



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN

Regular Meeting – February 26, 2024 – 6:00 P.M.

Main Meeting Room, Simsbury Town Hall

Meeting May Be Held in a Virtual Only Format if Inclement Weather is Expected on Day of Meeting

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

- a) Proposed Amendments to Town Code Chapter 141 Article V: Tax Abatement for Volunteer Firefighters and Ambulance Personnel
- Participants can address the Board of Selectmen in person at the meeting
 - Email townmanager@simsbury-ct.gov by noon on Monday, February 26, 2024 to register to address the Board of Selectmen live through Zoom
 - Written comments can be emailed to townmanager@simsbury-ct.gov. Written comments will not be read into the record, but forwarded to all Selectmen via email

PUBLIC AUDIENCE

- Participants can address the Board of Selectmen in person at the meeting
- Email townmanager@simsbury-ct.gov by noon on Monday, February 26, 2024 to register to address the Board of Selectmen live through Zoom
- Written comments can be emailed to townmanager@simsbury-ct.gov. Written comments will not be read into the record, but forwarded to all Selectmen via email

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

CONSENT AGENDA



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

SELECTMEN ACTION

- a) Proposed Amendments to Town Code Chapter 141 Article V: Tax Abatement for Volunteer Firefighters and Ambulance Personnel
- b) Tax Refund Requests
- c) Proposed Revisions to the Assistant Assessor Job Description
- d) Supplemental Appropriation – Tariffville Modulares
- e) Supplemental Appropriation – Dial-A-Ride Bus
- f) FY 23/24 Emergency Management Performance Grant (EMPG) Application
- g) CT DEEP 2024 Recreational Trails Grant Application

APPOINTMENTS AND RESIGNATIONS

- a) Reappointments to the Technology Task Force
- b) Resignation of Lawrence Boardman from the Zoning Board of Appeals

REVIEW OF MINUTES

- a) February 14, 2024 Regular Meeting

COMMUNICATIONS

PRESENTATION

- a) Town Manager's Proposed FY 24/25 Budget

EXECUTIVE SESSION

- a) Pursuant to General Statutes Section 1-200(6)(B): Discussion of Pending Litigation
- b) Pursuant to General Statutes Section 1-200(6)(E): Discussion of Attorney Client Memo

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Public Hearing: Proposed Amendments to Town Code Chapter 141 Article V: Tax Abatement for Volunteer Firefighters and Ambulance Personnel

2. **Date of Board Meeting:** February 26, 2024

3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager

4. **Action Requested of the Board of Selectmen:**
The only action needed is to open and close the Public Hearing:

Move, to open the Public Hearing on the proposed amendments to Town Code Chapter 141 Article V: Tax Abatement for Volunteer Firefighters and Ambulance Personnel.

Move, to close the Public Hearing on the proposed amendments to Town Code Chapter 141 Article V: Tax Abatement for Volunteer Firefighters and Ambulance Personnel.

5. **Summary of Submission:**
At your February 14, 2024 Regular Meeting, the Board of Selectmen scheduled a Public Hearing to receive public comment on the proposed amendments to Town Code Chapter 141 Article V: Tax Abatement for Volunteer Firefighters and Ambulance Personnel for 6:00 PM on Monday, February 26, 2024.

The Public Hearing notice and a copy of the draft ordinance is attached.

6. **Financial Impact:**
None

7. **Description of Documents Included with Submission:**
a) Public Hearing Notice
b) Proposed Amendments to Town Code Chapter 141 Article V: Tax Abatement for Volunteer Firefighters and Ambulance Personnel

**TOWN OF SIMSBURY
PUBLIC HEARING NOTICE**

Public Hearing Date: Monday, February 26, 2024 at 6:00 p.m.

Notice is hereby given pursuant to Section 404 of the Charter of the Town of Simsbury that the Board of Selectmen will hold a public hearing on Monday, February 26, 2024 at 6:00 p.m. to receive public comment regarding the proposed amendments to the Volunteer Firefighter and Ambulance Personnel Tax Abatement Ordinance (Simsbury Code of Ordinances, Article V, Chapter 141). A copy of the proposed revised ordinance can be found on the Town of Simsbury's website, www.simsbury-ct.gov on the Board of Selectmen's page. Hard copies are available at the Town Clerk's Office, 933 Hopmeadow Street, Simsbury, CT. Members of the public may register to address the Board of Selectmen live through Zoom by emailing townmanager@simsbury-ct.gov by 12:00pm on Monday, February 26, 2024. Alternatively, members of the public may email statements to townmanager@simsbury-ct.gov by 12:00 p.m. on Monday, February 26, 2024 to have their comments sent to the Board of Selectmen. Written comments will not be read into the record at the hearing.

**TOWN OF SIMSBURY
PROPOSED AMENDMENT OF TOWN ORDINANCE**

CHAPTER 141, ARTICLE V

Tax Abatement for Volunteer Firefighters and Ambulance Personnel

Chapter 141. Taxation

Article V. Tax Abatement for Volunteer Firefighters and Ambulance Personnel

[Adopted 4-23-2001]

§ 141-16. Purpose.

The Town of Simsbury is desirous of showing its appreciation for the faithful and courageous performance of the duties performed by the Simsbury Volunteer Fire Company and the Simsbury Volunteer Ambulance Association personnel in the Town of Simsbury and to encourage others to become firefighters and ambulance personnel. These reasons have provided for the Town to establish a tax abatement program pursuant to Section 12-81w of the Connecticut General Statutes as amended by Public Act No. 99-272, Section 6, for volunteer fire and ambulance personnel on the conditions set forth in this section and §§ 141-17 through 141-22.

§ 141-17. Abatement schedule.

[Amended ~~10-14-2020~~ 2-26-24]

Each volunteer firefighter of the Simsbury Volunteer Fire Company and each volunteer of the Simsbury Volunteer Ambulance Association (collectively "volunteer") who is eligible pursuant to § 141-18 to receive a tax abatement shall have his or her real estate and/or motor vehicle property taxes owed to the Town of Simsbury for the current fiscal year abated in an amount equal to the lesser of the total amount of his or her real estate and/or motor vehicle property taxes owed to the Town of Simsbury for such fiscal year or an amount as calculated in the following schedule:

Years of Eligible Volunteer Service to Simsbury Volunteer Fire Company and/or Simsbury Volunteer Ambulance Association	Dollar Amount of Taxes Abated for Fiscal Year 19/20
2 up to 5 years of eligible service	\$500
5 years of eligible service or more	\$1,000
Years of Eligible Volunteer Service to Simsbury Volunteer Fire Company and/or Simsbury Volunteer Ambulance Association	Dollar Amount of Taxes Abated for Fiscal Years 20/21 & 21/22
2 up to 5 years of eligible service	\$750
5 years of eligible service or more	\$1,500
Years of Eligible Volunteer Service to Simsbury Volunteer Fire Company and/or Simsbury Volunteer Ambulance Association	Dollar Amount of Taxes Abated for Fiscal Year 22/23
2 up to 5 years of eligible service	\$1,000
5 years of eligible service or more	\$2,000
Years of Eligible Volunteer Service to Simsbury Volunteer Fire Company and/or Simsbury Volunteer Ambulance Association	Dollar Amount of Taxes Abated
2 years of eligible service or more	\$2,000

§ 141-18. Eligibility.

[Amended 6-25-2007; 4-25-2016]

A.

To be eligible for the tax abatement pursuant to § 141-17 for any fiscal year, an eligible volunteer shall, on or before April 30 prior to such fiscal year, present to the Tax Collector a written statement certified by the Chief of the Simsbury Volunteer Fire Company or the President of the Simsbury Volunteer Ambulance Association, which statement shall include the name and address of said volunteer, that said volunteer has served as an active volunteer in good standing for the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association for not less than the two immediate preceding calendar years, and the total number of years of service of said volunteer. "Volunteer in good standing" for members of the Simsbury Volunteer Fire Company shall be defined as set forth in the bylaws of the Simsbury Volunteer Fire Company. "Volunteer in good standing" for members of the Simsbury Volunteer Ambulance Association shall be defined as a regular ambulance volunteer who has done 288 qualifying hours in the year preceding October 1. "Years of service" shall not be deemed to have been interrupted by medical leave authorized by the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association, leave for military service for the United States of America, or leave covered under the Connecticut Workers' Compensation Act.

B.

A person who terminates his or her volunteer service to the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association shall, upon his or her return to volunteer

service to the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association, be eligible for the tax abatement provided under Section § 141-17 only after he or she completes one full calendar year of volunteer service. Such volunteer's total years of service shall then include any previous years of volunteer service to the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association.

C.

Any volunteer who a) has served for a minimum of 25 years of service as an active volunteer in good standing as defined in § 141-18 of this Article V; and b) terminates his or her volunteer service; and c) is otherwise eligible for the tax abatement program defined in this Article V, shall continue to receive a tax abatement in the amount designated for members with ~~5~~ 2 years of eligible service or more as set forth in § 141-17 of this Article V per annum as long as they continue to (1) reside in Simsbury or (2) own a motor vehicle registered to a Simsbury address or (3) own taxable property in the Town of Simsbury.

§ 141-19. Application.

The tax abatement provided under this article shall be applied first against any real property taxes owing to the Town of Simsbury and then against any motor vehicle taxes owing to the Town of Simsbury. In the event that the tax to which the abatement is applied is paid in installments, then the abatement shall be applied 50% to each installment. The tax abatement provided under this article shall be applicable for any real property or motor vehicle owned by a volunteer and eligible for such abatement regardless of whether such property is owned individually, jointly or as tenant in common with one or more other persons, provided that said ownership interest is recorded in the name of the volunteer on the Simsbury Grand List. For property acquired by the volunteer during the Grand List Year, the abatement shall be prorated in the same manner and to the same degree as the underlying tax liability. The tax abatement provided under this article only applies to taxes owed to the Town of Simsbury by volunteers in good standing who continue to (1) reside in Simsbury or (2) own a motor vehicle registered to a Simsbury address or (3) own taxable property in the Town of Simsbury.

§ 141-20. Records.

The Tax Collector of the Town of Simsbury shall maintain a record of all taxes abated in accordance with this article.

§ 141-22. Effective date.

Revisions to this article shall take effect and shall be applicable to taxes owing beginning with taxes on the Grand List of October 1, ~~2019~~ 2023, for tax payments due July 1, 2024~~0~~ – June 30, 2025~~1~~.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

- Title of Submission:** Proposed Amendments to Town Code Chapter 141 Article V: Tax Abatement for Volunteer Firefighters and Ambulance Personnel
- Date of Board Meeting:** February 26, 2024
- Individual or Entity Making the Submission:**
Marc Nelson, Town Manager

Action Requested of the Board of Selectmen:

The Board of Selectmen has two (2) options for action regarding the proposed amendments to the Town Code depending on whether or not the Board needs additional time to consider public comment:

Option A: Further consider public comment received at the Public Hearing and table taking action on the ordinance until a future date.

Option B: Take action on the proposed amendments to amend the ordinance after closing the public hearing.

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

*Move, effective February 26, 2024, to table the proposed amendments to Town Code Chapter 141 Article V: Tax Abatement for Volunteer Firefighters and Ambulance Personnel to the Board of Selectmen meeting on **INSERT DATE**.*

If the Board supports Option B, and is in support of the proposed amendments as presented, the following motions are in order:

Move, effective February 26, 2024, to adopt the proposed amendments to Town Code Chapter 141 Article V: Tax Abatement for Volunteer Firefighters and Ambulance Personnel as presented, which shall be effective 21 days after publication in a newspaper having circulation within the Town of Simsbury.

Further move, to authorize a summary of the revised ordinance be published.

Summary of Submission:

In October 2020, the Board of Selectmen approved changes to Town Code Chapter 141 Article V: Tax Abatement for Volunteer Firefighters and Ambulance Personnel to increase the tax abatement allowed to each volunteer. The changes in 2020 were spread over multiple years to phase in the changes and ultimately resulted in volunteers

with between 2 years and 5 years of service to receive an abatement of \$1,000 and volunteers with more than 5 years of service to receive an abatement of \$2,000.

The Fire District approached the First Selectman and the Town Manager to request changes to the ordinance to allow for the elimination of the tiers which would allow more junior members to receive the higher abatement level.

The proposed amendments would remove Fiscal Year language and set a uniform standard for the dollar amount of taxes abated for volunteers that complete two (2) years of eligible service to the Simsbury Volunteer Fire Company and/or Simsbury Volunteer Ambulance Association.

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

Once the amendment to the ordinance is passed, it must be filed with the Town Clerk and posted in its entirety or in summary form within ten (10) days after final passage. The Board of Selectmen would have to approve use of a summary. The ordinance would become effective on the twenty-first (21) day after final publication.

6. Financial Impact:

The proposed amendments reflect an \$8,000 increase in taxes abated.

7. Description of Documents Included with Submission:

- a) Draft Amendments to Town Code Chapter 141 Article V: Tax Abatement for Volunteer Firefighters and Ambulance Personnel, adopted April 23, 2001, revised June 25, 2007, April 25, 2016, and May 13, 2019

CHAPTER 141, ARTICLE V

Tax Abatement for Volunteer Firefighters and Ambulance Personnel

Chapter 141. Taxation

Article V. Tax Abatement for Volunteer Firefighters and Ambulance Personnel

[Adopted 4-23-2001]

§ 141-16. Purpose.

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§ 141-17. Abatement schedule.

[Amended ~~10-14-2020~~ 2-26-24]

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§ 141-18. Eligibility.

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B.

A person who terminates his or her volunteer service to the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association shall, upon his or her return to volunteer service to the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association, be eligible for the tax abatement provided under Section § 141-17 only after he or she completes one full calendar year of volunteer service. Such volunteer's total years of service shall then include any previous years of volunteer service to the Simsbury Volunteer Fire Company and/or the Simsbury Volunteer Ambulance Association.

C.

Any volunteer who a) has served for a minimum of 25 years of service as an active volunteer in good standing as defined in § 141-18 of this Article V; and b) terminates his or her volunteer service; and c) is otherwise eligible for the tax abatement program defined in this Article V, shall continue to receive a tax abatement in the amount designated for members with 5 2 years of eligible service or more as set forth in § 141-17 of this Article V per annum as long as they continue to (1) reside in Simsbury or (2) own a motor vehicle registered to a Simsbury address or (3) own taxable property in the Town of Simsbury.

§ 141-19. Application.

The tax abatement provided under this article shall be applied first against any real property taxes owing to the Town of Simsbury and then against any motor vehicle taxes owing to the Town of Simsbury. In the event that the tax to which the abatement is applied is paid in installments, then the abatement shall be applied 50% to each installment. The tax abatement provided under this article shall be applicable for any real property or motor vehicle owned by a volunteer and eligible for such abatement regardless of whether such property is owned individually, jointly or as tenant in common with one or more other persons, provided that said ownership interest is recorded in the name of the volunteer on the Simsbury Grand List. For property acquired by the volunteer during the Grand List Year, the abatement shall be prorated in the same manner and to the same degree as the underlying tax liability. The tax abatement provided under this article only applies to taxes owed to the Town of Simsbury by volunteers in good standing who continue to (1) reside in Simsbury or (2) own a motor vehicle registered to a Simsbury address or (3) own taxable property in the Town of Simsbury.

§ 141-20. Records.

The Tax Collector of the Town of Simsbury shall maintain a record of all taxes abated in accordance with this article.

§ 141-22. Effective date.

Revisions to this article shall take effect and shall be applicable to taxes owing beginning with taxes on the Grand List of October 1, ~~2019~~ 2023, for tax payments due July 1, 2024~~0~~ – June 30, 2025~~1~~.



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:** February 26, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Colleen O'Connor, Tax Collector

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 February 26, 2024, to approve the presented tax refunds in the amount of \$2,604.48 and authorize Town Manager, Marc Nelson, 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 \$2,604.48. The attachment dated February 26, 2024 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
 - a) Requested Tax Refunds, dated February 26, 2024

REQUESTED TAX REFUNDS
FEBRUARY 26, 2024

	BILL NUMBER	TAX	FIRE	INTEREST	TOTAL
List 2021					
Total 2021		\$0.00	\$0.00	\$0.00	\$0.00
List 2022					
Fitzgerald, David	22-01-130	\$656.36			\$656.36
Kavanah Sheila Anne & Maureen	22-01-4039	\$518.97			\$518.97
Maple Court Homeowners Assoc	22-01-5027	\$759.40	\$24.64		\$784.04
Bonner, Robert & Jennifer	22-03-51790	\$57.64	\$1.87		\$59.51
Grossberg, Adam	22-03-57520	\$161.93	\$5.25		\$167.18
Nissan Motor Acceptance Corp	22-03-63880	\$137.52	\$4.46		\$141.98
Mikkelson Jr Paul	22-03-62951	\$123.12	\$3.99		\$127.11
Shelto Lauren J	22-03-67512	\$189.54	\$6.15		\$195.69
Total 2022		\$2,604.48	\$46.36	\$0.00	\$2,650.84



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Revisions to the Assistant Assessor Job Description
2. **Date of Board Meeting:** February 26, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager

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

If the Board of Selectmen supports the proposed recommendations, the following suggested motion is in order:

Move, effective February 26, 2024, to revise the Assistant Assessor job description as presented.

5. **Summary of Submission:**

The Assistant Assessor is a 35 hour, A2 position in the CSEA A&P bargaining unit. The current Assistant Assessor has notified the Finance Director and the Town Manager's Office of her intent to retire by the end of June. After reviewing the job description, the Finance Director has requested to update the name from Assistant Assessor to Deputy Assessor to better align with other titles in our organization such as Deputy Chief of Police, Deputy Town Manager and Deputy Finance Director.

The Town has reached out to the Union to receive their thoughts on the proposed changes. Should they have any concerns, we will bring this item back to the Personnel Subcommittee.

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

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

The Personnel Subcommittee met on February 22nd, 2024 and recommended this moving to the full Board of Selectmen for consideration.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

a) Proposed Job Description Revisions – Assistant Assessor

TOWN OF SIMSBURY

TITLE: Assistant Deputy Assessor

GRADE: A-2

DEPARTMENT: Finance

DATE: 2-26-24

POSITION DESCRIPTION:

Provides technical and administrative assistance to the Assessor. Participates in the valuation and assessment of real estate, personal property and motor vehicles for taxation purposes as prescribed by the General Statutes and the Town Charter.

SUPERVISION RECEIVED:

Works under the general supervision of the Assessor in accordance with prevailing statutes, policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receives oral or written instructions from the Assessor.
- Plans and organizes work to assist Assessor in meeting annual deadlines and current priorities.
- Assigns work to staff as needed.
- Participates in identifying and valuing of all taxable and non-taxable real estate and taxable personal property to compile the annual Grand List.
- Inspects existing real and personal properties, improved properties, and properties in construction to determine value.
- Processes exemptions.
- Takes responsibility for maintaining and auditing the discovery, listing and valuation of personal property.
- Assists the Assessor with pricing of motor vehicles.
- Inspects and appraises all categories of commercial, industrial, residential and personal property.
- Supervises the maintenance of assessment maps, records and lists.
- Assists public in checking assessment and land records and with the completion of exemption forms and applications for state and local tax credits.
- Provides technical information and assistance to property owners, attorneys, bankers, land-searchers, Town departments, boards and commissions.
- Issues certificates of correction.
- Assists Assessor in the preparation of specifications for periodic revaluation of all taxable properties.
- Assists the Assessor in the preparation and administration of the operating budget.
- In the absence of the Assessor, assumes duties of that position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the principles, techniques, procedures, laws and regulations of property evaluation and assessment.
- Thorough knowledge of, and the ability to interpret laws, rules and regulations governing the valuation, assessment and exemption of real and personal property.
- Working knowledge of accounting and auditing practices relative to property appraisal.
- Skill in operation of the listed tools and equipment.
- Ability to read, understand and apply appraisal techniques.
- Ability to read and understand legal descriptions and appraisal manuals.
- Ability to accurately appraise real and personal property.

- Ability to communicate effectively verbally and in writing.
- Ability to work in inclement weather.
- Ability to establish successful working relationships with coworkers, property owners, attorneys, bankers, land-searchers, Town departments, boards and commissions and the general public.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Ability to sit/ stand/ remain continuously for prolonged periods of time.
- Ability to perform gross body coordination and perform tasks that require hand-eye coordination.
- Ability to see objects closely as in reading a map.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to remember multiple tasks/ assignments given to self and others over long periods of time.
- Ability to work in office setting subject to continuous interruptions and background noises.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout Town Hall and other Town buildings and sites.
- Ability to work in poor weather conditions including heat, cold rain or snow.
- Ability to access and reach difficult places and varied terrain for inspection purposes.
- Ability to carry reports and office equipment weighing up to 25 pounds.
- Ability to get into and out of automobile.
- Ability to utilize and access overhead cabinet storage space.
- Ability to physically inspect construction activities.
- Ability to walk distances over one mile on terrain under construction or underdeveloped.
- Ability to work in variable weather conditions for long periods of time.
- Ability to work independently with minimum supervision.

TOOLS AND EQUIPMENT USED:

Tape measure, pencil or microcomputing device, calculator, portable or mobile radio, phone, copy machine, computerized property appraisal system.

REQUIRED MINIMUM QUALIFICATIONS:

A bachelor's degree in business administration, accounting, or a closely related area plus three (3) years of increasingly responsible experience in the valuation of real and personal property for ad valorem taxation; or an associates degree plus five (5) years of increasingly responsible experience in real and personal property valuation for ad valorem taxation, in either case including at least one year in field inspections; or an equivalent combination of training and experience.

SPECIAL REQUIREMENTS:

- Must be able to obtain certification as a Connecticut Municipal Assessor within two (2) years of appointment.
- Must have a valid Connecticut Motor Vehicle Operator's License

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Supplemental Appropriation – Tariffville Modulares
2. **Date of Board Meeting:** February 26, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Jason Casey, Director of Infrastructure & Technology

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the supplemental appropriation request from the Board of Education, the following motion is in order:

Move, effective February 26, 2024, to approve the supplemental appropriation for the Tariffville Modular classroom project in the amount of \$18,000 and transfer said funds from the CNR fund to the Capital Projects Fund to cover the cost of the overage.

5. **Summary of Submission:**
The Tariffville Modular classroom project was approved during prior budget processes in the amount of \$850,000.

The original scope of the project included a “rough grade” of the site on the exterior of the modular. During this process, drainage issues were identified outside the scope of work that need to be corrected. If left in its current state, the site will experience significant ponding and erosion. The cost to correct the drainage issues is \$18,000.

The Board of Education will not be completing the Squadron Line air quality project and will use the savings from this project to cover the cost of the Tariffville Modular project overage.

Even though this is a Board of Education capital project, all capital projects are considered to be Town projects and supplemental appropriations are required to be approved by the Board of Selectmen and then by the Board of Finance.

6. **Financial Impact:**
Total project cost will increase from \$850,000 to \$868,000 or \$18,000.
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:** Supplemental Appropriation – Dial-A-Ride Bus

2. **Date of Board Meeting:** February 26, 2024

3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Kristen Formanek, Community and Social Services Director

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the supplemental appropriation request for the purchase of a Dial-A-Ride bus, the following motion is in order:

Move, effective February 26, 2024, to approve the supplemental appropriation in the amount of \$53,171 for the purpose of purchasing a second bus for Simsbury's Dial-A-Ride program.

5. **Summary of Submission:**
During the fiscal year 2021/2022 budget process, the Social Services Department requested an appropriation of \$64,000 to purchase a new bus for the Dial-A-Ride program. Of that, \$51,200 was being paid for by a grant via the Connecticut Department of Transportation.

Due to vehicle shortages and inflationary factors, the bus that is anticipated to be available by late spring is not expected to cost \$117,171. The Connecticut Department of Transportation has committed to covering the full cost of the vehicle.

Staff is requesting a supplemental appropriation in the amount of \$53,171 to cover the full purchase price of the Dial-A-Ride bus.

6. **Financial Impact:**
The cost of the Dial-A-Ride bus will increase from \$64,000 to \$117,171. However, funding will be covered by the Connecticut Department of Transportation grant.

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:** FY 23/24 Emergency Management Performance Grant (EMPG) Application

2. **Date of Board Meeting:** February 26, 2024

3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Mike Berry, Emergency Management Director

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports applying for a grant to aid emergency management services, the following motion is in order:

Move, effective February 26, 2024, to apply for the 2023/2024 Emergency Management Performance Grant as presented.

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

Move, to accept the 2023/2024 Emergency Management Performance Grant and to authorize Marc Nelson, Town Manager, to execute all documents related to the grant award.

5. **Summary of Submission:**
Annually, the Town submits a grant application to the State Department of Emergency Services and Public Protection (DESPP) 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. Michael Berry currently serves as the Town's Emergency Management Director.

The Town will be applying for the 2023/2024 Emergency Management Performance Grant in the amount of \$24,807. 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 \$12,403.50. The local match is provided by the Fire District, and is indirect. The indirect match of \$12,403.50 reflects part of the Fire District's contribution to Mr. Berry's salary.

7. Description of Documents Included with Submission:

a) FY 23/24 Emergency Management Performance Grant Application



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

FFY 2023 APPLICATION

**Application Deadline to your DEMHS
Regional Office is March 30, 2024**



State of Connecticut

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

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COMPLETION CHECKLIST FOR SUB-GRANTEE

Please use this aid to ensure all documents are included in your submission. More detailed information is available in the EMPG Manual. Note: The application front page & section A (Instructions) do not need to be submitted.

- 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 06604 Phone: 860.250.2478 Email: Robert.Kenny@ct.gov	Fax: 203.334.1560
Region 2	Nicole Velardi Regional Coordinator	OB-1 #103 12 Wintergreen Avenue New Haven 06515 Phone: 860.250.3453 Email: Nicole.Velardi@ct.gov	Fax: TBD
Region 3	Josh Cingranelli Regional Coordinator	DEMHS - 360 Broad Street Hartford CT 06105 Phone:860.250-2548 Email: Josh.Cingranelli@ct.gov Mailing address: P.O. Box 1236 Glastonbury, CT 06033	Fax: 860.257.4621
Region 4	Michael Caplet Regional Coordinator	15-B Old Hartford Road Colchester, CT 06415 Phone:860.250.3449 Email: Mike.Caplet@ct.gov	Fax: 860.465.5464
Region 5	John Field Regional Coordinator	55 West Main Street, Suite 300 Box 4 Waterbury, CT 06702 Phone: 860.250.2535 Email: John.Field@ct.gov	Fax: 203.591.3529

SECTION A. APPLICATION INSTRUCTIONS

Below are brief instructions for filling out each application form. Please fill out these forms completely and accurately. **Electronic signatures are accepted on all documents.** Please **sign** or **initial** where you see the following tabs:



1. **Manual:** Please print and review the EMPG Program Manual (<https://portal.ct.gov/DEMHS/Grants/Emergency-Management-Performance-Grant/Guidance-and-Forms>). 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 10/1/23-9/30/24 in the 2023 EMPG SLA Financial Tool. Please submit this budget electronically to your DEMHS Regional Office for review upon submittal of the application. Please consult the 2023 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 <https://portal.ct.gov/DEMHS/Grants/Emergency-Management-Performance-Grant/Guidance-and-Forms> 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

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

SPCP Unit Use Only

1. Name of Municipality or Agency Applying for Subgrant: **2. Period of Award for this Subgrant: 10/1/23 – 9/30/24**

3. Emergency Management Director Name & Address

Name: _____ Title: _____
Organization: _____
Address Line 1: _____
Address Line 2: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-mail: _____

4. Official Authorized to Sign for the Applicant:

Name: _____ Title: _____
Organization: _____
Address Line 1: _____
Address Line 2: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-mail: _____

5. Municipal/Agency Financial Officer

Name: _____ Title: _____
Organization: _____
Address Line 1: _____
Address Line 2: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-mail: _____

6. Fiscal Point of Contact: (If Different than Financial Officer)

Name: _____ Title: _____
Organization: _____
Address Line 1: _____
Address Line 2: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-mail: _____

7. Applicant FEIN:

8. Applicant DUNS #:

9. Applicant Fiscal Year End:

10. Date of Last Audit:

11. Dates Covered by Last Audit: _____ to _____

12. Date of Next Audit:

13. Dates to be Covered by Next Audit: _____ to _____

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: _____

SECTION C. AUTHORIZING RESOLUTION

All Forms Must Be Original - Copies Will Not Be Accepted

This Blanket Resolution Can Also Be Used to Satisfy the Requirements of the Homeland Security Grant Program

AUTHORIZING RESOLUTION OF THE

(Insert name of governing body--for example, town council)

CERTIFICATION:

I, _____, the _____ of _____,
(keeper of the records—for ex. town clerk or secretary of council)

do hereby certify that the following is a true and correct copy of a resolution adopted by
_____ at its duly called and held meeting on _____, 20____,
(name of governing body) *(Month, Day)*

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 _____ may enter into with and deliver
(name of governing body)

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 _____, as _____ of
(name and title of officer)

_____,
(Name of governing body)

is authorized and directed to execute and deliver any and all documents on behalf of the

(name of governing body)
and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents.

The undersigned further certifies that _____
(name of officer)

now holds the office of _____ and that he/she has held that office since _____.

IN WITNESS WHEREOF: The undersigned has executed this certificate this _____ day of

_____ 20_____

(Name and title of record keeper)



The Chief Executive Officer has not changed since the previous resolution was authorized on _____
(Date)

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.

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.

Personal Protective Equipment (PPE)
Enter the PPE allocation from the front page into this cell. **Note: The PPE allocation can only be spent on PPE. PPE allocations are matched by state funding.**

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.

EMPG Subgrant Budget (Fill In Green Cells Only)	
PER CAPITA AWARD	
Total:	\$22,840.65
Federal Per Capita Share:	\$11,420.33
Match:	\$11,420.33
SUBGRANT ALLOCATION	
Total:	\$22,840.65
Federal Per Capita Share:	\$11,420.33
Match (Includes In-Kind):	\$12,920.33
Personnel:	\$16,840.67
<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:	\$500.00
<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:	\$2,412.34
<i>Allocate (Enter) the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.</i>	
In-Kind - Requires Double Match:	\$1,500.00
<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 http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692</i>	
Personal Protection Equipment:	\$1,087.64
<i>Allocate (Enter) the total amount of PPE shown for your town here. PPE funding may be used for face masks, sanitizer, gloves, no touch devices, shields etc. No match is required for PPE.</i>	
All Other Costs	\$500.00
<i>Allocate (Enter) the total amount of all other costs (Travel, Training, Mileage, Meetings, EOC Activations, Emergency Responses etc..</i>	
Unallocated:	\$0.00
<i>Certification: I hereby certify that the information contained herein is based</i>	

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, 2024.

Name	Position	Required Training Courses (Completed Courses Shown with date of completion)										
		IS-100.c	IS- 120.c	IS 200.c	IS-230.d	IS-235.c	IS-240.b	IS-241.b	IS-242.b	IS-244.b	IS-700.b	IS-800.c

If an employee funded by EMPG has yet to complete the Required FEMA IS courses at <https://training.fema.gov/is/searchis.aspx?search=PDS> (Professional Development Series) 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 <https://training.fema.gov/emiweb/downloads/tranrqst1.pdf>

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 2023, 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: \$_____.
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

SECTION G. OPT OUT STATEMENT

If a municipality desires to opt out of receiving funding this year, please send an email from the municipal Finance Director to your DEMHS Regional Office containing the following language:

The municipality of _____ is electing to opt-out of the Emergency Management Performance Grant for FY 2023. We understand that our municipality is forgoing matching funding for emergency management activities for the period from 10/1/23 to 9/30/24.

Sincerely,

Finance Director

Note: If the municipality reconsiders their decision at a later date, the municipality can still apply for FY 2023 EMPG funding up until the final deadline of March 30, 2024.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** CT DEEP 2024 Recreational Trails Grant Application
2. **Date of Board Meeting:** February 26, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Thomas J. Roy, Director of Public Works / Town Engineer; Adam D. Kessler, Deputy Town Engineer

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports applying for a grant to aid the completion of the East Coast Greenway, the following motion is in order:

Move, effective February 26, 2024, to submit a grant application to the Department of Energy & Environmental Protection and to authorize Town Manager, Marc Nelson, to execute the grant application.

In the event the grant is awarded, the following additional motions are in order:

Move, to accept the grant, and to authorize Town Manager, Marc Nelson, to execute all documents related to the grant award.

Further move, to appropriate the grant's funds, and recommend said appropriation to the Board of Finance.

5. **Summary of Submission:**
The CT Department of Energy & Environmental Protection (DEEP) is inviting municipalities to submit proposals for multi-use trail projects through the Connecticut Recreational Trails Program. DEEP is reserving \$10 million for this purpose. Funding will be awarded on a competitive basis according to project rating procedures developed by the Greenways Council. Typical award amounts range from \$10,000 to \$616,000.

Town staff discussed potential projects for this solicitation and determined that the closing of the East Coast Greenway gap via the Tariffville Greenway (aka Alignment 2 from the CRCOG study), is the most competitive project at this time. The project will connect the Farmington Canal Heritage Trail (FCHT) north of Tariffville Rd. (Rt. 315) to Tariffville Center and the recently completed trail to Bloomfield.

The route for the Tariffville Greenway intends to utilize most of the existing railbed to minimize environment and floodplain impacts. A new bridge structure will span the Farmington River in the location of the old Tariffville railroad bridge. Deviations from the existing railbed in various areas will likely require pile supported boardwalk to minimize environmental impacts. The trail will route through Tariffville Park before reaching Main Street and the end of the Tariffville-Bloomfield trail that was completed in 2023.

This grant application will advance the project to 60-percent (60%) design and include a public informational meeting. We will seek a second grant in the future to finalize the design.

Proposals are due March 11, 2024.

6. Financial Impact:

If the grant is awarded in full, the amount would be \$360,000. This grant funds up to 80% of the project and the Town provides the remaining 20%. The Town's share will use a portion of the funds allocated in FY23 to initiate the design of the trail connecting the FCHT to Tariffville.

Grant	\$ 360,000
<u>Town</u>	<u>\$ 90,000</u>
Project Total	\$ 450,000

7. Description of Documents Included with Submission:

- a) Press Release: DEEP Requests Proposals for Recreational Trails Grants
- b) Project Location Map



Connecticut Department of Energy and Environmental Protection | Office of Communications

Primary Contact: Paul Copleman | 959-255-7500

| Paul.Copleman@ct.gov

For Release December 11, 2023

DEEP Requests Proposals for Recreational Trails Grants

Program to Allocate \$10 Million; Applications due by March 11, 2024

(HARTFORD) — The Connecticut Department of Energy and Environmental Protection (DEEP) is now accepting proposals for the State's Recreational Trails Program Grants. This request for applications is the largest funding round in the history of the Recreational Trails Grant program since it was established in 1997. It will make \$10 million available to improve Connecticut's trail infrastructure, which has seen significant usage increases since the onset of the pandemic. Applications will be accepted through March 11, 2024.

Nonprofit organizations, municipalities, state agencies, and tribal governments may apply. This grant program aims to help support communities managing the trail usage increases that have endured as more residents and visitors become familiar with the more than 2,500 miles of multi-use trails and greenways that crisscross the state.

"The dramatic increase in demand since the onset of the pandemic has served as an important reminder that Connecticut has so many outdoor recreation opportunities spread throughout the state. That popularity has also focused our efforts on improving those resources to serve a wide variety of uses, and making them even more accessible," **said DEEP Commissioner Katie Dykes**. "With nearly 46,000 people working in outdoor recreation in the state, these grants are important long-term investments in what makes Connecticut an enjoyable place to work and raise a family."

DEEP revamped the application and scoring in 2022 to create more equitable competition for projects connecting Environmental Justice communities to the outdoors, and DEEP encourages organizations supporting these communities to apply. The updated application reviews whether proposed projects are in Connecticut Department of Economic and Community Development ([DECD](#))

[distressed municipalities](#), evaluates “community connections” enhanced by proposals, and ensures community engagement in the project planning process.

Connecticut [awarded a total of approximately \\$9 million in trail grants to 50 projects](#) earlier this year during the last call for proposals. Those grants were selected by the Connecticut Greenways Council from among more than 100 applications, and awarded amounts that ranged from \$10,000 to \$616,000. Examples of the various projects selected included:

- The Town of Oxford: design and construction of an adaptive mountain bike trail system
- The City of Hartford: Study, identify, and plan vital trail connectivity opportunities between interior Keney Park trails and the Hartford Riverwalk
- Hop River Trail Alliance: design and install signage along the entire 20-mile length of the State-owned Hop River State Park Trail

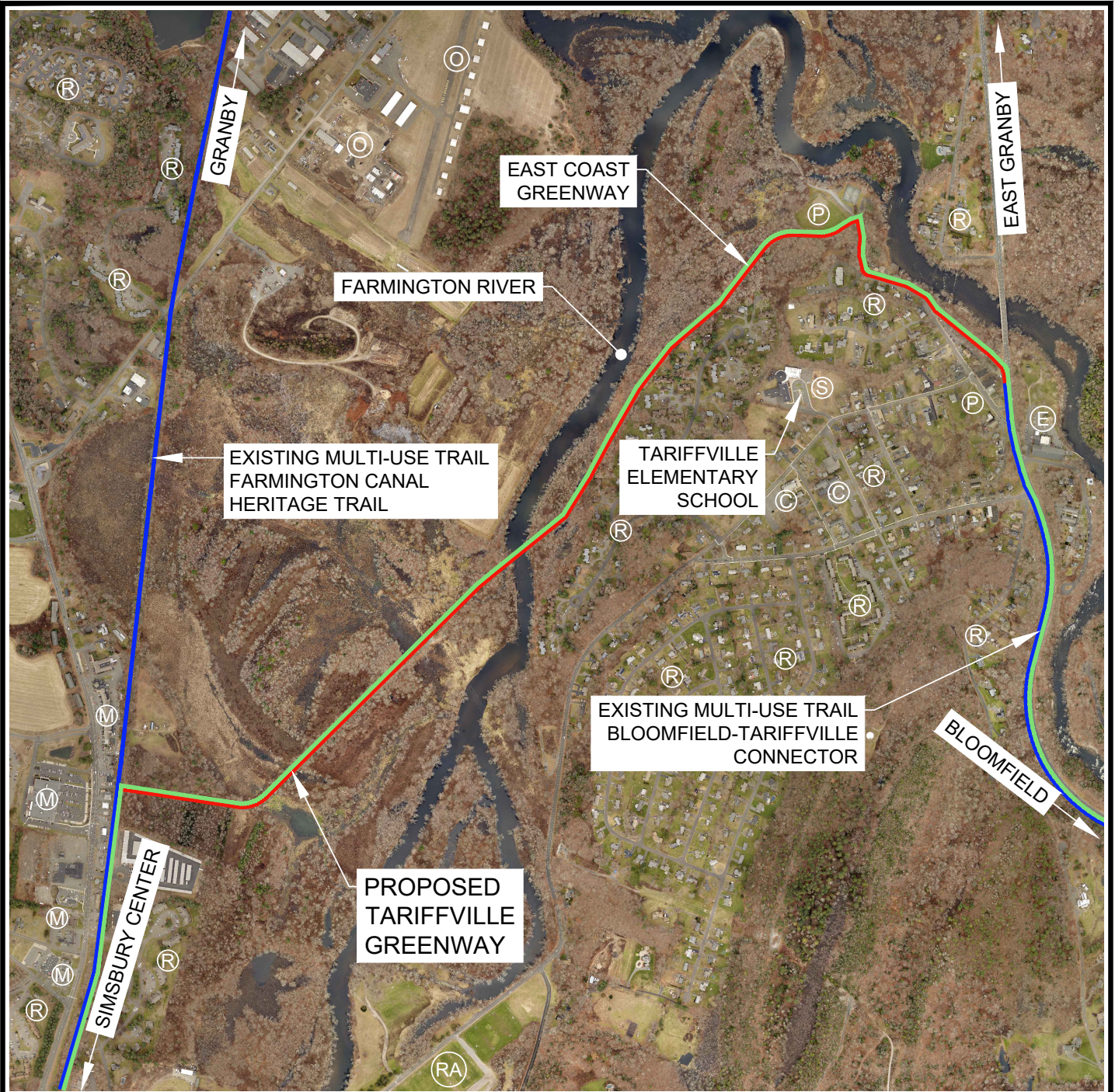
Connecticut Recreational Trails Program funds may be requested for uses including:

- Planning and design of trails
- Construction of new trails (motorized and non-motorized)
- Maintenance and restoration of existing recreational trails (motorized and non-motorized)
- Access to trails by persons with disabilities
- Purchase and lease of trail construction and maintenance equipment
- Acquisition of land or easements for a trail, or for trail corridors
- Operation of educational programs to promote safety and environmental protection as related to recreational trails

Visit <https://portal.ct.gov/DEEP/Outdoor-Recreation/Trails/CRT--Funding> for details and applications. DEEP will hold a webinar on January 11, 2024, to provide an overview of the CT Recreational Trails Grant program and application; refer to our website for more details and register for the webinar [here](#). For further information, contact Kimberly Bradley, DEEP Recreational Trails & Greenways Program, at kimberly.bradley@ct.gov, or (860) 424-3938.

More at: portal.ct.gov/deep | Follow on Facebook at [CTDEEP](#) | Follow on X/Twitter
[@CTDEEPNews](#)

...



LEGEND

- EXISTING TRAIL
- PROPOSED TRAIL
- EAST COAST GREENWAY

- (R) RESIDENTIAL AREA
- (P) PARKS
- (RA) RECREATIONAL AREA
- (C) RELIGIOUS FACILITY
- (S) SCHOOL FACILITY
- (TC) TOWN CENTER
- (M) SHOPPING CENTERS
- (E) EMPLOYMENT BUSINESS
- (B) BUS STOP
- (O) OTHER

**LOCATION MAP ATTACHMENT C
TARIFFVILLE GREENWAY**

SCALE: 1"=1000'



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Reappointments to the Technology Task Force

2. **Date of Board Meeting:** February 26, 2024

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

Marc Nelson, Town Manager

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

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

Move, effective February 26, 2024 to reappoint Michael Doyle (R), Stephen Alexander (D), Harald Bender (U), John Jahne (U), Evan Marks (U), Robert Perissi (U), William Rucci (U), and Prashant Sathyamangalam (U) as Regular Members of the Technology Task Force with terms ending December 4, 2025.

5. **Summary of Submission:**

The Technology Task Force (TTF) is a temporary committee that was reestablished by the Board of Selectmen at their December 4, 2023 meeting to assist the Town in developing and maintain a comprehensive technology platform and services strategy.

6. **Financial Impact:**

None

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

None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Lawrence Boardman from the Zoning Board of Appeals
2. **Date of Board Meeting:** February 26, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Trish Munroe, Town Clerk

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

The following motion is in order:

Move, retroactive to February 18, 2024, to acknowledge the receipt of the resignation of Lawrence Boardman as a Regular Member of the Zoning Board of Appeals.

5. **Summary of Submission:**

The Town Clerk has received the resignation of Lawrence Boardman (D) as a Regular Member of the Zoning Board of Appeals. Mr. Boardman's term was to expire December 6, 2027.

Pursuant to our Charter, since the vacancy occurred mid-term, the seat must be filled by a member of the same political party, which in this case, is the Democratic party.

The new appointee will serve until December 1, 2025, when the newly elected official will be seated to complete the remaining 2 years of the term.

6. **Financial Impact:**

None

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

- a) Lawrence Boardman's Resignation Letter, dated February 18, 2024

Lawrence J. Boardman



February 18, 2024

Simsbury CT Office of Town Clerk

Subject: Simsbury Zoning Boards of Appeals Resignation:

It is with heavy heart that I must resign, effective immediately, as a Commissioner on the Simsbury Zoning Board Of Appeals due to health reasons. When I accepted the nomination almost a year ago, my long term health situation was pretty stable and was with the understanding that this may become a problem. It has now become an issue that I need to address full time.

I have been honored to serve on the board with wonderful, committed people. Please pass on my best wishes to everyone.

Sincerely,


Lawrence J. Boardman

RECEIVED
TOWN OF SIMSBURY, CT
2024 FEB 20 A 9:02
TOWN CLERK'S OFFICE

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:00p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Wendy Mackstutis; Deputy First Selectman Steven Antonio; Board members Kevin Beal, Diana Yeisley, and Curtis Looney. Heather Goetz was absent. Others in attendance included: Town Manager Marc Nelson; Deputy Town Manager Tom Fitzgerald; and Library Director Lisa Miceli.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

- **Participants can address the Board of Selectmen in person at the meeting**
- **Email townmanager@ct.gov by Wednesday, February 14, 2024, to register to address the Board of Selectmen live thru Zoom**
- **Written comments can be emailed to townmanager@simsbury-ct.gov. Written comments will not be read into the record, but, will be forwarded to all Selectmen via email**

Joan Coe, 26 Whitcomb Drive, spoke about the January 22, 2024 meeting time constraints; the new rules and procedures at the Board meetings, stopping public audience at the Police Commission meetings; a Police Department well-being check; the Performing Arts Center issues; affordable housing/DEI Council, and other issues.

Lori Boyko, 15 Oakhurst, spoke about the treatment of public speakers, a book protest at the Library where some of the Selectmen attended; 1st Amendment Rights; Library books and other issues.

FIRST SELECTMAN'S REPORT

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

TOWN MANAGER'S REPORT

Town Manager, Marc Nelson, reviewed his Town Manager's report.

Mr. Beal said he heard that the Lieutenant Governor was at Town Hall. Ms. Mackstutis said she was in Farmington and called asking to come to visit.

Mr. Beal asked about the complaints about the smell coming off the fields. Mr. Nelson said he received emails about this and it has since stopped. They are monitoring the farm, where the smell is coming from, and the contractual agreement with him.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- a) **Personnel** – Ms. Mackstutis said she has spoken to Ms. Munroe about unaffiliated voters being and Boards and Commissions.
- b) **Finance** – Ms. Mackstutis said this committee is on hold due to the budget process.
- c) **Public Safety** – Ms. Yeisley said they discussed the elevator renovation at Town Hall. She discussed this project with Tom Roy and they are looking at this project with accessibility for residents. They understand that residents need to have access to all departments and meetings in Town Hall and are working on those issues during this project.
- d) **Board of Education** – Ms. Yeisley said they are working on their budget before presenting it to the Board of Finance Their latest budget increase figure is 6.93% so they know they have to work on this number.

Mr. Beal said there was a discussion on Black History at the Library which was very interesting and compelling from someone who lives here now.

Mr. Looney said the Planning Committee decided not to move forward with the proposed building project. They closed the public hearing and are awaiting a draft of denial for their next meeting.

He said he and Ms. Goetz went for a ride-a-long with the Highway Department. He thanked them for taking them with them. He also said they are asking that residents move their garbage bins to their lawns and not leave them in the street as it makes it easier for the Highway Department to do their jobs. Also, please do not shovel snow into the roads.

Ms. Yeisley said Aging and Disability is looking to have Super Thursday lunches again. They are desperately in need of funding before they can do this at least quarterly. Please donate.

Ms. Yeisley said Parks and Recreation has the summer work applications open. Camps are almost sold out and they need counselors. There was an AED installed at Simsbury Farms and they would like to install the next one at Rotary Park. The Rotary Club is wanting to sponsor an AED.

Ms. Yeisley said the Performing Arts Center is planning a presentation to the Board of Selectmen to tell them what they do and the projects they want to do.

Ms. Yeisley said the Youth Advisory Board said programs are needed especially when there are half days of school. Post COVID absenteeism is still an issue.

She said energy assistance is available through Social Services. Also, there will be a summer job fair on April 20th at the Library.

Mr. Antonio didn't have any reports at this time.

CONSENT AGENDA (27:45)

Mr. Beal made a motion, effective February 14, 2024, to move item a tax refunds; item b donation; item h public gathering permit and items a, b and c under Appointments and Resignations to the consent agenda. Mr. Looney seconded the motion. All were in favor and the motion passed.

SELECTMEN ACTION

a) Tax Refund Requests

This item was moved to the Consent Agenda.

b) Donation from Carol and Keith McLean-Shinaman

This item was moved to the Consent Agenda.

c) Highway Safety Project High Risk Rural Roads Speed Enforcement Grant Application (33:11)

Mr. Fitzgerald said this is a grant where the DOT would provide funding for speed enforcement in certain areas that are in the packet. If awarded, it would be for \$15, 000. There is no Town match for this and it will occur from now until the end of May.

After discussion, Mr. Beal made a motion, effective February 14, 2024, to submit a grant application to the Department of Transportation and to authorize Police Chief Nicholas Boulter, Town Manager Marc Nelson, and Finance Director Amy Meriwether to execute the grant application and to accept the grant and full reimbursement and to authorize the Town Manager, Marc Nelson to execute the documents related to the grant award. Further move, to appropriate the grant's funds and record said appropriation to the Board of Finance.

After discussion, Mr. Fitzgerald read the objective of the Grant. Mr. Nelson said he would ask the Police Chief to send a better explanation of the objective to all Board members. All were in favor after getting the explanation and the motion passed.

d) Simsbury Public Library Public Educational and Government Programs and Educational Technology Investment Act (PEGPETIA) Grant Application (43:48)

Ms. Mackstutis said this is a PEGPETIA grant that the Library Director would like to apply for. It is for \$110,000+, to cover technology improvements for the Library. She has some concerns about the CNR projects.

After discussion, Ms. Yeisley made a motion, effective February 14, 2024, to submit a grant application to the Public Utilities Regulatory Authority and to authorize Town Manager, Marc Nelson, and Library Director Lisa Miceli to execute the grant application. Mr. Looney seconded the motion. Mr. Beal, Mr. Looney, Ms. Yeisley and Mr. Antonio were in favor, with Ms. Mackstutis voting no, and, therefore, the motion passed.

Ms. Yeisley made a motion, effective February 14, 2024, to accept the grant and to authorize Town Manager Marc Nelson and Library Director Lisa Miceli to execute all documents related to the grant award. Mr. Looney seconded the motion. All were in favor and the motion passed.

Mr. Beal made a motion, effective February 14, 2024, to appropriate the grant's funds and record said appropriation to the Board of Finance. Mr. Looney seconded the motion. Mr. Looney, Mr. Beal, Ms. Yeisley, and Mr. Antonio were in favor, with Ms. Mackstutis voting no, and, therefore, the motion passed.

e) Resolution to Create a Housing Policy Advisory Committee (48:27)

Ms. Mackstutis clarified that the attached resolution had some corrections that needed to be made. Those have now been done.

She said the plan is to create a committee with elected commissions, boards, policy makers and others related to housing. She said the Town Manager will be the administrative chair. They will look at housing for the community to see where changes can be made or recommended and then move them into a policy if needed. The Planning Commission and POCD asked for this.

After discussion, Mr. Beal made a motion, effective February 14, 2024, to adopt a resolution creating the Housing Policy Advisory Committee as amended. Ms. Yeisley seconded the motion. All were in favor and the motion passed.

f) Proposed Revision to Diversity, Equity, and Inclusion Council Statement of Purpose and Procedure (54:43)

Ms. Mackstutis said they are shifting it DEI under the Town Manager's office to help take care of administrative issues. They are recommending 15 members instead of 14 now.

After discussion, Ms. Yeisley made a motion, effective February 14, 2024, to adopt the proposed Diversity, Equity, and Inclusion Council statement of Purpose and Procedures as amended. Mr. Antonio seconded the motion. All were in favor and the motion passed.

g) Schedule a Public Hearing for Proposed Amendments to the Tax Abatement for Volunteer Firefighters and Ambulance Person Ordinance (1:02:15)

Mr. Beal made a motion, effective February 14, 2024, to set a Public Hearing to receive public comment concerning proposed amendments to Chapter 141 Article V of the Town Code for 6:00 p.m. at the Board of Selectmen regular meeting on Monday, February 26, 2024. Mr. Looney seconded the motion. All were in favor and the motion passed.

h) Proposed Public Gathering Permit: Rededication of George Washington Monument on Iron Horse Boulevard

This item was moved to the Consent Agenda.

i) Simsbury School Administrators and Supervisors Association (SASSA) Collective Bargaining Agreement (1:05:08)

Ms. Mackstutis said this is developed by Mr. Sullivan of the Board of Education, but it does need to come before this Board for approval.

Ms. Yeisley made a motion to approve the three-year contract between the Simsbury Board of Education and the Simsbury School Administrators and Supervisors Association as presented at the October 10, 2023 Board of Education meeting. Mr. Looney seconded the motion. All were in favor and the motion passed.

j) Eno Memorial Hall HVAC Improvements and Role of the Public Building Committee (1:13:01)

Mr. Fitzgerald said Mr. Roy reached out as the Town Engineering staff would like to keep the HVAC project at Eno independent of the Public Building Committee process. This will help speed along the project while keeping the Committee informed of the project.

After discussion, Ms. Yeisley made a motion, effective February 14, 2024, to not use the Public Building Committee for the Eno Memorial HVAC Improvement Project. Mr. Beal seconded the motion. All were in favor and the motion passed.

APPOINTMENTS AND RESIGNATIONS

These items were moved to the Consent Agenda.

a) Reappointments and Appointments to the Diversity, Equity and Inclusion Council

b) Resignation of Shannon Leary from the Aging and Disability Commission

c) Reappoint and Appointments to the Culture, Parks and Recreation Commission

REVIEW OF MINUTES (1:14:11)

a) January 22, 2024 Regular Meeting – Mr. Beal noted a typo – Ms. Mackstutis made a motion to approve the amended Regular Meeting Minutes of January 22, 2024. Mr. Looney seconded the motion. All were in favor and the motion passed.

b) January 22, 2024 Special Meeting – There were no changes to the minutes, and, therefore, the minutes were adopted.

c) January 29, 2024 Special Meeting – There were no changes to the minutes, and, therefore, the minutes were adopted.

COMMUNICATIONS

a) Memorandum from T. Monroe re: Notification of number of Electors and number of Polling Places, dated February 14, 2024 – there was no discussion at this time.

ADJOURN (1:14:55)

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

Respectfully submitted,

Kathi Radocchio
Clerk