance and Purchasing Policy Work Group
- e) Proposed Capital Project Transfers
- f) Proposed Public Gathering Permit – Gifts of Love Fall Festival
- g) Proposed Public Gathering Permit – Trinity Church Pumpkin Patch
- h) Hunting Ridge Conservation Easement
- i) Discussion on Work Plan for Economic Development Commission

APPOINTMENTS AND RESIGNATIONS

- a) Resignation of Darren Cunningham from the Board of Ethics



REVIEW OF MINUTES

- a) Special Meeting of September 12, 2018
- b) Regular Meeting of September 12, 2018

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

COMMUNICATIONS

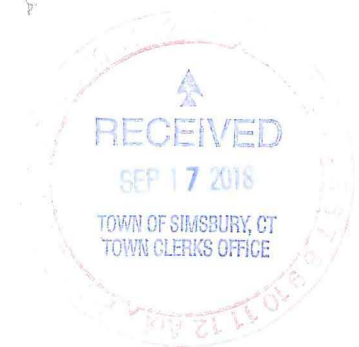
- a) Memo, re: Process for Requesting Sanitary Sewer Extensions, from T. Roy, dated September 20, 2018
- b) Memo, re: Hearing Officers; Appointment Authority, from M. Glidden, dated September 11, 2018
- c) Memo, re: Appointment of Ex-Officio Members to Economic Development Commission, dated September 13, 2018

ADJOURN

**TOWN OF SIMSBURY
PUBLIC HEARING NOTICE**

Notice is hereby given pursuant to Section 404 of the Charter of the Town of Simsbury that the Board of Selectmen will hold a public hearing on Monday, September 24, 2018 at 6:00 p.m. in the Main Meeting Room of Town Hall, 933 Hopmeadow Street, Simsbury, CT 06070 to receive public comment concerning a proposed ordinance, Water Shortage Ordinance. Copies of the proposed ordinance can be found on the Town of Simsbury's website, www.simsbury-ct.gov on the Board of Selectmen's page. Hard copies are available at the Town Clerk's Office, 933 Hopmeadow Street, Simsbury, CT.

Public Hearing Date: Monday, September 24, 2018 at 6:00 p.m.





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Water Shortage Ordinance
2. **Date of Board Meeting:** September 24, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Michael N. Glidden, Planning and Development Director; Jerome F. Shea, Town Engineer; Thomas J. Roy, Director of Public Works
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
The Board of Selectmen has two options for action regarding the proposed Water Shortage Ordinance depending on whether or not the Board needs additional time to consider public comment received at the public hearing:
 - A. *Option A:* Further consider public comment received at the public hearing and table taking action on the ordinance until a future date.
 - B. *Option B:* Take action on the proposed ordinance at this evening's meeting.

If the Board supports Option A, the following motion is in order:

Move, effective September 24, 2018 to table the proposed Water Shortage Ordinance to the next regularly scheduled Board of Selectmen meeting on October 10, 2018.

If the Board supports Option B, and is in support of the ordinance as presented, the following motion is in order:

Move, effective September 24, 2018, to adopt the proposed Water Shortage Ordinance as presented, which shall be effective 21 days after publication in a newspaper having circulation within the Town of Simsbury. Further move to authorize a summary of the adopted ordinance be published.

5. **Summary of Submission:**
The purpose of this ordinance is to protect, preserve and maintain the public health, safety and welfare whenever there is a threatened or critical water shortage in town, providing the ability for the town to impose various water use restrictions, and the authority to enforce those restrictions. The draft ordinance is based on discussions with the work group, feedback from stakeholders, and sample ordinances from other towns. The Water Shortage Ordinance Sub-Committee consists of Selectman Chris Kelly and Selectman Mike Paine. Staff assistance to the Committee has included Town Manager Maria Capriola, Town Engineer Jeff Shea, Interim Planning and Development Director Mike Glidden, Director of Public Works Tom Roy, and graduate intern Tom Fitzgerald.

At the Board of Selectmen meeting on June 25, 2018 the draft Water Shortage Ordinance was referred to town commissions and stakeholders in the community to evaluate the proposed ordinance and to assess whether any modifications were needed. Once feedback had been received from town commissions and stakeholders the Sub-Committee revised the ordinance and all stakeholders were sent an updated draft ordinance and follow-up letter.

Based on a previous request for information, I estimate that staff has spent in the range of 110 to 130 hours working on this ordinance. That time comes from Sub-Committee meetings, drafting and revising the ordinance, and sending referrals to stakeholders. I believe staff provided valuable subject matter expertise and that the ordinance development process benefited from their input.

The Town Attorney has reviewed the draft ordinance. Section 404 of the Town Charter sets forth the requirements for a public hearing on and publication of an ordinance. The Board of Selectmen is required to have at least one public hearing on a new or amended ordinance. We are required to give at least 7 days' notice in a newspaper having general circulation in the town. The Town Clerk also posts the notice in a public place, and copies of the ordinance must be available at the Town Clerk's Office. We also post the ordinance on the Town's webpage. A second hearing must be held if substantive changes are made to the ordinance (as determined by Town Counsel).

Once the ordinance is passed, it must be filed with the Town Clerk and posted in its entirety or in summary form within 10 days after final passage. The Board of Selectmen would have to approve use of a summary. The ordinances would become effective on the twenty-first day after final publication. General Code will assign the Chapter number to this new ordinance.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

- a) Draft Water Shortage Ordinance, dated August 6, 2018
- b) Sample Authorized Enforcement Agent Designation Letter

TOWN OF SIMSBURY
DRAFT Water Shortage Ordinance
Dated August 6, 2018

Sec. 157-1. Authority and Purpose.

The Town of Simsbury, under its powers pursuant to state law, has adopted this ordinance to protect public health and welfare. This ordinance implements the Town's authority to impose water use restrictions, conditioned upon a finding by the Board of Selectmen that a critical water shortage exists, or upon a state of water use restrictions or a declaration of public drinking water supply emergency issued by the Department of Public Health pursuant to C.G.S. 25-32b.

The purpose of this ordinance is to protect, preserve and maintain the public health, safety and welfare whenever there is in force a finding by the Simsbury Board of Selectmen of a critical water shortage or a declaration by the State of Connecticut of a State Water Use Restriction or State of Public Drinking Water Supply Emergency by providing for enforcement of any duly imposed restrictions, requirements, provisions or conditions imposed by the Town or by the State of Connecticut.

Pursuant to the General Statutes of the State of Connecticut, it is hereby declared to be in the best interest of the public health and safety of the residents and citizens of the Town of Simsbury to assist in regulating and restricting the use of water during a critical water shortage.

Sec. 157-2. Definitions.

(a) When used in this ordinance, unless the context otherwise requires:

(1) Authorized Enforcement Agency: Employees or designees of the town as designated by the Town Manager to enforce this ordinance.

(2) Person: Person shall be construed to mean and include an individual, a corporation, a partnership, a trust, an unincorporated organization, business organization of any kind or any other group or organization.

(3) Town: Town means the Town of Simsbury.

(4) Water: Water means water from water companies, well water and water sources including but not limited to: community water systems, ponds, lakes, streams, rivers, and ground water. Water from rain barrels, cisterns or similar devices are excluded from this ordinance.

(5) Water Company: Water Company means the Aquarion Water Company, Connecticut Water Company or the Tariffville Fire District or their successors and assigns or any other public utility water company providing public water supply in the Town.

(6) Voluntary Conservation Measures: Voluntary Conservation Measures includes any measures recommended by the Board of Selectmen in an effort to reduce water consumption in Simsbury. These are recommendations offered without penalty.

(7) Threatened Water Shortage: Threatened water shortage shall exist whenever the Board of Selectmen, after there has been consultation with the Water Companies and other persons the Board deems appropriate, determines that the adequacy of the Town water supply to meet the demands of

the Town for health, sanitation and preservation of businesses is threatened. A threatened water shortage will also be referred to as a Stage 1 water shortage.

(8) Critical Water Shortage: Critical water shortage shall exist whenever the Board of Selectmen, after there has been consultation with the Water Companies and other persons the Board deems appropriate, determines that the water supplies available to the Town are at, or are in danger of reaching levels insufficient to provide for the normal needs of the public health, preservation of human life, sanitation, safety, welfare and economy of the Town. A critical water shortage will also be referred to as a Stage 2 water shortage.

Sec. 157-3. Stage 1, Threatened Water Shortage.

Upon its determination that there is a Stage 1 threatened water shortage, the Board of Selectmen may instruct the Town Manager to prepare and implement a water management plan, or, if such a plan already exists, to update it as the Town Manager deems necessary. Such water management plan shall address the staffing and processes by which Town staff will address needs occasioned by the threatened water shortage, and its implementation may include, among other activities, consultations with other parties and preparation of recommendations to the Board of Selectmen, including, among other matters, those concerning voluntary water conservation matters.

Sec. 157-4. Stage 2, Critical Water Shortage.

Upon its determination that a Stage 2 critical water shortage exists, and that voluntary conservation measures were implemented and have failed or are deemed inadequate to provide relief for the critical water shortage, the Board of Selectmen after consultation with the Water Companies and other persons the Board deems appropriate, shall have the power to declare to be unlawful some or all of the following acts, subject to such reasonable and necessary exceptions as determined by the Board of Selectmen to be in the public interest. Such action shall be effective upon publication pursuant to §157-5 of this Chapter:

- (a) Using water to sprinkle, water or irrigate any plants, lawns, grass, ground covers, vines, flowers, shrubbery, trees or any other vegetation unless necessary to sustain food crops, crops for harvest or stocks of a business inventory;
- (b) Using water for private and/or public recreational, ornamental or decorative purposes, including but not limited to fountains, pools or ponds;
- (c) Using water to wash or clean motor vehicles or trailers unless done as a means of livelihood at a commercial facility. This restriction shall not apply to vehicles required by law to be washed or cleaned for sanitary, health or safety reasons;
- (d) Using water to wash or flush sidewalks, driveways, pavements, porches or other outdoor surfaces;
- (e) Using water to wash the outside of buildings or structures;
- (f) Using water to wash or clean windows unless done as means of livelihood and only then by washing or cleaning exclusively from a bucket or container of three (3) gallons capacity or less;
- (g) Using water from fire hydrants, fire cisterns, dry hydrants, or fire ponds, other than for health or public safety needs.

- (h) Permitting exterior water supply lines to remain in a state of disrepair, resulting in the escape of water;
- (i) Operating an air-conditioning device or system using water as a coolant unless the same shall be of the water recirculating type;
- (j) Such other uses and activities as the Board of Selectmen shall declare following public comment at a noticed meeting of the Board of Selectmen.

The Board of Selectmen may phase in the restrictions to tailor them according to the severity and nature of the critical water shortage.

Sec. 157-5. Notice of Water Use Restrictions.

If the Board of Selectmen imposes restrictions under §157-4 or modifies existing restrictions to make them stricter or more inclusive, it shall notify the Connecticut Department of Public Health, ~~and~~ the Connecticut Department of Energy and Environmental Protection, ~~and the Farmington Valley Health District~~ in writing within fourteen (14) days of the effective date of the restrictions or changes. The Board of Selectmen shall give public notice of such restrictions or changes before they become effective.

Sec. 157-6. Exceptions, Application for Waiver.

Any water users that consider the restrictions, as imposed, to adversely affect their livelihood, publicly or privately held capital assets, health or sanitation, may make written application for a waiver ~~and filed with the Town Clerk's Office~~. Any such application shall be directed to the attention of the ~~Town Manager Board of Selectmen, which~~ ~~who~~ shall ~~approve or deny the waiver request~~. The Town Manager shall report to the Board of Selectmen at its next meeting on all waiver requests and their dispositions. ~~refer the application, within three (3) business days, to the Farmington Valley Health District with the request that it make a recommendation, within three (3) business days if possible, as to whether a waiver should be granted. Following receipt of the recommendation, or in absence of receiving a recommendation from the Health District after three (3) business days have passed since submitting the waiver application, the Board of Selectmen may make a determination to approve or deny the waiver request. The Board of Selectmen may opt to delegate to Town staff the decision whether to approve or deny a waiver request.~~

~~Whenever the Board of Selectmen, or Town staff exercising delegated authority,~~ If the Town Manager ~~shall~~ makes an exception pursuant to ~~§157-6 this section~~ he/she ~~it~~ may attach reasonable conditions. ~~If an applicant is dissatisfied with the decision of the Town Manager they may file an appeal as outlined in Section 157-8.~~

~~Sec. 157-7. Use of Water to Maintain Health Standards.~~

~~The Farmington Valley Health District shall have the authority to permit a reasonable use of water in any case necessary to maintain adequate health and sanitation standards.~~

Sec. 157-7. Violations and Penalties.

Whenever the authorized enforcement agency determines that a person has violated an enacted prohibition as identified in 157-4 during a Stage 2 critical water shortage, the authorized enforcement agency is authorized to issue a fine to the violator in the amount of one hundred dollars (\$100.00) for each offense. Each violation of a separate section shall be considered a separate offense and shall not merge with a violation of any other section. Any violation continued more than one (1) day shall constitute a separate offense for each day such violation continues. The Town of Simsbury shall consult with Water Companies to ensure residents are not penalized by multiple entities for the same offenses.

Sec. 157-8. Appeals.

(a) Waiver Appeals. The notice of appeal must be received in writing and filed with the Town Clerk's Office within ten (10) business days from receipt of the notice of the written decision. For this purpose, notice shall be deemed received three (3) calendar days from the date of the written decision. Hearing on the appeal before the Board of Selectmen shall take place at its next meeting, but not to exceed fifteen (15) business days from the date of receipt of the notice of appeal. The decision of the Board of Selectmen shall be final.

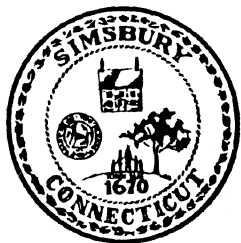
(b) Citation Appeals. Any person receiving a fine may appeal the determination of the authorized enforcement agency. The notice of appeal must be received in writing and filed with the Town Clerk's Office within ten (10) business days from receipt of the notice of the fine. For this purpose, notice shall be deemed received three (3) calendar days from the date of the notice. Hearing on the appeal before the Hearing Officer shall take place within thirty (30) business days from the date of receipt of the notice of appeal. The decision of the Hearing Officer shall be final.

Sec. 157-9. Termination of Prohibitions.

Any actions of the Board of Selectmen taken under this Chapter shall continue in effect until the Board of Selectmen determines that there is no continuing need for restrictions. The Board of Selectmen shall review any finding of a water shortage ~~or state of ground water depletion~~ at least every thirty (30) days from the date of the initial finding. The Board of Selectmen shall cause notice of the various terminations to be published in the manner provided for in §157-3.

Sec. 157-10. Invalidity.

If any part, subsection, sentence, clause, phrase or other portion of this Chapter is, for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed to be a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

Sent via E-Mail

September XX, 2018

[Name]

[Position Title]

Re: Designation as Authorized Enforcement Agent – Water Shortage Ordinance

Dear [Name],

This letter is to designate you as an Authorized Enforcement Agent of the Town of Simsbury's Water Shortage Ordinance in accordance with Chapter 157 of the Code of the Town of Simsbury. Chapter 157, Section 2 indicates that this designation is to be given by the Town Manager. As an Authorized Enforcement Agent, you are granted the authority to enforce the ordinance, including the ability to issue fines in accordance with Section 7 – Violations and Penalties.

Thank you for serving in this capacity.

Regards,

Maria E. Capriola
Town Manager



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Local Prevention Council Grant
2. **Date of Board Meeting:** September 24, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community and Social Services *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports applying for a local prevention council grant as presented, the following motion is in order:

Move, effective September 24, 2018 to submit a local prevention council grant application and to authorize Town Manager, Maria E. Capriola to execute the grant application.

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

Move, to accept the FY 18/19 local prevention council grant should it be awarded to the town, and to authorize Town Manager, Maria E. Capriola to execute all documents related to the grant award.
5. **Summary of Submission:**
Each year the Community and Social Services Department applies for a local prevention council grant to provide funds for substance abuse prevention. Funds are used to purchase Naloxone (Narcan) for our police officers to carry and to engage in distracted driving education and enforcement activities.

The North Central Regional Mental Health Board is the regional grant administrator, functioning as the regional prevention council. The funding agency is the state Department of Mental Health and Addiction Services.
6. **Financial Impact:**
If the grant is awarded in full, the amount would be \$5,817.50.
7. **Description of Documents Included with Submission:**
 - a) Grant Application

Funding Application for Grant to Support Local Prevention Council

1	Application Date September 4, 2018	Funding Start Date July 1, 2018 - June 30, 2019
2	Applicant Agency (Legal Name & Address) Simsbury Community & Social Services Town of Simsbury 754 Hopmeadow street Simsbury CT 06070	FEIN 06-6002085
3	Has a permanent Local Prevention Council been established? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
4	Local Prevention Council name and address Simsbury Youth Advisory Board c/o Simsbury Community & Social Services Department 754 Hopmeadow Street Simsbury CT 06070	
5	LPC Contact Person (Programmatic) Kristen Formanek	Telephone Number/Fax Number 860 658-3283 860 408-7046
	Title Director of Simsbury Community & Social Services	Email Address kfromanek@simsbury-ct.gov
6	Contact Person (Fiscal) Kristen Formanek	Telephone Number/Fax Number 860 658-3283 860 408-7046
	Title Director of Simsbury Community & Social Services	Email Address kformanek@simsbury-ct.gov
7	List town(s) included in application Simsbury (including Weatogue, West Simsbury and Tariffville)	
8	Is litigation pending on any of the applicant organization's programs? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, briefly explain below.	
FUNDING SUMMARY		
9	Total Program Budget \$47,616.00	Amount Requested \$5,817.80

Funding Application for Grant to Support Local Prevention Council

10. Proposed Services																
a. Description of proposed service #1 Purchase 23 doses of Naloxone (Narcon) to be used by the Simsbury Police Department to treat residents who have overdosed on opioids.																
b. Service type (Refer to Application Instructions, Appendix A) STV002	c. Service dates 7/1/2018 – 6/30/2019															
d. Alcohol or tobacco prevention; other joint behavioral health promotion <input type="checkbox"/> Alcohol <input type="checkbox"/> Tobacco <input checked="" type="checkbox"/> Other: Drugs_	e. Number of participants by gender 20 Males 10 Females															
f. Service population <input type="checkbox"/> Elementary School Students <input type="checkbox"/> School staff <input type="checkbox"/> Middle School Students <input type="checkbox"/> Parents/Families <input checked="" type="checkbox"/> High School Students <input type="checkbox"/> Older Adults <input checked="" type="checkbox"/> Youth/Minors not in school <input checked="" type="checkbox"/> General <input type="checkbox"/> Other: _____	g. Number of participants by age <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">0-4</td> <td style="width: 25%; text-align: center;">15-17</td> <td style="width: 25%; text-align: center;">5</td> <td style="width: 25%; text-align: center;">25-44</td> </tr> <tr> <td></td> <td style="text-align: center;">5-11</td> <td style="text-align: center;">10</td> <td style="text-align: center;">18-20</td> <td style="text-align: center;">45-64</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">12-14</td> <td style="text-align: center;">10</td> <td style="text-align: center;">21-24</td> <td style="text-align: center;">65+</td> </tr> </table>		0-4	15-17	5	25-44		5-11	10	18-20	45-64	5	12-14	10	21-24	65+
	0-4	15-17	5	25-44												
	5-11	10	18-20	45-64												
5	12-14	10	21-24	65+												
h. Number of participants by race 15 White 5 Black/African American 5 Asian American Indian/Alaska Native 5 Multiracial Native Hawaiian/Pacific Islander	i. Number of participants by Hispanic origin 0 Hispanic/Latino 30 Not Hispanic/Latino															
j. Number of hours it will take to conduct service 1	k. Number of hours it will take to plan/prepare for service 2															
l. Amount of LPC funds used on this service \$1,725.00	m. Total cost of service \$1,925.00															

a. Description of proposed service #2 Distracted Driving Campaign – 4 distracted driving events to be held by the Simsbury Police Department to increase awareness of distracted driving.													
b. Service type (Refer to Application Instructions, Appendix A) STC012	c. Service dates 7/1/2018 – 6/30/2019												
d. Alcohol or tobacco prevention; other joint behavioral health promotion <input type="checkbox"/> Alcohol <input type="checkbox"/> Tobacco <input checked="" type="checkbox"/> Other: Distracted Driving	e. Number of participants by gender <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">Males</td> <td style="width: 50%; text-align: center;">Females</td> </tr> </table>		Males	Females									
	Males	Females											
f. Service population <input type="checkbox"/> Elementary School Students <input type="checkbox"/> School staff <input type="checkbox"/> Middle School Students <input checked="" type="checkbox"/> Parents/Families <input checked="" type="checkbox"/> High School Students <input checked="" type="checkbox"/> Older Adults <input type="checkbox"/> Youth/Minors not in school <input type="checkbox"/> General <input type="checkbox"/> Other: _____	g. Number of participants by age <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">0-4</td> <td style="width: 25%; text-align: center;">15-17</td> <td style="width: 25%; text-align: center;">25-44</td> </tr> <tr> <td></td> <td style="text-align: center;">5-11</td> <td style="text-align: center;">18-20</td> <td style="text-align: center;">45-64</td> </tr> <tr> <td style="text-align: center;">12-14</td> <td style="text-align: center;">21-24</td> <td style="text-align: center;">65+</td> <td></td> </tr> </table>		0-4	15-17	25-44		5-11	18-20	45-64	12-14	21-24	65+	
	0-4	15-17	25-44										
	5-11	18-20	45-64										
12-14	21-24	65+											
h. Number of participants by race 50 White 5 Black/African American 5 Asian American Indian/Alaska Native 5 Multiracial Native Hawaiian/Pacific Islander	i. Number of participants by Hispanic origin 0 Hispanic/Latino 65 Not Hispanic/Latino												
j. Number of hours it will take to conduct service 16	k. Number of hours it will take to plan/prepare for service 2												
l. Amount of LPC funds used on this service \$4,092.80	m. Total cost of service \$4,292.80												

Funding Application for Grant to Support Local Prevention Council

11	<p>How different cultures will be addressed in all services (see Appendix B)</p> <p>All of our events/activities are inclusive. Any town resident and their families may participate. Promoting diversity is a priority in our work. Although we advertise our activities/events to all, we put forth special effort to engage minority groups and those with lower socio-economic status.</p>
----	--

ITEMIZED BUDGET SCHEDULE 4b

12	<p>Source and amount of income</p> <p>Grant Funding</p>	<p>Program expenses</p> <p>\$5,817.80</p>
----	---	---

BUDGET NARRATIVE

13	<p>Briefly describe proposed expenses listed on Schedule 4b</p> <p>Purchase of 23 Narcan units @ \$75.00 per unit = \$1,725.00</p> <p>Four Simsbury Police Officers @ 4 hours each for 4 distracted driving events = \$4,092.80</p>
----	---

14	<p>I certify that to the best of my knowledge and belief, the information in this application is true and correct, the document has been duly authorized by the governing body of the contractor, the contractor has legal authority to apply for assistance, the contractor will comply with applicable state and/or federal regulations, and that I am a duly authorized signatory for the contractor.</p>
----	--

Name (Print Or Type)	Title	Signature	Date
Kristen Formanek	Director		September 2018

AUTHORIZING SIGNATURE(S)

15	<p>In order for this application to be considered for funding, it must be signed by the chief elected municipal official (mayor or first selectman) or the Town Manager. In cases of a multi-town application, this application must be accompanied by authorizing letters from each chief elected official (or Town Manager) of the towns involved.</p>
----	--

Name (Print Or Type)	Title	Signature	Date
Maria Capriola	Town Manager		September 2018

16	<p>If public school-based or public school-related program activities are proposed, the signature of Superintendent of Schools (or his/her designee) of local and/or regional education agency is required.</p>
----	---

Name (Print Or Type)	Title	Signature	Date

Funding Application for Grant to Support Local Prevention Council

17. Local Prevention Council Membership List

Member Name	Gender	Race	Email Address	Title	Sector Representation



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** September 24, 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 September 24, 2018 to approve the presented tax refunds in the amount of \$4,825.41, 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 \$4,825.41. The attachment dated September 24, 2018 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
 - a) Requested Tax Refunds, dated September 24, 2018

REQUESTED TAX REFUNDS
SEPTEMBER 24, 2018

	BILL NUMBER	TAX	INTEREST	TOTAL
List 2016				
Stearns Shanya	16-03-68029	\$10.85		\$10.85
Honda Lease Trust	16-04-81500	\$218.86		\$218.86
Fiszel Morgan	16-04-83451	\$471.98		\$471.98
Total 2016		\$701.69	\$0.00	\$701.69
List 2017				
ARI Fleet LT LTD	17-03-50597	\$247.91		\$247.91
ARI Fleet LT LTD	17-03-50619	\$157.23		\$157.23
ARI Fleet LT LTD	17-03-50621	\$313.51		\$313.51
Cody Dennis	17-03-53438	\$27.35		\$27.35
Daimler Trust	17-03-54252	\$494.03		\$494.03
Douthit Eugene	17-03-54965	\$185.34		\$185.34
Duffy Deidre	17-03-55104	\$50.30		\$50.30
Fournier William	17-03-56281	\$63.85		\$63.85
Graziano Darcie	17-03-57343	\$51.07		\$51.07
Grevstad Janet	17-03-57417	\$9.65		\$9.65
Gross Robert H	17-03-57498	\$10.02		\$10.02
JP Morgan Chase	17-03-59547	\$516.03		\$516.03
Ladenheim Sydney	17-03-60444	\$45.86		\$45.86
Mastrianni Jill	17-03-61997	\$4.86		\$4.86
McKenna Sean P	17-03-62387	\$60.09		\$60.09
Meek Thomas H	17-03-62520	\$18.25		\$18.25
Melville Douglas	17-03-62585	\$95.17		\$95.17
Murphy Dawn	17-03-63334	\$40.43		\$40.43
Perry Kenneth M	17-03-64834	\$24.15		\$24.15
Plona Dorothy B	17-03-65082	\$58.09		\$58.09
Shannon William	17-03-67152	\$728.12		\$728.12
Stearns Shanya	17-03-68074	\$144.22		\$144.22
Sullivan Patrick	17-03-68340	\$38.86		\$38.86
Vault Trust	17-03-69651	\$739.33		\$739.33
Total 2017		\$4,123.72	\$0.00	\$4,123.72
TOTAL 2016		\$701.69	\$0.00	\$701.69
TOTAL 2017		\$4,123.72	\$0.00	\$4,123.72
TOTAL ALL YEARS		\$4,825.41	\$0.00	\$4,825.41



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Purchasing Ordinance and Purchasing Policy Work Group

2. **Date of Board Meeting:** September 24, 2018

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Amy N. Meriwether, Finance Director/Treasurer
maia E. Capriola

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports creating a Purchasing Ordinance and Purchasing Policy work group, the following motion is in order:

Move, effective September 24, 2018 to establish a work group of the Board of Selectmen to review and assess the proposed Purchasing Ordinance and the proposed Purchasing Policy as presented.

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

5. **Summary of Submission:**
Policy review on a regular basis ensures the Town's policies remain effective and in compliance with best practice. The Board of Finance has requested review of the Town's current financial policies for possible update and implementation.

The Purchasing regulations were last adopted by the Town on March 23, 1992¹. The Board of Selectmen identified updating the Purchasing Ordinance as a goal for the Town Manager. Upon further review by legal counsel, it was determined last week that the Purchasing Ordinance is actually structured as a policy, not an ordinance. However, the Purchasing Policy has been commonly referred to as an ordinance and is included in the appendix of our code of ordinances. Staff has prepared draft revisions to the Purchasing "Policy" and presented it as an ordinance. Staff has also prepared a corresponding Purchasing Policy, which is attached.

The proposed Purchasing Ordinance and proposed Purchasing Policy were reviewed by the Board of Finance at their August 21, 2018 meeting. Several recommendations for consideration were made by Board of Finance members; a summary of that feedback is attached.

¹ Not including the local preference language that was later inserted, which has since sunset.

If the Board of Selectmen establishes a work group to review this matter, the group would be tasked with reviewing the Board of Finance's feedback as well as further vetting the proposed Purchasing Ordinance and the proposed Purchasing Policy. If a Purchasing Ordinance and Purchasing Policy work group is established, I will assign Ms. Meriwether to serve as the lead staff member to support the work group.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

- a) Proposed Purchasing Ordinance
- b) Proposed Purchasing Policy
- c) Summary of Board of Finance Feedback, memo from A. Meriwether, dated September 24, 2018
- d) Purchasing Policy Review, Letter from R. DeCrescenzo, dated September 19, 2018

Close
Print
Resize:

Town of Simsbury, CT

Sunday, August 12, 2018

Chapter A161. Purchasing

[HISTORY: Adopted by the Board of Selectmen of the Town of Simsbury 3-23-1992. [\[1\]](#) Amendments noted where applicable.]

GENERAL REFERENCES

First Selectman duties — See Charter Section 602.

Expenditures and accounting — See Charter Section 912.

[\[1\]](#)

Editor's Note: This resolution also repealed former Ch. A161, Purchasing, adopted 5-30-1990.

§ A161-1. Purpose; objectives.

A. Be it resolved by the Board of Selectmen of the Town of Simsbury that in order to amplify Sections ~~602 and 912~~ 812 of the Town Charter and to provide a systematic and uniform standard of purchasing policies, the Board hereby adopts the following procedures which are incorporated into this chapter.

B. Purchasing objectives:

(1) To procure materials, supplies, equipment, public improvements, and services at the lowest cost while obtaining the highest quality products and services possible. ~~consistent with the quality and service rendered.~~

(2) To conduct purchasing without regard to political affiliation, race, ~~color, creed,~~ sex, age, religion, national origin, ~~marital status, sexual orientation, genetic makeup, gender identity, military service and veteran's status,~~ disability, ~~or any other protected class,~~ family relationship or business associations of vendors, contractors or consultants.

§ A161-2. Purchase orders required.

All proposed purchases shall be supported by a purchase order ~~issued prior to purchase~~, signed by the issuing department head and the Finance Director or his/~~her~~ agent. Oral approval may be given in emergencies but shall be followed immediately by a written purchase order.

§ A161-3. Annual orders.

Annual orders of items used on a volume basis, which exceed, in the aggregate, ~~\$10,000~~ \$2,000, shall follow the procedures outlined below. ~~No scheduled purchase on the annual order shall exceed \$100 unless authorized by a purchase order.~~

§ A161-4. Verbal and written quotes.

Purchases in ~~excess of \$7,500 amounts from \$500 to \$2,000 but less than \$10,000~~ shall have documented verbal or written quotes, whenever possible, from at least ~~two~~ three vendors. ~~Purchases in amounts from \$2,000 to \$7,500 shall have written quotes, whenever possible, from at least three vendors.~~

§ A161-5. Bids; contracts required.

Purchases or contracts expected to exceed ~~\$10,000~~ \$7,500 shall require formal sealed bids and the execution of a written contract between the ~~lowest responsible~~, qualified bidder and the Town. Such sealed bids shall ~~be~~ opened in public at the time and place designated in the specifications. The Town may accept substitutes that meet the same criteria as outlined in the specifications. Requests for formal sealed bids shall be issued by the issuing department head, received by the date due and turned in to the Finance Director.

~~A. Bids expected to be between \$7,500 and \$25,000 shall be solicited from at least three vendors from a list of interested vendors. The vendor list shall be maintained, updated, and distributed by the Finance Director or his agent. A notice shall be published in a newspaper having a general circulation in the Hartford area, during the first week of May and the first week of June each year, inviting all interested vendors and contractors to submit their names and area of interest to the Finance Director. Vendors may be added to the list at any time, or at the initiative of the Finance Director. Every attempt shall be made to retain a list containing no fewer than three vendors. In case of exception, approval of the Board of Selectmen shall be required.~~

B. Purchases or contracts expected to exceed \$25,000 shall be advertised at least 10 days prior to the bid opening in a newspaper having a general circulation in the Hartford area or on a website such as but not limited to the CT Department of Administrative Services website or the Town's official website as a ~~by~~ means of a formal "invitation to bid."

C. An appropriate fee may be charged for a copy of plans and specifications, said fee, or portion thereof, to be refunded upon return of the plans and specifications within the designated period.

D. A bid bond equal to 5% of the bid, a 100% performance bond and a 100% labor and materials or payment bond shall be posted for all contracts in excess of ~~\$100,000~~ \$45,000, other than commodities, in a manner acceptable to the Director of Finance.

§ A161-6. Awarding of contract.

The Finance Director or his/her designee or Town Manager or his/her designee ~~the First Selectman~~ is authorized to award contracts, ~~with the following exception, which shall be awarded by action of the Board of Selectmen: any bid other than the lowest responsible bid when the contract or purchase is in excess of \$5,000.~~

§ A161-7. Signing of purchase orders or contract.

A. The Finance Director or his/her designee and/or Town Manager or his/her designee ~~First Selectman~~ is authorized to sign all purchase orders. The Town Manager or his/her designee ~~First Selectman~~ is authorized to sign all formal contracts approved under the appropriate procedure as stipulated herein.

B. Under an existing contract, any change order which increases the contract amount shall be subject to prior budgetary approval by the Finance Director and approved by the Town Manager or his/her designee, ~~First Selectman~~ for any change in the scope of the project.

§ A161-8. Rejection of bids.

The board, person or agent having the authority to award may reject any or all bids, part of all bids or all bids for any one or more supplies or contractual services included in the proposed contract, or waive defects in same when the public interest will be served best thereby.

§ A161-9. Determination of equal bids.

~~In the case of equal bids involving a local and outside vendor, the local vendor shall be given preference, providing that both are equally qualified to perform the service. If two equally qualified outside (local) bidders submit equal bids, the winner shall be selected by drawing lots or the flip of a coin.~~

§ A161-9.1. Local vendor preference; Town-based business.

[Added 10-26-2009]

~~A. "Town-based business" defined. "Town-based business" shall mean a business with a principle place of business located within the Town of Simsbury. A business shall be considered to be a Town-based business by establishing through competent evidence that the business has a bona fide principle place of business in Simsbury. Such evidence shall include proof of fee ownership or a long-term lease of the real estate for the building where the principal place of business is operated. A documented Town-based business shall maintain such status throughout the term of any contract with the Town of Simsbury. Failure to maintain such status or to keep current on all property tax obligations to the Town of Simsbury or the Simsbury Fire District shall be grounds for the Town to terminate the contract.~~

~~B. Local vendor preference. For the procurement of any goods advertised for bid pursuant to the Town's Purchasing Regulations, as amended, the lowest responsible bid shall be determined in the following order:~~

~~(1) Any Town-based business which has submitted a responsible, responsive bid for purchases exceeding \$2,500 but less than \$250,000, which is not more than 5% higher than the lowest qualified bid or quote, may be awarded the contract so long as such Town-based business meets the specification requirements and details and agrees to provide the supplies, materials, equipment, commodities and/or services which are the subject of such procurement at the same price and the same contract terms as the lowest qualified bid received. Notwithstanding the foregoing, to qualify~~

~~for the bid award, each Town-based business shall meet all other terms, conditions and requirements set forth in the purchasing regulations and the bid solicitation. This section shall not apply to bids for purchases in excess of \$250,000.~~

~~(2) In the event that more than one Town-based business submits a bid or quote not more than 5% higher than the lowest qualified bid or quote, the award shall be to that Town-based business originally submitting the lowest qualified bid or quote.~~

~~C. Implementation of local bidder preference. Any bidder claiming to meet the requirements of a Town-based business as defined in this section shall be required to submit a signed Town-based bidder affidavit form with the bid submittal. Such affidavit shall include a certification that the Town-based business is paid in full on all current property tax obligations owed to the Town of Simsbury and the Simsbury Fire District. Failure to submit the Town-approved affidavit form shall result in disqualification as a Town-based bidder and ineligibility for contract award unless such requirement is waived by the Town upon a finding by the Town that such waiver is in the Town's best interest. This section applies to bids submitted by vendors and contractors that will directly supply the Town's requirements and specifically excludes agents and/or subcontractors of general contractors.~~

~~D. Restrictions on use of local bidder preference. This section shall not apply to any bid solicitation where the preference created by this section would violate federal and state law or any existing contracts. This section shall not apply in bid solicitations where the bid requested involves a cooperative purchasing arrangement between the town and other municipalities, the State of Connecticut or the Capitol Region Council of Governments Purchasing Council.~~

~~E. Expiration. This section shall expire on November 1, 2013, unless it is reauthorized by the Board of Selectmen.~~

§ A161-10. Exemption from bids.

~~A. Purchases made through or on the basis of regional, or state, local government or cooperative agency bids shall be exempted from any bidding procedures.~~

~~B. A purchase may be made or contract awarded for a supply, service or construction item without a competitive bid when it is determined that there is only one source for the required supply, service or construction item. Such determination shall be made after appropriate advertisement in the newspaper, trade magazine, or similar medium of general circulation.~~

~~C. The bid procedures outlined herein can be waived at any time if it is deemed to be in the best interest of the Town of Simsbury by either the Finance Director or the Town Manager. All waivers shall be reported to the Board of Selectmen at a regularly scheduled meeting for review.~~

§ A161-11. Professional services contracts.

~~Contracts for professional services (legal, engineering, architectural, etc.) in excess of \$50,000 are required to go out for a request for qualifications (RFQ). Services under \$50,000 shall not be governed by these regulations, but every effort shall be made to secure well-qualified professionals at the best terms possible for the Town.~~

§ A161-12. Emergencies.

A. In case of emergency the Finance Director ~~First Selectman~~ may, or in the best interest of the Town, the Town Manager ~~Board of Selectmen~~ may, waive the procedures outlined herein, ~~and the Board of Selectmen may prescribe alternative procedures for specific situations.~~

B. Emergency situations shall be those in which the operation of a department would be seriously hampered; or in which life, limb or property may be endangered; or in which the health or welfare of the general public is seriously threatened; ~~or a natural or man-made disaster has occurred.~~

§ A161-13. When effective; revisions.

These bidding and purchasing regulations shall become effective as of March 23, 1992, and may be revised or amended from time to time by formal action of the Board of Selectmen.

§ A161-14. Board of Education transactions.

Separate procedures shall be established for Board of Education transactions.

§ A161-15. Conflict with Charter or state law.

In the event of any conflict between these procedures and the Charter of the Town of Simsbury or the Connecticut General Statutes, these procedures shall be construed to conform to the Charter or

statutes, as the case may be.

§ A161-16. Review and adoption.

The procedures outlined herein shall be reviewed, amended ~~if necessary~~, and adopted by the Board of Selectmen ~~as needed on an annual basis~~. These procedures shall remain in effect until amended.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY PURCHASING POLICY AND PROCEDURES

I. Purpose

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

II. Applicability

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

III. Effective Date

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

IV. Policy

A. Purchasing Agent

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

B. Competitive Quotes/Bid Thresholds

All purchases between \$7,500 - \$10,000 shall have quotes solicited from at least two (2) vendors. Vendor quotes can be written or verbal.

Bids shall be issued for purchases in excess of \$10,000 and require a formal written contract unless the Town can take advantage of a regional, state, local government or cooperative agency contract. This applies to annual orders (items purchased on volume basis) as well.

A bid bond equal to 5% of the bid, a 100% performance bond and 100% labor and materials or payment bond shall be posted for all contracts in excess of \$100,000, other than commodities, in a manner acceptable to the Finance Director.

A request for qualifications along with a request for proposal shall be issued for professional services (i.e. legal, engineering, architectural, etc.) contracts in excess of \$25,000 unless the Town can take advantage of a regional, State or cooperative agency contract.

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

C. Contracts and Credit Applications

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

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

D. Conflicts of Interest

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

Any conflict of interest must be disclosed in writing to the Finance Director. The conflict statement will be reviewed by the Finance Director as well as the Town Manager and a determination will be made as to whether to proceed with the respective vendor and formalized in writing.

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

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

E. Vendor Selection

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

- The Town is encouraged to take advantage of the lowest possible price while obtaining the highest quality products and services.
- The Town shall ensure the selected vendor is able provide the products/services in a timely manner.

- The acquisition of unnecessary or duplicative items must be avoided. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
- The Town is encouraged to use refurbished, excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
- The Town is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions.
- Contracts shall only be awarded to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- *Federal Grant Requirement:* The Town may use time and material type contracts only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk.

F. Grant Funded Purchases

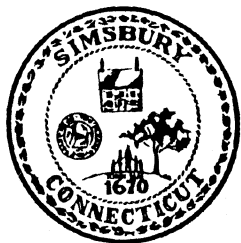
All purchases utilizing grant funds shall follow the Town purchasing policies and procedures as established in this policy.

G. Emergency Purchases

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

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

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



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

To: Board of Selectmen
From: Amy Meriwether, Finance Director
CC: Maria Capriola, Town Manager
Date: September 24, 2018
Re: Purchasing Ordinance and Purchasing Policy Items for Consideration

The Board of Finance reviewed the revised draft of the Purchasing Ordinance and proposed Purchasing Policy at its regular scheduled meeting on August 21, 2018. The following recommendations were made for consideration:

1. Purchasing Thresholds for Quotes/Bids
 - a. Should language be added to the policy that allows the utilization of an inflation index related to the purchasing thresholds in an effort to minimize the number of times the policy/ordinance has to be updated?
 - b. When bids are received and it doesn't make sense to go with the lowest bidder, should the Board of Selectmen approve the selected vendor? Or should management have the ability to approve the selected vendor and report any instances at the Board of Selectman and/or Board of Finance meetings?
2. Emergency Purchases
 - a. Should the emergency purchases section of the ordinance be expanded to give management the flexibility to refrain from quote/bid requirements when purchases are time sensitive and obtaining quotes/bids would create a hindrance?
3. Quote/Bid Waivers
 - a. Based on discussions at a recent department head meeting, department heads would like language added to the ordinance/policy that allows management to waive quote/bidding requirements when it doesn't make sense to go out to bid.
 1. Board of Finance members were fine with this recommendation, however, they did request that when these instances occur, they are reported to the Board of Selectmen/Board of Finance during their monthly meetings for transparency purposes.

4. Circumventing the Ordinance/Policy
 - a. It was suggested we add language in the ordinance/policy that states the ordinance/policy cannot be circumvented by creating multiple purchase orders for the same type of purchase/project in an attempt to not have to obtain quotes or go out to bid.

5. Board of Education Consistency
 - a. Board of Finance members would like to see consistency between the town and board of education policies.



Robert M. DeCrescenzo
(t) 860.548.2625
(f) 860.548.2680
rdcrescenzo@uks.com

September 19, 2018

Amy Meriwether
Finance Director/Treasurer
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Re: Draft Revision to
Simsbury Purchasing Policy

Dear Ms. Meriwether:

At your request, I have reviewed the proposed draft revisions to the Simsbury Purchasing Policy. The following are my comments:

1. Section A161-5, Bids: The threshold for the requirement for public bids is increased in the draft from \$7,500 to \$410,000. This proposed increase is consistent with General Statutes §7-148v, which requires competitive bidding for purchases in excess of \$25,000 for those municipalities that adopt a purchase ordinance (copy attached).
2. Section A161-5D, Bid Bonds: The threshold for requiring bid bonds is increased from \$15,000 to \$100,000. This is consistent with recent practice of not requiring bid bonds for smaller projects to reduce project cost.
3. Section A161-5(E), Advertising Bids: I recommend retaining the requirement of requiring that bids be advertised by legal notice. Connecticut law does not yet recognize posting on a town website as a legal "public notice".
4. Section A161-9.1, Local Vendor Preference: The draft eliminates the local vendor preference which was sunsetted in 2013. The decision to reinstate the preference is a policy choice to be made by the Board of Selectmen.
5. Form of Government: The changes in reference from the First Selectman to the Town Manager throughout the document are necessary to conform the policy to the current Charter.

Updike, Kelly & Spellacy, P.C.

100 Pearl Street ■ PO Box 231277 ■ Hartford, CT 06123 (t) 860.548.2600 (f) 860.548.2680 www.uks.com

Amy Meriwether
Page 2
September 19, 2018


6. Section A161-2, Purchase Orders Required: I suggest the addition of the following language to specifically allow the use of purchasing cards in lieu of purchasing orders:

Notwithstanding the provisions of this section, the Finance Director may allow budgeted agencies to use purchasing cards for purchases not exceeding _____ dollars, unless such agency receives written approval from the Finance Director and the Town Manager to exceed such amount. No budgeted agency, or any official, employee or agent of a budgeted agency, shall incur any obligation using such a card, except in accordance with procedures established by the Finance Director.

7. Other proposed changes to the policy are legally permissible policy choices to be made by the Board of Selectmen.

I trust this responds to your inquiry. Should you have any questions, please do not hesitate to contact me.

Very truly yours,



Robert M. DeCrescenzo, Esq.
Town Attorney

RMDe/psm

Connecticut General Statutes Annotated Title 7. Municipalities Chapter 98. Municipal Powers (Refs & Arnos)
--

C.G.S.A. § 7-148v

§ 7-148v. Requirements for competitive bidding. Purchase from person having contract to sell goods or services

Effective: June 9, 2016
Currentness

(a) Notwithstanding the provisions of any municipal charter or any special act to the contrary, any municipality may, by ordinance, establish requirements for competitive bidding for the award of any contract or the purchase of any real or personal property by the municipality. Such ordinance may provide that, except as otherwise required by any provision of the general statutes, sealed bidding shall not be required for contracts or purchases having a value less than or equal to an amount established in the ordinance, which amount shall not be greater than twenty-five thousand dollars. Nothing in this section shall be deemed to invalidate any ordinance enacted by a municipality prior to October 1, 1989. Nothing in this section and no ordinance adopted pursuant to this section shall be construed to limit the ability of a municipality to enter into a contract pursuant to section 4a-53a.

(b) Notwithstanding the provisions of the general statutes or any municipal charter, special act or ordinance, any municipality may purchase equipment, supplies, materials or services from a person who has a contract to sell such goods or services to other state governments, political subdivisions of the state, nonprofit organizations or public purchasing consortia available through a regional educational service center or regional council of governments, in accordance with the provisions of such contract.

Credits

(1989, P.A. 89-136; 2008, Nov. 24 Sp.Sess., P.A. 08-2, § 2, eff. Nov. 25, 2008; 2013, P.A. 13-71, § 1; 2016, P.A. 16-144, § 1, eff. June 9, 2016.)

C. G. S. A. § 7-148v, CT ST § 7-148v

The statutes and Constitution are current with enactments of Public Acts enrolled and approved by the Governor on or before July 1, 2018 and effective on or before July 1, 2018.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Capital Project Transfers
2. **Date of Board Meeting:** September 24, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capiola, Town Manager; Amy N. Meriwether, Finance Director/Treasurer
maia E. Capiola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the capital project transfer requests, the following motion is in order:

Move, effective September 24, 2018 to recommend to the Board of Finance the capital project transfer requests as presented.

5. **Summary of Submission:**
Completed capital projects have been reviewed as part of the year end closing and staff is requesting the following funding transfers to close out the remaining balances in each of the capital funds. The Board of Finance is reviewing the recommended capital fund transfers at their September 25th meeting.

Transfers to Sewer Use Fund

Five sewer extension projects were completed as of June 30, 2018. All projects were funded via the Sewer Use Fund and came in well under budget. Staff is requesting a total transfer of \$192,007.84 to the Sewer Use Fund from each of the capital project funds to return the project savings back to the initial funding source.

Transfers to General Fund – Debt Interest Offset

Four town improvement projects were completed as of June 30, 2018 that had been funded via bond proceeds. Staff is requesting a total transfer of \$31,769.50 to the general fund from each of the capital project funds to offset FY18 debt related interest expense.

Transfers to/from Capital Reserve Fund

Additional town improvement projects were completed as of June 30, 2018 that had been funded via a general fund transfer into the capital project funds. Staff is requesting a total transfer of \$6,279.21 to the Capital Reserve Fund from each of the capital project funds.

The district network infrastructure project is a board of education project that was completed as of June 30, 2018. Expenditures exceeded revenues by \$119,549.50 due to less than anticipated revenue. This project was originally appropriated \$1,800,000.

However, only \$1,666,500 in bond proceeds was allocated to this fund. The bond premium associated with this project was transferred from the capital project fund to the general fund leaving a revenue shortage of \$133,500. There was cost savings of \$13,950 reflecting a net contribution of \$119,550 needed to close the fund. Staff is requesting the \$119,550 deficit be offset by a transfer from the Capital Reserve Fund.

The town office renovation project was completed as of June 30, 2018. Expenditures exceeded revenues by \$101,622.46. In FY14, \$107,120 was appropriated during the budgeting process for this project. The project was to be funded via a transfer from the general fund into the capital project fund. The transfer was never made and therefore, the project was never funded. Staff is requesting the \$101,622.46 deficit be offset by a transfer from the Capital Reserve Fund.

6. Financial Impact:

The Sewer Use Fund revenue will increase by \$192,008.

The General Fund will have an additional expenditure savings of \$31,769.

The Capital Reserve fund balance will decrease from \$280,852 to \$65,959 after a net transfer of (\$214,893) to offset deficits in capital projects funds as described above.

7. Description of Documents Included with Submission:

a) Capital Projects – Capital Close Out Transfer Request

**Town of Simsbury
Capital Projects
Capital Close Out Transfer Request
For the Year Ended June 30, 2018**

Transfers to Sewer Use Fund

<u>Project</u>	<u>Transfer Amount</u>
Farmington River Design	\$ 56,671.72
Tunxis Pump Station 5/10	57,237.98
Longview SCADA Control and Pump Upgrade	29,721.45
Inline Grinder and Screen Replacement FY15	22,976.48
Inline Grinder and Screen Replacement FY16	<u>25,400.21</u>
 Total Transfers to Sewer Use Fund	 192,007.84

Transfers to General Fund - Debt Service Interest Offset

West ST/Owens Brook/Greenway	3,315.82
Town Hall Flat Roof Replacement	9,323.39
Public Works Complex Infrastructure Improvements	2,296.47
SF Rink/Pool Improvements	<u>16,833.82</u>
 Total Transfers to General Fund	 31,769.50

Transfers to/from Capital Reserve Fund

Transfers to Capital Reserve Fund

Various Drainage Improvements	0.02
Window Replacement	3,553.10
Open Space Planning and Improvements	89.28
Dam Evaluations and Repairs	0.88
CNR FY13	<u>2,635.93</u>
 Total Transfers to Capital Reserve Fund	 6,279.21

Transfers from Capital Reserve Fund

District Network Infrastructure 5/12	(119,549.50)
Town office renovation	<u>(101,622.46)</u>
 Total Transfers from Capital Reserve Fund	 (221,171.96)
 Net Transfer from Capital Reserve Fund	 (214,892.75)

Capital Reserve Fund Summary	
Beginning Balance - 7/1/17	280,852.03
Net Transfer from Capital Reserve Fund	<u>(214,892.75)</u>
Ending Balance - 6/30/18	<u><u>65,959.28</u></u>

**Town of Simsbury
Capital Project Funds
Schedule of Expenditures Compared with Appropriations
For the Year Ended June 30, 2018**

	Appropriations			Expenditures				Encumbrances June 30, 2018	Uncommitted Balance June 30, 2018
	Balance June 30, 2017	Current Year	Balance June 30, 2018	Balance June 30, 2017	Current Year	Payments on Prior Year Encumbrances	Balance June 30, 2018		
Sewer Extension Projects									
Completed	Project 2010	\$ 260,000	\$ 260,000	\$ 154,395	\$ 7,826		\$ 162,221	\$ -	\$ 97,779
	Project 2013	272,320	272,320	196,656	69,720		266,376	-	5,944
Completed	Farmington River Design	300,000	300,000	215,542	27,786		243,328	-	56,672
	Wolcott Pump Station	1,378,500	1,378,500	994,314	13,767		1,008,081	-	370,419
Completed	Tunxis Pump Station 5/10	670,000	670,000	612,762			612,762	-	57,238
Completed	Longview SCADA Control and Pump Upgrade	65,000	65,000	35,279			35,279	-	29,721
	Sewer Main Extensions	156,000	156,000	23,034	33,846		56,880	-	99,120
Completed	Inline Grinder and Screen Replacement FY15	260,000	260,000	237,024			237,024	-	22,976
	Sewer Main Extensions	371,000	371,000	-			-	-	371,000
Completed	Inline Grinder and Screen Replacement FY16	260,000	260,000	234,600			234,600	-	25,400
	Hopmeadow/Center Area Sewer repairs	135,000	135,000	-			-	-	135,000
	Sewer Main Extensions/Repairs - Massaco St.	104,000	104,000	-	83,593		83,593	-	20,407
	Hopmeadow/Center Area Sewer Repairs	100,000	100,000	-			-	-	100,000
	Oxidation Ditch Dissolved Oxygen Control	27,000	27,000	16,120			16,120	-	10,880
	Storage Building	65,000	65,000	-			-	-	65,000
	36 Drake Hill Rd Dike Analysis		75,000	75,000			-	-	75,000
	Phosphorus Removal Analysis		150,000	150,000			-	-	150,000
	Hayes Road Pump		45,000	45,000		20,004	20,004	-	24,996
	Tariffville Area Sewer		100,000	100,000			-	-	100,000
	WPC Plan update		100,000	100,000			-	-	100,000
Town Projects									
	Town Security Measures	77,600	77,600	46,382			46,382	6,525	24,693
	Open Space - Betty Hudson Property	274,000	274,000	239,804	3,297		243,101	-	30,899
Completed	West ST/Owens Brook/Greenway	359,659	359,659	353,619	2,724		356,343	-	3,316
Completed	Town Hall Flat Roof Replacement	234,489	234,489	225,166	-		225,166	-	9,323
	Center Area Charrette Infrastructure	540,000	540,000	259,192	20,692		279,884	-	260,116
	Senior/Community Center Design	204,000	341	204,341	115,629		149,964	-	54,377
Completed	Town office renovation	-	-	77,392	24,230		101,622	-	(101,622)
	Town Teledata	125,000	125,000	107,394	15,234		122,628	-	2,372
	Multi Use Trail Connections/Master Plan Updates	212,000	212,000	76,779	5,339		82,118	-	129,882
Completed	SF Golf Course Improvements	125,000	125,000	93,971	31,029		125,000	-	-
	Bridge Improvements (Design-FY15)	115,000	115,000	-	48,319		48,319	-	66,681
	Technology Infrastructure	600,000	600,000	499,139	208		499,346	-	100,654
Completed	SF Rink/Pool Improvements	1,100,000	1,100,000	1,039,188	43,978		1,083,166	-	16,834
	Park Improvements	508,000	508,000	450,586	5,500		456,086	2,000	49,914
Completed	Open Space Planning and Improvements	145,000	145,000	28,657	116,254		144,911	-	89
	Weatogue Planning Route 10 and Code Prep	57,000	57,000	-	-		-	-	57,000
	Municipal Building Renovations	50,000	50,000	-	35,787		35,787	3,100	11,113
Completed	Dam Evaluations and Repairs	30,000	30,000	29,483	516		29,999	-	1
	Public Works Complex Infrastructure Improvements	280,000	280,000	277,704	-		277,704	-	2,296
	Town Hall Site and Safety Improvements	45,000	45,000	-	11,120		11,120	-	33,880
	Portable Generator / Generator Infrastructure	80,000	80,000	48,317	-		48,317	-	31,683
	Project Planning Fund	28,000	28,000	9,800	-		9,800	-	18,200
Completed	Various Drainage Improvements	175,000	175,000	77,413	97,587		175,000	-	0
	Veterans Memorial (STEAP Grant)	450,000	450,000	404,541	8,437		412,978	-	37,022
	Multi-Use Connections & Master Plan Updates	1,160,000	1,160,000	49,567			49,567	-	1,110,433
	SF Golf Course Improvements	125,000	125,000	83,402	9,240		92,642	-	32,358
	Greenway Improvements	240,000	240,000	183,135	54,340		237,475	2,525	-

**Town of Simsbury
Capital Project Funds
Schedule of Expenditures Compared with Appropriations
For the Year Ended June 30, 2018**

	Appropriations			Expenditures			Encumbrances June 30, 2018	Uncommitted Balance June 30, 2018	
	Balance June 30, 2017	Current Year	Balance June 30, 2018	Balance June 30, 2017	Current Year	Payments on Prior Year Encumbrances			Balance June 30, 2018
Town Projects Cont.									
	Open Space Planning Improvements	400,000	140,000	540,000		49,567	49,567	-	490,433
	Street Lighting Purchase / Lighting Improvements	865,000	72,322	937,322	659,723	213,213	872,936	-	64,386
	Highway Pavement Management	2,500,000		2,500,000	1,373,901	1,021,670	2,395,571	-	104,429
	Dam Evaluations and Repairs	145,000	75,000	220,000		78,220	78,220	-	141,780
	Public Works Complex Infrastructure Improvements	450,000		450,000	180,993	3,100	184,093	-	265,907
	Town Hall Site and Safety Improvements	385,000		385,000		-	-	-	385,000
	Plan of Conservation & Development	130,000	35,000	165,000	76,080	10,750	86,830	-	78,170
	Portable Generator Infrastructure	175,000		175,000	7,754	12,723	20,477	-	154,523
Completed	Window Replacement	44,000		44,000	8,228	32,219	40,447	-	3,553
	Land Use Studies	92,500		92,500		-	-	-	92,500
	Storage Building	65,000		65,000	-	-	-	-	65,000
	SF Rink/Pool Improvements		950,000	950,000		897,517	897,517	-	52,483
	Park Improvements		311,000	311,000		277,153	277,153	6,935	26,912
	Street Lighting Purchase / Lighting Improvements		400,000	400,000		-	-	-	400,000
	Iron Horse Blvd Playgournd Renovation		298,000	298,000		234,510	234,510	-	63,490
	Finance Security Upgrades		150,000	150,000		74,823	74,823	-	75,177
	Eno Memorial Hall Renovations		300,000	300,000		2,577	2,577	-	297,423
	Cold Storage Facility		380,000	380,000		-	-	-	380,000
	Town Facilities Master Plan		400,000	400,000		8,640	8,640	-	391,360
	Library Interior/Parking Renovations		584,500	584,500		13,040	13,040	-	571,460
	Library Lower Level Improvements		906,048	906,048		83	83	-	905,965
	Zoning Regulation Update		65,000	65,000		-	-	-	65,000
	Bridge Improvements		805,000	805,000		-	-	-	805,000
	Drainage Improvements		125,000	125,000		81,904	81,904	-	43,096
Education Projects									
Completed	School Security Measures	177,000		177,000	116,536	60,464	177,000	-	-
Completed	District Network Infrastructure 5/12	1,824,885	-	1,824,885	1,944,435		1,944,435	-	(119,550)
	Boiler Replacement Squadron Line	850,000		850,000	740,125	-	740,125	-	109,875
	HJMS Phase 1A	1,205,000		1,205,000	1,168,300	-	1,168,300	-	36,700
	SHS Turf Field/Synthetic Track Maintenance	910,000		910,000	830,315	32,596	862,911	-	47,089
	Squadron Line Main Office Project	900,000		900,000	867,602		867,602	-	32,398
	District Network Infrastructure	200,000		200,000	186,257		186,257	-	13,743
	Climate Control Phases 1 (FY16) & 2 (FY17)	3,100,000		3,100,000	588,914	1,582,483	2,171,397	-	928,603
	Central School Roof Replacement	770,000		770,000	620,603		620,603	-	149,397
	District Network Infrastructure	450,000		450,000	186,827	222,620	409,447	-	40,553
	HJMS Renovation - Phase 2	1,950,000		1,950,000	363,625	1,388,234	1,751,859	1,000	197,141
	SHS Tennis Court Replacement		740,000	740,000		523,786	523,786	5,398	210,816
		<u>\$ 29,351,954</u>	<u>\$ 7,207,211</u>	<u>\$ 36,559,165</u>	<u>\$ 17,366,634</u>	<u>\$ 7,696,168</u>	<u>\$ 25,062,802</u>	<u>\$ 27,483</u>	<u>\$ 11,468,879</u>



Town of Simsbury

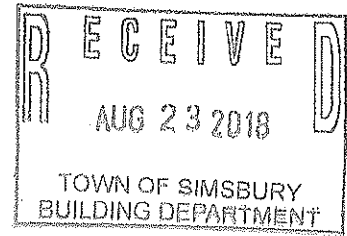
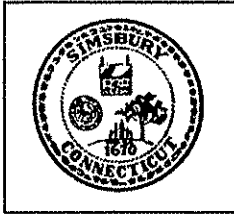
933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit - Gifts of Love Fall Festival
2. **Date of Board Meeting:** September 24, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Robin Newton, Code Compliance Officer
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:

Move, effective September 24, 2018 to approve the public gathering application for Gifts of Love, Fall Festival as presented and to authorize the issuance of the public gathering permit.
5. **Summary of Submission:**
The Public Gathering Committee has approved the Fall Festival for Gifts of Love located on the Community Farm property at 73 Wolcott Road. This is a family friendly event with food, drinks, hayrides, pony rides and games. This event will take place on September 29, 2018 from 9am to 6pm.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Application, Map and Summary of Event
 - b) Conditions of Approval



SIMSBURY ZONING COMMISSION PUBLIC GATHERING PERMIT APPLICATION

Applicant's Name (PRINT): Gifts of Love, Inc. (Formerly Community Farm of Simsbury)
 Applicant's Address: 73 Wolcott Rd, Simsbury, CT 06070
(Mail Address: PO BOX 463, Avon, CT 06001)
 Applicant's Telephone including office, home and cell phone: (O) 860-676-2323
(H) 860-658-2166, (C) 860-305-9582
 Applicant's emergency Telephone number: (C) 860-305-9582
 Email address: accounting@giftsoflovect.org

Property Owner's Name (PRINT): Town of Simsbury
 Property Owner's Address: 933 Hopmeadow St, Simsbury, CT 06070

Property Owner's Telephone: 860-658-3230

Property Owner's (Original) Signature giving permission to make this application:
 (Use Blue Ink)
 Lessee: Samuel Perry, Operations Director
 Exact Date(s) of proposed Public Gathering: (These dates MUST include all required "set
 up" and "tear down" time as well as the actual dates of the Public Gathering.)
 Exact Time(s)/Date: Begin: Sept 29 @ 9 AM End: Sept 29 @ 6 PM

Location of proposed Public Gathering: (Complete Description and marked as shown on
 attached map): 73 Wolcott Rd, Simsbury, CT 06070

Is the event located on or does it utilize property owned by the Town of Simsbury?
 Yes No (Leased by Gifts of Love, Inc.)

If Yes applicant MUST attach a Certificate of Insurance for \$1,000,000 in a form
 acceptable to the Town Attorney. (See Instruction sheet for directions).

Applicant must attach a complete narrative description of the event. This description
 MUST include ALL aspects and features of the event.

Anticipated Attendance at Public Gathering: 100-200 people over 3 hours

Description of Event:

Saturday, September 29, 2018

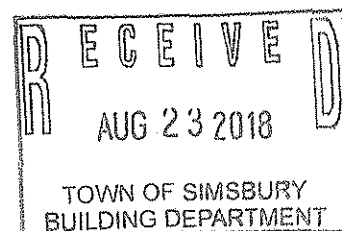
Event Time: 12-3 (set up/take down from 9am- 5pm)

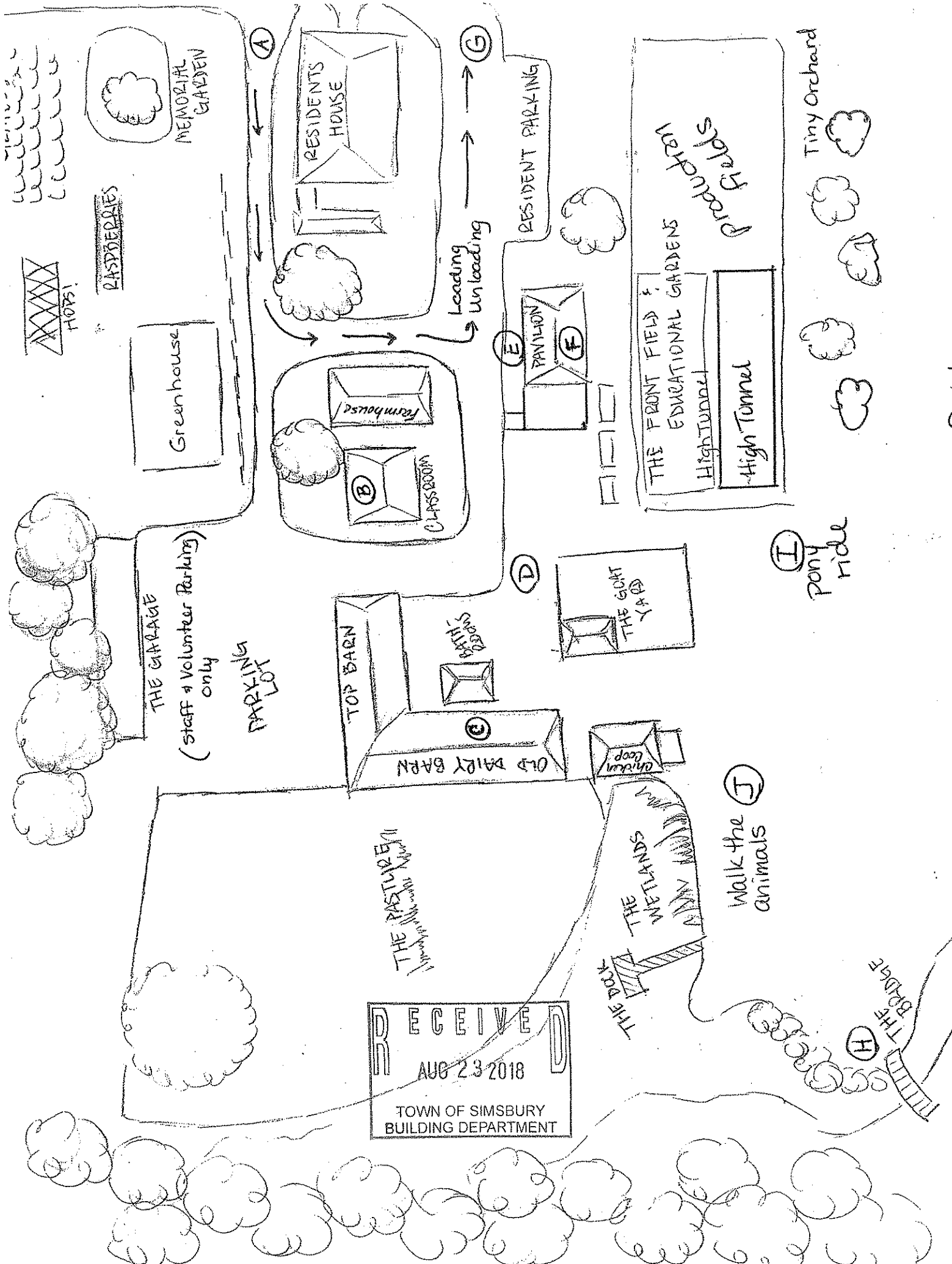
Fall Festival at the Farm:

The event is geared to be a family friendly event with food, snacks, drinks (no alcohol) hay ride, pony ride, kids games and crafts.

Letters are circled on the attached maps:

- A. – Entrance to farm for staff and volunteer parking only. Hay ride will enter the property on this side and go down to the farm house, turn next to the farm house and stop in front of the Pavilion. Loading will be at the pavilion. (I)**
- B. Classroom Building – Food prep if needed in the kitchen area, open classroom area available if weather is not good.**
- C. Animal Barn – face painting and pumpkin painting at inside tables**
- D. Games- pin the tail on the cow, corndog, toss the ducks, gourd bowling**
- E. Line for hay rides, loading and unloading**
- F. Food sales & seating area for people, picnic tables**
- G. Exit for the hay ride to cross the street to fenced in fields**
- H. Bridge to cross to lower field for parking**
- I. Pony Rides**
- J. Walk & visit with the animals**
- K. Fields for hay rides within the fenced in area. This area is not open to anyone except those on the ride and staff helping. Individuals are not getting off the ride except when loading and unloading**
- L. Lower field for parking – access to the farm over the small bridge**





RECEIVED
 AUG 23 2018
 TOWN OF SIMSBURY
 BUILDING DEPARTMENT

THE GARAGE
 (Staff & Volunteer Parking)
 only

PARKING

TOP BARN

OLD DAIRY BARN

THE PASTURE

CHICKEN LOOP

THE WETLANDS

Walk the animals

THE BRIDGE

THE FRONT FIELD
 EDUCATIONAL GARDENS
 HIGH TUNNEL
 HIGH TUNNEL

PONY HIDE

TINY ORCHARD

PRODUCTIVE FIELDS

RESIDENTS HOUSE

RESIDENT PARKING

Greenhouse

Farmhouse

CLASSROOM

PAVILION

MEMORIAL GARDEN

RASPBERRIES

HOPS!

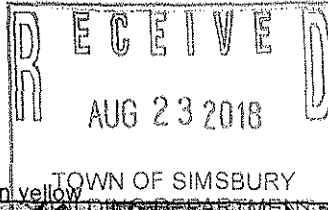
Leading
Unloading

Parking in Inner Field

2016 Conservation Plan Detail

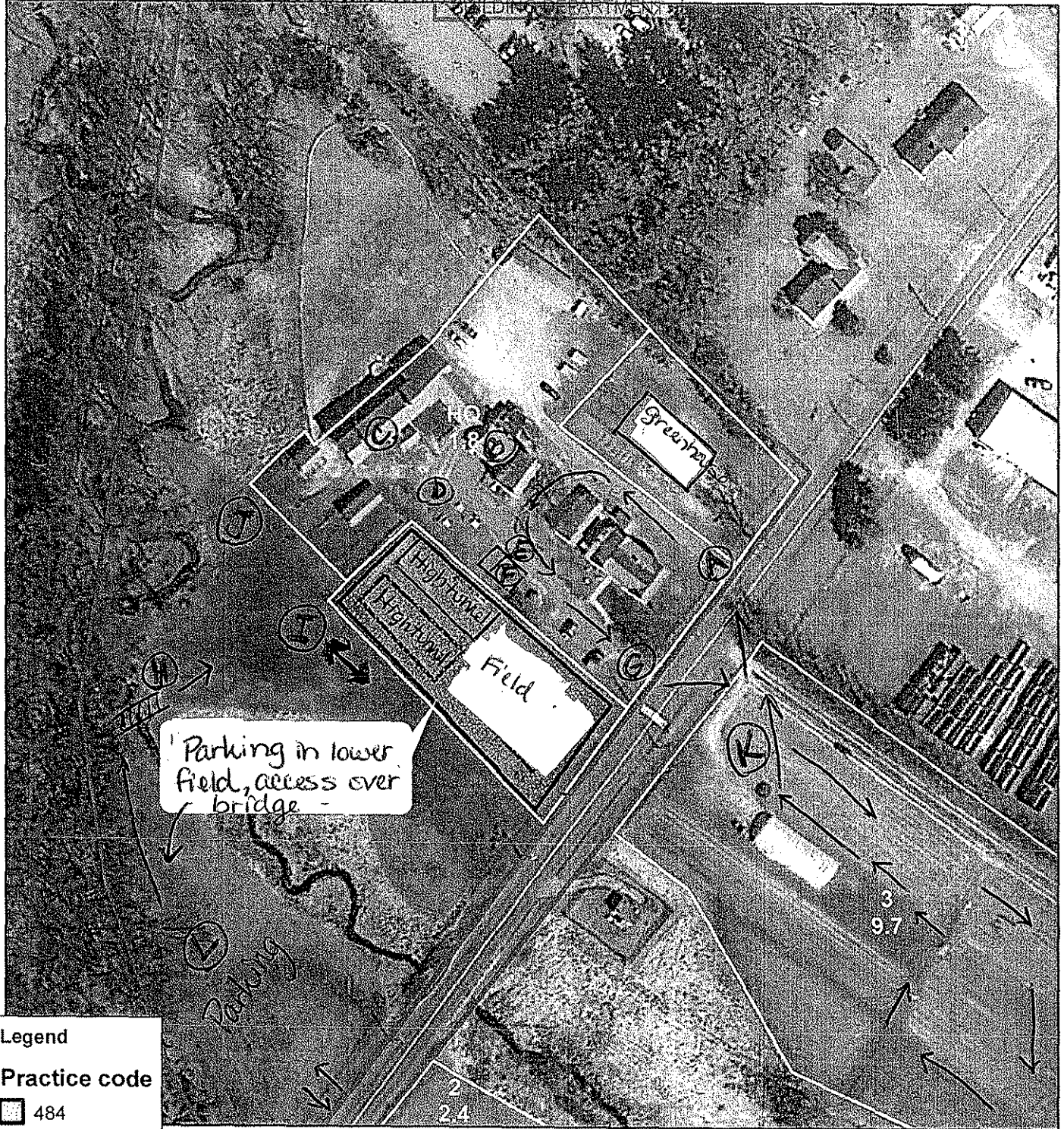
Date: 1/26/2016

Customer(s): FARM TO FAMILY INC.



Field Office: WINDSOR SERVICE CENTER
Agency: USDA - NRCS
Assisted By: ADAM MAIKSHILO
State and County: CT, Hartford County, Connecticut

Legal Description: Farm: 755 Tract 340: Field 1c
Field numbers (above) and acres (below) called out in yellow



Legend

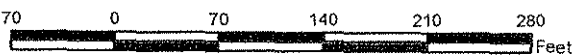
Practice code

484

325

Consplan

tract_340



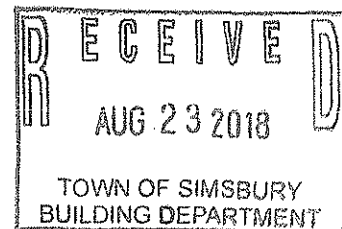
Public Gathering Permit Required Declaration

I declare, under the penalties of revocation of permit and forfeiture of the required Bond, that the information provided on this application is true and correct to the best of my knowledge and belief.

Applicant Name(s) (Printed): Town of Simsbury (Lessor)
Gifts of Love, Inc. (Lessee)
(formerly Farm to Family Inc.
dba Community Farm of Simsbury)

Applicant(s) Signature: Jeanne Perry
Operations Director

Date Signed: 8/17/18





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Office of Community Planning and Development

MEMO

TO: Public Gathering/BOS- Gifts of Love- Fall Festival
From: Robin Newton, Code Compliance Officer
Date: September 17, 2018
RE: Approval Conditions

ZONING APPROVAL CONDITIONS

1. Any vendors involved in food preparation/selling shall check with the Farmington Valley Health District as to any permit requirements. Temporary Food Vendor permits **shall** be submitted to the FVHD at least 2 weeks in advance. Failure to submit the vendor applications with a minimum two weeks for review will result in permits not being granted.
2. Coordination with the Fire Marshal concerning what is an allowable use of the barn for this event.



Town of Simsbury

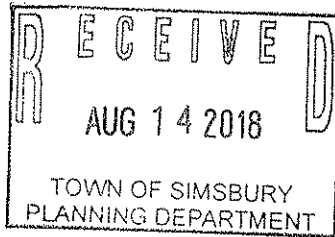
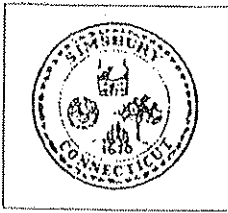
933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit - Trinity Church Pumpkin Patch
2. **Date of Board Meeting:** September 24, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capiola, Town Manager; Robin Newton, Code Compliance Officer
Maria E. Capiola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:

Move, effective September 24, 2018 to approve the public gathering application for Trinity Church Pumpkin Patch as presented and to authorize the issuance of the public gathering permit.
5. **Summary of Submission:**
The Public Gathering Committee has approved the Trinity Church Pumpkin Patch located in front of Boyscout Hall next to First Church of Christ on Hopmeadow Street. This event will be hosted in conjunction with First Church of Christ and will take place from September 29th through November 3rd. Small events will be held in conjunction with the pumpkin patch which include blessing of the animals, pumpkin painting and story time.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Application, Map and Summary of Event
 - b) Conditions of Approval



SIMSBURY ZONING COMMISSION PUBLIC GATHERING PERMIT APPLICATION

Applicant's Name (PRINT): Amanda Lavallee (Trinity Church)
Applicant's Address: 11 Church St Torrville CT 06081

Applicant's Telephone including office, home and cell phone: 860-336-6129 Cell
860-651-0201

Applicant's emergency Telephone number: 860-336-6129
Email address: MLavallee@trinity.torrville.org or
MandaLavallee@gmail.com

Property Owner's Name (PRINT): First Church of Christ Simsbury
Property Owner's Address: 659 Hopmeadow St
Simsbury CT 06070

Property Owner's Telephone: 860-651-3593

Property Owner's (Original) Signature giving permission to make this application:
(Use Blue Ink) Shannon Monday

Exact Date(s) of proposed Public Gathering: (These dates MUST include all required "set up" and "tear down" time as well as the actual dates of the Public Gathering.)

Exact Time(s)/Date: Begin: 11am Saturday End: November 3rd 2018
Sept 29, 2018 3pm

Location of proposed Public Gathering: (Complete Description and marked as shown on attached map): 659 Hopmeadow St in front of Boy Scout Hall

Is the event located on or does it utilize property owned by the Town of Simsbury?
Yes _____ No

If Yes applicant MUST attach a Certificate of Insurance for \$1,000,000 in a form acceptable to the Town Attorney. (See Instruction sheet for directions).

Applicant must attach a complete narrative description of the event. This description MUST include ALL aspects and features of the event.

Anticipated Attendance at Public Gathering: over the entire month 500-600

Google Maps



Imagery ©2018 Google, Map data ©2018 Google 20 ft

Trinity Church Pumpkin Patch

September 29th – November 3rd

Trinity Church, in conjunction with First Church of Christ, Simsbury, would like to host a Pumpkin Patch in the small field next to First Church from September 29th through November 3rd.

The Pumpkin Patch is a fundraiser for Youth programs at Trinity Church, Tariffville and First Church, Simsbury and all the proceeds go toward sending youth on mission trips.

The Pumpkin Patch set up will begin September 29th at 11 am. At this time the youth and church members will be putting the patch together and getting it ready for Pumpkin delivery day on October 3rd. We will be selling the Pumpkin from October 4th through the 31st. On most weekends we will hold small events such as: a blessing of the Animals, Pumpkin Painting Parties, Story Time, Movie nights and the like.

On October 31st we will close the patch down around 4:30pm to give us more time to enjoy the holiday. Between then and Saturday November 3rd we will have the youth and the church members take down the tents and decorations and make sure the space is clean for the next event.

We will submit a Temporary Non-Profit Sign Permit closer to the event, once we have confirmation of the number of signs we will need.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/11/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis of Massachusetts, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C, No. Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: Certificates@willis.com	
	INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Insurance Company	NAIC # 18058
INSURED The Episcopal Diocese of Connecticut 290 Pratt Street, 3rd Floor Meriden, CT 06450	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: W6887637

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			PHPK1752254	12/31/2017	12/31/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB611125	12/31/2017	12/31/2018	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

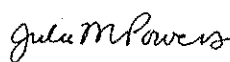
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Trinity Episcopal Church, 11 Church Street, Tariffville, CT 06081

Event: The Pumpkin Patch to be held September 29, 2018 through November 3, 2018

Location: The First Church of Christ, Simsbury, CT 06070

CERTIFICATE HOLDER**CANCELLATION**

First Church of Christ & Ecclesiastical Society of Simsbury 689 Hopmeadow Street Simsbury, CT 06070	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

© 1988-2015 ACORD CORPORATION. All rights reserved.

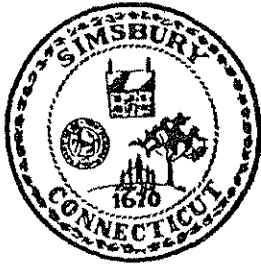
Public Gathering Permit Required Declaration

I declare, under the penalties of revocation of permit and forfeiture of the required Bond, that the information provided on this application is true and correct to the best of my knowledge and belief.

Applicant Name(s) (Printed): Amanda Lavalley on behalf
Trinity Church of
11 Church St Tariffville

Applicant(s) Signature: A Lavalley

Date Signed: 7/16/2018



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Office of Community Planning and Development

MEMO

TO: Public Gathering/BOS- Trinity Church Pumpkin Patch
From: Robin Newton, Code Compliance Officer
Date: September 17, 2018
RE: Approval Conditions

ZONING APPROVAL CONDITIONS

1. All trash is the responsibility of the organizer to clean up and remove from the site at the end of the day.
2. Event shall not interfere with any events taken place at Scout Hall and parking shall be made available for Scout Hall events.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Hunting Ridge Conservation Easement
2. **Date of Board Meeting:** September 24, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Robin Newton, Code Compliance Officer
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving this request, the following motion is in order:

Move, effective September 24, 2018 to allow Greg Maglieri of Maglieri Construction to remove 3 trees greater than 4" in caliper located in the front conservation easement at 29 Hunting Ridge Drive with Ms. Alice Daley's approval. In the event that the trees are not removed until Maglieri Construction is the owner of the property, Ms. Daley's approval will not be needed.

5. **Summary of Submission:**
The subdivision related to the Hunting Ridge Development placed conservation easement restrictions on certain lots within the development. 29 Hunting Ridge Drive is one of those lots. This is a vacant lot scheduled for development of a single family home. This parcel has a conservation easement that encompasses the first 60' of the front yard. This conservation easement is not contiguous to any open space, parks or trails.

The conservation easement document language states that in order to remove any trees larger than 4" in caliper, the owner needs permission from the Board of Selectmen. The current owner is Alice Daley. Maglieri Construction has the option to purchase the lot and is securing all of the appropriate land use approvals.

A caveat for approval was that the decision be made "in consultation with the Conservation Commission." The request was presented to the Conservation Commission on Tuesday, September 4, 2018. The Commission gave a positive referral for the removal of the trees, but indicated that they felt the easement language could be clarified. There are 3 trees that are the subject of this request; the proposed trees for removal are diseased and/or being suffocated with vines.

The Town Attorney has reviewed the conservation easement language and believes that the proposed removal of trees is consistent with the easement language should the Board of Selectmen approve the request.

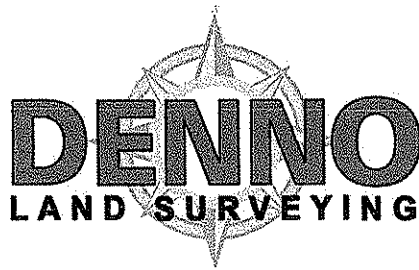
We are aware of two subdivisions in town that have this conservation easement language.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

- a) Packet from Denno Land Surveying, Including Conservation Easement Language, dated July 26, 2018
- b) Site Plan Map Showing Trees Greater than 4" in Conservation Easement
- c) Conservation Commission Draft Minutes of September 4, 2018



July 26, 2018

Town of Simsbury
933 Hopmeadow Street
Attn: Robin

Re: 29 Hunting Ridge, clearing in the conservation restriction area as shown on the development plans of Hallview and the deed Vol. 323 Pg. 482

Robin,

We are proposing to clear and remove all brush, undergrowth and invasive vegetation in the 60 foot conservation easement along the streetline. Additionally, there are a few larger trees that will need to be removed due to disease and/or being suffocated with vines. These trees are unsightly and being compromised by the vines.

We propose to install a lawn, bark mulch on the side yards to the property lines and plant specimen trees in the 60 foot conservation and along the side property lines. Also proposed is planting new trees and shrubbery with our overall landscape plan for the new house. The front yard will have lawn to the curb line. The rear yard conservation area will have selective clearing, along with the removal of vines and invasive species, but left natural. Future maintenance will be to only prevent invasive encroachment and expansion of said vegetation to the landscaped areas.

We hope this is helpful and acceptable.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Denno", written over a horizontal line.

Brian Denno, LS
Denno Land Surveying and Consulting, LLC

VOL. 323 PAGE 0481

DECLARATION OF CONSERVATION RESTRICTIONS AND BUILDING HEIGHT, COLOR RANGE AND ELEVATION RESTRICTIVE COVENANTS

This declaration of conservation restrictions and building height, color range and elevation restrictive covenants is made this 23rd day of April, 1983, by WILLIAM F. BREWER, JR. of the Town of West Hartford County of Hartford and State of Connecticut, (the "Grantor") and to and in favor of the Town of Simsbury, Connecticut (the "Grantee"),

WITNESSETH:

WHEREAS, the Grantor owns that certain piece or parcel of land known as HALLVIEW (the "Land") situated on the southeasterly side of Terry's Plain Road in the Town of Simsbury, County of Hartford and State of Connecticut, which land is shown on a map or plan entitled "SUBDIVISION PLAN Hallview Simsbury, Connecticut date: 3/18/85 drawn by: R.H. job no. 84255 scale: 1" = 100' checked by: J.F.U. sheet no: S-1 revisions: 12/10/86 F.A. Hesketh & Associates, Inc. Engineers, Surveyors, 101 Millbrook Common, Bloomfield, Ct. 06002" which map is to be filed in the office of the Town Clerk of said Town of Simsbury; and

WHEREAS, the Grantor wishes to preserve certain portions of the Land by granting and conveying to the Grantee the conservation restrictions and building height, color range and elevation restrictive covenants contained herein; and

WHEREAS, the Grantee is a governmental body whose purposes include the conservation and preservation of land in a natural state pursuant to Connecticut General Statutes Section 47-42a, together with the power to enforce the same pursuant to Section 47-42b and 47-42c of said statutes.

NOW, THEREFORE, in consideration of the foregoing, the Grantor hereby grants to the Grantee, its successors and assigns, as a perpetual easement in gross in and to the hereinafter described portions of the Land, the benefit of the covenants, restrictions and obligations hereinafter set forth upon and

VOL 323 PAGE 0482

affecting the Conservation Areas hereinafter described, which shall run with the Land and shall be binding upon the Grantor and its successors and assigns, as owners of the Conservation Areas, as follows:

A. Conservation Restrictions as to Lots Nos. 1 through 24 inclusive.

"Conservation restrictions" as defined by Section 47-42a of the Connecticut General Statutes are hereby granted to the Town of Simsbury with respect to such land as is described in Schedule A attached hereto and made a part hereof.

Within the area of land subject to these conservation restrictions, the following activities may be undertaken only with permission of the Town of Simsbury, acting through its Board of Selectmen after consultation with its conservation commission: no trees that are 4" in caliper or greater may be cleared or removed; no trees planted by the developer may be removed; no septic fields shall be permitted; no buildings, mobile homes, or storage sheds shall be permitted; and the general topography of the landscape of the easement areas shall be maintained in their present condition; except that pruning and removal of dead vegetation shall be permitted on trees which are greater than 4" in caliper. However, with respect to Lots 14, 15 and 16, trees may be cut in the easement area at the rear of said lots and septic fields and/or reserve septic fields installed therein if the town sanitarian, the building inspector, the town planner, and the owner of the affected lots or his representative shall determine that it is necessary to use a portion of the easement area for the installation of a septic system and appurtenances for the residence on that lot. In that case, the owner shall plant additional trees of the same size and type in the undisturbed portion of the easement area on the lot to compensate for the trees cut.

Except for such restrictions, such areas may be used without hindrance by the owners of the servient tenement and their invitees and guests. In particular, the following activities shall be permitted within said easement areas:

Driveway access to residence plus grading for said driveway; use of driveway access for all utilities; crossing of easement areas where necessary for storm lines; clearing of understory

VOL 323 PAGE 0483

vegetation which does not exceed 4" in caliper, provided the general character of the easement area is maintained; installation of additional plant material for aesthetic and screening purposes.

B. Building Height, Color Range and Elevation Restrictions.

1. The color range for all structures built, installed or maintained on Lots Nos. 1 through 24 inclusive, as shown in the aforesaid map, shall be limited to "Earth Tones", including grays, browns, greens, tans, etc.

2. The maximum height of said structures shall be as follows:

(a) As to all structures on Lots Nos. 1, 2, 3, 4, 5, 6, 10, 11, 12, 13, 14, 22, 23, and 24, as shown on said map, 35 feet;

(b) As to all structures on Lots Nos. 7, 8, 16, 18 and 19, as shown on said map, 25 feet; and

(c) As to all structures on Lots Nos. 9, 15, 17, 20 and 21, as shown on said map, 30 feet.

The building height for purposes of these restrictions is the vertical distance measured from the highest elevation at the foundation grade to the average height between the highest eaves and the ridge of the roof.

3. The first floor elevations for houses on Lots 7, 8, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, and 24 as shown on said map shall be the elevations shown on "Optimum House & Planting Location Plan, Topographic Map Terry's Plain Road Hallview Simsbury, Connecticut date 5/6/85 drawn by S.S job no. 84255 scale 1" = 100' sheet no. S-4 revisions 10/8/86, 10/27/86, 11/17/86, 11/24/86, 11/26/86, 12/4/86 and 12/10/86 prepared by F.A. Hesketh & Associates, Inc. Engineers Surveyors 101 Millbrook Common, Bloomfield, Ct. 06002 and Landscape Architectural Design Associates P.O. Box 183 . 100B Main Street Collinsville, Connecticut 06022" corrected to reflect the actual ground elevations as distinguished from the map first floor elevations in accordance with Paragraphs 3(a), 3(b) and 3(c) below.

"FF" as used on said map means finished first floor elevation. The FF number on the map shows the permitted first

VOL 323 PAGE 0484

floor elevation as to Lots 7, 8, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, and 24.

The table designated "50' Setback Mid-point Elevations" as shown on said sheet S-4 contains the map elevation at the mid-point of the front yard building setback line of each of these lots.

(a) If the actual ground elevation at the mid-point is less than the map elevation shown on the table, the difference shall be subtracted from the FF number as shown on said map, resulting in the "corrected permitted finished first floor elevation".

(b) If the actual ground elevation at the mid-point is more than the map elevation shown on the table, the difference shall be added to the FF number as shown on said map, resulting in the "corrected permitted finished first floor elevation".

(c) The finished first floor elevation of any dwelling house erected on Lots 7, 8, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, and 24 shall be permitted to vary from the "corrected permitted first floor elevation" as above determined by plus or minus 2 feet for slab-on-grade construction or plus or minus 3 feet for basement construction, as the case may be.

The size, shape and location of all of the houses and driveways, as shown on said map (sheet S-4) are illustrative only and in no way shall limit, restrict or otherwise control the dwellings or driveways constructed therein.

The Grantee shall have the right to enter upon the Conservation Area on reasonable notice to the owner, for the purpose of inspecting said areas to determine whether there is compliance by the Grantor with the terms hereof. Grantor, for himself and his successors and assigns, reserves the right to use said conservation area for all purposes for which said areas can be used, provided that such use does not prevent the reasonable benefit and use of said conservation restriction by the Grantee.

In the event of a violation of any covenant, obligation or restriction contained herein, not cured within thirty (30) days following notice to the record owner of the Land, Grantee may institute a suit to enjoin such violation and to require the restoration of the Conservation Areas in conformity with the Declaration. Grantee may also elect any other legal and

VOL. 323 PAGE 0485

SCHEDULE A

Portions of Hallview depicted as "conservation easements" on a map entitled "Easements & Height Restrictions Plan Topographic Map Terry's Plain Road HALLVIEW Simsbury, Connecticut date: 5/6/85 drawn by: S.S. job no. 84255 scale: 1" = 100' sheet no: S-2 revisions 10/8/86, 11/17/86, 11/24/86, 11/26/86, 12/4/86 and 12/10/86 prepared by F.A. Hesketh & Associates, Inc. Engineers, Surveyors, 101 Millbrook Common, Bloomfield, Ct. 06002 and Landscape Architectural Design Associates P.O. Box 183 . 100B Main Street Collinsville, Connecticut 06022".

V323/485

equitable remedies to enforce the obligations, covenants, restrictions, rights and easements granted and described herein.

The covenants and restrictions contained herein shall create no private right or cause of action in any owner of any of the lots affected hereby, it being the express intention of the parties hereto that only the Grantee shall have the right to enforce compliance herewith and the taking of any other legal or equitable remedies set forth herein. The provisions of this declaration may be amended or modified at any time by the Grantee herein with the written concurrence of the owner or owners only of the lot or lots affected hereby.

Except as otherwise specifically provided herein, the provisions hereof shall be binding upon and inure to the benefit of Grantor and his successors and assigns as owners of the Land, and the Grantee and its successors and assigns.

IN WITNESS WHEREOF, the Grantor has hereunto set or caused to be set his name as of the date first above written.

Signed, Sealed and Delivered in the presence of:

Christopher M. Brewer
CHRISTOPHER M. BREWER

William F. Brewer, Jr.
William F. Brewer, Jr.

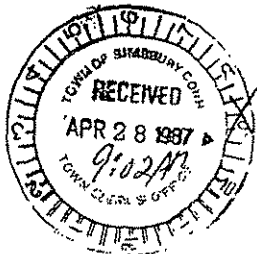
STATE OF CONNECTICUT)
: SS.
COUNTY OF HARTFORD)

4/23/87

Personally appeared, WILLIAM F. BREWER, JR., signer of the foregoing instrument and acknowledged the same to be his free act and deed, before me.

In Witness Whereof, I hereunto set my hand

Randall N. Judd
RANDALL N. JUDD
NOTARY PUBLIC
My Commission Expires March 31, 1990



Town of Simsbury

Geographic Information System (GIS)



Date Printed: 7/26/2018

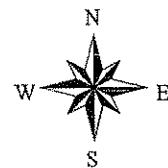
2004



MAP DISCLAIMER - NOTICE OF LIABILITY

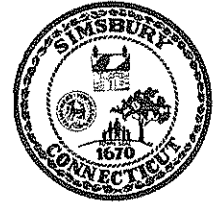
This map is for assessment purposes only. It is not for legal description or conveyances. All information is subject to verification by any user. The Town of Simsbury and its mapping contractors assume no legal responsibility for the information contained herein.

Approximate Scale: 1 inch = 75 feet



Town of Simsbury

Geographic Information System (GIS)



Date Printed: 7/26/2018

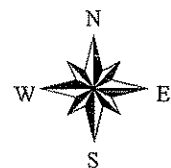
2009



MAP DISCLAIMER - NOTICE OF LIABILITY

This map is for assessment purposes only. It is not for legal description or conveyances. All information is subject to verification by any user. The Town of Simsbury and its mapping contractors assume no legal responsibility for the information contained herein.

Approximate Scale: 1 inch = 75 feet



Town of Simsbury

Geographic Information System (GIS)



Date Printed: 7/26/2018

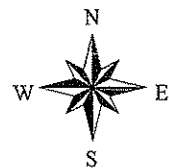
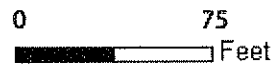
2012



MAP DISCLAIMER - NOTICE OF LIABILITY

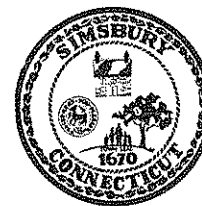
This map is for assessment purposes only. It is not for legal description or conveyances. All information is subject to verification by any user. The Town of Simsbury and its mapping contractors assume no legal responsibility for the information contained herein.

Approximate Scale: 1 inch = 75 feet



Town of Simsbury

Geographic Information System (GIS)



Date Printed: 7/26/2018

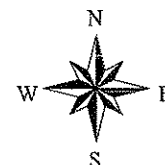
2016



MAP DISCLAIMER - NOTICE OF LIABILITY

This map is for assessment purposes only. It is not for legal description or conveyances. All information is subject to verification by any user. The Town of Simsbury and its mapping contractors assume no legal responsibility for the information contained herein.

Approximate Scale: 1 inch = 75 feet



29 Hunting Ridge



Property Information

Property ID 09003128-30435222
Location 29 HUNTING RIDGE DRIVE
Owner DALEY ALICE L



**MAP FOR REFERENCE ONLY
 NOT A LEGAL DOCUMENT**

CRCOG makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.





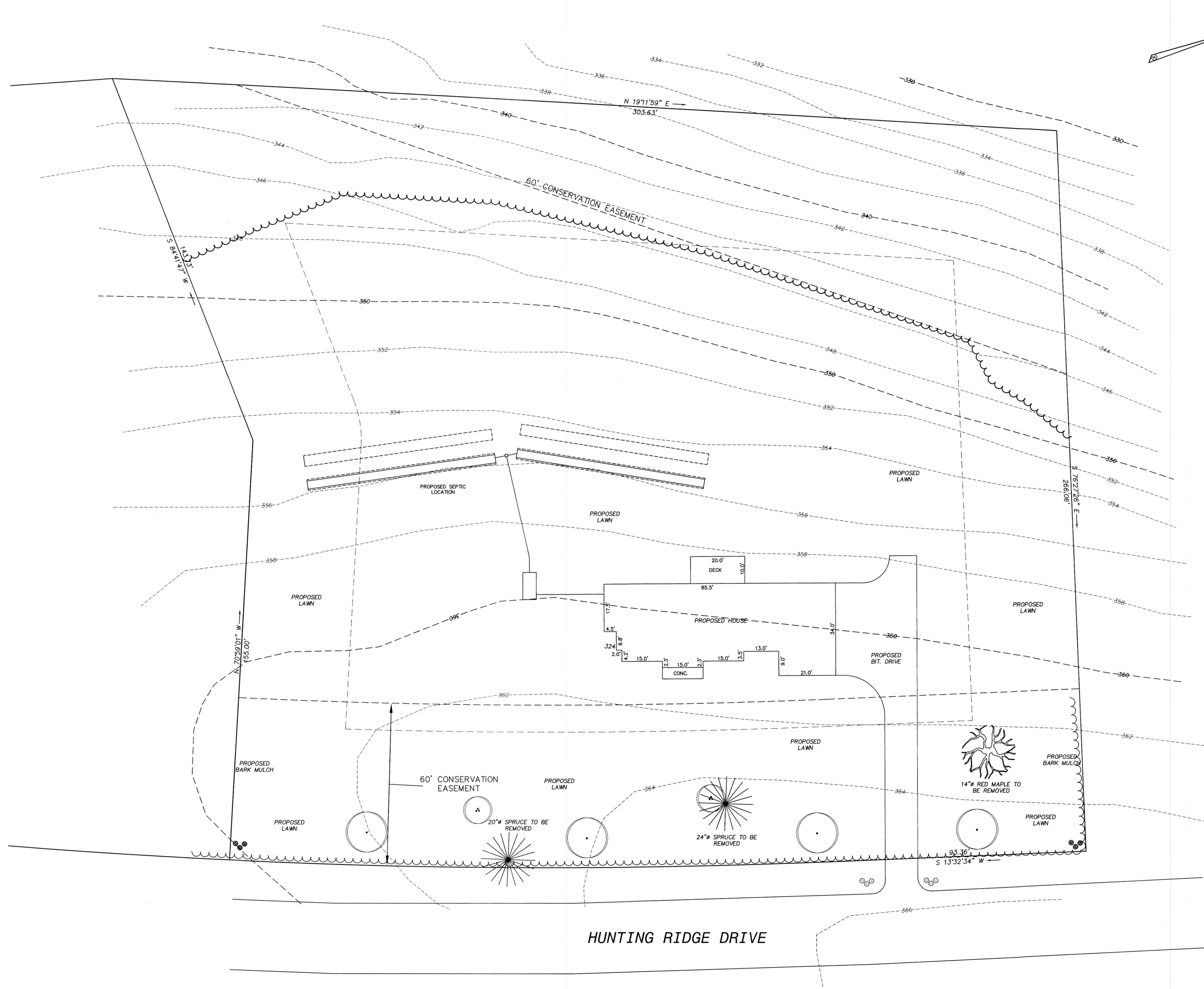




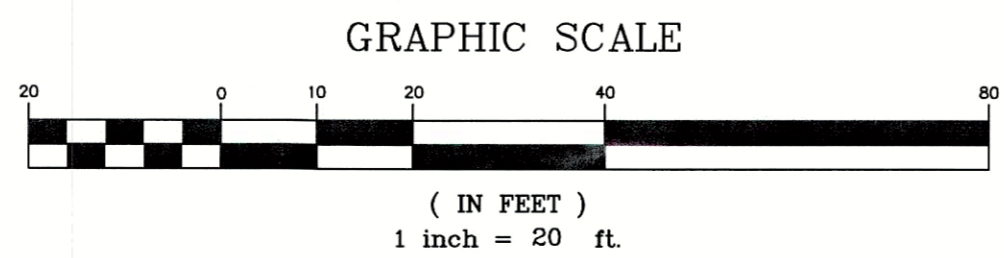
LEGEND	
	EXISTING CONTOUR
	EXISTING SPOT GRADE
	PROPOSED CONTOUR
	PROPOSED SPOT GRADE
	LIMIT OF EXISTING VEGETATION
	LIMIT OF EXISTING VEGETATION TO REMAIN
	SILT FENCE
	CONSTRUCTION ENTRANCE PAD
	PROPERTY LINE
	CHAINLINK FENCE
	BITUMINOUS PAVEMENT
	BITUMINOUS/CONCRETE CURB
	MANHOLE OR YARD DRAIN
	CATCH BASIN
	CONCRETE
	BITUMINOUS
	MONUMENT
	FINISH FLOOR
	FLOW LINE

SITE PLANTING PLAN		
SYMBOL	DESCRIPTION	SIZE
	RED MAPLE	2.5" cal
	MALUS ZUMI CALOCARPA ZUMI CRABAPPLE	8-10' ht.
	RHODODENDRON FJM FJM RHODODENDRON	24-30" ht.
	TAXUS CUSPIDATA DENSIFORMIS JAPANESE YEW	24-30" ht.

- NOTES:
- ALL PLANT MATERIALS TO BE NURSERY GROWN STOCK SUBJECT TO LATEST AAN STANDARDS.
 - ALL PLANTING BEDS, IF NOTED OTHERWISE, TO BE MULCHED WITH GOOD QUALITY SHREDDED MULCH, SAMPLE TO BE APPROVED.
 - SPECIMEN PLANTS SHALL BE EXCEPTIONALLY HEAVY, WELL-SHAPED PLANTS AND ARE INDICATED AS "SPECIMEN"
 - COORDINATE FINAL LOCATIONS OF PLANT MATERIALS IN FIELD WITH SITE UTILITIES.
 - ALL AREAS NOT NOTED OTHERWISE TO BE DEVELOPED AS LAWN.
 - FINISH GRADE AND SEED ALL AREAS DISTURBED BY CONSTRUCTION.



UTILITY STATEMENT
 UNDERGROUND UTILITY, STRUCTURE AND FACILITY LOCATIONS DEPICTED AND NOTED HEREON HAVE BEEN COMPILED, IN PART, FROM RECORD MAPPING SUPPLIED BY THE RESPECTIVE UTILITY COMPANIES OR GOVERNMENTAL AGENCIES, FROM PARCEL TESTIMONY AND FROM OTHER SOURCES. THESE LOCATIONS MUST BE CONSIDERED AS APPROXIMATE IN NATURE. ADDITIONALLY, OTHER SUCH FEATURES MAY EXIST ON THE SITE, THE EXISTENCE OF WHICH ARE UNKNOWN TO THIS SURVEYOR. THE SIZE, LOCATION AND EXISTENCE OF ALL SUCH FEATURES MUST BE FIELD DETERMINED AND VERIFIED BY THE APPROPRIATE AUTHORITIES PRIOR TO CONSTRUCTION.
 CALL BEFORE YOU DIG 1-800-922-4455.



REVISIONS:
 9/4/18 - TREES TO BE REMOVED SHOWN

TO MY KNOWLEDGE AND BELIEF THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.

NOT VALID UNLESS LIVE SIGNATURE AND EMBOSSED SEAL IS AFFIXED
 DENNO LAND SURVEYING & CONSULTING, LLC
 2 TUNXIS RD. STE. 210 TARIFFVILLE, CT 06081

SITE PLAN
 PREPARED FOR
MAGLIERI DEVELOPMENT, LLC
 29 HUNTING RIDGE DRIVE
 SIMSBURY, CONNECTICUT

SCALE: 1"=20'
 DATE: 7/26/18
 SHEET NO.: 1 OF 1

1 **Simsbury Conservation Commission**
 2 **TOWN OF SIMSBURY**
 3 **REGULAR MEETING MINUTES**
 4 **Tuesday, September 4, 2018 at 7:30PM**
 5 **Simsbury Town Hall – Main Meeting Room**
 6 **933 Hopmeadow Street, Simsbury, Connecticut**

7
 8 **PRESENT:** Margery Winters, James Morrison, Jason Levy, Donald Rieger, Charles Haldeman,
 9

10 **ABSENT:**

11
 12 **ALSO PRESENT:** Code Compliance Officer Robin Newton
 13

14 **I. CALL TO ORDER:**

15
 16 Chair Winters called the meeting to order at 7:30PM.
 17

18 **II. ROLL CALL:**

- 19 1. Appointment of Alternates.
 20

21 Charles Haldeman was appointed for a vacancy.
 22

23 **III. PUBLIC HEARING:**

- 24 1. None
 25
 26

27 **IV. OLD BUSINESS:**

28 **1. Applications**

29 **a. Application #18-12** of, Hristos and Cherie Lafazanidis, Owners, for an
 30 addition to the existing residence in the upland review area to a wetland on the property located
 31 at 32 Evans Drive (Assessor's Map C20, Block 511, Lot 012E). Zone R-40/ (*received*
 32 *07/17/2018; decision must be rendered by 09/20/18*)
 33
 34

35 Mr. Lafazanidis gave a brief explanation of the application to the Commission. He indicated that
 36 he is looking to add on a 3 car garage and master suite addition and extend his current
 37 driveway with a turn around. Plans were presented to the Commission. A conversation took
 38 place regarding whether or not this application was a direct impact to wetlands or if the impacts
 39 were only associated with the upland review area. It was noted upon reviewing the submitted
 40 materials that the map provided to the Commission members should an adjacent lot. Staff
 41 provided the Commission with the updated information.
 42

43 The applicant indicated that he was looking to raise the grade of the driveway and turn around
 44 approximately 8 inches from the current grade. This would push the drainage from the new
 45 driveway and turn around into the wetland areas and possibly onto the neighbor's yard. The
 46 Commission stated concerns with the direct impacts to the wetlands and asked if there was a
 47 way to shorten the turnaround from the proposed 35' as shown on the plan. The homeowner
 48 was unsure. Staff stated that the turnaround of 35' was excessive in size and not necessary.
 49

50 The Commission state that they did not feel they had enough information on this application to
 51 take action. They would like a more definitive line of the wetlands and exact location of the

52 driveway and turn around. Also any grading activities should have plans so they can accurately
53 assess any possible impacts to the wetland area.

54
55 Mr. Rieger asked the applicant if he would provide an extension of time for the submittal of
56 additional information as the Commission needs to make a decision no later than 9/20/18 and
57 the Commission's next meeting is not until October. The applicant declined.

58
59 Mr. Rieger made a motion to defer consideration of the application due to lack on information
60 and being mindful of the deadline to make a decision is requesting the Commission set a
61 Special Meeting for September 11, 2018 possibly at 7:30. Mr. Morrison seconded the motion
62 which was carried unanimously.

63
64
65 **V. NEW BUSINESS**

66 **1. Receipt of New Applications**

67
68 No new applications.

69
70 **VI. GENERAL COMMISSION BUSINESS:**

71
72 **1. Approval of the Minutes of the July 17, 2018, regular meeting**

73
74 The July 17, 2018 regular meeting minutes were accepted as submitted.

75 **2. Simsbury Meadows**

76 Mrs. Newton reported there were no updates.

77
78 **3. 29 Hunting Ridge Drive Conservation Easement Request- Greg Maglieri**

79
80 Brian Denno from Denno Land Surveying was present to explain the request to the Board. Mr.
81 Denno presented a plan showing the 3 trees in question that were over 4" in caliper. Mr. Denno
82 explained that everything else is secondary growth. Mr. Denno presented aerial photos
83 showing the lot was completely cleared in 2009 and then the progression back to wooded.

84
85 Mr. Rieger stated he did not have an issue with the request for the removal of the trees but felt
86 the language of the Easement document is a double negative and needed to be fixed in order to
87 allow the request that was being made.

88
89 Mr. Rieger made a motion to support the removal of the trees with the understanding that the
90 BOS will need to modify the language of the Easement document to allow the removal of the
91 trees. Mr. Morrison seconded the motion which was carried unanimously.

92
93 **VII. ADJOURNMENT:**

94
95 **MOTION:** Mr. Rieger made a motion to adjourn at 8:30 p.m. which was seconded by Mr.
96 Morrison; the motion was unanimously approved.

97
98
99

100 **Respectfully submitted,**
101
102
103
104 Robin Newton, CZEO
105 Code Compliance Officer
106





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Work Plan for Economic Development Commission
2. **Date of Board Meeting:** September 24, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
No action is needed this evening. This agenda item is for discussion purposes. It is anticipated that based on the discussion this evening, a draft work plan for the Economic Development Commission (EDC) will be presented to the Board of Selectmen at your October 10, 2018 meeting. The Economic Development work group will assist in preparing the draft action plan presented to the full Board.
5. **Summary of Submission:**
At its August 13, 2018 meeting, the Board of Selectmen adopted the Economic Development Commission Ordinance. The Ordinance requires the Board of Selectmen to provide direction and goals to the Commission on an annual basis on or before the thirtieth day of November each year.

The Economic Development work group is currently recruiting for and interviewing potential EDC members. It is anticipated that the work group will bring recommended candidates for consideration to the full Board at your October 10, 2018 meeting.

In order to provide direction to the Commission, the Board will engage in a discussion regarding potential activities for the EDC to work on. First Selectman Wellman will facilitate the conversation, with assistance provided by Mike Glidden and Tom Roy. In order to prepare for this discussion, please think about the following in advance of the meeting:

- What is your vision for economic development in Simsbury?
- What are our community's assets?
- What are our community's challenges?
- What are our community's opportunities or game changers?
- What would you like the EDC to focus on? What activities would you like the EDC to engage in?
 - Business retention
 - Business expansion
 - Business recruitment
 - Business creation
 - Activities that contribute to the character of our community

- Activities that contribute to our community's quality of life
- Activities that contribute to our community's infrastructure
- Other activities

6. Financial Impact:

None

7. Description of Documents Included with Submission:

- a) Economic Development Commission Ordinance, adopted August 13, 2018
- b) Connecticut Economic Resource Center (CERC) Workshop Presentation, dated September 13, 2018
- c) 2017 Plan of Conservation and Development Excerpt, Chapter 9, Promote Economic Development
- d) Summary of Current and Planned Economic Development Related Activities, dated September 20, 2018
- e) [Link to Economic Development Implementation and Strategic Activities Report, dated February 27, 2017](#)

TOWN OF SIMSBURY
ECONOMIC DEVELOPMENT COMMISSION ORDINANCE
Adopted by the Board of Selectmen on August 13, 2018

Section ____. Establishment

Pursuant to the provisions of section 7-136 of the Connecticut General Statutes and Chapter VI, Section 609 of the Town Charter, the Board of Selectmen hereby creates, by ordinance, an Economic Development Commission. Pursuant to Section 609 of the Town Charter, the membership, terms, duties and responsibilities, not inconsistent with the Town Charter or state law are hereby established. Hereinafter, the Simsbury Economic Development Commission will be referred to as the "Commission."

Section ____. Purpose of Commission

The Commission shall serve as an advisory board to the Board of Selectmen. The purpose of the Commission shall be to promote and develop the economic resources of the Town and to advance the Town's economic development goals as defined by the Board of Selectmen. The Commission shall be empowered to conduct research into economic conditions and trends, and to collaborate with community organizations which promote economic development.

Section ____. Appointment of Members

a) **Voting Members.**

1. The Economic Development Commission shall consist of seven (7) voting members who shall be Electors of the Town as defined in the Charter and appointed by the Board of Selectmen. Each member shall be appointed to three year terms.

At the time of establishment of the Commission three (3) members shall be appointed to two (2) year terms and four (4) members shall be appointed to three (3) year terms. Thereafter, all terms shall be for three (3) years.

No member shall serve more than two full three-year terms, regardless of whether those terms are consecutive.

2. Any vacancy on said Commission shall be filled by appointment of an elector of the Town by the Board of Selectmen for the unexpired portion of the term. No member shall be appointed to fill a partial term caused by a vacancy on more than one occasion. A member may fill one partial term in addition to the two full three-year terms referenced above.
3. Member appointments are intended to be non-partisan and based on qualifications and experience as it relates to economic development. Member qualifications and experience may be further defined by a separate resolution of the Board of Selectmen.

Voting members shall not be elected officials of the Town, nor active full-time or part-time employees of the Town who work the minimum number of hours to be considered benefits-eligible.

- b) **Non-Voting Members.** The Town Manager shall be an ex-officio member of the Commission with full participation rights, but will not have the ability to vote on Commission matters. Other ex-officio members may be added by a separate resolution of the Board of Selectmen.

Section ____ . Organization

- a) **Chair and Vice Chair.** On or before the thirty-first day of October each year, the members of the Commission shall meet and elect from among the appointed members a Chair and Vice Chair.
- b) **Administrative Support.** The Town Manager's Office will provide administrative and technical support to the Commission. The Town Manager in his or her discretion may assign other staff persons as needed to provide administrative and technical support as needed.
- c) **Meeting Schedule.** Regular meeting schedules shall be established annually and filed in accordance with Connecticut General Statutes.
- d) **Quorum.** The presence of four (4) members of the Commission shall constitute a quorum to take action. No action shall become valid unless authorized by a vote of the majority of the total membership present and voting.

Section ____ . Reports

- a) On or before the thirty-first day of October each year, the Commission shall prepare and submit to the Board of Selectmen an annual report of its activities and, if applicable, recommendations for improving the economic condition and development of the Town. The Commission may be asked from time to time to present more frequent reports of its activities and to appear before the Board of Selectmen to report on those activities.
- b) The Board of Selectmen will provide direction and goals to the Commission on an annual basis on or before the thirtieth day of November each year.

Section ____ . Expenses

- a) **No Compensation, Reimbursement of Expenses.** Members of the Commission shall receive no compensation for their services. However, members shall be reimbursed for necessary expenses incurred in the performance of their official duties, when such funds are available in the Town's approved budget and authorized in advance by the Town Manager.

- b) **Commitment of Town Funds.** In the performance of its duties, the Commission shall not incur any expense, or obligate the Town to pay any expense, unless funds have been appropriated by the Town specifically for the use of the Commission and authorized in advance by the Town Manager.

Section ____ . Removal of Members

- a) **Removal for Cause.** Any member of the Commission may be removed by the Board of Selectmen, upon the recommendation of the Town Manager, for cause. Such member will be afforded an opportunity for a public meeting with the Board of Selectmen prior to a final decision being made regarding their status for removal. The purpose of the public meeting is to give the member an opportunity to be heard in person before the Board of Selectmen prior to a final decision being made.
- b) **Removal for Absences.** Any Commission member who is absent from more than fifty (50) percent of Commission meetings during any twelve (12) month period may be removed from the Commission, and the vacancy shall be filled by the Board of Selectmen. An exception may be granted by and at the discretion of the Town Manager due to a member’s illness or other exigent circumstances.

Section ____ . Invalidity

If any part, subsection, sentence, clause, phrase or other portion of this Chapter is, for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed to be a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.

Effective Date: _____

Public Hearing: _____

Adopted: _____

Published: _____

Town Clerk Attest: _____

Fundamentals of Municipal Economic Development

A Transformational Approach

Presented to the Town of Simsbury
September 13, 2018



©CERC2018

Curriculum

1. Your Town: municipal economic indicators in a regional and state context
2. Economic Development: what is it and why is it important
3. On the Ground: roles and responsibilities of the town's economic development team

©CERC2018

2

Taking A Pulse

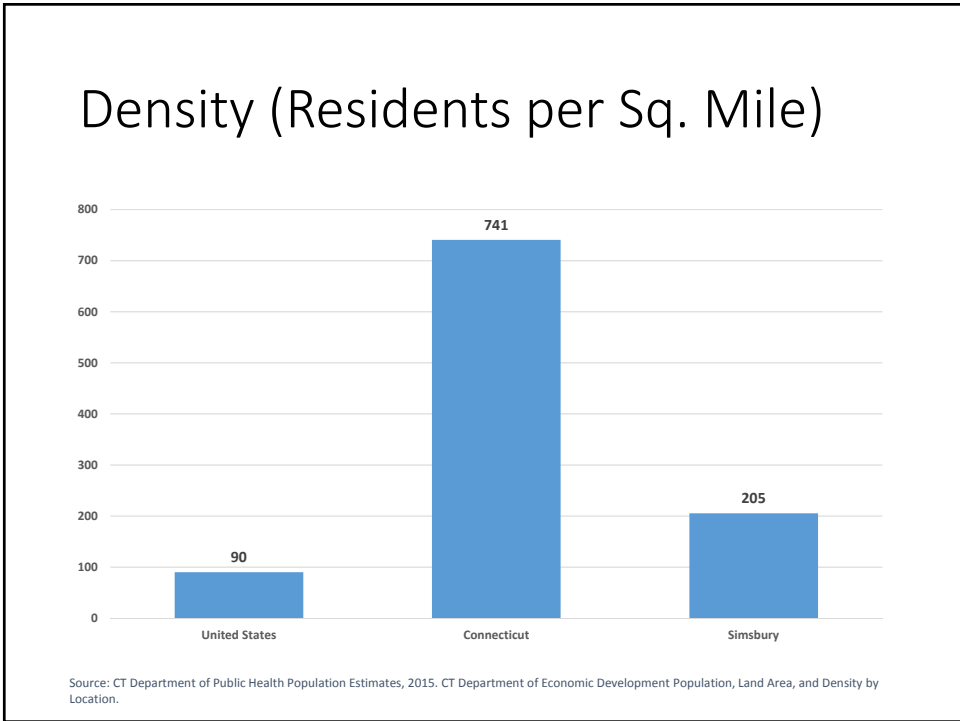
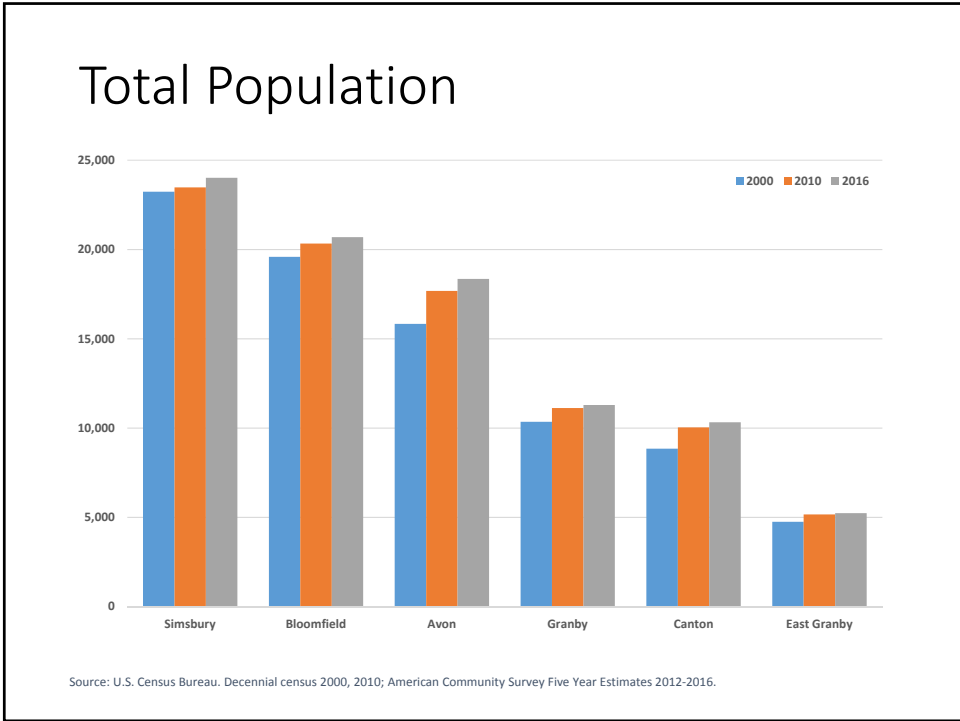
What are your primary assets?

What are your challenges in the next ten years?

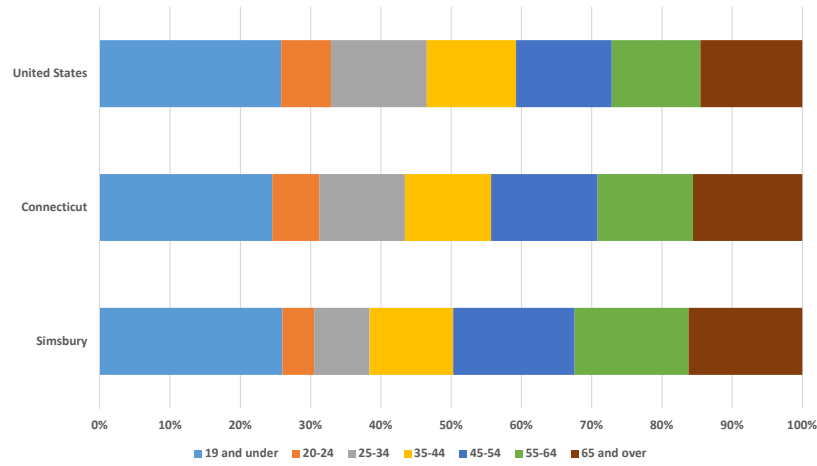
What are your game changers?

Section 1

YOUR TOWN: MUNICIPAL ECONOMIC INDICATORS
IN A REGIONAL AND STATE CONTEXT

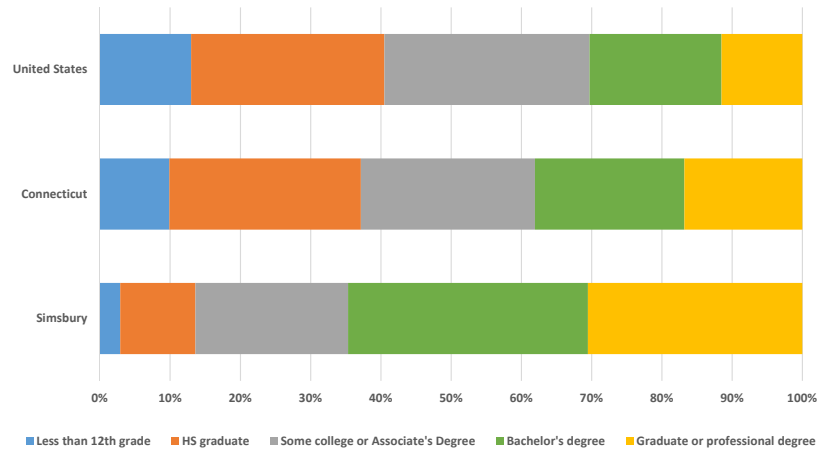


Population by Age



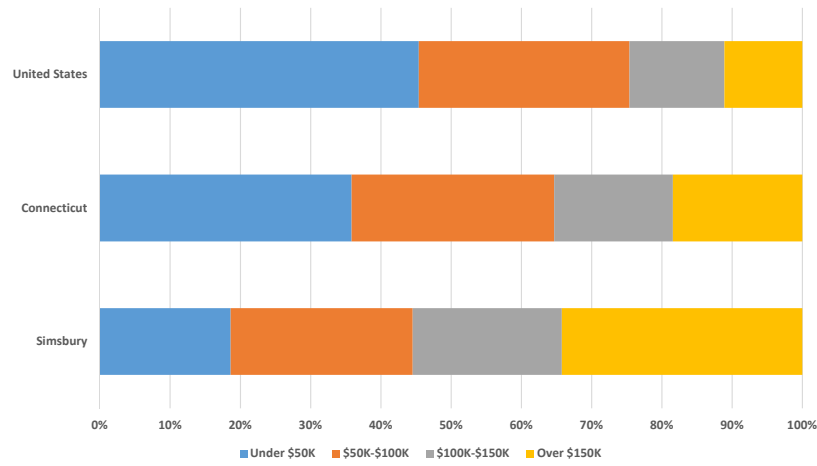
Source: U.S. Census Bureau. American Community Survey Five Year Estimates 2012-2016.

Population by Educational Attainment



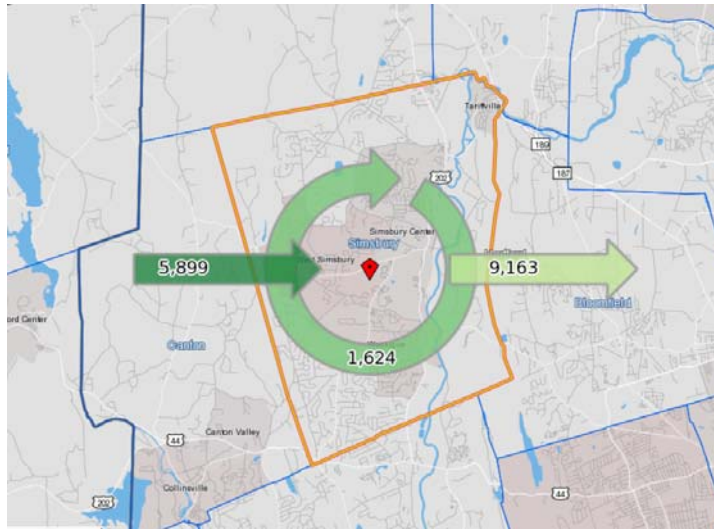
Source: U.S. Census Bureau. American Community Survey Five Year Estimates 2012-2016.
 Note: For population 25 years and older.

Population by Household Income



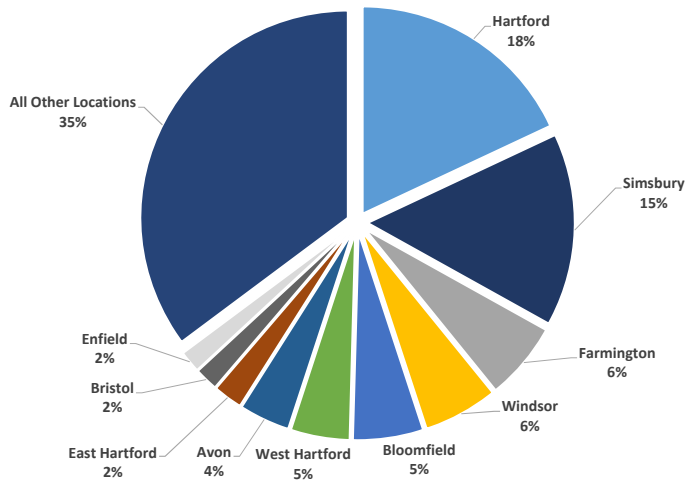
Source: U.S. Census Bureau, American Community Survey Five Year Estimates 2012-2016.

Commuting Patterns



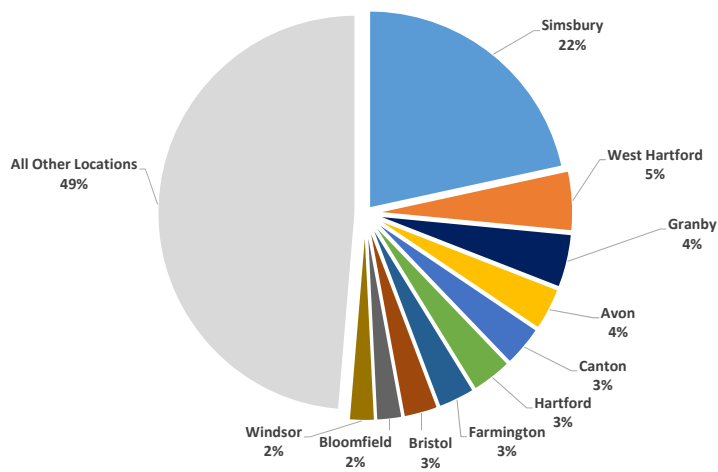
Source: U.S. Census Bureau, LEHD Origin Destination Employment Statistics, 2015.

Where Residents Work (Top 10)

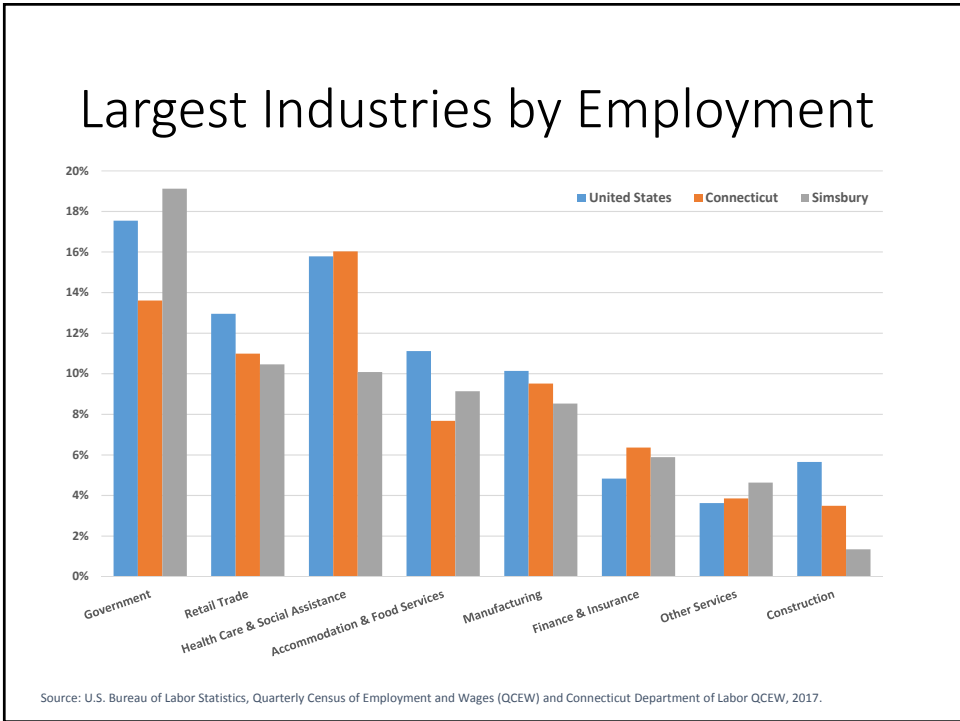
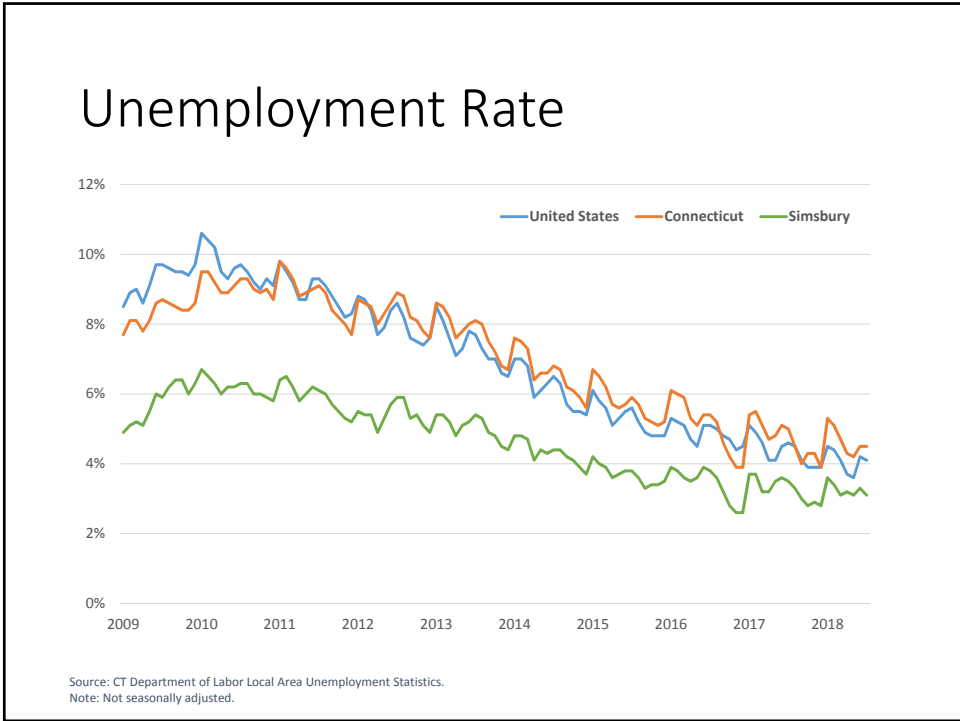


Source: U.S. Census Bureau, LEHD Origin Destination Employment Statistics, 2015.

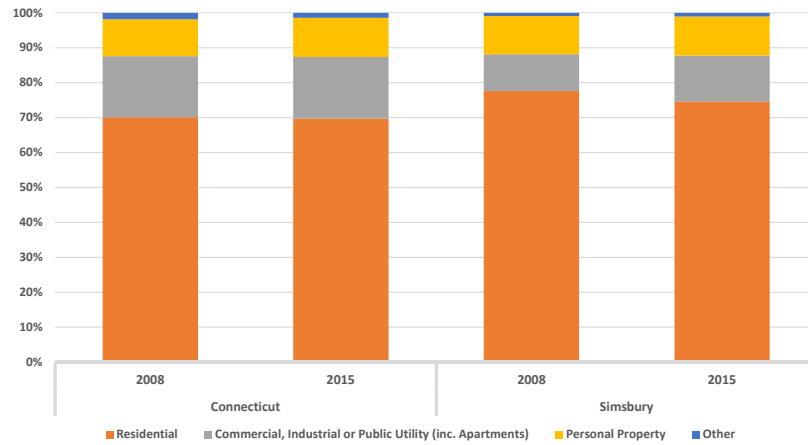
Where Workers Live (Top 10)



Source: U.S. Census Bureau, LEHD Origin Destination Employment Statistics, 2015.

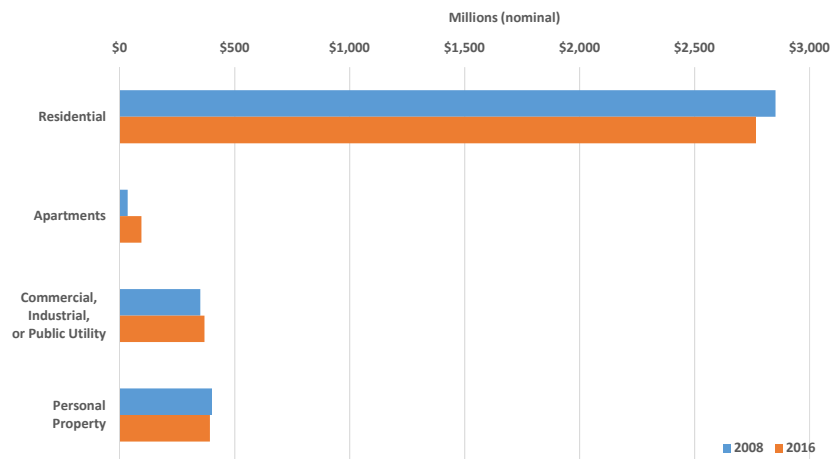


Equalized Net Grand List by Share



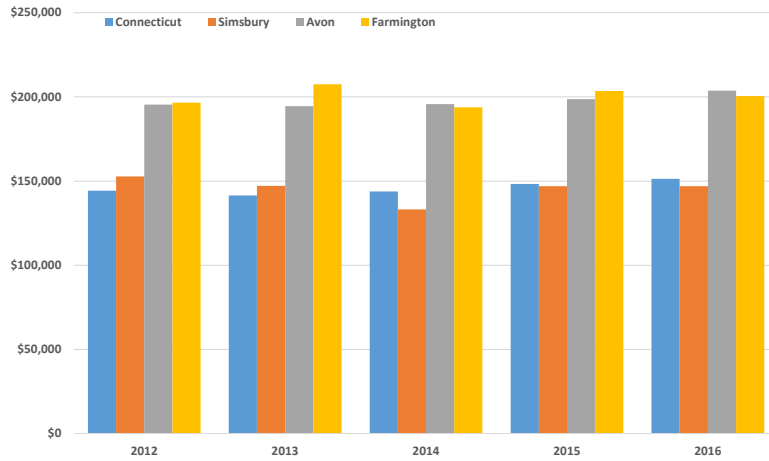
Source: Municipal Fiscal Indicators. CT Office of Policy and Management. 2016.
 Note: Data is for State Fiscal Years 2008 and 2016.

Equalized Net Grand List by Value in Simsbury



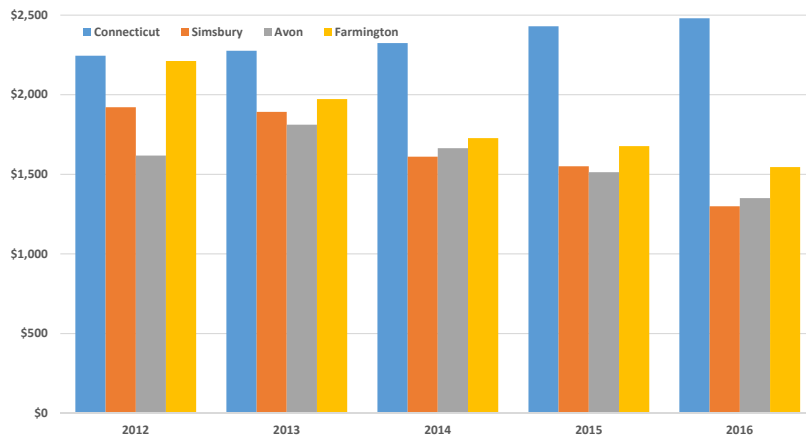
Source: Municipal Fiscal Indicators. CT Office of Policy and Management. 2016.
 Note: Data is for State Fiscal Years 2008 and 2016.

Equalized Net Grand List Per Capita

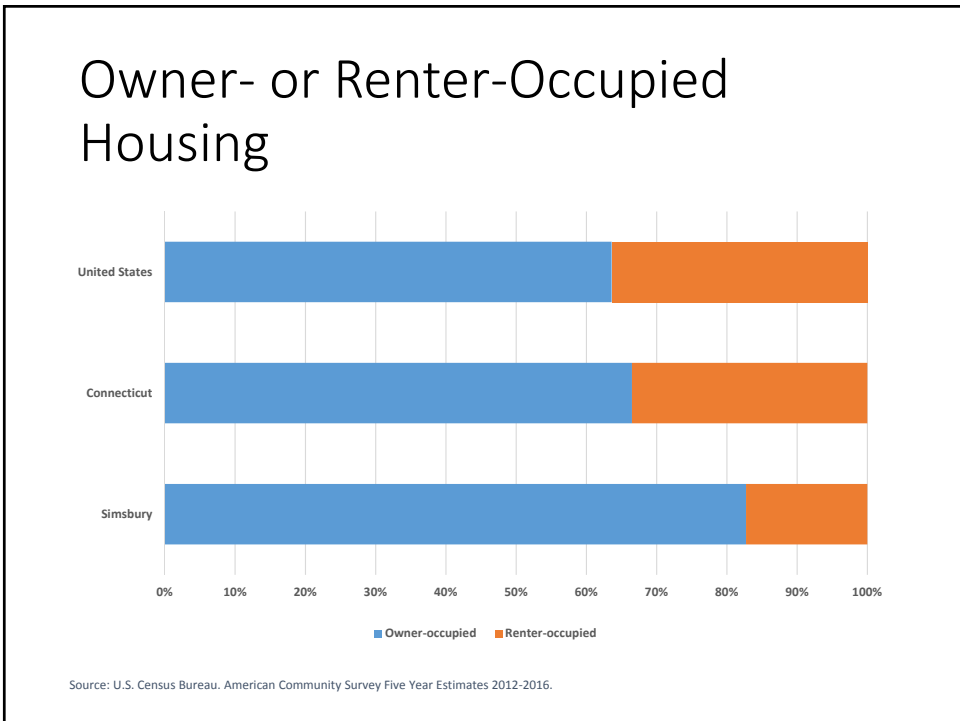
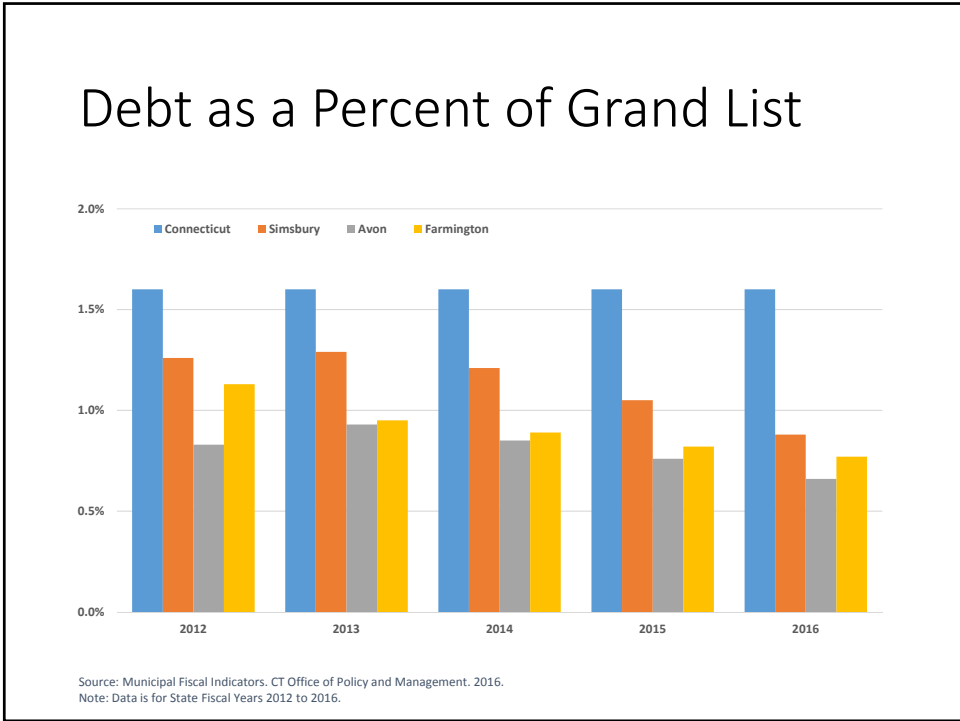


Source: Municipal Fiscal Indicators. CT Office of Policy and Management. 2016.
 Note: Data is for State Fiscal Years 2012 to 2016.

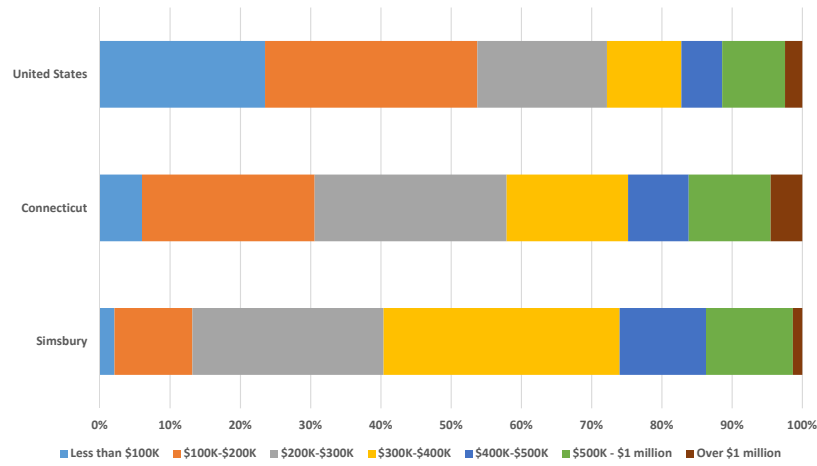
Bonded Long-Term Debt Per Capita



Source: Municipal Fiscal Indicators. CT Office of Policy and Management. 2016.
 Note: Data is for State Fiscal Years 2012 to 2016.

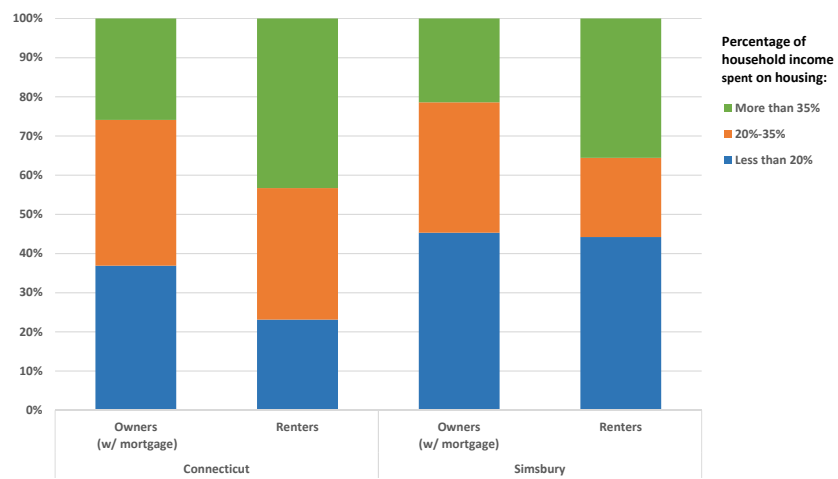


Value of Owner-Occupied Housing



Source: U.S. Census Bureau. American Community Survey Five Year Estimates 2012-2016.

Housing Affordability



Source: U.S. Census Bureau. American Community Survey Five Year Estimates 2012-2016.
 Note: Affordability for owner-occupied housing is only for households with a mortgage.

Section 2

ECONOMIC DEVELOPMENT: WHAT IS IT AND WHY IS IT IMPORTANT?

25

What is Economic Development? Why should you care?

- **Conscious** activity designed to change the economic direction and outcomes in a community
- In the State of Connecticut, on average, revenue from property tax accounts for 70% of total revenue.
- Fiscal Health of your community
 - Increased pressures because of state fiscal woes
 - Lack of full recovery in values of the Residential component of grand list
 - Is your bonded indebtedness under control?
- Character of your community

©CERC2018

26

What is the difference between Growth and Development?

Growth is:

- An increase in the value of everything produced (GNP)
- An “automatic” process

Development is:

- An increase in wealth of an area for the welfare of residents
- Outcome of planning and Results Oriented Activity

Growth is an essential element of Development, but **Development** encompasses lots of CONSCIOUS activities.

Example: Business Cycle – Cyclical and structural elements of downturns

Structural elements growing over past 30-40 years

What is your reputation in the Economic Development Marketplace?

- What is the Marketplace?
- What is the Product?
- Who is the Customer?
- In the absence of a clear brand, who is determining our Reputation?

Business Perspective on Local Government

“We want to locate where we are wanted, where government appreciates our contribution to the economy, and values local ownership, where people understand that it is a good thing for the community if we make money. We want to work with officials who are focused on growing the economic pie, and who value our business activity because we export goods and services out of the Pioneer Valley, yet the profits stay in the valley. We want local government to create a favorable playing field for all business activity, and to be active in keeping track of the “customer satisfaction level” of its businesses. We want to be in a town where government is strategically focused on providing a business-friendly place.”

– *The Holman Doctrine*

How do different audiences view Economic Development?

- Universally positive
- Great in the right place
- Healthy skepticism
- Don't change the character of our community
- NIMBY

Is there a difference between economic development, community development and real estate development?

Transactional → Transformational

Real Estate Development →

Economic Development →

Community Development

- **Real estate development** is the development on a parcel of real estate.
- **Economic Development** is the sustained, concerted actions of policymakers and communities that promote the standard of living and economic health of a specific area...Top Down approach.
- **Community Development** is a process wither community members come together to take collective action and generate solutions to common problems...Bottom Up approach.

Transactional vs. Transformational

Transactional

Do the deal

Make the numbers work

Get building permit and other approvals

Not much community input

Focused on specific property

Looking for financial incentives

Fiscal impact

Cost/benefit

Transformational

Interdisciplinary approaches

Creating attractive and inviting places

More complex and comprehensive ways of measuring success

Measure real community-wide benefits and outcomes, not just activity

Consistent with community vision

Be self aware enough through planning, strategy development to know what transactions fit with your community vision.

What defines your economic future...What are your choices?

What do you control locally?

- Land use regulations
- Property taxes
- Creating great places
- Relationship with local businesses

10 Placemaking Principles

1. Community is the expert
2. Create a place, not a design
3. Partners
4. Observe
5. Vision
6. Short term improvements
7. Triangulate
8. "It can be done"
9. Form supports function
10. You are never finished

What is Your Place in a Regional and Global Economy

- Local success linked to regional/global success
- Know your role - How do you define your economic region?
 - What regional assets can help sell your community?
 - Unique asset – connections to large metros (NYC)
- Polycentric nodal regions
- Changing world of economic development: the playing field = the world
- Regions are units of economic competition
- Changing roles of urban centers, suburbs and rural areas (seniors and millennials)

Local Choice:
Different Development Options

Local Choice:
Different Development Options



Local Choice:
Different Development Options



Economic Development Choices: Density

We have nothing to fear but fear itself... courtesy of CT Main Street Center



Economic Development Choices: Big Box vs. Main Street Development



	<u>Costco</u>	<u>Downtown Cornerstone</u>
Land Consumed (acres)	19.0	0.18
Total Prop. Taxes /Year	\$366,477	\$71,680
Total Prop. Taxes /Acre	\$19,288	\$398,222
Residents/Acre	0	44
Jobs /Acre	5.2	22

Enfield Big Box vs. Downtown Mixed-Use Development

Section 3

ON THE GROUND: ROLES AND RESPONSIBILITIES
OF THE TOWN'S ECONOMIC DEVELOPMENT TEAM

Who is on the team?

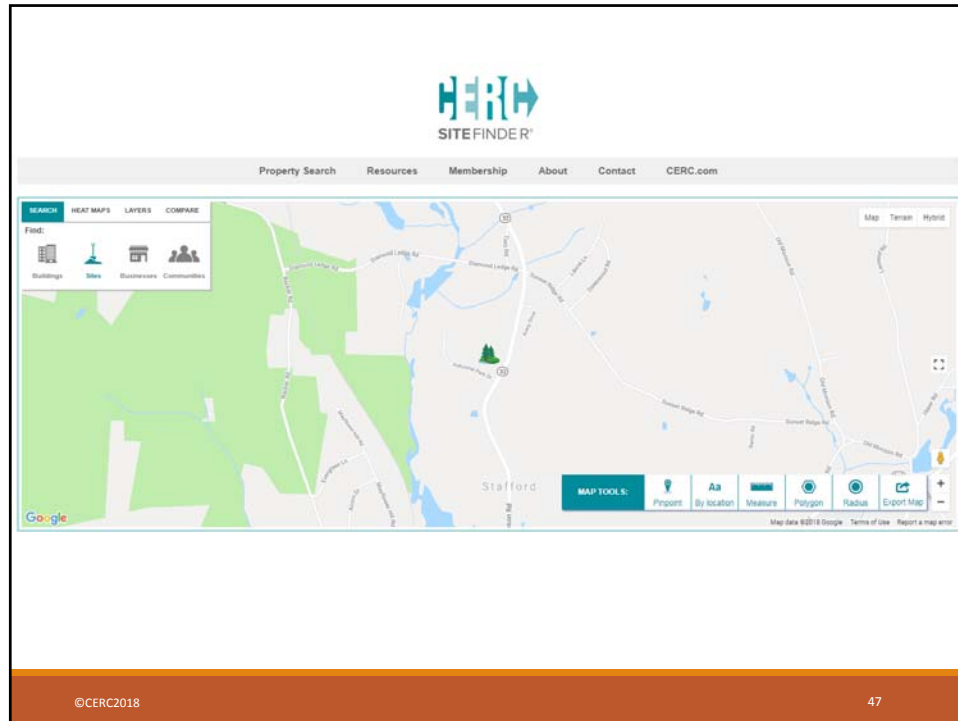
- Elected officials/municipal offices
- Boards and commissions (P&Z, conservation, etc.)
- Business community and citizens
- Schools and universities
- Chambers, nonprofits and regional ED organizations
- Advocates: housing, transportation, preservationists, environmentalists
- Commercial real estate industry: brokers, developers and site selectors
- Government: state and federal

Responsibilities of Economic Development Commission & Staff

- Adopt strategic plan of economic development
- Promote economic development in town and contribute to plan of conservation & development (POCD)
- Identify areas of town for development
- Make recommendations to voting boards in town
- Initiate an application to change a zoning district, propose an economic development zone, present proposed regulations
- Appear before other land use commissions meeting and present position
- Review all other commissions agendas and minutes to keep abreast of developments and timelines

Definition of Economic Development

- Business retention
- Business expansion
- Business recruitment
- Business creation
- Character of your community



Components of a Successful Economic Development Program

- Business visitation
- Liaison between the business and the town
- Ambassador efforts and partnerships
- Single point of contact for business
- Realistic understanding of your community's current economic situation
 - Know what you control
 - Collect data
- Workforce strategy that includes businesses, colleges and high school
 - Anchor institutions

Components of a Successful Economic Development Program

- Marketing (eNews, social media, CERC SiteFinder®)
 - Common understanding of what the town is (and unique attributes)
 - Elevator speech
- Intergovernmental relations – Know your reps, grants
- Financing solutions – DECD, local banks
- Incentives – Both local and state
- Heritage tourism – Enhances quality of life
- Shovel-ready initiatives – DOT permits, wetlands flagging, utility extensions
- Utility contacts

Increasing Value in Your Community

- Physically
- Socially
- Economically

Great downtowns don't just happen – they are created!

Regulatory Process Needs to Be...

- Predictable
- Clear
- Reliable
- Consistent
- Effective (Does the right thing)
- Efficient (Does things right)

One of the best business incentives is a streamlined regulatory process.

Economic Development as an Active Choice

“Cities (and read that as great places) are made not born...Nature has never made a city. Only human beings have ever made cities, and only human beings kill cities, or let them die. And human beings do both by the same means: by acts of choice.”

-Former Yale President Bart Giamatti

Next Steps

What did you learn?

Where do you go from here?

©CERC2018

53

Contact

Courtney Hendricson

Vice President of Municipal Services

chendricson@cerc.com, 860-571-6219



CERC.com, @CERCInc



CEDAS.org, @CTCEDAS

©CERC2018

PROMOTE ECONOMIC DEVELOPMENT

Overview

Economic development in Simsbury enhances the community by adding new jobs, providing for goods and services, and by increasing the grand list. Simsbury encourages and promotes the appropriate economic development of the community.

Shopping



Hospitality



Manufacturing / Technology



Corporate Office



How We Want To Grow – Promote Economic Development



In the telephone survey, participants were asked whether they agreed or disagreed with the following statement:

The Town should try to do more to encourage the redevelopment of [underperforming] buildings.

Strongly agree	53%
Agree	39%
Not sure	2%
Disagree	5%
Strongly disagree	0%

The tax benefit of commercial and industrial property is important. Commercial and industrial uses relieve some of the tax burden on homeowners. In the telephone survey, 46 percent of participants felt that fiscal issues (revenue and spending) were ***the most important issue*** facing the town. Business and industrial development (and some other types of development) can help address this.

At the same time though, we should not just focus exclusively on business or industrial development. There are other uses that can also provide property tax relief for homeowners. Uses (such as assisted living facilities) pay more in taxes than they require in services and have a positive “net fiscal impact” (the revenues generated by a development over time netted against the costs incurred as a result of that development).

But residents have also indicated they don’t want economic development for the sake of taxes if it detracts from or dilutes community character. Simsbury has to attract the right kind of development. Development that fits in with the kinds of things Simsbury has to offer:

- Proximity to customers, suppliers, partners, and investors,
- A highly educated and skilled workforce,
- Unusually high quality of life for both employers and employees,
- Nationally ranked public and private schools, and
- Competitive cost of living when compared to some other regions of the country where these companies may be considering (lower Fairfield County, New York metropolitan area, Greater Boston, California, etc.)

Of course, many other communities are attempting to do the same thing so Simsbury must be aggressive in terms of finding approaches that produce results the community will admire and embrace. Simsbury must be proactive, not simply sit back and hope for things to happen.

Improving local land use regulations and the associated approval processes are ways that Simsbury can “set the stage” for future economic development. If we know what we want, we shouldn’t wait until people are evaluating locations to make modifications to local regulations.

Simsbury should also continue to provide incentives which will enhance Simsbury’s place in the market. Tax abatement and infrastructure reimbursement programs are used by a number of other communities and Simsbury may be at a competitive disadvantage if it does not offer similar tools.

How We Want To Grow – Promote Economic Development

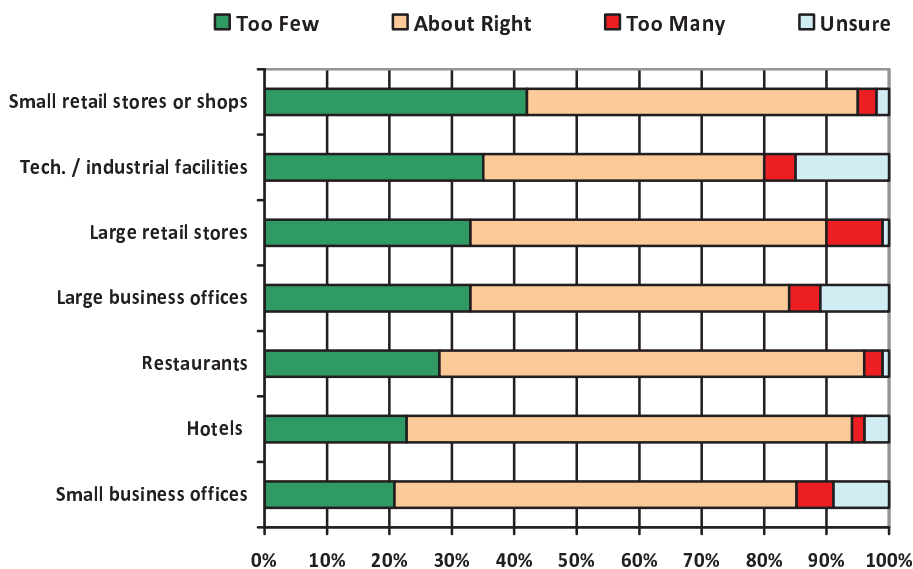
Telephone Survey Results

In the telephone survey, participants were asked whether they felt Simsbury had too many, about the right amount, or too few of different types of businesses. While residents most strongly supported more small retail stores or shops, no use got more than half of the participants saying there were too few such uses.



Some of the survey results relating to business development are presented on this page and the following page.

	Too Few	About Right	Too Many	Unsure
Small retail stores or shops	42%	53%	3%	2%
Technology / industrial facilities	35%	45%	5%	15%
Large retail stores	33%	57%	9%	1%
Large business offices	33%	51%	5%	11%
Restaurants	28%	68%	3%	1%
Hotels	23%	72%	2%	4%
Small business offices	21%	65%	6%	9%



GOAL

Foster a dynamic and prosperous climate for economic development in order to provide for goods and services, employment opportunities, and fiscal benefits to the community.

9.1 Promote economic development in Simsbury in order to provide jobs, goods and services, and net tax revenue.

A. OVERALL –Simsbury will:	Leader	Partners
1. Encourage economic development that is consistent with the POCD and that harmonizes with: <ul style="list-style-type: none"> • Simsbury’s locational advantages, • the natural environment, and • surrounding structures and uses. 	Town	EDC
<input type="checkbox"/> a. <i>Implement the comprehensive economic development strategy.</i>	Town	EDC
<input type="checkbox"/> b. <i>Review and maintain the comprehensive economic development strategy so that Simsbury can adapt to changing economic conditions.</i>	EDC	Town
<input type="checkbox"/> c. <i>Periodically review / amend land use regulations to adapt to changes in economic conditions and the marketplace.</i>	ZC	
<input type="checkbox"/> d. <i>Consider consolidating the number and types of non-residential zones in order to simplify the zoning regulations and facilitate economic development.</i>	ZC	
2. Celebrate and publicize economic development successes.	Town	EDC
<i>Code legend is on inside back cover</i>		

B. ENTERPRISES –Simsbury will:	Leader	Partners
1. Maintain positive relationships with local businesses.	Town	EDC
2. Retain existing businesses and support their growth and expansion in Simsbury.	Town	EDC
3. Support the start-up of new enterprises in Simsbury.	Town	EDC
4. Seek to attract new businesses to Simsbury.	Town	EDC
<i>Code legend is on inside back cover</i>		

C. LOCATIONS –Simsbury will:	Leader	Partners
1. Consider rezoning land to commercial in the Bushy Hill Lane area (across from Simsbury Commons) contingent upon the submission of a unified master plan that includes all the land this area and demonstrates good access management.	ZC	
<i>Code legend is on inside back cover</i>		

Economic Development Plan



East Granby








Bloomfield

Canton

Avon

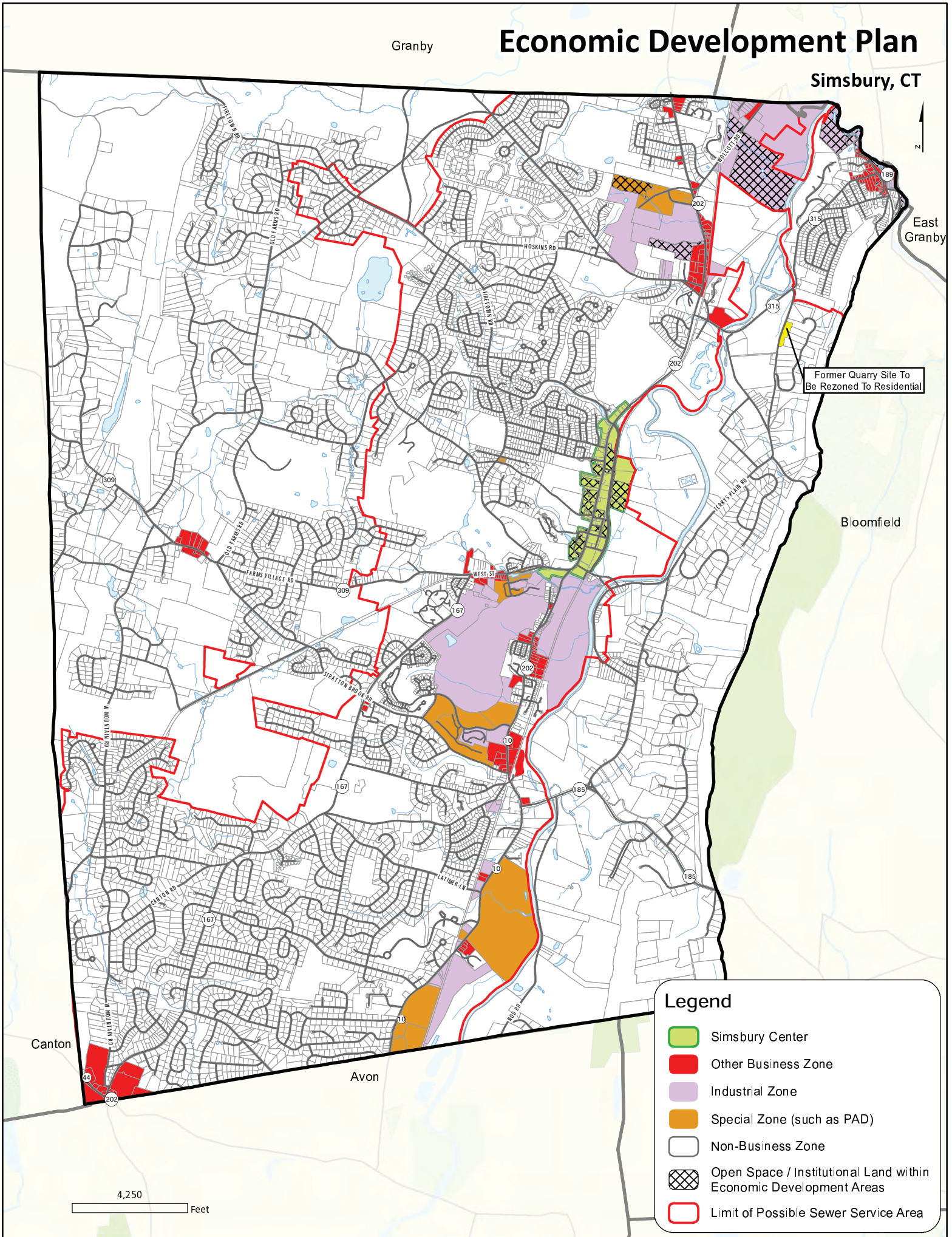
Former Quarry Site To Be Rezoned To Residential

Legend

-  Simsbury Center
-  Other Business Zone
-  Industrial Zone
-  Special Zone (such as PAD)
-  Non-Business Zone
-  Open Space / Institutional Land within Economic Development Areas
-  Limit of Possible Sewer Service Area

4,250

Feet



How We Want To Grow – Promote Economic Development

D. TOURISM –Simsbury will:	Leader	Partners
1. Promote Simsbury as a cultural, educational, historic, recreational and tourist destination.	Town	EDC MSP
2. Support the efforts of the Simsbury Tourism Committee and the Farmington Valley Visitors Association.	Town	
3. Expand the number and level of tourism resources available to visitors to Simsbury (cultural, recreational, etc.).	Town	EDC MSP
4. Promote recreational and cultural opportunities such as at the Performing Arts Center.	Town	
		<i>Code legend is on inside back cover</i>

E. FISCAL –Simsbury will:	Leader	Partners
1. Strive to maintain Simsbury’s strong financial situation and reduce the tax burden on property owners by continuing to: <ul style="list-style-type: none"> • grow the grand list, • diversify the tax base, • attract uses that pay more in taxes than they require in services. 	Town	BOS BOF
2. Foster discussion among local boards about how to increase revenues and manage expenses.	Town	BOS BOF
3. Employ incentives for new and expanding businesses, such as property tax abatements and the infrastructure reimbursement fund.	Town	EDC
		<i>Code legend is on inside back cover</i>

F. IMPLEMENTATION –Simsbury will:	Leader	Partners
1. Seek grants that will support economic development efforts.	Town	EDC
2. Participate with state and regional economic development agencies to foster economic development for the benefit of Simsbury.	Town	EDC
		<i>Code legend is on inside back cover</i>



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Inter-Office Memorandum

Date: September 20, 2018

To: Maria Capriola MPA, Town Manager

From: Michael Glidden CFM CZEO, Director of Planning

Re: Current Economic Development Initiatives of the Town of Simsbury

The Town of Simsbury supports economic development through various programs, initiatives, and actions.

Programs and Organizations which are financially supported by the Town of Simsbury:

Simsbury Main Street Partnership

Simsbury Main Street Partnership (SMSP) provides economic development resources to the Town of Simsbury. These services are not limited to granting writing for projects, business visitation, marketing public relations, design services, business ambassador for both business and property owners, and business advocacy. SMSP sponsors community events such as “The Taste in Simsbury”, “Mini Maker Fair”, “350th Committee” and “Simsbury Celebrates”. The branding campaign and associated marketing materials were coordinated and paid for by SMSP on behalf of the Town of Simsbury.

Simsbury Public Library

The Simsbury Public Library hosts the Business Resource Center. The Business Resource Center provides a location where individuals can access information related to starting or operating a business in Simsbury. SCORE mentors are available through the Business Resource Center. SCORE mentors provide assistance helping small businesses get off the ground, grow and achieve their goals through education and mentorship.

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

An Equal Opportunity Employer
www.simsbury-ct.gov

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

Chamber of Commerce

The Town of Simsbury provides financial support to the Chamber of Commerce in the capacity of the Visitors Center. The Visitors Center provides individuals coming to Simsbury a guide that highlights businesses and attractions which make the community a destination. The Chamber provides services to member businesses such as networking, advertisement, and advocacy with the intent of helping foster business development in Simsbury.

Tourism Committee

Tourism Committee is an organization that historically received limited financial assistance from the Town of Simsbury. Tourism Committee helps promote Simsbury as a destination and highlights some of the cultural and environmental features which attract visitors.

In addition to programs, the Town of Simsbury is engaged in other activities which help foster economic development:

Business Visitation

Business Visitations are coordinated thru the Town Manager's office. These visits provided both staff and the business community the ability to discuss areas in which the Town excels along with areas which need improvement as it relates to business development or retention.

Doing Business in Simsbury Guide

A guide to doing business in Simsbury was developed by the Business Resource Center as an example of documents that are available to business owners. This document provided list of local and state resources which are available to business and property owners.

Economic Development Training

The Town of Simsbury recently hosted an event provided by CERC and CEDAS that covered the fundamentals of Economic Development. The target audience was members of the various boards and commissions.

Staff regularly attends professional development opportunities relating to economic development. Some of the subjects that the trainings have covered have included: Historical Tax Credits, Tax Increment Financing, and Market Research. Staff attended the 2018 Governors Economic Development Forum.

Plan of Conservation and Development

The Town of Simsbury's Planning Commission updated the Plan of Conservation and Development in 2017. Chapter 9 of this document provided the various land use commissions with guidance as it relating to the specific goals and objectives that the community felt were vital to economic development.

Upcoming Initiatives

As a result of business meetings, attendance at workshops regarding economic development, and other similar activities, staff has identified some changes which will be implemented in the coming year to complement some of the programs and actions that the Town of Simsbury is engages in related to economic development.

- **Permit Guide:** Planning staff will be developing a how to guide to provide individuals with a clear and concise guide to the permitting process
- **Schedule Regular Development Meetings:** Planning staff will be coordinating with various town departments to improve communication and the review process for land-use applications in order prevent undue delays to applicants during the commission or building permit process.
- **Re-Organization and Update of Zoning Regulations:** Planning staff is working on consolidating existing regulations in a more user friendly document. Changes to this document will provide an easier to read and comprehensive regulations which help alleviate the uncertainty that applicants feel when approaching the land use approval process.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Darren Cunningham from the Board of Ethics
2. **Date of Board Meeting:** September 24, 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 Darren P. Cunningham as a Regular Member of the Board of Ethics retroactive to September 14, 2018.
5. **Summary of Submission:**
The Town Clerk has received the resignation of Darren P. Cunningham (R) as a Regular Member of the Board of Ethics. Mr. Cunningham's term was to expire on January 1, 2021.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Resignation Letter from Darren P. Cunningham, dated September 14, 2018

September 14, 2018

Ericka Butler, Town Clerk
Town Hall
933 Hopmeadow Street
Simsbury, CT 06070

Dear Ms. Butler:

It is with great regret that I tender my resignation from the Board of Ethics forthwith.

I have enjoyed my years of service to the town. Unfortunately, the constraints of time necessitated by my young family and professional career mean that I am unable to dedicate the necessary time to the Board of Ethics. Simsbury residents would be better served by someone with more time to dedicate to this important position.

Sincerely,


Darren P. Cunningham

Cc: Kevin T. Beal (by email)



CALL TO ORDER

The Special Meeting of the Board of Selectmen was called to order at 5:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectmen Eric Wellman; Board members Chris Peterson, Cheryl Cook, Christopher Kelly, Michael Paine and Sean Askham. Others in attendance included Maria Capriola, Town Manager; Melissa Appleby, Deputy Town Manager; Mike Glidden, Director of Planning and Community Development; Jeff Shea, Town Engineer; Attorney DeCrescenzo and other interested parties.

ADJOURN TO EXECUTIVE SESSION

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

Mr. Wellman said that the Board would be going into Executive Session to discuss a potential settlement agreement with Deepwater Wind.

Ms. Cook made a motion to adjourn to Executive Session to discuss matters concerning the Deepwater Wind Proposed Solar Project pursuant to CGS§1-200(6)(B) at 5:01 p.m. Mr. Paine seconded the motion. All were in favor and the motion passed.

RETURN FROM EXECUTIVE SESSION

Mr. Paine made a motion to adjourn from Executive Session at 5:30 p.m. Mr. Askham seconded the motion. All were in favor and the motion passed.

SELECTMEN ACTION

a) Proposed Settlement Agreement and Option to Purchase Agreement with Deepwater Wind and Possible Vote

Mr. Wellman introduced a PowerPoint presentation entitled, “Deepwater Wind Settlement Agreement, September 12, 2018.” He provided background on the project, including how Deepwater Wind’s proposed solar project was selected through a tri-state RFP, and the role of the Connecticut Siting Council in approving the project. He said that filing an appeal of the Siting Council’s decision allowed the Town to reserve the right to appeal the project in the event that the Town’s concerns were not adequately addressed through negotiations with Deepwater Wind. Those concerns included protecting public health and safety and minimizing the impact to the neighboring community.

Attorney DeCrescenzo continued the presentation with an overview of the soil management plan, water testing protocol, and landscaping plan that were negotiated with Deepwater Wind. The settlement agreement also includes an option for the Town to purchase the land at the end of the project. Attorney DeCrescenzo said that he recommends approval of this settlement agreement.

TOWN OF SIMSBURY – BOARD OF SELECTMEN

SPECIAL MEETING MINUTES – SEPTEMBER 12, 2018

“DRAFT”

Page | 2

Mr. Paine said that he is pleased with this result; Mr. Askham concurred.

Ms. Cook, who left the meeting after Executive Session, re-joined the meeting by phone.

Mr. Askham made a motion to approve the settlement agreement as presented, and to authorize Town Manager, Maria E. Capriola, to execute the agreement following final review and approval by Town Attorney. Mr. Kelly seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to approve the option to purchase agreement as presented, and to authorize Town Manager, Maria E. Capriola, to execute the agreement following final review and approval by Town Attorney. Mr. Paine seconded the motion. All were in favor and the motion passed.

Mr. Wellman thanked Town staff for their efforts on this matter. He also recognized all of the work done on this by his predecessor, Lisa Heavner. Mr. Wellman also thanked his fellow Board members for their continued collaboration on this. Lastly, he thanked Deepwater Wind for working with the Town, and welcomed them to Simsbury.

ADJOURN

Mr. Askham made a motion to adjourn from the Special Meeting at 6:00 p.m. Mr. Kelly seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Melissa A.J. Appleby
Deputy Town Manager

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:05 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Eric Wellman; Board members Chris Petersen; Christopher Kelly, Michael Paine, and Sean Askham. Absent was: Cheryl Cook. Others in attendance included: Town Manager Maria Capriola; Deputy Town Manager Melissa Appleby; Director of Public Works Tom Roy; Interim Planning and Community Development Director Michael Glidden and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Robert Kalechman, 971 Hopmeadow Street, spoke about the special meeting on the Deepwater Wind Project, consideration of wildlife, the Zoning Board, and other issues.

Joan Coe, 26 Whitcomb Drive, spoke about a FOI requested on travel expenditures, resurfacing Rte. 167, the hiring of a Planning and Community Development Director, the Simsbury Volunteer Ambulance Service, and other issues.

Mark Lubetkin, 107 East Weatogue Street, thanked Ms. Capriola for fixing google maps to show Jim Gallagher Way, repairing E. Weatogue Street with stone, traffic challenges being handled by the Police Department, and other issues.

Guy Weiland, Assistant Scout Master, said Boy Scout Troop 276 was here for their Communication and Citizenship Merit badges.

PRESENTATION

a) Tourism Committee Update

Mr. Wellman said he had a conversation with Joe Buda of the Tourism Committee about their desire to have greater direction from the Board of Selectmen. Mr. Wellman asked them to come before the Board with their vision for Tourism and what should be worked on. They have presented a recommendations for the 350th; 12 month recommendations and long-term recommendations.

Mr. Buda said the Tourism Committee’s mission is to help facilitate efforts toward enhancing the vitality and broadening the economic base of Simsbury through the development and promotion of tourism. They would like to make Simsbury “A Town for All Seasons.”

Ms. Avery said the Tourism Committee had been on their own since 1984. They haven’t had any recommendations from the Board and they are all volunteers.

Mr. Wellman said their preliminary vision will be discussed at the Board of Selectmen’s special meeting on September 24th.

FIRST SELECTMAN’S REPORT

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

TOWN MANAGER’S REPORT

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

Mr. Kelly made a motion to amend the agenda to add discussion and possible action for the Trinity Church Fall Festival on September 23, 2018 (item e). Mr. Askham seconded the motion. All were in favor and the motion passed.

SELECTMEN ACTION

a) Tax Refund Requests

Mr. Kelly made a motion, effective September 13, 2018 to approve tax refunds in the amount of \$21,716.38, and to authorize Town Manager Maria E. Capriola, to execute the tax refunds. Mr. Paine seconded the motion. All were in favor and the motion passed.

b) Proposed Eagle Scout Project – Simsbury Farms Ice Rink

Talon Perdue, a Life Scout, spoke about renovating the weather enclosure around the scorer’s box at the Simsbury Farms Rink. The box that Town staff constructed some time ago, has not been successful at keeping the box comfortable and the electric heater no longer works. This project will include removal of the enclosure, construction of a new enclosure to make it more weather resistant, replacement of the heater, replacement of the matting, etc.

Mr. Paine made a motion, effective September 12, 2018, to support the Simsbury Farms Ice Rink Eagle Scout Project as presented and accept the donation with thanks. Mr. Askham seconded the motion. All were in favor and the motion passed.

c) Acceptance of Community Connectivity Grant

Mr. Wellman said the Public Works Department applied for a grant to improve conditions for walking and biking within Connecticut’s community centers.

Mr. Roy said in 2017 Simsbury applied for this grant to provide advanced warning signage with rectangular flashing beacons at four critical trail crossings and to update the existing pedestrian crossings at two additional locations.

Mr. Askham made a motion, effective September 12, 2018, to accept the Community Connectivity Grant in the amount of \$169,764, and to authorize Town Manager, Maria E. Capriola to execute all documents related to the grant award. Mr. Paine seconded the motion. All were in favor and the motion passed.

d) Proposed Public Gathering Permit – 2018 Simsbury Fly-In

Mr. Wellman said the Public Gathering Committee met and approved the Simsbury Fly-In for September 12, 2018, with a rain date of August 30, 2018. This event has been taking place for years.

Mr. Askham made a motion, effective September 12, 2018 to approve the public gathering application for the 2018 Simsbury Fly-In as presented and to authorize the issuance of the public gathering permit. Mr. Paine seconded the motion. All were in favor and the motion passed.

e) Proposed Public Gathering Permit – 2018 Trinity Church Fall Festival

Mr. Wellman said staff gathered all the required approvals as of September 12th from the Public Gathering Committee for the Trinity Church Fall Festival scheduled for September 23rd from 9 a.m. - 6 p.m. on the Tariffville Green.

Mr. Askham made a motion, effective September 12, 2018 to approve the public gathering application for the 2018 Trinity Church Fall Festival as presented and to authorize the issuance of the public gathering permit. Mr. Paine seconded the motion. All were in favor and the motion passed.

f) Proposed Water Shortage Ordinance

Mr. Wellman said the proposed Water Shortage Ordinance was created to protect, preserve and maintain public health, safety and welfare whenever there is a critical water shortage in Town. This proposed ordinance was shared with staff, Boards and Commissions.

Mr. Kelly made a motion to schedule a Public Hearing for 6:00 p.m. at the Board of Selectmen’s regular meeting on September 24, 2018 to solicit public comment regarding the proposed adoption of the Water Shortage Ordinance. Mr. Petersen seconded the motion. Mr. Wellman, Mr. Petersen, Mr. Kelly and Mr. Paine were in favor with Mr. Askham opposing. Therefore, the motion passed.

g) Recommended Appointment of Director of Planning and Community Development

Ms. Capriola said she highly recommends Michael Glidden for the position of Director of Planning and Community Development. He is highly qualified and has demonstrated a customer service oriented approach to helping residents.

Mr. Paine made a motion to make a conditional offer of employment to Michael N. Glidden for the position of Director of Planning and Community Development and to appoint Mr. Glidden to the position retroactive to Monday, September 10, 2018 with an annual starting salary of \$112,500 and employment-related benefits assigned to that position. Mr. Kelly seconded the motion. All were in favor and the motion passed.

Mr. Glidden said he is very honored to be the new Director of Planning and Community Development and he is ready to face the challenges and move forward.

APPOINTMENTS AND RESIGNATIONS

a) Proposed Appointment of Susan Masino to the Open Space Committee

Mr. Kelly made a motion, effective September 12, 2018, to appoint Susan Masino as a member of the Open Space Committee with a term expiring December 2, 2019. Mr. Askham seconded the motion. All were in favor and the motion passed.

b) Resignation of Andrea Penta from the Recycling Committee

Mr. Paine made a motion to accept the resignation of Andrea Penta as a regular member of the Recycling Committee retroactive to August 11, 2018 with our thanks. Mr. Askham seconded the motion. All were in favor and the motion passed.

c) Resignation of Richard Wagner from the Tourism Committee

Mr. Kelly made a motion to accept the resignation of Richard Wagner as a regular member of the Tourism Committee retroactive to August 20, 2018 with our thanks. Mr. Askham seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of August 13, 2018

There were no changes to the Regular Meeting of August 13, 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.
- c) **Welfare** – no report at this time.
- d) **Public Safety** – Mr. Askham said there will be a Public Safety Committee meeting next Thursday, which is open to the public.
- e) **Board of Education** – no report at this time.

COMMUNICATIONS

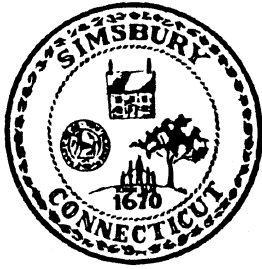
- a) **Bicycle Friendly Community Designation Survey** – no discussion at this time.
- b) **Connecticut Siting Council Letter regarding Eversource Energy Petition No. 1293, dated August 24, 2018** – no discussion at this time.
- c) **Memo from M. Glidden re: Short-term Rentals, dated August 30, 2018** – no discussion at this time.
- d) **GFOA Certificate of Achievement for Excellence Award Letter, dated August 8, 2018** – no discussion at this time.
- e) **State of Connecticut Notification Regarding 2018 Neighborhood Assistance Act (NAA), dated August 15, 2018** –no discussion at this time.

ADJOURN

Mr. Askham made a motion to adjourn at 7:15 p.m. Mr. Kelly seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk



Town of Simsbury

66 TOWN FOREST ROAD - SIMSBURY, CONNECTICUT 06070

~ Department of Public Works ~

Memorandum: Process for Requesting Sanitary Sewer Extensions

To: Maria Capriola, MPA
CC: Board of Selectmen
From: Thomas J. Roy, PE - Director of Public Works
Date: September 20, 2018

Residents or business located within the town's sewer service area that are not served by sewers may request the Water Pollution Control Authority (WPCA) extend service to their property. The process for this is as follows:

1. A property owner can send a letter to the WPCA requesting sewer service.

After receiving a request, WPCA staff will make a determination of the approximate route to connect the property to the existing sanitary sewer system. The WPCA will then send out an interest letter to all property owners that are along the potential route and to other surrounding homes that would potentially be included in a sewer extension project. Included in this letter is a comment card to be returned to the WPCA to help the Authority determine if there is suitable interest to move the process forward, information on frequently asked questions and a general outline of the extension process. Cost estimates are not included in this phase of the process.

2. After receiving comment cards, if appropriate interest is present, the WPCA will set a public hearing to further discuss the merits of the sewer extension project.

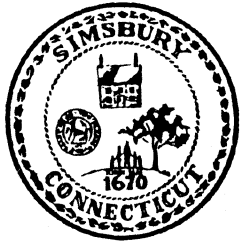
After the public hearing is set, staff will develop a preliminary design and cost estimate for the project.

3. At the public hearing, the preliminary design for the sewer will be presented and a detailed explanation of the project including cost estimates are presented. At this hearing, a straw poll of interested parties is typically taken; this is not a vote, but a tool used by the WPCA in making their determination to move a project forward.
4. If the WPCA votes to extend the sanitary sewers, staff will then move to a final engineering design and develop bid documents. The project will be bid and WPCA staff will oversee the construction process. When the project is completed, residents will be assessed for their portion of the project costs.

The sewer extension process is intended to be an open and transparent process and has served the town well for a number of years. At times, the process can be contentious as all residents who are served by the sewer will need to be assessed for their share of the project costs.

Recently, the WPCA sent out interest letters to the residents of Winterset Lane. Residents of Winterset Lane have in turn contacted the WPCA with a number of concerns over the potential sewer extension project. In our communication with these residents it is evident that someone in the area was disseminating cost estimates and other information on the project that is inaccurate and may be misleading. At the September 13th WPCA meeting a discussion of this issue was held and a vote was taken to set a public hearing for this project for February 14, 2019.

If you should have any questions on the sewer extension process, please let me or Tony Piazza, Plant Superintendent know.



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Inter-Office Memorandum

Date: September 11, 2018

To: Maria Capriola MPA, Town Manager

From: Michael Glidden CFM CZEO, Interim Director of Planning

Re: Hearing Officers; Appointment Authority

The Hearing Officers are appointed by the Board of Selectmen pursuant to Chapter 158-9 and Chapter 123 of the Town Code. The Code states: *"The Board of Selectmen shall appoint one or more citation Hearing Officers to conduct hearings."*

Connecticut General Statutes Chapter 7-152c, permits the legislative body of a community to appoint individuals to serve as citation hearing officer. Citation hearing officers hear appeals from any individual who is issued a citation for violations of town ordinances/regulations under this chapter.

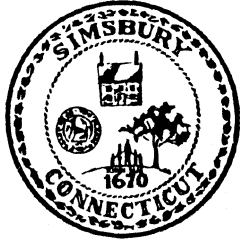
Hearings are held at the written request of individuals who receive citations for violations. The hearing officer is charged with reviewing documents and taking testimony as it relates to the case. Typically, the individual requesting the hearing and the enforcement officer present their cases to the citation hearing officer. The citation hearing officer then reviews all information presented at the hearing. After the hearing, the citation hearing officer will provide the parties with a written decision as it relates to the citations. The citation hearing officer can waive, reduce, or implement the citations which are subject of the appeal.

The citations hearing officers hear appeals in cases where individuals were issued citations for violations of the zoning regulations or blight ordinance. Typically, enforcement staff uses the issuance of citations for extreme situations. On average, enforcement staff has up to two cases which citation hearings are held per calendar year.

Current Hearing Officers

Town code permits the Board of Selectmen to appoint one or more individuals to serve as citation hearing officers. On January 22, 2018, the Board of Selectmen appointed Robert Moran Esq. and

Donald Kipetz as citation hearing officers. Attorney Moran and Mr. Kipetz terms expire December 2, 2019.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola – Town Manager

MEMORANDUM

To: Dave Ryan, Zoning Commission Chair; Bill Rice, Planning Commission Chair
From: Maria Capriola, Town Manager
Cc: Melissa Appleby, Deputy Town Manager; Mike Glidden, Director of Planning and Community Development
Date: September 13, 2018
Subject: Appointment of Ex-Officio Members to Economic Development Commission

On August 13, 2018 the Board of Selectmen passed an ordinance to establish a new Economic Development Commission. In addition, the Board adopted a policy resolution that outlines the membership composition for this commission. In addition to the seven regular members, this policy resolution establishes three ex-officio membership slots, including one member of the Board of Selectmen, one member of the Planning Commission and one member of the Zoning Commission.

This memo is a request to you and your commissions to select a member from each of your commissions to be an ex-officio member of the Economic Development Commission. The selected individual can be any member of your commission that is interested and available to attend the Economic Development Commission meetings.

The Board of Selectmen intends to appoint members to the Economic Development Commission at their October 10th meeting. Please notify me of your selected member by October 3rd.

Please feel free to reach out with any questions. Thank you for your attention to this matter.

Attachments:

- Economic Development Commission Ordinance
- Economic Development Commission Membership Policy Resolution