



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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## SIMSBURY BOARD OF SELECTMEN – AMENDED AGENDA

Main Meeting Room – Simsbury Town Hall – 933 Hopmeadow Street, Simsbury  
Regular Meeting – October 22, 2018 – 6:00 p.m.

### PLEDGE OF ALLEGIANCE

### PUBLIC AUDIENCE

### PRESENTATIONS

- a) Gifts of Love Barn Conversion Project

### FIRST SELECTMAN'S REPORT

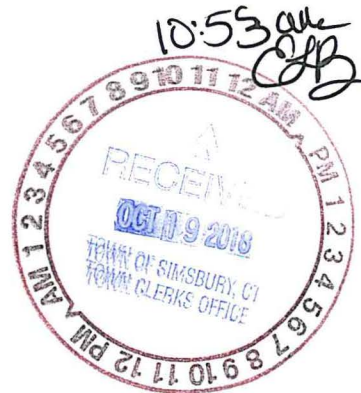
### TOWN MANAGER'S REPORT

### SELECTMEN ACTION

- a) Tax Refund Requests
- b) Proposed Acceptance of Greater Hartford Transit District Dial-A-Ride Assistance Grant
- c) Proposed Archdioceses of Hartford Donation
- d) Proposed Acceptance of Bulletproof Vest Partnership Grant
- e) Proposed FY 18/19 Emergency Management Performance Grant
- f) Economic Development Commission Work Plan
- g) Discussion on 2018-2019 Board of Selectmen Goals and Priorities

### APPOINTMENTS AND RESIGNATIONS

- a) Resignation of Robert Michael Goman from the Board of Education
- b) Resignation of Andrea Ericksen from the Juvenile Review Board
- c) Proposed Appointment of Bryant Lishness to the Juvenile Review Board
- d) Proposed Appointment of Brian Doonan to the Simsbury Housing Authority



**REVIEW OF MINUTES**

- a) Regular Meeting of October 10, 2018

**SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS**

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

**COMMUNICATIONS**

- a) Letter from M. Capriola and N. Boulter re: Ely Lane, dated October 10, 2018

**ADJOURN**



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Gifts of Love Barn Conversion Project
2. **Date of Board Meeting:** October 22, 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 formal action is needed at this time. This presentation is informational. Staff is seeking feedback from the Board regarding your level of interest in this project should Gifts of Love be able to proceed (i.e. funding, permitting, etc.) to the renovation.
5. **Summary of Submission:**  
Gifts of Love, the operators of "the Community Farm," have an interest in converting a historic barn currently used for storage into a revenue generating space that would be used for events and meetings. Key town staff and First Selectman Wellman met with Gifts of Love on July 13<sup>th</sup> and September 11<sup>th</sup> to discuss matters such as building code, zoning, fire code, and the process to move their potential barn conversion project to the Board of Selectmen. Gifts of Love were asked to prepare a conceptual plan to submit to the Board of Selectmen for review in the fall. Susan Pribyson with Gifts of Love will be presenting this evening. Local architect Matthew Wittmer is assisting on this project. I have assigned our Building Official, Henry Miga, to the committee for this project.  
  
In order for the property to serve as a venue space, a change in use would need to be sought from the Zoning Commission. Gifts of Love had a preliminary discussion with the Zoning Commission on July 16, 2018 and received a favorable response. If a change in use is not feasible, then the project would not be able to proceed regardless of other factors.  
  
If Gifts of Love is able to proceed with the project, they plan to fund the project with grants and donations and would not likely seek a monetary contribution from the town. If the Board ultimately supports the project you would need to be willing to accept the capital improvements to the Town's asset; I recommend that this be handled through a donor agreement and that the lease be updated accordingly.  
  
Legal counsel is reviewing the Trust documents related to the Farm to determine if any modifications will be needed based on the proposed uses of the renovated barn.
6. **Financial Impact:**  
None at this time.

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

- a) Gifts of Love Barn Conversion Project Presentation Slides



Gifts of Love

# Gifts of Love Conceptual Barn Use

Simsbury  
Board of Selectmen Meeting  
October 22, 2018

## Gifts of Love Overview

History of Gifts of Love  
History of Simsbury Poor Farm  
Merger  
Current Services



### Current Produce Donations

- 2018 Simsbury Social Services and GOL
- SS -\$2141 = 9015 lbs
- GOL \$1404 = 5764

\* does not include October donations

## Gifts of Love Overview

### ▸ Farm Improvements - Grants and Donations

Three High Tunnels \$45,000

Green House \$54,000

Solar Panel \$5,000

Barn Floor \$20,000

Pavillion \$18,000

Pavillion Floor \$15,000

Eagle Scout Projects



## Gifts of Love Farm and Education Center



## Scope of Barn Renovation

- ▶ Current barn status – Current Usage



## Scope of Barn Renovation

- ▶ Phase One: Basic Use by Fall 2020
- ▶ Insulation
- ▶ Wiring for Heat and AC
- ▶ 2<sup>nd</sup> and 3<sup>rd</sup> Egress
- ▶ Additional bathrooms
- ▶ Small catering kitchen
- ▶ Windows
- ▶ Lighting



## Scope of Barn Renovation

- ▶ Phase Two:
  - ▶ Air-conditioning
  - ▶ Heat
  - ▶ Increase Parking Area
  
- ▶ Estimated Costs
  - ▶ Phase one 1 – 1.5 million
  - ▶ Phase two .5 – 1 million

## Proposed Barn Use

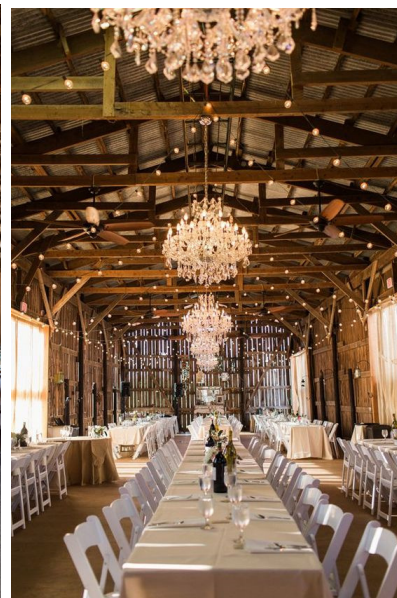
- ▶ Events at the Farm:
  - Farm to Table Dinners
  - Town Events – 350<sup>th</sup> Celebration, meetings,
  - Weddings, parties, corporate outings/meetings
  - Expansion of Education Programs

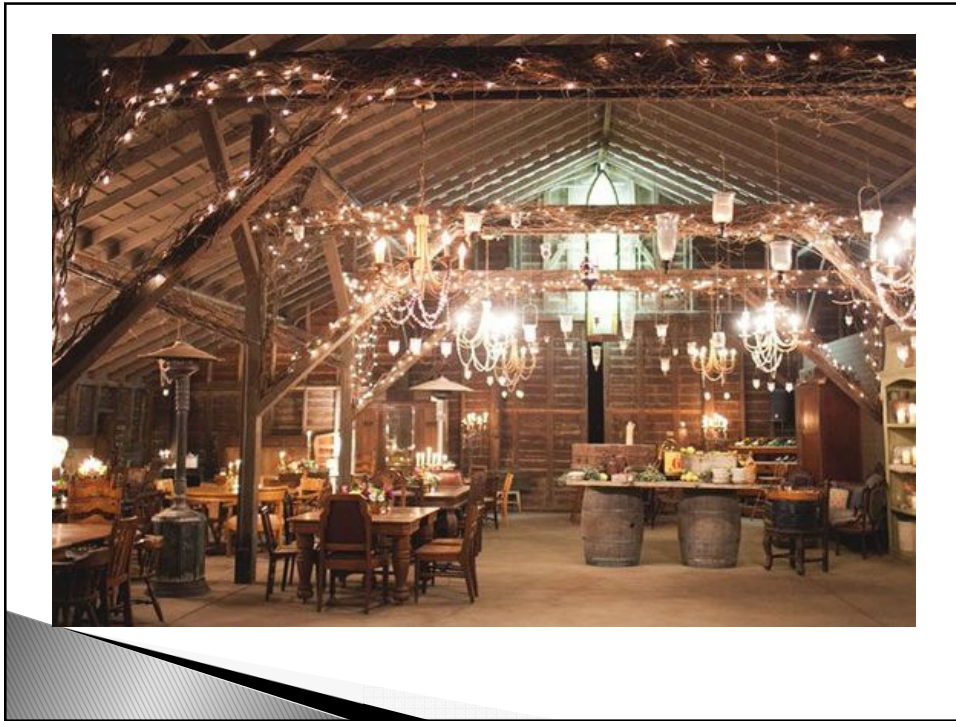
Theater Guild of Simsbury  
Expand Education programs  
Dinner Theater  
Home Productions





## Proposed Barn Use





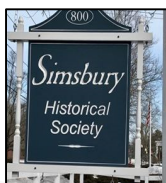
## Why Renovate

1. Sustainability of the town farm - Historical Destination
2. Current use vs planned use
3. Increase ability to serve families in need (farm additional acres)
4. Farm Bureau Report - small farms closing in CT - need additional revenue source to continue farming



## Why Renovate

5. Expand Volunteer Use
6. Expand Awareness of town resource
7. Expand Education – both GOL and TGS
8. Collaborative events with Urban Farms
9. Farm Exhibits – Agricultural tool exhibit and hand-on tool use of the hand tools
10. Simsbury Tourism



### Mission of the Theatre Guild of Simsbury

- Enrich the Farmington Valley by providing affordable, quality, and entertaining theater
- Support arts education with a scholarship program and workshops
- Provide an outlet for creativity and community involvement

### Our Mission in Action

- Fall Musical Production
- Spring Play
- Staged Readings series at SPL
- Annual Scholarships for SHS Arts Graduates
- Membership program to create community, educational and social activities
- Collaboration with New Gate Prison to perform historical play and Simsbury Historical Society
- Participation in community events such as Memorial Day parade, Simsbury Celebrates and the upcoming 350<sup>th</sup> town celebration



## Fundraising

- ▶ Corporate Sponsorships
- ▶ Interest in sustainability of farming
- ▶ Interest in Historical Preservation
- ▶ Interest in GOL mission
- ▶ Interest in TGS
- ▶ Legacy Building

- ▶ Grants



## Zoning

- ▶ Presented Barn Conceptual Use to the Zoning Committee:
- ▶ Farm is Zoned for Industrial Use
- ▶ No objections raised
- ▶ Would need to file a Tech Application



## Next Steps

- ▶ Receive results from Structural Assessment completed on .....
- ▶ Create Business Plan
- ▶ Obtain Estimates and seek pro-bono services
- ▶ Fundraise
- ▶





# 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:** October 22, 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 October 22, 2018 to approve the presented tax refunds in the amount of \$5,349.68, 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 \$5,349.68. The attachment dated October 22, 2018 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
  - a) Requested Tax Refunds, dated October 22, 2018

REQUESTED TAX REFUNDS  
OCTOBER 22, 2018

	BILL NUMBER	TAX	INTEREST	TOTAL
<b>List 2016</b>				
Rogers, Suzanne M	16-03-66050	\$132.12		\$132.12
Honda Lease Trust	16-03-71255	\$260.09		\$260.09
<b>Total 2016</b>		<b>\$392.21</b>	<b>\$0.00</b>	<b>\$392.21</b>
<b>List 2017</b>				
Brooke Group LLC	17-02-40117	\$309.15		\$309.15
Ferguson John J	17-02-55881	\$16.32		\$16.32
Fincncial Ser Veh Trust	17-03-55994	\$1,100.07		\$1,100.07
Honda Lease Trust	17-03-58392	\$619.50		\$619.50
Honda Lease Trust	17-03-58480	\$590.48		\$590.48
JP Morgan Chase Bank	17-03-59395	\$646.90		\$646.90
JP Morgan Chase Bank	17-03-59512	\$495.31		\$495.31
Sarkizi Edi B	17-03-66675	\$233.78		\$233.78
Sethi Sukhwant S	17-03-67099	\$12.45		\$12.45
Thompson Robert M	17-03-68813	\$23.53		\$23.53
VW Credit Leasing	17-03-69941	\$495.31		\$495.31
VW Credit Leasing	17-03-70014	\$136.06		\$136.06
Honda Lease Trust	17-03-71365	\$278.61		\$278.61
<b>Total 2017</b>		<b>\$4,957.47</b>	<b>\$0.00</b>	<b>\$4,957.47</b>
<b>TOTAL 2016</b>		<b>\$392.21</b>	<b>\$0.00</b>	<b>\$392.21</b>
<b>TOTAL 2017</b>		<b>\$4,957.47</b>	<b>\$0.00</b>	<b>\$4,957.47</b>
<b>TOTAL ALL YEARS</b>		<b>\$5,349.68</b>	<b>\$0.00</b>	<b>\$5,349.68</b>



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Acceptance of Greater Hartford Transit District Dial-A-Ride Assistance Grant
2. **Date of Board Meeting:** October 22, 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 accepting the grant funds from the Greater Hartford Transit District to support our Dial-A-Ride Program, the following motion is in order:  
  
*Move, effective October 22, 2018, to accept the FY 18/19 grant funds from the Greater Hartford Transit District to support our Dial-A-Ride program and to authorize Town Manager, Maria E. Capriola to execute all documents related to the grant award.*
5. **Summary of Submission:**  
The Town of Simsbury annually contracts with the Greater Hartford Transit District for assistance with funding the operating costs of the town's Dial-A-Ride Program. The Greater Hartford Transit District applies directly to the state for the funding and is a "pass-through" to the Town of Simsbury.
6. **Financial Impact:**  
The grant award is in the amount of \$6,674. This funding was anticipated and is budgeted as a revenue for FY 18/19 within the Senior Transportation budget (10045230-44523).
7. **Description of Documents Included with Submission:**
  - a) FY 18/19 Dial-A-Ride Operating Assistance Grant Agreement





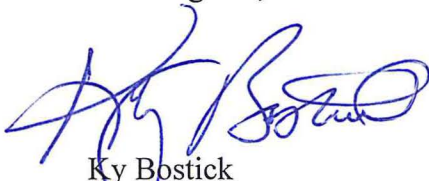
October 9, 2018

RE: Fiscal Year 2019 Dial-A-Ride Operating Assistance Grant Contract

Enclosed please find two original Operating Assistance Grant Contract for Fiscal Year 2019.

Please have both copies of the contract signed by an authorized signatory, witnessed, and affix the seal of your agency or municipality. The documents should be returned to the District by November 15<sup>th</sup>, 2018. Upon receipt by this office, the documents will be signed by our Executive Director and a fully executed copy will be returned to your agency or municipality for your records.

Best Regards,



Ky Bostick  
Senior Accountant

## OPERATING ASSISTANCE GRANT CONTRACT

THIS CONTRACT, retroactive to July 1, 2018 by and between the Greater Hartford Transit District (the "District") and the Town of Simsbury ("Grantee"), WITNESSETH:

In consideration of the mutual covenants, promises and representations herein, the parties hereto agree as follows:

Section 1. Purpose of Contract - The purpose of this Contract is to provide for the undertaking of a mass transit operating assistance project (the "Project") with District financial assistance to the Grantee in the form of an operating grant (the "Grant"), using funds applied for by the District for such purpose under budget addendum 2018-ADA-02 Agreement 10.09-02 (14) between the District and the Connecticut Department of Transportation ("CTDOT") (the "Agreement"), and to state the terms and conditions upon which such assistance will be provided and the manner in which the Project will be undertaken.

Section 2. The Project - The Project involves the continued or improved operation of a mass transit system, providing transportation to elderly and disabled citizens, operated by the Town of Simsbury for the time period of July 1, 2018 through June 30, 2019.

The Grantee agrees to provide for the continued or improved operation of the system, substantially as described in quarterly reports for the previous fiscal year ended June 30, 2019, filed with and approved by the District (the "Application of the Grantee"), incorporated in this Contract by reference, and in accordance with the terms and conditions of this Contract.

Section 3. The Grant - In order to assist the Grantee in financing the project's eligible operating expenses that are required to be reported under 49 U.S.C. §5335 (herein called "Eligible Project Operation Expenses"), such Eligible Project Operating Expenses being estimated to be in the amount of \$13,348.00, the District will make a Grant in an amount not to exceed 50% (fifty percent) of the Eligible Project Operating Expenses, as determined by the District and the CTDOT upon completion of the Project, or in the amount of \$6,674.00, whichever is the lesser.

Payments shall be made to the Grantee quarterly provided the Grantee has provided up-to-date quarterly reports and is in compliance with other terms and conditions of this Contract. The District shall have no obligation to make any payments under this Contract unless the District has received and has available sufficient State funds pursuant to the District's Application and the Agreement with the CTDOT for the Project.

The Grantee shall permit the authorized representatives of the District and/or the CTDOT to inspect and audit all data and records of the Grantee relating to its performance under this Contract.

For purposes of this Grant Contract, "Eligible Project Operating Expenses" must comply with reporting requirements set forth in 49 U.S.C. §5335 and with any guidelines or regulations issued by the District or CTDOT.

The Grantee agrees that it will provide from sources other than State or Federal funds or revenues from the operation of public mass transportation systems, an amount sufficient to assure payment of at least 50% (fifty percent) of all Eligible Project Operating Expenses, which is estimated to be the Local share in the amount of \$6,674.00. The Grantee further agrees that if the amount of the local share provided under this Grant Contract is less than the State share at any time, it will refund to the District an amount necessary to equalize the Total State Share and the Total Local Share.

Section 4. Use of Project Funds - The Grantee agrees that the State financial assistance provided under this Grant Contract shall be applied to the Eligible Project Operating Expenses incurred in the provision of mass transportation service within the urbanized area served by the Grantee with respect to a Project time period of July 1, 2018 through June 30, 2019. If, during such period, any State financial assistance provided pursuant to this Grant Contract is not so applied, the Grantee shall immediately notify the District.

Section 5. Records - The Grantee shall keep satisfactory records in the manner prescribed by the District with regard to the use of State financial assistance provided pursuant to this Grant Contract and shall submit upon request such information as the District or CTDOT may require in order to assure compliance with this Section. All financial statements shall be in conformity with generally accepted accounting principles consistently applied.

Section 6. Civil Rights. The Grantee agrees and warrants that in the performance of the contract the Grantee will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless shown by such Grantee that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The Grantee further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless shown by such Grantee that such disability prevents performance of the work involved; (2) the Grantee agrees, in all solicitations or advertisements for employees placed by or on behalf of the Grantee, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission (on Human Rights and Opportunities of the State of Connecticut); (3) the Grantee agrees to provide each labor union or representative of workers with which such Grantee has a collective bargaining agreement or other contract or understanding and each vendor with which such Grantee has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the Grantee's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Grantee agrees to comply with each provision of this section and Conn. Gen. Stat. §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Conn. Gen. Stat. §§ 46a-56, 46a-68e, and 46a-68f; (5) the Grantee agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Grantee as they relate to the provisions of this section and § 46a-56.

Section 7. Nondiscrimination (Sexual Orientation). (a) Pursuant to § 4a-60 of the Connecticut General Statutes, (1) the Grantee agrees and warrants that in the performance of the contract such Grantee will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Grantee agrees to provide each labor union or representative of workers with which such Grantee has a collective bargaining agreement or other contract or understanding and each vendor with which such Grantee has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the Grantee's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Grantee agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to § 46a-56 of the general statutes; (4) the Grantee agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Grantee as they relate to the provisions of this section and § 46a-56.

Section 8. Executive Orders -This Agreement is subject to the provisions of Executive Order No 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms, Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of this agreement as if they had been fully set forth in it. For complete text of said documents, please go to: [http://www.das.state.ct.us/Purchase/Info/Executive\\_Orders.pdf](http://www.das.state.ct.us/Purchase/Info/Executive_Orders.pdf)

Section 9. Termination - The District, effective 30 (thirty) days after date of written notice, may suspend, postpone, abandon, or terminate this Contract for any or no reason and such action shall in no event be deemed a breach of contract. The District, effective after five (5) days of written notice, may suspend, postpone, abandon, or terminate this Contract, and such action shall in no event be deemed a breach of contract when taken for cause including, but not limited to (a) the Grantee's failure to render the services under the Project to the satisfaction of the District or the CTDOT, (b) the termination for any reason of the operating assistance contract between the District and the CTDOT for the funding of this Project; or (c) the Grantee's failure to otherwise comply with the terms of this

Contract.

Section 10. Special Conditions - The Grantee agrees and assures that the rates charged the elderly and persons with disabilities during non-peak hours for transportation utilizing or involving the facilities and equipment financed pursuant to this Grant Contract will not exceed one-half of the rates generally applicable to other persons at peak hours, whether the operation of such facilities and equipment is by the Grantee or is by another entity under lease or otherwise.

The Grantee agrees and assures that it will give the rate required herein to any person presenting a Medicare card duly issued to that person pursuant to Title II or Title XVIII of the Social Security Act.

The Grantee shall be solely responsible for all costs pertaining to the ownership, operation, use, maintenance and repair of all vehicles used in the provision of service under this Contract, so that the District will not be liable for any such costs.

Section 11. Indemnification - The Grantee, in accepting this Grant Contract, agrees that it shall indemnify and hold harmless the District, and the officers, employees, and agents of the District, from all claims, suits, actions damages and costs of every name and description resulting from or arising out of the District's Application for Grant funds, the awarding of such Grant funds to the Grantee, and the implementation of this Grant Contract. The Grantee agrees that it shall not use the defense of governmental immunity in the adjustment of any claims by the District pertaining to this contract.

Section 12. Operating Policies - The operation of all vehicles providing transportation services to the elderly and persons with disabilities under this Contract shall be in accordance with operation policies set forth or to be set forth by the State of Connecticut and the Capitol Region Council of Governments, the region's Metropolitan Planning Organization, incorporated herein by reference.

Section 13. Uniform System of Accounts and Records - The District shall not make any payment under this Contract unless the Grantee or any organization to receive benefits directly from that grant are each subject to the uniform system of accounts and records prescribed under 49 U.S.C. §5335.

Section 14. Reports of Financial and Operation Data - The Grantee agrees to file reports on forms furnished by the District of financial and operating data pursuant to 49 U.S.C. §5335, cited in Sections 3 and 13 of this Contract, on a quarterly basis during the fiscal year of this Grant. The ending dates of said fiscal quarters shall be September 30, December 31, March 31, and June 30. The Grantee further agrees to deliver the appropriate forms and information to the District within fifteen (15) business days of the close of each fiscal quarter as defined above. Failure to provide those reports by the time indicated may require the District to suspend financial assistance under this Contract until such times as said forms and information are furnished to the District.

All such exhibits and provisions and any changes or modifications thereto are incorporated hereby by reference, and the Grantee shall comply with the obligations thereunder for grant recipients and contractors and shall do nothing which would cause the District to be in violation of the requirements imposed on it by CTDOT as the recipient of State funds, and such compliance shall be a continuing obligation of the Grantee and a condition to receipt of funds pursuant to this Grant Contract.

Nothing contained in this Grant Contract is intended to or shall limit the obligations of the parties hereto under any applicable State or Federal law.

Section 15. Integrity - The Grantee hereby certifies that it, its principals, sub-recipients, or sub-contractors are not on the United States of America's Comptroller General's list or similar list maintained by the State of Connecticut of ineligible contractors and that none of the above persons or entities by defined events or behavior, potentially threaten the integrity of this State supported Contract.

GREATER HARTFORD TRANSIT DISTRICT

The District has executed this Grant Contract this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

[SEAL]

Signed and Sealed in the  
presence of:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Vicki L. Shotland, Executive Director

\_\_\_\_\_  
Witness

TOWN OF SIMSBURY

The Grantee has executed this Grant Contract this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

[SEAL]

Signed and Sealed in the  
presence of:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Maria E. Capriola, Town Manager

\_\_\_\_\_  
Witness



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Archdioceses of Hartford Donation
2. **Date of Board Meeting:** October 22, 2018
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community & Social Services *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports acceptance of the donation from the Archdiocese of Hartford, the following motion is in order:  
  
*Move, effective October 22, 2018 to accept a donation from the Archdioceses of Hartford in the amount of \$1,565 for the purpose of supporting our Food Closet Program.*
5. **Summary of Submission:**  
The Archdiocese of Hartford, Archbishop's Annual Appeal, has provided the town with a financial donation to support the Simsbury Food Closet which supports residents in need.  
  
Chapter 100 of our Code of Ordinances, "Gift Policy," Section 100-2 "Monetary Donations" states that no donation of more than \$1,500 may be accepted without Board of Selectmen approval. If the donation is accepted I will direct staff to send a thank you letter to the Archdiocese of Hartford.
6. **Financial Impact:**  
The Town has received a donation from the Archdiocese of Hartford in the amount of \$1,565 to be used to support our Food Closet. The funds would be deposited into a Social Services special revenue fund used for this program.
7. **Description of Documents Included with Submission:**  
None



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Acceptance of Bulletproof Vest Partnership Grant (BVP)
2. **Date of Board Meeting:** October 22, 2018
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Nicholas Boulter, Chief of Police  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the acceptance of the Bulletproof Vest Partnership Grant, the following motion is in order:  
  
*Move, effective October 22, 2018 to accept the FY 18/19 Bulletproof Vest Partnership Grant, and to authorize Town Manager, Maria E. Capriola to execute all documents related to the grant award.*
5. **Summary of Submission:**  
On a periodic basis, the Police Department applies for the Bulletproof Vest Partnership Grant (BVP) through the U.S. Department of Justice. The funding cycle is based on the federal government fiscal year (October 1-September 30); grant funding is typically available every other year but sometimes becomes available more frequently. BVP provides reimbursement for up to 50 percent of the cost for each bulletproof vest purchased for police officers. Vests are replaced every five years. Over the past six years, the Department has received \$9,073.31 (2015), \$4,104.99 (2017), and \$3,237.50 (current grant). The FY 18/19 grant funding supports the purchase of 7 vests.
6. **Financial Impact:**  
The awarded amount is \$3,237.50. The Town's matching funds are paid from a special revenue account (215-42210).
7. **Description of Documents Included with Submission:**
  - a) Award Notification dated October 3, 2018

**Subject:** RE: BOS Packet Attachment: Bulletproof Vest Partnership 2018 Awards

**From:** Capriola Maria E.  
**Sent:** Tuesday, October 16, 2018 3:33 PM  
**To:** Martin JoAnn  
**Subject:** BOS Packet Attachment: Bulletproof Vest Partnership 2018 Awards

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**From:** BVP Email Account [<mailto:ojp@public.govdelivery.com>]  
**Sent:** Wednesday, October 3, 2018 12:00 PM  
**To:** Capriola Maria E.  
**Subject:** Bulletproof Vest Partnership 2018 Awards

Dear BVP applicant,

The Bureau of Justice Assistance (BJA) is pleased to inform you that your agency will receive an award under the Fiscal Year (FY) 2018 Bulletproof Vest Partnership (BVP) solicitation. These funds have been posted to your account in the BVP System. A complete list of FY 2018 BVP awards is available at: <https://ojp.gov/bvpbasi/>.

The FY 2018 award may be used for National Institute of Justice (NIJ) compliant armored vests which were ordered after April 1, 2018. The deadline to request payments from the FY 2018 award is August 31, 2020, or until all available funds have been requested. Awards will not be extended past that date, and any unused funds will be forfeited.

Please see the following websites for a list of NIJ compliant vests:

- Ballistic Vests: <https://nij.gov/topics/technology/body-armor/pages/compliant-ballistic-armor.aspx>
- Stab Resistant Vests: <https://nij.gov/topics/technology/body-armor/pages/compliant-stab-armor.aspx>

As a reminder, all jurisdictions that applied for FY 2018 BVP funding certified that a mandatory wear policy was in place for their jurisdiction. BJA will be conducting reviews of the mandatory wear policies as funds are requested from the BVP System. For more information on the BVP mandatory wear policy, please see the BVP Frequently Asked Questions document: <https://ojp.gov/bvpbasi/docs/FAQsBVP MandatoryWearPolicy.pdf>

Finally, please visit the following page for checklists and guides for each step of the BVP process: <https://ojp.gov/bvpbasi/bvpprogramresources.htm>.

For questions regarding the BVP Program or your award, please do not hesitate to contact the BVP Help Desk at [vests@usdoj.gov](mailto:vests@usdoj.gov) or 1-877-758-3787.

Thank you

BVP Program Support Team  
Bureau of Justice Assistance

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# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed FY 18/19 Emergency Management Performance Grant
2. **Date of Board Meeting:** October 22, 2018
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager *Maria E. Capriola*

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

If the Board of Selectmen supports applying for the Emergency Management Performance Grant, the following motion is in order:

*Move, effective October 22, 2018 to apply for the 2018/2019 Emergency Management Performance Grant in the amount of \$12,179.*

Per resolution of the Board of Selectmen on January 22, 2018 I have been authorized to execute all documents related to the grant if it is awarded to Simsbury.

5. **Summary of Submission:**

Annually, the Town submits a grant application to the state Department of Emergency Services and Public Protection for an Emergency Management Performance Grant. The grant application documents are traditionally prepared by the Fire District, but the municipal CEO is required to execute the grant application and award documents. The Fire District provides Emergency Management services to the Town. Fire Marshal/Administrative Chief Kevin Kowalski currently serves as the Town's Emergency Management Director.

The Town will be applying for the 2018/2019 Emergency Management Performance Grant in the amount of \$12,179. In order to receive the funds, the Town Manager must execute the attached grant application and receive authorization from the Board of Selectmen to do so.

6. **Financial Impact:**

The Town serves as a pass through for receipt of the grant monies. Once the grant funds are received by the Town, they are then transferred to the Fire District. The grant funds are used to offset the costs of the Emergency Management Director's salary.

The grant requires a local match in the amount of \$12,179. The local match is provided by the Fire District, and is indirect. The indirect match of \$12,179 reflects part of the Fire District's contribution to Mr. Kowalski's salary.

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

- a) FY 18/19 Emergency Management Performance Grant Application



# **E.MERGENCY M.ANAGEMENT P.PERFORMANCE G.RANT**

**FFY 2018 APPLICATION  
Due: November 1, 2018**



**State of Connecticut**

**Department of Emergency Services and Public Protection  
Division of Emergency Management and Homeland Security**

## TABLE OF CONTENTS

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## COMPLETION AID FOR GRANTEE

**The following forms are necessary for the timely completion of this document. Please use this aid to ensure all documents are included in your submission. More detailed information is available in the EMPG Manual.**


- Section B: Application Information and Data Sheet
- Section C: Municipal Resolution
- Section D: EMPG Financial Tool Budget Tab
- Section E: Master Staffing Pattern and Training History
- Section F: NEMA Survey attached (Optional)
- Job Descriptions have been attached if applicable (Available on website)

## DEMHS REGIONAL CONTACT INFO

**For assistance filling out this application please contact your DEMHS Regional Coordinator.**

Region 1	Robert Kenny Regional Coordinator	149 Prospect Street, Bridgeport, CT 06601 Phone: 203.696.2640 Fax: 203.334.1560 Email: <a href="mailto:Robert.Kenny@ct.gov">Robert.Kenny@ct.gov</a>
Region 2	John Field Regional Coordinator	1111 Country Club Road, Middletown, CT 06457 Phone: 860.685.8105 Fax: 860.685.8366 Email: <a href="mailto:John.Field@ct.gov">John.Field@ct.gov</a>
Region 3	William Turley Regional Coordinator	DEMHS - P.O. Box 1236 Glastonbury CT 06033 Phone:860.529.6893 Fax: 860.257.4621 Email: <a href="mailto:William.Turley@ct.gov">William.Turley@ct.gov</a>
Region 4	Michael Caplet Regional Coordinator	15-B Old Hartford Road, Colchester, CT 06415 Phone:860.465.5460 Fax: 860.465.5464 Email: <a href="mailto:Mike.Caplet@ct.gov">Mike.Caplet@ct.gov</a>
Region 5	Vacant Regional Coordinator	55 West Main Street, Suite 300 Box 4 Waterbury, CT 06702 Phone: 203.591.3500 Fax: 203.591.3529 Email: <a href="mailto:Henry.Paszczuk@ct.gov">Henry.Paszczuk@ct.gov</a>

## SECTION A. APPLICATION INSTRUCTIONS

Below are brief instructions for filling out each application form. Please fill out these forms completely and accurately. **Please be reminded that all signatures are required to be original on this document. Copies will not be accepted.** Please sign or initial where you see the following tabs: 

1. **Manual:** Please print and review the EMPG Program Manual (<http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692>). The Subgrantee is responsible for the information contained in this document. More complete instructions are available in this document.
2. **Section B: Applicant Information and Datasheet:** Please fill out boxes 1-16 with the necessary information.
3. **Section C: Municipal Resolution:** Please provide a municipal resolution to grant the Chief Executive Officer the authority to sign the EMPG application package on behalf of the municipality. For more information on resolution specifics please reference the EMPG Program Manual.
4. **Section D: EMPG FINANCIAL TOOL-Budget Preparation:** Fill in your budget request for the performance period of 10/1/18-9/30/19 in the 2018 EMPG SLA Financial Tool. Please submit this budget electronically to your DEMHS Regional Office for review upon submittal of the application. Please consult the 2018 EMPG Manual for any additional forms.
5. **Section E: Master Staffing Pattern:** The Master Staffing Form comes pre-populated with the training records of local personnel who have reported completion of the IS and/or PDS course requirements. Towns may use this form to report on any additional courses completed since their last EMPG application.
6. **Additional Forms:** Please review the remaining list of forms available on our website at <http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692> to determine if any of these forms will be needed for your application:

**Emergency Management Director Job Description** – Use this form if you have hired a new Emergency Management Director.

**Emergency Management Deputy Director Job Description** – Use this form if you have hired a new Emergency Management Deputy Director.

**Emergency Management Support Staff Job Description** – Use this form if you have hired new Emergency Management Support Staff (e.g. Clerical).

**Request for Transcripts from EMI** – Use this form to request a transcript of the courses you have completed through FEMA and/or the Emergency Management Institute (EMI).

Once all of the necessary forms are filled out and signed, complete the application by signing and dating the Applicant Information and Data Sheet. Attach the Budget and all other forms and submit the Application Package to your DEMHS Regional Office.

**SECTION B. EMPG APPLICATION INFORMATION AND DATA SHEET**

**All Forms Must Be Original - Copies Will Not Be Accepted**

Additional copies of this kit are available on our website at <http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692>.

**Mail Completed Applications To:**  
DEMHS Regional Coordinator (See Page 2 of this application for contact information)

**SPCP Unit Use Only**

<b>1. Name of Municipality or Agency Applying for Subgrant:</b> Simsbury	<b>2. Period of Award for this Subgrant:</b> 10/1/18 – 9/30/19
<b>3. Emergency Management Director Name &amp; Address</b> Name: Kevin Kowalski Title: EMD Organization: Town of Simsbury / Simsbury FD Address Line 1: 933 Hopmeadow st. Address Line 2: City/State/Zip: Simsbury Ct 06070 Phone: 860-658-1971 Fax: 860-658-5611 E-mail: kkowalski@simsburyfd.org	<b>4. Official Authorized to Sign for the Applicant:</b> Name: Maria E Capriola Title: Town Manager Organization: Town Of Simsbury Address Line 1: 933 Hopmeadow st Address Line 2: City/State/Zip: Simsbury CT 06070 Phone: 860-658-3200 Fax: E-mail: mcapriola@simsbury-ct.gov
<b>5. Municipal/Agency Financial Officer</b> Name: Amy Meriwether Title: Finance Director Organization: Town Of Simsbury Address Line 1: 933 Hopmeadow st Address Line 2: City/State/Zip: Simsbury ,CT , 06070 Phone: 860-658-3200 Fax: E-mail: ameriwether@simsbury-ct.gov	<b>6. Fiscal Point of Contact: (If Different than Financial Officer)</b> Name: Title: Organization: Address Line 1: Address Line 2: City/State/Zip: Phone: Fax: E-mail:
<b>7. Applicant FEIN:</b> 066002085	<b>8. Applicant DUNS #:</b> 060670262
<b>9. Applicant Fiscal Year End:</b> June 30 2018	<b>10. Date of Last Audit:</b> 9/15/2017
<b>11. Dates Covered by Last Audit:</b> 7/1/16 to 6/30/2017	<b>12. Date of Next Audit:</b> 9/15/2018
<b>13. Dates to be Covered by Next Audit:</b> 7/1/2017 to 6/30/18	

Please note that the information required for boxes 9 through 13 refers to the sub-grantee's audit cycle.

**FEDERAL AUDIT AND DEBARMENT REQUIREMENT CERTIFICATION**

**14. ACKNOWLEDGEMENT OF FEDERAL SINGLE AUDIT SELF REPORTING REQUIREMENTS**

- Sub-grantees that are required to undergo a Federal Single Audit as mandated by OMB Circular A-133 must alert CT DEMHS, in writing, to any specific findings and/or deficiencies with regard to the use of federal grant funds within 45 days of receipt of their audit report. This notification must identify the finding(s) / deficiencies and a corrective action plan for each.
- All sub-grantees must submit to CT DEMHS a copy of the audit report section pertaining to use of federal grant funds regardless of any findings or deficiencies, within 45 days of the receipt of that report.

**Initial to indicate that this requirement has been read and understood:** \_\_\_\_\_

INITIAL

**15. ACKNOWLEDGEMENT OF DEBARMENT REQUIREMENTS:**

- The sub-grantee will confirm the eligibility status (via Sam.gov) of all vendors/contractors that the sub-grantee pays with EMPG SLA funds. The subgrantee will confirm that the vendors/contractors do not appear on the SAM's Exclusion List of federally debarred or suspended vendors.

**Initial to indicate that this requirement has been read and understood:** \_\_\_\_\_

INITIAL

**16. I, the undersigned, for and on behalf of the named municipality, state agency, or regional planning organization, do herewith apply for this subgrant, attest that, to the best of my knowledge, the statements made herein are true, and agree to any general or special grant conditions attached to this grant application form.**

SIGN & DATE

Authorized Signatory: X \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORIZING RESOLUTION OF THE**

**Town of Simsbury**

**CERTIFICATION:**

I, Ericka L. Butler, the Town Clerk of Board of Selectmen, do hereby certify that the following is a true and correct copy of a resolution adopted by the Board of Selectmen at its duly called and held meeting on January 22, 2018 at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Board of Selectmen may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Maria Capriola, as Town Manager of Board of Selectmen, is authorized and directed to execute and deliver any and all documents on behalf of the Board of Selectmen and to do and perform all acts and things which she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that Maria Capriola now holds the office of Town Manager and that she has held that office since January 29, 2018.

IN WITNESS WHEREOF: The undersigned has executed this certificate this 17th day of October 2018.



Ericka L. Butler, Town Clerk



**SECTION D. EMPG SLA FINANCIAL TOOL-BUDGET**

**Please Note: Applications will not be reviewed without the submittal of the EMPG Financial Tool “Application Budget” tabs.**

Fill out the Application Budget portion of the tool by filling out the teal boxes for the following:

**1. Award Amounts:**

**Per Capita Award:** This amount is based on your town’s population as listed in the State Register and Manual and is entered by the applicant from a table contained in the tool.

**Sub grant Allocation:** This totals as you fill in the categories below.

**2. Enter Categories:**

- **Personnel**- Enter the total estimated cost for salaries or stipends for full or part-time EMDs, Deputy EMDs and support staff.
- **Organization**- Enter the total estimated cost for your phone bills, fax, internet bills, cable TV, WIFI etc. Please note that all services must be concluded and paid before seeking reimbursement.
- **Equipment**-Enter the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.
- **In kind**-Enter the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match.
- **All other**- Enter the total estimated cost for all other items. Must receive pre-approval from DEMHS Regional Coordinator.
- **Unallocated** – This is the remaining balance of funding that you have not yet allocated to a particular category.

<b>EMPG Subgrant Budget (Fill In Green Cells Only)</b>	
<b>PER CAPITA AWARD</b>	
Total:	\$147,216.00
Federal Per Capita Share <sup>2</sup> :	\$73,608.00
Local Match <sup>2</sup> :	\$73,608.00
<b>SUBGRANT ALLOCATION</b>	
Total:	\$0.00
Federal Per Capita Share <sup>2</sup> :	\$0.00
Local Match (Includes In-Kind) <sup>2</sup> :	\$0.00
Personnel:	\$0.00
<i>Allocate (Enter) the total estimated cost for salaries or stipends for full or part-time EMD's, Deputy EMD's and support staff. If claiming fringe, please provide a fringe benefits letter from the Municipal Finance Director.</i>	
Organization:	\$0.00
<i>Allocate (Enter) the total estimated cost for your phone bills, fax, internet bills, cable TV, WIFI etc. Please note that all services must be concluded and paid before seeking reimbursement.</i>	
Equipment:	\$0.00
<i>Allocate (Enter) the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.</i>	
In-Kind:	\$0.00
<i>Allocate (Enter) the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match. For a volunteer time form please visit the DEMHS website at <a href="http://www.ct.gov/demhs/cwp/view.asp?a=1910&amp;q=411692">http://www.ct.gov/demhs/cwp/view.asp?a=1910&amp;q=411692</a></i>	
All Other:	\$0.00
<i>Allocate (Enter) the total estimated cost for all other items. Must receive pre-approval from DEMHS Regional Coordinator.</i>	
Unallocated:	\$73,608.00



**Section E. EMPG Master Staffing Pattern and Training History**

The purpose of this form is to collect information regarding employees who will be funded under the Emergency Management Performance Grant (EMPG). Shown on the form are the current training records (completed courses are marked with their dates of completion) by your EMPG funded staff according to our records. These courses are required for all staff funded partially or fully under the EMPG.

**Instructions:** If you have completed additional courses please fill in the dates of completion for any courses. Please provide a copy of the course certificate(s). The deadline for new staff to complete all of the required courses is September 30, 2019.

Name	Position	Required Training Courses (Completed Courses Shown with an X)											
		IS-100	IS- 120a	IS 200.b	IS-230	IS-235	IS-240	IS-241	IS-242	IS-244	IS-700	IS-800	
Kevin Kowalski	EMD	12/2006		12/2006								2/2006	12/2006
Michael Berry	Dep EMD	3/12/18		3/13/18	7/26/17	9/18/17	6/13/17	6/12/17	9/3/17	8/14/17	10/6/05	7/18/18	

If an employee funded by EMPG has yet to complete the **Required FEMA IS courses** please complete the missing courses and submit your training certificate to your Division of Emergency Management and Homeland Security (DEMHS) Regional Office. If you need to request training certificates from FEMA, please request your transcript using the Transcript Request Form – EMI. You can find this form on our website at <http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692>.

**SECTION F. NEMA QUESTIONNAIRE**

Each year the Division of Emergency Management and Homeland Security (DEMHS) fills out a survey from the National Emergency Management Association (NEMA). The purpose of the survey is to justify the funding we receive under the Emergency Management Performance Grant (EMPG).

To help us in filling out the survey for FY 2018, DEMHS is asking our EMPG participating towns to answer a few brief questions. Your answers will assist NEMA in justifying continued funding of the EMPG program to Congress.

1. What is your total emergency management budget: \$ 31,500.00  
*Please provide your total budget even if these costs exceed your EMPG allocation.*
  
2. Is your Emergency Management Director?:  
(Check One)  
 Full-Time  
 Part-Time  
 Volunteer
  
3. Which official (if any) has the authority to issue a mandatory evacuation order?:  
(Check One)  
 Mayor  
 First Selectman  
 Town Manager  
 Other



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Economic Development Commission Work Plan
2. **Date of Board Meeting:** October 22, 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 formal action is needed this evening. Staff is seeking consensus that the attached EDC work plan accurately captures your discussions and priorities for the EDC. The Board of Selectmen Economic Development work group will then finalize the EDC work plan at an upcoming meeting.
5. **Summary of Submission:**  
Economic Development Commission members were appointed at your October 10, 2018 meeting. Their initial meeting is anticipated for November 2018.

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.

In order to provide direction to the Commission, the Board engaged in a discussion on September 24<sup>th</sup> and 29<sup>th</sup> regarding potential activities for the EDC to work on. From those discussions, five focus areas emerged:

- Infrastructure
- Business recruitment, retention, and outreach
- Land use and permitting process
- Support entrepreneurs
- Strategic vision

22 more specific action items were identified and Selectmen have been asked to identify up to 10 of those items of most importance to them. A summary of the EDC work plan is attached and action items have been noted as: high importance (5-6 Selectmen); medium importance (3-4 Selectmen); low importance (1-2 Selectmen); not important (no Selectmen).

6. **Financial Impact:**  
None

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

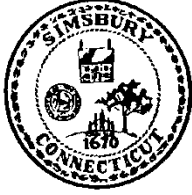
- a) Economic Development Commission Work Plan, Sorted by Topic Area and Priority

**2018-2019 ECONOMIC WORKPLAN IDEAS - DRAFT IN PROGRESS, Sorted by Topic, then Priority**

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

**2018-2019 ECONOMIC WORKPLAN IDEAS - DRAFT IN PROGRESS, Sorted by Overall Priority**

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



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Discussion on 2018-2019 Board of Selectmen Goals and Priorities
2. **Date of Board Meeting:** October 22, 2018
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager

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

If the Board needs additional time to review, discuss, and prioritize the draft goals, no action is needed this evening.

If however, the Board is ready to adopt goals for the remainder of your 2018-2019 term, the following motion is in order:

*Move, effective October 22, 2018 to adopt the Board of Selectmen 2018-2019 goals as presented/amended.\**

\*(amended should be used if items are changed during the meeting)

5. **Summary of Submission:**

To prepare for the goal setting session Selectmen were asked to think about the following prior to the 9/29 meeting:

- 1) What is your vision for the community?
- 2) What are some high level areas of focus that you think are important for the community?
- 3) What are some action items or projects you hope to see accomplished in the long term?
- 4) What action items or projects do you hope to see accomplished during this two year term?

Discussed at the session were five key areas: Financial Management; Maintaining Quality of Life/Community Character; Recreation; Infrastructure; and Transportation. Economic Development was also discussed but that topic is covered under the Economic Development Commission work plan.

Attached to this memo is a table that breaks down the goals the Selectmen would like to achieve for each focus area. If the Board desires, we can prioritize the attached goals.

6. **Financial Impact:**

None

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

a) 2018-2019 Board of Selectmen Goals - Draft



**2018-2019 BOARD OF SELECTMEN GOALS - DRAFT**

Topic Area	Goals	BOS Discussion Lead
<b>Financial Management</b>	● Evaluate tax rate, overall spending	MP
	● Increase transparency of anticipated use of grant funding and adequately budget local matches	SA
	● Capital projects management - improve tracking and monitoring; discuss role of Public Building Committee and Town Manager	SA; CC
	● Improve transparency in financial reporting; implement regular reporting from Director of Finance	MP; CC
	● Increase coordination with BOE - explore areas for further collaboration, possible shared services	SA; EW
	● Invest in modern financial management systems to improve processes, accountability, and reporting	CP; SA; CC
	● Establish performance measurements, benchmarking metrics to assist with long range planning	CK; SA
	● Communicate Town Manager's role in processes and relationship with boards and commissions	CP
<b>Maintaining Quality of Life/Community Character</b>	● Explore opportunities for people on fixed incomes to stay in town; focus on "age friendly" community	CK; CC
	● Maintain balance between development and rural community character, sense of place	All
	● Facilitate and support work of non-profits and community groups	EW
	● Identify role for fostering culture, supporting cultural events	All
	● Preservation of open space, development of assets that highlight community character (e.g. tobacco barns, covered bridges, etc.)	EW; All
<b>Recreation</b>	● Expand aquatics resources - splash pad, fountain, large wading pool, pool access for adults	EW, CC
	● Conduct analysis of special revenue fund	All
	● Explore possibility for disc golf course	SA
	● Expand athletics field resources (coordinate with BOE); multi-use fields	SA
<b>Infrastructure</b>	● Explore potential for co-working space, incubator space	CP
	● Invest in north end (i.e. Wagner parcel)	CC
	● Invest in utilities, underground infrastructure	SA
	● Address traffic flow on Route 10/Weatogue	SA
	● Identify a solution for the Curtiss Park - Tariffville bike path connector	EW
	● Pursue streetscape funding for north end	SA
	● Improve cell service coverage on Route 10; explore potential locations for new towers	All
<b>Transportation</b>	● Increased bus service; explore opportunities for fixed route service	CC
	● Volunteer driver program for seniors, disabled residents	CC



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering - Simsbury Celebrates 2018
2. **Date of Board Meeting:** October 22, 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 October 22, 2018 to approve the public gathering application for Simsbury Celebrates 2018 as presented and to authorize the issuance of the public gathering permit.*

5. **Summary of Submission:**

On October 4, 2018 the Public Gathering Committee met with the applicant for Simsbury Celebrates, Taryn Schragger; Ms. Schragger is a staff member in the Culture, Parks and Recreation Department and a member of the Simsbury Celebrates Committee. Jason Brown from Farmington Valley Health District was the only committee member not in attendance.

Simsbury Celebrates is scheduled to take place on November 24, 2018 from 5:00 p.m. until 8:30 p.m. This event will be the same as all previous years with the exception of the time of the event. The event has been shortened and the new hours are 5:00 p.m. to 8:30 p.m.

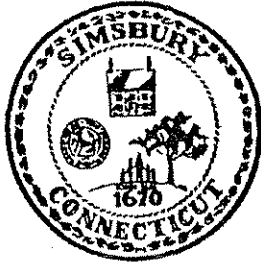
For marketing and planning purposes, the Committee would appreciate consideration of the application at tonight's Board meeting. If however, the Board needs additional time to consider this application, there is one additional BOS meeting left prior to the event (November 14, 2018) in which this matter could be considered.

6. **Financial Impact:**

There are some indirect and direct staff costs associated with the event such as planning time and staffing the event (i.e. public works barricades, police coverage). The Town has traditionally supported the costs associated with buildings and grounds staffing for the events at Eno and the Library. The Simsbury Celebrates Fund, which is supported by donations, typically pays for the costs for our Highway Department using trucks as barricades and special police coverage.

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

- a) Application Presented to the Public Gathering Committee



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

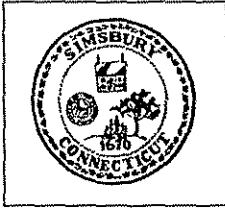
*Office of Community Planning and Development*

## MEMO

**TO:** Public Gathering/BOS- Simsbury Celebrates  
**From:** Robin Newton, Code Compliance Officer  
**Date:** October 22, 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 public works department and Fire Marshal concerning the blocking of side roads.
3. The police department will place no parking signs on the right and left side of Hopmeadow Street from Plank Hill Road to Simsbury Town Shoppes.
4. The Fire Department will coordinate with the police department on a traffic pattern for the timeframe of the Fire truck parade.
5. 6 Police Officers will be hired for 4 hour blocks.



SIMSBURY ZONING COMMISSION  
PUBLIC GATHERING PERMIT APPLICATION

Applicant's Name (PRINT): Simsbury Celebrates 2018 (Taryn Schragger)

Applicant's Address: 933 Hopmeadow St.  
Simsbury, CT 06070

Applicant's Telephone including office, home and cell phone: \_\_\_\_\_

(w) 800-658-3836, (c) 800-306-0643

Applicant's emergency Telephone number: 800-306-0643

Email address: tschragger@simsbury-ct.gov

Property Owner's Name (PRINT): Town of Simsbury

Property Owner's Address: 933 Hopmeadow St.  
Simsbury, CT 06070

Property Owner's Telephone: 800-658-3200

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

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: 11/24/18 5:00pm End: 11/24/18 8:30pm

Location of proposed Public Gathering: (Complete Description and marked as shown on attached map): Hopmeadow St. from plank Hill Rd to Drake Hill Rd.

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: 12,000 +

**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): Taryn Schrage

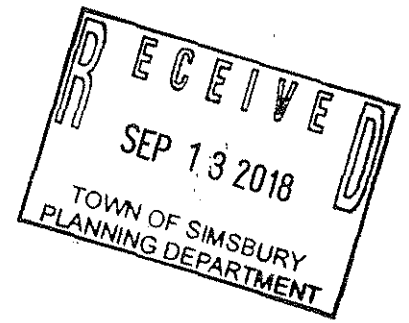
Applicant(s) Signature: 

Date Signed: 9/7/18

Simsbury Celebrates 2018

Saturday, November 24, 2018

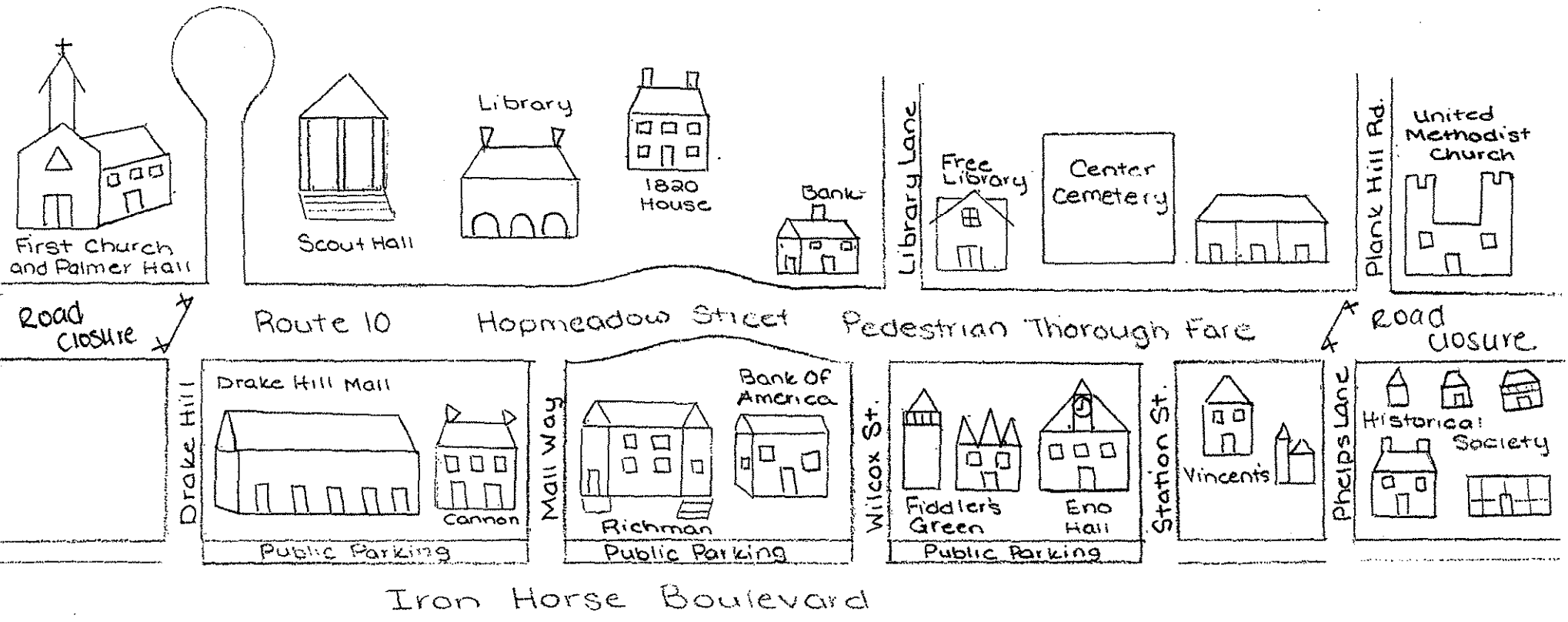
5:00pm-8:30pm



- Hopmeadow Street will be closed from Plank Hill Rd to Drake Hill Rd starting at 5:00pm.
- Events will be taking place outdoors along the street as well as indoors at First Church, Boy Scout Hall, Simsbury Public Library, the CVS parking lot, Eno Hall, Simsbury Free Library, Simsbury United Methodist Church and the Simsbury Historical Society.
- Events will run from 5:00-7:00pm.
- Lighting and power is supplied by Show Lighting.
- There will be 7-8 local food vendors on site; they will be completing the Temporary Food Permit paperwork required by the FVHD.
- A firetruck parade coordinated by the Simsbury Volunteer Fire Department will be starting at 7:10pm and will run until approximately 7:50pm.
- A fireworks show will be held at the Simsbury Performing Arts Center. Fireworks will start at approximately 8:00pm and the show will be over at approximately 8:30pm.
- The Simsbury Police Department will be on site and will be coordinating road opening and closings and traffic flow.
- Certificates of insurance will be obtained from CIRMA.



# SIMSBURY Celebrates 2018



Saturday, November 24<sup>th</sup> 5-7 PM

To Simsbury Meadow →





# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Robert Michael Goman from the Board of Education
2. **Date of Board Meeting:** October 22, 2018
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Ericka L. 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 Robert Michael Goman (R) as a regular member of the Board of Education effective November 30, 2018.*

5. **Summary of Submission:**

The Town Clerk has received the resignation of Robert Michael Goman (R) as a regular member of the Board of Education effective November 30, 2018. Mr. Goman's term was to expire on December 6, 2021.

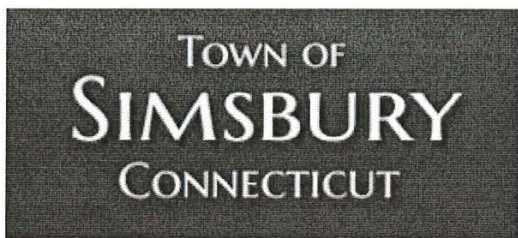
Section 205 of the Charter, "vacancies: elective offices," states "...any vacancy, except a vacancy on the Board of Selectmen, in any elective Town office, including the Board of Education, shall be filled within forty-five (45) days of such vacancy by appointment by the Board of Selectmen, for the unexpired portion of the term or until the next regular municipal election, as defined in Section 9-1 of the General Statutes, whichever shall first occur."

To meet the 45 day deadline, the Board of Selectmen must fill the vacancy by appointment no later than January 14, 2019. The appointee will fill the vacancy until the next regular municipal election (November 5<sup>th</sup>, 2019; term ending December 2<sup>nd</sup>, 2019). At that point, a member will be elected to fill the vacancy for the remaining two years of the term.

6. **Financial Impact:**  
None

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

- a) Resignation Submission from Robert Michael Goman, dated October 1<sup>st</sup> 2018
- b) "ED-638-Vacancy in Elective Office," Submitted to the Secretary of the State

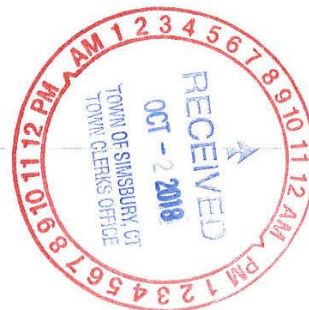


Published on *Simsbury CT* (<https://www.simsbury-ct.gov>)

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Submission information

Form: [Resignation Submission Form](#)  
Submitted by Anonymous (not verified)  
October 1, 2018 - 4:40pm  
24.2.227.12



**Member's Name**

Robert Michael Goman

**Address**



**Type of Member**

Regular

**Name of Board/Commission**

Board of Education

**Effective Date of Resignation**

11/30/2018

**Reason for Resignation**

It's time

**Any Additional Comments**

**Source URL:** <https://www.simsbury-ct.gov/node/98363/submission/10913>


To: Secretary of the State  
30 Trinity Street  
P.O. Box 150470  
Hartford, CT 06115-0470  
Attn: Legislation & Elections Administration Division

### Vacancy/Appointment In Elective Office

<b>Vacancy In Elective Office</b>	<b>Appointment To Fill Vacancy In Elective Office</b>
<p>On <u>11/30/2018</u>, the office of <i>(date of vacancy)</i> <u>Board of Education</u></p> <p>was vacated due to the <u>Resignation</u> <i>(manner in which vacancy occurred)</i></p> <p>of the incumbent, <u>Robert Michael Goman</u> <i>(name)</i> <u>Republican</u> <i>(party)</i></p> <p>who was elected/appointed for a term from: <u>12/04/2017</u> to: <u>12/06/2021</u></p>	<p>On _____, pursuant to the provisions of <i>(date)</i></p> <p><i>(specific section of Connecticut General Statutes or local law under which vacancy was filled)</i></p> <p>_____ <i>(name)</i></p> <p>_____ <i>(address)</i> _____ <i>(party)</i></p> <p>was appointed by _____ <i>(appointing authority)</i></p> <p>to fill the vacancy in the office of _____</p> <p>vacated by _____ <i>(name of person who vacated office)</i></p> <p>on _____ <i>(date)</i></p> <p>to serve until <u>12/02/2019</u>, <i>(date appointment expires)</i></p> <p>being the date of <input checked="" type="checkbox"/> the next regular municipal election. <input type="checkbox"/> the expiration of the term</p>

Date of Filing 10/03/2018

City  
Town of Simsbury  
Borough

Mayor  
Town Clerk  
Warden   
*(signature)*

Notice Under Section 9-223 (C.G.S.)



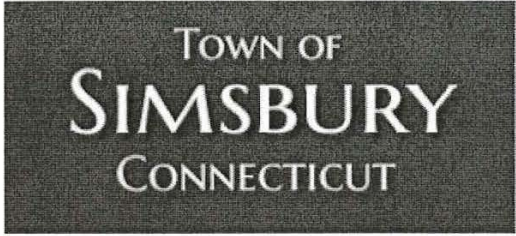
# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Andrea Ericksen from the Juvenile Review Board
2. **Date of Board Meeting:** October 22, 2018
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Kristen Formanek, Social and Community Services Director *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
The following motion is in order:  
  
*Move to accept the resignation of Andrea Ericksen as a member of the Juvenile Review Board retroactive to October 1, 2018.*
5. **Summary of Submission:**  
Staff has received the written resignation of Andrea Ericksen as a member of the Juvenile Review Board, effective October 1, 2018. Ms. Ericksen was appointed to the membership slot reserved for a probation officer with the juvenile court system. Ms. Ericksen was reassigned at work and no longer covers Simsbury.
6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**
  - a) Resignation Submission from Andrea Ericksen, dated October 17, 2018



Published on *Simsbury CT* (<https://www.simsbury-ct.gov>)

[Home](#) > [Government](#) > [Town Clerk](#) > [Resignation Submission Form](#) > [Webform results](#) > Resignation Submission Form

Submission information

Form: [Resignation Submission Form](#) [1]  
Submitted by Anonymous (not verified)  
October 17, 2018 - 10:49am  
198.177.8.108

**Member's Name**

ANDREA ERICKSEN

**Address**

[REDACTED]

**Type of Member**

REGULAR

**Name of Board/Commission**

SIMSBURY JUVENILE REVIEW BOARD

**Effective Date of Resignation**

10/1/18

**Reason for Resignation**

COVERAGE AREA HAS CHANGED

**Any Additional Comments**

ANOTHER PROBATION OFFICER WILL BE COVERING SIMSBURY AND WILL ATTEND.



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Appointment of Bryant Lishness to the Juvenile Review Board
2. **Date of Board Meeting:** October 22, 2018
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community & Social Services Department *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the recommendation of the Social and Community Services Director to appoint Bryant P. Lishness to the Juvenile Review Board, the following motion is in order:  
  
*Move, effective October 22, 2018 to appoint Bryant P. Lishness as a member of the Juvenile Review Board to the slot designated for a probation officer from the juvenile court.*
5. **Summary of Submission:**  
Andrea Ericksen was recently reassigned at the Juvenile Court and is no longer assigned to our town. Mr. Lishness has replaced her. As a result, Ms. Ericksen has resigned from the Juvenile Review Board (JRB). Staff is recommending the appointment of Mr. Lishness to the (JRB) to replace Ms. Ericksen. The adopted JRB Purpose and Procedure dated August 13, 2018 has a designated membership slot for a person working as a probation officer with the juvenile court. Mr. Lishness is a Juvenile Probation Officer II and would fulfill that membership slot.
6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**
  - a) Memo from K. Formanek, re: Juvenile Review Board Appointment, dated October 12, 2018
  - b) Resume of Bryant P. Lishness



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Appointment of Brian Doonan to the Simsbury Housing Authority
2. **Date of Board Meeting:** October 22, 2018
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the recommendation from the Simsbury Democratic Town Committee, the following motion is in order:

*Move, effective October 22, 2018, to appoint Brian Doonan (D) as a regular member of the Simsbury Housing Authority with a term expiring April 1, 2019.*

5. **Summary of Submission:**  
The Simsbury Democratic Town Committee has recommended the appointment of Brian Doonan to the Simsbury Housing Authority as a regular member with a term expiring April 1, 2019.

Pursuant to Section 606 of the Charter, members are appointed to five year terms. However, this individual will be filling the remainder of a five year term that was vacated due to the resignation of Woodrow Eddins, whose term was to expire April 1, 2019.

6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**
  - a) Brian Doonan's Volunteer Submission Form, dated August 16, 2018

## **Simsbury, CT**

933 Hopmeadow Street

Phone: (860) 658-3200

### **Volunteer Form**

*Good Government Starts with You*

**Date Submitted:** August 16, 2018

**Name:** Brian Doonan

**Party Affiliation:** D

**Current Occupation/Employer:** Program Manager - Senior Project Manager -Scrum Master / MassMutual

**Narrative:** I am available most evenings and weekends. I have 30+ years of experience leading and managing diverse teams, IT budgets up to \$10,000,000 and business/technology programs spanning several years. I have a BS in Business Administration, a I have a Professional Project Management Certification and I am also a Certified Scrum Master. My wife and I have been residents of Simsbury for 10 years. I am very interested in participating in the Economic Development Committee or any of the committees that I have selected on the application.

**Board(s) / Committee(s):**

BUILDING CODE BOARD OF APPEALS

HOUSING AUTHORITY

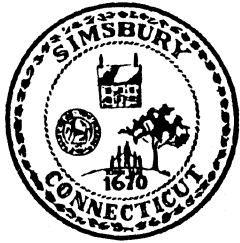
INSURANCE COMMITTEE

PUBLIC BUILDING COMMITTEE

RETIREMENT PLANS SUB-COMMITTEE

*Page 1/1*





# Town of Simsbury

754 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Community and Social Services Department

## MEMORANDUM

To: Maria Capriola, Town Manager  
From: Kristen Formanek, Director of Community and Social Services  
Date: October 12, 2018  
Re: Juvenile Review Board Appointment

Andrea Erickson, from the State of Connecticut Juvenile Court was appointed to the Juvenile Review Board in 2018. She has been a great representative from the court system. However, due to reassignments within the Juvenile Court, Andrea has been assigned to a different town.

I have attached Mr. Lishness's resume for your convenience. As you will see, Mr. Lishness has been with the Juvenile Court system for 18 years. He is the assigned Probation Officer for our area, and all juvenile arrests that occur in Simsbury go directly to him.

Therefore, I would like to recommend the appointment of Bryant Lishness, Juvenile Probation Officer II to fill the vacancy left by the resignation of Andrea Erickson on the Juvenile Review Board.

I believe Bryant Lishness would be a tremendous asset to the Juvenile Review Board, and subsequently to Simsbury's youth and their families.

FK /csb

# Bryant P. Lishness

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## Work Experience

### **Juvenile Probation Officer II**

**July 2000-Present**

State of Connecticut- Court Support Services Division, New Britain, Connecticut

- Conduct interviews with juveniles, parents, educators and social service agencies in order to prepare pre-dispositional studies for the court, formulating dispositional alternatives appropriate to the needs of the juvenile.
- Provide casework services including counseling, guidance, outreach and crisis intervention to young people and their families.
- Insure juveniles' compliance with court orders through supervision and periodic interviews and field visits with juveniles, their families, the school system and service providers.
- Adjunct Trainer for Officer Safety at the CSSD Training Academy, certified in *Natural Response Control Tactics* and *Lock-Up – Handcuffing, OC and Baton*.

### **Outreach and Support Worker**

**April 1999 – June 2001**

City of Bristol – Youth Service Bureau, Bristol, Connecticut

- Provided casework services including counseling, guidance, outreach and crisis intervention to young people and their families.
- Served on Bristol's Juvenile Review Board
- Prepared written proposals for city and state grants.

### **Outreach and Tracking Program Coordinator**

**January 1998 - March 1999**

North American Family Institute, Waterbury, Connecticut

- Interviewed and assessed for appropriateness, adolescents referred to the program from the Waterbury and Torrington Superior Courts - Juvenile Matters and Department of Children and Families - Parole Services.
- Directly supervised a five caseworker team sharing a case load of thirty-five adolescents.

## Volunteer and Other Relevant Work Experience

### **Program Director – Gladiator Wrestling**

**April 1997 - Present**

Bristol Boys and Girls Club and Family Center, Bristol, Connecticut

- Oversee all wrestling programs offered through the Bristol Boys and Girls Club, including In-House Wrestling (novice wrestlers), Junior and Senior Gladiators (select travel team for wrestlers in grades k-4 and 5-8, respectively), and Gladiator Freestyle / Greco (wrestlers in grades 6-12).

**Head Wrestling Coach**

**November 2007 – Present**

Bristol Eastern High School, Bristol, Connecticut

- Head Coach with three paid assistant coaches and three volunteer assistant coaches. Coaching Record: 184 wins – 40 losses, seven time Central Connecticut Conference Champions, 2016 Class L Runners-up, 2017 Class L State Champs, 2017 Class L Coach of the Year, 2018 Class L State Champs, 2018 Class L Coach of the Year.

**Education:**

**University of Connecticut, Storrs, Connecticut**

Class of 94

Bachelor of Arts – Political Science

## **CALL TO ORDER**

The Regular Meeting of the Board of Selectmen was called to order at 6:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Eric Wellman; Board members Michael Paine, Sean Askham, Cheryl Cook, Chris Peterson, and Christopher Kelly. Others in attendance included Town Manager Maria Capriola, Deputy Town Manager Melissa Appleby and other interested parties.

## **PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

## **PUBLIC AUDIENCE**

Joan Coe, 26 Whitcomb Drive, spoke about the new Economic Development Commission, transportation, SCTV at the Library, St. Bernard’s Church being for sale, Simsbury Volunteer Ambulance, the Police log, the Board of Finance, and other issues.

Robert Kalechman, 971 Hopmeadow Street, spoke about the Economic Development Commission, State Representatives, Simsbury roads, spending tax payer’s money on volunteers, absentee ballots, and other issues.

## **SELECTMEN ACTION**

### **a) Tax Refund Requests**

Mr. Kelly made a motion, effective October 10, 2018 to approve the presented tax refunds in the amount of \$10,894.03, and to authorize Town Manager Maria E. Capriola, to execute the tax refunds. Ms. Cook seconded the motion. All were in favor and the motion passed.

### **b) Proposed Purchasing Card Agreement**

Mr. Wellman said the Town has been looking into getting purchasing cards, which are essentially corporate cards, which employees can use when they are traveling for work or making purchases for the Town.

Ms. Capriola said the Town was finding it difficult to make purchases without being able to make online purchases or to have cards for purchases. It is not good practice to use personal credit cards for Town business. She said these cards are managed through the Department of Administrative Services at the State level.

Mr. Paine made a motion, effective October 10, 2018 to submit the State of Connecticut Purchasing Card Agreement Addendum and to authorize Town Manager Maria E. Capriola to execute all documents related to the purchasing card program. Ms. Cook seconded the motion. All were in favor and the motion passed.

### **c) Acceptance of Local Bridge Program Grant**

Mr. Wellman said the Department of Transportation gave the Town a Commitment to Fund letter indicating that the two submitted grant applications do qualify for funding and the project must include both bridges. The Board now needs to accept this grant.

Ms. Capriola said the Town does have money to match this grant.

Mr. Askham made a motion, effective October 10, 2018 to accept the Local Bridge program FY19 Grant in the amount of \$364,000 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 Revisions to Assistant Planning Director (Assistant Town Planner) Job Description**

Mr. Wellman said the Personnel Sub-Committee endorsed the changes to the job description.

Ms. Capriola said the Committee did add duties related to open space and agricultural lease management into the job description.

Mr. Askham made a motion, effective October 10, 2018 to approve the proposed modifications to the job description for the Assistant Planning Director (Assistant Town Planner) as presented. Mr. Kelly seconded the motion. All were in favor and the motion passed.

**e) Proposed Revisions to Children’s Reference Librarian Job Description**

Mr. Wellman said the job description changes will better align that description with the Adult Services Librarian.

Mr. Kelly made a motion, effective October 10, 2018 to approve the proposed modifications to the job description for the Children’s Reference Librarian (PT) as presented. Ms. Cook seconded the motion. All were in favor and the motion passed.

**f) Proposed Professional Travel Policy**

Mr. Wellman said the Personnel Sub-Committee reviewed and endorsed the proposed policy. There are specific caps on meal allowances so there is no room for interpretation.

Ms. Capriola said there are currently no guidelines on travel purchases. With this proposed policy, receipts will be needed and overnight travel will need to be approved.

Mr. Askham made a motion, effective October 10, 2018 to adopt the Professional Travel Policy as presented. Mr. Paine seconded the motion. All were in favor and the motion passed.

**g) Proposed FY 18/19 General Wage Increase for Unaffiliated Positions**

Mr. Wellman said the Personnel Sub-Committee reviewed and endorsed a 2.25% general wage increase for unaffiliated positions after looking at other marketplaces. This wouldn’t apply to the probationary employees until they are off probation.

Mr. Kelly made a motion, effective October 10, 2018 to approve a 2.25% general wage increase for unaffiliated staff in a non-probationary status retroactive to July 1, 2018 and that the salary ranges for those classifications be adjusted accordingly. Mr. Askham seconded the motion. All were in favor and the motion passed.

Ms. Cook made a motion, effective October 10, 2018 to approve a 2.25% general wage increase for unaffiliated staff in a probationary status upon successful completion of their probationary period and that the salary ranges for those classifications be adjusted accordingly. Mr. Paine seconded the motion. All were in favor and the motion passed.

#### **h) Town Manager Performance Review Process and Instrument**

Mr. Kelly said the Personnel Sub-Committee reviewed the proposed performance review process. The Town Manager will complete her own review; Board members will use Survey Monkey to complete their surveys; and Board will then meet and discuss the reviews; the Board will then meeting in Executive Session to conduct the performance review with the Town Manager.

No action was needed at this time.

### **APPOINTMENTS AND RESIGNATIONS**

#### **a) Proposed Appointment of Regina Pynn to the Board of Assessment Appeals**

Ms. Kelly made a motion, effective October 10, 2018 to appoint Regina Pynn (D) as an alternate member to the Board of Assessment Appeals with a term expiring December 2, 2019. Ms. Cook seconded the motion. All were in favor and the motion passed.

#### **b) Proposed Appointment of Stephen McDonnell as a Hearing Officer**

Mr. Askham made a motion, effective October 10, 2018 to appoint Stephen McDonnell (U) as a Hearing Officer with a term expiring December 2, 2019 Mr. Kelly seconded the motion. All were in favor and the motion passed.

#### **c) Proposed Appointments to the Economic Development Commission**

Mr. Askham made a motion, effective October 10, 2018 to appoint the following people to the Economic Development Commission:

Robert Crowther (U), as a member with marketing and communications expertise, with a term expiring October 10, 2021

Ron Jodice (R), as a member representing the development community, with a term expiring October 10, 2021

Brooke Freeman (R), as a member representing the business community, with a term expiring October 10, 2021

Peter Van Loon (D), as a member representing the business community, with a term expiring October 10, 2021

William Freeman (R), as a member representing the business community, with a term expiring October 10, 2020

Lori Feldman (D), as a member with marketing and communications expertise, with a term expiring October 10, 2020

Caroline Meckel (D), as a member with tourism expertise, with a term expiring October 10, 2020.

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

**d) Resignation of Judy Sturgis from the Community for Care**

Ms. Cook made a motion to accept the resignation of Judy Sturgis as a Regular Member of the Community for Care Committee retroactive to September 26, 2018 with our thanks. Mr. Paine seconded the motion. All were in favor and the motion passed.

**e) Resignation of William Mullen from the Culture, Parks and Recreation Commission**

Mr. Askham made a motion to accept the resignation of William K. Mullen as a Regular Member of the Culture, Parks & Recreation Commission retroactive to September 27, 2018 with our thanks. Ms. Cook seconded the motion. All were in favor and the motion passed.

**REVIEW OF MINUTES**

**a) Regular Meeting of September 24, 2018**

There were no changes to the Regular Meeting Minutes of September 24, 2018 and, therefore, the minutes were adopted.

**b) Special Meeting of September 29, 2018**

There were no changes to the Special Meeting Minutes of September 29, 2018 and, therefore, the minutes were adopted.

**DISCUSSION ON 2018-2019 BOARD OF SELECTMEN GOALS AND PRIORITIES**

Mr. Wellman said he would like to table the discussion on Board of Selectmen goals and priorities until the next meeting. The rest of the Board was in agreement.

**FIRST SELECTMAN’S REPORT**

First Selectman, Wellman said his First Selectman’s report will be posted on the Town’s website.

**TOWN MANAGER’S REPORT**

First Selectman, Wellman, said the Town Manager’s report will also be posted on the Town’s website.

**SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS**

- a) **Personnel** – no report at this time.
- b) **Finance** – no report at this time.
- c) **Welfare** – no report at this time.
- d) **Public Safety** – no report at this time.
- e) **Board of Education** – no report at this time.

**ADJOURN**

Mr. Askham made a motion to adjourn at 6:45 p.m. Mr. Paine seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio  
Clerk





# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

*Maria E. Capriola - Town Manager*

October 10, 2018

To Ely Lane neighbors,

You are receiving this letter because you are located within one quarter mile of Ely Lane. The Town is considering making Ely Lane a one-way street in an effort to improve the safety of pedestrians in the general area. Changing Ely Lane to a one-way street would allow for the installation of a sidewalk adjacent to the road. The Town has a goal of connecting this sidewalk to the Farmington Canal Heritage Trail to the east. This one-way roadway proposal and sidewalk will better prepare the area for future growth and make the area more inviting for pedestrian use.

If the change is made, the road would be one-way to traffic traveling westbound; vehicles would no longer be able to make a left-hand turn onto Route 10 from Ely Lane. Changing the traffic pattern on Ely Lane to westbound traffic only would result in Hoskins Road being used for accessing Route 10. A map of the proposed change is included in this letter for your reference.

If you have any feedback you would like town officials to hear please send all comments by November 2, 2018 to [townmanager@simsbury-ct.gov](mailto:townmanager@simsbury-ct.gov).

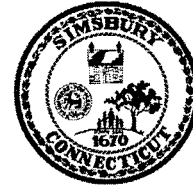
Thank you,

*Maria E. Capriola*

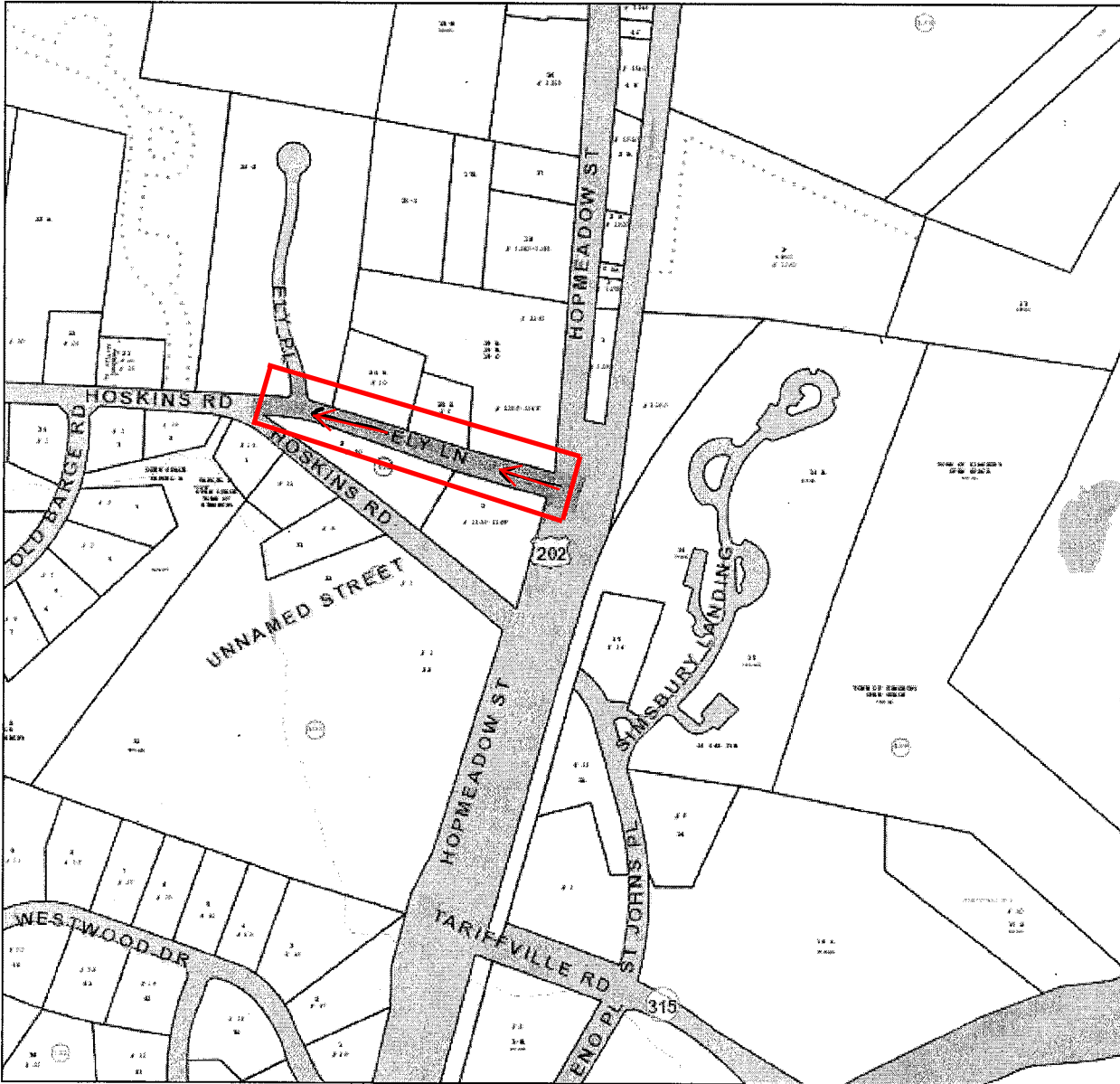
Maria E. Capriola, MPA  
Town Manager

*Nicholas J. Boulter*

Chief Nicholas J. Boulter  
Chief of Police  
Local Traffic Authority



Date Printed: 10/3/2018



**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 = 400 feet

