

# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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**SIMSBURY BOARD OF SELECTMEN**  
**Regular Meeting – February 28, 2022 – 6:00 p.m.**  
**Main Meeting Room, Simsbury Town Hall**

## **PLEDGE OF ALLEGIANCE**

## **PUBLIC AUDIENCE**

## **PRESENTATION**

- a) Town Manager's Fiscal Year 2022/2023 Proposed Budget

## **FIRST SELECTMAN'S REPORT**

- a) First Selectman's Budget Communication

## **TOWN MANAGER'S REPORT**

## **SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS**

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

## **SELECTMEN ACTION**

- a) Tax Refund Requests
- b) Name Change for Simsbury SPIRIT Council
- c) Supplemental Appropriation Request – Performing Art Center Parking and Accessibility Improvements
- d) Budget Status Report
- e) Revisions to Public Works Director Classification
- f) Appointment of Town Engineer
- g) Settlement Agreement for Water Damage Claim at Henry James Memorial School
- h) Proposed Merger of Simsbury and Granby Chambers of Commerce

## **APPOINTMENTS AND RESIGNATIONS**

- a) Proposed Appointment & Reappointments from the Simsbury Republican Town Committee
- b) Appointment of Melissa Appleby to Board of Directors for the Farmington Valley Health District
- c) Resignation of Tim Walczak from Open Space Committee
- d) Resignation of David Blume and Julie Eaton from the Planning Commission
- e) Appointments to the Planning Commission

## **REVIEW OF MINUTES**

- a) Regular Meeting of February 14, 2022

b) Special Meeting of February 14, 2022

**ADJOURN**



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Town Manager's Fiscal Year 2022/2023 Proposed Budget
2. **Date of Board Meeting:** February 28, 2022
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Melissa Appleby, Deputy Town Manager; Amy Meriwether, Finance Director *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
This item is informational; no action is needed at this meeting.
5. **Summary of Submission:**  
A presentation will be given at the February 28, 2022 meeting regarding the Town Manager's FY 22/23 proposed operating and capital budgets.

Budget workshops have been scheduled for Thursday, March 10<sup>th</sup> and Saturday, March 12<sup>th</sup>. By Charter the Board of Selectmen must forward a recommended budget to the Board of Finance no later than March 31<sup>st</sup>. The Board of Selectmen is scheduled to take up the matter of budget adoption on March 14<sup>th</sup>. If an additional meeting is needed for budget consideration, a special meeting is scheduled for March 16<sup>th</sup>. The Board of Selectmen is scheduled to present its adopted budget to the Board of Finance on March 22<sup>nd</sup>.

Hard copies of the budget book will be provided to Board of Selectmen and Board of Finance members. The budget book will also be made available online at: <https://www.simsbury-ct.gov/finance/pages/2022-2023-budget-information>. Throughout the FY 22/23 budget process, documentation will be updated and made available to the public at that website location.

I would like to thank and commend Amy Meriwether, Melissa Appleby, and the leadership team for their dedicated and hard work in assisting with budget development.

6. **Financial Impact:**  
Details of the financial impact of the Town Manager's FY 22/23 proposed operating and capital budgets will be covered during the presentation and provided in the Citizen's Budget Guide.
7. **Description of Documents Included with Submission:**  
None

## First Selectman's Budget Memorandum

To: Simsbury Board of Selectmen  
From: Wendy Mackstutis, First Selectman  
Re: 2022 Town Budget Process  
Date: February 28, 2022

As we anticipate receipt of our **BIG BUDGET BOOK** for fiscal year 2022/2023, I'd like to give a big thank you to our Town Manager, Finance Director, and Town staff for all their hard work in putting forward the Town Budget to the Board of Selectmen. We know this year has, again, proven to be a challenging time for everyone. It is not easy for to navigate a worldwide pandemic while providing the full town services we promise to our community.

Now that the Town Manager has submitted her recommended budget, it will be up to the Board of Selectmen to show we have heard from our residents and taxpayers as we create a responsible plan for moving forward. Thank you, in advance, for the time and dedication that is asked of us, as we work to ensure that the town's budget reflects the values and priorities of our community.

To help facilitate our upcoming budget discussions, make things easier for our new Board members and to add some clarity for the public, I propose the following:

1. Request that budget information requests and responses from Town Manager and Town staff be shared with all Board members to facilitate budget discussions.
2. Request the Board of Selectmen submit any "wish list" projects – take-aways from the Boards and Commissions that they serve on – to be considered in response to available ARPA funding. All suggestions should be provided to no later than Friday, March 4, 2022, so the list can be edited, and circulated for discussion at the budget workshops.
3. Request the Finance Director provide the Board of Selectmen with the interactive budget worksheet in Excel (including the Levy Calc) at the start of the budget process with the Town Manager's recommended budget serving as a baseline and as changes occur. This worksheet allows the Board to better understand the budget impact of any changes and to use it as an interactive tool. (Include the Capital and CNR 6-year plan in Excel)
4. Request the prioritization of CNR/CIP items to facilitate decision making, as we look to fund, and potentially move items, along with any budget history of items in the plan.
5. Ask for the detail on capital projects, clearly indicating how bonding, reserves, and other sources will be used to fund them, for both Town and BOE items.
6. Make it easy to identify operating budget line items that are new or have had changes – increase or decrease, along with the reason for the change.
7. Provide the details and data behind any changes made to the Police Commission budget that was presented to the BOS, when presenting the Police Department Budget during the budget workshop.
8. Make the budget and data more easily consumable by incorporating visuals, like charts and graphs, into the final presentation of the BOS approved budget to the public.

9. Build a full town staffing plan that will help the BOS understand the number and types of employees needed by the town to accomplish our goals and meet service needs. The plan will allow the Board to consider how staff changes affect services, where we have current plans to hire, where we have open positions, along with proposed future needs. (Our budget book currently shows department staffing levels.)
10. Include improvements identified during the budget that are deemed beneficial to all (or most 😊) and include them in our financial management 'Best Practices' as discussed at the Goal Setting session in December.

Thanks again to the Board for devoting your time (most of March!) to develop a Fiscal Year 2022-2023 to send to the voters of Simsbury that we can all be proud of.

Wendy



# 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 28, 2022
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 February 28, 2022 to approve the presented tax refunds in the amount of \$10,316.25, 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 \$10,316.25. The attachment dated February 28, 2022 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
  - a) Requested Tax Refunds, dated February 28, 2022

REQUESTED TAX REFUNDS  
FEBRUARY 28, 2022

	BILL NUMBER	TAX	INTEREST	TOTAL
<b>List 2019</b>				
Williams, Gigel	19-03-70410	\$122.03		\$122.03
<b>Total 2019</b>		<b>\$122.03</b>	<b>\$0.00</b>	<b>\$122.03</b>
<b>List 2020</b>				
flood, Merrill	20-01-02637	\$359.67		\$359.67
Leader Bank - Vickery	20-01-06085	\$8,985.51		\$8,985.51
Aiken Joan E	20-03-50243	\$135.83		\$135.83
Green Simon A	20-03-57104	\$277.84		\$277.84
Kenney Edward T	20-03-59570	\$299.47		\$299.47
Lee Daniel C	20-03-60530	\$52.07		\$52.07
Castellanos Sophia	20-04-85073	\$83.83		\$83.83
<b>Total 2020</b>		<b>\$10,194.22</b>	<b>\$0.00</b>	<b>\$10,194.22</b>
<b>TOTAL 2019</b>		<b>\$122.03</b>	<b>\$0.00</b>	\$122.03
<b>TOTAL 2020</b>		<b>\$10,194.22</b>	<b>\$0.00</b>	\$10,194.22
<b>TOTAL ALL YEARS</b>		<b>\$10,316.25</b>	<b>\$0.00</b>	<b>\$10,316.25</b>



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Name Change for Simsbury SPIRIT Council
2. **Date of Board Meeting:** February 28, 2022
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:**  
Should the Board wish to adopt the recommended name change for the SPIRIT Council, the following motion is in order;

*Move, effective February 28, 2022, to change the name of the Simsbury SPIRIT Council to the Simsbury Diversity, Equity, and Inclusion Council and to update the Council's purpose and procedures document to reflect that change.*

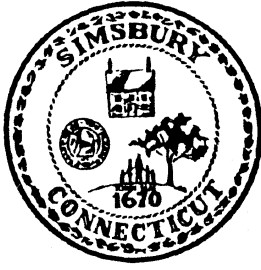
5. **Summary of Submission:**  
The Board of Education and the Community for Care co-sponsored a Diversity Forum in May 2019. The Department of Justice Community Relations Service was chosen as the facilitator. Following the forum, the DOJ prepared a report of the event.

In September of 2019 the Simsbury SPIRIT Council was launched to move forward on the work to be done as suggested by the report. The Council has since been meeting regularly. At its meeting on September 29, 2020 the Board of Selectmen officially organized the SPIRIT Council and adopted its procedures.

The SPIRIT Council would like to change its name to be more reflective of its work, and to help members of the community more easily recognize it. SPIRIT Council would like to now be called the Simsbury Diversity, Equity, and Inclusion Council. At their meeting on February 7, 2022 Council members discussed the proposed name change and voted unanimously to adopt their new name.

6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**
  - a) Updated Council Purpose and Procedures Document





# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

## **SIMSBURY ~~DIVERSITY, EQUITY, AND INCLUSION SPIRIT~~ COUNCIL STATEMENT OF PURPOSE AND PROCEDURE**

*Approved by Board of Selectmen on October 14, 2020*

*Revised May 10, 2021*

*Revised February 28, 2022*

### **1. Purpose**

- A. The Simsbury ~~Diversity, Equity, and Inclusion SPIRIT~~ Council is a special committee tasked with welcoming, celebrating, and taking actions to support diversity and inclusion among current and future community members.
- B. The purpose of the Simsbury ~~Diversity, Equity, and Inclusion SPIRIT~~ Council shall be to represent the Simsbury community at large and serves as diversity champions to help Simsbury become more inclusive, fostering awareness, action, and a community where all voices are welcomed and each and every individual can live, work, learn and play in a safe environment with meaningful and healthy relationships. The Council is comprised of representatives from the community at-large, town departments, and the Simsbury Public Schools.

### **2. Effective Date**

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

### **3. Goals**

- A. The goals of the ~~Diversity, Equity, and Inclusion SPIRIT~~ Council are:
  - 1) To identify and resolve diversity and inclusion issues in our community.
  - 2) To foster a welcoming atmosphere for all in Simsbury

### **4. Composition/Voting/Meetings**

- A. The size of the Council shall consist of eighteen (18) members. Membership on the Council shall be comprised of representatives from the community at-large. Staff liaisons are ex-officio members with full participation rights, but are non-voting members and do not count towards the appointed composition of Council.
- B. The Director of Community Social Services, or other staff member as assigned by the Director, will be a standing staff liaison. The Town will aspire to have a staff liaison from each of the following departments as assigned by the department head: Simsbury Police Department and Simsbury Public Library.
- C. The Simsbury Board of Education has created an Equity Council to act in a similar capacity as ~~Diversity, Equity, and Inclusion SPIRIT~~ Council. ~~Diversity, Equity, and Inclusion~~

~~SPIRIT~~Council will have a consistent educational liaison as a part of their membership. The liaison will share the ongoing work of the Simsbury Public Schools' Equity Council as well as update the Board of Education with pertinent information relative to the Diversity, Equity, and Inclusion ~~SPIRIT~~Council.

- D. The initial term for members will expire December 5, 2021. Thereafter, members shall have two (2) year terms coterminous with the Board of Selectmen.
- E. For the initial appointment recommendations, the Council will submit recommendations to the Board of Selectmen. For subsequent terms, beginning December 6, 2021, the Board of Selectmen and its Personnel Sub-Committee will use its usual process and procedure for identifying and appointing candidates. The Board of Selectmen may alternatively choose to seek recommendations from the Council.
- F. One of the 18 membership slots on the Council will be designated for a parent or guardian of child or children participating in the Open Choice program in the Simsbury Public Schools.
- G. One of the 18 membership slots on the Council will be designated for a youth representative who attends the Simsbury Public Schools.
- H. A single Chair and Vice Chair, or Two Co-Chairs and a Vice Chair, (to be determined by the Council) shall be elected by the Council on their first meeting following a new term. Chair/Co-Chair and Vice Chair appointments can be considered as frequently as annually, but not fewer than once every two years coinciding with the beginning of a new term.
- I. Any member of the Diversity, Equity, and Inclusion ~~SPIRIT~~Council may be removed by the Board of Selectmen, upon the recommendation of the Town Manager, for cause. Such member will be afforded an opportunity for a public meeting with the Board of Selectmen prior to a final decision being made regarding their status for removal. The purpose of the public meeting is to give the member an opportunity to be heard in person before the Board of Selectmen prior to a final decision being made.
- J. Any member who is absent from more than fifty (50) percent of Diversity, Equity, and Inclusion ~~SPIRIT~~Council meetings during any twelve (12) month period may be removed, and the vacancy shall be filled as outlined in Section 4B. An exception may be granted by and at the discretion of the Town Manager due to a member's illness or other exigent circumstances.
- K. Each of the 18 appointed representatives shall have one vote. As ex-officio members, staff liaisons do not have voting rights.
- L. Meetings shall be held as often as necessary to carry out the purpose and meet established goals, but generally monthly. Attendance shall be recorded in the minutes of the meeting. A quorum shall be determined by the number of appointed members, with a quorum being one more than half the number of members. A quorum is not needed to run a meeting if no action is being taken. A quorum must be present for formal action to be taken.
- M. Regular meeting schedules shall be established annually and filed in accordance with Connecticut General Statutes, currently no later than January 31<sup>st</sup> annually.
- N. Diversity, Equity, and Inclusion ~~SPIRIT~~Council meetings are open to the public, and guests may make comments during the portion of the meeting agenda that permits public audience.
- O. A member of the Council will act as secretary and record all minutes and actions.

- P. The Community and Social Services Department shall be responsible for scheduling and cancelling meetings, distributing minutes and the filing of said minutes, as well as other duties that may be necessary.
- Q. The Council shall follow Roberts Rules of Order and may establish additional rules and/or procedures to govern the conduct of meetings, and review those rules and procedures on an annual basis. All FOIA rules and regulations will be adhered to.
- R. The Diversity, Equity, and Inclusion SPIRIT-Council shall provide an update to the Board of Selectmen at least once per year. The update may be oral or written.

5. **Expenses**

- A. **No Compensation, Reimbursement of Expenses.** Members of the Council shall receive no compensation for their services. However, members shall be reimbursed for necessary expenses incurred in the performance of their official duties, when such funds are available in the Town's approved budget and authorized in advance by the Director of Community and Social Services.
- B. **Commitment of Town Funds.** In the performance of its duties, the Council shall not incur any expense, or obligate the Town to pay any expense, unless funds have been appropriated by the Town specifically for the use of the Council and authorized in advance by the Director of Community and Social Services.

6. **Subcommittees and Ad Hoc Work Groups**

- A. **Subcommittees.** The Diversity, Equity, and Inclusion SPIRIT-Council shall be permitted to have Subcommittees comprised of members of the Council. Subcommittee meetings shall be open to the public similar to meetings of the full Council and shall be formed to help the Council fulfill its goals listed in Section 3.A. All sub-committees will report back to the full Council at its monthly meeting. Sub-Committees shall also file an annual calendar as outlined in Section 4.J. Sub-Committees shall also prepare minutes as outlined in section 4.O. Sub-committees shall also follow Robert's Rules of Order and FOIA rules as outlined in Section 4.Q.
  - 1) **Events Subcommittee:** To create opportunities that promote diversity and inclusion allowing for personal growth through exposure to a variety of ideas, experiences and cultures that make meaningful contributions to our community.
  - 2) **Outreach Subcommittee:** Promote awareness of Diversity, Equity, and Inclusion SPIRIT-committee and partner with other organizations locally and regionally to drive progress in diversity, equity and inclusion efforts.
  - 3) **Data/Audit Subcommittee:** To gather data and to assess progress towards DEI goals developed by the Simsbury Diversity, Equity, and Inclusion SPIRIT-Council.
  - 4) **Housing Subcommittee:** To promote opportunities and connect residents with resources related to Housing, as well as to provide policy recommendations on topics related to Housing.
- B. **Ad Hoc Work Groups.** The Board of Selectmen may, from time-to-time, create ad hoc work groups of the SPIRIT Council to review a specific task, issue, or other matter. Once the assigned work has been completed, the ad hoc work group will be dissolved.



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Supplemental Appropriation Request – Performing Art Center Parking and Accessibility Improvements

2. **Date of Board Meeting:** February 28, 2022

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

Maria E. Capriola, Town Manager, Amy Meriwether, Director of Finance

*Maria E. Capriola*

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

If the Board of Selectmen supports the supplemental appropriation request for the completion of parking and accessibility improvements at the Performing Arts Center, the following motion is in order:

*Move, effective February 28, 2022, to approve a supplemental appropriation for the Performing Art Center Parking and Accessibility Improvements project in the amount of \$174,000 and to recommend to the Board of Finance using \$160,000 from the capital reserve and \$14,000 from project savings to fund the work.*

5. **Summary of Submission:**

A capital improvement project for the Performing Art Center Parking and Accessibility Improvements was approved in the amount of \$700,000 as part of the FY 2021/2022 budget. The project was recently advertised for bid, and the lowest responsible bid exceeded the funding available for the project. Attached is a summary of costs anticipated to complete the project; \$874,000 is needed to complete this project. Due to COVID related inflation, our estimate from the FY 2021/2022 is not sufficient at this time. In order to not disrupt the Performing Arts Center season, it is imperative that this work be completed in a narrow timeframe from mid-March through early May. As a result, we are seeking a supplemental appropriation so the work may be completed prior to the PAC 2022 season beginning.

The Board of Finance will review this at their meeting on March 8, 2021

6. **Financial Impact:**

The FY 2021/2022 budget included \$128,500 in STEAP grant funding and \$571,500 in bond funding for this project. Staff recommends utilizing \$160,000 in funds from the capital reserve to fund this work, as well as reallocating \$14,000 in project savings from the design work associated with this project.

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

a) Budget / Cost Summary - Performing Art Center Parking and Accessibility Improvements

**Budget / Cost Summary - Performing Arts Center Parking & Accessibility Improvements**

Description	Cost	Notes
SLR - Geotech Investigation, Wetlands, & Design Development	\$ 24,900	Engineering Services
SLR - Local Regulatory Permits Assistance	\$ 10,000	Engineering Services
SLR - Bid Docs & Construction Administration	\$ 18,000	Engineering Services
SLR - Lignight Protection Specifications	\$ 950	Engineering Services
IMTL - Construction Testing	\$ 10,000	Contract not yet signed
<b>Total Engineering Costs Expected (SLR + IMTL)</b>	<b>\$ 63,850</b>	
Low Bid and Add Alternate #2	\$ 705,841	To Be Awarded
Contingency for Construction	\$ 35,292	Contingency (5%)
Charter Oak - Pole Relocation	\$ 10,975	Signed Contract
Valley Electric - Conduit Relocation for Relocated Utility Pole	\$ 2,346	Signed Contract
Target Enterprises - All Drainage Pipe and Fittings	\$ 11,691	Purchased and Partially Delivered
Dunning Sand & Stone - Unilock Pavers	\$ 19,613	Purchased and In Stock
AcuMark Private Location Services	\$ 4,000	Quote Provided
<b>Total Construction Costs Expected</b>	<b>\$ 789,758</b>	
<b>Total Bonding Costs</b>	<b>\$ 20,000</b>	
<b>Total Costs Expected</b>	<b>\$ 873,608</b>	

Description	Budgeted for 2021-2022
Planning & Engineering	\$ 50,000
Construction	\$ 630,000
Other Costs	\$ 20,000
<b>21/22 Bond Funding</b>	<b>\$ 571,500</b>
<b>21/22 STEAP Grant Funding</b>	<b>\$ 128,500</b>
<b>Total 21/22 Budget</b>	<b>\$ 700,000</b>

Description	
Additional Funding Required - Capital Reserves	\$ 160,000
Reallocation of Design Project Savings	\$ 14,000
<b>Total Supplemental Appropriation</b>	<b>\$ 174,000</b>





# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Budget Status Report
2. **Date of Board Meeting:** February 28, 2022
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Amy N. Meriwether, Finance Director/Treasurer  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
None
5. **Summary of Submission:**

### General Fund Overview

As of December 31, 2021, revenues total \$64,743,644 or 61% of the budget. Items of note include the following:

- Town Clerk revenue is already at 72% of budget. This is mainly attributable to conveyance taxes and recording fees that are already at 71% and 81% of budget, respectively. Simsbury continues to see robust economic activity from the buying and selling of houses
- Town Manager revenue is already at 90% of budget. The Town budgeted \$35,655 in grant funding from the State of CT for payment in lieu of taxes (PILOT). However, in accordance with Governor's budget the Town is anticipated to receive \$98,849
- Land Use Commission revenue is already exceeding budgetary estimates by \$3,873. Total revenues to date total \$23,873. This is mainly from one receipt in July that totaled \$10,034.
- Insurance refund revenue is already exceeding budgetary estimates by \$85,584. This account is typically variable due to its nature.
- Highway revenues already exceed budgetary estimates by \$101,163. This is attributable to an unbudgeted FEMA grant that was received from a prior storm.

As of December 31, 2021, expenditures total \$50,104,422 or 47% of budget. Expenditures are currently proceeding in accordance with budget. However, we are keeping an eye on legal services as expenditures are slightly over budget as of the end of December.

Supplemental appropriations as of December 31, 2021 include the following:

- Meadowood Grants \$2,566,500

- Building Department Temporary Staffing \$40,000
- Owens Brook Emergency Repairs \$60,000

Based on the projections provided in the financial statements, fund balance is estimated to be \$19,109,838 or 18% of budgeted expenditures.

### Capital Funds Overview

A summary of all capital projects is included with this submission.

### Parks and Recreation (Simsbury Farms) Fund

Parks and Recreation fund revenues exceeded expenditures by \$100,485 as of December 31, 2021. Fund balance increased from \$207,183 to \$307,668.

Current year revenues were \$120,242 higher in the current year compared to the prior year. This is due to a significant decrease in revenues from Special Programs and Day Camps in the prior year that were either cancelled or reduced because of COVID-19. Golf revenues remain consistent.

Current year expenditures were \$12,073 higher than the same period in the prior year, which is in line.

### Health Insurance Fund

The Health Insurance Fund revenues exceeded expenditures by \$1,122,619 as of December 31, 2021. Fund balance increased from \$4,408,901 to \$5,531,520. Reserves as of December 31, 2021 totaled \$6,464,420, or 45% of expected claims. The Town's health insurance consultants recommend reserves at 20-25% of expected claims.

### Sewer Use Fund

The Sewer Use Fund expenditures exceeded revenues by \$1,064,265 as of December 31, 2021. Fund balance decreased from \$7,325,720 to \$6,261,455. This was a planned use of balance as \$1,540,000 in the current year has been appropriated for capital

## **6. Financial Impact:**

None

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

- a) General Fund Statement of Revenues
- b) General Fund Statement of Expenditures
- c) Simsbury Farms Statement of Revenues, Expenditures and Changes in Fund Balance
- d) Health Insurance Fund Statement of Revenues, Expenditures and Changes in Fund Balance
- e) Residential Property Statement of Revenues, Expenditures and Changes in Fund Balance

- f) Sewer Use Fund Statement of Revenues, Expenditures and Changes in Fund Balance
- g) Sewer Assessment Fund Statement of Revenues, Expenditures and Changes in Fund Balance
- h) Special Revenue Funds Statement of Revenues, Expenditures and Changes in Fund Balance
- i) Trust Funds Statement of Revenues, Expenditures and Changes in Fund Balance
- j) Pension Funds Statement of Revenues, Expenditures and Changes in Fund Balance
- k) Capital Projects Summary
- l) Capital Non-Recurring Fund Summary



**TOWN OF SIMSBURY  
GENERAL FUND  
Revenue Summary  
Period Ending December 31, 2021 (FY2022)  
With Comparative Totals for the Period Ended December 31, 2020 (FY2021)**

Description	FY2021	FY2021	FY2022		FY2022	FY2022	FY2022 YEAR-END	
	BUDGETED REVENUE	ACTUAL As of 12/31/2020	% Recvd	Y-T-D As of 12/31/2021	% Recvd	PROJECTED AT YEAR-END	BUDGETED REVENUE	PROJECTED BUDGET VARIANCE
GENERAL GOVERNMENT	95,177,516	63,230,721	66.43%	64,173,022	64.92%	100,164,656	98,852,667	1,311,989.00
PUBLIC SAFETY	195,064	70,550	36.17%	13,026	6.39%	208,800	203,765	5,035
PUBLIC WORKS	30,250	400	1.32%	121,663	517.72%	121,663	23,500	98,163
HEALTH & WELFARE	40,720	-	0.00%	-	0.00%	40,720	40,720	-
CULTURE, PARKS & RECREATION	247,139	98,455	39.84%	53,109	21.91%	245,696	242,382	3,314
EDUCATION	6,426,589	1,627,497	25.32%	95,451	1.48%	6,672,078	6,463,509	208,569
INTERGOVERNMENTAL	319,268	-	0.00%	287,373	100.00%	287,373	287,373	-
<b>TOTAL</b>	<b>102,436,546</b>	<b>65,027,623</b>	<b>63.48%</b>	<b>64,743,644</b>	<b>61.01%</b>	<b>107,740,986</b>	<b>106,113,916</b>	<b>1,627,070</b>

**TOWN OF SIMSBURY  
GENERAL FUND  
Revenue Detail  
Period Ending December 31, 2021 (FY2022)  
With Comparative Totals for the Period Ended December 31, 2020 (FY2021)**

Description	FY2021	FY2021	FY2022		FY2022	FY2022	FY2022 YEAR-END	
	BUDGETED REVENUE	ACTUAL As of 12/31/2020	% Recvd	Y-T-D As of 12/31/2021	% Recvd	PROJECTED AT YEAR-END	BUDGETED REVENUE	PROJECTED VARIANCE
<b>GENERAL GOVERNMENT</b>								
TAX DEPARTMENT	92,952,778	61,428,494	66.09%	62,763,244	65.00%	97,288,864	96,562,108	726,756
BUILDING DEPARTMENT	504,000	825,992	163.89%	344,841	41.13%	733,340	838,500	(105,160)
FINANCE DEPARTMENT	623,631	181,404	29.09%	116,670	38.42%	343,179	303,631	39,548
TOWN CLERK	588,669	498,532	84.69%	466,875	72.33%	945,016	645,445	299,571
TOWN MANAGER'S OFFICE	281,155	158,438	56.35%	254,250	90.43%	518,978	281,155	237,823
INFORMATION TECHNOLOGY	168,983	74,601	44.15%	84,264	50.00%	168,528	168,528	-
LAND USE COMMISSION	25,000	11,652	46.61%	23,873	119.37%	47,746	20,000	27,746
INSURANCE REFUNDS	27,500	51,608	187.66%	113,084	411.22%	113,084	27,500	85,584
ASSESSOR'S OFFICE	5,800	-	0.00%	5,922	102.10%	5,921	5,800	121
<b>TOTAL GENERAL GOVERNMENT</b>	<b>95,177,516</b>	<b>63,230,721</b>	<b>66.43%</b>	<b>64,173,022</b>	<b>64.92%</b>	<b>100,164,656</b>	<b>98,852,667</b>	<b>1,311,989</b>
<b>PUBLIC SAFETY</b>								
POLICE DEPARTMENT	194,564	70,445	36.21%	12,966	6.38%	208,700	203,265	5,435
ANIMAL CONTROL	500	105	21.00%	60	12.00%	100	500	(400)
<b>TOTAL PUBLIC SAFETY</b>	<b>195,064</b>	<b>70,550</b>	<b>36.17%</b>	<b>13,026</b>	<b>6.39%</b>	<b>208,800</b>	<b>203,765</b>	<b>5,035</b>
<b>PUBLIC WORKS</b>								
ENGINEERING	20,050	-	0.00%	20,000	99.75%	20,000	20,050	(50)
ENO MEMORAL HALL	7,000	-	0.00%	-	0.00%	-	1,750	(1,750)
HIGHWAY DEPARTMENT	2,000	400	20.00%	101,663	20332.62%	101,663	500	101,163
LANDFILL	1,200	-	0.00%	-	0.00%	-	1,200	(1,200)
<b>TOTAL PUBLIC WORKS</b>	<b>30,250</b>	<b>400</b>	<b>1.32%</b>	<b>121,663</b>	<b>517.72%</b>	<b>121,663</b>	<b>23,500</b>	<b>98,163</b>
<b>HEALTH &amp; WELFARE</b>								
ELDERLY/HANDICAPPED TRANSPORT	40,720	-	0.00%	-	0.00%	40,720	40,720	-
<b>TOTAL HEALTH &amp; WELFARE</b>	<b>40,720</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>0.00%</b>	<b>40,720</b>	<b>40,720</b>	<b>-</b>
<b>CULTURE, PARKS &amp; RECREATION</b>								
PARKS & RECREATION	224,499	95,889	42.71%	45,535	19.66%	231,596	231,596	-
LIBRARY	16,740	1,989	11.88%	6,127	146.36%	7,500	4,186	3,314
COMMUNITY GARDENS	2,500	-	0.00%	-	0.00%	3,100	3,100	-
MEMORAL POOLS & FIELDS	3,400	577	16.96%	1,447	41.33%	3,500	3,500	-
<b>TOTAL CULTURE, PARKS &amp; RECREATION</b>	<b>247,139</b>	<b>98,455</b>	<b>39.84%</b>	<b>53,109</b>	<b>21.91%</b>	<b>245,696</b>	<b>242,382</b>	<b>3,314</b>

<b>EDUCATION</b>								
BOARD OF EDUCATION	6,426,589	1,627,497	25.32%	95,451	1.48%	6,672,078	6,463,509	208,569
<b>TOTAL EDUCATION</b>	<b>6,426,589</b>	<b>1,627,497</b>	<b>25.32%</b>	<b>95,451</b>	<b>1.48%</b>	<b>6,672,078</b>	<b>6,463,509</b>	<b>208,569</b>
<b>INTERGOVERNMENTAL</b>								
TRANSFER IN - BELDEN TRUST	16,100	-	0.00%	23,100	100.00%	23,100	23,100	-
TRANSFER IN - CAPITAL PROJECT FUNDS	303,168	-	0.00%	264,273	100.00%	264,273	264,273	-
<b>TOTAL INTERGOVERNMENTAL</b>	<b>319,268</b>	<b>-</b>	<b>0.00%</b>	<b>287,373</b>	<b>100.00%</b>	<b>287,373</b>	<b>287,373</b>	<b>-</b>
<b>TOTAL GENERAL FUND REVENUE</b>	<b>102,436,546</b>	<b>65,027,623</b>	<b>63.48%</b>	<b>64,743,644</b>	<b>61.01%</b>	<b>107,740,986</b>	<b>106,113,916</b>	<b>1,627,070</b>

**TOWN OF SIMSBURY  
GENERAL FUND  
Expenditure Summary  
Period Ending December 31, 2021 (FY2022)  
With Comparative Totals for the Period Ended December 31, 2020 (FY2021)**

Description	FY2021	FY2021		FY2022		FY2022	FY2022	FY2022 YEAR-END
	BUDGETED EXPENDITURES	ACTUAL As of 12/31/2020	% Spent	Y-T-D As of 12/31/2021	% Spent	PROJECTED AT YEAR-END	BUDGETED EXPENDITURES	PROJECTED VARIANCE
GENERAL GOVERNMENT	3,281,097	1,660,917	50.62%	1,632,828	48.23%	3,153,119	3,385,270	(232,151)
PUBLIC SAFETY	5,565,650	2,614,883	46.98%	2,890,361	50.97%	5,590,572	5,670,815	(80,243)
PUBLIC WORKS	4,606,768	2,134,340	46.33%	2,157,648	45.98%	4,623,468	4,692,554	(69,086)
HEALTH & WELFARE	775,193	402,317	51.90%	349,224	43.14%	799,773	809,540	(9,767)
CULTURE, PARKS & RECREATION	2,560,778	1,219,142	47.61%	1,232,003	45.22%	2,661,994	2,724,666	(62,672)
EDUCATION	72,860,444	35,214,757	48.33%	35,598,869	47.82%	74,446,580	74,446,580	-
INTERGOVERNMENTAL	9,315,151	6,820,882	73.22%	5,156,545	65.81%	7,685,843	7,835,134	(149,291)
DEBT SERVICE	5,471,465	1,706,940	31.20%	1,086,943	16.60%	6,549,357	6,549,357	-
<b>TOTAL</b>	<b>104,436,546</b>	<b>51,774,178</b>	<b>49.57%</b>	<b>50,104,422</b>	<b>47.22%</b>	<b>105,510,706</b>	<b>106,113,916</b>	<b>(603,210)</b>

**TOWN OF SIMSBURY  
GENERAL FUND  
Expenditure Detail  
Period Ending December 31, 2021 (FY2022)  
With Comparative Totals for the Period Ended December 31, 2020 (FY2021)**

Description	FY2021	FY2021	FY2022		FY2022	FY2022	FY2022 YEAR-END	
	BUDGETED EXPENDITURES	ACTUAL As of 12/31/2020	% Spent	Y-T-D As of 12/31/2021	% Spent	PROJECTED AT YEAR-END	BUDGETED EXPENDITURES	PROJECTED VARIANCE
<b>GENERAL GOVERNMENT</b>								
TOWN MANAGER'S OFFICE	486,444	238,673	49.06%	228,147	47.04%	473,322	484,970	(11,648)
PLANNING DEPARTMENT	371,788	139,455	37.51%	161,280	43.90%	367,230	367,353	(123)
FINANCE DEPARTMENT	416,887	209,522	50.26%	226,584	49.38%	433,974	458,884	(24,910)
INFORMATION TECHNOLOGY	343,282	156,283	45.53%	147,468	41.76%	352,509	353,094	(585)
BUILDING DEPARTMENT	287,666	139,865	48.62%	130,886	44.74%	291,601	292,553	(952)
ASSESSOR'S OFFICE	298,020	131,274	44.05%	137,455	37.92%	271,536	362,514	(90,978)
TOWN CLERK	240,183	127,542	53.10%	107,572	44.13%	192,084	243,748	(51,664)
TAX DEPARTMENT	186,927	98,502	52.70%	95,121	49.56%	189,838	191,919	(2,081)
<b>LEGAL SERVICES</b>	<b>151,000</b>	<b>79,268</b>	<b>52.50%</b>	<b>110,234</b>	<b>73.00%</b>	<b>156,512</b>	<b>151,000</b>	<b>5,512</b>
ELECTION ADMINISTRATION	132,100	94,229	71.33%	56,986	53.36%	106,010	106,797	(787)
COMMUNITY SERVICES	129,252	87,291	67.54%	103,197	79.21%	121,462	130,289	(8,827)
GENERAL GOVERNMENT	109,236	60,338	55.24%	43,046	38.15%	77,528	112,836	(35,308)
BOARD OF FINANCE	45,835	33,815	73.78%	20,759	44.11%	46,090	47,065	(975)
ECONOMIC DEVELOPMENT COMMISSION	50,650	50,000	98.72%	50,000	98.72%	50,150	50,650	(500)
LAND USE COMMISSION	20,200	4,386	21.71%	625	3.25%	7,500	19,200	(11,700)
REGIONAL PROBATE COURT	9,502	9,502	100.00%	10,773	100.00%	10,773	10,773	-
<b>PUBLIC BUILDING COMMISSION</b>	<b>1,625</b>	<b>971</b>	<b>59.77%</b>	<b>2,698</b>	<b>166.02%</b>	<b>5,000</b>	<b>1,625</b>	<b>3,375</b>
TOURISM	500	-	0.00%	-	#DIV/0!	-	-	-
<b>TOTAL GENERAL GOVERNMENT</b>	<b>3,281,097</b>	<b>1,660,917</b>	<b>50.62%</b>	<b>1,632,828</b>	<b>48.23%</b>	<b>3,153,119</b>	<b>3,385,270</b>	<b>(232,151)</b>
<b>PUBLIC SAFETY</b>								
POLICE DEPARTMENT	4,923,162	2,309,600	46.91%	2,579,525	51.47%	4,952,174	5,011,250	(59,076)
DISPATCH	560,427	265,409	47.36%	280,447	48.89%	571,263	573,633	(2,370)
ANIMAL CONTROL	75,376	34,797	46.16%	30,390	38.76%	59,600	78,397	(18,797)
POLICE COMMISSION	-	-	#DIV/0!	-	0.00%	750	750	-
EMERGENCY MANAGEMENT	6,685	5,076	75.93%	-	0.00%	6,785	6,785	-
<b>TOTAL PUBLIC SAFETY</b>	<b>5,565,650</b>	<b>2,614,883</b>	<b>46.98%</b>	<b>2,890,361</b>	<b>50.97%</b>	<b>5,590,572</b>	<b>5,670,815</b>	<b>(80,243)</b>
<b>PUBLIC WORKS</b>								
HIGHWAY DEPARTMENT	3,055,180	1,433,897	46.93%	1,438,416	46.53%	3,083,526	3,091,235	(7,709)
BUILDINGS & MAINTENANCE	504,088	234,216	46.46%	207,045	38.84%	471,678	533,132	(61,454)
ENGINEERING	286,290	132,842	46.40%	127,018	44.75%	281,461	283,811	(2,350)
PUBLIC WORKS ADMINISTRATION	290,377	135,076	46.52%	142,540	44.42%	322,244	320,858	1,386
TOWN OFFICE BUILDINGS	149,408	64,912	43.45%	57,160	37.49%	146,640	152,473	(5,833)
LIBRARY	144,460	53,534	37.06%	92,096	61.76%	142,964	149,120	(6,156)
ENO MEMORAL HALL	78,975	15,097	19.12%	23,953	31.57%	72,560	75,875	(3,315)

OTHER BUILDINGS	28,990	8,093	27.92%	6,076	21.66%	28,050	28,050	-
LANDFILL	69,000	56,673	82.13%	63,345	109.21%	74,345	58,000	16,345
<b>TOTAL PUBLIC WORKS</b>	<b>4,606,768</b>	<b>2,134,340</b>	<b>46.33%</b>	<b>2,157,648</b>	<b>45.98%</b>	<b>4,623,468</b>	<b>4,692,554</b>	<b>(69,086)</b>
<b>HEALTH &amp; WELFARE</b>								
SOCIAL SERVICES ADMINISTRATION	299,232	130,498	43.61%	137,946	44.81%	305,180	307,854	(2,674)
SENIOR CENTER SERVICES	150,927	55,192	36.57%	64,645	40.74%	149,416	158,681	(9,265)
TRANSPORTATION SERVICES	162,670	54,264	33.36%	56,229	34.03%	165,240	165,240	-
HEALTH DEPARTMENT	162,364	162,364	100.00%	88,883	50.00%	177,765	177,765	-
AGING & DISABILITY COMMISSION	-	-	#DIV/0!	1,522	#DIV/0!	2,172	-	2,172
<b>TOTAL HEALTH &amp; WELFARE</b>	<b>775,193</b>	<b>402,317</b>	<b>51.90%</b>	<b>349,224</b>	<b>43.14%</b>	<b>799,773</b>	<b>809,540</b>	<b>(9,767)</b>
<b>CULTURE, PARKS &amp; RECREATION</b>								
LIBRARY	1,546,172	751,431	48.60%	761,588	48.00%	1,532,388	1,586,481	(54,093)
PARKS & OPEN SPACE	853,962	382,204	44.76%	394,080	40.91%	959,970	963,199	(3,229)
MEMORIAL POOL	66,934	47,386	70.80%	41,593	56.81%	72,905	73,209	(304)
RECREATION ADMINISTRATION	55,010	25,636	46.60%	25,416	40.77%	61,595	62,345	(750)
MEMORIAL FIELD	33,900	11,499	33.92%	6,658	19.23%	29,925	34,632	(4,707)
BEAUTIFICATION COMMITTEE	4,800	986	20.54%	2,668	55.59%	5,211	4,800	411
<b>TOTAL CULTURE, PARKS &amp; RECREATION</b>	<b>2,560,778</b>	<b>1,219,142</b>	<b>47.61%</b>	<b>1,232,003</b>	<b>45.22%</b>	<b>2,661,994</b>	<b>2,724,666</b>	<b>(62,672)</b>
<b>EDUCATION</b>								
BOARD OF EDUCATION	72,860,444	35,214,757	48.33%	35,598,869	47.82%	74,446,580	74,446,580	-
<b>TOTAL EDUCATION</b>	<b>72,860,444</b>	<b>35,214,757</b>	<b>48.33%</b>	<b>35,598,869</b>	<b>47.82%</b>	<b>74,446,580</b>	<b>74,446,580</b>	<b>-</b>
<b>INTERGOVERNMENTAL</b>								
EMPLOYEE BENEFITS	5,960,720	3,695,437	62.00%	4,019,112	62.61%	6,269,861	6,419,152	(149,291)
LIABILITY INSURANCE	464,620	407,964	87.81%	404,495	84.10%	480,941	480,941	-
TRANSFER OUT - SIMSBURY FARMS	185,000	185,000	100.00%	185,000	101.81%	181,715	181,715	-
TRANSFER OUT - MSP SENIOR FUND	10,480	10,480	100.00%	10,480	100.00%	10,480	10,480	-
TRANSFER OUT - YOUTH SERVICE BUREAU	8,000	8,000	100.00%	8,000	100.00%	8,000	8,000	-
TRANSFER OUT - ATHLETICS FIELDS	2,250	2,250	100.00%	2,250	100.00%	2,250	2,250	-
CONTINGENCY RESERVE	172,331	-	0.00%	-	0.00%	205,388	205,388	-
TRANSFER OUT - CNR 2017	68,300	68,300	100.00%	-	#DIV/0!	-	-	-
TRANSFER OUT - CNR 2018	83,250	83,250	100.00%	83,250	100.00%	83,250	83,250	-
TRANSFER OUT - CNR 2019	83,250	83,250	100.00%	83,250	100.00%	83,250	83,250	-
TRANSFER OUT - CNR 2020	83,250	83,250	100.00%	83,250	100.00%	83,250	83,250	-
TRANSFER OUT - CNR 2021	193,700	193,700	100.00%	83,250	100.00%	83,250	83,250	-
TRANSFER OUT - CNR 2022	-	-	#DIV/0!	194,208	100.00%	194,208	194,208	-
TRANSFER OUT - CAPITAL RESERVE	2,000,000	2,000,000	100.00%	-	#DIV/0!	-	-	-
<b>TOTAL INTERGOVERNMENTAL</b>	<b>9,315,151</b>	<b>6,820,882</b>	<b>73.22%</b>	<b>5,156,545</b>	<b>65.81%</b>	<b>7,685,843</b>	<b>7,835,134</b>	<b>(149,291)</b>
<b>DEBT SERVICE</b>								
PRINCIPAL	4,315,000	1,125,000	26.07%	641,928	12.67%	5,065,001	5,065,001	-
INTEREST	1,156,465	581,940	50.32%	445,015	29.98%	1,484,356	1,484,356	-
<b>TOTAL DEBT SERVICE</b>	<b>5,471,465</b>	<b>1,706,940</b>	<b>31.20%</b>	<b>1,086,943</b>	<b>16.60%</b>	<b>6,549,357</b>	<b>6,549,357</b>	<b>-</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>104,436,546</b>	<b>51,774,178</b>	<b>49.57%</b>	<b>50,104,422</b>	<b>47.22%</b>	<b>105,510,706</b>	<b>106,113,916</b>	<b>(603,210)</b>

**TOWN OF SIMSBURY  
SIMSBURY FARMS  
Revenue & Expenditure Summary  
Period Ending December 31, 2021 (FY2022)  
With Comparative Totals for the Period Ended December 31, 2020 (FY2021)**

Description	FY2021	FY2021		FY2022		FY2022	FY2022	FY2022 YEAR-END
	BUDGETED REVENUE	ACTUAL As of 12/31/2020	% Recvd	Y-T-D As of 12/31/2021	% Recvd	PROJECTED AT YEAR-END	BUDGETED REVENUE	PROJECTED BUDGET VARIANCE
<b>REVENUES</b>								
RECREATION PROGRAM								
SPECIAL PROGRAMS	320,961	77,057	24.01%	267,919	97.43%	315,000	275,000	(40,000)
DAY CAMPS	183,620	79,838	43.48%	128,110	73.21%	175,000	175,000	-
MISCELLANEOUS	5,000	-	0.00%	-	0.00%	-	5,000	5,000
SIMSBURY FARMS COMPLEX			#DIV/0!					
SKATING	220,000	31,220	14.19%	65,412	29.07%	130,000	225,000	95,000
SIMSBURY FARMS POOLS	226,979	39,361	17.34%	95,998	41.74%	190,000	230,000	40,000
VENDING	24,500	4,172	17.03%	8,348	34.07%	24,500	24,500	-
COURT RENTAL	22,500	18,587	82.61%	21,763	94.62%	23,000	23,000	-
APPLE BARN RENTAL	4,500	(450)	-10.00%	995	39.80%	2,500	2,500	-
MISCELLANEOUS	-	-	#DIV/0!	40	#DIV/0!	40	-	(40)
GOLF COURSE			#DIV/0!					
GOLF COURSE FEES	914,500	658,547	72.01%	637,044	66.81%	1,087,044	953,543	(133,501)
GOLF SURCHARGE	59,000	47,642	80.75%	44,202	68.74%	74,202	64,300	(9,902)
RESTAURANT	26,500	21,863	82.50%	13,250	50.00%	26,500	26,500	-
MISCELLANEOUS	-	-	#DIV/0!	-	0.00%	3,200	3,200	-
INTERGOVERNMENTAL			#DIV/0!					
TRANSFER IN - GENERAL FUND	185,000	185,000	100.00%	-	0.00%	181,715	181,715	-
<b>TOTAL REVENUES</b>	<b>2,193,060</b>	<b>1,162,838</b>	<b>53.02%</b>	<b>1,283,079</b>	<b>58.61%</b>	<b>2,232,700</b>	<b>2,189,258</b>	<b>(43,442)</b>
<b>EXPENDITURES</b>								
GOLF COURSE								
GOLF COURSE FEES	1,001,872	631,614	63.04%	463,303	45.67%	988,637	1,014,536	25,899
SIMSBURY FARMS COMPLEX	518,759	248,345	47.87%	267,748	48.92%	539,337	547,334	7,997
SPECIAL PROGRAMS	367,816	111,223	30.24%	212,862	57.92%	318,416	367,498	49,082
SIMSBURY FARMS ADMINISTRATION	249,334	101,896	40.87%	161,238	70.01%	285,825	230,298	(55,527)
<b>TOTAL EXPENDITURES</b>	<b>2,137,781</b>	<b>1,093,078</b>	<b>51.13%</b>	<b>1,105,151</b>	<b>51.17%</b>	<b>2,132,215</b>	<b>2,159,666</b>	<b>27,451</b>
<b>NET INCOME/(LOSS)</b>	<b>55,279</b>	<b>69,760</b>		<b>177,928</b>		<b>100,485</b>	<b>29,592</b>	<b>(70,893)</b>

**TOWN OF SIMSBURY  
HEALTH INSURANCE FUND  
Revenue & Expenditure Summary  
Period Ending December 31, 2021 (FY2022)  
With Comparative Totals for the Period Ended December 31, 2020 (FY2021)**

Description	FY2021 BUDGETED REVENUE	FY2021 ACTUAL As of 12/31/2020	% Recvd	FY2022 Y-T-D As of 12/31/2021	% Recvd	FY2022 PROJECTED AT YEAR-END	FY2022 BUDGETED REVENUE	FY2022 YEAR-END PROJECTED BUDGET VARIANCE
<b>REVENUES</b>								
PREMIUMS	15,337,596	7,530,203	49.10%	6,956,518	44.40%	16,195,143	15,668,689	(526,454)
HEALTH SAVINGS ACCOUNT FUNDING	604,000	329,450	54.54%	339,833	52.91%	680,000	642,300	(37,700)
RX REIMBURSEMENT	484,243	4,994	1.03%	166	0.03%	492,080	492,080	-
INSURANCE REFUNDS	-	65,473	0.00%	174,353	0.00%	174,353	-	(174,353)
MISCELLANEOUS	-	-	0.00%	298	0.00%	298	-	(298)
<b>TOTAL REVENUES</b>	<b>16,425,839</b>	<b>7,930,120</b>	<b>48.28%</b>	<b>7,471,169</b>	<b>44.46%</b>	<b>17,541,874</b>	<b>16,803,069</b>	<b>(738,805)</b>
Description	FY2021 BUDGETED EXPENDITURES	FY2021 ACTUAL As of 12/31/2020	% Spent	FY2022 Y-T-D As of 12/31/2021	% Spent	FY2022 PROJECTED AT YEAR-END	FY2022 BUDGETED EXPENDITURES	FY2022 YEAR-END PROJECTED BUDGET VARIANCE
<b>EXPENDITURES</b>								
CLAIMS	14,768,298	6,296,031	42.63%	7,223,306	48.67%	14,446,611	14,842,048	395,437
HEALTH SAVINGS ACCOUNT FUNDING	604,000	330,450	54.71%	317,833	49.48%	680,000	642,300	(37,700)
ASO/ADMIN FEES	452,341	226,485	50.07%	251,222	51.49%	488,863	487,930	(933)
STOP LOSS INSURANCE	601,200	349,308	58.10%	467,194	59.35%	803,781	787,158	(16,623)
<b>TOTAL EXPENDITURES</b>	<b>16,425,839</b>	<b>7,202,274</b>	<b>43.85%</b>	<b>8,259,555</b>	<b>49.28%</b>	<b>16,419,255</b>	<b>16,759,436</b>	<b>340,181</b>
<b>NET INCOME/(LOSS)</b>	<b>-</b>	<b>727,845</b>		<b>(788,387)</b>		<b>1,122,619</b>	<b>43,633</b>	<b>(1,078,986)</b>



**TOWN OF SIMSBURY  
RESIDENTIAL RENTAL PROPERTY FUND  
Revenue & Expenditure Summary  
Period Ending December 31, 2021 (FY2022)  
With Comparative Totals for the Period Ended December 31, 2020 (FY2021)**

Description	FY2021	FY2021	FY2022		FY2022	FY2022	FY2022 YEAR-END	
	BUDGETED REVENUE	ACTUAL As of 12/31/2020	% Recvd	Y-T-D As of 12/31/2021	% Recvd	PROJECTED AT YEAR-END	BUDGETED REVENUE	PROJECTED BUDGET VARIANCE
<b>REVENUES</b>								
RENTAL INCOME	67,940	32,530	47.88%	27,185	37.79%	71,940	71,940	-
<b>TOTAL REVENUES</b>	<b>67,940</b>	<b>32,530</b>	<b>47.88%</b>	<b>27,185</b>	<b>37.79%</b>	<b>71,940</b>	<b>71,940</b>	<b>-</b>

Description	FY2021	FY2021	FY2022		FY2022	FY2022	FY2022 YEAR-END	
	BUDGETED EXPENDITURES	ACTUAL As of 12/31/2020	% Spent	Y-T-D As of 12/31/2021	% Spent	PROJECTED AT YEAR-END	BUDGETED EXPENDITURES	PROJECTED BUDGET VARIANCE
<b>EXPENDITURES</b>								
CONTRACTUAL SERVICES	15,450	3,450	22.33%	3,000	26.09%	11,500	11,500	-
FACILITIES MAINTENANCE	1,800	-	0.00%	168	14.01%	500	1,200	700
BUILDING IMPROVEMENTS	15,000	(1,710)	-11.40%	8,175	40.88%	20,000	20,000	-
WATER CHARGES	1,250	560	44.78%	719	57.52%	1,250	1,250	-
SEWER USE FEES	1,100	4,950	450.03%	4,718	428.91%	4,718	1,100	(3,618)
EQUIPMENT MAINTENANCE	1,250	682	54.55%	5,051	168.36%	5,051	3,000	(2,051)
ELECTRIC	1,000	-	0.00%	-	0.00%	1,200	1,200	-
BUILDING SUPPLIES	500	-	0.00%	-	0.00%	-	750	750
DEBT SERVICE PRINCIPAL	8,192	4,096	50.00%	2,056	24.84%	8,275	8,275	-
DEBT SERVICE INTEREST	330	165	49.93%	75	30.26%	247	247	-
<b>TOTAL EXPENDITURES</b>	<b>45,872</b>	<b>12,193</b>	<b>26.58%</b>	<b>23,962</b>	<b>49.38%</b>	<b>52,741</b>	<b>48,522</b>	<b>(4,219)</b>
<b>NET INCOME/(LOSS)</b>	<b>22,068</b>	<b>20,337</b>		<b>3,223</b>		<b>19,199</b>	<b>23,418</b>	<b>4,219</b>

**TOWN OF SIMSBURY  
SEWER USE FUND  
Revenue & Expenditure Summary  
Period Ending December 31, 2021 (FY2022)  
With Comparative Totals for the Period Ended December 31, 2020 (FY2021)**

Description	FY2021	FY2021	% Recvd	FY2022	% Recvd	FY2022	FY2022	FY2022 YEAR-END
	BUDGETED REVENUE	ACTUAL As of 12/31/2020		Y-T-D As of 12/31/2021		PROJECTED AT YEAR-END	BUDGETED REVENUE	PROJECTED BUDGET VARIANCE
<b>REVENUES</b>								
ASSESSMENTS	2,645,997	2,862,877	108.20%	2,684,955	98.05%	3,000,000	2,738,455	(261,545)
WPCA FEES	505,903	502,921	99.41%	276,515	40.38%	476,515	684,820	208,305
INTERGOVERNMENTAL REVENUES	409,927	204,964	50.00%	98,709	24.08%	409,927	409,927	-
INTEREST & LIENS	22,212	9,813	44.18%	17,910	79.10%	19,000	22,642	3,642
MISCELLANEOUS GRANT	22,000	28,408	129.13%	5,635	23.97%	10,000	23,514	13,514
INTEREST ON INVESTMENTS	7,997	4,624	57.82%	2,074	25.93%	8,000	8,000	-
MISCELLANEOUS	-	-	#DIV/0!	26	#DIV/0!	26	-	(26)
<b>TOTAL REVENUES</b>	<b>3,614,036</b>	<b>3,613,605</b>	<b>99.99%</b>	<b>3,085,824</b>	<b>79.38%</b>	<b>3,923,468</b>	<b>3,887,358</b>	<b>(36,110)</b>

Description	FY2021	FY2021	% Spent	FY2022	% Spent	FY2022	FY2022	FY2022 YEAR-END
	BUDGETED EXPENDITURES	ACTUAL As of 12/31/2020		Y-T-D As of 12/31/2021		PROJECTED AT YEAR-END	BUDGETED EXPENDITURES	PROJECTED BUDGET VARIANCE
<b>EXPENDITURES</b>								
<b>OPERATING</b>								
SALARIES & BENEFITS	1,422,995	705,325	49.57%	651,584	44.11%	1,241,318	1,477,168	235,851
CONSULTANT	48,000	192	0.40%	2,262	6.85%	30,000	33,000	3,000
CONTRACTUAL SERVICES	67,772	31,717	46.80%	16,778	56.65%	29,615	29,615	-
PROPERTY & CASUALTY INSURANCE	37,170	-	0.00%	-	0.00%	37,000	37,000	-
ADVERTISING	1,300	306	23.50%	-	0.00%	-	700	700
COPY & PRINTING SERVICES	750	546	72.82%	590	78.67%	750	750	-
POSTAGE	2,200	67	3.03%	404	18.36%	1,500	2,200	700
EQUIPMENT RENTALS	1,500	417	27.78%	420	28.00%	1,500	1,500	-
SUPPLIES	130,090	66,460	51.09%	53,109	42.85%	92,532	123,935	31,403
MAINTENANCE	47,640	26,806	56.27%	21,483	45.82%	41,150	46,890	5,740
UTILITIES	580,412	188,821	32.53%	233,867	40.68%	515,596	574,827	59,231
PUBLIC AGENCY SUPPORT	115,000	115,000	100.00%	115,000	100.00%	115,000	115,000	-
CONFERENCES & EDUCATION	5,565	875	15.72%	1,500	26.95%	3,000	5,565	2,565
TRAVEL	1,000	-	0.00%	-	0.00%	500	1,000	500
DUES & SUBSCRIPTIONS	1,620	365	22.53%	913	68.13%	1,340	1,340	-
SEWER EXTENSIONS	32,000	13,468	42.09%	1,413	4.42%	32,000	32,000	-
TECH & PROGRAM EQUIPMENT	1,200	-	0.00%	-	0.00%	600	600	-
MACHINERY	87,000	5,316	6.11%	30,886	61.77%	50,000	50,000	-
COMPUTER SOFTWARE	-	-	#DIV/0!	15,761	44.14%	35,708	35,708	-
<b>TOTAL OPERATING</b>	<b>2,583,214</b>	<b>1,155,680</b>	<b>44.74%</b>	<b>1,145,970</b>	<b>44.61%</b>	<b>2,229,108</b>	<b>2,568,798</b>	<b>339,690</b>

**TRANSFERS**

CAPITAL PROJECT FUND	375,000	375,000	100.00%	1,540,000	100.00%	1,540,000	1,540,000	-
<b>TOTAL TRANSFERS</b>	<b>375,000</b>	<b>375,000</b>	<b>100.00%</b>	<b>1,540,000</b>	<b>100.00%</b>	<b>1,540,000</b>	<b>1,540,000</b>	<b>-</b>

**DEBT SERVICE**

DEBT SERVICE PRINCIPAL	1,104,654	549,568	49.75%	945,000	98.39%	945,000	960,452	15,452
DEBT SERVICE INTEREST	160,553	83,036	51.72%	134,125	44.01%	273,625	304,755	31,130
<b>TOTAL DEBT SERVICE</b>	<b>1,265,207</b>	<b>632,604</b>	<b>50.00%</b>	<b>1,079,125</b>	<b>85.29%</b>	<b>1,218,625</b>	<b>1,265,207</b>	<b>46,582</b>

**TOTAL EXPENDITURES**

<b>TOTAL EXPENDITURES</b>	<b>4,223,421</b>	<b>2,163,283</b>	<b>51.22%</b>	<b>3,765,095</b>	<b>70.06%</b>	<b>4,987,733</b>	<b>5,374,005</b>	<b>386,272</b>
<b>NET INCOME/(LOSS)</b>	<b>(609,385)</b>	<b>1,450,322</b>		<b>(679,271)</b>		<b>(1,064,265)</b>	<b>(1,486,647)</b>	<b>(422,382)</b>

**TOWN OF SIMSBURY  
SEWER ASSESSMENT FUND  
Revenue & Expenditure Summary  
Period Ending December 31, 2021 (FY2022)  
With Comparative Totals for the Period Ended December 31, 2020 (FY2021)**

Description	FY2021 ACTUAL As of 12/31/2020	FY2022 Y-T-D As of 12/31/2021	VARIANCE
<b>REVENUES</b>			
ASSESSMENTS	173,756	152,261	21,494
INTEREST & LIENS	17,971	13,530	4,441
INTEREST ON INVESTMENTS	884	371	513
<b>TOTAL REVENUES</b>	<b>192,610</b>	<b>166,162</b>	<b>26,448</b>
<b>EXPENDITURES</b>			
TRANSFER - CNR FUND	50,000	-	50,000
<b>TOTAL EXPENDITURES</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>
<b>NET INCOME/(LOSS)</b>	<b>142,610</b>	<b>166,162</b>	<b>(23,552)</b>

**TOWN OF SIMSBURY  
SPECIAL REVENUE FUNDS  
Revenue & Expenditure Summary  
Period Ending December 31, 2021 (FY2022)  
With Comparative Totals for the Period Ended December 31, 2020 (FY2021)**

<b>LIBRARY PROGRAMS</b>			
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>REVENUES</b>			
GRANTS	-	7,500	(7,500)
DONATIONS	1,335	3,024	(1,689)
<b>TOTAL REVENUES</b>	<b>1,335</b>	<b>10,524</b>	<b>(9,189)</b>
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>EXPENDITURES</b>			
TECH & PROGRAM SUPPLIES	595	7,491	(6,896)
REFERENCE MATERIALS	408	491	(83)
CONFERENCES & EDUCATION	-	64	(64)
<b>TOTAL EXPENDITURES</b>	<b>1,003</b>	<b>8,046</b>	<b>(7,043)</b>
<b>NET INCOME/(LOSS)</b>	<b>332</b>	<b>2,478</b>	<b>(2,146)</b>

<b>COMMUNITY SERVICES FUND</b>			
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>REVENUES</b>			
GRANTS	4,139	-	4,139
DONATIONS	3,627	1,166	2,461
<b>TOTAL REVENUES</b>	<b>7,766</b>	<b>1,166</b>	<b>6,600</b>
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>EXPENDITURES</b>			
TECH & PROGRAM SUPPLIES	92	7,491	(7,399)
PROGRAM SERVICES	4,990	-	4,990
REFERENCE MATERIALS	-	491	(491)
<b>TOTAL EXPENDITURES</b>	<b>5,081</b>	<b>7,982</b>	<b>(2,901)</b>
<b>NET INCOME/(LOSS)</b>	<b>2,685</b>	<b>(6,816)</b>	<b>9,501</b>

<b>NARCOTICS TASK FORCE</b>			
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>REVENUES</b>			
GRANTS	938	-	938
<b>TOTAL REVENUES</b>	<b>938</b>	<b>-</b>	<b>938</b>
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>EXPENDITURES</b>			
TECH & PROGRAM SUPPLIES	-	-	-
REFERENCE MATERIALS	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET INCOME/(LOSS)</b>	<b>938</b>	<b>-</b>	<b>938</b>

<b>SOCIAL SERVICES PROGRAMS</b>			
	<b>FY2021</b>	<b>FY2022</b>	
<b>Description</b>	<b>ACTUAL</b>	<b>Y-T-D</b>	<b>VARIANCE</b>
	<b>As of 12/31/2020</b>	<b>As of 12/31/2021</b>	
<b>REVENUES</b>			
GRANTS	9,342	-	9,342
DONATIONS	42,211	37,953	4,259
<b>TOTAL REVENUES</b>	<b>51,553</b>	<b>37,953</b>	<b>13,601</b>
<b>EXPENDITURES</b>			
<b>Description</b>	<b>FY2021</b>	<b>FY2022</b>	<b>VARIANCE</b>
	<b>ACTUAL</b>	<b>Y-T-D</b>	
	<b>As of 12/31/2020</b>	<b>As of 12/31/2021</b>	
MEDICAL ASSISTANCE	733	559	174
RECREATION PASSES	675	-	675
FOOD DISTRIBUTION	18,583	9,915	8,668
AUTO REPAIRS	833		
EMERGENCY SHELTER	3,646	1,402	2,244
TECH & PROGRAM SUPPLIES	12,069	1,600	10,469
COVID-19	20,463	2,090	18,373
<b>TOTAL EXPENDITURES</b>	<b>57,003</b>	<b>15,566</b>	<b>40,604</b>
<b>NET INCOME/(LOSS)</b>	<b>(5,449)</b>	<b>22,387</b>	<b>(27,003)</b>



<b>TOWN AID ROAD</b>			
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>REVENUES</b>			
GRANTS	186,744	188,734	(1,989)
<b>TOTAL REVENUES</b>	<b>186,744</b>	<b>188,734</b>	<b>(1,989)</b>
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>EXPENDITURES</b>			
TRANSFER - CNR FUND	71,000	373,500	(302,500)
TRANSFER - CAPITAL PROJECTS FUND	501,500	243,500	258,000
<b>TOTAL EXPENDITURES</b>	<b>572,500</b>	<b>617,000</b>	<b>(44,500)</b>
<b>NET INCOME/(LOSS)</b>	<b>(385,756)</b>	<b>(428,266)</b>	<b>42,511</b>

<b>PRESERVATION OF HISTORIC DOCUMENTS</b>			
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>REVENUES</b>			
RECORDING FEES	22,230	19,640	2,590
<b>TOTAL REVENUES</b>	<b>22,230</b>	<b>19,640</b>	<b>2,590</b>
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>EXPENDITURES</b>			
COPY & PRINTING	-	9,945	(9,945)
FEES PAID TO STATE	10,432	8,024	2,408
TECH & PROGRAM SUPPLIES	-	8,201	(8,201)
<b>TOTAL EXPENDITURES</b>	<b>10,432</b>	<b>26,170</b>	<b>(15,738)</b>
<b>NET INCOME/(LOSS)</b>	<b>11,798</b>	<b>(6,530)</b>	<b>18,328</b>

<b>POLICE SPECIAL DUTY</b>			
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>REVENUES</b>			
CHARGES FOR SERVICES	220,218	213,697	6,521
<b>TOTAL REVENUES</b>	<b>220,218</b>	<b>213,697</b>	<b>6,521</b>
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>EXPENDITURES</b>			
SALARIES & BENEFITS	198,746	100,348	98,398
TRANSFER - CNR FUND	165,000	-	165,000
<b>TOTAL EXPENDITURES</b>	<b>363,746</b>	<b>100,348</b>	<b>263,398</b>
<b>NET INCOME/(LOSS)</b>	<b>(143,528)</b>	<b>113,349</b>	<b>(256,877)</b>

<b>TOWN CLERK LOCIP FUND</b>			
	<b>FY2021</b>	<b>FY2022</b>	
<b>Description</b>	<b>ACTUAL</b>	<b>Y-T-D</b>	<b>VARIANCE</b>
	<b>As of 12/31/2020</b>	<b>As of 12/31/2021</b>	
<b>REVENUES</b>			
FARMLAND PRESERVATION FEES	4,731	4,455	276
<b>TOTAL REVENUES</b>	<b>4,731</b>	<b>4,455</b>	<b>276</b>
<b>EXPENDITURES</b>			
TECH & PROGRAM SUPPLIES	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET INCOME/(LOSS)</b>	<b>4,731</b>	<b>4,455</b>	<b>276</b>

<b>EXPANDED DIAL-A-RIDE</b>			
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>REVENUES</b>			
PASS FEES	1,143	11,350	(10,207)
<b>TOTAL REVENUES</b>	<b>1,143</b>	<b>11,350</b>	<b>(10,207)</b>
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>EXPENDITURES</b>			
CONTRACTUAL SERVICES	1,088	-	1,088
TRANSFER - CNR FUND	12,600	-	12,600
<b>TOTAL EXPENDITURES</b>	<b>13,688</b>	<b>-</b>	<b>13,688</b>
<b>NET INCOME/(LOSS)</b>	<b>(12,545)</b>	<b>11,350</b>	<b>(23,895)</b>

<b>DOG PARK</b>			
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>REVENUES</b>			
DONATIONS	248	1,422	(1,174)
<b>TOTAL REVENUES</b>	<b>248</b>	<b>1,422</b>	<b>(1,174)</b>
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>EXPENDITURES</b>			
TECH & PROGRAM SUPPLIES	290	1,164	(874)
GENERAL REPAIRS	-	1,400	(1,400)
<b>TOTAL EXPENDITURES</b>	<b>290</b>	<b>2,564</b>	<b>(2,274)</b>
<b>NET INCOME/(LOSS)</b>	<b>(42)</b>	<b>(1,142)</b>	<b>1,100</b>

<b>AMERICAN RESCUE PLAN ACT (ARPA)</b>			
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>REVENUES</b>			
GRANTS	-	19,401	(19,401)
<b>TOTAL REVENUES</b>	-	<b>19,401</b>	<b>(19,401)</b>
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>EXPENDITURES</b>			
TECH & PROGRAM SUPPLIES	-	5,379	(5,379)
<b>TOTAL EXPENDITURES</b>	-	<b>5,379</b>	<b>(5,379)</b>
<b>NET INCOME/(LOSS)</b>	-	<b>14,022</b>	<b>(14,022)</b>

**SIMSBURY CELEBRATES**

Description	FY2021	FY2022	VARIANCE
	ACTUAL As of 12/31/2020	Y-T-D As of 12/31/2021	
<b>REVENUES</b>			
DONATIONS	3,635	22,102	(18,467)
<b>TOTAL REVENUES</b>	<b>3,635</b>	<b>22,102</b>	<b>(18,467)</b>
Description	FY2021	FY2022	VARIANCE
	ACTUAL As of 12/31/2020	Y-T-D As of 12/31/2021	
<b>EXPENDITURES</b>			
SALARIES & WAGES	463	-	463
CONTRACTUAL SERVICES	3,325	10,958	(7,633)
ADVERTISING	130	-	130
TECH & PROGRAM SUPPLIES	1,321	515	805
<b>TOTAL EXPENDITURES</b>	<b>5,238</b>	<b>11,473</b>	<b>(6,235)</b>
<b>NET INCOME/(LOSS)</b>	<b>(1,603)</b>	<b>10,629</b>	<b>(12,232)</b>



<b>FIELD MAINTENANCE RECREATION</b>			
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>REVENUES</b>			
CHARGES FOR SERVICES	2,620	13,678	(11,058)
TRANSFER IN - GENERAL FUND	2,250	2,250	-
<b>TOTAL REVENUES</b>	<b>4,870</b>	<b>15,928</b>	<b>(11,058)</b>
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>EXPENDITURES</b>			
EQUIPMENT	5,919	1,572	4,347
AGRICULTURAL SUPPLIES	-	7,687	(7,687)
ELECTRIC	2,602	2,267	334
<b>TOTAL EXPENDITURES</b>	<b>8,521</b>	<b>11,526</b>	<b>(3,005)</b>
<b>NET INCOME/(LOSS)</b>	<b>(3,651)</b>	<b>4,402</b>	<b>(8,053)</b>

**SIMSBURY TRY-ATHLON**

<b>Description</b>	<b>FY2021</b>	<b>FY2022</b>	<b>VARIANCE</b>
	<b>ACTUAL</b>	<b>Y-T-D</b>	
	<b>As of 12/31/2020</b>	<b>As of 12/31/2021</b>	
<b>REVENUES</b>			
CHARGES FOR SERVICES	-	-	-
<b>TOTAL REVENUES</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>			
<b>Description</b>	<b>FY2021</b>	<b>FY2022</b>	<b>VARIANCE</b>
	<b>ACTUAL</b>	<b>Y-T-D</b>	
	<b>As of 12/31/2020</b>	<b>As of 12/31/2021</b>	
TECH & PROGRAM SUPPLIES	206	-	206
<b>TOTAL EXPENDITURES</b>	<b>206</b>	<b>-</b>	<b>206</b>
<b>NET INCOME/(LOSS)</b>	<b>(206)</b>	<b>-</b>	<b>(206)</b>

<b>SENIOR CENTER PROGRAMS</b>			
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>REVENUES</b>			
DONATIONS	14,557	16,409	(1,852)
TRANSFER IN - GENERAL FUND	10,480	10,480	-
<b>TOTAL REVENUES</b>	<b>25,037</b>	<b>26,889</b>	<b>(1,852)</b>
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>EXPENDITURES</b>			
SPECIAL ACTIVITIES	13,911	21,756	(7,845)
BANK FEES	706	424	281
COVID-19	78	150	(72)
<b>TOTAL EXPENDITURES</b>	<b>14,695</b>	<b>22,330</b>	<b>(7,636)</b>
<b>NET INCOME/(LOSS)</b>	<b>10,342</b>	<b>4,559</b>	<b>5,784</b>

<b>YOUTH SERVICE BUREAU</b>			
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>REVENUES</b>			
GRANTS	12,462	12,429	33
TRANSFER IN - GENERAL FUND	8,000	8,000	-
<b>TOTAL REVENUES</b>	<b>20,462</b>	<b>20,429</b>	<b>33</b>
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>EXPENDITURES</b>			
TECH & PROGRAM SUPPLIES	3,738	5,164	(1,426)
PUBLIC AGENCY SUPPORT	-	200	(200)
<b>TOTAL EXPENDITURES</b>	<b>3,738</b>	<b>5,364</b>	<b>(1,626)</b>
<b>NET INCOME/(LOSS)</b>	<b>16,723</b>	<b>15,065</b>	<b>1,659</b>

**350TH CELEBRATION**

Description	FY2021	FY2022	VARIANCE
	ACTUAL As of 12/31/2020	Y-T-D As of 12/31/2021	
<b>REVENUES</b>			
CHARGES FOR GOODS	7,655	1,808	5,846
DONATIONS	26,800	105	
<b>TOTAL REVENUES</b>	<b>34,455</b>	<b>1,913</b>	<b>5,846</b>

Description	FY2021	FY2022	VARIANCE
	ACTUAL As of 12/31/2020	Y-T-D As of 12/31/2021	
<b>EXPENDITURES</b>			
CONTRACTUAL SERVICES	28,897	2,146	26,751
ADVERTISING	2,460	264	2,196
PROGRAM SUPPLIES	2,045	3,302	(1,256)
<b>TOTAL EXPENDITURES</b>	<b>33,402</b>	<b>5,711</b>	<b>27,691</b>
<b>NET INCOME/(LOSS)</b>	<b>1,052</b>	<b>(3,798)</b>	<b>(21,845)</b>

**TOWN OF SIMSBURY  
TRUST FUNDS  
Revenue & Expenditure Summary  
Period Ending December 31, 2021 (FY2022)  
With Comparative Totals for the Period Ended December 31, 2020 (FY2021)**

<b>ENO WOOD TRUST</b>			
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>REVENUES</b>			
TRUST DISTRIBUTIONS	12,901	14,288	(1,387)
<b>TOTAL REVENUES</b>	<b>12,901</b>	<b>14,288</b>	<b>(1,387)</b>
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>EXPENDITURES</b>			
TRANSFER - CNR FUND	21,000	-	21,000
<b>TOTAL EXPENDITURES</b>	<b>21,000</b>	<b>-</b>	<b>21,000</b>
<b>NET INCOME/(LOSS)</b>	<b>(8,099)</b>	<b>14,288</b>	<b>(22,387)</b>

<b>HORACE BELDEN TRUST</b>			
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>REVENUES</b>			
TRUST DISTRIBUTIONS	25,466	28,205	(2,739)
<b>TOTAL REVENUES</b>	<b>25,466</b>	<b>28,205</b>	<b>(2,739)</b>
<b>JULIA DARLING TRUST</b>			
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>EXPENDITURES</b>			
ROADS & DRAINAGE	12,450	6,123	6,327
<b>TOTAL EXPENDITURES</b>	<b>12,450</b>	<b>6,123</b>	<b>6,327</b>
<b>NET INCOME/(LOSS)</b>	<b>13,016</b>	<b>22,081</b>	<b>(9,065)</b>
<b>JULIA DARLING TRUST</b>			
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>REVENUES</b>			
TRUST DISTRIBUTIONS	11,262	12,473	(1,211)
<b>TOTAL REVENUES</b>	<b>11,262</b>	<b>12,473</b>	<b>(1,211)</b>
<b>JULIA DARLING TRUST</b>			
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>EXPENDITURES</b>			
EMERGENCY SHELTER	500	600	(100)
COVID-19	10,200	-	10,200
TRANSFER - GENERAL FUND	-	14,000	(14,000)
<b>TOTAL EXPENDITURES</b>	<b>10,700</b>	<b>14,600</b>	<b>(3,900)</b>
<b>NET INCOME/(LOSS)</b>	<b>562</b>	<b>(2,127)</b>	<b>2,689</b>

<b>KATE SOUTHWELL TRUST</b>			
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>REVENUES</b>			
TRUST DISTRIBUTIONS	6,136	6,796	(660)
<b>TOTAL REVENUES</b>	<b>6,136</b>	<b>6,796</b>	<b>(660)</b>
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>EXPENDITURES</b>			
FOOD DISTRIBUTION	386	832	(447)
TECH & PROGRAM SUPPLIES	10,061	6,659	3,402
TRANSFER - GENERAL FUND	-	9,100	(9,100)
<b>TOTAL EXPENDITURES</b>	<b>10,446</b>	<b>16,592</b>	<b>(6,145)</b>
<b>NET INCOME/(LOSS)</b>	<b>(4,310)</b>	<b>(9,795)</b>	<b>5,485</b>
<b>ELLSWORTH TRUST</b>			
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>REVENUES</b>			
INVESTMENT INTEREST	18	7	12
<b>TOTAL REVENUES</b>	<b>18</b>	<b>7</b>	<b>12</b>
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>EXPENDITURES</b>			
TECH & PROGRAM SUPPLIES	1,497	900	597
<b>TOTAL EXPENDITURES</b>	<b>1,497</b>	<b>900</b>	<b>597</b>
<b>NET INCOME/(LOSS)</b>	<b>(1,479)</b>	<b>(893)</b>	<b>(586)</b>



**TOWN OF SIMSBURY  
PENSION TRUST FUNDS  
Revenue & Expenditure Summary  
Period Ending December 31, 2021 (FY2022)  
With Comparative Totals for the Period Ended December 31, 2020 (FY2021)**

<b>GENERAL GOVERNMENT</b>			
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>REVENUES</b>			
CONTRIBUTIONS	1,375,377	86,990	1,288,387
INTEREST & DIVIDENDS	267,761	99,991	167,771
CHANGE IN MARKET VALUE	3,844,298	(120,579)	3,964,877
<b>TOTAL REVENUES</b>	<b>5,487,437</b>	<b>66,403</b>	<b>5,421,034</b>
<b>Description</b>	<b>FY2021 ACTUAL As of 12/31/2020</b>	<b>FY2022 Y-T-D As of 12/31/2021</b>	<b>VARIANCE</b>
<b>EXPENDITURES</b>			
RETIREE PAYMENTS	1,037,645	545,967	491,678
CUSTODIAN FEES	15,154	3,371	11,783
ADMIN EXPENSES	12,717	17,456	(4,740)
<b>TOTAL EXPENDITURES</b>	<b>1,065,516</b>	<b>566,795</b>	<b>498,722</b>
<b>NET INCOME/(LOSS)</b>	<b>4,421,920</b>	<b>(500,392)</b>	<b>4,922,313</b>

**BOARD OF EDUCATION**

<b>Description</b>	<b>FY2021</b>	<b>FY2022</b>	<b>VARIANCE</b>
	<b>ACTUAL</b>	<b>Y-T-D</b>	
	<b>As of 12/31/2020</b>	<b>As of 12/31/2021</b>	
<b>REVENUES</b>			
CONTRIBUTIONS	1,420,343	1,405,919	14,424
INTEREST & DIVIDENDS	266,455	100,989	165,467
CHANGE IN MARKET VALUE	3,905,664	(155,839)	4,061,503
<b>TOTAL REVENUES</b>	<b>5,592,462</b>	<b>1,351,068</b>	<b>4,241,394</b>
<b>EXPENDITURES</b>			
RETIREE PAYMENTS	857,173	434,605	422,567
CUSTODIAN FEES	9,729	2,809	6,920
ADMIN EXPENSES	25,297	17,195	8,102
<b>TOTAL EXPENDITURES</b>	<b>892,199</b>	<b>454,610</b>	<b>437,590</b>
<b>NET INCOME/(LOSS)</b>	<b>4,700,263</b>	<b>896,458</b>	<b>3,803,805</b>

<b>POLICE</b>			
	<b>FY2021</b>	<b>FY2022</b>	
	<b>ACTUAL</b>	<b>Y-T-D</b>	
<b>Description</b>	<b>As of 12/31/2020</b>	<b>As of 12/31/2021</b>	<b>VARIANCE</b>
<b>REVENUES</b>			
CONTRIBUTIONS	855,666	67,810	787,855
INTEREST & DIVIDENDS	76,517	73,656	2,862
CHANGE IN MARKET VALUE	927,479	(88,403)	1,015,882
<b>TOTAL REVENUES</b>	<b>1,859,662</b>	<b>53,063</b>	<b>1,806,599</b>
<b>EXPENDITURES</b>			
	<b>FY2021</b>	<b>FY2022</b>	
	<b>ACTUAL</b>	<b>Y-T-D</b>	
<b>Description</b>	<b>As of 12/31/2020</b>	<b>As of 12/31/2021</b>	<b>VARIANCE</b>
RETIREE PAYMENTS	334,947	295,741	39,206
CUSTODIAN FEES	6,879	2,622	4,257
ADMIN EXPENSES	2,152	12,500	(10,348)
<b>TOTAL EXPENDITURES</b>	<b>343,978</b>	<b>310,863</b>	<b>33,115</b>
<b>NET INCOME/(LOSS)</b>	<b>1,515,684</b>	<b>(257,800)</b>	<b>1,773,484</b>

<b>OTHER POST EMPLOYMENT BENEFITS (OPEB)</b>			
	<b>FY2021</b>	<b>FY2022</b>	
	<b>ACTUAL</b>	<b>Y-T-D</b>	
<b>Description</b>	<b>As of 12/31/2020</b>	<b>As of 12/31/2021</b>	<b>VARIANCE</b>
<b>REVENUES</b>			
CONTRIBUTIONS	297,688	80,828	216,860
INTEREST & DIVIDENDS	178,962	131,221	47,740
CHANGE IN MARKET VALUE	2,688,806	(243,627)	2,932,433
<b>TOTAL REVENUES</b>	<b>3,165,455</b>	<b>(31,578)</b>	<b>3,197,033</b>
<b>EXPENDITURES</b>			
ADMIN EXPENSES	41,242	15,647	25,595
<b>TOTAL EXPENDITURES</b>	<b>41,242</b>	<b>15,647</b>	<b>25,595</b>
<b>NET INCOME/(LOSS)</b>	<b>3,124,213</b>	<b>(47,225)</b>	<b>3,171,438</b>

**Town of Simsbury**  
**Capital Project Fund**  
**Schedule of Expenditures Compared with Appropriations**  
**For the Period Ended December 31, 2021**

Project	Appropriations			Expenditures			Uncommitted Balance Dec 31, 2021
	Balance	Current	Balance	Balance	Current	Balance	
	June 30, 2021	Year	Dec 31, 2021	June 30, 2021	Year	Dec 31, 2021	
<b>Sewer Fund Projects</b>							
Project 2010 - Woodland Street Upgrade	\$ 260,000.00	\$ -	\$ 260,000.00	\$ 251,355.71	\$ -	\$ 251,355.71	\$ 8,644.29
Sewer Main Ext - Woodland Street Upgrade	371,000.00	-	371,000.00	281,284.47	-	281,284.47	89,715.53
36 Drake Hill Rd Dike Analysis	75,000.00	-	75,000.00	21,325.00	-	21,325.00	53,675.00
Phosphorus Removal Analysis	150,000.00	-	150,000.00	54,145.60	13,844.09	67,989.69	82,010.31
WPC Plan update	100,000.00	-	100,000.00	5,651.00	-	5,651.00	94,349.00
Jet/Flush Truck	175,000.00	-	175,000.00	154,479.00	-	154,479.00	20,521.00
Primary Clarifier	75,000.00	-	75,000.00	29,959.60	-	29,959.60	45,040.40
Plant Logic Controllers	250,000.00	-	250,000.00	107,837.44	-	107,837.44	142,162.56
Sec Clarifier Weir Covers	275,000.00	-	275,000.00	21,050.00	10,227.50	31,277.50	243,722.50
Sewer Liners	-	600,000.00	600,000.00	-	-	-	600,000.00
Berm Improvements	-	3,250,000.00	3,250,000.00	-	-	-	3,250,000.00
Woodland/Hopmeadow Sewer Upgrades	-	1,200,000.00	1,200,000.00	-	644,365.66	644,365.66	555,634.34
<b>Town Projects</b>							
Town Security Measures	77,600.00	-	77,600.00	52,908.51	-	52,908.51	24,691.49
Senior/Community Center Design	321,698.56	-	321,698.56	163,595.68	-	163,595.68	158,102.88
Bridge Improvements (Design-FY15)	115,000.00	-	115,000.00	74,747.49	540.00	75,287.49	39,712.51
Technology Infrastructure	635,395.17	-	635,395.17	571,770.66	24,695.10	596,465.76	38,929.41
Weatogue Planning Route 10 and Code Prep	57,000.00	-	57,000.00	27,600.00	4,400.00	32,000.00	25,000.00
Town Hall Site and Safety Improvements	45,000.00	-	45,000.00	13,620.31	-	13,620.31	31,379.69
Multi-Use Connections & Master Plan Updates	1,160,000.00	-	1,160,000.00	272,415.15	1,360.00	273,775.15	886,224.85
Open Space Planning Improvements	705,410.00	-	705,410.00	684,354.54	-	684,354.54	21,055.46
Dam Evaluations and Repairs	220,000.00	-	220,000.00	175,980.17	15,679.38	191,659.55	28,340.45
Town Hall Site and Safety Improvements	385,000.00	-	385,000.00	42,148.54	6,236.10	48,384.64	336,615.36
Land Use Studies	92,500.00	-	92,500.00	22,990.83	24,393.82	47,384.65	45,115.35
Town Facilities Master Plan	400,000.00	-	400,000.00	204,969.96	12,850.00	217,819.96	182,180.04
Library Interior/Parking Renovations	584,500.00	-	584,500.00	394,895.14	37,327.88	432,223.02	152,276.98
Zoning Regulation Update	65,000.00	-	65,000.00	2,500.00	-	2,500.00	62,500.00
Bridge Improvements	805,000.00	-	805,000.00	281,360.80	45,892.68	327,253.48	477,746.52
Multi-Use Trail	1,020,000.00	-	1,020,000.00	-	-	-	1,020,000.00
Highway Pavement Management	1,555,404.84	1,205,000.00	2,760,404.84	1,647,507.53	529,599.57	2,177,107.10	583,297.74
Greenway Improvements	227,705.54	-	227,705.54	(23,858.60)	2,500.00	(21,358.60)	249,064.14
Sidewalk Reconstruction	258,835.44	200,000.00	458,835.44	109,075.20	171,223.60	280,298.80	178,536.64
Accounting System	385,000.00	-	385,000.00	229,716.03	31,785.00	261,501.03	123,498.97
Eno Entrance and ADA Improvements	128,840.84	-	128,840.84	-	-	-	128,840.84
Wing Plow Truck	258,000.00	-	258,000.00	236,351.98	9,920.00	246,271.98	11,728.02
Radio System Upgrade	1,202,000.00	-	1,202,000.00	390,915.64	399,361.97	790,277.61	411,722.39
Meadowood Acquisition	10,000.00	5,488,795.00	5,498,795.00	25,596.19	5,473,198.40	5,498,794.59	0.41

Town of Simsbury  
 Capital Project Fund  
 Schedule of Expenditures Compared with Appropriations  
 For the Period Ended December 31, 2021

Project	Appropriations			Expenditures			Uncommitted Balance Dec 31, 2021
	Balance June 30, 2021	Current Year	Balance Dec 31, 2021	Balance June 30, 2021	Current Year	Balance Dec 31, 2021	
Meadows Parking Improvements	-	700,000.00	700,000.00	-	8,000.00	8,000.00	692,000.00
North End Sidewalk	-	810,000.00	810,000.00	-	-	-	810,000.00
<b>Education Projects</b>							
HJMS Phase 1A	1,255,000.00	-	1,255,000.00	1,168,449.83	-	1,168,449.83	86,550.17
Squadron Line Main Office Project	1,050,000.00	-	1,050,000.00	868,829.61	-	868,829.61	181,170.39
Climate Control Phases 1 (FY16) & 2 (FY17)	3,100,000.00	-	3,100,000.00	3,015,248.69	-	3,015,248.69	84,751.31
HJMS Renovation - Phase 2	1,950,000.00	-	1,950,000.00	1,717,409.38	-	1,717,409.38	232,590.62
Boiler Replacement Latimer	900,000.00	-	900,000.00	5,000.00	132,463.29	137,463.29	762,536.71
School Security Improvements	850,000.00	-	850,000.00	836,822.74	-	836,822.74	13,177.26
HJMS Renovation - Phase 3	23,965,620.00	-	23,965,620.00	19,633,877.64	365,845.35	19,999,722.99	3,965,897.01
District Security Improvements	750,000.00	250,000.00	1,000,000.00	181,755.82	144,896.35	326,652.17	673,347.83
SHS Partial Roof Replacement	2,600,000.00	-	2,600,000.00	664,377.91	1,209,541.00	1,873,918.91	726,081.09
District Network Infrastructure	500,000.00	-	500,000.00	492,992.05	6,858.00	499,850.05	149.95
SHS Bleachers & Press Box	-	600,000.00	600,000.00	5,784.85	23,591.42	29,376.27	570,623.73
Latimer Lane Renovation	-	36,940,256.00	36,940,256.00	53,875.00	185,076.14	238,951.14	36,701,304.86
	<u>\$ 49,366,510.39</u>	<u>\$ 51,244,051.00</u>	<u>\$ 100,610,561.39</u>	<u>\$ 35,172,673.09</u>	<u>\$ 9,535,672.30</u>	<u>\$ 44,708,345.39</u>	<u>\$ 55,902,216.00</u>
<b>Capital Reserve Balance - Uncommitted</b>			<b>3,456,732.00</b>				

**Town of Simsbury**  
**Capital Non-Recurring Fund**  
**Schedule of Expenditures Compared with Appropriations**  
**For the Period Ended December 31, 2021**

Project	Appropriations			Expenditures			Uncommitted Balance Dec 31, 2021
	Balance June 30, 2021	Current Year	Balance Dec 31, 2021	Balance June 30, 2021	Current Year	Balance Dec 31, 2021	
FY18 CNR Projects	1,151,121	-	1,151,121	1,102,138.67	-	1,102,138.67	48,982.33
FY19 CNR Projects	1,194,450	-	1,194,450	1,196,547.76	-	1,196,547.76	(2,097.76)
CNR Reserve (5 Year Payback)	1,900,000	-	1,900,000	-	-	-	1,900,000.00
CNR Assessor	181,500	60,000	241,500	-	-	-	241,500.00
Deep Water Wind	15,000	-	15,000	350.00	-	350.00	14,650.00
Automated Book Handler	73,640	-	73,640	66,409.30	-	66,409.30	7,230.70
Police Cruisers	-	148,050	148,050	-	-	-	148,050.00
Radio Feasibility Study	35,000	-	35,000	-	-	-	35,000.00
Security Cameras - Meadows, Bandshell	14,000	-	14,000	-	-	-	14,000.00
Ash Borer Tree Mitigation	35,400	-	35,400	26,795.00	4,600.00	31,395.00	4,005.00
Eno Clock Tower Repairs	42,000	-	42,000	33,174.00	1,746.00	34,920.00	7,080.00
PW Truck Replacement	180,000	180,000	360,000	170,852.96	-	170,852.96	189,147.04
PW PU Truck Replacement	40,000	-	40,000	35,126.80	-	35,126.80	4,873.20
Infrared Asphalt Trailer	37,000	-	37,000	-	-	-	37,000.00
Sanitary Sewer Lining	100,000	-	100,000	-	-	-	100,000.00
CPR PU Truck Replacement	41,839	-	41,839	41,323.00	-	41,323.00	516.00
Ice Rink Condenser	134,200	-	134,200	131,148.51	-	131,148.51	3,051.49
Paddle Court Maintenance	12,000	-	12,000	9,540.00	-	9,540.00	2,460.00
SF Security Fencing	30,000	-	30,000	30,000.99	-	30,000.99	(0.99)
Ice Rink Roof Painting	50,000	-	50,000	50,877.37	-	50,877.37	(877.37)
Playscapes	50,000	-	50,000	-	-	-	50,000.00
Plow & Sander Replacement	14,984	-	14,984	14,983.70	1,606.72	16,590.42	(1,606.42)
PEGPETIA Tech Equipment	75,310	-	75,310	56,667.00	-	56,667.00	18,643.00
Various Drainage Improvements	125,000	-	125,000	4,348.01	24,595.82	28,943.83	96,056.17
Rec/PAC Building Staining	85,000	-	85,000	47,567.00	25,091.42	72,658.42	12,341.58
Rink Control Panel	108,000	-	108,000	86,329.35	-	86,329.35	21,670.65
Parking Feasibility Study	30,000	-	30,000	13,100.00	28,580.15	41,680.15	(11,680.15)
P&R Garage Ventilation	10,000	-	10,000	-	-	-	10,000.00
Soft Body Armor	21,000	-	21,000	18,537.00	3,754.00	22,291.00	(1,291.00)
Patrol Supervisor Cruisers	110,000	-	110,000	-	-	-	110,000.00
Sewer Imp - Lining/Root Control	100,000	-	100,000	72,384.00	-	72,384.00	27,616.00
Dial A Ride Van	63,000	64,000	127,000	-	-	-	127,000.00
Mobile Data Terminals	55,000	-	55,000	58,802.43	-	58,802.43	(3,802.43)
Dump Truck	51,000	-	51,000	-	36,939.60	36,939.60	14,060.40
Woodland/Hopmeadow Sewer	50,000	-	50,000	54,734.24	6,406.00	61,140.24	(11,140.24)
Greens Mower	45,000	74,000	119,000	41,819.80	-	41,819.80	77,180.20
P&R Signage	16,000	-	16,000	-	-	-	16,000.00
Fingerprint System	19,000	-	19,000	-	-	-	19,000.00
PW Utility Van	46,000	-	46,000	34,815.50	-	34,815.50	11,184.50
SF Rink Fencing	8,000	-	8,000	6,450.00	-	6,450.00	1,550.00
Police Admin Vehicles	138,000	46,000	184,000	126,293.12	32,579.09	158,872.21	25,127.79

**Town of Simsbury**  
**Capital Non-Recurring Fund**  
**Schedule of Expenditures Compared with Appropriations**  
**For the Period Ended December 31, 2021**

Project	Appropriations			Expenditures			Uncommitted Balance Dec 31, 2021
	Balance June 30, 2021	Current Year	Balance Dec 31, 2021	Balance June 30, 2021	Current Year	Balance Dec 31, 2021	
Network Storage & Virtual Env	130,000	-	130,000	120,936.26	3,423.00	124,359.26	5,640.74
Computer Replacement	-	36,000	36,000	-	17,852.56	17,852.56	18,147.44
Radio System Maint/Repair	-	10,000	10,000	-	-	-	10,000.00
Microsoft Upgrade	-	17,550	17,550	-	16,096.95	16,096.95	1,453.05
Body & Car Cameras	-	46,158	46,158	-	1,281.99	1,281.99	44,876.01
Equipment Trailer	-	8,000	8,000	-	-	-	8,000.00
Schultz Park Gazebo	-	10,000	10,000	-	-	-	10,000.00
Rink Chiller	-	120,000	120,000	-	-	-	120,000.00
Meadows Facilities Maint	-	10,000	10,000	-	-	-	10,000.00
Parks Utility Vehicle	-	2,500	2,500	-	-	-	2,500.00
Traffic Calming	-	30,000	30,000	1,500.00	34,094.03	35,594.03	(5,594.03)
Clubhouse Repairs	-	35,000	35,000	-	-	-	35,000.00
Police Training Simulator	-	65,000	65,000	-	62,500.00	62,500.00	2,500.00
Irrigation Replacement	-	40,000	40,000	-	-	-	40,000.00
Material Crushing	92,000	10,000	102,000	-	92,107.75	92,107.75	9,892.25
Spam Filter/Archiving	-	12,000	12,000	-	-	-	12,000.00
Parks Maintenance Software	-	15,000	15,000	-	-	-	15,000.00
WPCA Vehicle	-	45,000	45,000	-	-	-	45,000.00
Tunix Pump Station Rehab	-	50,000	50,000	-	-	-	50,000.00
Plow Blades	-	28,000	28,000	-	-	-	28,000.00
Front End Loader	-	200,000	200,000	-	188,427.12	188,427.12	11,572.88
Wood Chipper/Loader	20,000	108,000	128,000	-	-	-	128,000.00
Bunker Raker	-	27,000	27,000	-	-	-	27,000.00
Golf Utility Vehicle	-	13,000	13,000	-	-	-	13,000.00
Life Safety Analysis - PAC	15,000	-	15,000	-	-	-	15,000.00
Lieutenant Office Space	25,000	-	25,000	-	-	-	25,000.00
Wayfinding Signage	20,000	-	20,000	-	-	-	20,000.00
P&R Tennis Courts	19,000	-	19,000	-	-	-	19,000.00
Variable Message Sign Boards	35,000	-	35,000	-	-	-	35,000.00
Buses/Vehicles/Equipment	393,911	-	393,911	239.35	60,000.00	60,239.35	333,671.57
Ceiling/Floor Replacement	100,000	-	100,000	-	-	-	100,000.00
Interior Improvements	141,000	-	141,000	119,573.50	-	119,573.50	21,426.50
Plumbing/Electric Modifications	20,000	-	20,000	2,000.00	-	2,000.00	18,000.00
Exterior Improvements	116,000	-	116,000	32,700.00	-	32,700.00	83,300.00
Equipment	104,000	7,185	111,185	360,542.31	7,185.00	367,727.31	(256,542.31)
Tootin Playground Maint	-	3,650	3,650	-	3,650.00	3,650.00	-
Tootin Sprinkler Rep & Maint	-	20,700	20,700	-	20,700.00	20,700.00	-
Squadron Equipment	-	8,620	8,620	-	8,619.20	8,619.20	0.80
Central Carpet & Flooring	-	13,740	13,740	632.50	12,083.75	12,716.25	1,023.75
District Wide Security Cameras	-	14,000	14,000	-	-	-	14,000.00
HJMS Cafeteria Rep & Maint	-	5,200	5,200	5,200.00	-	5,200.00	-
SHS Modular Rep & Maint	-	4,995	4,995	-	-	-	4,995.00
SHS Carpet & Flooring	-	66,532	66,532	473.50	66,058.00	66,531.50	0.50



**Town of Simsbury**  
**Capital Non-Recurring Fund**  
**Schedule of Expenditures Compared with Appropriations**  
**For the Period Ended December 31, 2021**

<b>Project</b>	<b>Appropriations</b>			<b>Expenditures</b>			<b>Uncommitted Balance Dec 31, 2021</b>
	<b>Balance June 30, 2021</b>	<b>Current Year</b>	<b>Balance Dec 31, 2021</b>	<b>Balance June 30, 2021</b>	<b>Current Year</b>	<b>Balance Dec 31, 2021</b>	
SHS Equipment	-	9,779	9,779	-	8,800.00	8,800.00	979.00
SHS Air Conditioning	-	58,543	58,543	-	34,724.95	34,724.95	23,818.05
District Playground Maint	-	76,500	76,500	-	73,950.00	73,950.00	2,550.00
Central Sprinkler Rep & Maint	-	13,800	13,800	-	13,800.00	13,800.00	-
Squadron Carpet & Flooring	-	7,276	7,276	464.50	6,811.00	7,275.50	0.50
SHS Sidewalks	-	21,785	21,785	-	-	-	21,785.00
Squadron Mold Remediation	-	180,524	180,524	-	142,334.38	142,334.38	38,189.62
Tootin Bathroom Rep & Maint	-	27,998	27,998	522.00	-	522.00	27,476.00
	<b>\$ 7,718,351</b>	<b>\$ 2,051,081</b>	<b>\$ 9,769,441</b>	<b>\$ 4,175,899.4</b>	<b>\$ 1,040,398.4</b>	<b>\$ 5,216,297.9</b>	<b>\$ 4,553,142.0</b>

**Town of Simsbury**  
**Capital Non-Recurring Fund**  
**Schedule of Expenditures Compared with Appropriations**  
**For the Period Ended December 31, 2021**

Project	Appropriations			Expenditures			Uncommitted Balance Dec 31, 2021
	Balance June 30, 2021	Current Year	Balance Dec 31, 2021	Balance June 30, 2021	Current Year	Balance Dec 31, 2021	
FY18 CNR Projects	1,151,121	-	1,151,121	1,102,138.67	-	1,102,138.67	48,982.33
FY19 CNR Projects	1,194,450	-	1,194,450	1,196,547.76	-	1,196,547.76	(2,097.76)
CNR Reserve (5 Year Payback)	1,900,000	-	1,900,000	-	-	-	1,900,000.00
CNR Assessor	181,500	60,000	241,500	-	-	-	241,500.00
Deep Water Wind	15,000	-	15,000	350.00	-	350.00	14,650.00
Automated Book Handler	73,640	-	73,640	66,409.30	-	66,409.30	7,230.70
Police Cruisers	-	148,050	148,050	-	-	-	148,050.00
Radio Feasibility Study	35,000	-	35,000	-	-	-	35,000.00
Security Cameras - Meadows, Bandshell	14,000	-	14,000	-	-	-	14,000.00
Ash Borer Tree Mitigation	35,400	-	35,400	26,795.00	4,600.00	31,395.00	4,005.00
Eno Clock Tower Repairs	42,000	-	42,000	33,174.00	1,746.00	34,920.00	7,080.00
PW Truck Replacement	180,000	180,000	360,000	170,852.96	-	170,852.96	189,147.04
PW PU Truck Replacement	40,000	-	40,000	35,126.80	-	35,126.80	4,873.20
Infrared Asphalt Trailer	37,000	-	37,000	-	-	-	37,000.00
Sanitary Sewer Lining	100,000	-	100,000	-	-	-	100,000.00
CPR PU Truck Replacement	41,839	-	41,839	41,323.00	-	41,323.00	516.00
Ice Rink Condenser	134,200	-	134,200	131,148.51	-	131,148.51	3,051.49
Paddle Court Maintenance	12,000	-	12,000	9,540.00	-	9,540.00	2,460.00
SF Security Fencing	30,000	-	30,000	30,000.99	-	30,000.99	(0.99)
Ice Rink Roof Painting	50,000	-	50,000	50,877.37	-	50,877.37	(877.37)
Playscapes	50,000	-	50,000	-	-	-	50,000.00
Plow & Sander Replacement	14,984	-	14,984	14,983.70	1,606.72	16,590.42	(1,606.42)
PEGPETIA Tech Equipment	75,310	-	75,310	56,667.00	-	56,667.00	18,643.00
Various Drainage Improvements	125,000	-	125,000	4,348.01	24,595.82	28,943.83	96,056.17
Rec/PAC Building Staining	85,000	-	85,000	47,567.00	25,091.42	72,658.42	12,341.58
Rink Control Panel	108,000	-	108,000	86,329.35	-	86,329.35	21,670.65
Parking Feasibility Study	30,000	-	30,000	13,100.00	28,580.15	41,680.15	(11,680.15)
P&R Garage Ventilation	10,000	-	10,000	-	-	-	10,000.00
Soft Body Armor	21,000	-	21,000	18,537.00	3,754.00	22,291.00	(1,291.00)
Patrol Supervisor Cruisers	110,000	-	110,000	-	-	-	110,000.00
Sewer Imp - Lining/Root Control	100,000	-	100,000	72,384.00	-	72,384.00	27,616.00
Dial A Ride Van	63,000	64,000	127,000	-	-	-	127,000.00
Mobile Data Terminals	55,000	-	55,000	58,802.43	-	58,802.43	(3,802.43)
Dump Truck	51,000	-	51,000	-	36,939.60	36,939.60	14,060.40
Woodland/Hopmeadow Sewer	50,000	-	50,000	54,734.24	6,406.00	61,140.24	(11,140.24)
Greens Mower	45,000	74,000	119,000	41,819.80	-	41,819.80	77,180.20
P&R Signage	16,000	-	16,000	-	-	-	16,000.00
Fingerprint System	19,000	-	19,000	-	-	-	19,000.00
PW Utility Van	46,000	-	46,000	34,815.50	-	34,815.50	11,184.50
SF Rink Fencing	8,000	-	8,000	6,450.00	-	6,450.00	1,550.00
Police Admin Vehicles	138,000	46,000	184,000	126,293.12	32,579.09	158,872.21	25,127.79

**Town of Simsbury**  
**Capital Non-Recurring Fund**  
**Schedule of Expenditures Compared with Appropriations**  
**For the Period Ended December 31, 2021**

Project	Appropriations			Expenditures			Uncommitted Balance Dec 31, 2021
	Balance	Current	Balance	Balance	Current	Balance	
	June 30, 2021	Year	Dec 31, 2021	June 30, 2021	Year	Dec 31, 2021	
Network Storage & Virtual Env	130,000	-	130,000	120,936.26	3,423.00	124,359.26	5,640.74
Computer Replacement	-	36,000	36,000	-	17,852.56	17,852.56	18,147.44
Radio System Maint/Repair	-	10,000	10,000	-	-	-	10,000.00
Microsoft Upgrade	-	17,550	17,550	-	16,096.95	16,096.95	1,453.05
Body & Car Cameras	-	46,158	46,158	-	1,281.99	1,281.99	44,876.01
Equipment Trailer	-	8,000	8,000	-	-	-	8,000.00
Schultz Park Gazebo	-	10,000	10,000	-	-	-	10,000.00
Rink Chiller	-	120,000	120,000	-	-	-	120,000.00
Meadows Facilities Maint	-	10,000	10,000	-	-	-	10,000.00
Parks Utility Vehicle	-	2,500	2,500	-	-	-	2,500.00
Traffic Calming	-	30,000	30,000	1,500.00	34,094.03	35,594.03	(5,594.03)
Clubhouse Repairs	-	35,000	35,000	-	-	-	35,000.00
Police Training Simulator	-	65,000	65,000	-	62,500.00	62,500.00	2,500.00
Irrigation Replacement	-	40,000	40,000	-	-	-	40,000.00
Material Crushing	92,000	10,000	102,000	-	92,107.75	92,107.75	9,892.25
Spam Filter/Archiving	-	12,000	12,000	-	-	-	12,000.00
Parks Maintenance Software	-	15,000	15,000	-	-	-	15,000.00
WPCA Vehicle	-	45,000	45,000	-	-	-	45,000.00
Tunix Pump Station Rehab	-	50,000	50,000	-	-	-	50,000.00
Plow Blades	-	28,000	28,000	-	-	-	28,000.00
Front End Loader	-	200,000	200,000	-	188,427.12	188,427.12	11,572.88
Wood Chipper/Loader	20,000	108,000	128,000	-	-	-	128,000.00
Bunker Raker	-	27,000	27,000	-	-	-	27,000.00
Golf Utility Vehicle	-	13,000	13,000	-	-	-	13,000.00
Life Safety Analysis - PAC	15,000	-	15,000	-	-	-	15,000.00
Lieutenant Office Space	25,000	-	25,000	-	-	-	25,000.00
Wayfinding Signage	20,000	-	20,000	-	-	-	20,000.00
P&R Tennis Courts	19,000	-	19,000	-	-	-	19,000.00
Variable Message Sign Boards	35,000	-	35,000	-	-	-	35,000.00
Buses/Vehicles/Equipment	393,911	-	393,911	239.35	60,000.00	60,239.35	333,671.57
Ceiling/Floor Replacement	100,000	-	100,000	-	-	-	100,000.00
Interior Improvements	141,000	-	141,000	119,573.50	-	119,573.50	21,426.50
Plumbing/Electric Modifications	20,000	-	20,000	2,000.00	-	2,000.00	18,000.00
Exterior Improvements	116,000	-	116,000	32,700.00	-	32,700.00	83,300.00
Equipment	104,000	7,185	111,185	360,542.31	7,185.00	367,727.31	(256,542.31)
Tootin Playground Maint	-	3,650	3,650	-	3,650.00	3,650.00	-
Tootin Sprinkler Rep & Maint	-	20,700	20,700	-	20,700.00	20,700.00	-
Squadron Equipment	-	8,620	8,620	-	8,619.20	8,619.20	0.80
Central Carpet & Flooring	-	13,740	13,740	632.50	12,083.75	12,716.25	1,023.75
District Wide Security Cameras	-	14,000	14,000	-	-	-	14,000.00
HJMS Cafeteria Rep & Maint	-	5,200	5,200	5,200.00	-	5,200.00	-
SHS Modular Rep & Maint	-	4,995	4,995	-	-	-	4,995.00
SHS Carpet & Flooring	-	66,532	66,532	473.50	66,058.00	66,531.50	0.50

Town of Simsbury  
 Capital Non-Recurring Fund  
 Schedule of Expenditures Compared with Appropriations  
 For the Period Ended December 31, 2021

Project	Appropriations			Expenditures			Uncommitted Balance Dec 31, 2021
	Balance	Current	Balance	Balance	Current	Balance	
	June 30, 2021	Year	Dec 31, 2021	June 30, 2021	Year	Dec 31, 2021	
SHS Equipment	-	9,779	9,779	-	8,800.00	8,800.00	979.00
SHS Air Conditioning	-	58,543	58,543	-	34,724.95	34,724.95	23,818.05
District Playground Maint	-	76,500	76,500	-	73,950.00	73,950.00	2,550.00
Central Sprinkler Rep & Maint	-	13,800	13,800	-	13,800.00	13,800.00	-
Squadron Carpet & Flooring	-	7,276	7,276	464.50	6,811.00	7,275.50	0.50
SHS Sidewalks	-	21,785	21,785	-	-	-	21,785.00
Squadron Mold Remediation	-	180,524	180,524	-	142,334.38	142,334.38	38,189.62
Tootin Bathroom Rep & Maint	-	27,998	27,998	522.00	-	522.00	27,476.00
	<u>\$ 7,718,355</u>	<u>\$ 2,051,085</u>	<u>\$ 9,769,440</u>	<u>\$ 4,175,899.43</u>	<u>\$ 1,040,398.48</u>	<u>\$ 5,216,297.91</u>	<u>\$ 4,553,142.01</u>



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Revisions to Director of Public Works Classification
2. **Date of Board Meeting:** February 28, 2022
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 approving the proposed classification updates to the Public Works Director position, the following motion is in order:

*Move, effective February 28, 2022, to approve the revised job title, job description, and pay range for the Director of Public Works position as presented.*

5. **Summary of Submission:**  
With the retirement of Town Engineer Jeff Shea, I desire to move forward with a reorganization in which Engineering would become a division of Public Works, similar to Highway, Buildings and Grounds (Facilities) and Water Pollution Control (sanitary sewers). With this reorganization the Director of Public Works would function as the Town Engineer, with a Deputy Town Engineer reporting to him. The Deputy Town Engineer would be responsible for the day-to-day operations of the Engineering Division, similar to the responsibilities of our Highway and Sewer Superintendents. The reorganization would not add or decrease the number of overall staffing positions, but the reporting hierarchy and organizational structure would change. I believe there are efficiencies and synergies to be gained by having Engineering become part of Public Works.

Attached is the proposed revised job description changes to the Director of Public Works position to encompass the Director serving as the Town Engineer as well. The new job title would be Director of Public Works/Town Engineer.

Chapter 9, Section 902 of the Charter requires that the Town Manager prepare and submit proposed changes to 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.”

This is a model that many other Towns across the state utilize. For the purposes of our salary analysis, we reviewed salary data from approximately 9 council-manager communities that use this same model. Based on the benchmarking analysis, and the increased duties, the proposed revised annual salary range for the Director of Public Works position is \$125,000 – \$158,000.

This item will be reviewed by the Personnel Sub-Committee at a special meeting on February 25, 2022.

We are still conducting the classification work for the Deputy Town Engineer position and will present that at a future meeting.

**6. Financial Impact:**

Funding for this position is included in the FY22/23 budget presented earlier tonight. Depending on the hiring rate for the Deputy Town Engineer, the reorganization is estimated to be in the range of cost neutral up to a cost of \$15,000. Funds have been budgeted in contingency for FY 22/23 while the reorganization is pending.

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

- a) Proposed Revised Job Description – Director of Public Works & Town Engineer
- b) External Salary Analysis

## TOWN OF SIMSBURY

**TITLE:** Director of Public Works/Town Engineer

**DEPARTMENT:** Public Works

**DATE:** March 1, 2022

**AFFILIATION:** Unaffiliated

**FLSA STATUS:** Exempt

---

### POSITION DESCRIPTION

Serves as a Department Head and member of the Town's leadership team, performing highly responsible and complex administrative and technical work involving a broad range of municipal ~~facilities management~~ public works functions. Responsible for overseeing the following divisions of Public Works: Public Works Administration, Highway; Buildings and Grounds (Facilities); Water Pollution Control (sanitary sewers); Transfer Station, and Engineering. ~~highway maintenance, equipment and fleet maintenance, tree maintenance, bulky waste and recycling, and public building and grounds maintenance services.~~ Position reports to the Town Manager ~~First Selectman~~.

### ESSENTIAL JOB FUNCTIONS

- Develops and recommends public works policies to the ~~Town Manager~~ ~~First Selectman~~ and plans for the implementation of a broad range of municipal public works goals; plans for short and long term resource and scheduling requirements to meet objectives.
- Directs the operations of the department through the assigned management staff; evaluates and administers public works programs such as highway operations and maintenance, drainage improvements, recycling and bulky waste operations, equipment repair and service, environmental compliance, building and grounds maintenance and operations. ~~Provides information, and works in coordination with the Town Engineer, for capital projects.~~
- Plans and recommends staffing requirements, prepares reports on progress of public works maintenance and operations functions. ~~Maintains and develops systems for personnel and time reporting.~~
- Plans, recommends and directs new projects, alterations and additions or extension of public works, prepares reports on progress and completion of public works projects; participates in subdivision plans' review process, checks work in progress ~~and approves purchase requisitions.~~
- Supervises assigned staff in the Department of Public Works. Coordinates staff work procedures, assignments, schedules and workloads; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Develops, coordinates, and implements professional development, systems training and cross-training programs for employees, including safety procedures and OSHA requirements, systems operation, general work methods, and other related training utilizing both in-house and contract services.

- Engages in work related to collective bargaining and labor-management relations such as grievances, contract negotiations, and disciplinary processes in accordance with relevant laws, regulations, personnel policies and collective bargaining agreements.
- ~~Prepares the annual departmental budget and presents and defends budget requests before the Town Manager First Selectman, Board of Selectmen and Board of Finance.~~ Prepares the Department's annual operating and capital budgets and related materials. Provides capital project information associated with bond issuance(s).
- ~~Manages and controls the expenditure of departmental fund allocations within the constraints of approved operating budgets.~~ Monitors and manages departmental operating revenues and expenditures, and assigned capital project budgets, throughout the fiscal year. Provides purchase order and purchasing card review and approval, as needed, in accordance with financial management policies and procedures.
- Prepares specifications for consulting services in engineering and capital program design. Selects consulting engineers and architects for capital and special projects; supervises and administers performance of inspections of capital improvement projects by Town staff and consultants. Supervises and administers the provision of traffic engineering services by Town staff and consultants.
- Directs the technical developments of engineering plans and specifications for capital improvement projects, of subdivision reviews, or reviews of private development affecting public property, and of other division assignments.
- Participates directly in monitoring the design and development of plans and specifications for selected complex projects including water, street, sewer and drainage systems and landfill and recycling systems.
- ~~Develops and maintains~~ Requests and recommends and supports the implementation of ~~computer databases for~~ technology to support public works operations.
- Responsible for management of all Town owned buildings and grounds, with the exception of those facilities and grounds managed by Parks and Recreation. Oversees vendor responsible for property management of town owned residential rental units. ~~properties including, but not limited to, maintaining a current list of all rental properties, both residential and farm land, doing the maintenance and inspections, and collecting the rents.~~
- ~~Responsible for management and supervision of all department personnel including training.~~
- ~~Responsible for training of public works personnel to ensure that the Town meets all OSHA requirements.~~
- Responsible for notifying the public of all public health and safety issues including such operations such as snow plowing, road surfacing, sewer line construction and maintenance.
- Staffs commission/agency meetings, as related to public works operations, public buildings, public safety or other related commissions, which may occur during early morning, evening and weekend hours.
- Confers with Town officials and the public to provide information and to resolve problems.
- Confers with local, State and federal officials as needed regarding any issues or program affecting the Town.
- Responsible for compliance with State and Federal regulatory programs, such as facility storm water, underground fuel tanks, recycling, closed landfill monitoring, MS4 stormwater and Tier II reporting.



- Monitors, supervises and enforces construction contract work; oversees engineering aspects of construction personnel interpreting plans and specifications; administers contracts prepared internally and by outside consulting engineers and architects.
- Assists in ordinance development. Serves as an authorized enforcement agent of the town as assigned, such as but not limited to stormwater management and water shortage.
- Participates in grant application development and management of grant awards.
- Responsible for insuring that legal requirements are met such as proper licensing of personnel and random drug testing.
- Responsible for the Pavement Management Program development, operation and implementation.
- Supports sustainable and clean energy efforts for the town, including coordination with town committees, residents, and utilities.
- Implements and reports on clean energy and renewable energy strategies related to town properties.
- Responsible for the annual procurement of Town energy needs, including liquid fuels, electricity and natural gas.
- Serves as the Tree Warden.
- Serves as Municipal Drought Liaison / Drought Coordinator for the Town.
- Serves as a member of the Emergency Operations Team and coordinates Public Works responses during emergencies.
- Responds to emergency calls on a 24-hour basis.
- Performs other related work as assigned.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of the principles and practices of municipal public works functions and public administration as applied to municipal public works.
- Thorough knowledge of the material, methods, and practices essential to the construction, maintenance, and repair of roads, highways, bridges, drains, bulky waste/recycling and modern water pollution control, related laws and regulations.
- Thorough knowledge of the principles and practices of modern civil engineering, particularly as applicable to municipal public works, planning subdivisions, zoning site plans, special studies and investigations, and construction of general public facilities projects.
- Thorough knowledge of the investigation, design and construction of general public works projects.
- Considerable knowledge of the maintenance and operations procedures as applied to public works activities including a working knowledge of the plan of development, zoning and sewer system.
- Considerable knowledge of public works budgets, cost accounting, contracts and office procedures.
- ~~Working knowledge of Connecticut Department of Transportation Permit Program.~~
- Considerable knowledge of employee relations and practices, specifically for a union work environment.
- Working knowledge of tools, equipment, materials used in public works projects, highway, water and sewers, and building and grounds maintenance.

- Ability to plan and direct the Town tree maintenance program, coordinate work with other Town agencies, Connecticut Department of Transportation officials and utility companies.
- Ability to plan, direct, train and evaluate the work of staff with economy and efficiency in the use of time, equipment and materials.
- Ability to administer the activities of a municipal public works department, [including engineering](#), and to direct the work of others.
- Ability to develop operational plans and maintenance programs.
- Ability to investigate and prepare comprehensive reports, to analyze work procedures and develop new techniques; directs the preparation and maintenance of public works records.
- Ability to make difficult decisions within deadlines in an environment of limited resources and competing claims.
- Ability to prepare clear and concise written reports and correspondence and to communicate clearly in both a written and oral manner.
- Ability to establish and maintain effective working relationships with superiors, peers, subordinates, contractors, officials of other agencies, and the general public.

### **REQUIRED EQUIPMENT OPERATION**

Drive a motor vehicle, operate office equipment including but not limited to a personal computer.

### **REQUIRED PHYSICAL EFFORT**

Must be able to sit or stand at work station for long periods of time while performing job functions, navigate construction sites, and to work in inclement weather.

### **REQUIRED MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a B.S. degree in Civil Engineering or related field plus ~~6-7~~ [a minimum of 7](#) years of progressively responsible public works administration, construction and maintenance experience including at least 3-4 years in a supervisory capacity, or equivalent combination of experience and training. [A master's degree in a relevant field may substitute for some experience.](#)

### **SPECIAL REQUIREMENTS**

- Must possess a valid ~~State of Connecticut~~ driver's license [eligible for use in Connecticut](#).
- [Must possess a State of Connecticut Professional Engineer's license, or ability to obtain within 1 year of appointment.](#)
- [Must obtain certification as a Tree Warden within 18 months of appointment, and maintain thereafter.](#)

Director of PW Raw Data								
Title	Annual Salary			PE Status		Masters Degree		
	Min.	Max	Current	Required?	Currently Have	Required?	Currently Have	
<b>Simsbury</b>	<b>Director of Public Works</b>	<b>\$87,618</b>	<b>\$140,232</b>	<b>\$140,232</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>
Cheshire	Director of Public Works & Engineering	\$83,907	\$140,000	\$139,485	No	No	Preferred	2
Cromwell	Director of Public Works	\$101,981	\$143,485	\$130,156	Preferred	No	No	No
Farmington	Director of Public Works/Town Engineer	\$143,813	\$161,957	\$161,957	Yes	Yes	Preferred	No
Glastonbury	Town Engineer/Manager of Physical Services	\$109,726	\$148,122	\$148,120	Yes	Yes	No	
Mansfield	Public Works Director	\$104,906	\$146,891	\$146,890	Yes	Yes	No	Yes
Rocky Hill	Director of Public Works and Community Development Services/Town Engineer					Yes		
South Windsor	Director of Public Works	\$100,000	\$150,000	\$123,168	Preferred		No	No
Wethersfield	Director of Physical Services							
Windsor*	Director of Public Works	\$99,645	\$145,340	\$136,339				
	<b>AVERAGE</b>	<b>\$106,283</b>	<b>\$147,971</b>	<b>\$140,874</b>				
	<b>MEDIAN</b>	<b>\$101,981</b>	<b>\$146,891</b>	<b>\$139,485</b>				
	<b>MINIMUM</b>	<b>\$83,907</b>	<b>\$140,000</b>	<b>\$123,168</b>				
	<b>MAXIMUM</b>	<b>\$143,813</b>	<b>\$161,957</b>	<b>\$161,957</b>				

\*Current salary gathered from CCM's CT Municipal Salary Survey



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Appointment of Town Engineer

2. **Date of Board Meeting:** February 28, 2022

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 concurs with the recommendation of the Town Manager to appoint Thomas Roy as Town Engineer, the following motion is in order:

*Move, to appoint Thomas Roy as Town Engineer effective March 1, 2022, and to revise his annual salary to \$158,000.*

5. **Summary of Submission:**

As you know, Town Engineer Jeff Shea has announced his retirement from the Town with today, February 28<sup>th</sup> being his last full day with us. Director of Public Works Tom Roy is highly qualified to be appointed as Town Engineer. Mr. Roy has his PE certification as well as his Bachelor's Degree in Civil Engineering and a Master's Degree in Civil Engineering. He has been employed by the Town of Simsbury for 14 years. Prior to his tenure in Simsbury he served as a Principal Engineer in the Program Management Unit with the Metropolitan District Commission (MDC), and a structural engineer.

The Charter requires appointment of the Town Engineer by the Board of Selectmen following selection by the Town Manager. The Charter also requires that the Town Manager confer with the Public Works Director for appointment of the Town Engineer; I have reviewed the matter with Mr. Roy, therefore fulfilling the Charter requirement.

6. **Financial Impact:**

The proposed Public Works Director/Town Engineer pay range was addressed in the previous cover memo this evening.

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:** Settlement Agreement for Water Damage Claim at Henry James Memorial School
2. **Date of Board Meeting:** February 28, 2022
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Melissa A.J. Appleby, Deputy Town Manager  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the settlement agreement, the following motion is in order:

*Move, February 28, 2022, to approve the settlement agreement related to the Henry James Memorial School insurance claim(s) and authorize Town Manager Maria E. Capriola to execute all settlement documents.*

5. **Summary of Submission:**  
During the third phase of renovations to Henry James Memorial School, there were two occasions where water damage occurred to existing interior spaces in the school. These leaks caused damage in two separate school locations including the Guidance Suite and a second floor classroom under renovations. These water leaks were due to roof penetrations or exposures of roof areas that were the result of construction activities and/or new mechanical system installations required for the renovation project. The responsibility for repair of this water damage was never acknowledged by the construction manager, so the Town filed a claim in June of 2020 with CIRMA and under various insurance policies required as part of the construction contract. The Town also filed a claim under a builder's risk policy purchased for the project.

The Construction Manager at Risk for the project was Downes Construction Company. The total loss under both of these claims was \$227,420.78. The Town's builder's risk insurer agreed to cover one of the claims less the \$100,000 deductible under the policy. The remaining settlement costs have been presented to the Town by Downes Construction Company.

This matter was reviewed in executive session at your February 14, 2022 meeting. Staff and the Town Attorney recommend that this settlement be approved as it provides for all of the documented costs for the claim.

6. **Financial Impact:**  
The following is a summary of settlement costs:

Starr Insurance (Town's Builder's Risk Policy)	\$84,887.78
Travelers Insurance (Downes General Liability Policy)	\$85,219.49
Chubb (Downes Pollution Liability Policy)	\$47,313.51
<u>Downes Cash Payment</u>	<u>\$10,000.00</u>
<b>Total</b>	<b>\$227,420.78</b>

This proposed settlement makes the Town whole from the costs incurred due to water damage.

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

- a) Memo from Town Engineer dated February 8, 2022: Settlement of Claims for Water Damage – Henry James Memorial School Renovations – Phase 3



# Town of Simsbury

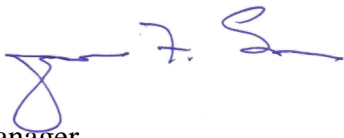
933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Jerome F. Shea - Town Engineer

## MEMORANDUM

**To:** Maria E. Capriola, Town Manager

**From:** Jerome F. Shea, Town Engineer 

**cc:** Melissa Appleby, Deputy Town Manager

**Subject:** Settlement of Claims for Water Damage – Henry James Memorial School Renovations – Phase 3

**Date:** February 8, 2022

During the completion of the subject project, there were two occasions where water damage had occurred to existing interior spaces in the school. These leaks caused damage in two separate school locations including the Guidance Suite and a second floor classroom under renovations. These water leaks were due to roof penetrations or exposures of roof areas that were the result of construction activities and/or new mechanical system installations required for the renovation project. The responsibility for repair of this water damage was never acknowledged by the construction manager, so a claim was filed in June of 2020 by the town with CIRMA and under various insurance policies required as part of the construction contract with the town. The town also filed a claim under a Builder's Risk policy purchased by the town for the project.

The Construction Manager at Risk for the project was Downes Construction Company. The total loss under both of these claims was determined to be \$227,420.78. The town's Builder's Risk Policy insurer agreed to cover one of the claims less the \$100,000 deductible under the policy. The remaining settlement costs have been presented to the town by Downes Construction Company with claims to be paid through their insurance policies along with a cash offer by Downes. This proposal by Downes makes the town whole from these costs due to water damage.

Below is a summary of settlement costs being presented to the Board of Selectmen for approval.

Starr Insurance (Town's Builder's Risk Policy)	\$84,887.78
Travelers Insurance (Downes General Liability Policy)	\$85,219.49
Chubb (Downes Pollution Liability Policy)	\$47,313.51
Downes Cash Payment	\$10,000.00
Total	<u>\$227,420.78</u>

I would recommend this settlement be approved as it provides for all of the documented costs for the claim. Please let me know if you have any questions.

Telephone (860) 658-3260  
Facsimile (860) 658-3205

jshea@simsbury-ct.gov  
www.simsbury-ct.gov

An Equal Opportunity Employer  
8:30 - 7:00 Monday  
8:30 - 4:30 Tuesday through Friday





# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Merger of Simsbury and Granby Chambers of Commerce
2. **Date of Board Meeting:** February 28, 2022
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Melissa A.J. Appleby, Deputy Town Manager  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the merger, the following motion is in order:

*Move, February 28, 2022 to approve the merger of the Simsbury and Granby Chambers of Commerce, and authorize Town Manager Maria E. Capriola to cast an affirmative vote for the merger.*

5. **Summary of Submission:**

The Board of Directors for the Simsbury and Granby Chambers of Commerce are recommending a merger of the two organizations. I believe this merger will not only grow collaboration between the two business communities, but it will also expand capacity and opportunities for the organization. I am supportive of this merger. Deputy Town Manager Melissa Appleby is currently on the Chamber Board of Directors, and also supports the merger. If the merger is approved, Ms. Appleby will continue to serve on the combined Board.

The Chamber of Commerce held two information sessions on the merger opportunity; the slides presented at those sessions are attached. Benefits of a combined Chamber include: increased resources for both organizations; increased exposure and more opportunities for members; increased ability to advocate and leverage support for the local business community.

Electronic voting for members will take place between March 1 at 9:00am and March 3 at 5:00pm; there will be one vote per member. The Town is currently a member of the Chamber.

6. **Financial Impact:**  
None. Membership dues will remain the same.
7. **Description of Documents Included with Submission:**
  - a) Merger Announcement
  - b) Informational Session Slides



To our esteemed members of the Granby Chamber of Commerce and the Simsbury Chamber of Commerce:

Local Chambers of Commerce are dedicated to supporting the success and well-being of their business communities. The realization has occurred that through collaboration these organizations can bring greater value to our members and provide a better platform for future prosperity.


The Granby and Simsbury Chambers of Commerce began discussions regarding the benefits to their respective members of merging into one organization. Some of the benefits of a merged organization to our collective members are as follows:

- Increased exposure for members
- Increased business opportunities for members
- More successful events
- Increased member engagement
- Increased influence to advocate for local businesses
- Larger member network


In November of 2021, the Granby and Simsbury Chambers' Board of Directors voted yes to recommend to their respective memberships to merge into one organization. Each member business will have the opportunity to accept or deny the merger proposal in the first quarter of 2022. If both memberships vote to accept the merger proposal, the merged organization will officially begin June 1, 2022. Prior to the membership vote, virtual informational sessions with opportunity for Q&A will be scheduled for members. These will take place via Zoom on Tuesday, February 15 and Thursday, February 17 (times TBA).

Both Chambers' Boards of Directors believe this proposed merger aligns with our mission, vision and values as organizations. It is our hope that we may evolve together as business communities to create opportunities for success by providing resources, support, and cultivation of relationships allowing our members to connect, grow, and thrive.

Submitted respectfully for your consideration,

  
Joe Beale

President Simsbury Chamber of Commerce

  
Bob Marx

President Granby Chamber of Commerce



# GRANBY AND SIMSBURY CHAMBERS OF COMMERCE

## **Merger Opportunity**

### **How do we keep up with the changing times?**

SUCCESSFUL MERGERS IN CT FOLLOWING A NATIONAL TREND ACROSS THE COUNTRY:

- GUILFORD AND BRANFORD - 2014
- GLASTONBURY AND EAST HARTFORD - 2016
- PLYMOUTH AND CENTRAL CONNECTICUT CHAMBERS OF COMMERCE - 2019
- AVON AND CANTON - 2020

MERGERS AND PARTNERSHIPS CREATE THE OPPORTUNITY FOR:

- UNIFYING MULTIPLE VOICES, BOOSTING CREDIBILITY AND IMPACTING POLICY OUTCOMES.
- CREATING, COMBINING AND INNOVATING ON COMPLIMENTARY PROGRAM AND SERVICE OFFERINGS.
- SHARING OPERATING COSTS TO FREE UP MORE RESOURCES TO FOCUS ON MISSION-BASED OUTCOMES.

APR 23, 2021 12:39 AM

URL: [HTTPS://RESOURCES.ACCE.ORG/ALLIANCES](https://resources.acce.org/alliances)

# Reasons to Merge

## VALUE

- Increased exposure for members
- More opportunity for members

## EVENTS

- More successful events
- Less competing events in the area

## ENGAGEMENT

- Members won't have to choose between Chambers
- Volunteers focusing on one Chamber

## MEMBERSHIP

- Increased membership
- Attracts new members

## OPERATIONS

- Unified message and value proposition
- Staff able to focus on new opportunities

## ADVOCACY

- Increased stature and perceived importance
- Increased power to advocate for businesses

# Merger Process

## 1.) BOARD CONFIRMATION

- Vote to move ahead

## 2.) DEVELOP TRANSITION TEAM

- Members from each Chamber in addition to Executive Directors
- Identifies roadblocks
- Strategizes potential solutions
- Communicates recommendations to both Boards

## 3.) CONFIRM PLAN

- Both Boards approve a merger plan per the recommendations of the Transition team

## 4.) DEVELOP NEW BOARD AND CALENDAR OF EVENTS

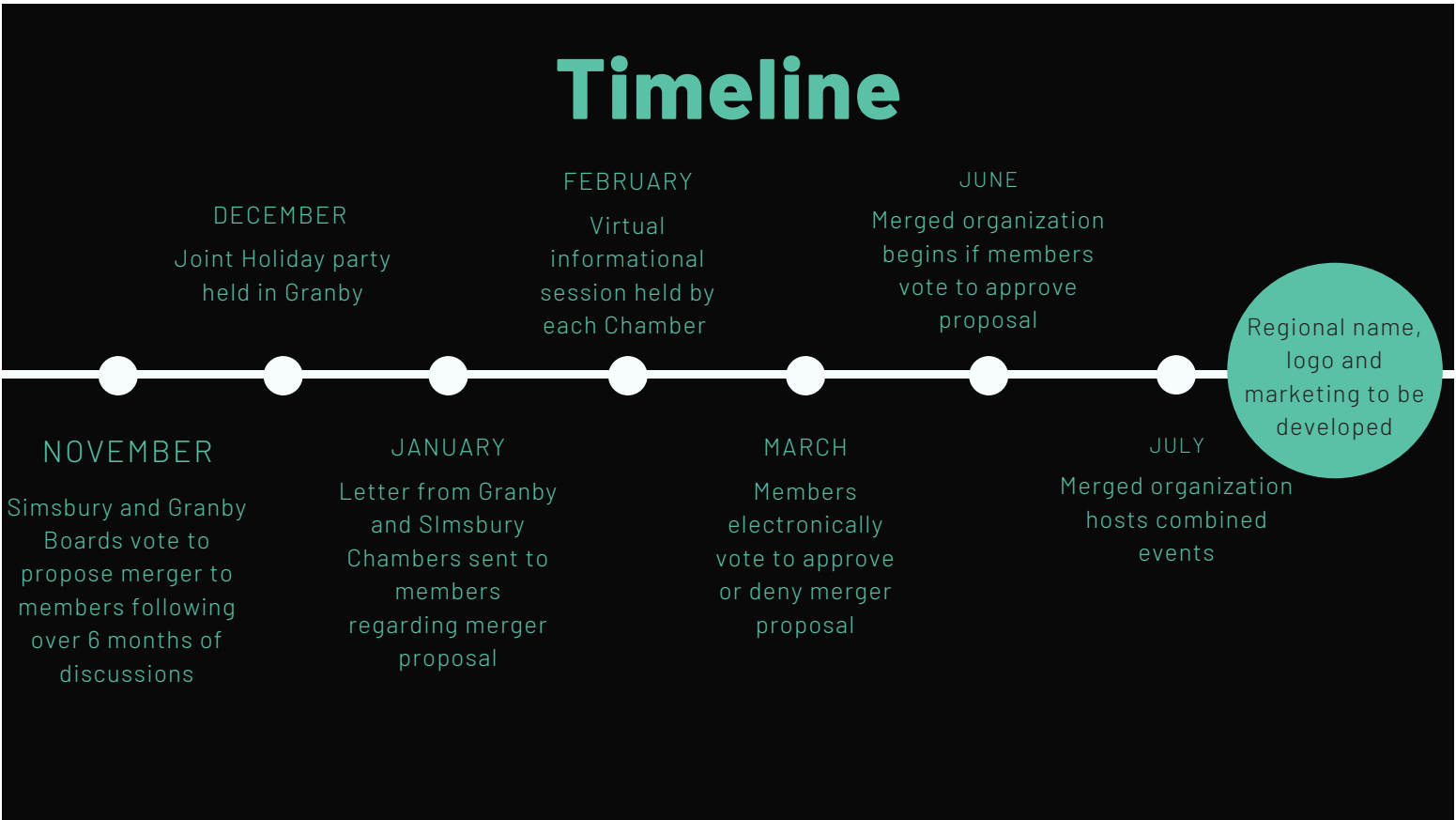
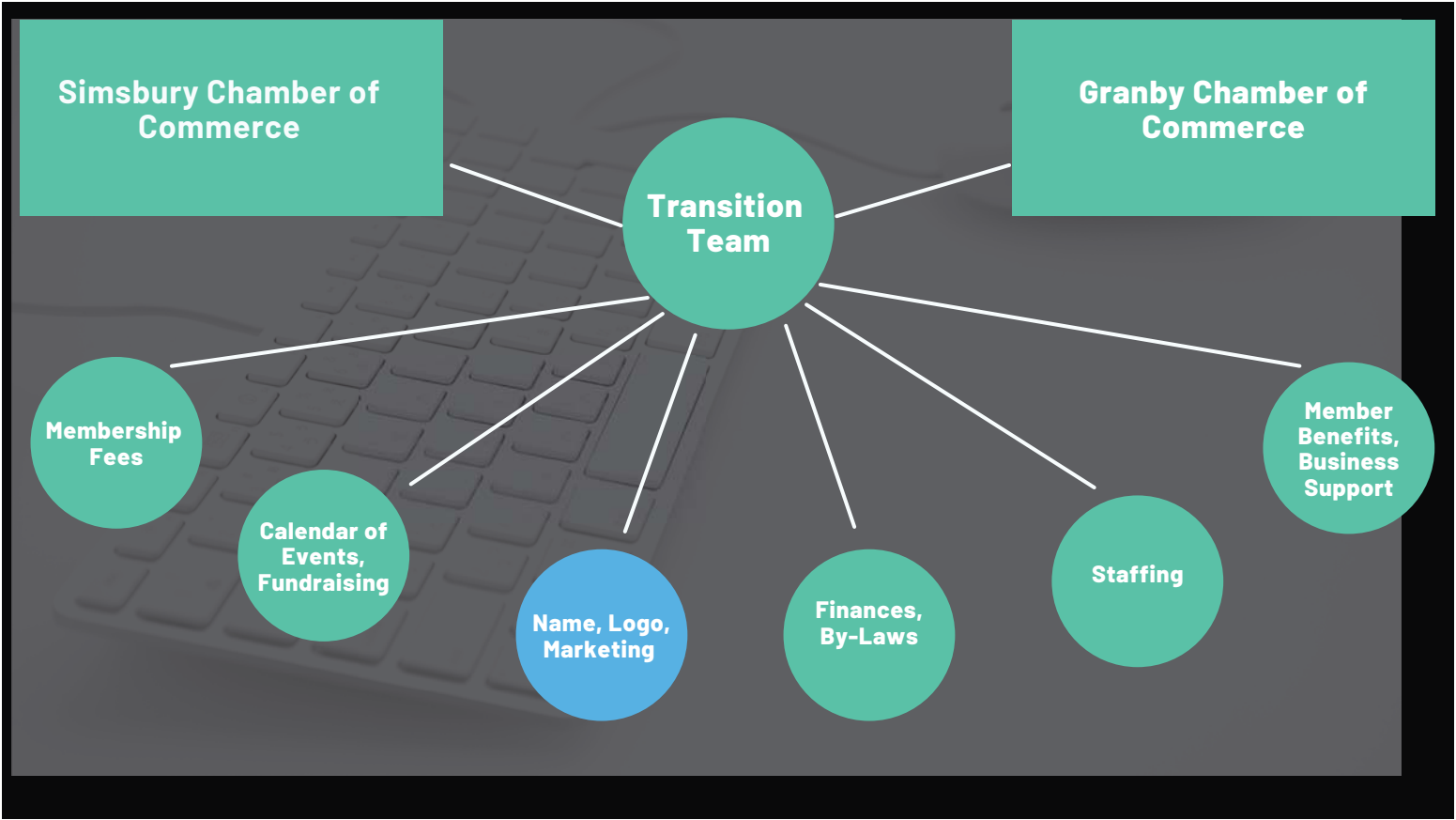
- 1st year will not be final product of the merger; organization will continue to evolve

## 5.) GENERAL MEMBERSHIP VOTE

- Electronic vote for Simsbury and Granby members

## 6.) COMBINE STAFF/OFFICE

- Both Simsbury and Granby office locations will have operational hours
-



# What Will The Merged Chamber Look Like?



## YEAR 1 BOARD

President  
 4 VPs (2 from each previous Board)  
 2 Past Presidents  
 Treasurer  
 Secretary

7 Directors from Simsbury  
 7 Directors from Granby  
 (50/50 representation)

Alternating terms  
 June 1- May 31



## MEMBERSHIP

Over 450 member  
 businesses in the area

Young professionals group

5+ committees including Granby  
 sub-committee



## STAFF

2 Full-time +

Simsbury office and Granby  
 office will have operational  
 hours



## CALENDAR

Combined events: increased  
 attendance, greater opportunity  
 for sponsors, more attractive to  
 professionals in the region

Alternating locations

# Granby/Simsbury Chamber of Commerce

officers

Tim Baker  
 PRESIDENT

Lou George  
 VICE PRESIDENT

Nancy Scheetz  
 VICE PRESIDENT

Colin Bostic  
 VICE PRESIDENT

Scott Riley  
 VICE PRESIDENT

Pam Broderick  
 SECRETARY

Scott Goetjen  
 TREASURER

Joe Beale  
 IMMEDIATE PAST  
 PRESIDENT

Bob Marx  
 IMMEDIATE PAST  
 PRESIDENT

1 year term

directors

Dan Correia

Dave Calibey

Mary Anne Guarco

Andrew St. Onge

Lindsay Allen

Melissa Appleby

Rob Pancoast

James Chen

Sandy Hart

Jamie Rice

Sally Rider

Kathy Ungerleider

Gerry Toner

Brian Guarco

2 year term

# Dues Structure for Year 1

## Granby

- CURRENTLY AT \$185 THROUGH DEC. 2022
- MEMBERS WILL INCREASE TO SIMSBURY MEMBERSHIP BASE TIER OF \$198
- GRANBY MEMBERS WILL STAY AT \$198 THROUGH DEC. 2023

## Simsbury

- CURRENTLY ANNUAL DUES TIERS RANGE FROM \$198-\$825
- MEMBERS DUES WILL REMAIN TIERED AT CURRENT LEVEL

**New Board will determine fee structure beginning Jan. 2024**

## Tentative Combined Calendar of Events

### RECURRING MEETINGS AND SIGNATURE EVENTS

- Twice monthly morning networking
- Lunch and Learn programs quarterly
- After Hours socials monthly
- Farmington Valley YP Events

Jan

Feb

Mar

Apr



Economic Development Update



Business Leaders Breakfast

May



Annual Meeting and Awards Ceremony

Sep



Celebrate Granby

Jun



Golf Tournament

Oct



Spooktacular Celebration

Jul



Raffle Fundraiser

Nov

Aug

Dec



Holiday Party

## FINAL THOUGHTS

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Year 1 will not be the final product, but rather an opportunity for the new Board and membership to evolve the organization to better serve it's community.

Merger is a way to increase value and position the Chamber for future growth and success.

*"By leveraging collective resources and relationships, together we can bring forward innovative programs for our members and solution-based strategies for the region,"*  
- Shannon Full, president & CEO of the TwinWest Chamber  
(St. Louis Park, MN)

# Membership Vote

## Tuesday, March 1 - Thursday, March 3

ELECTRONIC VOTE OPEN  
3/1 AT 9:00 AM - 3/3 AT 5:00 PM  
ONE VOTE PER MEMBER

PROPOSED BY-LAWS AND OTHER INFO  
AVAILABLE AT [SIMSBURYCOC.ORG](http://SIMSBURYCOC.ORG)  
VIA MERGER TAB



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Trust Act Reporting Requirements

2. **Date of Board Meeting:** February 28, 2022

3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Nicholas J. Boulter, Chief of Police

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

*Maria E. Capriola*

If the Board of Selectmen is in support of authorizing the Police Department to complete the reporting requirements associated with the Trust Act, the following motion is in order:

*Move effective, February 28, 2022, to authorize the Simsbury Police Department to complete and submit any and all reporting requirements related to the Trust Act on behalf of the Town of Simsbury until revised or rescinded.*

5. **Summary of Submission:**

Public Act 19-20 requires the Town's legislative body to submit reports bi-annually to OPM related to information of individuals to whom we have provided U.S. Immigration and Customs Enforcement (ICE) access to during the previous six months. Since enactment of the legislation, the Town has not had any such data to report on. Recently, it was announced that Towns will now be required to submit a report even when ICE has not been given access to individuals in our care. The reporting requirement is an online form, and would be completed by the Police Department. The form is due March 1, 2022, and bi-annually thereafter.

After consulting with Town Attorney Robert DeCrescenzo regarding the recommended procedure for complying with our reporting requirements, he suggested that the Board of Selectmen adopt a motion delegating responsibility for completing reporting requirements related to the Trust Act to the Police Department. Further, he is recommending that once completed, the report be provided to the Town Manager and the Board.

6. **Financial Impact:**  
None

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

a) Memo from Chief Boulter, re: Trust Act Reporting Requirements, dated February 24, 2022





# Simsbury Police Department

933 Hopmeadow Street

Simsbury, CT 06070



NICHOLAS J. BOULTER  
CHIEF OF POLICE

## MEMORANDUM

TO: Maria Capriola, Town Manager  
FROM: Nicholas J. Boulter, Chief of Police  
DATE: February 24, 2022  
SUBJECT: Trust Act Reporting Requirements

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In accordance with Public Act 19-20, the legislative body of the Town of Simsbury is required to bi-annually report data to OPM related to information of individuals to whom we have provided U.S. Immigration and Customs Enforcement (ICE) access to during the previous six months, as is detailed below in section 54-192(e)(3) of the C.G.S:

Beginning January 1, 2020, the legislative body of any municipality with a law enforcement agency that has provided ICE access to an individual during the prior six months shall provide to the Office of Policy and Management, on an ongoing basis every six months, data regarding the number and demographic data of individuals to whom the law enforcement agency has provided ICE access, the date ICE access was provided to an individual and whether the ICE access was provided as part of compliance with a civil immigration detainer or through other means. Data may be provided in the form of statistics or, if statistics are not maintained, as individual records, provided personally identifiable information is redacted.

After consulting with Town Attorney Robert DeCrescenzo regarding the recommended procedure for complying with our reporting requirements, he suggested the following;

The Board of Selectmen holds a one-time vote, designating the police department to submit the required report moving forward on their behalf. After each report fulfillment, a copy of it should be provided to the Town Manager's office in order to disseminate accordingly.

Following this recommendation appears to be the most efficient means of complying with our reporting requirement as well as ensuring the information is appropriately disseminated. Please let me know if you have any questions.



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** ARPA Work Group/Finance Sub-Committee

2. **Date of Board Meeting:** February 28, 2022

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

4. **Action Requested of the Board of Selectmen:** *Maria E. Capriola*  
If the Board of Selectmen is in support of disbanding the ARPA work group, and reassigning the duties to the Finance Sub-Committee, the following motion is in order:

*Move effective, February 28, 2022, to disband the ARPA work group and to reassign those duties to the Finance Sub-Committee.*

5. **Summary of Submission:**

The ARPA work group was formed on June 14, 2021, for the purpose of providing recommendations to the full Board of Selectmen on both process and potential uses of the ARPA Funds. The work group initially consisted of two Board of Selectmen members (Mackstutis, Askham). A third Selectmen was later added to the group (Battos). The work group currently consists of First Selectman Mackstutis and Selectman Askham. There is currently one vacancy for a Selectman. The primary staff members supporting the group are our Finance Director Amy Meriwether and Deputy Town Manager Melissa Appleby.

A recommendation has been made to disband the ARPA work group, and to reassign the duties to the Finance Sub-Committee which consists of First Selectman Mackstutis, Deputy First Selectman Amber Abbuhl, and Selectman Heather Goetz.

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:** Proposed Appointments & Reappointments from the Simsbury Republican Town Committee

2. **Date of Board Meeting:** February 28, 2022

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

4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen support the recommendations from the Simsbury Republican Town Committee, the following motion is in order:

*Move, effective February 28, 2022, to appoint Andrew Bade as a Regular Member of the Conservation Commission – Inland Wetlands and Watercourses Agency with a term ending January 1, 2026.*

*Move, effective February 28, 2022, to re-appoint Lucian Dragulski as a Regular Member of the Water Pollution Control Authority with a term ending January 1, 2026.*

*Move, effective February 28, 2022, to re-appoint Thomas Hickey as a Regular Member of the Water Pollution Control Authority with a term ending January 1, 2026.*

5. **Summary of Submission:**  
The Town Clerk has received a recommendation from the Republican Town Committee to appoint of Andrew Bade (U) as a Regular Member of the Conservation Commission – Inland Wetlands and Watercourses Agency with a term ending January 1, 2026.

The Republican Town Committee has also recommended the re-appointments of Lucian Dragulski (R) and Thomas Hickey (R) to the Water Pollution Control Authority for terms ending January 1, 2026.

6. **Financial Impact:**  
None

7. **Description of Documents Included with Submission:**  
a) Andrew Bade Resume

**Andrew Peter Bade**



**Education:**

**Ph.D.:**

August 2021

Evolution, Ecology, and Organismal Biology Major; Statistical Data Analysis Minor  
The Ohio State University, Columbus, OH

**B.S.:**

May 2014

Biological Sciences Major; Ecology/Evolutionary Biology Minor  
University of Connecticut, Storrs, CT

**Professional Experience:**

**Environmental Protection Fisheries Biologist**, August 2019 - Present  
CT DEEP Bureau of Natural Resources Fisheries Division, Hartford, CT

- Primary job duty is to increase participation in fishing
  - Fishing participation has increased by 15% since 2019
- Make information on fish, fishing, and fisheries more accessible to the public
  - Developed a video production workflow that has dramatically increased Fisheries Division video content
  - Redesigned Inland Fisheries and CARE program web content to take advantage of a modern web platform
  - Created a digitized version of Freshwater Fishes of Connecticut
  - Expanded our social media use to Instagram and YouTube
  - Contributed to a 30% increase in Facebook followers
- Develop programs to encourage participation in fishing
  - Successfully applied for a Mobile First Catch Center with the Recreational Boating and Fishing Foundation and developed supporting programming and evaluation
  - Helped develop and implement the Tiger Tamer campaign
  - Designed and implemented a Take a Friend Fishing campaign
- Improve the online licensing system
  - Led development of an interdisciplinary working group to achieve aims
  - Led fisheries content management
  - Helped implement a new user interface, an electronic signature feature, and data access improvements for law enforcement

**Graduate Teaching Associate**, August 2015 - December 2015

Dr. Kristen Smock's Biology 1101, The Ohio State University

- Taught weekly labs/recitations to two sections of introductory biology students

- Developed recitations, graded assignments, and coordinated with other lab staff
- Attended professional development seminars to improve my teaching abilities
- Received highly positive student evaluations

**Seasonal Resource Assistant, April 2014 - July 2015**

CT DEEP Bureau of Natural Resources Fisheries Division, Hartford, CT

- Conducted electrofishing surveys
- Performed creel surveys and entered resulting data
- Transported and stocked fish including trout, walleye, and northern pike
- Cleaned and pressed scales for aging
- Maintained and repaired equipment including nets, boats, boat trailers, and backpack shocking units

**Biological Risk Assessor, September 2014 - January 2015**

Windsor Shade Tobacco Company, Windsor, CT

- Reported usage of water, electricity, natural gas, and oil to third party environmental advocacy groups
- Developed strategies to mitigate impact on local watersheds and reduce energy use
- Ensured employees were aware of their rights and of the workplace hazards in agriculture  
Documented findings for submission to Social Responsibility in Tobacco Production

**Research Experience:**

**Graduate Research Assistant, December 2015 – August 2019**

Department of Evolution, Ecology, and Organismal Biology, The Ohio State University

- Supervised by Dr. Stuart Ludsin
- Developed and led a project focused on Lake Erie walleye behavior and fishery dynamics
  - Research question #1: How do environmental and phenotypic variables affect the spawning behaviors of walleye?
  - Research question #2: How do angler decisions influence the catch rate and size of harvested walleye?
- Developed international support for an ambitious research program by working closely with fisheries managers and researchers from multiple states and the province of Ontario
- Budget management experience (\$223,000)
- Managed and analyzed large acoustic telemetry data sets (~45,000,000 observations)
- Used quantitative approaches including nonparametric statistics, linear models, count regression models, generalized additive models, and multinomial logistic regressions
- Programmed statistical analyses and graphics using R, MATLAB, and Octave
- Disseminated results through publication in the scientific literature, management reports, conference presentations, and public outreach efforts

**Undergraduate Research in Natural Resources, December 2013 - May 2014**

University of Connecticut, Storrs, CT

- Supervised by Dr. Jason Vokoun
- Assisted a project that assessed the efficacy of current means for estimating bass abundances

- Research question: Is electrofishing a valid means to estimate largemouth bass populations?
- Estimated largemouth bass population size in two CT lakes using the Schnabel mark-recapture formula
- Compared the proportion of the population expected to be marked based on electrofishing population estimates with the actual proportion of marked fish caught in tournaments
- Entered, managed, and analyzed a data set composed of both electrofishing and tournament angling mark-recapture studies collected by the CT DEEP

### **Undergraduate Research in Behavioral Neuroscience, November 2012 - December 2013**

University of Connecticut, Storrs, CT

- Advised by Dr. Etan Markus
- Worked on multiple neurobiology projects focused on episodic memory formation
  - Research Question #1: How do patterns of remapping differ among the ventral and dorsal subregions of the hippocampus in response to environmental change?
  - Research Question #2: How do caffeine and physostigmine alter episodic memory formation?
- Successfully applied for a materials grant to perform experiments
- Built and tested microdrives to be surgically installed in rats' brains
- Used a delayed match-to-place radial arm water maze as a paradigm to assess various aspects of episodic memory
- Independently conducted and recorded water maze trials using rats
- Performed subcutaneous and intramuscular injections on rats with caffeine, physostigmine, and antibiotics
- Presented findings weekly at lab meetings

### **Funded Proposals:**

**Mobile First Catch Center.** \$25,000. Recreational Boating and Fishing Foundation. 2020.

**Use of Lake Erie's Ohio reef complex by walleye during the spring spawning season.** \$223,023. The Ohio Department of Natural Resources, Division of Wildlife (Federal Aid: D-J Sport Fish Restoration). 2016-2020. Co-PI with Stuart Ludsin.

**Patterns of remapping among the ventral and dorsal subregions of the hippocampus in response to environmental change.** \$1,115. University of Connecticut, Storrs (Committee for Undergraduate Research Grants). 2013. E. J. Markus (Faculty Sponsor).

### **Refereed Publications:**

**Bade, A. P.,** T. R. Binder, M. D. Faust, C. S. Vandergoot, T. J. Hartman, R. T. Kraus, C. C. Krueger, and S. A. Ludsin. 2019. Sex-based differences in spawning behavior account for male-biased harvest in Lake Erie walleye (*Sander vitreus*). *Canadian Journal of Fisheries and Aquatic Sciences*. 76(11): 2003–2012. <https://doi.org/10.1139/cjfas-2018-0339>.

**Bade, A. P.,** D. A. Dippold, B. A. Schmidt, M. R. DuFour, T. J. Hartman, and S. A. Ludsin. *In revision*. Angler choices that help catch lots of big fish. *Fisheries Magazine*. Draft available upon request.

**Bade, A. P.,** C. S. Vandergoot, M. D. Faust, J. A. Robinson, T. MacDougall, M. R. DuFour, C. C. Krueger, R. T. Kraus, and S. A. Ludsin. *In prep*. Spawning site selection in Lake Erie walleye: Implications for management. Target journal: *Ecological Applications*. Target submission date: December 2021. Draft available upon request.

**Bade, A. P.,** C. S. Vandergoot, M. D. Faust, J. A. Robinson, T. MacDougall, M. R. DuFour, D. A. Dippold, C. C. Krueger, R. T. Kraus, and S. A. Ludsin. *In prep*. On the timing of spawning in relation to environmental variables and phenotypic characteristics in Lake Erie walleye. Target journal: *Fisheries Research*. Target submission date: February 2022. Draft available upon request.

### **Oral Presentations:**

\*Strong, J. D., \*M. Holmes, \***A. P. Bade**, and \*R. Jacobson. State Angler R3 Scorecard: Insights from states moving the needle on R3. RBFF State Marketing Workshop. 2021.

\***Bade, A. P.,** M. D. Faust, C. S. Vandergoot, J. M. Robinson, T. M. McDougall, and S. A. Ludsin. Spawning site fidelity of Lake Erie walleye. Great Lakes Acoustic Telemetry Observation System Coordination Meeting. Ann Arbor, Michigan. 2019.

\***Bade, A. P.,** B. Schmidt, M. D. Faust, M. R. Dufour, and S. A. Ludsin. Factors influencing walleye catch rates in Lake Erie, 1989-2017. Aquatic Ecology Laboratory Annual Research Review. Columbus, Ohio. 2018.

\***Bade, A. P.,** T. R. Binder, M. D. Faust, T. J. Hartman, R. M. Kraus, C. C. Krueger, T. M. MacDougall, J. M. Robinson, C. S. Vandergoot, and S. A. Ludsin. Spawning phenology of Lake Erie walleye. Great Lakes Acoustic Telemetry Observation System Coordination Meeting. Ann Arbor, Michigan. 2018.

\***Bade, A. P.,** T. R. Binder, M. D. Faust, T. J. Hartman, R. M. Kraus, C. C. Krueger, T. M. MacDougall, J. M. Robinson, C. S. Vandergoot, and S. A. Ludsin. Spawning phenology of Lake Erie walleye. Aquatic Ecology Laboratory Annual Research Review. Columbus, Ohio. 2018.

**Bade, A. P.,** C. S. Vandergoot, T. R. Binder, \*M. D. Faust, T. J. Hartman, R. T. Kraus, C. C. Krueger, and S. A. Ludsin. From the bar to the bedroom: using sex-specific reproductive behavior to inform management of Lake Erie walleye. World Recreational Fishing Conference. Victoria, Canada. 2017.

\***Bade, A. P.,** C. S. Vandergoot, T. R. Binder, M. D. Faust, T. J. Hartman, R. T. Kraus, C. C. Krueger, and S. A. Ludsin. Using knowledge of sex-specific reproductive behavior to inform the management of Lake Erie walleye. International Association for Great Lakes Research. Detroit, Michigan. 2017.

**\*Bade, A. P.**, C. S. Vandergoot, T. R. Binder, M. D. Faust, T. J. Hartman, R. T. Kraus, C. C. Krueger, and S. A. Ludsin. Sex-specific habitat use of Lake Erie's open-lake reef complex by walleye: implications for fisheries management. Aquatic Ecology Laboratory Annual Research Review. Columbus, Ohio. 2017.

**\*Bade, A. P.**, C. S. Vandergoot, T. R. Binder, and S. A. Ludsin. Use of the Ohio reef complex during the spring spawning season by walleye. Great Lakes Acoustic Telemetry Observation System Coordination Meeting. Ann Arbor, Michigan. 2016.

### **Poster Presentations:**

**Bade, A. P.**, C. S. Vandergoot, T. R. Binder, M. D. Faust, T. J. Hartman, R. T. Kraus, C. C. Krueger, and **\*S. A. Ludsin**. Acoustic telemetry reveals sex-specific differences in walleye spawning behavior. Great Lakes Acoustic Telemetry Observation System Coordination Meeting. Ann Arbor, Michigan. 2017.

**\*Bade, A. P.**, C. S. Vandergoot, T. R. Binder, M. D. Faust, and S. A. Ludsin. Use of Lake Erie's Ohio reef complex by walleye (*Sander vitreus*) during the spring spawning season. Midwest Fish and Wildlife Conference. Lincoln, Nebraska. 2017.

Lee, S. L., and **\*A. P. Bade**, S. Collins. Dissociating place cell activity across the dorsal and ventral regions of the hippocampus. Northeast Undergraduate Research Organization for Neuroscience Conference. Hamden, Connecticut. 2013.

### **Outreach and Community Engagement:**

Columbus Humane Society dog care volunteer, Columbus, Ohio. October 2018 – June 2019.

**\*Bade, A. P.** Understanding walleye movement in Lake Erie using acoustic telemetry. Under the Sea undergraduate club. Columbus, Ohio. 2018.

**\*Bade, A. P.** Understanding walleye movement in Lake Erie using acoustic telemetry. Columbus Sea Nags SCUBA club. Columbus, Ohio. 2017.

Big Brothers Big Sisters of Central Ohio mentoring program, Columbus, Ohio. December 2016 – February 2019.

Facilitated middle school student visits to Aquatic Ecology Laboratory, Columbus, Ohio. May 2015 – June 2019.

The Ohio State University Museum of Biological Diversity Open House volunteer, Columbus, Ohio. April 2016 – April 2018.

### **Professional Memberships:**

American Fisheries Society (Ohio and Southern New England Chapters)

Great Lakes Acoustic Telemetry Observation System



International Association for Great Lakes Research

**Certifications:**

Adult First Aid/CPR/AED from American Red Cross. 2021.

SQL for Data Science by University of California, Davis on Coursera. 2019.

Corporate Finance Essentials by IESE Business School on Coursera. 2019.

R Essentials for Natural Resource Professionals by Michigan State University. 2016.

Certificate of Personal Watercraft Operation. 2014.



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Appointment of Melissa Appleby to Board of Directors for the Farmington Valley Health District
2. **Date of Board Meeting:** February 28, 2022
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 accepting the resignation of Jeff Shea and appointing Melissa Appleby to the Farmington Valley Health District Board of Directors, the following motion is in order:  
  
*Move, effective February 28, 2022, to accept the resignation of Jeff Shea from the Farmington Valley Health District Board Directors. Further move, effective February 28, 2022 to appoint Melissa Appleby to the Farmington Valley Health District Board of Directors for a term set to expire on April 24, 2023.*
5. **Summary of Submission:**  
The Farmington Valley Health District (FVHD) serves as the local health department for the Town of Simsbury and nine other member towns. Per the District's bylaws, each municipality in the District must appoint one member to the Board of Health for each 10,000 population, or part thereof. Based on our current population, we are entitled to three membership slots. The terms of office for Board members are three years, with successive terms permitted.  
  
With Jeff Shea's retirement from the Town we have a vacancy on the FVHD Board of Directors that the Town is entitled to. Ms. Appleby served for approximately four years on the FVHD Board of Directors, and has previously served on their budget sub-committee, prior to Ms. Capriola taking her membership slot in September 2021.  
  
Ms. Appleby would fill the remainder of Mr. Shea's term which was set to expire on April 24, 2023.
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 Tim Walczak from the Open Space Committee
2. **Date of Board Meeting:** February 28, 2022
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Trish Munroe, 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 Tim Walczak as a member of the Open Space Committee, retroactive to February 11, 2022.*
5. **Summary of Submission:**  
The Town has received the resignation of Tim Walczak (R) as a member of the Open Space Committee. Mr. Walczak's term was to expire December 4, 2023.
6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**
  - a) Tim Walczak's Resignation Submission, dated February 11, 2022.

## Munroe Trish

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**From:** Contact form at Simsbury CT <cmsmailer@civicplus.com>  
**Sent:** Friday, February 11, 2022 9:25 AM  
**To:** Munroe Trish  
**Subject:** [Simsbury CT] open space (Sent by Tim Walczak, [REDACTED])

Hello tmunroe,

Tim Walczak [REDACTED] has sent you a message via your contact form (<https://www.simsbury-ct.gov/user/17206/contact>) at Simsbury CT.

If you don't want to receive such e-mails, you can change your settings at <https://www.simsbury-ct.gov/user/17206/edit>.

Message:

Good morning,

First off thank the open space committee for welcoming me into the group the over the last year. I have learned so much about the conservation efforts to keep and the beautiful minds that seek to put Nature first.

I will not be asking for a reappointment to the open space committee.

With much appreciation,

Tim Walczak



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of David Blume and Julie Eaton from the Planning Commission
2. **Date of Board Meeting:** February 28, 2022
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Trish Munroe, Town Clerk  
*Maria E. Capriola*

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

The following motion is in order:

*Move, retroactive to February 17, 2022, to accept the resignation of David Blume as a Regular Member of the Planning Commission.*

*Move, effective February 28, 2022, to accept the resignation of Julie Eaton as an Alternate Member of the Planning Commission.*

5. **Summary of Submission:**

The Town Clerk has received the resignation of David Blume (R) as a Regular Member of the Planning Commission. Mr. Blume's term was to expire December 1, 2025.

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."

Pursuant to our Charter, since Mr. Blume is a Republican, his replacement must be from the same political party. Therefore, this vacancy must be filled no later than April 3, 2022. The appointee will serve until December 4, 2023, which is the date that the newly elected Regular Planning Commission Member will assume their position with a term ending December 1, 2025.

Ms. Eaton is resigning as an alternate on the Planning Commission; she is recommended for appointment as a regular member later in the meeting to fill the vacancy caused by Mr. Blume's resignation.

6. **Financial Impact:**

None

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

- a) David Blume's Resignation Submission, dated February 17, 2022
- b) Julie Eaton's Resignation Submission, dated February 18, 2022

February 17, 2022

Dear Ms. Munroe,  
Clerk,  
Town of Simsbury, Ct.

I hereby submit my resignation from the Planning Commission of the Town of Simsbury.

I appreciate the trust placed in me by the citizens of the Town in electing me to a second term as a Planning Commissioner. And I appreciate the patience and assistance demonstrated by my fellow Commissioners in helping me become effective on the Planning Commission.

Truly yours

David J. Blume

DAVID J. BLUME



FEB 18 2022 AM 9:27  
FRS1 MURROE, TOM GLK

## Form submission from: Resignation Submission Form

Simsbury CT via Simsbury CT <cmsmailer@civicplus.com>

Fri 2/18/2022 7:32 AM

To: Butler Ericka <ebutler@simsbury-ct.gov>

Submitted on Friday, February 18, 2022 - 7:31am

Submitted by anonymous user: 32.212.253.247

Submitted values are:

Member's Name: Julie Eaton

Address: [REDACTED]

Phone #: [REDACTED]

Email: [REDACTED]

Type of Member: Alternate

Name of Board/Commission: Planning

Effective Date of Resignation: 02/18/2022

Reason for Resignation: Seeking a regular seat on Planning

Any Additional Comments: Dave Blume

The results of this submission may be viewed at:

<https://www.simsbury-ct.gov/node/98363/submission/25391>





# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Appointments to the Planning Commission

2. **Date of Board Meeting:** February 28, 2022

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

Maria E. Capriola, Town Manager; Trish Munroe, Town Clerk

*Maria E. Capriola*

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

If the Board of Selectmen accepts the recommended appointments, the following motions are in order:

*Move, effective February 28, 2022, to appoint Julie Eaton as a Regular Member of the Planning Commission with a term ending December 4, 2023 to fill a vacancy created by the resignation of David Blume on February 17, 2022.*

*Move, effective February 28, 2022, to appoint Craig MacCormac as an Alternate Member of the Planning Commission with a term ending December 4, 2023 to fill a vacancy created by the resignation of Julie Eaton on February 18, 2022.*

5. **Summary of Submission:**

The Town Clerk has received from the Republican Town Committee the recommendation of Julie Eaton (R) as a Regular Member of the Planning Commission. The appointee will serve until December 4, 2023, which is the date the newly elected Regular Planning Commission Member will assume their position to fill a 2 year vacancy with a term ending December 1, 2025.

The Town Clerk has also received from the Republican Town Committee the recommendation of Craig MacCormac (R) as an Alternate Member of the Planning Commission. The appointee will serve until December 4, 2023, which is the date the newly elected Alternate Planning Commission Member will assume their position with a term ending December 6, 2027.

6. **Financial Impact:**

None

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

None

## **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 Town Hall. Present were: First Selectman Wendy Mackstutis; Deputy First Selectman Amber Abbuhl; Board members Sean Askham, Heather Goetz, Eric Wellman and Chris Peterson. Others in attendance included: Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; Acting Director of Planning and Community Development Tom Hazel; Director of Parks and Recreation Tom Tyburski; Director of Public Works Tom Roy; Town Engineer Jeff Shea, Director of Social Services Kristen Formanek; Executive Director of COST Betsy Gara, and other interested parties.

## **PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

## **PUBLIC AUDIENCE**

- **Written comments can be emailed to [townmanager@simsbury-ct.gov](mailto:townmanager@simsbury-ct.gov). Written comments will not be read into the record, but forwarded to all Selectmen via email**

Carl Meyer spoke about issues in the Simsbury Volunteer Ambulance presentation. He said the data excludes calls from other agencies coming to Simsbury. Data shows that our Town needs two ambulances. The Board needs to look at contracted response times. He said SVAA needs to run their second ambulance seven days a week and the Board needs to get a new contract with them.

Christine Traficante said it took 32 minutes for her to get help after she called 911. That is unacceptable. The police came, but can't do much due to their policies. SVAA has the equipment, money, and people to run a second ambulance and this should be implemented.

Joan Coe, 26 Whitcomb Drive, spoke about low morale at Town Hall, a FOI request she made, the Town Manager's position, communications and emails, and other issues.

Jackie Crockett, 97 Pine Hill, spoke about the sewer issues at their Association. She feels the Town should help pay for it by using the American Rescue Plan Act money. This issue has now become of utmost importance as the sewer could fail at any time. The Association cannot afford to pay for new sewers on their own.

Dave Diodato, 12 Middle Lane, also spoke about the sewer issues at Pine Hill. He said they do qualify for some of the ARPA money and feels the Town needs to help them. He said this Association is a significant tax revenue to the Town and urged the Board to help them with this urgent need.

Paul Peterson spoke about the sewer issues at Pine Hill. He did some research and they do qualify for the ARPA money. He wants the Board to preserve this historic area in Town. This is a difficult time for many and it is a critical issue now.

Mike Ganis, 9 Middle Lane, asked the Board to consider the issue of Ensign Bickford not meeting standards at Pine Hill when it was sold. Now the Association is living in fear due to this sewer issue. They cannot fix the issue on their own and really need the Town's help.

Bob Patricelli, 77 Hartford Road, spoke about the State Police Firing Range. He feels their plans are crazy and the word needs to get out about this project. People need to understand how crazy this building will be. A brochure is going out to residents and there is an update on the website. He feels the Board of Selectmen should plan an advocacy role as they need to protect the Town. Mr. Patricelli also feels the Town should help Pine Hill with the sewer issues

## **PRESENTATION**

### **a) Council of Small Towns (COST) Legislative Update**

Betsy Gara from COST spoke to the Board about this Legislative Session. She said Governor Lamont gave his bi-annual budget for fiscal year 2023 which showed an increase of 2%. He is asking for 2.85 billion for formula grants. There is 90 million to help towns upgrade their HVAC systems in schools.

Ms. Gara said one of the biggest issues is the car tax cap proposal. Governor Lamont wants to cap car taxes at 29 mils. There was some discussion on this issue. Mr. Askham said this has been proposed before and it did not work because the reimbursements did not come through, creating more tax burdens on homeowners. Ms. Gara said this will be a big discussion by the Legislature.

Ms. Gara said there will also be discussion on solid waste management now that China won't accept our recyclables. Different proposals are being looked at.

Ms. Gara said Broadband, juvenile crime, mental health issues, opioid abuse will also be discussed. DEEP is making an effort to ban feeding of wild animals statewide.

After some discussion on car taxes, housing funding and renter's assistance funding, Ms. Gara said these all need to be looked at further. She said the session concludes on May 4<sup>th</sup> and she will continue to keep the Board updated.

## **FIRST SELECTMAN'S REPORT**

Ms. Mackstutis, First Selectman, reviewed First Selectman's report.

## **TOWN MANAGER'S REPORT**

Ms. Capriola, Town Manager, reviewed her Town Manager's report.

## **SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS**

- a) **Personnel** – there was not report at this time.
- b) **Finance** – there was no report at this time.
- c) **Public Safety** – Mr. Askham said there will be a Public Safety meeting on Thursday to discuss the budget request from the Police Commission about staffing. He will report back to the Board on this discussion.
- d) **Board of Education** – there was no report at this time.

Ms. Abbuhl said Zoning has been speaking to the Tower Ridge Development owner and developer as they would like zoning changed to residential use as they are having a hard time finding commercial tenants. After discussion, the Zoning Board voted 0 to 6 against this request and the zone will remain a mixed use zone.

Mr. Wellman said the SPIRIT Council will be holding their third historical event of their series on Wednesday. This is for black history month.

Mr. Wellman said he had a meeting with pollinator people. This issue needs to be discussed at the budget meeting. He wants to partner with experts so pollinating can be cost effective and sustainable. He wants the Town to be able to maintain this properly.

Ms. Goetz said there will be an informational meeting hosted by the Chamber on Tuesday and Thursday to discuss the proposed merger with the Granby Chamber.

### **SELECTMEN ACTION**

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

Mr. Askham made a motion, effective February 14, 2022, to approve the presented tax refunds in the amount of \$122,775.77 and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds. Mr. Wellman seconded the motion. All were in favor and the motion passed.

#### **b) Donation from Hartford Federal Credit Union**

Ms. Abbuhl made a motion, effective February 14, 2022, to accept a donation from Hartford Federal Credit Union in the amount of \$2,000 for the purpose of supporting the Simsbury Community and Social Services Department Food Programs with our thanks. Ms. Goetz seconded the motion. All were in favor and the motion passed.

#### **c) Proposed Purpose and Procedures for Community for Care**

Ms. Capriola said they have been working on purpose and procedures for temporary committees. She said the change would be to go from 14 members of the committee to 7.

Mr. Askham made a motion, effective February 14, 2022 to approve the proposed Purpose and Procedures for the Community for Care Committee. Ms. Goetz seconded the motion. All were in favor and the motion passed.

#### **d) Appointment of Interim Planning and Community Development Director**

Ms. Capriola said the Charter allows for interim appointments. The appointments need to be brought to the Board for confirmation. The Interim person always has compensation increased as to meet with their responsibilities. If this is approved she will send an executive memo to the union.

Mr. Askham made a motion, effective February 14, 2022, to appoint Tom Hazel to the position of Interim Planning and Community Development Director, retroactive to January 1, 2022 until such time that this motion is suspended by the appointment of another Interim or permanent Planning and Community Development Director. Further move, to increase Mr. Hazel's salary to \$96,056 (on an annualized basis) during his Interim appointment as Planning and Community Development Director and that his other employment related benefits as an affiliated employee remain in place. At the conclusion of his service as Interim Planning and Community Development Director, Mr. Hazel shall be permitted to return to his position as Assistant Town Planner with the

salary and employee related benefits assigned to that position. Mr. Wellman seconded the motion. All were in favor and the motion passed.

**e) Recreation Coordinator Classification**

Ms. Capriola said during the 2020 budget process a full time recreation supervisor position was eliminated from the Park and Recreation Department. The funds are budgeted and a coordinator is needed now.

After discussion, Mr. Peterson made a motion, effective February 14, 2022, to create the classification of Recreation Coordinator and to approve the proposed job description as presented. Further move to approve placing the position at an hourly rate of pay between \$25.17 – 30.02/hour. Ms. Abbuhl seconded the motion. All were in favor and the motion passed.

**f) Proposed 2022 Simsbury Golf Course Fee Schedule**

Mr. Peterson made a motion, effective February 14, 2022, to approve the 2022 fee schedule for the Simsbury Farms Golf Course as presented. Mr. Wellman seconded the motion. All were in favor and the motion passed.

**g) Proposed 2022 Aquatics and Day Camp Fee Schedule**

Mr. Wellman asked if the increase was due to labor and other costs. Mr. Tyburski said it was mostly due to the increase in minimum wages.

Mr. Peterson made a motion, effective February 14, 2022, to approve the 2022 fee schedule for the Aquatics motion passed. Mr. Wellman seconded the motion. All were in favor and the motion passed.

**APPOINTMENTS AND RESIGNATIONS**

**a) Proposed appointment to Community for Care**

Mr. Wellman made a motion, effective February 14, 2022, to appoint Lydia Tedone as a regular member of the Community for Care Committee with a term ending December 4, 2023. Mr. Askham seconded the motion. All were in favor and the motion passed.

**b) Proposed appointment to the Friends of Simsbury Farms Board**

Mr. Askham made a motion, effective February 14, 2022, to appoint the following people to the Friends of Simsbury Farms Board: Thomas Cross, with a term ending December 31, 2022; Greg Werk, with a term ending December 31, 2022; Gerald Wetjen, with a term expiring December 31, 2022; David Bush, with a term ending December 31, 2023; Michael Pendergast, with a term ending December 31, 2023; Sam Roundy, with a term ending December 31, 2023; and Gerard Toner, with a term ending December 31, 2023. Mr. Peterson seconded the motion. All were in favor and the motion passed.

**c) Proposed appointment for Technology Task Force**

Ms. Abbuhl made a motion, effective February 14, 2022, to appoint Robert Parissi, Stephen Alexander, and Prashant Sathyamagalon as regular members of the Technology Task Force with terms ending December 4, 2023. Ms. Goetz seconded the motion. All were in favor and the motion passed.

**d) Proposed appointment to Business Development Committee**

Mr. Askham made a motion, effective February 14, 2022, to appoint Derek Peterson as a regular member of the Business Development Committee with a term ending August 13, 2022. Mr. Wellman seconded the motion. All were in favor and the motion passed.

**e) Appointment of Mark Orenstein to the Library Board of Trustees**

Ms. Abbuhl made a motion, effective February 14, 2022, to appoint Mark Orenstein as a regular member of the Library Board of Trustees with a term ending December 4, 2023 to fill a vacancy created by the resignation of Amber Abbuhl. Ms. Goetz seconded the motion. All were in favor and the motion passed.

**f) Reappointment of Susan Masino to the Open Space Committee**

Mr. Peterson made a motion, effective February 14, 2022, to reappoint Susan Masino as a regular member of the Open Space Committee with a term ending December 4, 2023. Mr. Askham seconded the motion. All were in favor and the motion passed.

**g) Proposed appointment and reappointments to Various Boards, Commissions, and Committees**

- Reappoint Mark Scully as a regular member of the Clean Energy Task Force with a term ending January 1, 2024
- Reappoint Amy McLean Salis as a regular member of the Clean Energy Task Force with a term ending January 1, 2024
- Reappoint Rich Cortes as an alternate member of the Building Code Board of Appeals with a term ending January 1, 2024
- Reappoint Lori Coppinger as a regular member of the Culture, Parks and Recreation Commission with a term ending January 1, 2026
- Reappoint Rachel Wellman as a regular member of the Culture, Parks and Recreation Commission with a term ending January 1, 2026
- Reappoint Richard Cortes as a regular member of the Public Building Committee with a term ending January 1, 2026
- Reappoint Francis Kelly as a regular member of the Public Building Committee with a term ending January 1, 2026
- Reappoint Ryan Burns as a regular member of the Public Building Committee with a term ending January 1, 2026
- Reappoint Michael Parks as a regular member of the Water Pollution Control Authority with a term ending January 1, 2026
- Reappoint Jerry Sheehan as a regular member of the Water Pollution Control Authority with a term ending January 1, 2026
- Reappoint Steven Antonio as a regular member of the Fair Rent Committee with a term ending November 30, 1925
- Reappoint Helen Peterson as a regular member of the Fair Rent Committee with a term ending November 30, 2025
- Reappoint Helen Peterson as a regular member of the Open Space Committee with a term ending December 4, 2023

Mr. Askham made a motion, effective February 14, 2022, to reappoint the above people to the various Boards, Commissions and Committees as presented. Ms. Abbuhl seconded the motion. All were in favor and the motion passed.

### **REVIEW OF MINUTES**

#### **a) Regular Meeting of January 24, 2022**

Mr. Askham made a motion to approve the regular meeting minutes with correction on page 5 – Mr. Goetz to Ms. Goetz. Mr. Peterson seconded the motion. All were in favor and the motion passed.

**b) Special Meeting of January 27, 2022** – there were no changes to the minutes and, therefore, the minutes were adopted.

**c) Special Meeting of February 7, 2022** – there were no changes to the minutes and, therefore, the minutes were adopted.

### **COMMUNICATIONS**

#### **a) Memo from T. Roy, re: Pine Hill Neighborhood – Sanitary Sewers, dated February 10, 2022**

Mr. Roy said the decision to use ARPA money for the sanitary sewers at Pine Hill is up to the Board. He said the sewers were there when the homes were built, but they weren't up to standards.

He said if residents want sewers instead of septic systems or the sewer system has failed they need to send a letter to the WPCA to put in sanitary sewers. WPCA will hold a Public Hearing and if they feel they get a positive response they would tell Public Works to do a full investigation and survey. The Town would then come up with a preliminary design and come back with a process for the project. There would be a straw pole at the Public Hearing for the residents interested in sanitary sewers. The Public Hearing would then be closed. Then the WPCA would vote to move forward or not with the project.

Mr. Roy said this process is sometimes controversial as residents feel they are actually voting when it's just a straw poll to get a sense of what the neighborhood wants.

Once the project is constructed those residents are assessed for their portion of the construction. This can be financed over a 10 year period through the WPCA. The hook-up fee of \$4095 plus the lateral fee will be added to the cost. About 25% of residents have gone through this process.

There was discussion on repairing the roads after the sewers are installed, in depth analysis, system failures, and costs of these projects.

Mr. Roy said if there is a sewer failure they would probably due a spot repair which is just a bandaid and not a final product. If the system fails now it would be up to the HOA to pay.

There was a lot of discussion on the use of ARPA money being used for this project. If used, it could set a precedence for other HOA's.

Ms. Mackstutis said there will be a lot of discussion on how to use the ARPA money during the budget process. There are a lot of priorities and wants. She would like to look at other ways to help the residents with this project, maybe changing the number of years for payback, etc.

After discussion, the Board feels that Pine Hill should move forward with this project without the use ARPA money. Mr. Roy said he would help the HOA however he can.

**b) Draft letter from Board of Selectmen re: State Police Firing Range**

Ms. Mackstutis said she would like the State Police to make a presentation to this Board. However, this project is moving forward and she would like to send this letter to voice our objection.

The Board feels this range would not be an adequate facility for the State Police.

After discussion on the first bullet point - shots being heard at the Elementary School, Mr. Wellman made a motion to approve the letter on the State Police Firing Range striking the sentence beginning with elementary school and adding cc: Governor Lamont, Senator Witkos and Representative Hampton. Mr. Peterson seconded the motion. All were in favor and the motion passed.

**c) Memo from M. Capriola, re: Proposed Granby/Simsbury Chamber of Commerce Merger, dated February 7, 2022**

There was no discussion at this time.

**ADJOURN TO EXECUTIVE SESSION**

Ms. Abbuhl made a motion to adjourn to Executive Session at 8:45 p.m. and to include Town Manager Maria E Capriola, Deputy Town Manager Melissa Appleby, Town Engineer Jeff Shea and Town Attorney Bob DeCrescenzo. Mr. Askham seconded the motion. All were in favor and the motion passed. Mr. Askham recused himself from Executive Session.

**EXECUTIVE SESSION**

**a) Pursuant to CGS 1-200(6)(b) Exemption for Pending Claims and Litigation: Henry James Memorial School Claim Settlement**

Mr. Wellman made a motion to adjourn at 8:46 p.m. Ms. Abbuhl seconded the motion. All were in favor and the motion passed.

**ADJOURN**

Mr. Peterson made a motion to adjourn at 8:46 p.m. Ms. Goetz seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio  
Clerk



## **CALL TO ORDER**

The Special Meeting was called to order at 5:09 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Wendy Mackstutis; Deputy First Selectman Amber Abbuhl; Board members Heather Goetz, Sean Askham, Eric Wellman, and Chris Peterson (by phone). Others in attendance included Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby, Karin Stewart Simsbury Volunteer Ambulance Association and other interested parties.

## **PRESENTATION**

### **Ambulance/Medical Calls for Service Presentation**

Ms. Stewart said the Volunteer Ambulance Association was established in 1957. They have been a 501c-3 organization for 65 years. She said in 1995 they started billing for services to support operating costs. She then went through their history from 1974 to 2019, which includes 60 years of continuing service in 2017. In 2013 the Town was designated as a heart safe community thanks to the Ambulance Association.

She said they are made up of volunteers and paid staff including medical technicians and paramedic EMT's. The 911 dispatcher is highly trained and connect with people to let them know help is on the way. Police officers are also first responders.

Ms. Stewart said they added a third ambulance in 2016, which always ensures a back-up is always available. They also have two intercept vehicles. The 911 calls are the highest during weekdays and the ambulance is staffed 24 hrs. /7 days a week/365 days a year.

Ms. Stewart said in 2000 their new facility was dedicated, providing much needed room. They rely on contributions and can solicit donations through their annual campaign. Billing rates are set by the State. If the patient only has Medicare the fee isn't all collectable. If Medicaid is the secondary insurance, nothing is billable to the State.

Ms. Stewart gave descriptions of EMT's, who are required to perform 150 hrs. of training and achieve State certification and Paramedics are required to perform 1800 hrs. of training and can do much more than EMT's. SVAA works closely with the Police Department, Public Works and the Fire Department.

The cost of a new ambulance is approximately \$150,000 – 300,000 and a refurbished one is \$150,000 plus the cost of equipment and supplies.

Ms. Stewart went through the breakdown of calls in 2021 and there was discussion on calls and costs. There were 2533 medical dispatch calls. Non-transport responses that can't be billed were 719. There were 387 calls where other agencies came to Simsbury and 237 calls where Simsbury went to other towns. There has been an increase in call volume over the last 12 years.

Mr. Wellman spoke about the response time analysis data from 2021 and there was discussion on what level of service is necessary and how they compare to other places like Simsbury. He went through 2021 response time from dispatch to arrival. He also went through mutual aid times. He said 25% of the calls were under 5.3 minutes; 50% of the calls were under 8.4 minutes; and 75% were under 12 minutes.

There was some discussion on non-medical calls and calls that take over 20 minutes. These calls need to be looked at more closely. Also, mutual aid calls need to be looked at more closely. They need to see if a second ambulance is sustainable.

Mr. Askham thanked Ms. Stewart for allowing Ms. Capriola to attend the Simsbury Volunteer Ambulance meetings twice a year. Mr. Askham said there needs to be an increase in reporting, maybe quarterly, to the Board of Selectmen with their support data.

Ms. Stewart said she would answer any questions from the Board and would like to show the Board how they work as they are not a normal business.

Respectfully submitted,

Kathi Radocchio  
Clerk