

Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN **Regular Meeting – February 8, 2021 – 6:00 p.m.**

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

- Email written comments to ebutler@simsbury-ct.gov by 12:00 PM on Monday, February 8, 2021 to be read into the record; or
- Email tfitzgerald@simsbury-ct.gov by 12:00 PM on Monday, February 8, 2021 to register to address the Board of Selectmen live through Zoom.

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN ACTION

- a) Donation from Mark and Dianne Orenstein
- b) Proposed 2021 Aquatic Facilities and Day Camp Fee Schedule
- c) Proposed 2021 Simsbury Farms Golf Course Fee Schedule
- d) Tax Refund Requests
- e) Quarterly Budget Status Report
- f) Board of Education Use of the Non-Lapsing Fund for COVID-19 Related Expenses
- g) Supplemental Appropriation Request for Farmington Valley Health District
- h) Supplemental Appropriation Request for Simsbury SPIRIT Council
- i) Business Incentive Policy/Proposed Fee Waiver and Tax Abatement Guidelines

APPOINTMENTS AND RESIGNATIONS

- a) Appointment of Chari Chester Anderson to SPIRIT Council
- b) Appointment to the Library Board of Trustees
- c) Appointments and Reappointments to the Aging and Disability Commission
- d) Reappointments to Building Code Board of Appeals
- e) Appointment and Reappointment to Historic District Commission

REVIEW OF MINUTES

- a) January 25, 2021 Regular Meeting

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

COMMUNICATIONS

- a) Memo from M. Capriola, re: Deputy Building Official Agreement, dated February 8, 2021
- b) Memo from E. Butler, re: Notification of Number of Electors and Number of Polling Places, dated February 1, 2021

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Donation from Mark and Dianne Orenstein
2. **Date of Board Meeting:** February 8, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community & Social Services *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports acceptance of the Orenstein family donation, the following motion is in order:

Move, effective February 8, 2021, to accept a donation from the Orenstein family in the amount of \$1,565.00 for the purpose of supporting Community and Social Services Department programs and helping residents affected by the COVID-19 pandemic.
5. **Summary of Submission:**
Mark and Dianne Orenstein of Simsbury would like to donate \$1,565 to the Community and Social Services Department. The donation will be used to provide emergency assistance (i.e. heat, food, shelter) to Simsbury residents who are being impacted by the COVID-19 pandemic. Many of our residents are experiencing hardship.

Chapter 100 of our Code of Ordinances, "Gift Policy," Section 100-2 "Monetary Donations" states that no donation of more than \$1,500 may be accepted without Board of Selectmen approval. If the donation is accepted I will direct staff to send a thank you letter to the Orenstein family.
6. **Financial Impact:**
The \$1,565 donation from the Orenstein family will be used to provide emergency assistance (i.e. heat, food, shelter) to Simsbury residents in need. The funds would be deposited into a Social Services special revenue fund used for this purpose.
7. **Description of Documents Included with Submission:**
None



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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed 2021 Aquatic Facilities and Day Camp Fee Schedule
2. **Date of Board Meeting:** February 8, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Tom Tyburski, Director of Culture, Parks and Recreation *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectman is in concurrence with the recommendation of the Culture, Parks and Recreation Commission and supports the proposed 2021 Aquatic Facility and Day Camp fee schedule as presented, the following motion is in order:

Move, effective February 8, 2021, to approve the 2021 fee schedule for Aquatics Facilities and Day Camp programs as presented.
5. **Summary of Submission:**
For the 2021 aquatics and day camp season, staff is proposing increases to some aquatic facility fees and summer day camp program rates; this is to primarily offset increasing seasonal staff costs due to the upcoming minimum wage increase.

The fee schedule was endorsed and recommended by the Culture, Parks and Recreation Commission at their January 28, 2021 meeting. This process involved a review of fees charged by other local municipalities for like services as well as review of our facility and program over a four year period, not including 2020 due to it being an outlier year because of the COVID-19 pandemic.
6. **Financial Impact:**
Based on a four year average¹ of aquatics participation, the 2021 recommended Aquatics fee schedule is projected to generate an estimated additional \$29,025 in revenue for our aquatics program. Based on a four year average² of day camp participation, the 2021 recommended Day Camp fee schedule is projected to generate an estimated additional \$26,020 in revenue for our day camp program.
7. **Description of Documents Included with Submission:**
 - a) Proposed 2021 Aquatics and Day Camp Fee Schedule

¹ 2016-2019, not including 2020 due to the pandemic

² 2016-2019, not including 2020 due to the pandemic

2021 AQUATIC AND DAY CAMP FEES

ANNUAL RECREATION FEES	2016	2017	2018	2019	2020 Approved	2021 Proposed	Projected Additional Revenue (Over 2019)	
Aquatics								
Season Passes	Presale/In Season	Presale/In Season	Presale/In Season	Presale/In Season	Presale/In Season	Presale/In Season		
Family of 4 **	\$125.00/\$165.00	\$125.00/\$175.00	\$125.00/\$175.00	\$130.00/\$199.00	\$145/\$200	\$155/\$210	\$ 13,173	
Individual	\$70.00/\$90.00	\$70.00/\$95.00	\$70.00/\$95.00	\$75.00/\$109.00	\$80/\$110	\$85/\$115	\$ 278	
Additional	\$20.00/\$27.00	\$20.00/\$25.00	\$20.00/\$25.00	\$25.00/\$29.00	\$25/\$30	\$30/\$35	\$ 956	
Senior	\$35.00/\$45.00	\$35.00/\$45.00	\$35.00/\$45.00	\$35.00/\$45.00	\$40/\$50	\$40/\$50	\$ 180	
Non Resident Family of Four	\$175.00/\$230.00	\$175.00/\$230.00	\$175.00/\$230.00	\$180.00/\$269.00	\$200/\$300	\$210/\$300	\$ 1,299	
Non Resident Individual	\$125.00/\$145.00	\$95.00/\$145.00	\$95.00/\$145.00	\$100.00/\$159.00	\$110/\$170	\$115/\$175	\$ 77	
Non Resident Additional	\$55.00/\$65.00	\$55.00/\$60.00	\$55.00/\$60.00	\$60.00/\$69.00	\$60/\$70	\$70/\$80	\$ 143	
Non Resident Senior	\$55.00/\$65.00	\$40.00/\$45.00	\$50.00/\$60.00	\$50.00/\$65.00	\$55/\$70	\$60/\$75	\$ 40	
Session Fees								
Resident	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$7.00	\$ 8,510	
Non-resident	\$7.00	\$7.00	\$7.00	\$7.00	\$8.00	\$9.00	\$ 2,572	
After 6:00 p.m. Resident	\$2.50	\$2.50	\$2.50	\$3.00	\$3.00	\$5.00	\$ 432	
After 6:00 p.m. Non-Resident	\$3.50	\$3.50	\$3.50	\$4.00	\$5.00	\$7.00	\$ 90	
Discount Card (Res/Non-Res)	\$50/\$70 - 11 visits	\$50/\$70 - 11 visits	\$50/\$70 - 11 visits	\$50/\$70 - 11 visits	\$50/\$80 - 11 visits	\$70/\$90 - 11 visits	\$800	
Learn-to-Swim	\$40.00/\$50.00	\$40.00/\$50.00	\$ 40.00/\$50.00	\$ 40.00/50.00	\$50/\$60	\$50/\$60	\$ -	
Swim Team	\$135.00	\$140.00	\$140.00	\$145.00	\$155.00	\$160.00	\$ 475	
Pool Rental (per 2 hrs.)	\$425.00	\$450.00	\$450.00	\$450.00	\$450.00	\$500.00	\$ -	
				TOTAL			\$ 29,025.00	
Day Camps								
Camp Stuff-Ta-Doo								
	160.00**	165.00	\$165.00	\$175	\$195	\$205	\$17,820	
Koala Kids								
	95.00	105.00	\$105.00	\$195 & \$105	\$120	\$125	\$2,240	removing f
Awesome Adventure								
	250.00	260.00	\$265.00	\$235	\$265	\$275	\$5,960	
Playground Explorers	145/280/65							
(discontinuing program in 2019)	170/305/85	190/340/95	\$235.00					
			(1 child season	TOTAL			\$26,020	
** Pass rates are discounted prior to June 1			pass option only)					
	Special Promotions and Discounts: When Culture, Parks and Recreation Staff finds it to be in the best interest of the Town, from time to time, they may exercise their discretion to issue special promotions and discounts to encourage use of Town recreational facilities and programs. Any such special promotion or discount shall be approved by the Town Manager prior to implementation.							



Town of Simsbury

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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed 2021 Simsbury Farms Golf Course Fee Schedule

2. **Date of Board Meeting:** February 8, 2021

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Tom Tyburski, Director of Culture, Parks and Recreation *Maria E. Capriola*

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectman is in concurrence with the recommendation of the Culture, Parks and Recreation Commission and supports the proposed 2021 Simsbury Farms Golf Course fee schedule as presented, the following motion is in order:

Move, effective February 8, 2021, to approve the 2021 fee schedule for the Simsbury Farms Golf Course as presented.

5. **Summary of Submission:**
For the 2021 season at the Simsbury Farms Golf Course, staff is proposing increases to Golf Course fees. Highlights are as follows:

- \$1 to \$2 to some of the weekday and weekend greens fees
- \$25-\$50 increases for season passes
- \$1 to \$2 increases for golf cart rentals. Senior discounts for golf cart rentals will no longer be offered.

The fee schedule as presented was endorsed and recommended by the Culture, Parks and Recreation Commission at their January 28, 2021 meeting. This process involved a review of fees charged by other comparable golf courses for like services as well as a review of our facility and program usage over a three year period, not including 2020 due to it being an outlier year because of the COVID-19 pandemic.

Similar to 2019, the Simsbury Farms Golf Course ran a season pass promotion in the fall of 2020 that allowed golfers to pre-purchase their 2021 pass at the 2020 rate to avoid a potential increase. The Season Pass pre-purchase program has been very popular. It resulted in \$59,660 in pass sales in 2019 and \$104,123 in 2020. We picked up many "new" pass holders as a result of the 2019 fall sale, many of whom renewed this past fall.

6. Financial Impact:

Based on a three year average³ of golf course participation, the 2021 Golf Course fee schedule changes (season passes/carts) are projected to generate an estimated additional \$25,402 in revenue for the Golf Course.

7. Description of Documents Included with Submission:

a) Proposed 2021 Simsbury Farms Golf Course Fee Schedule

³ 2017-2019, not including 2020 due to the pandemic

SIMSBURY FARMS GOLF COURSE ANNUAL FEE SCHEDULE									
DAILY GREENS FEES	2016	2017	2018	2019	2019	2020	2021		2021
RESIDENT			BOS Approved	Surcharge	One Rate (includes surcharge)	One Rate (includes surcharge)	2021 Proposed Rates inc. surcharge	Increase or Decrease Amt	Increased Revenue Projection (based on 2019)
18 hole weekdays	\$ 32.00	\$ 32.00	\$ 34.00	\$ 3.00	\$ 40.00	\$ 40.00	\$ 40.00	-	\$ -
9 hole weekdays	\$ 19.00	\$ 19.00	\$ 20.00	\$ 1.50	\$ 22.00	\$ 22.00	\$ 23.00	\$ 1.00	\$ 1,688.00
18 hole weekends	\$ 34.00	\$ 34.00	\$ 35.00	\$ 3.00	\$ 42.00	\$ 42.00	\$ 44.00	\$ 2.00	\$ 4,304.00
9 hole weekends	\$ 20.00	\$ 20.00	\$ 21.00	\$ 1.50	\$ 24.00	\$ 24.00	\$ 25.00	\$ 1.00	\$ 1,927.00
jr./sr. 18 hole weekdays	\$ 24.00	\$ 24.00	\$ 26.00	\$ 3.00	\$ 30.00	\$ 30.00	\$ 30.00	-	\$ -
jr./sr. 9 hole weekdays	\$ 15.00	\$ 15.00	\$ 16.00	\$ 1.50	\$ 19.00	\$ 19.00	\$ 19.00	-	\$ -
NEW - 6 holes Fri. p.m.			\$ 10.00	\$ 1.00	\$ 12.00	\$ 12.00	\$ -		Discontinued
							Est. new revenue		\$7,919
NON-RESIDENT									
18 hole weekdays	\$ 39.00	\$ 39.00	\$ 42.00						
9 hole weekdays	\$ 24.00	\$ 24.00	\$ 25.00						
18 hole weekends	\$ 42.00	\$ 42.00	\$ 44.00						
9 hole weekends	\$ 25.00	\$ 25.00	\$ 27.00						
Sr. - 18 hole weekdays	\$ 30.00	\$ 30.00	\$ 32.00						
Sr. - 9 hole weekdays	\$ 19.00	\$ 19.00	\$ 20.00						
Active Military	22.00/11.00	22.00/11.00	1/2 price	2.00/3.00	\$24.00/\$12.00	\$24.00/\$12.00	\$25.00/\$13.00	\$ 1.00	\$ 172.00
Weekday Special	\$ 45.00	\$ 46.00	\$ 48.00	\$ 3.00	\$ 50.00	\$ 50.00	\$ 51.00	\$ 1.00	\$ 547.00
Senior Special	\$ 40.00	\$ 40.00	\$ 42.00	\$ 3.00	\$ 45.00	\$ 45.00	\$ 46.00	\$ 1.00	\$ 1,317.00
Twilight Special (wkday after 6)	\$ 14.00	\$ 14.00	\$ 15.00	\$ 2.00	\$ 15.00	\$ 15.00	\$ 15.00	-	\$ -
Weekend Special - after 1:00	\$ 47.00	\$ 48.00	\$ 50.00	\$ 3.00	\$ 53.00	\$ 53.00	\$ 55.00	\$ 2.00	\$ 1,144.00
Junior Weekend Rate (after 12)				\$3/\$1.50	\$32/\$19	\$32/\$19	\$32/\$19		\$ -
							Est. new revenue		\$ 3,180
SEASON PASSES			2018 Rate inc. surcharge	Current Surcharge	2019 Rate inc. surcharge	2020 Rates inc. surcharge	2021 Proposed Rates inc. surcharge	Increase or Decrease Amt	
Adult - unlimited	\$ 1,230.00	\$ 1,230.00	\$ 1,280.00	\$ 100.00	\$ 1,280.00	\$ 1,330.00	\$ 1,380.00	\$ 50.00	\$ 1,950.00
Adult - limited			\$ 825.00	\$ 50.00	\$ 825.00	\$ 850.00	\$ 900.00	\$ 50.00	\$ 1,000.00
Senior Citizen - Limited	\$ 650.00	\$ 650.00	\$ 675.00	\$ 50.00	\$ 675.00	\$ 700.00	\$ 725.00	\$ 25.00	\$ 2,375.00
Senior Citizen - Unlimited	\$ 1,120.00	\$ 1,120.00	\$ 1,150.00	\$ 100.00	\$ 1,150.00	\$ 1,200.00	\$ 1,250.00	\$ 50.00	\$ 2,350.00
Junior	\$ 450.00	\$ 450.00	\$ 450.00	\$ 50.00	\$ 450.00	\$ 475.00	\$ 475.00	-	
Junior - 10 week	\$ 250.00	\$ 250.00	\$ 300.00	\$ 50.00	\$ 300.00	\$ 325.00	\$ 350.00	\$ 25.00	\$ 175.00
Junior - Non-res. 10 week	\$ 300.00	\$ 300.00	\$ 350.00	\$ 50.00					
Junior - Non-resident	\$ 500.00	\$ 500.00	\$ 520.00	\$ 50.00					

[illegible]



Town of Simsbury

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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** February 8, 2021
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 8, 2021, to approve the presented tax refunds in the amount of \$62,606.02 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 \$62,606.02. The attachment dated February 8, 2021 has a detailed listing of all requested tax refunds. The February 8, 2021 payments are larger than normal due to a high volume of homeowners refinancing their properties.

7. Description of Documents Included with Submission:

- a) Requested Tax Refunds, dated February 8, 2021

REQUESTED TAX REFUNDS
FEBRUARY 8, 2021

	BILL NUMBER	TAX	INTEREST	TOTAL
List 2019				
1&3 Mill Pond Partners LLC	19-01-0001	\$78.92		\$78.92
Corelogic: (14 Properties)		\$49,777.60		\$49,777.60
Meehan Development	19-01-5324	\$1,519.58		\$1,519.58
Putnam, Cheryl O	19-01-6539	\$350.00		\$350.00
Liberty Bank: (7 Properties)		\$7,096.78		\$7,096.78
Wells Fargo - Staskiewicz	19-01-7855	\$3,275.23		\$3,275.23
ACAR Leasing Ltd	19-03-50120	\$123.40		\$123.40
Barcikowski, Nancy	19-03-50983	\$48.48		\$48.48
McCullough, Amanda	19-04-81801	\$336.03		\$336.03
Total 2019		\$62,606.02	\$0.00	\$62,606.02
TOTAL 2019		\$62,606.02	\$0.00	\$62,606.02
TOTAL ALL YEARS		\$62,606.02	\$0.00	\$62,606.02



Town of Simsbury

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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Quarterly Budget Status Report
2. **Date of Board Meeting:** February 8, 2021
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, this item is informational.

5. **Summary of Submission:**

General Fund Overview

As of December 31, 2020, revenues total \$67,346,770 or 64% of the budget. Budgetary highlights include:

- Finance department revenues are less than the same period in the prior year by \$408,329. This is due to a significant decrease in the Town's interest income as a result of COVID-19. The Town will not meet the budgeted investment income of \$400,000.
- Building department revenues are exceeding budgetary estimates of \$504,000 by \$321,992.
- Insurance refund revenues are exceeding budgetary estimates of \$27,500 by \$24,108.
- Town Clerk revenues are already at 85% of budget and will likely exceed budgetary estimates by year end.

As of December 31, 2020, expenditures total \$51,774,178 or 50% of budget. Expenditures are currently proceeding in accordance with budget.

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 \$69,760 as of December 31, 2020. Fund balance increased from \$62,833 to \$132,592.

Current year revenues are \$65,066 less than the same period in the prior year. This is due to a significant decrease in revenues (\$246,339) from Special Programs, Day

Camps, swimming and skating activity that was cancelled or reduced because of COVID-19. However, golf course fees offset the noted revenue losses by \$195,223.

Current year expenditures were \$33,046 less than the same period in the prior year. Complex Maintenance and Special Program expenditures decreased by \$28,853 and \$104,724, respectively, as a result of the decreased camps and activities available during COVID-19. Golf expenditures increased by \$96,054 compared to the same period in the prior year. This is due to a large equipment purchase and an increased pension contribution in the current year.

Health Insurance Fund

The Health Insurance Fund revenues exceeded expenditures by \$727,845 as of December 31, 2020. Fund balance increased from \$3,728,490 to \$4,456,336. Reserves as of December 31, 2020 totaled \$5,105,336, or 35% of expected claims. The Town's health insurance consultants recommend reserves at 20-25% of expected claims. As of result of COVID-19, many doctor's appointments and medical procedures need(ed) to be rescheduled. Staff will be monitoring claims closely to see if there will be an offsetting increase as the current year progresses.

Sewer Use Fund

The Sewer Use Fund revenues exceeded expenditures by \$1,450,322 as of December 31, 2020. Fund balance increased from \$6,880,325 to \$8,330,647. This is mainly due to 100% of revenues being received while only 46% of expenditures have been incurred.

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
Statement of Revenues
For the Period Ended December 31, 2020
With Comparative Totals For the Period Ended December 31, 2019

	2021 Budget	2021 Actual	Budget Variance	Percent of Budget	2020 Actuals	Variance
General Government						
Tax Department	\$ 92,952,778	\$ 61,428,494	\$ (31,524,284)	66%	\$ 59,285,112	\$ 2,143,383
Building Department	504,000	825,992	321,992	164%	336,918	489,074
Finance Department	623,631	181,404	(442,227)	29%	589,733	(408,329)
Town Clerk	588,669	498,411	(90,258)	85%	438,531	59,879
Town Manager's Office	281,155	158,438	(122,717)	56%	184,158	(25,719)
Information Technology	168,983	74,601	(94,382)	44%	73,531	1,070
Land Use Commission	25,000	11,652	(13,348)	47%	9,813	1,839
Insurance Refunds	27,500	51,608	24,108	188%	3,618	47,989
Assessor's Office	5,800	-	(5,800)	0%	61,541	(61,541)
Total General Government	<u>95,177,516</u>	<u>63,230,600</u>	<u>(31,946,916)</u>	<u>66%</u>	<u>60,982,956</u>	<u>2,247,644</u>
Public Safety						
Police Department	194,564	70,445	(124,119)	36%	66,565	3,880
Animal Control	500	105	(395)	21%	260	(155)
Total Public Safety	<u>195,064</u>	<u>70,550</u>	<u>(124,514)</u>	<u>36%</u>	<u>66,825</u>	<u>3,725</u>
Public Works						
Engineering	20,050	-	(20,050)	0%	149	(149)
Eno Memorial Hall	7,000	-	(7,000)	0%	3,800	(3,800)
Highway Department	2,000	400	(1,600)	20%	-	400
Landfill	1,200	-	(1,200)	0%	520	(520)
Total Public Works	<u>30,250</u>	<u>400</u>	<u>(29,850)</u>	<u>1%</u>	<u>4,469</u>	<u>(4,069)</u>
Health & Welfare						
Elderly/Handicapped Transport	40,720	-	(40,720)	0%	3,352	(3,352)
Total Health & Welfare	<u>40,720</u>	<u>-</u>	<u>(40,720)</u>	<u>0%</u>	<u>3,352</u>	<u>(3,352)</u>
Culture & Recreation						
Parks & Recreation	224,499	95,889	(128,610)	43%	93,948	1,941
Library	16,740	1,989	(14,751)	12%	10,648	(8,660)
Community Gardens	2,500	-	(2,500)	0%	-	-
Miscellaneous	-	-	-	#DIV/0!	100	(100)
Memorial Pools & Fields	3,400	577	(2,824)	17%	2,291	(1,715)
Total Culture & Recreation	<u>247,139</u>	<u>98,455</u>	<u>(148,684)</u>	<u>40%</u>	<u>106,988</u>	<u>(8,533)</u>
Education						
Board of Education	6,426,589	1,627,497	(4,799,092)	25%	1,572,213	55,284
Total Education	<u>6,426,589</u>	<u>1,627,497</u>	<u>(4,799,092)</u>	<u>25%</u>	<u>1,572,213</u>	<u>55,284</u>
Intergovernmental						
Transfer In - Designated Fund Balance	2,000,000	2,000,000	-	100%	-	2,000,000
Transfer In - Belden Trust	16,100	16,100	-	100%	-	16,100
Transfer In - Capital Project Funds	303,168	303,168	-	0%	-	303,168
Total Intergovernmental	<u>2,319,268</u>	<u>2,319,268</u>	<u>-</u>	<u>100%</u>	<u>-</u>	<u>2,319,268</u>
Total Revenues	\$ 104,436,546	\$ 67,346,770	\$ (37,089,776)	64%	\$ 62,736,803	4,609,967

**Town of Simsbury
General Fund
Statement of Expenditures
For the Period Ended December 31, 2020
With Comparative Totals For the Period Ended December 31, 2019**

	2021 Budget	2021 Actual	Budget Variance	Percent of Budget	2020 Actual	Actuals Variance
General Government						
Town Manager's Office	\$ 486,444	\$ 238,673	\$ (247,771)	49%	\$ 240,352	\$ (1,679)
Planning Department	371,788	139,455	(232,333)	38%	134,689	4,766
Finance Department	416,887	209,522	(207,365)	50%	163,526	45,996
Information Technology	343,282	156,283	(186,999)	46%	123,039	33,244
Building Department	287,666	139,865	(147,801)	49%	133,520	6,345
Assessor's Office	298,020	131,274	(166,746)	44%	115,253	16,021
Town Clerk	240,183	127,542	(112,641)	53%	104,460	23,081
Tax Department	186,927	98,502	(88,425)	53%	91,794	6,708
Legal Services	151,000	79,268	(71,732)	52%	114,812	(35,544)
Elections Administration	132,100	94,229	(37,871)	71%	55,161	39,068
Community Services	129,252	87,291	(41,961)	68%	80,802	6,489
Administrative Services	109,236	60,338	(48,898)	55%	42,796	17,543
Board of Finance	45,835	33,815	(12,020)	74%	35,940	(2,124)
Economic Development Commission	50,650	50,000	(650)	99%	45,000	5,000
Land Use Commission	20,200	4,386	(15,814)	22%	4,520	(134)
Regional Probate Court	9,502	9,502	-	100%	-	9,502
Public Buildings Commission	1,625	971	(654)	60%	1,041	(70)
Tourism Commission	500	-	(500)	0%	30	(30)
Historic District Commission	-	-	-	#DIV/0!	-	-
Total General Government	<u>3,281,097</u>	<u>1,660,917</u>	<u>(1,620,180)</u>	<u>51%</u>	<u>1,486,735</u>	<u>174,183</u>
Public Safety						
Police Department	4,923,162	2,309,600	(2,613,562)	47%	2,354,698	(45,098)
Dispatch	560,427	265,409	(295,018)	47%	260,124	5,285
Animal Control	75,376	34,797	(40,579)	46%	34,713	84
Emergency Management	6,685	5,076	(1,609)	76%	-	5,076
Total Public Safety	<u>5,565,650</u>	<u>2,614,883</u>	<u>(2,950,767)</u>	<u>47%</u>	<u>2,649,535</u>	<u>(34,653)</u>
Public Works						
Highway Department	3,055,180	1,433,897	(1,621,283)	47%	1,434,443	(546)
Buildings & Maintenance	504,088	234,216	(269,872)	46%	223,023	11,193
Engineering	286,290	132,842	(153,448)	46%	95,184	37,658
Public Works Administration	290,377	135,076	(155,301)	47%	129,509	5,567
Town Office Buildings	149,408	64,912	(84,496)	43%	46,540	18,372
Library	144,460	53,534	(90,926)	37%	62,704	(9,170)
Eno Memorial Hall	78,975	15,097	(63,878)	19%	23,575	(8,478)
Landfill	69,000	56,673	(12,327)	82%	4,103	52,570
Other Buildings	28,990	8,093	(20,897)	28%	6,797	1,296
Total Public Works	<u>4,606,768</u>	<u>2,134,340</u>	<u>(2,472,428)</u>	<u>46%</u>	<u>2,025,877</u>	<u>108,462</u>
Health & Welfare						
Social Service Administration	299,232	130,498	(168,734)	44%	116,547	13,951
Transportation Services	162,670	54,264	(108,406)	33%	53,109	1,155
Senior Center Services	150,927	55,192	(95,735)	37%	73,219	(18,028)
Health Department	162,364	162,364	-	100%	75,480	86,884
Total Health & Welfare	<u>775,193</u>	<u>402,317</u>	<u>(372,876)</u>	<u>52%</u>	<u>318,355</u>	<u>83,962</u>
Culture & Recreation						
Library	1,546,172	751,431	(794,741)	49%	694,732	56,699
Parks & Open Space	853,962	382,204	(471,758)	45%	371,093	11,111
Memorial Pool	66,934	47,386	(19,548)	71%	46,252	1,134
Recreation Administration	55,010	25,636	(29,374)	47%	24,948	687
Memorial Field	33,900	11,499	(22,401)	34%	7,857	3,643
Beautification Committee	4,800	986	(3,814)	21%	1,186	(200)
Total Culture & Recreation	<u>2,560,778</u>	<u>1,219,142</u>	<u>(1,341,636)</u>	<u>48%</u>	<u>1,146,068</u>	<u>73,074</u>

Town of Simsbury
General Fund
Statement of Expenditures
For the Period Ended December 31, 2020
With Comparative Totals For the Period Ended December 31, 2019

	2021 Budget	2021 Actual	Budget Variance	Percent of Budget	2020 Actual	Actuals Variance
Education						
Board of Education	72,860,444	35,214,757	(37,645,687)	48%	29,623,227	5,591,530
Total Education	72,860,444	35,214,757	(37,645,687)	48%	29,623,227	5,591,530
Intergovernmental						
Employee Benefits	5,960,720	3,695,437	(2,265,283)	62%	3,363,075	332,362
Transfer Out - Capital Projects	2,000,000	2,000,000	-	100%	710,000	1,290,000
Transfer Out - Health Insurance Fund		-	-	#DIV/0!	850,000	-
Liability Insurance	464,620	407,964	(56,656)	88%	402,394	5,571
Transfer Out - Simsbury Farms	185,000	185,000	-	100%	180,000	5,000
Transfer Out - 350th Special Revenue Fund		-	-	#DIV/0!	-	-
Transfer Out - MSP Senior Fund	10,480	10,480	-	100%	-	10,480
Transfer Out - Youth Service Bureau	8,000	8,000	-	100%	-	8,000
Transfer Out - Athletics Field	2,250	2,250	-	100%	-	2,250
Contingency Reserve	172,331	-	(172,331)	0%	-	-
Transfer Out - CNR 2016		-	-	#DIV/0!	83,250	(83,250)
Transfer Out - CNR 2019	83,250	83,250	-	100%	83,250	-
Transfer Out - CNR 2020	83,250	83,250	-	100%	208,340	(125,090)
Transfer Out - CNR 2021	193,700	193,700	-	100%	-	193,700
Transfer Out - CNR 2018	83,250	83,250	-	100%	83,250	-
Transfer Out - CNR 2017	68,300	68,300	-	100%	68,300	-
Total Intergovernmental	9,315,151	6,820,882	(2,494,269)	73%	6,031,859	1,639,023
Debt Service						
Principal	4,315,000	1,125,000	(3,190,000)	26%	1,595,000	(470,000)
Interest	1,156,465	581,940	(574,525)	50%	485,833	96,107
Total Debt Service	5,471,465	1,706,940	(3,764,525)	31%	2,080,833	(373,893)
Total Expenditures	\$ 104,436,546	\$ 51,774,178	\$ (52,662,368)	50%	\$ 45,362,490	\$ 7,261,688

Town of Simsbury
Simsbury Farms
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2020
With Comparative Totals for the Period Ended December 31, 2019

	<u>2021 Budget</u>	<u>2021 Actual</u>	<u>2020 Actual</u>	<u>Actuals Variance</u>
Revenues				
Recreation Programs				
Special Programs	\$ 320,961	77,057	\$ 203,186	\$ (126,129)
Day Camps	183,620	79,838	118,394	(38,556)
Miscellaneous	5,000	-	18	(18)
Total Recreation Programs	<u>509,581</u>	<u>156,895</u>	<u>321,597</u>	<u>(164,702)</u>
Simsbury Farms Complex				
Skating	220,000	31,220	67,064	(35,844)
Simsbury Farms Pools	226,979	39,361	85,172	(45,811)
Vending	24,500	4,172	13,473	(9,301)
Court Rental	22,500	18,587	19,273	(686)
Apple Barn Rental	4,500	(450)	3,079	(3,529)
Miscellaneous	-	-	-	-
Total Simsbury Farms Complex	<u>498,479</u>	<u>92,890</u>	<u>188,060</u>	<u>(95,170)</u>
Golf Course				
Golf Course Fees	914,500	658,547	479,577	178,969
Golf Surcharge	59,000	47,642	31,389	16,254
Restaurant	26,500	21,863	18,550	3,313
Donations	-	-	8,460	(8,460)
Miscellaneous	-	-	270	(270)
Total Golf Course	<u>1,000,000</u>	<u>728,052</u>	<u>538,246</u>	<u>189,806</u>
Intergovernmental				
Transfer In - General Fund	<u>185,000</u>	<u>185,000</u>	<u>180,000</u>	<u>5,000</u>
Total Intergovernmental	<u>185,000</u>	<u>185,000</u>	<u>180,000</u>	<u>5,000</u>
Total Revenues	<u>2,193,060</u>	<u>1,162,838</u>	<u>1,227,903</u>	<u>(65,066)</u>
Expenditures				
Golf Course	1,001,872	586,614	490,560	96,054
Simsbury Farms Complex	538,759	248,345	277,199	(28,853)
Special Programs	367,816	111,223	215,947	(104,724)
Simsbury Farms Administration	<u>249,334</u>	<u>101,896</u>	<u>97,418</u>	<u>4,478</u>
Total Expenditures	<u>2,157,781</u>	<u>1,048,078</u>	<u>1,081,124</u>	<u>(33,046)</u>
Net Change in Fund Balance	35,279	114,760	146,780	
Fund Balance - 7/1	<u>62,833</u>	<u>62,833</u>	<u>68,830</u>	
Fund Balance - 12/31	\$ <u>98,112</u>	\$ <u>177,592</u>	\$ <u>215,610</u>	

Fund Balance Breakdown:

Town of Simsbury
Health Insurance Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2020
With Comparative Totals For the Period Ended December 31, 2019

	<u>2021 Budget</u>	<u>2021 Actual</u>	<u>Budget Variance</u>	<u>2020 Actual</u>	<u>Actuals Variance</u>
Revenues					
Premiums	\$ 15,337,596	7,530,203	\$ (7,807,393)	\$ 7,396,596	\$ 133,607
H.S.A Funding	604,000	329,450	(274,550)	301,900	27,550
Rx Reimbursement	484,243	4,994	(479,249)	-	4,994
Insurance Refunds	-	65,473	65,473	10,522	54,951
Interest on Investments	-	-	-	-	-
Miscellaneous	-	-	-	1,049	(1,049)
Total Revenues	<u>16,425,839</u>	<u>7,930,120</u>	<u>(8,495,719)</u>	<u>7,710,068</u>	<u>220,052</u>
Expenditures					
Claims	14,768,298	6,296,031	(8,472,267)	6,438,131	(142,101)
H.S.A Funding	604,000	330,450	(273,550)	301,900	28,550
ASO Fees/Admin Fees	451,969	226,485	(225,484)	222,907	3,579
Stop Loss Insurance	601,200	349,308	(251,892)	243,720	105,588
Total Expenditures	<u>16,425,467</u>	<u>7,202,274</u>	<u>(9,223,193)</u>	<u>7,206,658</u>	<u>(4,384)</u>
Operating Transfers					
Transfer In	-	-	-	850,000	(850,000)
Total Operating Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>850,000</u>	<u>(850,000)</u>
Net Change in Fund Balance	372	727,845	727,473	1,353,410	(625,564)
Fund Balance - 7/1	<u>3,728,490</u>	<u>3,728,490</u>		<u>1,482,407</u>	
Fund Balance - 12/31	<u>\$ 3,728,862</u>	<u>\$ 4,456,336</u>		<u>\$ 2,835,817</u>	
IBNR Liability Balance	649,000	649,000		1,865,007	
Fund Balance	3,728,862	4,456,336		2,835,817	
Total Reserve	4,377,862	5,105,336		4,700,824	

Town of Simsbury
Residential Rental Property Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2020
With Comparative Totals For the Period Ended December 31, 2019

	<u>2021 Budget</u>	<u>2021 Actual</u>	<u>Budget Variance</u>	<u>2020 Actual</u>	<u>Actuals Variance</u>
Revenues					
Rental Income	\$ 67,940	32,530	\$ (35,410)	\$ 34,880	\$ (2,350)
Interest on Investment			-	-	-
Total Revenues	67,940	32,530	(35,410)	34,880	(2,350)
Expenditures					
Operating					
Contractual Services	15,450	3,450	(12,000)	3,180	270
Facilities Maintenance	1,800	-	(1,800)	(210)	210
Building Improvements	15,000	(1,710)	(16,710)	17,000	(18,710)
Water Charges	1,250	560	(690)	542	18
Sewer Use Fees	1,100	4,950	3,850	968	3,982
Equipment Maintenance	1,250	682	(568)	1,187	(505)
Electric	1,000	-	(1,000)	-	-
Building Supplies	500	-	(500)	-	-
Total Operating	37,350	7,932	(29,418)	22,666	(14,734)
Debt Service					
Principal	8,192	4,096	(4,096)	4,035	61
Interest	330	165	(165)	226	(61)
Total Debt Service	8,522	4,261	(4,261)	4,261	(0)
Total Expenditures	45,872	12,193	(33,679)	26,927	(14,734)
Operating Transfers					
Transfer Out - Open Space	-	-	-	-	-
Total Operating Transfers	-	-	-	-	-
Net Change in Fund Balance	22,068	20,337	(1,731)	7,953	12,384
Fund Balance - 7/1	357,738	357,738		340,995	
Fund Balance - 12/31	\$ 379,806	\$ 378,075		\$ 348,947	

Town of Simsbury
Sewer Use Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2020
With Comparative Totals For the Period Ended December 31, 2019

	2021 Budget	2021 Actual	Budget Variance	Percent of Budget		2020 Actual	Actuals Variance
Revenues							
Assessments	\$ 2,645,997	2,862,877	\$ 216,880	108%	\$	2,824,137	\$ 38,740
WPCA Fees	505,903	502,921	(2,982)	99%		365,195	137,726
Intergovernmental Revenues	409,927	204,964	(204,963)	50%		229,424	(24,461)
Interest & Liens	22,212	9,813	(12,399)	44%		16,163	(6,351)
Miscellaneous Grant	22,000	28,408	6,408	129%		50,325	(21,917)
Interest on Investments	7,997	4,624	(3,373)	58%		44,745	(40,122)
Miscellaneous			-	0%		294	(294)
Total Revenues	3,614,036	3,613,605	(431)	100%		3,530,283	83,322
Expenditures							
Operating							
Salaries & Wages	916,949	413,130	(503,819)	45%		363,478	49,651
Utilities	580,412	188,821	(391,591)	33%		157,487	31,333
Benefits	506,046	292,195	(213,851)	58%		245,318	46,877
Supplies	132,290	66,527	(65,763)	50%		31,852	34,675
Public Agency Support	115,000	115,000	-	100%		114,483	517
Machinery & Equipment	88,500	5,732	(82,768)	6%		4,507	1,226
Program Services	71,022	32,569	(38,453)	46%		24,551	8,018
Consultant	48,000	192	(47,808)	0%		14,335	(14,143)
Sewer Extensions	32,000	13,468	(18,532)	42%		-	13,468
Equipment & Vehicle Maintenance	30,240	19,904	(10,336)	66%		4,007	15,896
Insurance	37,170	-	(37,170)	0%		-	-
Facilities Maintenance	17,400	6,902	(10,498)	40%		12,242	(5,340)
Travel & Conferences	6,565	875	(5,690)	13%		536	339
Dues & Subscriptions	1,620	365	(1,255)	23%		185	180
Total Operating	2,583,214	1,155,680	(1,426,279)	45%		972,983	182,697
Debt Service							
Principal	1,104,654	549,568	(555,086)	50%		538,695	10,873
Interest	160,553	83,036	(77,517)	52%		93,909	(10,873)
Total Debt Service	1,265,207	632,604	-	50%		632,604	(0)
Total Expenditures	3,848,421	1,788,283	(2,060,138)	46%		1,605,587	182,697
Operating Transfers							
Transfers In		-	-	0%			-
Transfers Out	(375,000)	(375,000)	-	0%		(350,000)	(25,000)
Total Operating Transfers	(375,000)	(375,000)	-	0%		(350,000)	(25,000)
Net Change in Fund Balance	(609,385)	1,450,322	2,059,707			1,574,696	
Fund Balance - 7/1	6,880,325	6,880,325				6,406,424	
Fund Balance - 12/31	\$ 6,270,940	\$ 8,330,647			\$	7,981,120	

Town of Simsbury
Sewer Assessment Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2020
With Comparative Totals for the Period Ended December 31, 2019

	<u>2021</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>Variance</u>
Revenues			
Assessments	\$ 173,756	\$ 135,381	\$ (38,375)
Interest & Liens	17,971	18,545	575
Interest on Investments	<u>884</u>	<u>11,898</u>	<u>11,015</u>
Total Revenues	<u>192,610</u>	<u>165,825</u>	<u>(26,786)</u>
Expenditures	50,000	-	(50,000)
Net Change in Fund Balance	142,610	165,825	23,214
Fund Balance - 7/1	<u>1,413,693</u>	<u>1,146,957</u>	
Fund Balance - 12/31	<u><u>\$ 1,556,303</u></u>	<u><u>\$ 1,312,782</u></u>	

**Town of Simsbury
Special Revenue Funds
Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2020**

	Library Programs	Police Community Services	Narcotics Task Force	D.A.R.E. Program	Police Block Grant
Revenues					
Grants	\$ -	\$ 4,139	\$ -	\$ -	\$ -
Donations	1,335	3,152	-	-	-
Intergovernmental Revenues	-	-	-	-	-
Charges for Services	-	-	-	-	-
Interest on Investments	-	-	-	-	-
Miscellaneous	-	475	938	-	-
Total Revenues	1,335	7,766	938	-	-
Expenditures					
Contractual Services	-	3,402	-	-	-
Supplies & Materials	1,003	92	-	-	-
Program Services	-	1,588	-	-	-
Facilities Maintenance	-	-	-	-	-
Utilities	-	-	-	-	-
Public Agency Support	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-
Total Expenditures	1,003	5,081	-	-	-
Operating Transfers					
Transfers Out	-	-	-	-	-
Transfers In	-	-	-	-	-
Total Operating Transfers	-	-	-	-	-
Net Change in Fund Balance	332	2,685	938	-	-
Fund Balance - 7/1	74,948	44,667	16,237	1,243	9,704
Fund Balance - 12/31	\$ 75,280	\$ 47,352	\$ 17,175	\$ 1,243	\$ 9,704

Town of Simsbury
Special Revenue Funds
Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2020

	<u>Police Vehicles</u>	<u>Police Special Duty</u>	<u>Social Services Programs</u>	<u>Community Development Grant</u>
Revenues				
Grants	\$ -	\$ -	\$ 9,342	\$ -
Donations	-	-	42,211	-
Intergovernmental Revenues	-	-	-	-
Charges for Services	-	220,218	-	-
Interest on Investments	-	-	-	-
Miscellaneous	-	-	-	-
Total Revenues	<u>-</u>	<u>220,218</u>	<u>51,553</u>	<u>-</u>
Expenditures				
Contractual Services	-	-	-	-
Supplies & Materials	-	-	31,146	-
Program Services	-	198,746	25,857	-
Facilities Maintenance	-	-	-	-
Utilities	-	-	-	-
Public Agency Support	-	-	-	-
Machinery & Equipment	-	-	-	-
Total Expenditures	<u>-</u>	<u>198,746</u>	<u>57,003</u>	<u>-</u>
Operating Transfers				
Transfers Out	-	(165,000)	-	-
Transfers In	-	-	-	-
Total Operating Transfers	<u>-</u>	<u>(165,000)</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	<u>-</u>	<u>(143,528)</u>	<u>(5,449)</u>	<u>-</u>
Fund Balance - 7/1	<u>64,632</u>	<u>151,328</u>	<u>153,874</u>	<u>234,142</u>
Fund Balance - 12/31	<u>\$ 64,632</u>	<u>\$ 7,800</u>	<u>\$ 148,425</u>	<u>\$ 234,142</u>

Town of Simsbury
Special Revenue Funds
Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2020

	<u>Town Aid Road</u>	<u>Preservation of Historic Documents</u>	<u>Town Clerk LOCIP</u>	<u>Expanded Dial-A-Ride</u>	<u>Incentive Housing</u>
Revenues					
Grants	186,744	\$ -	\$ -	\$ -	\$ -
Donations	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-
Charges for Services	-	22,230	4,731	1,143	-
Interest on Investments	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>186,744</u>	<u>22,230</u>	<u>4,731</u>	<u>1,143</u>	<u>-</u>
Expenditures					
Contractual Services	-	-	-	1,088	-
Supplies & Materials	-	-	-	-	-
Program Services	-	10,432	-	-	-
Facilities Maintenance	-	-	-	-	-
Utilities	-	-	-	-	-
Public Agency Support	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>10,432</u>	<u>-</u>	<u>1,088</u>	<u>-</u>
Operating Transfers					
Transfers Out	572,500	-	-	(12,600)	-
Transfers In	-	-	-	-	-
Total Operating Transfers	<u>572,500</u>	<u>-</u>	<u>-</u>	<u>(12,600)</u>	<u>-</u>
Net Change in Fund Balance	759,244	11,798	4,731	(12,545)	-
Fund Balance - 7/1	<u>853,533</u>	<u>14,399</u>	<u>51,436</u>	<u>87,579</u>	<u>8,826</u>
Fund Balance - 12/31	<u>1,612,777</u>	<u>\$ 26,197</u>	<u>\$ 56,167</u>	<u>\$ 75,034</u>	<u>\$ 8,826</u>

Town of Simsbury
Special Revenue Funds
Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2020

	Dog Park	Regional Probate	Clean Energy Task Force	Simsbury Celebrates
Revenues				
Grants	\$ -	\$ -	\$ -	\$ -
Donations	248	-	-	3,635
Intergovernmental Revenues	-	24,698	-	-
Charges for Services	-	-	-	-
Interest on Investments	-	-	-	-
Miscellaneous	-	-	-	-
Total Revenues	248	24,698	-	3,635
Expenditures				
Contractual Services	-	-	-	3,325
Supplies & Materials	290	3,925	-	1,321
Program Services	-	3,130	-	593
Facilities Maintenance	-	-	-	-
Utilities	-	-	-	-
Public Agency Support	-	-	-	-
Machinery & Equipment	-	-	-	-
Total Expenditures	290	7,055	-	5,238
Operating Transfers				
Transfers Out	-	-	-	-
Transfers In	-	-	-	-
Total Operating Transfers	-	-	-	-
Net Change in Fund Balance	(42)	17,643	-	(1,603)
Fund Balance - 7/1	3,748	26,164	6,715	6,875
Fund Balance - 12/31	\$ 3,706	\$ 43,807	\$ 6,715	\$ 5,272

Town of Simsbury
Special Revenue Funds
Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2020

	<u>Field Recreation</u>	<u>Simsbury Try-Athlon</u>	<u>MSP Senior Center</u>	<u>Youth Service Bureau</u>	<u>Simsbury 350th</u>
Revenues					
Grants	-	\$ -	\$ -	\$ 12,462	\$ -
Donations	-	-	14,557	-	26,800
Intergovernmental Revenues	-	-	-	-	-
Charges for Services	-	-	-	-	7,655
Interest on Investments	-	-	-	-	-
Miscellaneous	370	-	-	-	-
Total Revenues	370	-	14,557	12,462	34,455
Expenditures					
Contractual Services	-	-	-	-	28,897
Supplies & Materials	-	206	78	3,738	2,045
Program Services	-	-	14,617	-	2,460
Facilities Maintenance	-	-	-	-	-
Utilities	2,602	-	-	-	-
Public Agency Support	-	-	-	-	-
Machinery & Equipment	5,919	-	-	-	-
Total Expenditures	8,521	206	14,695	3,738	33,402
Operating Transfers					
Transfers Out	-	-	-	-	-
Transfers In	2,250	-	10,480	8,000	-
Total Operating Transfers	2,250	-	10,480	8,000	-
Net Change in Fund Balance	(5,901)	(206)	10,342	16,723	1,052
Fund Balance - 7/1	7,011	12,887	24,276	2,585	52,747
Fund Balance - 12/31	1,110	\$ 12,681	\$ 34,618	\$ 19,308	\$ 53,799

Town of Simsbury
Trust Funds
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2020

	<u>Eno Wood Trust</u>	<u>Horace Belden Trust</u>	<u>Julia Darling Trust</u>	<u>Kate Southwell Trust</u>	<u>Ellsworth Trust</u>
Revenues					
Trust Distributions	\$ 12,901	\$ 25,466	\$ 11,262	\$ 6,136	\$ -
Interest Income	-	-	-	-	18
Total Revenues	12,901	25,466	11,262	6,136	18
Expenditures					
Salaries & Benefits	-	-	-	-	-
Program Services	-	12,450	10,700	10,446	1,497
Total Expenditures	-	12,450	10,700	10,446	1,497
Operating Transfers					
Transfers Out	(21,000)	-	-	-	-
Total Operating Transfers	(21,000)	-	-	-	-
Net Change in Fund Balance	(8,099)	13,016	562	(4,310)	(1,479)
Fund Balance - 7/1	115,927	(746)	12,573	34,353	23,444
Fund Balance - 12/31	\$ 107,828	\$ 12,270	\$ 13,135	\$ 30,043	\$ 21,965

Town of Simsbury
Pension Trust Funds
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2020

	<u>General Government</u>	<u>Police</u>	<u>Board of Education</u>	<u>OPEB</u>
Revenues				
Contributions	\$ 1,397,993	\$ 920,947	\$ 1,442,084	\$ 143,919
Interest & Dividends	268,491	195,646	267,063	178,962
Change in Market Value	<u>3,843,568</u>	<u>2,772,577</u>	<u>3,905,056</u>	<u>2,688,806</u>
Total Revenues	<u>5,510,053</u>	<u>3,889,170</u>	<u>5,614,203</u>	<u>3,011,686</u>
Expenditures				
Retiree Payments	1,037,645	616,385	857,173	-
Admin Expenses	17,694	13,779	25,038	-
Custodian Fees	15,154	13,720	14,078	-
Securities Purchased	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>1,070,494</u>	<u>643,883</u>	<u>896,289</u>	<u>-</u>
Net Change in Fund Balance	4,439,559	3,245,286	4,717,914	3,011,686
Fund Balance - 7/1	<u>24,914,721</u>	<u>18,037,159</u>	<u>\$ 24,372,129</u>	<u>\$ 17,721,117</u>
Fund Balance - 12/31	<u><u>\$ 29,354,280</u></u>	<u><u>\$ 21,282,446</u></u>	<u><u>\$ 29,090,044</u></u>	<u><u>\$ 20,732,803</u></u>

Town of Simsbury
Capital Project Fund
Schedule of Expenditures Compared with Appropriations
For the Period Ended December 31, 2020

					Appropriations			Expenditures					Uncommitted	
		Inception Year	Expected Completion	Project	Balance June 30, 2020	Current Year	Balance Dec 31, 2020	Balance June 30, 2020	Current Year	Balance Dec 31, 2020	Encumbrances Dec 31, 2020	Balance Dec 31, 2020	Notes	
Sewer Fund Projects														
Piazza	319	FY10	2021	Project 2010 - Woodland Street Upgrade	\$ 260,000.00	\$ -	\$ 260,000.00	\$ 243,810.11	\$ -	\$ 243,810.11	\$ -	\$ 16,189.89		
Piazza	513	FY16	2021	Sewer Main Ext - Woodland Street Upgrade	371,000.00	-	371,000.00	281,284.47	-	281,284.47	-	89,715.53		
Piazza	558	FY18	March 2021	36 Drake Hill Rd Dike Analysis	75,000.00	-	75,000.00	-	21,325.00	21,325.00	-	53,675.00		
Piazza	559	FY18	March 2021	Phosphorus Removal Analysis	150,000.00	-	150,000.00	-	12,578.00	12,578.00	121,877.00	15,545.00		
Piazza	562	FY18	March 2021	WPC Plan update	100,000.00	-	100,000.00	5,651.00	-	5,651.00	-	94,349.00		
Piazza	326	FY19	April 2021	Jet/Flush Truck	175,000.00	-	175,000.00	-	-	-	154,479.00	20,521.00		
Piazza	334	FY19	Completed	Primary Clarifier	75,000.00	-	75,000.00	18,046.03	-	18,046.03	-	56,953.97		
Piazza	50170004	FY20	April 2021	Plant Logic Controllers	250,000.00	-	250,000.00	80,059.00	16,803.06	96,862.06	1,581.44	151,556.50		
Piazza	50170031	FY21	September 2021	Sec Clarifier Weir Covers	-	275,000.00	275,000.00	-	-	-	-	275,000.00		
Town Projects														
Roy	281-44110	FY13	On Going	Town Security Measures	77,600.00	-	77,600.00	52,908.51	-	52,908.51	-	24,691.49		
Shea	336	FY14	Completed	Open Space - Betty Hudson Property	275,000.00	-	275,000.00	253,908.82	22,351.68	276,260.50	36.22	(1,296.72)		
Shea	346	FY14	Completed	Senior/Community Center Design	321,698.56	-	321,698.56	163,595.68	-	163,595.68	-	158,102.88	Need final review with State records	
Shea	385	FY15	December 2021	Bridge Improvements (Design-FY15)	115,000.00	-	115,000.00	76,517.49	(7,040.00)	69,477.49	7,040.00	38,482.51		
Bazzano	387	FY15	Spring 2021	Technology Infrastructure	635,395.17	-	635,395.17	544,783.52	-	544,783.52	32,000.00	58,611.65		
Glidden	504	FY16	Spring 2021	Weatogue Planning Route 10 and Code Prep	57,000.00	-	57,000.00	6,000.00	15,600.00	21,600.00	10,940.00	24,460.00		
Shea	509	FY16	December 2021	Town Hall Site and Safety Improvements	45,000.00	-	45,000.00	13,620.31	-	13,620.31	-	31,379.69	Possible shortage of \$100k - \$150k	
Shea	511	FY16	June 2021	Project Planning Fund	28,000.00	-	28,000.00	21,300.00	768.23	22,068.23	2,500.00	3,431.77		
Shea	523	FY17	December 2023	Multi-Use Connections & Master Plan Updates	1,160,000.00	-	1,160,000.00	181,295.81	11,216.44	192,512.25	70,000.00	897,487.75		
Shea	526	FY17/FY18	December 2021	Open Space Planning Improvements	705,410.00	-	705,410.00	675,519.39	6,392.15	681,911.54	5,001.48	18,496.98		
Shea	529	FY17/FY18	December 2021	Dam Evaluations and Repairs	220,000.00	-	220,000.00	142,856.67	27,790.00	170,646.67	1,560.00	47,793.33		
Roy	530	FY17	Completed	Public Works Complex Infrastructure Improvements	700,000.00	-	700,000.00	671,054.15	31,038.49	702,092.64	-	(2,092.64)	Keep open until all bills received	
Shea	531	FY17	December 2021	Town Hall Site and Safety Improvements	385,000.00	-	385,000.00	24,072.74	17,600.00	41,672.74	6,000.00	337,327.26		
Glidden	536	FY17	Spring 2021	Land Use Studies	92,500.00	-	92,500.00	19,245.83	-	19,245.83	-	73,254.17		
Roy	544	FY17	Completed	Storage Building	65,000.00	-	65,000.00	36,646.64	-	36,646.64	-	28,353.36	Close in FY21	
Shea	549	FY18	June 2021	Street Lighting Purchase / Lighting Improvements	400,000.00	-	400,000.00	17,829.11	2,801.50	20,630.61	364,186.18	15,183.21		
Roy	553	FY18	Completed	Cold Storage Facility	380,000.00	-	380,000.00	384,612.06	-	384,612.06	-	(4,612.06)	Keep open until all bills received	
Roy	554	FY18	June 2021	Town Facilities Master Plan	400,000.00	-	400,000.00	45,494.96	76,462.50	121,957.46	104,287.50	173,755.04		
Roy	555	FY18	Completed	Library Interior/Parking Renovations	584,500.00	-	584,500.00	325,192.09	60,577.00	385,769.09	-	198,730.91	Keep open until all bills received	
Shea	557	FY18	December 2021	Zoning Regulation Update	65,000.00	-	65,000.00	2,500.00	-	2,500.00	-	62,500.00		
Shea	564	FY18	December 2021	Bridge Improvements	805,000.00	-	805,000.00	227,162.21	34,866.60	262,028.81	137,271.98	405,699.21		
Shea	342	FY19	June 2022	Multi-Use Trail	1,020,000.00	-	1,020,000.00	-	-	-	-	1,020,000.00		
Roy	345	FY19	June 2021	Highway Pavement Management	845,000.00	-	845,000.00	816,820.01	-	816,820.01	-	28,179.99	Move into Fund 501	
Roy	538	FY19	June 2021	Greenway Improvements	412,054.01	-	412,054.01	197,398.89	136,500.00	333,898.89	-	78,155.12	Move into Fund 501	
Tybuski	50170027	FY19	Completed	Fencing at Bandshell (PAC)	100,000.00	-	100,000.00	33,000.00	-	33,000.00	66,000.00	1,000.00	Balance used for the Ice Rink Fencing	
Roy	50170000	FY20	On Going	Highway Pavement Management	(290,395.15)	1,205,000.00	914,604.85	-	1,061,875.72	1,061,875.72	-	(147,270.87)		
Roy	50170001	FY20	On Going	Greenway Improvements	92,705.54	135,000.00	227,705.54	-	14,714.25	14,714.25	12,300.00	200,691.29		
Roy	50170002	FY20	On Going	Sidewalk Reconstruction	(41,164.56)	200,000.00	158,835.44	-	36,767.10	36,767.10	116,339.70	5,728.64		
Meriwether	50170003	FY20	June 2021	Accounting System	350,000.00	-	350,000.00	145,041.03	30,575.00	175,616.03	-	174,383.97		
Roy	50170054	FY20	TBD	Eno Entrance and ADA Improvements	128,840.84	-	128,840.84	-	-	-	-	128,840.84		
Roy	50170028	FY21	June 2021	Bike & Pedestrian Crossing	-	169,764.00	169,764.00	-	128,612.00	128,612.00	40,628.99	523.01		
Roy	50170029	FY21	Spring 2021	Wing Plow Truck	-	258,000.00	258,000.00	-	-	-	236,351.98	21,648.02		
Roy	50170030	FY21	June 2021	PW Facility Paving & Drainage	-	330,000.00	330,000.00	-	281,213.43	281,213.43	40,844.04	7,942.53		
Appleby	50170048	FY21	December 2021	Radio System Upgrade	-	1,202,000.00	1,202,000.00	-	-	-	-	1,202,000.00		
Education Projects														
Casey	393	FY15	Needs Audit	HJMS Phase 1A	1,255,000.00	-	1,255,000.00	1,168,449.83	-	1,168,449.83	-	86,550.17	Waiting on state grant reimbursement	
Casey	395	FY15	Needs Audit	Squadron Line Main Office Project	1,050,000.00	-	1,050,000.00	868,829.61	-	868,829.61	-	181,170.39	Waiting on state grant reimbursement	
Casey	520	FY16/FY17	September 2021	Climate Control Phases 1 (FY16) & 2 (FY17)	3,100,000.00	-	3,100,000.00	2,447,067.09	212,343.96	2,659,411.05	27,188.00	413,400.95		
Casey	521	FY16	Needs Audit	Central School Roof Replacement	770,000.00	-	770,000.00	620,902.49	-	620,902.49	-	149,097.51		
Casey	546	FY17	Needs Audit	HJMS Renovation - Phase 2	1,950,000.00	-	1,950,000.00	1,752,409.38	(35,000.00)	1,717,409.38	-	232,590.62		
Casey	381	FY19	TBD	Boiler Replacement Latimer	900,000.00	-	900,000.00	-	-	-	-	900,000.00		
Casey	382	FY19	September 2021	School Security Improvements	850,000.00	-	850,000.00	808,560.60	3,235.00	811,795.60	2,319.50	35,884.90		
Casey	386	FY19	June 2021	School Facility Master Plan	200,000.00	-	200,000.00	189,410.52	40.00	189,450.52	1,286.50	9,262.98		
Casey	388	FY19	Completed	District Network Infrastructure	400,000.00	-	400,000.00	235,165.30	164,834.70	400,000.00	-	-		
Casey	537	FY19	June 2021	HJMS Renovation - Phase 3	23,965,620.00	-	23,965,620.00	16,530,773.81	2,446,909.45	18,977,683.26	2,028,219.54	2,959,717.20		
Casey	50180000	FY20	Completed	Underground Tank Replacement	325,000.00	-	325,000.00	335,226.17	-	335,226.17	-	(10,226.17)	Close once bond proceeds received	
Casey	50180001	FY20	September 2021	District Security Improvements	750,000.00	-	750,000.00	47,157.50	74,162.27	121,319.77	2,216.00	626,464.23		
Casey	50180002	FY20	September 2021	SHS Partial Roof Replacement	2,600,000.00	-	2,600,000.00	49,597.46	1,938.49	51,535.95	13,275.00	2,535,189.05	Moved to FY21 Project due to COVID and rushed bid timeframe	
Casey	50180008	FY21	September 2021	District Network Infrastructure	-	500,000.00	500,000.00	-	458,688.82	458,688.82	31,311.18	10,000.00		
					\$ 49,705,764.41	\$ 4,274,764.00	\$ 53,980,528.41	\$ 30,760,776.29	\$ 5,368,540.84	\$ 36,129,317.13	\$ 3,637,041.23	\$ 14,214,170.05		

Town of Simsbury
Capital Non-Recurring Fund
Schedule of Expenditures Compared with Appropriations
For the Period Ended December 31, 2020

	Appropriations			Expenditures			Encumbrances Dec 31, 2020	Uncommitted Balance Dec 31, 2020	
	Balance June 30, 2020	Current Year	Balance Dec 31, 2020	Balance June 30, 2020	Current Year	Balance Dec 31, 2020			
Project									
305 FY16 CNR Projects	1,225,013	-	1,225,013	1,210,324.30	-	1,210,324.30	-	14,688.70	Needs to be spent over 2 years, no budget rollforward
300 FY17 CNR Projects	1,134,004	-	1,134,004	1,115,535.22	-	1,115,535.22	-	18,468.78	Needs to be spent over 2 years, no budget rollforward
306 FY18 CNR Projects	1,151,121	-	1,151,121	1,102,138.67	-	1,102,138.67	-	48,982.33	Needs to be spent over 2 years, no budget rollforward
307 FY19 CNR Projects	1,194,450	-	1,194,450	1,095,132.63	73,264.00	1,168,396.63	7,695	18,358.37	
301 CNR Reserve (5 Year Payback)	1,900,000	-	1,900,000	-	-	-	-	1,900,000.00	
30170006 CNR Assessor	121,500	60,000	181,500	-	-	-	-	181,500.00	
30170007 Deep Water Wind	15,000	-	15,000	350.00	-	350.00	-	14,650.00	
30170008 Automated Book Handler	73,640	-	73,640	66,409.30	-	66,409.30	-	7,230.70	
30170009 Police Cruisers	-	141,000	141,000	-	-	-	-	141,000.00	
30170011 Radio Feasibility Study	35,000	-	35,000	-	-	-	-	35,000.00	
30170013 Ash Borer Tree Mitigation	-	35,400	35,400	-	10,185.00	10,185.00	26,315	(1,100.00)	
30170014 Eno Clock Tower Repairs	21,000	21,000	42,000	-	-	-	34,920	7,080.00	
30170015 PW Truck Replacement	-	180,000	180,000	-	170,852.96	170,852.96	-	9,147.04	
30170016 PW PU Truck Replacement	40,000	-	40,000	-	35,126.80	35,126.80	-	4,873.20	
30170017 Infared Asphalt Trailer	37,000	-	37,000	-	-	-	-	37,000.00	
30170019 Sanitary Sewer Lining	100,000	-	100,000	-	-	-	-	100,000.00	
30170020 CPR PU Truck Replacement	-	41,839	41,839	-	-	-	30,973	10,866.00	
30170021 Ice Rink Condenser	121,200	-	121,200	9,521.51	115,905.49	125,427.00	950	(5,177.00)	
30170022 Paddle Court Maintenance	12,000	-	12,000	9,540.00	-	9,540.00	-	2,460.00	
30170023 SF Security Fencing	30,000	-	30,000	-	-	-	30,001	(0.99)	
30170024 Ice Rink Roof Painting	50,000	-	50,000	-	40,870.00	40,870.00	2,000	7,130.00	
30170025 Playscapes	50,000	-	50,000	-	-	-	-	50,000.00	
30170026 Plow & Sander Replacement	15,000	-	15,000	14,983.70	-	14,983.70	-	16.30	
30170029 PEGPETIA Tech Equipment	75,310	-	75,310	-	15,787.00	15,787.00	-	59,523.00	
30170032 Various Drainage Improvements	-	125,000	125,000	-	3,600.00	3,600.00	-	121,400.00	
30170034 Rec/PAC Building Staining	-	85,000	85,000	-	23,247.00	23,247.00	-	61,753.00	
30170035 Rink Control Panel	48,000	60,000	108,000	-	-	-	-	108,000.00	
30170036 Parking Feasibility Study	-	30,000	30,000	-	4,350.00	4,350.00	-	25,650.00	
30170037 P&R Garage Ventilation	-	10,000	10,000	-	-	-	-	10,000.00	
30170038 Soft Body Armor	-	21,000	21,000	-	939.00	939.00	-	20,061.00	
30170039 Patrol Supervisor Cruisers	-	110,000	110,000	-	-	-	-	110,000.00	
30170040 Sewer Imp - Lining/Root Control	-	100,000	100,000	-	47,014.80	47,014.80	-	52,985.20	
30170041 Dial A Ride Van	-	63,000	63,000	-	-	-	-	63,000.00	
30170042 Mobile Data Terminals	-	55,000	55,000	-	58,802.43	58,802.43	-	(3,802.43)	
30170043 Dump Truck	-	51,000	51,000	-	-	-	-	51,000.00	
30170044 Woodland/Hopmeadow Sewer	-	50,000	50,000	-	-	-	-	50,000.00	
30170045 Greens Mower	-	45,000	45,000	-	-	-	-	45,000.00	
30170046 Building Permit Software	-	27,700	27,700	-	-	-	-	27,700.00	
30170047 Snow Plow	-	20,000	20,000	-	-	-	19,120	880.00	
30170049 P&R Signage	-	16,000	16,000	-	-	-	-	16,000.00	
30170050 Fingerprint System	-	19,000	19,000	-	-	-	-	19,000.00	
30170051 Hopbrook Landing Irrigation	10,000	-	10,000	-	9,952.00	9,952.00	-	48.00	
30170052 PW Utility Van	46,000	-	46,000	-	-	-	33,659	12,341.00	
30170053 SF Rink Fencing	8,000	-	8,000	-	-	-	6,450	1,550.00	
30170055 Police Admin Vehicles	138,000	-	138,000	-	-	-	-	138,000.00	
30170056 Police Body/Dash Cameras	114,580	-	114,580	-	116,419.76	116,419.76	-	(1,839.76)	
30170057 Network Storage & Virtual Env	-	130,000	130,000	-	4,141.56	4,141.56	-	125,858.44	
30180003 Buses/Vehicles/Equipment	63,911	330,000	393,911	-	51,856.76	51,856.76	45,198	296,856.34	
30180004 Ceiling/Floor Replacement	50,000	50,000	100,000	-	-	-	-	100,000.00	
30180005 Interior Improvements	70,500	70,500	141,000	-	43,990.00	43,990.00	75,000	22,010.00	
30180006 Plumbing/Electric Modifications	10,000	10,000	20,000	-	-	-	-	20,000.00	
30180007 Exterior Improvements	58,000	58,000	116,000	-	26,200.00	26,200.00	6,500	83,300.00	
30180009 Equipment	52,000	52,000	104,000	-	-	-	-	104,000.00	
	<u>\$ 8,070,229</u>	<u>\$ 2,067,439</u>	<u>\$ 10,137,668</u>	<u>\$ 4,623,935</u>	<u>\$ 852,505</u>	<u>\$ 5,476,440</u>	<u>\$ 318,781</u>	<u>\$ 4,238,447.22</u>	



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Board of Education Use of the Non-Lapsing Fund for COVID-19 Related Expenses
2. **Date of Board Meeting:** February 8, 2021
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:**

If the Board of Selectmen approves Board of Education's use of the Non-Lapsing Fund for COVID-19 related expenditures, the following motion is in order:

Move, effective February 8, 2021, to approve the use of the Non-Lapsing Fund for COVID-19 related expenditures in an amount up to \$651,308.

5. **Summary of Submission:**

The COVID-19 pandemic has created many challenges for the Board of Education including financial strain. To date, the Board of Education has expended about \$850,000 in direct COVID-19 related expenditures. Funds were used to improve ventilation, restructure classrooms for appropriate distancing, increase cleaning and safety practices and setup a completely new distance learning model.

In addition to costs directly related to COVID-19, the District has also seen increased operating costs indirectly associated with COVID-19. These costs are harder to quantify as they occur within the normal operations of the District. For example, there has been increased tutoring for students falling behind due to distance learning, additional substitutes and/or overtime costs to accommodate staff that is out on leave because they were either directly impacted by COVID or a close contact of someone who was and revenue losses associated with offering a free food program for students during the year.

To date, the Board of Education has received \$375,508 in grant funding to offset these costs. They are also anticipating an additional allocation in the coming weeks totaling \$430,000. This most recent allocation can be used on COVID-19 expenditures previously incurred or anticipated to be incurred through FY22. Although we anticipate needing some of this funding to offset a current year deficit, we would like to retain some of these funds for the FY22 budget to be proposed for increased services, including summer programs, for those students that may be falling behind.

Staff would like to cover any remaining deficit via a current year spending freeze as well as allocation of the Non-Lapsing Fund revenue. The Non-Lapsing Fund currently has a

balance of \$651,308. Staff is recommending utilizing these funds up to the \$651,308 to accommodate any deficits in the current year related to COVID-19.

In consultation with the Town Attorney, it was recommended that the Board of Selectmen review this action pursuant to Section 809 of the Town Charter. If approved by the Board of Selectmen, this item will be forwarded to the Board of Finance at their next meeting on February 16th for final approval.

6. Financial Impact:

If approved, the Board of Education Non-Lapsing Fund balance of \$651,308 would be eliminated or reduced dependent upon fiscal-year-end results.

7. Description of Documents Included with Submission:

None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Supplemental Appropriation Request for Farmington Valley Health District

2. **Date of Board Meeting:** February 8, 2021

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:**

If the Board of Selectmen supports the additional funding request from the Farmington Valley Health District, the following motion is in order:

Move, effective February 8, 2021 to approve a supplemental appropriation for additional funding for the Farmington Valley Health District in the amount of \$29,818 for their continued efforts in relation to their response to COVID-19.

5. **Summary of Submission:**

At the January 11, 2021 Board of Selectmen meeting myself and Finance Director Amy Meriwether informed the Board that the State will be providing the Town with \$181,098 in Coronavirus Relief Funds. We have been informed by OPM that the funds must be used against COVID eligible expenses, the FEMA 25% match, public health and/or public safety personnel costs and testing.

During the funding rollout Towns were notified that no relief funding will be provided directly to the health districts. If a health district is in need of additional funding due to the pandemic, they need to make such requests to the Towns. The Farmington Valley Health District has reached out to their member towns with their best estimate of additional funding to help their Coronavirus response needs over the next six months. The Health District has asked Simsbury for a contribution of \$29,818 primarily to assist with vaccination and contact tracing efforts. Regional towns such as Canton and Barkhamsted have already approved their share of the funding request and others have indicated that their support is forthcoming.

The next step, if approved tonight by the Board of Selectmen, would be a review by the Board of Finance at their upcoming February 16th meeting.

It is my opinion that the amount requested by the Health District is a fair and reasonable request. The proposed FVHD assessment is proportional based upon our population, which is consistent with how their annual budgetary assessment works.

6. Financial Impact:

By fiscal-year-end we are conservatively estimating COVID expenditures incurred by the Town will be a total of \$80,000. Utilizing \$29,818 for the Health District request would still leave \$71,128 in COVID funds available for use by the Town. At this time, staff would recommend the remaining funds be utilized to offset public safety personnel costs and for this to be reviewed as part of year-end close out to determine best use. This will create overall budgetary savings for the Town.

7. Description of Documents Included with Submission:

- a) Letter from B. Robertson, Chair of FVHD Board of Directors, re: Funding Request, dated January 21, 2021



Farmington Valley Health District

95 River Road, Suite C ▪ Canton, CT 06019 ▪ Phone (860) 352-2333 ▪ Fax (860) 352-2542

Avon • Barkhamsted • Canton • Colebrook • East Granby • Farmington • Granby • Hartland • New Hartford • Simsbury

January 21, 2021

Chief Elected/Appointed Officials:

I am writing to you in my capacity as Chairman of the Board of Directors of the Farmington Valley Health District. First, I want to thank all of you for your unwavering support of the District. The FVHD has proven to be a durable and successful example of regional cooperation. Under the leadership of the Director of Health, Jennifer Kertanis, the District staff has worked tirelessly over the last ten months to meet the public health challenges posed by the pandemic. We owe them our thanks and gratitude.

While still working to address its other statutory responsibilities, the District has managed to conduct hundreds of additional hours of contact tracing and addressed other responsibilities related to the pandemic. Notably, the District has been on the front lines of interpreting and explaining the scientific data and assisting administrators, business owners and others as they make decisions regarding their specific operations.

As we pivot to the vaccination rollout phase, an assessment of the District's ability to meet its obligations with its current resources is necessary. The FVHD adopted budget for FY 21, developed before COVID, was \$ 1,513,281. As you likely know, the largest source of funding for the FVHD is the per capita grant from the member Towns which, for FY 21, was about \$711,185.


The Board of Directors approved several budget amendments at its October meeting. The largest was in the amount of \$176,000 which is the first of three years of funding through the \$20mm allocated to the State of Connecticut through the CDC Epidemiology and Laboratory Capacity Grant. This funding is being used to pay overtime and hire additional staff. However, the resources provided by this grant are insufficient to support the District through the vaccination phase of the pandemic.

At my request, the Director of Health has developed a staffing plan that we feel is necessary to support the needs of the District over the next 28 weeks. I have attached a chart that provides the detail and cost of this plan. As you will see, our proposal is that each member town pay a surcharge based on population.

Before bringing this plan to the FVHD Board of Directors, we would like to discuss it with the chief elected and/or appointed officials of the member Towns. This is a preliminary plan and we welcome your suggestions and input. To that end, my office will be in contact with you to schedule a meeting so Jennifer and I can provide additional detail and answer questions.

Again, thank you for your support of the District and we look forward to talking with you.

Sincerely,


Brandon Robertson
Chairman, Board of Directors, FVHD
Town Manager, Town of Avon

Cc: Jennifer Kertanis, Director of Health, FVHD

PERSONNEL	ITEM	COST	IDENTIFIED NEED	
	1 Contact Tracers - 3 tracers @ 21 hrs/week @ \$25/hr @ 28 weeks	\$ 35,280	Required to conduct contact tracing for all confirmed COVID cases. Contact Tracers must have an understanding of disease transmission, quarantine and isolation requirements, as well as interview and computer skills. FVHD is currently averaging 65-80 new cases each day with 3-4 close contacts per case requiring follow-up. Contact tracing is also critical to the continued operation of schools and local businesses.	
	2 Clinic Scheduler - 1 scheduler @ 21 hrs/week @ \$25/hr @ 28 weeks	\$ 11,760	Required to assist with coordinating the logistics of upcoming large mass vaccination clinics to contribute to the statewide vaccine distribution effort. Duties will include securing and confirming venues, working with local emergency managers and other groups/individuals regarding event set up and the recruitment, management and coordination of volunteers to staff the clinics.	
	3 Office Assistant - 1 assistant @ 21 hrs/week @ \$20/hr @ 28 weeks	\$ 9,996	Required to provide support for the FVHD's only administrative staff member. Duties to include answering and directing phone calls, ordering supplies, assisting with management of website and social media channels, and other administrative duties related to COVID response.	
	4 Data Entry Assistant - 1 assistant @ 21 hrs/week @ \$20/hr @ 28 weeks	\$ 9,996	Required to complete significant data entry work to support vaccination and contact tracing efforts.	
	5 Overtime - 3 FVHD staff @ 10 wknd clinics @ 8 hrs/clinics @ \$56/hr	\$ 13,440	FVHD estimates at least 10 weekend clinics will be required over a 28 week period to support the effort to vaccinate the general public. Each clinic will require the support of 3 FVHD staff plus a volunteer cohort. (avg hourly rate = \$37*1.5)	
	SUBTOTAL PERSONNEL	\$ 80,472	\$ 86,628.11	With Taxes
SUPPLIES & EQUIPMENT	ITEM	COST	IDENTIFIED NEED	
	1 Contact Tracing Supplies	\$ 554	Includes: printing, paper, postage for mailing contact tracing letters; printing of paper forms for contact tracing; filing systems for managing paper files.	
	2 Technology & Office Equipment	\$ 5,563	Includes: laptops (3 @ \$1,079), cell phones (3 @ \$1,350), headsets (6 @ \$30) for contact tracing staff and filing cabinets (4 @ \$199).	
	3 Vehicle	\$ -	Van (ideally with lift gate) for moving clinic supplies. Possibly an in-kind loan from a member town?	
	4 Meals	\$ 12,600	Includes: meals from FVHD staff and volunteers at vaccination clinics. Assumes 3 clinics/week @ \$150/clinic @ 28 weeks	
	5 Vaccination Clinic Supplies	\$ 8,140	Includes: cost to build out additional vaccination "go-kits" including transport bags/boxes (@ \$1,000) plus cost to refill go-kits with supplies including syringes, band-aids, gauze, hand sanitizer, table covers, sharps containers, tape, etc. (@ \$7,140).	
	6 Vaccination Clinic Printing	\$ 16,800	Includes: cost of printing vaccine fact sheets which are required to be distributed to all recipients (@ \$200/clinic @ 84 clinics).	
	SUBTOTAL SUPPLIES & EQUIPMENT	\$ 43,657		
	TOTAL ALL CATEGORIES	\$ 130,285		
	Per Capita	\$ 1.19371016		
Distribution by Member Town				
TOWN	POPULATION	CONTRIBUTION		
Avon	18,032	\$ 21,525		
Barkhamsted	3,624	\$ 4,326		
Canton	10,270	\$ 12,259		
Colebrook	1,405	\$ 1,677		
East Granby	5,147	\$ 6,144		
Farmington	25,506	\$ 30,447		
Granby	11,375	\$ 13,578		
Hartland	2,120	\$ 2,531		
New Hartford	6,685	\$ 7,980		
Simsbury	24,979	\$ 29,818		
TOTAL	109,143	\$ 130,285		



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Supplemental Appropriation Request for Simsbury SPIRIT Council
2. **Date of Board Meeting:** February 8, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; SPIRIT Council
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the additional funding request from the SPIRIT Council, the following motion is in order:

Move, effective February 8, 2021, to approve the supplemental appropriation for additional funding for the Simsbury SPIRIT Council in the amount of \$5,000 to support marketing and data collection and analysis efforts.

5. **Summary of Submission:**

The SPIRIT Council's mission is to represent the community at large and serve as Diversity Champions to help Simsbury become more inclusive – fostering awareness, action, and a community where all voices are welcome and each and every individual can live, work, learn, and play in a safe environment with meaningful and healthy relationships. The SPIRIT Council has a Data/Audit Subcommittee dedicated to gathering data and assessing progress towards diversity, equity and inclusion goals developed by the Simsbury SPIRIT Council.

The SPIRIT Council is requesting funding in the upcoming FY 21/22 budget cycle to support marketing and data collection and analysis work. However, the Council would like to begin working on their efforts around marketing and data collection and analysis prior to the new fiscal year. They are requesting a supplemental appropriation of \$5,000 with \$2,000 for marketing work and \$3,000 for data collection. This funding would allow them to start their work prior to the end of this fiscal year.

The next step, if approved tonight by the Board of Selectmen, would be a review by the Board of Finance at their upcoming February 16th meeting.

Through the Farmington Valley Collaborative, a number of towns are interested in potentially sharing a consultant that could assist with a broad scope of diversity, equity, and inclusion matters such as data collection, training, policy review, etc. The Town of Farmington is taking the lead in researching this. Staff believes there could be great value in partnering with area towns as well as having a professional with this area of

expertise easily accessible to us. Prior to proceeding with the data collection and analysis work, staff recommends that this option be vetted further.

As a reminder, the Economic Development Commission has a marketing work stream and funds to refresh our town-wide brand and tagline, along with related work; they are working in partnership with the Simsbury Main Street Partnership on this project. The project is funded and the group anticipates formally commencing with the work shortly. Should the SPIRIT marketing funds for branding and development of a logo be developed, I recommend that the SPIRIT and EDC marketing work complement one another.

6. Financial Impact:

The requested \$5,000 was not budgeted in the current fiscal year, therefore a supplemental appropriation is needed to fund the proposed work. If approved, at fiscal-year-end close, the appropriation could be funded by offsetting expenditure savings, or a transfer of funds from the General Fund Reserve to cover the expense.

\$5,000 will not fund the entirety of the marketing and data collection/analysis work proposed by SPIRIT. The SPIRIT Council has made a FY 21/22 Service Improvement Request to fund this work in the amount of \$11,000 for marketing, and \$10,000 for data collection and analysis. If the supplemental appropriation is approved, the remaining budgetary impact for marketing for FY 21/22 would be \$7,000. Some other towns in CT have begun to obtain quotes for this type of data collection and analysis work, and we are hearing that prices are coming in at a minimum of \$25,000. Therefore, staff estimates an additional \$22,000 would need to be budgeted in FY 21/22 for the data collection and analysis work to be completed. In totality, \$31,000 would need to be budgeted in FY 21/22 for both projects to be completed as proposed.

7. Description of Documents Included with Submission:

- a) Letter from Cheryl Cook and Nicole Kodak, re: Simsbury SPIRIT Council Mid-cycle Funding Request, dated January 29, 2021
- b) SPIRIT Council Mid-Budget Cycle Request

January 29, 2021

Kristen Formanek, Simsbury Director of Community and Social Services
Maria Capriola, Simsbury Town Manager
Simsbury Board of Selectmen

Subject: Simsbury SPIRIT Council Mid-cycle Funding Request

Dear Kirsten, Maria, and Board of Selectmen,

Thank you for your prioritization and support of Simsbury SPIRIT Council's work to represent the community at large and serve as Diversity Champions to help Simsbury become more inclusive, fostering awareness, action, and a community where all voices are welcome and each and every individual can live, work, learn, and play in a safe environment with meaningful and healthy relationships.

As you are aware, we are requesting mid-cycle funding to begin immediate work in two top priority areas: 1) SPIRIT public awareness and 2) data collection and use. Attached please find our proposals requesting \$2000 for public awareness work and \$3000 for data work (\$5000 total) to make progress during the March through June 2021 timeframe. The funding request for the 2021-22 fiscal year will be forwarded separately for inclusion in the general budget cycle.

Please contact us with any questions. Again, thank you for your support,

Nicole Kodak and Cheryl Cook
Co-Chairs
Simsbury SPIRIT Council

Public Awareness and Messaging

Based on experiences of other communities' DEI efforts, SPIRIT Council has learned that messaging and active engagement of Town officials is critical. The purpose of this public awareness plan is to powerfully promote the Town stance in support of diversity, equity and inclusion of all community members via unique and memorable messaging reaching maximum community members. We wish to engage public stakeholders, further build pride in belonging to our community, and communicate that Simsbury is the place to come, attracting and retaining new businesses, residents and employees.

Proposed Budget/Request for Funds:

To make progress during the March - June 30, 2021 timeframe, we are requesting \$2000.

Proposed Scope of Work

1. Define SPIRIT Council Key Messages

- Identify community needs that Simsbury SPIRIT Council exists to address
- Consolidate learning from Let's Talk events and networking with other Towns
- Clarify who Simsbury SPIRIT Council is, using mission and vision to ground language
- Present ways to engage with Simsbury SPIRIT Council
- Encourage people to sign up to be on the email list, to register for events, volunteer, etc.
- Develop an "elevator speech" synthesizing key messages about Simsbury SPIRIT Council

2. Evaluate current communications efforts and materials (foundation to build communications plan upon after full funding during 2021-22 budget cycle)

3. Finalize logo and begin work to develop messaging platform (to be continued after full funding during 2021-22 budget cycle)

Data/Audit Subcommittee

Data is a top priority for the SPIRIT Council to move forward with critical work to assess baselines, establish targets and recommend actions that will meaningfully and measurably improve DEI across key areas in the Town, such as those cited in the September 2020 Resolution Declaring Racism a Public Health Crisis.

While the SPIRIT Council has submitted a FY21-22 budget request, initial funding is needed now for data expertise that will allow us to begin this work without delay. As discussed at the January 11, 2021 Board of Selectmen meeting, we are making a supplemental appropriation request for mid-cycle funding that would cover the following initial limited scope of work.

Proposed Budget/Request for Funds:

In order to get our work started, we're requesting mid-cycle funding for consultation* regarding next steps, in terms of data collection and analysis. **Our request for these efforts, for the March – June 30, 2021 time frame, is \$3,000.**

Proposed Scope of Work

- Assist our team in making decisions about what to measure, including both quantitative and qualitative data.
- Guide our thoughts, initial decisions and choices in terms of longer-term analysis: How will data be analyzed; and therefore, what are the best methods for collection? How will we want to disaggregate the data (race/ethnicity, income level, etc.)?
- Identify and outline a process for establishing baselines and targets, which will provide a foundation for measurably improving DEI across key areas in Simsbury.
- Expert guidance in collection methodologies for accessing existing sources and potential new sources of data, for our initial work. Ideally, for our ongoing work and tracking, as well.

Next Steps: Based on the work completed in this initial phase, the consultant will work with the SPIRIT Council to detail next steps for the larger scope of work we aim to complete in 2021-2022, pending the additional funding request made for the FY21-22 budget.

Data/Audit Subcommittee Purpose: To gather data and assess progress toward Diversity, Equity and Inclusion (DEI) goals developed by the Simsbury SPIRIT Council.

* The SPIRIT Council Data/Audit Subcommittee has reviewed potential consultants with the experience, qualifications and capacity to complete this initial limited scope of consulting work within the proposed timeframe (March-June) and requested funding amount (\$3,000).



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Business Development Incentive Policy/Proposed Fee Waiver and Tax Abatement Guidelines
2. **Date of Board Meeting:** February 8, 2021
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 adopting the Fee Waiver and Tax Abatement Guidelines as presented, replacing the Business Development Incentive Policy, the following motion is in order:

Move, effective December 14, 2020 to adopt the Fee Waiver and Tax Abatement Guidelines as presented, replacing the Business Development Incentive Policy.

5. **Summary of Submission:**
EDC members Peter Van Loon and Tom Earl were tasked with reviewing and revising the Business Development Incentive Policy. Mr. Van Loon and Mr. Earl conducted research, reviewed Board of Finance material and worked with staff in the Town Manager's Office to prepare the presented materials.

At the December 14, 2020 Board of Selectmen meeting the Fee Waiver and Tax Abatement Guidelines were referred to the Economic Development Commission business incentive work team for additional revisions. Draft revisions were presented to the full EDC at their January 27, 2021 meeting and no further feedback was received.

Highlights of proposed changes include:

- Simplifying the policy document to be more user-friendly
- Refining targeted sectors of industry and other reasons for granting an abatement
- Revising recommended abatement amounts and time periods to reflect changes in state statute
- Documenting the application review and analysis process
- Requiring annual reporting if an abatement is granted based on job creation

The Town Attorney has reviewed the revised proposed guidelines.

6. Financial Impact:

Although the proposed guidelines provide for fee waivers and abatements that would result in a financial impact, the draft document does not include any new waivers or abatements that are not already permitted under the existing policy and state statute.

7. Description of Documents Included with Submission:

- a) Proposed Fee Waiver and Tax Abatement Guidelines
- b) Economic Development Strategies



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY

Fee Waiver and Tax Abatement Program Guidelines

Adopted by the Board of Selectmen on [month] [day], [year]

1. Purpose

The goal of economic development is to improve the life of community residents by retaining and expanding existing businesses and attracting new businesses. Simsbury's Fee Waiver and Tax Abatement Program support the town's economic development.

The specific goals of the Simsbury Fee Waiver and Tax Abatement Program include one or more of the following: generating additional tax revenue, lasting employment opportunities, providing quality goods and services, improving the aesthetics of the community, preserving an historic site, providing desirable recreational and entertainment opportunities.

This policy is intended to provide guidelines; it does not prohibit the Board of Selectmen from taking any action it deems appropriate as allowable by statute.

2. Effective Date

This policy shall be effective immediately and shall remain in effect until revised or rescinded.

3. Types of Businesses Targeted by This Policy

- Corporate headquarters and satellite offices
- Research and high technology facilities
- Advanced technology manufacturing facilities (only applies to job creation and real estate growth, does not apply to personal property growth)
- Existing Simsbury business expansion
- Mixed-use development of a building or site
- Affordable housing units or housing units developed for underserved populations.
- New or existing recreational or entertainment businesses
- Historical preservation
- Re-development of properties in certain neighborhoods (e.g. Tariffville, downtown, North village)
- Green/sustainable improvements
- Appropriate entrepreneurial businesses

4. Types of Assistance Available

A. Tax Abatement – the assessment of real property may be reduced for a period of time

The town may reduce the assessment of real property as allowed by Connecticut General Statutes Chapter 203, Sec. 12-65b, as amended from time to time. Any written agreement entered into under this statute shall normally not be for a period longer than ten years, with a maximum average abated not to exceed a range of 40-60%. The Town

reserves the right to cap the total abatement amount granted. However, these guidelines do not prohibit the Board of Selectmen from taking any action it deems appropriate as allowable by statute.

- B. Waiving or Reducing of any Town Permit Fees** – reduction amount is variable depending on impact of proposed project. The town may waive up to 50% of any town permit fees upon determination that such a fee waiver would encourage the development or expansion of quality businesses, especially those in the targeted industries. The Town reserves the right to cap the total amount of fees waived. Sewer fees and fire code fees are not applicable for this potential reduction in fees.

5. Application Requirements and Procedures

- **Step 1**

Applicant submits a Business Development Assistance Application (supplied by the town) to the Planning Department. The Planning Director will review the application to evaluate its consistency with the most current Plan of Conservation and Development. The Assessor and Finance Director will then complete an analysis regarding the anticipated value of the improvements, and will prepare various abatement scenarios for review.

These departmental analyses are forwarded to the Town Manager for review. The Town Manager will submit scenarios based upon the guidelines established in this Policy to the Business Development Committee (BDC).

The BDC consists of five members and one alternate member appointed by the Board of Selectmen to two year terms. Membership composition is as follows: one member of the Board of Selectmen; one alternate member of the Board of Selectmen; one member of the Board of Finance; one member of the Zoning Commission; one member of the Economic Development Commission; and one member at large, who is an elector of the community with expertise related to economic and business development. The Town Manager serves as an ex-officio non-voting member of the Committee with full participation rights. The Town Manager serves as the administrative chair and makes recommendations for Committee appointments to the Board of Selectmen.

- **Step 2**

The Business Development Committee and Town Manager will review and confer on the application and provided scenarios. The Town Manager, with assistance from staff, will resolve any issues with the applicant.

- **Step 3**

The Business Development Committee and the Town Manager make a final recommendation to the Board of Selectman.

- **Step 4**

Upon approval by the Board of Selectman, the Town Manager will work with the applicant and the town attorney to draft a legal contract that assures that all the provisions of the Tax Abatement Program will be met. The contract will include a provision for verifying that minimum investments or job creation have been met.

- **Step 5**

In order for the incentive to become legal the Board of Selectman must approve the final Business Development Incentive(s) in contract form by majority vote. The Board of Selectman shall then authorize the Town Manager to sign the proposed final contract as approved in form.

Note: the Fee Waiver and Tax Abatement Program is completely separate from the statutorily required local land use approval process. Response timeframes associated with each step in the process are dependent upon staff workload capacity, as well as the availability of the members of the Business Development Committee and the Board of Selectmen in order to meet in a timely manner within the requirements set forth in the Freedom of Information Act.

6. Transparency

A portion of the town website shall be dedicated to tax abatement information which would include awards and abatement documents

7. Accountability

Tax abatements will not be granted if the contractually required minimum real estate and/or personal property investment has not occurred. If the tax abatement is linked to job creation and/or retention, the abatement will not be granted until the minimum required new jobs has been verified; annual reporting thereafter will be required to verify that the agreed upon minimum number of new jobs have been retained at their Simsbury location.

Economic Development Strategies – To Attract and Retain Businesses

The Town of Simsbury is committed to the strategies and aspirations listed below.

1. Diversification and broadening of tax base to minimize tax increases

- Increase Grand List value in order to minimize tax increases

2. Streamline planning and zoning practices

- Continue updating land use regulations
- Implement suggestions received from local businesses to simplify and make transparent all permitting and zoning requirements
- Consolidate land use bodies and allow administrative approvals by staff

3. Maintain Simsbury's quality of life offerings

- Maintain excellent school system, attractive parks and trails, library, social services, senior center, well maintained infrastructure

4. Business retention – stay in touch with businesses

- Continue EDC outreach such as surveys, meetings and visits to ensure the concerns and needs of our businesses are addressed by town government
- Partner and collaborate with Chamber of Commerce, Main Street Partnership, and Business and Career Center
- Maintain and update marketing materials to promote Simsbury as a place to live, work and play
- Promote state programs (Small Business Incentive Program, Grow Connecticut Rebate Program, etc.) available to business community

5. Make infrastructure improvements

- Make investments in critical infrastructure: transportation, technological (fiber optics, band width), and building infrastructure. Maintain proper stewardship of town resources

6. Support Entrepreneurs and current town businesses

- Fund and support the Library's Business Resource and Career Center and our partner organizations such as the Chamber and Main Street
- EDC led effort to facilitate co-working spaces for entrepreneurs
- Maintain EDC outreach practices
- Assign ombudsmen from EDC to work directly with businesses interested in moving to Simsbury or eager to stay in town

7. Provide diverse housing options

- Continue to support the development of varied housing options that address the range of needs in our community, including affordable housing **units and housing units for underserved populations**



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Appointment of Chari Chester Anderson to SPIRIT Council

2. **Date of Board Meeting:** February 8, 2021

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk
Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the recommendation from the SPIRIT Council regarding Ms. Chester Anderson's appointment to the SPIRIT Council, the following motion is in order:

Move, effective February 8, 2021, to appoint Chari Chester Anderson (D) as a regular member of the SPIRIT Council, with a term to expire on December 6, 2021.

5. **Summary of Submission:**
At the October 14, 2020 Board of Selectmen meeting the Board voted to accept the SPIRIT Council rules and procedures. SPIRIT Council was approved to have 18 membership slots with one of those slots being a student from the community. The terms of SPIRIT Council members were made to be co-terminus with the Board of Selectmen.

Chari Chester Anderson has worked at the Hartford Foundation for Public Giving (HFPG) for 10 years. In addition to her role in development at HFPG, she is a member of the Diversity, Equity and Inclusion (DEI) advisory committee that seeks to advance D.E.I. in the organization's day-to-day operations. For five years, she has served on this committee, including two years as co-chair of the inaugural committee. Chari received a Master of Arts and Bachelor of Arts degree from Howard University. She lives in Simsbury with her husband and two sons. She is interested in creating a pathway to help Simsbury become a more diverse, equitable and inclusive community. Chari is passionate and committed to the advancement of all people and welcomes the opportunity to serve as a SPIRIT Council member.

Ms. Chester Anderson will be replacing Mr. Albrycht, who recently resigned from the Council. By Charter, the person replacing Mr. Albrycht must be of the same political affiliation, in this case a Democrat. Ms. Chester Anderson will complete the remainder of Mr. Albrycht's term, which was to expire December 6, 2021.

With this appointment, SPIRIT Council has all of its 18 membership slots filled.

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:** Appointment to the Library Board of Trustees
2. **Date of Board Meeting:** February 8, 2021

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

Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk

Maria E. Capriola

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

If the Board of Selectmen supports the recommendations from the Democratic Town Committee to the Library Board of Trustees, the following motions are in order:

Move, effective February 8, 2021, to appoint Holly McGrath as a regular member of the Library Board of Trustees with a term expiring on December 6, 2021

5. **Summary of Submission:**

The Town Clerk received the resignation of Elizabeth Burt (D) as a regular member of the Library Board of Trustees. The Board of Selectmen has accepted the resignation. Ms. Burt's term was set to expire on 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... Any such vacancy shall be filled by the appointment of a member of the same political party as the person vacating the office in the event said person was affiliated with a political party."

Ms. Burt's replacement should be someone affiliated as a Democrat, with a term expiring December 6, 2021; the remainder of Ms. Burt's term from December 6, 2021 to December 1, 2025 will be determined by the next regular municipal election in November 2021.

The Simsbury Democratic Town Committee has recommended the appointment of Ms. Holly McGrath to fill the vacancy left by the resignation of Ms. Burt. Ms. McGrath's appointment would expire on December 6, 2021.

Ms. McGrath served on the Library's Strategic Planning Committee for the Library 5 years ago, and until the pandemic, was teaching Spanish classes as part of Library programming. She and her young family are dedicated Library patrons and volunteers.

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:** Appointments and Reappointments to Aging and Disability Commission

2. **Date of Board Meeting:** February 8, 2021

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk

Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the recommendations from the Democratic and Republican Town Committees for appointments and reappointments to the Aging and Disability Commission, the following motions are in order:

Move, effective February 8, 2021, to appoint Robin Batchelder as a regular member of the Aging & Disability Commission with a term ending January 1, 2025.

Move, effective February 8, 2021, to appoint Joanne Cohen as a regular member of the Aging & Disability Commission with a term ending January 1, 2023.

Move, effective February 8, 2021, to move Victor Bible, III from an alternate member of the Aging & Disability Commission to a regular member of the Aging & Disability Commission with a term ending January 1, 2023.

Move, effective February 8, 2021, to appoint Mary T. Henault as an alternate member of the Aging & Disability Commission with a term ending January 1, 2022.

Move, effective February 8, 2021, to reappoint Michael R. Jennings as a regular member of the Aging & Disability Commission with a term ending January 1, 2025.

5. **Summary of Submission:**
The Town Clerk has received the recommendation from the Democratic Town Committee to appoint Robin Batchelder (D) as a regular member to the Aging & Disability Commission. Ms. Batchelder will be filling a vacant slot due to Mark Orenstein wishing not to have his term⁴ be renewed with the Commission. Ms. Batchelder will complete a full term which started January 1, 2021 and will end on January 1, 2025.

Ms. Batchelder is a lifelong Simsbury resident and disability advocate. She herself has Autism Spectrum Disorder and has made it a personal mission to be both a role model

⁴ Mr. Orenstein's term expired January 1, 2021

for others with disabilities and also an ambassador to the community. She was recently selected to represent Connecticut Special Olympics as an Ambassador to the Dream Ride Australia.

The Town Clerk has received the recommendation from the Democratic Town Committee to appoint Joanne Cohen (D) as an alternate member to the Aging & Disability Commission. Ms. Cohen will be replacing Marvin Koff, who has resigned from the Commission. By Charter, the person replacing Marvin Koff must be of the same political affiliation, in this case a Democrat. Ms. Cohen will complete the remainder of Mr. Koff's term, which was to expire January 1, 2023.

Ms. Cohen is a recently retired Social Worker who spent much of her career as a practicing therapist, both in private practice and the VNA. She served on the Massachusetts Governor's Special Advisory Committee on Disability Policy in the 1990's. Joanne has Tourette's Syndrome and is a passionate advocate for mental health and disability awareness.

The Town Clerk has received the recommendation from the Republican Town Committee to change Victor Bible, III (U) from an alternate member of the Aging & Disability Commission to a regular member of the Aging & Disability Commission. Mr. Bible will be replacing Ed LaMontagne who has resigned from the Commission. By Charter, the person replacing Mr. LaMontagne must be of the same political affiliation; however since Mr. Lamontagne was Unaffiliated the vacancy could have been filled by a U, R or D. Mr. Bible will complete the remainder of Mr. LaMontagne's term, which was to expire January 1, 2023.

The Town Clerk has received the recommendation from the Republican Town Committee to appoint Mary T. Henault (U) as an alternate member to the Aging & Disability Commission. Ms. Henault will be replacing Victor Bible, III following the approval of Mr. Bible's switch from an alternate member to a regular member. By Charter, the person replacing Mr. Bible must be of the same political affiliation; however since Mr. Bible was Unaffiliated the vacancy could have been filled by a U, R or D. Ms. Henault will complete the remainder of Victor Bible's term, which was to expire January 1, 2022. Ms. Henault is a retired elementary teacher having taught 34 years at Tariffville Elementary School. She is a past president of St. Mary's Womens Guild, past secretary of the Historical Society and currently a volunteer language tutor for Trinity Academy in Hartford.

The Town Clerk has received the recommendation from the Republican Town Committee to reappoint Michael R. Jennings (R) as a regular member to the Aging & Disability Commission with a term ending January 1, 2025.

With these appointments the Aging and Disability Commission will have 12 regular members and 2 alternate members. There are still 2 vacant alternate slots available.

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:** Reappointments to Building Code Board of Appeals
2. **Date of Board Meeting:** February 8, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the Simsbury Republican Town Committee's recommendations for reappointments to the Building Code Board of Appeals, the following motions are in order:

Move, effective February 8, 2021, to reappoint JoAnn M. Hogan as a regular member of the Building Code Board of Appeals with a term ending January 1, 2026.

Move, effective February 8, 2021, to reappoint Charles A. Warren, Jr. as a regular member of the Building Code Board of Appeals with a term ending January 1, 2026.
5. **Summary of Submission:**
The Town Clerk has received the recommendation from the Republican Town Committee to reappoint JoAnn M. Hogan (R) as a regular member to the Building Code Board of Appeals with a term ending January 1, 2026.

The Town Clerk has received the recommendation from the Republican Town Committee to reappoint Charles A. Warren, Jr. (U) as a regular member to the Building Code Board of Appeals with a term ending January 1, 2026.
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:** Appointment and Reappointment to Historic District Commission

2. **Date of Board Meeting:** February 8, 2021

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk

Maria E. Capriola

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

If the Board of Selectmen supports the Simsbury Republican Town Committee's recommendations for appointments and reappointments to the Historic District Commission, the following motions are in order:

Move, effective February 8, 2021, to appoint Chad S. Alfeld as an alternate member of the Historic District Commission with a term ending January 1, 2023

Move, effective February 8, 2021, to reappoint Patricia F. Hyyppa as a regular member of the Historic District Commission with a term ending January 1, 2026.

5. **Summary of Submission:**

The Town Clerk has received the recommendation from the Republican Town Committee to appoint Chad S. Alfeld (R) as an alternate member of the Historic District Commission. Mr. Alfeld will be replacing Peter Adomowicz who resigned from the position. By Charter, the person replacing Peter Adomowicz must be of the same political affiliation; however since Mr. Adomowicz was Unaffiliated the vacant slot may be filled with a U, R or D. Mr. Alfeld will complete the remainder of Peter Adomowicz's term, which was to expire January 1, 2023. Mr. Alfeld is a partner at Landmark Partners here in Simsbury. He has been with Landmark since 1996. His educational background is a Bachelors in Economics from Middlebury College, a Masters in Accounting from DePaul University and an MBA from the University of Chicago. He is on the Board of Trustees for both Ethel Walker and the Simsbury Land Trust.

Mr. Alfeld meets the committee requirement of being a resident of the district. He will fill the membership slot that is reserved for an alternate residing in the historic district.

The Town Clerk has received the recommendation from the Republican Town Committee to reappoint Patricia F. Hyyppa (R) as a regular member to the Historic District Commission with a term ending January 1, 2026.

6. **Financial Impact:**

None

7. Description of Documents Included with Submission:
None

**TOWN OF SIMSBURY – BOARD OF SELECTMEN
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CALL TO ORDER

Present: First Selectman Eric Wellman, Deputy First Selectman Sean Askham; board members Jackie Battos, Mike Paine, Wendy Mackstutis and Chris Peterson. Other's in attendance included Town Manager Maria E. Capriola, Deputy Town Manager Melissa Appleby, Finance Director Amy Meriwether, Planning Director Mike Glidden, Director of Social Services Kristen Formanek, Library Director Lisa Karim, Town Assessor Francine Beland

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

- Email written comments to ebutler@simsbury-ct.gov by 12 P.M. on Monday January 25, 2021 to be read into the record;
- Email tfitzgerald@simsbury-ct.gov by 12 P.M. on Monday January 25, 2021, to register to address the Board of Selectmen on ZOOM

PUBLIC AUDIENCE

Mr. Wellman read an email from Joan Coe, who spoke about the January 14, 2021 Personnel Sub-Committee, showing pictures during public comment of Board of Selectmen meetings and voiced concern about the use of chewing tobacco by police officers during COVID.

PRESENTATIONS

a) Proclamation in Honor of Ruth Schwarz

In celebration of Ms. Schwarz 100th birthday a proclamation in her honor was read aloud by First Selectman Eric Wellman. He deemed it a honor and a pleasure to celebrate Ms. Schwarz long life on her 100th birthday. Mr. Paine acknowledged knowing Ms. Schwarz's family and was humbled and pleased to celebrate her birthday and her life.

FIRST SELECTMAN'S REPORT

Mr. Wellman, First Selectman, reviewed his First Selectman's Report.

TOWN MANAGER'S REPORT

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

SELECTMEN ACTION

- a) American Library Association Libraries Transform Grant, a Project in Partnership with Simsbury SPIRIT Council**

The library is partnering with the Simsbury SPIRIT council to hold a Multicultural festival in June of 2022. The Transform Grant is \$2,000.00. Ms. Karim, library director, explained it will be a wonderful opportunity and beneficial for the entire community.

Ms. Mackstutis made a motion effective January 25, 2021, to submit application for the American Library Association Libraries Transform Grant, in the amount of \$2,00 for the Multicultural Festival. Once the grant materials have been prepared and completed, and also to accept the American Library Association Libraries Transform Grant and authorize town manager, Ms. Capriola to execute all the documents related to the grant should it be awarded. Ms. Battos seconded the motion, all were in favor.

b) Connecticut Senior Center Project: CARES Act Funding Opportunity (Grant)

This is a \$2,500.00 grant would help provide reimbursement to senior centers for COVID related expenses. Ms. Formanek explained they worked with the Department of Finance to ensure that these expenses that they are seeking reimbursement for through this grant have not been paid for through any other entity. They look forward to adding to the senior center.

Mr. Paine made a motion effective January 25, 2021 to submit an application for the Connecticut Senior Center Project: CARES Act Funding Opportunity (Grant) to help offset senior center expenditures for COVID services, once the grant have been prepared and completed and also to accept the grant and authorize town manager, Ms. Capriola to execute all documents related to the grant should it be awarded. Ms. Mackstutis seconded the motion. All were in favor.

c) SPIRIT Social Media Request (Instagram)

Currently, SPIRIT is using Facebook and Twitter with the current request to add Instagram. Ms. Mackstutis suggested next time this occurs they should approve all social media platforms at one time in one motion. First Selectman Eric Wellman suggested they may have already approved this since Instagram is owned by Facebook.

Ms. Mackstutis made a motion effective January 25, 2021 to approve the creation of the Simsbury SPIRIT Council's Instagram account to be used by the SPIRIT committee to publicize their efforts of which town staff will have oversight. Deputy First Selectman Sean Askham seconded the motion. All were in favor.

d) Open Space PA-490 Referral

PA-490 allows open space to be assessed at a different rate, often one lower than the fair market rather for the purpose of collecting property taxes. Currently, there is no policy for specific criteria for which properties would qualify. This would recommend a referral to the Open Space Committee to work on a policy that would then come back to this board for review and approval. Ms. Capriola explained they are hoping to develop specific criteria for properties eligible under PA-490. The Planning Commission looked at this matter recently. Ms. Beland explained that the purpose of the referral is specific to only to open space, under the public act. First Selectman Eric Wellman asked if there is any state guidance on how these parcels are defined. It is up to the town as explained by Ms. Beland; there are other towns that have enacted these types of guidelines, which clarify what zones/neighborhoods you would want to allow this. Ms. Beland provided examples. Deputy First Selectman Sean Askham questioned if the landowner can revoke it at any time. Ms. Beland noted they could however, stated they would be locked in for 10 years so there would be a penalty. Mr. Glidden provided further

context noting that the Planning Commission identified the need for investigating a policy for properties that could qualify under PA-490. First Deputy Selectman Sean Askham requested a ballpark number of parcels they think would qualify for this Public Act as more than 1/3 of the town is already preserved open space. Mr. Glidden stated it will depend on the criteria that is established. There are only a dozen properties currently being assessed but there is a need for approved guidelines with a minimum acre size. Once assessed, these properties will be recorded on the land record. Once the property sells a new owner would have to re-apply. Current properties that have already have this designation would have to be reassessed on if they would automatically qualify under the new guidelines developed.

Mr. Paine made a motion effective January 25, 2021, to refer to the Open Space Committee Stewardship and Policy Workgroup, the development of post policy and criteria for PA-490 eligible properties in town. Ms. Battos seconded the motion. All were in favor.

e) Tax Refund Requests

Ms. Mackstutis made a motion effective January 25, 2021, to approve the presented tax refunds in the amount of \$19,427.73 and authorize town manager, Ms. Capriola to execute tax refund. Mr. Peterson seconded the motion. All were in favor.

APPOINTMENTS AND RESIGNATIONS

a) Resignation from and Appointment to SPIRIT Council

Mr. Paine made a motion retroactive to January 11, 2021, to accept the resignation of Dana Allbrycht as a regular member of the SPIRIT council. Deputy First Selectman Sean Askham seconded the motion. All were in favor.

Mr. Peterson made a motion, effective January 25, 2021, to appointment Umikka Chopra as the student representative regular member of the SPIRIT council with a term to expire on December 6, 2021. Second Selectman Sean Askham seconded the motion. All were in favor.

b) Resignation from and Appointment to Library Board of Trustees

Mr. Paine made a motion effective January 27, 2021, to accept the resignation of Lauren Miller as a regular member of the Library Board of Trustees. Ms. Mackstutis seconded the motion. All were in favor.

Ms. Battos made a motion effective January 27, 2021, to appoint Polly Rice as a regular member of the Library Board of Trustees with a term expiring on December 6, 2021. Deputy First Selectman Sean Askham seconded the motion. All were in favor.

c) Proposed Reappointments to Various Boards of Commissions

Ms. Mackstutis made a motion effective January 25, 2021 to reappoint Travis Schweizer as a regular member of the Police Commission with a term expiring on January 1, 2025. Deputy First Selectman Sean Askham seconded the motion. All were in favor.

**TOWN OF SIMSBURY – BOARD OF SELECTMEN
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Deputy First Selectman made a motion effective January 25, 2021 to reappoint Gary Kevorkian as a regular member of the Board of Ethics with a term expiring on January 1, 2025. Mr. Paine seconded the motion. All were in favor.

REVIEW OF MINUTES

a) Regular Meeting of January 11, 2021

Minutes were approved by consensus.

b) Special Meeting of January 11, 2021

Minutes were approved by consensus.

LIAISON AND SUB-COMMITTEE REPORTS

- a) Personnel** – no report at this time.
- b) Finance** – Deputy First Selectman Sean Askham noted there was a good discussion surrounding capital and a willingness to explore how the staff manage and find creative solutions to the debt ceiling. There has been thoughtfulness on the budget and a good discussion on how managing debt and capital in the town. First Selectman Eric Wellman added that typically the Board of Education capital discussion is part of the long budget meeting on Saturday however, this year they will be putting that as a separate meeting to make sure that discussion gets the attention it needs.
- c) Welfare** – no report at this time.
- d) Public Safety** – no report at this time.
- e) Board of Education** – Ms. Mackstutis shared that the personnel budget will be done tomorrow night. Enrollment numbers for distance learning, specifically elementary school has dropped since October. However, High School attendance has increased. The Policy Committee met about changes to Title 9 and discussed grants for the proposal to the schools upcoming capital.

ADJOURN

Mr. Askham made a motion to adjourn at 6:55p.m. Ms. Mackstutis seconded the motion. All were in favor and the meeting adjourned.

Respectfully submitted,

Amanda Werboff
Commission Clerk



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Board of Selectmen Members
From: Maria E. Capriola, Town Manager
CC: Mike Glidden, Director of Planning and Community Development
Date: February 8, 2021
Subject: Shared Deputy Building Official Agreement Renewal

Attached for your reference, please find a renewed agreement (July 1, 2020 through June 30, 2022) between the Town of Simsbury and the Town of Bloomfield for the shared Deputy Building Official position. This agreement has served both towns well, and I have executed the attached renewed agreement with housekeeping updates pursuant to the most recent agreement approved by the Board of Selectmen in 2018.

The Town Attorney has reviewed this agreement. He has confirmed that no formal approval is needed by the Board of Selectmen for the renewal as this continuation is consented to by approving the budgeted amount for the Deputy Building Official position.

AGREEMENT FOR SHARED PROFESSIONAL SERVICES
DEPUTY BUILDING OFFICIAL

THIS AGREEMENT is made this ___ day of January, 2021, by and between the **TOWN OF SIMSBURY**, a municipal corporation chartered under the laws of the State of Connecticut (hereinafter referred to as "Simsbury"), and the **TOWN OF BLOOMFIELD**, a municipal corporation chartered under the laws of the State of Connecticut (hereinafter referred to as "Bloomfield").

WHEREAS, Simsbury shall employ a full-time Deputy Building Official (the "DBO") and is willing to make that DBO available for shared services, and;

WHEREAS, Bloomfield requires the services of a DBO on a part-time basis; and

WHEREAS, Simsbury and Bloomfield mutually agree that regional cooperative efforts would benefit both towns;

NOW, THEREFORE, for the promises and consideration hereinafter set forth, Simsbury and Bloomfield do hereby agree as follows:

A. SIMSBURY'S DUTIES AND RESPONSIBILITIES

Simsbury herein agrees:

1. To employ the DBO and maintain all requisite personnel records;
2. To compensate the DBO and provide benefits in accordance with the collective bargaining agreement that governs the DBO's position, including, but not limited to, health insurance benefits;
3. To withhold all requisite federal, state, and local taxes from the DBO's compensation;
4. To provide unemployment compensation insurance and workers' compensation benefits for the DBO and handle any such claims filed by the DBO;
5. To provide overall supervision of the DBO, including issuing any discipline;
6. To make the DBO available to Bloomfield for the purpose of performing the services of a building official pursuant to the provisions of state law for and on behalf of both Simsbury and Bloomfield on a shared-services basis during the regular straight-time work hours of the DBO as set forth in Section C;

7. To provide adequate documentation of time allocation;
8. To address any statements of concern expressed by Bloomfield regarding the DBO's conduct in the performance of duties pursuant to this Agreement;
9. To provide Bloomfield, on a quarterly basis, an invoice for the cost of services provided during the preceding quarter based on the terms of this Agreement; including the "Cost of Services" document attached as Appendix A.

B. BLOOMFIELD'S DUTIES AND RESPONSIBILITIES

10. To appoint Simsbury's DBO as a Bloomfield Assistant Building Official and to notify all appropriate state agencies of the appointment;
11. To reimburse Simsbury, on a quarterly basis, within 30 days of the date of the invoice, for the costs and any associated expenses incurred in providing the DBO's compensation and benefits, according to the terms set forth herein and in Appendix A.
12. To provide adequate direction as to the specific Building Official functions to be performed on behalf of Bloomfield, but not to exercise supervision and control of the DBO's performance on behalf of Bloomfield. Bloomfield shall immediately inform Simsbury of any perceived performance deficiency or misconduct of the DBO in the performance of the DBO's duties within Bloomfield, and Simsbury shall take any disciplinary action it deems appropriate.
13. To provide any specialized material and identification needed solely for work in Bloomfield such as work space, inspection forms, business cards and communications equipment.
14. To record the hours worked by the DBO in the service of Bloomfield and to provide Simsbury with the record of hours on a bi-weekly basis. To the extent that the DBO uses his/her personal vehicle to provide services to Bloomfield, Bloomfield shall track the total mileage and submit a record of such mileage to Simsbury on a bi-weekly basis for reimbursement of the DBO.

C. SIMSBURY AND BLOOMFIELD AGREE:

The DBO shall provide services as a Building Official in Bloomfield based on an alternating week schedule, providing 14 hours of services to Bloomfield in Week One (7 hours on Wednesday and 7 hours on Thursday) and 18.5 hours of services to Bloomfield in Week Two (7 hours on Wednesday, 7 hours on Thursday, and 4.5 hours on Friday). The DBO will accordingly provide an average of approximately 16.25 hours per week, or approximately 46.4% of the DBO's regular 35 hour work week, performing services as a Building Official in Bloomfield. The DBO shall work

the balance of the 35 hour work week, or approximately 53.6%, as a Deputy Building Official for Simsbury. Simsbury and Bloomfield may modify this schedule at any time and for any length of time, provided the modification is reduced to writing. Email communication shall be deemed sufficient for documenting this modification. Any such modification shall be reflected in the quarterly charges to Bloomfield.

Nothing in this Agreement shall prevent the DBO from combining inspections in a single trip in both towns for the most efficient use of his/her time.

Simsbury and Bloomfield shall make every effort to allocate the DBO's time off from work in a manner consistent with the 46.4% / 53.6% ratio.

The DBO is considered an exempt professional employee who is not eligible for overtime compensation. The DBO will be regularly scheduled for 35 hours per week, but may be scheduled for up to 40 hours per week at straight time pay. If the DBO was ever considered eligible for overtime, the DBO shall not be permitted to work more than 40 hours in a work week without the approval of the DBO's Simsbury supervisor. Bloomfield will be notified of any overtime requests. In the event that the DBO is required and permitted to work overtime and to receive premium overtime pay, this additional compensation shall be paid by the town responsible for the additional hours beyond scheduled hours.

D. TERM

1. The term of this Agreement shall begin on July 1, 2020 and shall expire on June 30, 2022. The Agreement may be renewed for an additional one-year term upon mutual agreement of the parties.
2. In the event that DBO's appointment or employment separates from service for any reason, either town may terminate this Agreement immediately and/or seek to renegotiate its terms and conditions. Simsbury shall inform Bloomfield prior to Simsbury's appointment of a DBO. Bloomfield shall not have or exercise control over Simsbury's appointment, re-appointment, termination or non-reappointment of the DBO.
3. This Agreement may be terminated by either party as of the next fiscal year in the event of non-appropriation of funds for the Building Department in either Simsbury or Bloomfield at the Town Meeting and/or Referendum, or for the non-payment to Simsbury by Bloomfield.
4. Either party to this Agreement may terminate the Agreement upon 60 days' notice. Said right to terminate shall be in addition to any other legal right or remedy.
5. In the event of termination, Bloomfield shall, within 30 days following the effective date of termination, pay Simsbury any amounts due and owing pursuant to this Agreement

through and including the effective date of termination.

G. CLAIMS AGAINST BUILDING OFFICIAL

The parties agree that while the DBO is employed by Simsbury, he/she serves both towns. Accordingly, should any claim arise of any sort in connection with the DBO's official actions or omissions on behalf of either town, the town for which the DBO was acting or should have acted shall defend against such a claim, and shall hold the other town harmless, indemnify it and pay legal fees and costs of defense.

H. INSURANCE

1. Both Simsbury and Bloomfield maintain workers compensation insurance. However, for purposes of this Agreement, the DBO is deemed an employee of the Town of Simsbury. In the event of any claim for Workers' Compensation benefits by him/her, he/she shall report these claims to Simsbury, and Simsbury shall respond to these claims regardless of where and when the incident occurred. Bloomfield is responsible for the Workers Compensation premium per the 46.4%/53.6% split and shall reimburse Simsbury for such percentage. Bloomfield will also reimburse Simsbury for any increase in WC premium that is attributable to any WC claim arising out of this agreement while DBO is performing work for Bloomfield per the terms of this Agreement.
2. With regard to any other claims, losses, bodily injury or property damage and all resulting judgments and expenses that may arise from or out of the DBO's acts or omissions pursuant to this Agreement, the town for which the DBO was assigned to provide services at the time of any act or omission of the DBO, and pursuant to the terms of this Agreement, shall defend, indemnify and hold harmless the other, including payment of legal fees and expenses. This indemnification, defense and hold harmless obligation shall not be limited by insurance coverage and shall survive the termination or expiration of this Agreement.
3. Bloomfield and Simsbury each agree to obtain a policy of general liability insurance with a minimum limit of \$1,000,000 per occurrence/\$2,000,000 aggregate, a policy of public official's liability insurance with minimum limits of \$1,000,000 per each wrongful act/\$1,000,000 aggregate each wrongful act, auto liability insurance with a minimum limit of \$1,000,000 per occurrence, and excess liability with a minimum limit of \$10,000,000 per each occurrence as well as statutory workers' compensation. The parties agree to provide proof of coverage sufficient to give effect to this agreement, and shall name the other town as additional insured on all policies, with the exception of public official's liability.

I. COOPERATION

The parties agree to cooperation fully and to provide assistance to the other party in the investigation and resolution of any complaints, claims, actions, or proceedings that may be brought by or that may involve the DBO.

J. GENERAL PROVISIONS

1. Building Codes. Each town shall be responsible for providing and maintaining their own Building Code publications and referenced standards in their respective town offices.
2. Amendment. This Agreement may not be modified or terminated orally, and no modification, termination or attempted waiver shall be valid, unless in writing. Email communication shall be deemed sufficient for this purpose.
3. Entire Agreement. This Agreement constitutes the complete understanding of the towns with respect to the terms set forth herein and supersedes all prior communications, negotiations and agreements between the towns with respect to the subject matter hereof.
4. Non-Waiver. The performance by either party of its obligations under this Agreement shall not operate in any way as a waiver of non-compliance or breach by the other party.
5. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which shall be deemed to be one document.
6. Notices. Any notice required, or which may be given under this Agreement, shall be in writing and either delivered by email, sent by overnight courier or mailed by certified mail, return receipt requested, to the addressee. Such notice shall be deemed given when so delivered by email, or if sent by overnight courier, one (1) business day after the date so sent, or if mailed by certified mail, three (3) business days after the date of mailing, in each case addressed as follows:

If to Simsbury, to:

Maria Capriola
Town Manager
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070
mcapriola@simsbury-ct.gov


If to Bloomfield, to:

Philip Schenck, Jr.
Interim Town Manager
Bloomfield Town Hall
800 Bloomfield Avenue
Bloomfield, CT 06002
pschenck@bloomfieldct.org

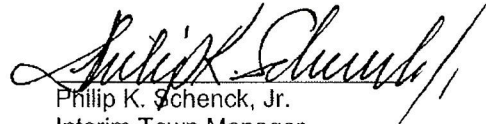
7. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Connecticut.

Signed and Dated: 1/29/21

Town of Simsbury


Maria E. Capriola
Town Manager

Town of Bloomfield


Philip K. Schenck, Jr.
Interim Town Manager

APPENDIX A

Service Fee

1. The Service Fee, payable by Bloomfield to Simsbury on a quarterly basis as provided in the Agreement, shall be based on the "All in Hourly Rate" as set forth in the Deputy Building Official – Employer Costs Schedule I attached hereto. The Service Fee shall include all actual hours worked for Bloomfield during the quarter with a guaranteed minimum payment of 7 hours for each actual week (as opposed to a minimum average of 7 hours per week) included in the quarter.
2. The "All in Hourly Rate" may be adjusted during the course of the Agreement to reflect any negotiated changes to the collective bargaining agreement covering the DBO position in Simsbury. It may also be changed to reflect actual health insurance and other elections affecting the "All in Hourly Rate."
3. The Service Fee shall also include the cost of mileage reimbursement for the DBO's use of his/her personal vehicle in the provision of services to Bloomfield at the rate per mile as established by the Internal Revenue Service.

Deputy Building Official - Employer Costs Schedule I FY21

Salary

Base Salary	\$	79,807
FICA/Medicare	\$	6,105
Unemployment Insurance	\$	-
Workers' Compensation	\$	1,860
Salary Subtotal	\$	87,772

Equipment

Phone - service	\$	500
Equipment Subtotal	\$	500

Insurance

Health Insurance	\$	22,145
Dental Insurance	\$	1,314
Credit for Declining Health Insurance		
Long-Term Disability	\$	285
Life Insurance	\$	407
Insurance Subtotal	\$	24,151

Post Employment Benefits

Defined Benefit	n/a	
Defined Contribution	\$	5,587
OPEB	\$	2,600
Post Employment Benefits Subtotal	\$	8,187

Total	\$	120,609
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Bloomfield Share		46.4%
Bloomfield Cost	\$	55,963
Bloomfield Quarterly	\$	13,991

Salary Only Hourly Rate:	\$	43.73
All in Hourly Rate:	\$	66.09

Memo

To: Maria Capriola, Town Manager

From: Ericka L. Butler, Town Clerk

Date: February 1, 2021

Re: Notification of Number of Electors and Number of Polling Places

Under Section 9-238a, the enclosed form is to be filed with the Secretary of the State during the first week in February and a duplicate copy is to be filed with officials required to provide voting machines for the Town of Simsbury, which is the Board of Selectmen. The original form was sent to the Secretary of the State on February 1st, 2021. Please share a copy of this form with the Board of Selectmen at the next Board of Selectmen meeting, February 8th, 2021. The Town of Simsbury has a sufficient number of voting machines for the four voting districts in Town. Thank you.



**STATE OF CONNECTICUT
OFFICE OF THE SECRETARY OF THE STATE**

ED-626

(Under Section 9-238a this form is to be filed with the Secretary of the State during the first week in February, and a duplicate copy is to be filed with officials required to provide voting machines for your municipality under Section 9-238.)

To the Secretary of the State:

Notification of Number of Electors and Number of Polling Places

Notice is hereby given of the following information as required by Section 9-238a of the CGS.

USE ONLY FIGURES FROM THE ACTIVE REGISTRY LIST

Voting District Number	Total Republican	Total Democratic	Total Minor Parties	Total Unaffiliated	Total No. Names On Registry List	Total No. Voting Machines(excluding spares)	Total Number of Spare Machines
1	1,488	1,826	83	2,106	5,503	2	1
2	1,451	2,035	102	2,250	5,838	2	1
3	1,358	1,504	93	1,798	4,753	2	0
4	674	1,149	57	1,211	3,091	2	0
TOTALS	4,971	6,514	335	7,365	19,185	8	2

Total Number of Voting Machines for Entire Town: 10
(Including Spare Machines)

Dated at Simsbury, this 1st day of February, 20 21

Erica L. Butler
Signature of Town Clerk

Town of Simsbury