



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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

SIMSBURY BOARD OF SELECTMEN
Regular Meeting – April 15, 2024 – 6:00 p.m.
Auditorium, Eno Memorial Hall

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

- a) Proposed Amendments to the Town of Simsbury Retirement Income Plan
- Participants can address the Board of Selectmen in person at the meeting
 - Email townmanager@simsbury-ct.gov by noon on Monday, April 15, 2024 to register to address the Board of Selectmen live through Zoom
 - Written comments can be emailed to townmanager@simsbury-ct.gov. Written comments will not be read into the record, but forwarded to all Selectmen via email

PUBLIC AUDIENCE

- Participants can address the Board of Selectmen in person at the meeting
- Email townmanager@simsbury-ct.gov by noon on Monday, April 15, 2024 to register to address the Board of Selectmen live through Zoom
- Written comments can be emailed to townmanager@simsbury-ct.gov. Written comments will not be read into the record, but forwarded to all Selectmen via email

PRESENTATION

- a) Autism Awareness Month Proclamation

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

CONSENT AGENDA

SELECTMEN ACTION

- a) Proposed Amendments to the Town of Simsbury Retirement Income Plan
- b) Tax Refund Requests
- c) Public Gathering Permit – SMPAC – Soundbites
- d) Enhanced Dial-A-Ride Grant Application
- e) Department of Justice Grant Application
- f) Department of Economic and Community Development Grant Application
- g) Capitol Region Council of Governments Grant Application
- h) Board of Selectmen 2023-2025 Goals
- i) Discussion and Clarification on Memorial Pool Redesign Capital Project

APPOINTMENTS AND RESIGNATIONS

- a) Appointments to Various Boards and Commissions

REVIEW OF MINUTES

- a) March 25, 2024 Regular Meeting

COMMUNICATIONS

- a) Memorandum from M. Nelson re: Administrative Approval of Public Gathering Permits, dated April 15, 2024
- b) Letter from Planning Commission Chair re: Plan Implementation Committee, dated April 3, 2024

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Public Hearing: Proposed Amendments to the Town of Simsbury Retirement Income Plan
2. **Date of Board Meeting:** April 15, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager
4. **Action Requested of the Board of Selectmen:**
The only action needed is to open and close the Public Hearing:

Move, to open the Public Hearing on the proposed amendments to the Town of Simsbury Retirement Income Plan.

Move, to close the Public Hearing on the proposed amendments to the Town of Simsbury Retirement Income Plan.
5. **Summary of Submission:**
At your March 25, 2024 Regular Meeting, the Board of Selectmen scheduled a Public Hearing to receive public comment on the proposed amendments to the [Town of Simsbury Retirement Income Plan](#) for 6:00 PM on Monday, April 15, 2024.

The Public Hearing notice and a copy of the draft ordinance is attached.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Public Hearing Notice
 - b) Proposed Amendments to the Town of Simsbury Retirement Income Plan

**TOWN OF SIMSBURY
PUBLIC HEARING NOTICE**

Public Hearing Date: Monday, April 15, 2024 at 6:00 p.m.

Notice is hereby given pursuant to Section 404 of the Charter of the Town of Simsbury that the Board of Selectmen will hold a public hearing on Monday, April 15, 2024 at 6:00 p.m in the Auditorium of Eno Memorial Hall located at 754 Hopmeadow Street, Simsbury, CT 06070, to receive public comment regarding the proposed amendments to the Town of Simsbury Retirement Income Plan. A copy of the proposed revised amendments can be found on the Town of Simsbury's website, www.simsbury-ct.gov on the Board of Selectmen's page. Hard copies are available at the Town Clerk's Office, 933 Hopmeadow Street, Simsbury, CT. Alternatively, members of the public may email statements to townmanager@simsbury-ct.gov by 12:00 p.m. on Monday, April 15, 2024 to have their comments sent to the Board of Selectmen. Written comments will not be read into the record at the hearing.

AMENDMENT NO. 5
TO THE
TOWN OF SIMSBURY RETIREMENT INCOME PLAN

The Town of Simsbury Retirement Income Plan (“Plan”), as amended and restated effective as of July 1, 2015, is hereby amended as follows:

1.

Effective as of _____, 2024, Article X of the Plan is amended by adding the following new paragraph after Section 10.5(b):

10.5 (c) A nonunion Participant who elects an in-service distribution pursuant to section 10.6 is not subject to subsections (a) and (b) above.

2.

Effective as of _____, 2024, Article X of the Plan is amended by adding the following new paragraph after Section 10.5(c):

10.6 This section applies to a nonunion Participant employed by the Employer. Effective as of _____, 2024, if the Participant continues in active service of the Employer after the Participant’s Normal Retirement Date, the Participant, shall be permitted to elect to receive an in-service distribution of his or her normal, early or postponed retirement benefit in the manner and form that complies with Section 10.1. However, while receiving an in-service distribution pursuant to this provision, the Participant may not receive a retirement benefit from any other retirement plan offered by Employer, including, but not limited to, the Employer’s defined contribution retirement plan.

Dated this _____ day of _____, 2024

Witness:

TOWN OF SIMSBURY, CONNECTICUT

By: _____
Signature

Name: _____

Title: _____

AMENDMENT NO. 6
TO THE
TOWN OF SIMSBURY RETIREMENT INCOME PLAN

The Town of Simsbury Retirement Income Plan (“Plan”), as amended and restated effective as of July 1, 2015, is hereby amended as follows:

1.

Effective as of April 1, 2024, Article IV of the Plan is amended by adding the following new paragraph after paragraph 4.1(a)(v), but before the sentence that reads “In the event that a Participant’s Compensation is increased, his or her contribution to the Plan shall be increased in a corresponding manner at the same time.”:

- vi. For nonunion employees hired on or after July 1, 2024: 2% of Compensation

2.

All section numbers and cross references thereto are appropriately amended to effectuate the intention of the forgoing amendment.

Dated this _____ day of March, 2024

Witness:

TOWN OF SIMSBURY, CONNECTICUT

By: _____
(Signature)

Name: _____

Title: _____



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Autism Awareness Month Proclamation
2. **Date of Board Meeting:** April 15, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Wendy Mackstutis, First Selectman
4. **Action Requested of the Board of Selectmen:**
If the Board supports the proclamation as presented, the following motions are in order:

Move, effective April 15, 2024, to authorize First Selectman Mackstutis to issue a Proclamation in support of Autism Awareness Month.

Further move, to light Eno Memorial Hall blue for the remainder of the month of April 2024.
5. **Summary of Submission:**
The National Autism Awareness Month is April. The First Selectman has received a request to issue a proclamation for Autism Awareness Month.

This proclamation is to show Simsbury's support to the Autism community and #CelebrateDifferences that make us all a unique part of our wonderful Town.

If anyone would like to learn more, please go to www.autismawarenessmonth.org or www.alz.org/ct.
6. **Financial Impact:**
Nominal staff time, materials and energy costs associated with lighting Eno blue for the remainder of April.
7. **Description of Documents Included with Submission:**
 - a) Autism Awareness Month Proclamation

**PROCLAMATION RECOGNIZING APRIL 2024 AS
AUTISM AWARENESS MONTH IN SIMSBURY**

WHEREAS, autism is a neurological condition affecting millions of people in the United States that demands a national response and an increase in knowledge of the programs that have been and are being developed to support persons with autism and their families;

WHEREAS, autism can affect anyone, regardless of race, ethnicity, gender, or socioeconomic background;

WHEREAS, symptoms and characteristics of autism may present themselves in a variety of combinations and can result in significant lifelong impairment of an individual's ability to learn, develop healthy interactive behaviors, and understand verbal as well as nonverbal communications;

WHEREAS, doctors, therapists, and educators continue to help persons with autism overcome or adjust to its challenges and provide early, accurate diagnosis and the resulting appropriate education, intervention, and therapy that are vital to future growth and development;

WHEREAS, ensuring that persons with autism have lifelong access to care and services needed to pursue the full measure of personal happiness and achieve their greatest potential;

WHEREAS, The Town of Simsbury is honored to take part in the annual observance of Autism Awareness Month and World Autism Awareness Day in the hope that it will lead to a better understanding of the disorder;

THEREFORE, I, Wendy Mackstutis, First Selectman, do hereby proclaim April 2024 as **AUTISM AWARENESS MONTH** in Simsbury and call upon all of us to learn more about autism to improve early diagnosis, learn firsthand the experiences of persons with autism, and to build more welcoming and inclusive communities for persons with autism.

IN WITNESS THEREOF, I have placed my seal and the great seal of the Town of Simsbury.

Dated the 15th day of April 2024.

Wendy Mackstutis
First Selectman

Steven Antonio
Deputy First Selectman

Heather Goetz
Selectman

Kevin Beal
Selectman

Diana Yeisley
Selectman

Curtis Looney
Selectman



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Amendments to the Town of Simsbury Retirement Income Plan
2. **Date of Board Meeting:** April 15, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager

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

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

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

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

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

Move, effective April 15, 2024, to table the proposed amendments to the Town Retirement Income Plan to the Board of Selectmen meeting on May 13, 2024.

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

Move, effective April 15, 2024, to adopt the proposed amendments to the Town Retirement Income Plan as presented, which shall be effective 21 days after publication in a newspaper having circulation within the Town of Simsbury.

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

5. **Summary of Submission:**

Town of Simsbury staff and attorneys have been in discussion over the past several months on options to amend the pension plan to allow for an in-service distribution of benefits to certain unaffiliated employees. The amendments are recommended in order to support the retention of key personnel who otherwise would likely retire upon meeting the current eligibility requirements of the plan in order to secure full-time employment with another municipality while still in their prime working years.

The second proposed amendment is to adjust the multiplier for unaffiliated employees hired after July 1, 2024 from 2.5% to 2.00%. Employees hired prior to June 30, 2024 will remain at the current multiplier.

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

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

6. Financial Impact:

These proposed changes to the Town's retirement plan do not extend the town's financial obligation to pay into the plan during any extended years of service. Once an incumbent elects to take the in-service distribution this change would authorize, the town's obligation to contribute will terminate. Accordingly, the fiscal impact of this change is positive, not negative, as actuarially required contributions will cease.

7. Description of Documents Included with Submission:

- a) Draft Amendments to the Town of Simsbury Retirement Income Plan
- b) Letters from Town Actuaries

AMENDMENT NO. 5
TO THE
TOWN OF SIMSBURY RETIREMENT INCOME PLAN

The Town of Simsbury Retirement Income Plan (“Plan”), as amended and restated effective as of July 1, 2015, is hereby amended as follows:

1.

Effective as of _____, 2024, Article X of the Plan is amended by adding the following new paragraph after Section 10.5(b):

10.5 (c) A nonunion Participant who elects an in-service distribution pursuant to section 10.6 is not subject to subsections (a) and (b) above.

2.

Effective as of _____, 2024, Article X of the Plan is amended by adding the following new paragraph after Section 10.5(c):

10.6 This section applies to a nonunion Participant employed by the Employer. Effective as of _____, 2024, if the Participant continues in active service of the Employer after the Participant’s Normal Retirement Date, the Participant, shall be permitted to elect to receive an in-service distribution of his or her normal, early or postponed retirement benefit in the manner and form that complies with Section 10.1. However, while receiving an in-service distribution pursuant to this provision, the Participant may not receive a retirement benefit from any other retirement plan offered by Employer, including, but not limited to, the Employer’s defined contribution retirement plan.

Dated this _____ day of _____, 2024

Witness:

TOWN OF SIMSBURY, CONNECTICUT

By: _____
Signature

Name: _____

Title: _____

AMENDMENT NO. 6
TO THE
TOWN OF SIMSBURY RETIREMENT INCOME PLAN

The Town of Simsbury Retirement Income Plan (“Plan”), as amended and restated effective as of July 1, 2015, is hereby amended as follows:

1.

Effective as of April 1, 2024, Article IV of the Plan is amended by adding the following new paragraph after paragraph 4.1(a)(v), but before the sentence that reads “In the event that a Participant’s Compensation is increased, his or her contribution to the Plan shall be increased in a corresponding manner at the same time.”:

- vi. For nonunion employees hired on or after July 1, 2024: 2% of Compensation

2.

All section numbers and cross references thereto are appropriately amended to effectuate the intention of the forgoing amendment.

Dated this _____ day of March, 2024

Witness:

TOWN OF SIMSBURY, CONNECTICUT

By: _____
(Signature)

Name: _____

Title: _____



March 6, 2024

PERSONAL & CONFIDENTIAL

Mr. Marc Nelson
Town Manager
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Re: Town of Simsbury General Government Employees' Retirement Income Plan
Proposed In-Service Distribution for Unaffiliated Members

Dear Marc:

You asked us to provide an assessment of the impact of allowing an in-service distribution of pension benefits for Unaffiliated members. This analysis focuses on Unaffiliated members who are participating in the General Government plan. Please see our letter dated December 20, 2023 for our analysis with respect to the Police Chief.

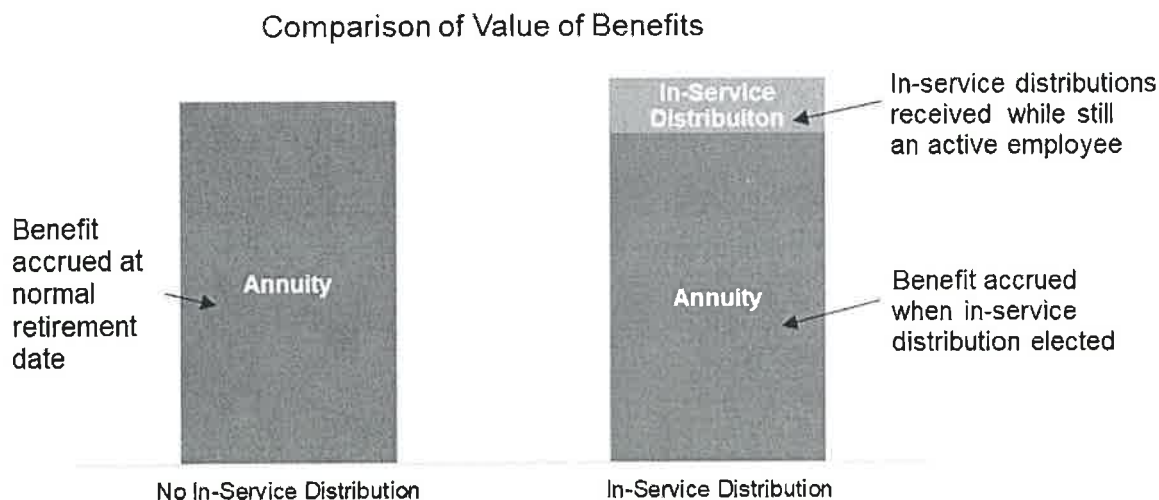
Overview

In general, adding an in-service distribution provision to the plan allows an eligible member to begin receiving his or her accrued pension benefit while continuing employment with the Town. It is our understanding that your proposal provides that a member who elects an in-service distribution foregoes future increases in his or her accrued benefit during the period between when the in-service distribution begins and the date the member retires from active employment with the Town.

An in-service distribution is cost neutral for a given member if, and only if, the actuarial present value of benefits is the same regardless of whether or not the member elects to receive an in-service distribution. Across the entire population, there may be individuals for whom an in-service distribution would result in a higher actuarial present value of benefits and therefore cost the pension plan money, and others for whom an in-service distribution would result in a lower actuarial present value of benefits and therefore save the pension plan money. That is, an in-service distribution is never cost neutral for any given individual, but across an entire population an in-service distribution could be cost neutral if the individuals with higher present values were balanced by the individuals with lower present values.

Cost Implications

Below is an illustration comparing the actuarial present value of benefits for an individual under both "No In-Service Distribution" and "In-Service Distribution" scenarios.



For this individual, the member would receive a higher actuarial present value of benefits if they elected an in-service distribution than if the member did not elect an in-service distribution, which means that this situation results in higher costs to the pension plan. For other individuals, the reverse may be true and the in-service distribution scenario has a lower actuarial present value than if the member does not elect an in-service distribution, which results in lower costs to the pension plan.

For any given individual, the cost of an in-service distribution is significantly impacted by their age and service when the in-service distribution occurs. Members retiring at younger ages have a longer retired life expectancy. This means that getting higher lifetime pension benefits without the in-service distribution option is more beneficial than receiving an in-service distribution based on smaller annuity benefits. Also, because males and females have different life expectancies, the cost of an in-service distribution will depend on the gender of the individual. In addition, service for purposes of calculating the accrued benefit is capped at 30 years. This means that members who elect to receive an in-service distribution before earning 30 years of service forego future benefit increases resulting from future service and future salary growth. On the other hand, members who elect an in-service distribution after earning 30 years of service only forego future benefit increases resulting from future salary growth. They are giving up very little additional benefit accruals and gaining the benefits from the in-service distribution.

Note that this analysis assumes that the member's decision about when to retire is independent of the member's decision to elect an in-service distribution; that is, the member would have retired from active service at Normal Retirement Age in any event.

Cost Analysis

For each possible in-service distribution age and service combination, we calculated the ratio of the actuarial present value of benefits with the in-service distribution to the actuarial present value of benefits without the in-service distribution. The analysis assumes that in-service distributions are not permitted to start until age 60 and that the member fully retires from service at age 65. In other words, no members are assumed to work past their Normal Retirement Age. A ratio of less than 100% (shown in green in the table below) means that a member electing an in-service distribution generates savings to the pension plan; a ratio of more than 100% (shown in red in the table below) means that a member electing an in-service distribution is costly to the pension plan.

Value of In-Service Distribution vs Value of Retiring at Normal Retirement Date - Males

Age at In-Service Distribution Date	Service at In-Service Distribution Date										
	25	26	27	28	29	30	31	32	33	34	35
60	86.3%	89.8%	93.2%	96.7%	100.2%	103.6%	103.6%	103.6%	103.6%	103.6%	103.6%
61	89.4%	89.8%	93.3%	96.7%	100.2%	103.6%	103.6%	103.6%	103.6%	103.6%	103.6%
62	92.2%	92.6%	93.0%	96.4%	99.9%	103.3%	103.3%	103.3%	103.3%	103.3%	103.3%
63	95.0%	95.2%	95.5%	95.7%	99.1%	102.6%	102.6%	102.6%	102.6%	102.6%	102.6%
64	97.6%	97.7%	97.8%	98.0%	98.1%	101.5%	101.5%	101.5%	101.5%	101.5%	101.5%
65	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Value of In-Service Distribution vs Value of Retiring at Normal Retirement Date - Females

Age at In-Service Distribution Date	Service at In-Service Distribution Date										
	25	26	27	28	29	30	31	32	33	34	35
60	85.1%	88.5%	91.9%	95.3%	98.7%	102.1%	102.1%	102.1%	102.1%	102.1%	102.1%
61	88.3%	88.7%	92.2%	95.6%	99.0%	102.4%	102.4%	102.4%	102.4%	102.4%	102.4%
62	91.4%	91.7%	92.1%	95.5%	98.9%	102.3%	102.3%	102.3%	102.3%	102.3%	102.3%
63	94.3%	94.6%	94.9%	95.1%	98.5%	101.9%	101.9%	101.9%	101.9%	101.9%	101.9%
64	97.2%	97.4%	97.5%	97.6%	97.7%	101.1%	101.1%	101.1%	101.1%	101.1%	101.1%
65	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

The actual cost of an in-service distribution option will depend on the final form of the in-service distribution option, the effective date of implementation, pay increases after an in-service distribution is elected, the extent to which members actually elect an in-service distribution, and the extent to which retirement patterns are altered by the existence of an in-service distribution option.

Caveats

Our calculations are based on the census data (as provided by the Town) and actuarial methods and assumptions that we used in our July 1, 2022 valuation and on our understanding of the plan provisions and the related sections of the tax code. The key assumptions used in our analysis are summarized below.

- Interest rate: 6.50%
- Salary scale: 3.50%
- Mortality: PubG-2010 Healthy Annuitant table with generational projection using MP-2021

The proposed plan change does not materially impact the analysis of risks faced by the plan that was presented in our most recent actuarial valuation report.

It is certain that actual experience will not conform exactly to the assumptions used in this analysis. To the extent future experience deviates from those assumptions, the results of this analysis could vary from the results presented here. Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions, changes in economic or demographic assumptions, increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period or additional cost or contribution requirements based on the plan's funded status), and changes in plan provisions or applicable law. Due to the limited scope of our assignment, we did not perform an analysis of the potential range of such future measurements.

The results included herein were developed using models intended for valuations that use standard actuarial techniques as well as a model to develop long-term funding projections. We have reviewed the models, including their inputs, calculations, and outputs for consistency, reasonableness, and appropriateness to the intended purpose and in compliance with generally accepted actuarial practice and relevant actuarial standards of practice. The models, including all input, calculations, and output may not be appropriate for any other purpose.

We performed a limited review of the data used directly in our analysis for reasonableness and consistency and have not found material defects in the data. If there are material defects in the data, it is possible that they would be uncovered by a detailed, systematic review and comparison of the data to search for data values that are questionable or for relationships that are materially inconsistent. Such a review was beyond the scope of our assignment. If the underlying data or information is inaccurate or incomplete, the results of our analysis may likewise be inaccurate or incomplete and our calculations may need to be revised.

Milliman's work is prepared solely for the internal business use of the Town of Simsbury. To the extent that Milliman's work is not subject to disclosure under applicable public records laws, Milliman's work may not be provided to third parties without Milliman's prior written consent. Milliman does not intend to benefit or create a legal duty to any third party recipient of its work product, and Milliman may include a legend on its reports so stating. Milliman's consent to release its work product to any third party may be conditioned on the third party signing a Release, subject to the following exceptions: (a) the Town may provide a copy of Milliman's work, in its entirety, to the Town's professional service advisors who are subject to a duty of confidentiality and who agree to not use Milliman's work for any purpose other than to benefit the Town; and (b) the Town may provide a copy of Milliman's work, in its entirety, to other governmental entities, as required by law. No third party recipient of Milliman's work product should rely upon Milliman's work product. Such recipients should engage qualified professionals for advice appropriate to their own specific needs.

We have not explored any legal issues with respect to implementing an in-service distribution option. We are not attorneys and cannot give legal advice on such issues. The consultants who worked on this assignment are actuaries. Milliman's advice is not intended to be a substitute for qualified legal or accounting counsel.

Mr. Marc Nelson
March 6, 2024
Page 5

The signing actuary is independent of the plan sponsor. I am not aware of any relationship that would impair the objectivity of my work. I am a member of the American Academy of Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Sincerely,

A handwritten signature in cursive script that reads "Jenn".

Jennifer M. Castelhana, FSA
Consulting Actuary

JC 20 SIM030624In-ServiceDistributionsLetter



March 13, 2024

PERSONAL & CONFIDENTIAL

Mr. Marc Nelson
Town Manager
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Re: Town of Simsbury General Government Employees' Retirement Income Plan
Impact of Proposed Plan Change

Dear Marc:

At the Town's request, we have analyzed the impact of decreasing the benefit multiplier from 2.50% to 2.00% for Unaffiliated employees hired on or after July 1, 2024.

Baseline

The benefit multiplier for Unaffiliated employees is 2.50%.

Proposal

For Unaffiliated employees hired on or after July 1, 2024, the benefit multiplier will be decreased to 2.00%.

If this analysis is distributed, it must be distributed in its entirety.

The results included herein were developed using models intended for valuations that use standard actuarial techniques as well as a model to develop long-term funding projections. We have reviewed the models, including their inputs, calculations, and outputs for consistency, reasonableness, and appropriateness to the intended purpose and in compliance with generally accepted actuarial practice and relevant actuarial standards of practice. The models, including all input, calculations, and output may not be appropriate for any other purpose.

Our calculations are based on the actuarial methods and assumptions we used for our July 1, 2022 valuation and assume the plan changes were made effective as of July 1, 2022. In addition, our calculations are based on the census data we used in our July 1, 2022 actuarial valuation. The actual cost will depend on the final form of the plan changes, the effective date, and the eligible members at that time.

We have not explored any legal issues with respect to the proposed plan changes. We are not attorneys and cannot give legal advice on such issues. We suggest that you review this proposal with counsel.

Mr. Marc Nelson
March 13, 2024
Page 2

The long-range forecasts assume that the Town will pay the Actuarially Determined Contribution each year, the assets will return 6.50% on a market value basis each year, and there are no future changes in the plan provisions, actuarial methods, or assumptions unless otherwise noted. Terminating and retiring active members are assumed to be replaced by new hires with the same age / pay / gender characteristics as those hired in the past few years. We have assumed that 60% of new hires who are eligible to participate in the DB plan will elect to participate in the DB plan. The remaining 40% are assumed to elect to participate the DC plan.

It is certain that actual experience will not conform exactly to the assumptions used in this analysis. To the extent future experience deviates from those assumptions, the results of this analysis could vary from the results presented here. Actual results at each point in time will yield different values, reflecting the actual experience of the plan membership and assets. The proposed change does not materially impact the analysis of risks faced by the plan that was presented in our most recent actuarial valuation report.

We performed a limited review of the data used directly in our analysis for reasonableness and consistency and have not found material defects in the data. If there are material defects in the data, it is possible that they would be uncovered by a detailed, systematic review and comparison of the data to search for data values that are questionable or for relationships that are materially inconsistent. Such a review was beyond the scope of our assignment. If the underlying data or information is inaccurate or incomplete, the results of our analysis may likewise be inaccurate or incomplete and our calculations may need to be revised.

This analysis was prepared exclusively for the Town of Simsbury. To the extent that Milliman's work is not subject to disclosure under applicable public records laws, Milliman's work may not be provided to third parties without Milliman's prior written consent. Milliman's consent to release its work product to any third party may be conditioned on the third party signing a Release, subject to the following exceptions: the Town may provide a copy of Milliman's work, in its entirety, to the Town's professional service advisors who are subject to a duty of confidentiality and who agree to not use Milliman's work for any purpose other than to benefit the Town; and the Town may provide a copy of Milliman's work, in its entirety, to other governmental entities, as required by law. Any third party recipient of Milliman's work product who desires professional guidance should not rely upon Milliman's work product, but should engage qualified professionals for advice appropriate to its own specific needs. Milliman does not intend to benefit any third party recipient of this analysis and assumes no duty or liability to any such third parties.

I am a member of the American Academy of Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Please let me know if you have any questions.

Sincerely,



Jennifer M. Castelhana, FSA
Consulting Actuary

Town of Simsbury

General Government Employees' Retirement Income Plan

Cost Impact of Proposed Pension Plan Changes for Unaffiliated Members Based on July 1, 2022 Valuation

Proposed Change: Decrease the pension multiplier from to 2.50% to 2.00% for Unaffiliated employees hired on or after July 1, 2024.

Fiscal Year Ending	Baseline No Changes	Proposed Change	
	Actuarially Determined Contribution	Actuarially Determined Contribution	Impact on Actuarially Determined Contribution
2024	\$1,420,000	\$1,420,000	\$0
2025	1,495,000	1,494,000	(1,000)
2026	1,581,000	1,579,000	(2,000)
2027	1,653,000	1,649,000	(4,000)
2028	1,819,000	1,815,000	(4,000)
2029	1,879,000	1,873,000	(6,000)
2030	1,925,000	1,918,000	(7,000)
2031	1,976,000	1,968,000	(8,000)
2032	2,024,000	2,015,000	(9,000)
2033	2,075,000	2,065,000	(10,000)
2034	2,124,000	2,112,000	(12,000)
2035	2,175,000	2,161,000	(14,000)
2036	2,232,000	2,216,000	(16,000)
2037	2,286,000	2,268,000	(18,000)
2038	2,337,000	2,314,000	(23,000)
2039	246,000	227,000	(19,000)
2040	0	0	0
2041	0	0	0
2042	0	0	0
2043	0	0	0

This projection is based on the results of the July 1, 2022 actuarial valuation and assumes that there are no future changes in the actuarial methods or assumptions or in the plan provisions. Terminating and retiring active members are assumed to be replaced by new hires with the same age / pay / gender characteristics as those hired in the past few years. We have assumed that 60% of new hires who are eligible to participate in the DB plan will elect to participate in the DB plan. The remaining 40% are assumed to elect to participate the DC plan. For purposes of this forecast the amortization period declines to 1 year to illustrate the progress of the plan towards becoming fully funded; in actual practice the amortization period will not be less than 10 years in order to shield the Town from contribution volatility. Actual results at each point in time will yield different values, reflecting the actual experience of the plan membership and assets.

This work product was prepared solely for the Town for the purposes described herein and may not be appropriate to use for other purposes. Milliman does not intend to benefit and assumes no duty or liability to other parties who receive this work. Milliman recommends that third parties be aided by their own actuary or other qualified professional when reviewing the Milliman work product.

This exhibit should only be distributed with a copy of the accompanying letter dated 03/13/2024 in its entirety. **03/13/2024**



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** April 15, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Sherry Clemens, Tax Collector

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

Move, effective April 15, 2024, to approve the presented tax refunds in the amount of \$1,439.14 and authorize Town Manager, Marc Nelson, to execute the tax refunds.

5. **Summary of Submission:**
Tax refunds need to be issued from time to time for motor vehicles, real property, and personal property. Some of the most common reasons tax refunds need to be issued for motor vehicles include: sale of the vehicle; the vehicle is destroyed; the vehicle is donated; the owner has moved out of state; or, the owner has successfully appealed the taxes. Real estate refunds are typically due to the fact that during the sale or refinancing of a property, both a bank and an attorney's office have paid taxes owed, resulting in an overpayment to the Town. Overpayments of personal property taxes are rare; often overpayments of personal property are due to a person or entity forgetting that they paid in full in July, then also sending the January installment.

In a legal opinion from the Town Attorney dated May 22, 2001, he stated that CGS §12-129 "requires that all applications for tax refunds be referred to the Board (of Selectmen) for their consideration and action." Once approved by the Board of Selectmen, the Town Manager will sign off on tax refund applications. As a reminder, the Tax Collector's Office is responsible for collecting revenue for the Fire District pursuant to Special Act #264 of the Legislature in 1945. However, tax refunds for the Fire District are not under the jurisdiction of nor approved by the Board of Selectmen and are therefore not included in the requested tax refunds presented.

6. **Financial Impact:**
The aggregate amount of all tax refunds as presented is \$1,439.14. The attachment dated April 15, 2024 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
 - a) Requested Tax Refunds, dated April 15, 2024

REQUESTED TAX REFUNDS
APRIL

	BILL NUMBER	TAX	FIRE	INTEREST	TOTAL
List 2021					
Total 2021		\$0.00	\$0.00	\$0.00	\$0.00
List 2022					
Bevier Rebecca A	22-03-51537	\$982.85	\$31.89		\$1,014.74
Proto Megan M & Dennis	22-03-65451	\$255.65	\$8.29		\$263.94
Salls Amy M	22-03-66757	\$200.64	\$6.51		\$207.15
Total 2022		\$1,439.14	\$46.69	\$0.00	\$1,485.83
TOTAL 2021		\$0.00	\$0.00	\$0.00	\$0.00
TOTAL 2022		\$1,439.14	\$46.69	\$0.00	\$1,485.83
TOTAL ALL YEARS		\$1,439.14	\$46.69	\$0.00	\$1,485.83



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Public Gathering Permit – SMPAC – Soundbites
2. **Date of Board Meeting:** April 15, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; George McGregor, Director of Planning & Community Development; Joe Hollis, Code Compliance Officer
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:

Move, effective April 15, 2024, to approve the public gathering permit on behalf of the Simsbury Meadows Performing Arts Center and authorize the issuance of the public gathering permit for the Soundbites event.
5. **Summary of Submission:**
The Public Gathering Committee has approved the application for the Soundbites event.

The event will be held on May 18, 2024 at the Simsbury Meadows Performing Arts Center. The event is scheduled to start at 1:00 PM and end at 5:00 PM.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Application, Map and Summary of the Event



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

PUBLIC GATHERING PERMIT APPLICATION

A Public Gathering Permit (PGP) is required when a proposal is made for a gathering of a number of people on Town property which may cause questions or raise concerns regarding traffic circulation and access issues involving local or state roadways, public safety, or issues regarding a required Special Exception permit from the Zoning Commission. *This application does not apply to block parties, please refer to Simsbury Police Department.

Application should be completed in full, **including original signatures**, before submitting to the Zoning Enforcement Officer at the Simsbury Town Offices, Planning & Zoning Department, 933 Hopmeadow Street, Simsbury, Connecticut 06070. ****Please include 6 copies of your completed application IN ADDITION TO the original when you submit it.** The Board of Selectmen has the final authority to approve or deny public gathering permit applications. The Town reserves the right to cancel an event that does not obtain complete approval, as specified herein.

Applications must be received in office at least 6 WEEKS prior to the date of the proposed event.

Organization's Name: Simsbury Performing Arts Center, Inc.

Applicant's Name: Sarah Oberg

Mailing Address: [REDACTED]

Phone: [REDACTED] Email: [REDACTED]

Event Location: SMPAC - 22 Iron Horse Blvd Simsbury, CT

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

Exact Time(s)/Date Begin: Saturday, May 18, 2024 (8a load-in)

End: Saturday, May 18, 2024 (8p load-out concludes)

*** Please see attached Event Outline for full schedule***

Number of people expected to be present for the event (incl. staff, volunteers, attendees): 300-600

- The Town of Simsbury reserves the right to limit the number of attendees. The maximum number of permitted attendees will be determined after consultation with the Town of Simsbury.*

A CERTIFICATE OF INSURANCE MADE OUT TO THE APPLICANT AND TOWN OF SIMSBURY, EVIDENCING COVERAGE OF \$1,000,000 IN FORCE FOR THE DURATION OF THE EVENT, MUST BE SUBMITTED WITH THIS APPLICATION. THIS CERTIFICATE OF INSURANCE MUST INCLUDE A HOLD HARMLESS AGREEMENT FOR THE TOWN.

**Simsbury Police – 860-658-3100 933 Hopmeadow Street.*

*** Number of copies may vary, please check with the Simsbury Zoning Enforcement Officer.*

TOWN OF SIMSBURY USE ONLY:

Fee Received: YES NO N/A
Insurance Received: YES NO N/A
Request Approved: YES NO MORE INFO: _____

Signature: _____ Date: _____

EVENT INFO

Description of Event:

For one day only, Simsbury Meadows is presenting a culinary extravaganza topped with a delicious serving of live music.

This festival will showcase the best that Connecticut and regional food trucks and local food vendors have to offer! Paired with the exceptional musical talents of Lee Totten (has worked with Everclear, Third Eye Blind and Barenaked Ladies), Gracie Day (2023 Female Performer of the Year Nominee at the New England Music Awards), HannaH's Field (reggae and gypsy folk/multiyear best female Hartford area vocalist) and The Decker Bandits (a unique blend of Bluegrazz, Gypsy, Funk, and Carnival Jam.)

There will be a bounce house section for children (additional fees apply), and vendors to complete this family friendly day!

Join us and curate your own delectable experience!

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES NO NUMBER: 19T/ 19R

- You are responsible for proper collection and removal of all waste generated by your event.

Portable toilets: YES NO NUMBER: 22

- If yes, please show locations on attached site plan.

Tent: YES NO SIZE: 10x10, 9x20
OPEN SIDES ENCLOSED

- Tents must be in compliance with State of Connecticut tent regulations. The Town of Simsbury's Building Official or Fire Marshal can advise on tent requirements.

Lighting and/or sound equipment: YES NO

- If yes, please attach a list of the equipment you plan to use along with a stage plot with locations for the equipment.
- Lighting must meet the requirements of the Town of Simsbury Fire Marshal.

Does your event require electrical access? YES NO

- If so, a plan for electrical access will need to be reviewed with the Town of Simsbury Building Official or Fire Marshal.

Will food be sold or given away at your event? YES NO

- If food is to be served, whether prepared on- or off-site, you must obtain a Temporary Food Permit from the Farmington Valley Health District (www.fvhd.org).

Will alcohol be served at your event? YES NO

Number of vendors: 1 pub tent Service start and end times: 12p - 4:30p

- If alcohol is to be served, you must obtain all pertinent State permits and abide by all Town and State laws and regulations. An additional list of policies applies if alcohol is to be served.

Will road closure(s) be necessary? YES NO

- Details of proposed traffic circulation and closings must be presented to the Chief of Police prior to his signing of the PGP application. If State roads are proposed for closing, a permit from the CT DOT may be necessary.
- Notification of State DOT will need to be made at a minimum of 90 days, Town of Simsbury should be notified at the time of submittal.

PLANNING & ZONING DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3245

Alcohol

- Does your event require a Special Exception? YES NO
- Has the Zoning Commission approved a S.E.? YES NO
- Have you obtained a State of CT liquor license? YES NO

Signage

- Will your event require temporary signs? YES NO
 - No signage may be erected without written permission granted from the Zoning Enforcement Officer
- Has your organization secured permits for such? YES NO

Attachments:

Site Map

- The site plan/ map of the proposed Public Gathering should be to-scale and show exactly:
 - Layout of the Event (tents, booths/vendors, rides, aisles, etc.)
 - Location of Lighting
 - Parking Layout

FARMINGTON VALLEY HEALTH DISTRICT

95 RIVER ROAD, CANTON, CT 06019

www.fvhd.org

860-352-2333

If food will be prepared or dispensed at your event, you must obtain a Temporary Food Permit from Farmington Valley Health District.

Has a Temporary Food Permit been secured? YES NO

Will food trucks be present? YES NO
Number of food trucks to be present 5 - 10

What type of fuel supply will be used for cooking? Propane Solid fuel Generator None
**TBD once trucks confirmed

<http://www.fvhd.org/food-protection1.html>

BUILDING DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent: YES NO CAPACITY: 10x10 and 1 9x20
OPEN SIDES ENCLOSED
SQUARE FOOTAGE: vary

- Tents may require a Building Permit, depending on square footage, capacity, enclosure (or not), and if there will be heat and/or electrical. You should contact the Building Official to determine if a permit will be necessary.

Does your event require electrical access? YES NO
• Will you be utilizing portable generators? YES NO Food trucks may use generators

FIRE MARSHAL

871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

Will attendance be 1,500 or more persons? YES NO

- If 1,500 or more an incident command tent may be required and will need to be noted on the site map. Where required by AHJ, standby fire personnel shall be provided at the cost of the applicant

Will there be fireworks or special effects? YES NO

Has a state permit been issued? YES NO

When required by the AHJ, standby fire personnel shall be provided at the cost of the applicant.

Are staff aware and are fire or emergency evacuation procedures in place and documented?

YES NO

DEPARTMENT OF PUBLIC WORKS (DPW)

66 TOWN FOREST ROAD, SIMSBURY, CT 06070

860-658-3222

Will barricades/signage be required:

- For the day of the event? YES NO
- In advance? DATES: _____

Are DPW trucks required for use as barricades? YES NO

To be determined by Simsbury Police, Other vehicles are not permitted as barricades.

QUANTITY: 0

- The fee schedule below is for one (1) Truck and one (1) staff member.
- All fees will begin when Public Works Trucks leave the DPW Campus.
- Each Truck will be filled with sand and operated by a single staff member.
- The number and positioning of the Trucks shall be determined by the Simsbury Police Department.
- The fees for using DPW trucks as barricades are as follows:
 - \$250 for first four (4) hours
 - \$50/hour for each additional hour during regular hours
 - \$75/hour for each additional hour on Federal holidays and Sundays

TOTAL FEE DUE: \$250 + (0 hours x \$50/\$75) = \$0

Fee is payable by check made out to the Town of Simsbury

Please note:

- No markings on the roadways or custom signage is allowed.
- Traffic cones shall not be provided by DPW.

POLICE DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival?

YES NO

If yes, please list recent prior venues that have hosted this concert/festival:

Small scale festival featuring local bands. This is the first year for Sound Bites.

Will on-site private security be provided?

YES NO

NUMBER: 4

Will on-site emergency medical services be provided?

YES NO

NUMBER: _____

- Where will they be located? _____
-

SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION

4 OLD MILL LANE, SIMSBURY, CT 06070

860-658-7213

Will there be any athletic competitions or other activity/activities that could increase the likelihood of injury or illness?

YES NO

Will a commercial ambulance be provided?

YES NO

If YES the Simsbury Volunteer Ambulance Association needs to be notified.

Will the attendance be equal to or greater than 5000?

YES NO

NUMBER: 300-600

Attendance will be: 300-600

STAGGERED OVER COURSE OF EVENT

AT A SPECIFIC TIME

TIME: 1p - 5p

CULTURE, PARKS & RECREATION

100 OLD FARMS ROAD, SIMSBURY, CT 06070

860-658-3836

Are you serving food?

YES NO

- If so, trash recycling barrels are required at Permittee's expense

Will you require any special field lining or set up?

YES NO

Do you intend to use "staked" tents on athletic fields?

YES NO

Will athletic field lighting be necessary?

YES NO

Have you provided a parking plan on your site map? YES NO

Portable toilets must be provided at the rate of 1 toilet per 50 patrons, at the Permittee's expense.

• ATTENDANCE: _____ / 50 = _____ PORTABLE TOILETS REQUIRED

See attached Event Summary: Portolets calculated per recommendation of United Site Services event analysis

Public Gathering Permit Required Declaration

I declare that the information provided on this application is true and correct to the best of my knowledge and belief. I understand that if the information I have provided is a misrepresentation of the actual event, or that the actual event digresses in a manner from the approved permit, that the permit will be revoked.

Applicant's Name (Printed): Sarah Oberg _____

Applicant's Signature: *Sarah Oberg* _____

Date Signed: 4-3-24 _____

REQUIRED SIGN OFFS
(in order required)

	<u>Received Date:</u>	<u>Received By:</u>	<u>Approved By:</u>	<u>Action Date:</u>
Culture Parks And Rec. Director			T. Tyburski 4/3/24	
Zoning Commission (As may be required by ZEO)				
Building Official			J. King	4/8/24
Police Chief			G. Samselski 4/4/24	
Dir of Public Works			T. Roy 4/3/24	
Dir of Health FVHD			S. Brown 4/4/24	
Fire Marshal			P. Tourville 4/4/24	
Simsbury Volunteer Ambulance			K. Stewart 4/3/24	
Zoning Enforcement Officer			J. Hollis 4/8/24	
Board of Selectmen				

EVENT SUMMARY

Sound Bites

Saturday, May 18, 2024

Public Gathering Permit Application Submitted: 4-3-24

CONTACT INFORMATION:

Organization	Simsbury Meadows Performing Arts Center www.simsburymeadowsmusic.com
Event Contact	Sarah Oberg
SMPAC Contact	Sarah Oberg, Programs Manager
	Office: [REDACTED]
	Cell: [REDACTED]
	Email: [REDACTED]

TIMELINE:

Saturday, May 18, 2024		
8a – 12p	Setup	Stage
12:00p	Gates open	Field
1:00p – 5p	Sound Bites	Stage/Field
5p – 8p	Load-out/Breakdown	Field/Stage

EVENT DETAILS:

Description
<p>For one day only, Simsbury Meadows is presenting a culinary extravaganza topped with a delicious serving of live music.</p> <p>This festival will showcase the best that Connecticut and regional food trucks and local food vendors have to offer! Paired with the exceptional musical talents of Lee Totten (has worked with Everclear, Third Eye Blind and Barenaked Ladies), Gracie Day (2023 Female Performer of the Year Nominee at the New England Music Awards), HannahH's Field (reggae and gypsy folk/multiyear best female Hartford area vocalist) and The Decker Bandits (a unique blend of Bluegrazz, Gypsy, Funk, and Carnival Jam.)</p> <p>There will be a bounce house section for children (additional fees apply), and vendors to complete this family friendly day!</p> <p>Join us and curate your own delectable experience!</p>

Ticketing Information

<p><u>POINT OF SALE</u> Online https://www.eventbrite.com/e/sound-bites-food-and-music-festival-tickets-799987442977?aff=oddtcreator</p>
--

Parking	
Advanced Preparation	Lining lot C/D
Management	SMPAC volunteers
On-site Parking Fee	N/A

Expected Attendance
300 - 600

Stage Requirements	
Lights	N/A
Sound	SCL
Setup	Coordinated w/ artists by Sarah Oberg

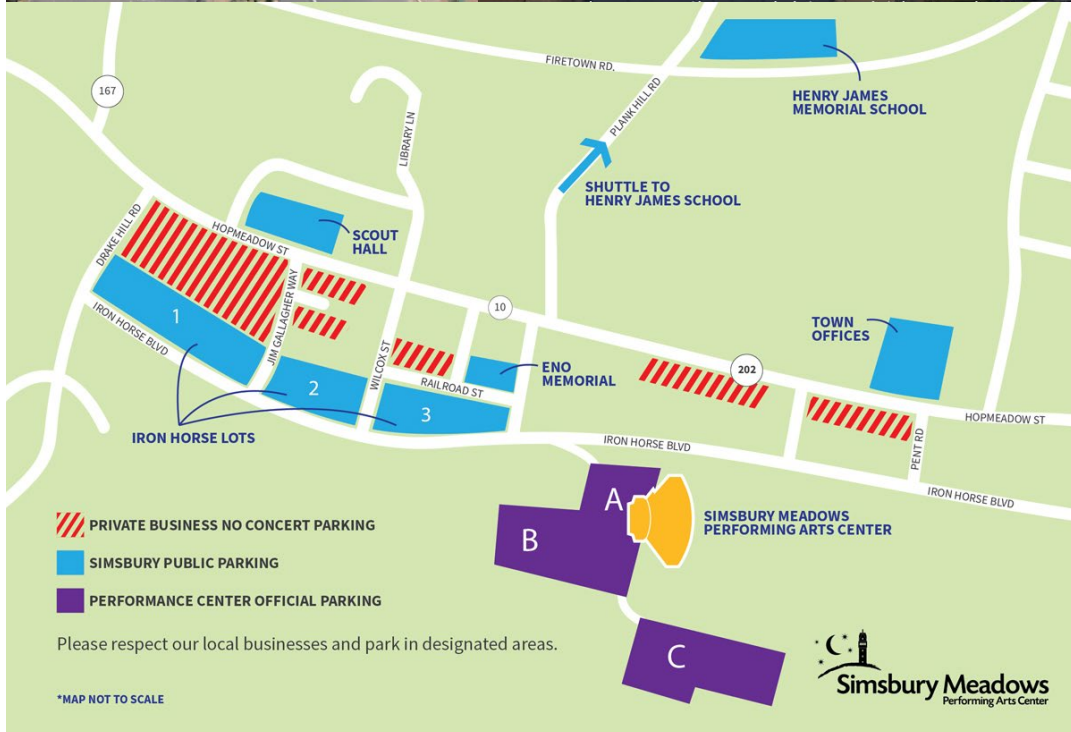
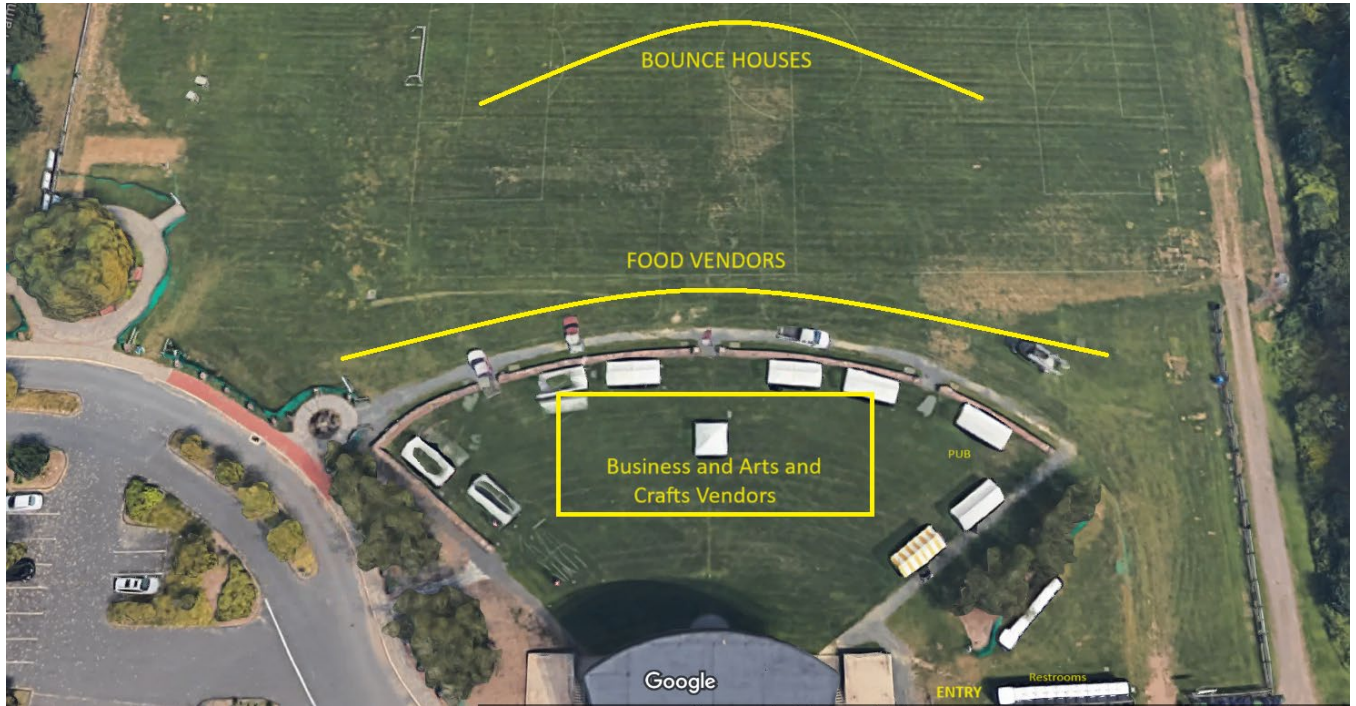
Vendor Information	
Merchandise Sales Vendors	Potential performer merch
Food Vendors	5 - 10
Services/Activities	Moonlight Pub open for beverage service/sales along birch trees inside wall (9x20 tent) Business and arts/crafts vendors Bounce houses

Public Restrooms				
Coordinated by	SMPAC			
Units	Standard – 15 Sinks - 5 Accessible - 2 TOTAL – 22			
Location	# units	Type	location	placement notes
	15	DXR	Southeast entrance	
	2	ADA	Southeast entrance	
	5	SS	Southeast entrance	

Security	
Stage Security (USA)	N/A
Field Security (USA)	1 supervisor, 2 guards to work front of stage, 1 entry bag check
Overnight Security	N/A
Security Notes	N/A

Public Safety	
Police	No road closure necessary
Fire	N/A
EMS	N/A
DPW Trucks	N/A

Tents		
10x10	Number: 20+ pop up	Sides: No
12x12	Number: 0	Sides: No
9x20	Number: 1	Sides: No
20x20	Number: 0	Sides: No
30x30	Number: 0	Sides: No



****No parking shuttle**

-RUBBER SIGN BASE BY MYPARKINGSIGN OR APPROVED EQUAL (TYP.)

****Additional Parking in Lot C & D****

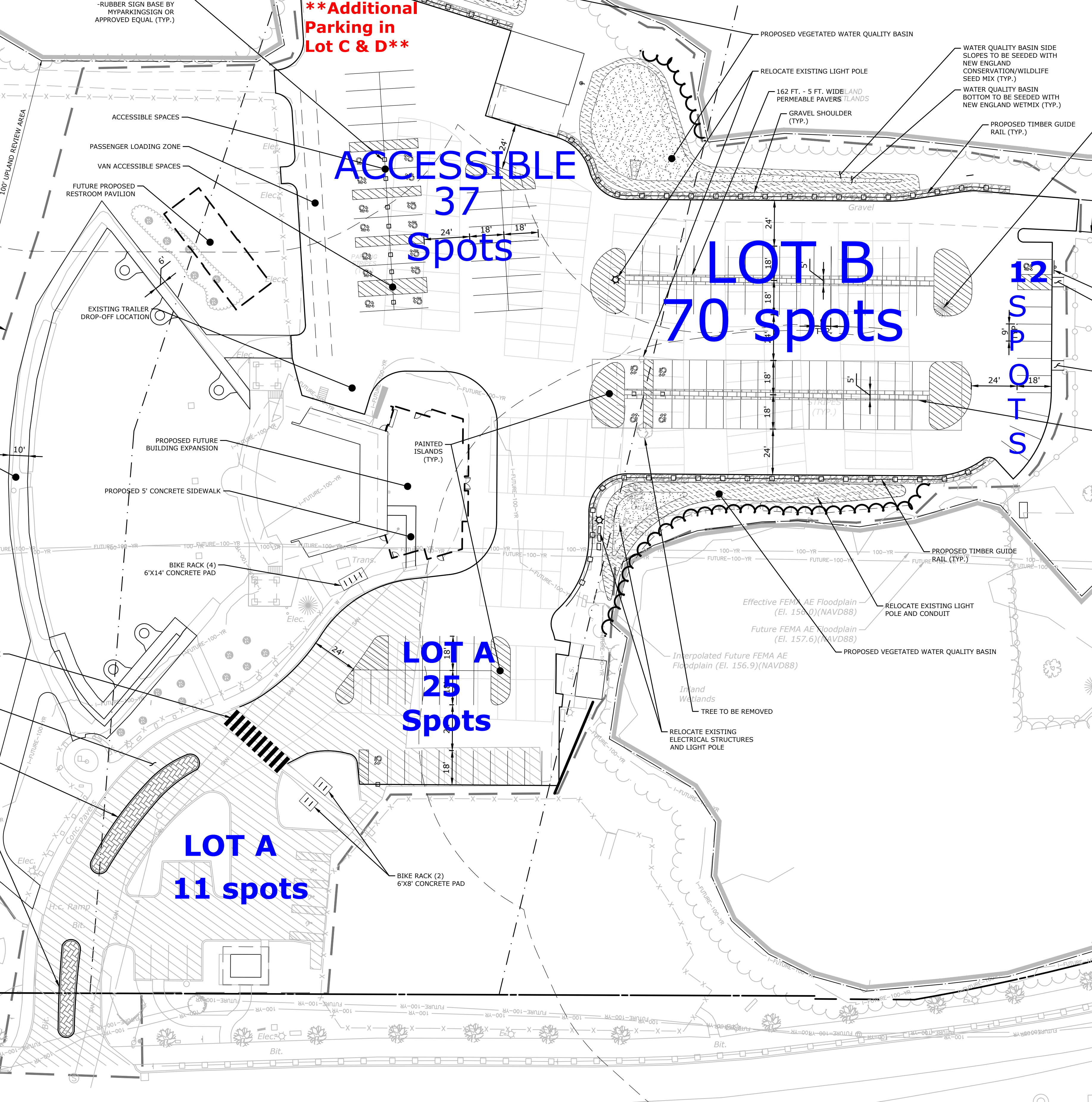
**ACCESSIBLE
37
Spots**

**LOT B
70 spots**

**12
Spots**

**LOT A
25
Spots**

**LOT A
11 spots**





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/02/2024

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

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

PRODUCER Kerr Agency, Inc. 736 Hopmeadow Street P.O.Box 516 Simsbury CT 06070	CONTACT NAME: Elizabeth Bianca PHONE (A/C, No, Ext): (860) 651-3325 E-MAIL ADDRESS: ebianca@kerrinsurance.com FAX (A/C, No): (860) 760-6988																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Philadelphia Insurance Cos</td> <td></td> <td>18058</td> </tr> <tr> <td>INSURER B: Amguard Ins.Co.</td> <td></td> <td>42390</td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A: Philadelphia Insurance Cos		18058	INSURER B: Amguard Ins.Co.		42390	INSURER C:			INSURER D:			INSURER E:			INSURER F:	
INSURER(S) AFFORDING COVERAGE		NAIC #																			
INSURER A: Philadelphia Insurance Cos		18058																			
INSURER B: Amguard Ins.Co.		42390																			
INSURER C:																					
INSURER D:																					
INSURER E:																					
INSURER F:																					
INSURED Simsbury Performing Arts Center, Inc. PO Box 245 Simsbury CT 06070-0033																					

COVERAGES **CERTIFICATE NUMBER:** 24-25 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK2659414	04/01/2024	04/01/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							Liquor Liability	\$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB901926	04/01/2024	04/01/2025	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 1,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			R2WC586593	01/15/2024	01/15/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 100,000
							E.L. DISEASE - EA EMPLOYEE	\$ 100,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
A	Special Form 80%, RC			PHPK2659414	04/01/2024	04/01/2025	Business Property	\$90,000
							Deductible	\$1,000

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

Town of Simsbury is listed as additional insured as required by written contract.

CERTIFICATE HOLDER

Town of Simsbury
 933 Hopmeadow Street
 Simsbury CT 06070

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Enhanced Dial-A-Ride Grant Application
2. **Date of Board Meeting:** April 15, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Kristen Formanek, Director of Community & Social Services
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports applying for a grant to aid Dial-A-Ride services, the following motion is in order:

Move, effective April 15, 2024, to submit a grant application to the Connecticut Department of Transportation and authorize Town Manager, Marc Nelson, to execute the grant application.

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

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

Further move, to appropriate the grant's funds and recommend said appropriation to the Board of Finance.
5. **Summary of Submission:**
The Connecticut Department of Transportation (ConnDOT) is administering the annual elderly and disabled demand responsive transportation Matching Grant Program (MGP) to support transportation services for seniors and people with disabilities.

The Town annually applies for this matching grant to assist with funding the operating costs of the Enhanced Dial-A-Ride Program for Elderly and Disabled Residents.

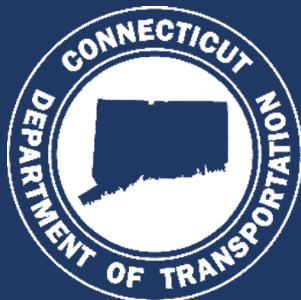
The application is due May 15, 2024.
6. **Financial Impact:**
If the grant is awarded in full, the amount would be \$35,367. This funding is budgeted as a revenue for FY25 within the Senior Transportation budget.
7. **Description of Documents Included with Submission:**
 - a) ConnDOT MGP Application

State Matching Grant Program

Elderly and Disabled Demand Responsive Transportation

PROGRAM APPLICATION

State Fiscal Years 2025-2028



Bureau of Public Transportation
Office of Transit and Ridesharing

State Matching Grant Program (Municipal Grant Program) Application State Fiscal Year (SFY) 2025 through SFY 2028

State Matching Grant Program for Elderly and Disabled Demand Responsive Transportation
Enacted in Connecticut General Statutes (CGS) Section 13b-38bb

March 2024

Connecticut Department of Transportation (CTDOT)

[State Matching Grant Program for Elderly and People with Disabilities \(ct.gov\)](https://www.ct.gov/transportation/transportation-services/state-matching-grant-program-for-elderly-and-people-with-disabilities)

Office of Transit and Ridesharing
Room 1137 NE
P.O. Box 317546
Newington, CT 06131-7546

Contents

Overview	4
Eligible Applicants	4
Eligible Assistance Categories	4
Technical Assistance	5
Application Instructions	5
Application Due Date & Submittal	5
Timeline.....	6
Useful Reference Documentation.....	6
Frequently Asked Questions (FAQ).....	6
Connecticut General Statutes (CGS) 13b-38bb.....	6
State Matching Grant Program State Management Plan	6
Section 1 Applicant Information	7
Section 2 Description of Applicant.....	8
Section 3 Description of Transportation Services	11
Section 4 Coordination.....	14
Section 5 Fleet Vehicle Inventory.....	15
Section 6 Training.....	15
Section 7 Marketing	16
Section 8 Budgets.....	16
Checklist.....	17
Attachment 1 – Maintenance of Effort Certification.....	17
Attachment 2 – Grant Assignment Certification.....	17
Attachment 3a – MGP Budget Worksheet	17
Attachment 3b – MGP Budget Worksheet Instructions	18
Appendix A – Apportionments.....	19
Andover – Deep River	19
Derby – Lyme	20
Madison – Portland.....	21
Preston – Waterford	22
Watertown – Woodstock.....	23
Appendix B – Map of Coordinating Entities as of State Fiscal Year 2024	24

Overview

The Connecticut Department of Transportation (CTDOT) is the agency designated to administer the elderly and disabled demand responsive transportation program (Municipal Grant Program (MGP) enacted under Connecticut General Statutes (CGS) [chapter 242 section 13b-38bb](#). Funds under this program are made available to provide new and expanded transportation services for elderly and disabled individuals.

This application has been developed to assist eligible applicants in applying for funds under this program. The information provided by the applicant is intended to justify their request for funding. It is used by CTDOT to evaluate and fund transportation services which will enhance statewide access for elderly and disabled individuals.

Eligible Applicants

Municipalities are eligible to receive a grant from CTDOT for their annual allocation from the appropriated funds. If a Council of Governments (COG) or transit district submits a coordinated regional application, the funds for all the coordinating municipalities will be granted to the coordinating entity. In this case, each municipality must certify that they are assigning their grant apportionment to the coordinating entity.

Eligible Assistance Categories

The following costs are **eligible** under MGP:

- **Operating expenses** are those costs directly related to dial-a-ride operations which may include, but are not limited to:
 - Salaries and fringe benefits of drivers and mechanics
 - Salaries of dispatchers
 - Fuel and oil
 - Tires
 - Vehicle maintenance and repairs
 - Purchased (contracted) services
- **Administrative expenses**¹ incurred by the applicant directly related to dial-a-ride operations may include, but are not limited to, general administrative expenses and overhead costs such as:
 - Salaries of the project director, bookkeeper, or other personnel performing job duties of an administrative nature
 - Office supplies

The following costs are **not eligible** under MGP:

- Capital Equipment
- General public transportation
- School bus transportation

¹ Administrative expenses may not account for more than 10% of the total grant.

Technical Assistance

Questions regarding the application contents or requests for technical assistance may be directed to Richard Nakatsuka at (860) 594-2839 or richard.nakatsuka@ct.gov. Alternatively, inquiries may be directed to the program inbox at DOT.PTransMGP@ct.gov. Applicants may also contact their COG for assistance with the MGP application.

Additional information on how CTDOT administers the MGP Program can be found in the program's State Management Plan, located at [the program webpage](#).

Application Instructions

Please read and follow all directions carefully. **Complete the entire application, provide responses to all the questions, and do not leave any blank spaces.** The majority of your responses will be entered by either choosing an item denoted with [Choose an item](#), or entering text denoted with [Click to enter text](#). Do not remove pages from the application. **Simply write "N/A" if an item does not apply.** When formulating your responses, strong, concise statements are preferred over lengthy, vague descriptions.

Please feel free to enter additional information on those sections throughout the application denoted with **ADDITIONAL COMMENTS**. Submittal of an incomplete application or after the deadline will delay the review of your application.

Please ensure all required documentation is completed and included, and all signatures are in place as requested. This includes completion of the required certification and budget attachments. This will allow the earliest approval of your application. Please see the [Checklist](#) for a full list of required documentation.

Application Due Date & Submittal

The completed application, including all supporting documentation, is due to CTDOT's Office of Transit and Ridesharing by **Wednesday, May 15, 2024**. For municipalities applying individually, please e-mail the completed application package to your Council of Governments first, who will review it and then forward the application to CTDOT. Coordinating entities may submit their applications directly to DOT.PTransMGP@ct.gov. The application package must be submitted via five (5) attachments. **Please use the [Checklist](#) (last page) as a guide to ensure all documentation is completed and submitted in the required format (i.e., Word, Excel, PDF).**

An applicant submitting an incomplete or inadequate application will be notified by CTDOT and required to resubmit its application with any necessary revisions. Failure on the part of the applicant to meet the submission due date of Wednesday, May 15, 2024 or provide supplemental information and/or documentation, as requested by CTDOT, may delay the review of the application.

CTDOT will review the final application and notify the applicant of its approval or disapproval by Friday, June 28, 2024.

Timeline

In order to assist the applicant in completing and submitting its application in a timely manner, listed below is the recommended timeline. CTDOT encourages the applicant to begin reviewing and preparing its application as soon as possible to meet the application due date of Wednesday, May 15, 2024.

Agency	Task	Suggested Completion Date
CTDOT	Application package is distributed to municipalities and COGs.	March 2024
COG	Collaboration begins with municipalities on potential for coordination.	March/April 2024
Applicant	Submits completed application to COG.	
COG	Submits completed application to CTDOT.	May 2024
CTDOT	Reviews application, sends back applications requiring revisions. announces award (via e-mail) (an application that is not approved must be resubmitted with updated information) .	
	Prepares agreement and/or Transit Operating Documents (TOD) for signature.	
CTDOT	Notifies applicant of application approval/disapproval.	June 2024
	CTDOT prepares/executes agreement with applicant (new applicants only) .	July 2024
Applicant	Once a TOD is signed, the approved applicant can submit a request for payment.	
		Current applicants provide SFY 2024 tri-annual reporting to CTDOT.

Useful Reference Documentation

Frequently Asked Questions (FAQ)

Please click on the following link: [LINK](#)

Connecticut General Statutes (CGS) 13b-38bb

Please click on the following link: [LINK](#)

State Matching Grant Program State Management Plan

Please click on the following link: [LINK](#)

Section 1 | Applicant Information

1. Basic Information

Entity Information	
Entity Name	<u>Town of Simsbury, Department of Community and Social Services</u>
Applicant Status	<u>Current Applicant</u>
Entity Type	<u>Municipality</u>
Acting as Coordinating Entity	<u>Yes</u>

Entity Mailing Information	
Mailing Address	<u>754 Hopmeadow Street</u>
City, State, ZIP	<u>Simsbury, CT, 06070</u>
Phone Number	<u>860-658-3283</u>
Website	<u>Simsbury-ct.gov</u>
Federal Employment Identification Number	<u>06 6002085</u>

Primary Contact Person Information	
Name of Primary Contact Person	<u>Kristen Formanek</u>
Title	<u>Director of Community and Social Services</u>
E-mail Address	<u>kformanek@simsbury-ct.gov</u>
Phone Number	<u>860-658-3283</u>

2. MGP Funds History (*current applicants only*)

MGP Funds Previously Awarded ²	
SFY 2020	\$ <u>34,051</u>
SFY 2021	\$ <u>34,051</u>
SFY 2022	\$ <u>34,051</u>
SFY 2023	\$ <u>34,051</u>
SFY 2024	\$ <u>35,367</u>

3. MGP Funds Future

MGP Funds Applying For			
	Operating	Administrative	Total
SFY 2025	\$ <u>35,367</u>	\$ <u>0</u>	\$ <u>35,367</u>
SFY 2026	\$ <u>35,367</u>	\$ <u>0</u>	\$ <u>35,367</u>
SFY 2027	\$ <u>35,367</u>	\$ <u>0</u>	\$ <u>35,367</u>
SFY 2028	\$ <u>35,367</u>	\$	\$ <u>35,367</u>
Total	\$ <u>141,468</u>	\$ <u>0</u>	\$ <u>141,468</u>

ADDITIONAL COMMENTS

N/A

² Per approved Transit Operating Document (TOD).

Section 2 | Description of Applicant

1. Please list all key personnel (i.e., dispatcher, finance manager, etc.) in the table below along with their assigned responsibilities for your organization’s transportation related activities.

Name	Title	Assigned Responsibility
<u>Kristen Formanek</u>	<u>Director of Community and Social Services</u>	<u>Grant application, program oversight, budget monitoring, handles complaints/concerns</u>
<u>Dana Olson</u>	<u>Social Services Assistant</u>	<u>Record keeping, oversight and submission of reports, management of disbursements, issuance of passes for passengers, assistance in handling complaints/concerns</u>
<u>Ann Marie Grella</u>	<u>Elderly Outreach Coordinator</u>	<u>Coordination of statistics and creation of reports</u>
Click to enter name.	Click to enter title.	Click to enter text.
Click to enter name.	Click to enter title.	Click to enter text.
Click to enter name.	Click to enter title.	Click to enter text.
Click to enter name.	Click to enter title.	Click to enter text.
Click to enter name.	Click to enter title.	Click to enter text.
Click to enter name.	Click to enter title.	Click to enter text.
Click to enter name.	Click to enter title.	Click to enter text.

2. Please list in the below table all the municipalities included in the application and indicate whether those towns provide service themselves, have service provided by the coordinating entity, or contract for Dial-a-Ride transportation services. Check all that apply, as some municipalities receive service from multiple sources (e.g., a senior center and a transit district).

Municipality	Provision of Service			Contractor Info, if applicable (Company name, address, phone number, website, contact person and title)
	Town Provided	Contracted	Coordinating Entity Provided	
<u>Simsbury (includes Simsbury, Tariffville, Weatogue and West Simsbury)</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Martel Transportation</u> 140 Powder Mill Rd Collinsville, CT 06019 860-693-8941 marteltransportation.com Dean Martel, Owner/President Ann Martel, Office Manager
Click to enter municipality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click to enter text.
Click to enter municipality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click to enter text.
Click to enter municipality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click to enter text.

CTDOT STATE MATCHING GRANT PROGRAM (MGP)
ELDERLY AND DISABLED DEMAND RESPONSIVE TRANSPORTATION

Click to enter municipality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click to enter text.
Click to enter municipality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click to enter text.
Click to enter municipality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click to enter text.
Click to enter municipality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click to enter text.
Click to enter municipality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click to enter text.
Click to enter municipality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click to enter text.
Click to enter municipality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click to enter text.
Click to enter municipality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click to enter text.
Click to enter municipality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click to enter text.
Click to enter municipality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click to enter text.
Click to enter municipality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click to enter text.

3. Please list any municipalities that assign their apportionments to more than one coordinating entity and indicate what percentage of the town’s MGP funds will be provided to this applicant.

Municipality	Other Coordinating Entity	Percentage of MGP Funds to This Applicant	Percentage of MGP Funds to Other Coordinating Entity
<i>N/A</i>	Click to enter other coordinating entity.	Click to enter percentage. %	Click to enter percentage. %
Click to enter municipality.	Click to enter other coordinating entity.	Click to enter percentage. %	Click to enter percentage. %
Click to enter municipality.	Click to enter other coordinating entity.	Click to enter percentage. %	Click to enter percentage. %
Click to enter municipality.	Click to enter other coordinating entity.	Click to enter percentage. %	Click to enter percentage. %
Click to enter municipality.	Click to enter other coordinating entity.	Click to enter percentage. %	Click to enter percentage. %

4. Please describe how your organization monitors, evaluates, and improves its Dial-a-Ride transportation program. Please include outreach efforts (i.e., advisory groups, monthly meetings, public hearings) made by your organization to solicit feedback from seniors and persons with disabilities.

We monitor our riders by using daily schedule sheet. We make it clear that any passenger or family member is welcome to contact us with regard to concerns. Concerns are addressed by the Director and/or the Assistant. We are fortunate that we have very good communication with

our contractor and are able to quickly resolve concerns whether they are from our contractor or a passenger. Our Dial-A-Ride information is available through our Dial-A-Ride brochure, our town web site under Community & Social Services, our Senior Center bi-monthly newsletter, notices placed in the vehicles, and verbally. Upon registering for the service, all passengers are provided with a pass, a copy of our brochure, and our policies.

5. If currently receiving MGP funds from CTDOT, has your organization spent all MGP funds assigned to its State Fiscal Year (SFY) 2023 Transit Operating Document? (**current applicants only**)

No, not all funds have been expended.

6. If no, please specify the amount/balance and explain/describe how your organization will be using, or has used, these funds during SFY 2024.

Balance of \$6,384 that we rolled into SFY2024 to be used.

ADDITIONAL COMMENTS

We had lower ridership and less trips during and post COVID which may have lessened our use of the funds.

Section 3 | Description of Transportation Services

1. Please provide in the table below the core service operating hours during the week in which Dial-a-Ride transportation is provided to seniors and persons with disabilities.

Service Day	Starting Time	a.m./p.m.	Ending Time	a.m./p.m.
Sunday	<u>N/A</u>	Choose.	<u>N/A</u>	Choose.
Monday	<u>8:30</u>	<u>a.m.</u>	<u>4:00</u>	<u>p.m.</u>
Tuesday	<u>8:30</u>	<u>a.m.</u>	<u>4:00</u>	<u>p.m.</u>
Wednesday	<u>8:30</u>	<u>a.m.</u>	<u>4:00</u>	<u>p.m.</u>
Thursday	<u>8:30</u>	<u>a.m.</u>	<u>4:00</u>	<u>p.m.</u>
Friday	<u>8:30</u>	<u>a.m.</u>	<u>4:00</u>	<u>p.m.</u>
Saturday	<u>N/a</u>	Choose.	<u>N/A</u>	Choose.

ADDITIONAL COMMENTS

On occasion a medical appointment may require an earlier starting time or later end time. We make every effort to make an accommodation.

2. Does your organization charge a fee to an individual using the Dial-a-Ride transportation service?

Yes, a fee is charged to the individual.

If yes, please explain.

An annual donation of \$25 per individual and \$35 per couple is requested. If it cannot be afforded, a grant may be provided to offset the cost.

3. Does your organization collect donations from individuals using the Dial-a-Ride transportation service?

Yes, donations are collected.

If yes, please explain.

Our fee for service is considered a donation. If it cannot be afforded it may be offset by an internal grant to offset the costs.

4. Please describe how seniors and persons with disabilities currently receive transportation services in each municipality included in the grant application. For example, are volunteer drivers used, does the senior center provide the service, are town-owned vehicles used, what types of trips (i.e., medical, recreational) are provided, etc? (please give detailed information)

The Town currently owns two buses. Our contractor utilizes these two vehicles for our daily trips around town. These include trips such as; grocery shopping, hairdresser/barber, lunch programs, banking, library and other municipal buildings, and more. These trips fall under our regular Dial-A-Ride services. The contractor supplies a smaller vehicle for our out-of-town medical trips. The contractor also supplies alternative vehicles for our Senior Center Jump on Board trips. These are funded through this grant as an Enhanced service.

5. How will this change with the addition of the grant funds? Please describe the actual service that will be provided. **(new applicant only)**

Current applicant, no changes

6. Please provide in the table below the percentage for the types of Dial-a-Ride trips currently being provided on an annual basis by your organization for seniors and persons with disabilities. (please ensure the total percentage of medical, shopping, recreation, employment, and other trips when added equals one-hundred)

Type of Dial-a-Ride Trip	Percentage (%)
Medical	<u>18</u> %
Shopping	<u>34</u> %
Recreation	<u>8</u> %
Employment	<u>2</u> %
Other	<u>38</u> %

ADDITIONAL COMMENTS

N/A

7. Please provide in the table below the actual annual total number of individual clients served during the period indicated in providing Dial-a-Ride transportation services. (individual clients served represents individuals that have received numerous trips throughout the period, but are only counted once in the following categories)

Period	Number of Individuals with Disabilities 59 and under	Number of Individuals with Disabilities 60 and over	Number of Seniors (over 60) without Disabilities
SFY 2020	<u>3</u>	<u>13</u>	<u>85</u>
SFY 2021	<u>5</u>	<u>24</u>	<u>77</u>
SFY 2022	<u>3</u>	<u>28</u>	<u>82</u>
SFY 2023	<u>2</u>	<u>27</u>	<u>95</u>

ADDITIONAL COMMENTS

N/A

8. What kind of operational obstacles has your organization encountered in providing transportation service to seniors and persons with disabilities?
At this time, we have not experienced any operational obstacles. We are currently awaiting delivery of a bus awarded through the 5310 process, but this has not impacted our service delivery.
9. Has your organization taken any steps to address and resolve these operational obstacles? If so, please explain.
No, we are patiently awaiting delivery.

Section 4 | Coordination

1. How does the applicant propose to coordinate their transportation needs and services within a greater region? If none, what efforts have been made by your organization to examine the feasibility or cost effectiveness of coordination?

The Towns of Simsbury and Canton coordinate our enhanced services. To the extent possible we combine trips and vehicles. We contract with the same service provider which makes this a simplified, coordinated effort.

2. Please describe your organization's efforts during the last four (4) years (January 2020 through December 2023) to coordinate its system with other public and private transportation providers and users, including social service agencies capable of purchasing service. Identify the providers and social agencies your organization initiated coordination with, describe their response and the type of agreement (written/oral) and explain general provisions contained in each agreement such as service area, hours and days of operation, types of trips being provided, etc.

We currently coordinate with the Town of Canton on medical and Jump on Board trips.

3. Has your organization been approached by any other public or private non-profit agencies during the last four (4) years (January 2020 through December 2023) to coordinate services?

No, our organization has not been approached by other public or private non-profit agencies during the last four (4) years to coordinate services.

4. If so, please describe the coordination request(s) and your organization's response(s).

N/A

5. How will the applicant inform the target population about the availability of your organization's transportation services?

We have a brochure which is available in two places in our building, we have information on our website, and information in our newsletter. We also inform folks verbally.

Section 5 | Fleet Vehicle Inventory

- How many vehicles are in your organization's and/or contractor's fleet?

Number of Vehicles in Organization's Fleet	Number of Vehicles in Contractor's Fleet
<u>Less than or equal to five (5)</u>	<u>Greater than or equal to ten (10), but less than twenty (20)</u>

ADDITIONAL COMMENTS

N/A

- If your organization directly provides Dial-a-Ride transportation services who performs the preventative maintenance and repairs on your organization's vehicles (i.e. town, contractor(s))?
Contractor
- If contractor(s), please provide the name(s).
Martel Transportation, LLC
- Should your organization anticipate growth in its provision of Dial-a-Ride transportation services how many additional vehicles does your organization plan to acquire in the next four years (July 2024 thru June 2028)?
None, we will not be expanding our services at this time.

Section 6 | Training

- Training and educational programs are vital components in an organization's ability to administer its transportation services. It is imperative that an organization take a proactive approach in continually identifying, promoting, and developing its employees' skills.

Please list the types of training courses, workshops, conferences, and seminars that your organization's employees anticipate to attend in the next four (4) fiscal years (July 2024 through June 2028). If your organization does not plan to attend any training during this period, please indicate none or indicate whether your organization has encountered difficulties in sending key personnel (employees, volunteers) to training sessions.

Our Contractor participates in necessary training.

- How interested would your organization be if CTDOT were to provide opportunities for your organization to attend future training sessions which would cover, but not be limited to the following topics: Wheelchair Lift and Securement, Defensive Driving, and Customer Relations?
Somewhat interested

ADDITIONAL COMMENTS

We would like to make any trainings available to our Contractor and its employees.

Section 7 | Marketing

1. Please describe all marketing efforts during the last four (4) calendar years (January 2020 through December 2023) showing how your organization has made its transportation services known and available to seniors and persons with disabilities. Please cite dates of public notices, radio and television interviews/ads, public speaking engagements, frequency of newspaper articles/advertisements, public service announcements made, etc. Please include locations of flyers that were placed making seniors and persons with disabilities aware of these services.
[Information on our transportation services are provided through our brochures and on our website, in our bi-monthly Senior Center newsletter, and through verbal communication.](#)
2. Please describe any customer surveys conducted by your organization including any surveys conducted by your local RPO/COG during the last four (4) calendar years (January 2020 through December 2023). Please describe the results and attach samples of these surveys. If no surveys were conducted during this period, please indicate none.
[A customer survey has not been completed.](#)

Section 8 | Budgets

1. MGP Budget Worksheet (SFY 2025)
Please complete [ATTACHMENT 3a - MGP BUDGET](#) by entering your organization's annual projected expenses and revenues for the transportation services subsidized with MGP funds covering the period of July 1, 2024 through June 30, 2025. (Please ensure the 'Expenses' and 'Revenues' sections of the worksheet are completed).

Detailed instructions on how to complete this attachment can be found in [ATTACHMENT 3b – MGP BUDGET WORKSHEET INSTRUCTIONS](#).

ADDITIONAL COMMENTS

[Please see attached.](#)

2. Proposed Municipality Budget (SFY 2025)
Each applicant, including each municipality participating in a regionally coordinated transportation system, applying for funds must submit its annual SFY 2025 proposed budget. The budget submittal should reflect only the financials associated with providing elderly and disabled dial-a-ride transportation services. **If line items are on the same page as other, unrelated line items, the relevant line items must be highlighted.**

ADDITIONAL COMMENTS

[Please see attached.](#)

Checklist

Section	Completed	Documentation to be submitted via five (5) attachments	Submittal format
1 Applicant Information	<input type="checkbox"/>	<input type="checkbox"/>	Word (.docx)
2 Description of Applicant	<input type="checkbox"/>		
3 Description of Transportation Services	<input type="checkbox"/>		
4 Coordination	<input type="checkbox"/>		
5 Fleet Vehicle Inventory	<input type="checkbox"/>		
6 Training	<input type="checkbox"/>		
7 Marketing	<input type="checkbox"/>		
8 Budgets Attachment 3a – MGP Budget	<input type="checkbox"/>	<input type="checkbox"/>	Excel (.xlsx)
8 Budgets Proposed SFY 2025 Town/City Budget	<input type="checkbox"/>	<input type="checkbox"/>	PDF (.pdf)
Attachment 1 – Maintenance of Effort Certification	<input type="checkbox"/>	<input type="checkbox"/>	Word (.docx) OR PDF (.pdf)
Attachment 2 – Grant Assignment Certification	<input type="checkbox"/>	<input type="checkbox"/>	Word (.docx) OR PDF (.pdf)

Attachment 1 – Maintenance of Effort Certification

An applicant (i.e., municipality) acting on its own or each municipality participating in a regionally coordinated transportation system applying for funds must submit an annual certification that MGP funds are in addition to current municipal levels of spending on transportation programs for seniors and persons with disabilities. **The Chief Fiscal Officer must sign ATTACHMENT 1 - MAINTENANCE OF EFFORT CERTIFICATION acknowledging either there will be no cuts to funding used to match the MGP or there will be a reduction in local funding requiring state funds to be reduced accordingly.**

Attachment 2 – Grant Assignment Certification

Each municipality participating in a regionally coordinated transportation system must certify that they are assigning their grant apportionment to the coordinating entity. **The Chief Executive Officer must sign ATTACHMENT 2 - GRANT ASSIGNMENT CERTIFICATION. (please complete only if the municipality is participating in a regionally coordinated transportation system)**

Attachment 3a – MGP Budget Worksheet

Each applicant must complete **ATTACHMENT 3a – MGP BUDGET WORKSHEET** in addition to attaching a copy of the municipality’s proposed Dial-a-Ride budget.

Attachment 3b – MGP Budget Worksheet Instructions

Please see **ATTACHMENT 3b – MGP BUDGET WORKSHEET INSTRUCTIONS** for instructions on how to complete **ATTACHMENT 3a – MGP BUDGET WORKSHEET**.

Appendix A – Apportionments

Andover – Deep River

Municipality	over						Total	Percent	Allocation	Sq.	Percent	Allocation	Total
	60-64	65-69	70-74	75-79	80-84	85	over 60	of Total		Miles	Sq. Miles		Apportionment
Andover	330	219	103	84	28	21	785	0.093%	\$2,327	15.6	0.311%	\$7,779	\$10,105
Ansonia	1345	1005	764	442	304	538	4,398	0.521%	\$13,037	6.2	0.124%	\$3,091	\$16,128
Ashford	387	193	170	133	27	35	945	0.112%	\$2,801	40.3	0.804%	\$20,095	\$22,896
Avon	1404	969	911	694	637	589	5,204	0.617%	\$15,426	23.5	0.469%	\$11,718	\$27,144
Barkhamsted	264	276	141	199	93	0	973	0.115%	\$2,884	39	0.778%	\$19,446	\$22,331
Beacon Falls	383	356	414	262	147	121	1,683	0.200%	\$4,989	9.8	0.195%	\$4,887	\$9,875
Berlin	1558	1268	1071	718	599	658	5,872	0.696%	\$17,406	27	0.539%	\$13,463	\$30,869
Bethany	555	310	250	161	161	158	1,595	0.189%	\$4,728	21.6	0.431%	\$10,770	\$15,498
Bethel	1267	816	900	532	296	458	4,269	0.506%	\$12,654	17	0.339%	\$8,477	\$21,131
Bethlehem	382	256	117	87	116	42	1,000	0.119%	\$2,964	19.7	0.393%	\$9,823	\$12,787
Bloomfield	1859	1407	1100	1075	862	1159	7,462	0.885%	\$22,119	26.4	0.527%	\$13,164	\$35,283
Bolton	323	358	357	141	89	114	1,382	0.164%	\$4,097	15.5	0.309%	\$7,729	\$11,825
Bozrah	293	192	106	132	42	23	788	0.093%	\$2,336	20	0.399%	\$9,972	\$12,308
Branford	2315	2183	1356	1016	707	1128	8,705	1.032%	\$25,804	27.9	0.556%	\$13,912	\$39,715
Bridgeport	7861	5005	3840	3256	2046	2379	24,387	2.892%	\$72,289	17.5	0.349%	\$8,726	\$81,015
Bridgewater	163	146	169	87	61	66	692	0.082%	\$2,051	16.3	0.325%	\$8,128	\$10,179
Bristol	4120	2948	2342	1772	1322	1577	14,081	1.670%	\$41,740	27	0.539%	\$13,463	\$55,203
Brookfield	1087	910	927	717	339	377	4,357	0.517%	\$12,915	19.8	0.395%	\$9,873	\$22,788
Brooklyn	527	639	273	217	175	242	2,073	0.246%	\$6,145	28.7	0.572%	\$14,311	\$20,455
Burlington	878	537	534	203	108	132	2,392	0.284%	\$7,090	30.6	0.610%	\$15,258	\$22,348
Canaan	128	115	83	58	18	14	416	0.049%	\$1,233	33.4	0.666%	\$16,654	\$17,887
Canterbury	429	299	195	159	117	116	1,315	0.156%	\$3,898	40	0.798%	\$19,945	\$23,843
Canton	847	903	409	247	257	197	2,860	0.339%	\$8,478	25	0.499%	\$12,466	\$20,943
Chaplin	293	150	80	51	21	90	685	0.081%	\$2,031	19.8	0.395%	\$9,873	\$11,903
Cheshire	2274	1760	1227	856	738	831	7,686	0.911%	\$22,783	33	0.658%	\$16,455	\$39,238
Chester	376	294	323	135	124	196	1,448	0.172%	\$4,292	15.9	0.317%	\$7,928	\$12,220
Clinton	1099	915	736	432	377	240	3,799	0.450%	\$11,261	17.2	0.343%	\$8,576	\$19,838
Colchester	1117	814	517	449	244	225	3,366	0.399%	\$9,978	48.7	0.971%	\$24,283	\$34,261
Colebrook	156	86	54	55	5	21	377	0.045%	\$1,118	33	0.658%	\$16,455	\$17,572
Columbia	638	378	300	166	145	182	1,809	0.214%	\$5,362	21.8	0.435%	\$10,870	\$16,232
Cornwall	175	151	111	61	23	43	564	0.067%	\$1,672	46.8	0.933%	\$23,336	\$25,007
Coventry	1031	526	680	313	90	242	2,882	0.342%	\$8,543	37.3	0.744%	\$18,599	\$27,142
Cromwell	1093	803	552	360	285	699	3,792	0.450%	\$11,240	13.5	0.269%	\$6,731	\$17,972
Danbury	5205	3481	3174	1983	1481	1441	16,765	1.988%	\$49,696	44	0.878%	\$21,939	\$71,635
Darien	1144	743	631	347	402	462	3,729	0.442%	\$11,054	14.9	0.297%	\$7,429	\$18,483
Deep River	255	377	205	133	44	80	1,094	0.130%	\$3,243	14.2	0.283%	\$7,080	\$10,323

Derby – Lyme

Municipality	over						Total	Percent	Allocation	Sq.	Percent	Allocation	Total
	60-64	65-69	70-74	75-79	80-84	85	over 60	of Total		Miles	Sq. Miles		Apportionment
Derby	863	667	522	306	310	313	2,981	0.353%	\$8,836	5.3	0.106%	\$2,643	\$11,479
Durham	537	593	386	190	176	155	2,037	0.242%	\$6,038	23.3	0.465%	\$11,618	\$17,656
East Granby	245	328	277	80	98	100	1,128	0.134%	\$3,344	17.4	0.347%	\$8,676	\$12,020
East Haddam	817	545	613	197	163	170	2,505	0.297%	\$7,425	57.6	1.149%	\$28,721	\$36,146
East Hampton	905	983	573	272	136	214	3,083	0.366%	\$9,139	36.8	0.734%	\$18,349	\$27,488
East Hartford	2747	2386	1531	1253	1011	1067	9,995	1.185%	\$29,628	18.7	0.373%	\$9,324	\$38,952
East Haven	2183	1843	1072	934	585	1043	7,660	0.908%	\$22,706	12.6	0.251%	\$6,283	\$28,989
East Lyme	1415	1413	1155	874	471	431	5,759	0.683%	\$17,071	34.8	0.694%	\$17,352	\$34,423
East Windsor	783	332	553	347	323	431	2,769	0.328%	\$8,208	26.8	0.535%	\$13,363	\$21,571
Eastford	162	99	80	30	40	47	458	0.054%	\$1,358	28.6	0.570%	\$14,261	\$15,618
Easton	694	501	433	185	186	233	2,232	0.265%	\$6,616	28.8	0.574%	\$14,360	\$20,977
Ellington	1010	866	572	492	264	108	3,312	0.393%	\$9,818	34.8	0.694%	\$17,352	\$27,170
Enfield	2870	1957	1652	1338	1059	1240	10,116	1.199%	\$29,986	33.8	0.674%	\$16,853	\$46,840
Essex	342	728	412	292	319	306	2,399	0.284%	\$7,111	12.2	0.243%	\$6,083	\$13,194
Fairfield	4169	2659	2462	1731	1304	1721	14,046	1.665%	\$41,636	30.6	0.610%	\$15,258	\$56,894
Farmington	1832	1510	1060	845	773	863	6,883	0.816%	\$20,403	28.7	0.572%	\$14,311	\$34,713
Franklin	146	121	68	91	47	30	503	0.060%	\$1,491	20	0.399%	\$9,972	\$11,463
Glastonbury	2756	1976	1448	1092	835	881	8,988	1.066%	\$26,643	52.5	1.047%	\$26,178	\$52,820
Goshen	300	236	235	96	48	46	961	0.114%	\$2,849	45.6	0.909%	\$22,737	\$25,586
Granby	950	765	523	299	166	286	2,989	0.354%	\$8,860	41.3	0.824%	\$20,593	\$29,453
Greenwich	4015	3158	2720	2025	1494	1579	14,991	1.777%	\$44,437	50.6	1.009%	\$25,230	\$69,668
Griswold	795	663	490	325	169	251	2,693	0.319%	\$7,983	37.6	0.750%	\$18,748	\$26,731
Groton	2093	1999	1329	1100	605	920	8,046	0.954%	\$23,850	38.3	0.764%	\$19,097	\$42,948
Guilford	1942	1850	1376	797	734	565	7,264	0.861%	\$21,532	47.7	0.951%	\$23,784	\$45,317
Haddam	767	559	496	307	86	227	2,442	0.290%	\$7,239	46.7	0.931%	\$23,286	\$30,524
Hamden	4146	3253	1962	1731	1246	1650	13,988	1.659%	\$41,464	33	0.658%	\$16,455	\$57,919
Hampton	229	118	108	38	45	43	581	0.069%	\$1,722	25.3	0.505%	\$12,615	\$14,337
Hartford	6118	4578	3886	2346	1395	1663	19,986	2.370%	\$59,244	18.4	0.367%	\$9,175	\$68,418
Hartland	197	138	96	54	37	52	574	0.068%	\$1,701	34.5	0.688%	\$17,203	\$18,904
Harwinton	425	338	416	216	134	82	1,611	0.191%	\$4,775	31.4	0.626%	\$15,657	\$20,432
Hebron	727	442	435	321	166	123	2,214	0.263%	\$6,563	37.5	0.748%	\$18,698	\$25,261
Kent	374	185	258	67	80	200	1,164	0.138%	\$3,450	49.5	0.987%	\$24,682	\$28,132
Killingly	1270	887	683	574	270	361	4,045	0.480%	\$11,990	50	0.997%	\$24,931	\$36,922
Killingworth	533	415	382	213	134	152	1,829	0.217%	\$5,422	36	0.718%	\$17,950	\$23,372
Lebanon	589	494	399	180	134	129	1,925	0.228%	\$5,706	56.1	1.119%	\$27,973	\$33,679
Ledyard	1127	692	631	449	186	192	3,277	0.389%	\$9,714	40.5	0.808%	\$20,194	\$29,908
Lisbon	335	262	162	152	36	70	1,017	0.121%	\$3,015	16.5	0.329%	\$8,227	\$11,242
Litchfield	750	601	656	436	273	429	3,145	0.373%	\$9,323	57.3	1.143%	\$28,571	\$37,894
Lyme	135	204	210	162	48	60	819	0.097%	\$2,428	33	0.658%	\$16,455	\$18,882

Madison – Portland

Municipality	Total						Percent	Percent			Total		
	60-64	65-69	70-74	75-79	80-84	over 85	over 60	of Total	Allocation	Sq. Miles	Sq. Miles	Allocation	Apportionment
Madison	1273	1465	1123	666	456	577	5,560	0.659%	\$16,481	36.3	0.724%	\$18,100	\$34,581
Manchester	3550	2664	2081	1234	1198	1245	11,972	1.420%	\$35,488	27.2	0.543%	\$13,563	\$49,051
Mansfield	726	784	473	444	189	292	2,908	0.345%	\$8,620	45.2	0.902%	\$22,538	\$31,158
Marlborough	465	499	309	115	92	104	1,584	0.188%	\$4,695	23.5	0.469%	\$11,718	\$16,413
Meriden	4185	3407	2189	1543	1048	1557	13,929	1.652%	\$41,289	24	0.479%	\$11,967	\$53,256
Middlebury	662	568	305	249	216	365	2,365	0.280%	\$7,010	18	0.359%	\$8,975	\$15,986
Middlefield	321	231	256	141	123	103	1,175	0.139%	\$3,483	13.3	0.265%	\$6,632	\$10,115
Middletown	2798	2201	1558	1382	898	1097	9,934	1.178%	\$29,447	42.9	0.856%	\$21,391	\$50,838
Milford	4150	3423	2657	1869	1147	1428	14,674	1.740%	\$43,497	23.5	0.469%	\$11,718	\$55,215
Monroe	1301	908	829	666	268	374	4,346	0.515%	\$12,883	26.4	0.527%	\$13,164	\$26,046
Montville	1387	861	807	700	407	447	4,609	0.546%	\$13,662	43.9	0.876%	\$21,890	\$35,552
Morris	182	122	76	75	37	50	542	0.064%	\$1,607	18.8	0.375%	\$9,374	\$10,981
Naugatuck	2204	1492	1241	582	577	708	6,804	0.807%	\$20,169	16.2	0.323%	\$8,078	\$28,247
New Britain	4001	3213	2295	1609	954	1488	13,560	1.608%	\$40,195	13.3	0.265%	\$6,632	\$46,827
New Canaan	1426	785	937	544	446	592	4,730	0.561%	\$14,021	23.3	0.465%	\$11,618	\$25,639
New Fairfield	1293	670	765	567	259	213	3,767	0.447%	\$11,166	25.3	0.505%	\$12,615	\$23,782
New Hartford	678	384	337	219	91	96	1,805	0.214%	\$5,350	38.3	0.764%	\$19,097	\$24,448
New Haven	5343	4904	3420	2251	1316	1520	18,754	2.224%	\$55,592	21.1	0.421%	\$10,521	\$66,113
New London	1651	1014	810	439	341	385	4,640	0.550%	\$13,754	7.3	0.146%	\$3,640	\$17,394
New Milford	2300	1425	1078	673	422	479	6,377	0.756%	\$18,903	64.4	1.284%	\$32,111	\$51,014
Newington	1947	1932	1384	962	854	1215	8,294	0.983%	\$24,586	13.2	0.263%	\$6,582	\$31,167
Newtown	2101	1317	1056	802	678	905	6,859	0.813%	\$20,332	60.4	1.205%	\$30,117	\$50,449
Norfolk	171	144	114	119	49	33	630	0.075%	\$1,867	46.7	0.931%	\$23,286	\$25,153
North Branford	897	869	734	401	373	599	3,873	0.459%	\$11,481	26.8	0.535%	\$13,363	\$24,844
North Canaan	221	277	180	132	59	208	1,077	0.128%	\$3,193	19.6	0.391%	\$9,773	\$12,966
North Haven	1879	1436	909	1430	759	835	7,248	0.859%	\$21,485	21	0.419%	\$10,471	\$31,956
North Stonington	557	309	257	202	132	124	1,581	0.187%	\$4,686	56.3	1.123%	\$28,073	\$32,759
Norwalk	5538	4597	3271	2254	1600	1942	19,202	2.277%	\$56,920	27.7	0.552%	\$13,812	\$70,732
Norwich	2865	2198	1693	1074	745	907	9,482	1.124%	\$28,107	27.1	0.541%	\$13,513	\$41,620
Old Lyme	628	577	584	355	217	259	2,620	0.311%	\$7,766	27.1	0.541%	\$13,513	\$21,279
Old Saybrook	1021	562	617	652	489	381	3,722	0.441%	\$11,033	18.3	0.365%	\$9,125	\$20,158
Orange	1096	953	697	459	374	675	4,254	0.504%	\$12,610	17.6	0.351%	\$8,776	\$21,386
Oxford	1157	901	683	490	186	309	3,726	0.442%	\$11,045	33	0.658%	\$16,455	\$27,499
Plainfield	1063	669	641	383	343	383	3,482	0.413%	\$10,322	42.7	0.852%	\$21,291	\$31,613
Plainville	1445	1321	728	294	361	395	4,544	0.539%	\$13,470	9.6	0.191%	\$4,787	\$18,256
Plymouth	1043	786	512	294	270	263	3,168	0.376%	\$9,391	22.4	0.447%	\$11,169	\$20,560
Pomfret	520	303	203	101	76	70	1,273	0.151%	\$3,773	40.6	0.810%	\$20,244	\$24,018
Portland	725	548	354	274	328	279	2,508	0.297%	\$7,434	23.7	0.473%	\$11,817	\$19,252

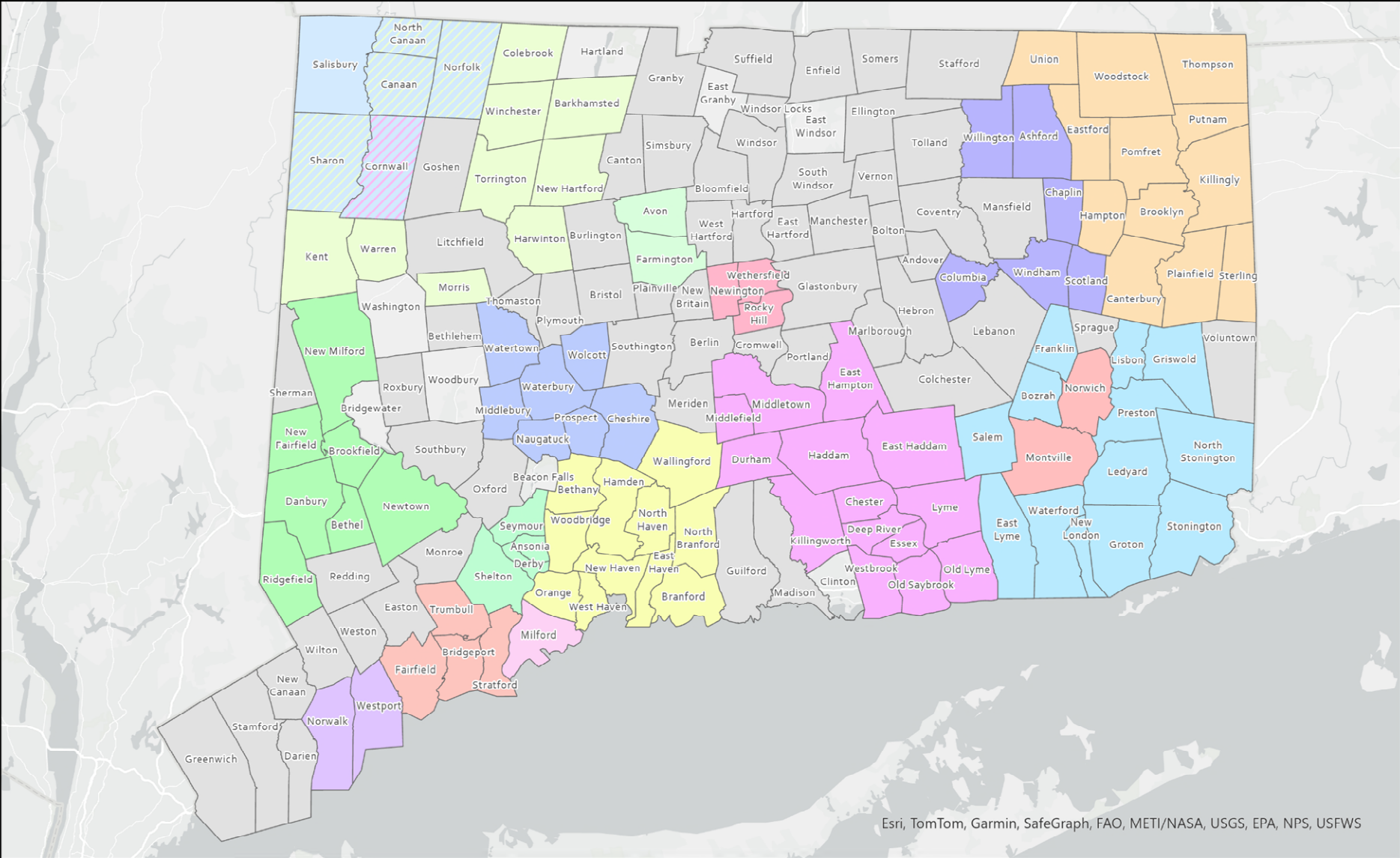
Preston – Waterford

Municipality	over						Total	Percent	Allocation	Sq.	Percent	Allocation	Total
	60-64	65-69	70-74	75-79	80-84	85	over 60	of Total		Miles	Sq. Miles		Apportionment
Preston	333	305	246	143	124	50	1,201	0.142%	\$3,560	31.3	0.624%	\$15,607	\$19,167
Prospect	717	525	584	326	232	247	2,631	0.312%	\$7,799	14.3	0.285%	\$7,130	\$14,929
Putnam	668	667	457	372	208	331	2,703	0.320%	\$8,012	20.1	0.401%	\$10,022	\$18,035
Redding	582	597	445	260	189	347	2,420	0.287%	\$7,173	32.2	0.642%	\$16,056	\$23,229
Ridgefield	1681	1137	1047	713	519	832	5,929	0.703%	\$17,575	34.8	0.694%	\$17,352	\$34,927
Rocky Hill	1535	1512	972	503	474	678	5,674	0.673%	\$16,819	13.9	0.277%	\$6,931	\$23,750
Roxbury	208	226	161	116	44	43	798	0.095%	\$2,365	27.4	0.546%	\$13,662	\$16,028
Salem	333	279	318	90	30	39	1,089	0.129%	\$3,228	29.9	0.596%	\$14,909	\$18,137
Salisbury	308	398	297	299	179	197	1,678	0.199%	\$4,974	60.6	1.209%	\$30,217	\$35,191
Scotland	102	112	84	74	19	22	413	0.049%	\$1,224	18.3	0.365%	\$9,125	\$10,349
Seymour	1038	840	529	549	251	358	3,565	0.423%	\$10,568	14.7	0.293%	\$7,330	\$17,897
Sharon	228	397	230	162	5	95	1,117	0.132%	\$3,311	60.3	1.203%	\$30,067	\$33,378
Shelton	3198	2995	2045	1086	1149	1414	11,887	1.409%	\$35,236	31.4	0.626%	\$15,657	\$50,893
Sherman	444	190	238	203	74	73	1,222	0.145%	\$3,622	23.5	0.469%	\$11,718	\$15,340
Simsbury	1638	1499	1156	603	549	683	6,128	0.727%	\$18,165	34.5	0.688%	\$17,203	\$35,367
Somers	829	553	600	358	318	299	2,957	0.351%	\$8,765	28.7	0.572%	\$14,311	\$23,076
South Windsor	1820	1332	1152	642	689	687	6,322	0.750%	\$18,740	28.5	0.568%	\$14,211	\$32,951
Southbury	1499	1259	1521	1038	941	1105	7,363	0.873%	\$21,826	40.9	0.816%	\$20,394	\$42,220
Southington	2768	2844	2420	1844	995	1375	12,246	1.452%	\$36,300	36.9	0.736%	\$18,399	\$54,699
Sprague	189	124	128	114	81	30	666	0.079%	\$1,974	13.8	0.275%	\$6,881	\$8,855
Stafford	908	852	471	231	242	277	2,981	0.353%	\$8,836	60.8	1.213%	\$30,316	\$39,153
Stamford	7669	5967	4244	3335	2250	2882	26,347	3.124%	\$78,099	39.9	0.796%	\$19,895	\$97,994
Sterling	321	140	181	109	59	22	832	0.099%	\$2,466	27.2	0.543%	\$13,563	\$16,029
Stonington	1463	1316	1249	829	550	625	6,032	0.715%	\$17,880	42.7	0.852%	\$21,291	\$39,172
Stratford	3585	2958	2437	1606	1121	1738	13,445	1.594%	\$39,854	18.7	0.373%	\$9,324	\$49,179
Suffield	1021	707	773	388	301	292	3,482	0.413%	\$10,322	43.1	0.860%	\$21,491	\$31,812
Thomaston	733	518	230	278	145	141	2,045	0.242%	\$6,062	12	0.239%	\$5,983	\$12,045
Thompson	724	442	315	220	230	199	2,130	0.253%	\$6,314	48.7	0.971%	\$24,283	\$30,597
Tolland	1186	849	447	463	252	325	3,522	0.418%	\$10,440	40.4	0.806%	\$20,144	\$30,585
Torrington	2614	2023	1537	928	790	1499	9,391	1.113%	\$27,837	40	0.798%	\$19,945	\$47,782
Trumbull	2280	1646	1446	1468	869	1142	8,851	1.049%	\$26,237	23.5	0.469%	\$11,718	\$37,954
Union	81	101	74	49	29	13	347	0.041%	\$1,029	29.9	0.596%	\$14,909	\$15,937
Vernon	1733	1342	1285	1033	733	749	6,875	0.815%	\$20,379	18.6	0.371%	\$9,274	\$29,654
Voluntown	252	134	81	44	61	55	627	0.074%	\$1,859	39.7	0.792%	\$19,795	\$21,654
Wallingford	3852	2854	2351	1549	1126	1973	13,705	1.625%	\$40,625	39.8	0.794%	\$19,845	\$60,470
Warren	116	126	81	86	40	35	484	0.057%	\$1,435	28	0.558%	\$13,961	\$15,396
Washington	281	301	326	111	138	69	1,226	0.145%	\$3,634	38.7	0.772%	\$19,297	\$22,931
Waterbury	6151	4509	3030	2680	2041	2166	20,577	2.440%	\$60,995	28.2	0.562%	\$14,061	\$75,057
Waterford	1323	1241	940	764	679	760	5,707	0.677%	\$16,917	36.7	0.732%	\$18,299	\$35,217

Watertown – Woodstock

Municipality							Total	Percent					Total
	60-64	65-69	70-74	75-79	80-84	over 85	over 60	of Total	Allocation	Sq. Miles	Sq. Miles	Allocation	Apportionment
Watertown	1484	1315	931	817	443	653	5,643	0.669%	\$16,727	29.8	0.594%	\$14,859	\$31,586
West Hartford	4513	3698	2164	1740	1631	2346	16,092	1.908%	\$47,701	22.2	0.443%	\$11,069	\$58,770
West Haven	3382	2635	2284	942	759	909	10,911	1.294%	\$32,343	10.6	0.211%	\$5,285	\$37,628
Westbrook	544	573	552	252	157	360	2,438	0.289%	\$7,227	16.2	0.323%	\$8,078	\$15,305
Weston	814	519	428	216	132	174	2,283	0.271%	\$6,767	20.8	0.415%	\$10,371	\$17,139
Westport	1849	1464	1125	955	597	639	6,629	0.786%	\$19,650	22.4	0.447%	\$11,169	\$30,819
Wethersfield	1978	1594	820	1159	695	778	7,024	0.833%	\$20,821	13	0.259%	\$6,482	\$27,303
Willington	532	282	179	85	63	79	1,220	0.145%	\$3,616	34.8	0.694%	\$17,352	\$20,969
Wilton	1048	1135	776	369	543	308	4,179	0.496%	\$12,388	26.8	0.535%	\$13,363	\$25,751
Winchester	1116	777	534	196	190	354	3,167	0.376%	\$9,388	34	0.678%	\$16,953	\$26,341
Windham	1362	945	790	407	409	531	4,444	0.527%	\$13,173	28	0.558%	\$13,961	\$27,135
Windsor	2320	1697	1249	871	534	744	7,415	0.879%	\$21,980	31.1	0.620%	\$15,507	\$37,487
Windsor Locks	1005	685	504	455	303	471	3,423	0.406%	\$10,147	9.2	0.183%	\$4,587	\$14,734
Wolcott	1381	841	783	546	340	634	4,525	0.537%	\$13,413	20.6	0.411%	\$10,272	\$23,685
Woodbridge	626	617	685	294	296	297	2,815	0.334%	\$8,344	19.3	0.385%	\$9,623	\$17,968
Woodbury	785	674	676	362	217	277	2,991	0.355%	\$8,866	36.8	0.734%	\$18,349	\$27,215
Woodstock	555	573	515	87	123	92	1,945	0.231%	\$5,765	61.6	1.229%	\$30,715	\$36,481
							843,382	100.000%	\$2,500,000	5013.8	100.000%	\$2,500,000	\$5,000,000

Appendix B – Map of Coordinating Entities as of State Fiscal Year 2024



Coordinating Entity

- Estuary Transit District
- Farmington
- Greater Bridgeport Transit Authority
- Greater New Haven Transit District
- Greater Waterbury Transit District
- Groton
- Housatonic Area Regional Transit District
- Milford Transit District
- Montville
- Northeastern Connecticut Transit District
- Northwest Hills Council of Governments
- Northwestern Connecticut Transit District
- Norwalk Transit District
- Valley Transit District
- Wethersfield
- Windham Region Transit District

Gray indicates a town is an individual applicant and does not apply via a coordinating entity.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Department of Justice Grant Application
2. **Date of Board Meeting:** April 15, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Nicholas Boulter, Chief of Police
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports applying for a grant to aid emergency services call handling, the following motion is in order:

Move, effective April 15, 2024, to retroactively submit a grant application to the Department of Justice, through the Offices of Senators Richard Blumenthal and Christopher Murphy for the 2025 COPS Law Enforcement Technology and Equipment grant, and authorize Town Manager, Marc Nelson, to execute the grant application.

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

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

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

5. **Summary of Submission:**
The Department of Justice has opened the FY25 (October 2024 – September 2025) application process for the 2025 COPS Technology and Equipment Program grant. The Police Department is applying for this grant to support purchasing call handling software for the Communications Center (Dispatch) to enhance ambulance, police and fire call handling.

Our current communications center is a public safety answering point for emergency (911) calls and for non-emergency calls for police, medical, fire, and other service needs, operated by the Simsbury Police Department. The State of CT mandates use of the emergency medical dispatch (EMD) protocol for medical calls, which we have followed for almost 2 decades. The protocol is a set of questions asked by a dispatcher in a particular sequence designed to elicit pertinent information in an efficient manner to establish appropriate and reasonable medical responses for personnel, equipment, and resources.

Personnel and resource responses are predetermined based on the circumstances (e.g. chief medical complaint) and are both planned and approved by participating first responder groups (police, ambulance and medical) as well as our local medical control authority (St. Francis Hospital). Due to the cost of EMD, we have only been able to maintain a flip-card system (non-digital) for the protocol. The flip-card system is less efficient in delivery of the service to the community. The digital version is costly, especially the initial implementation, but provides for a greater service to the community for handling emergencies and non-emergencies and the digital system communicates with our computer aided dispatch and records management system, further enhancing efficiencies.

The new system will standardize other calls for service (non-medical) for police and fire emergencies and non-emergencies. We do not currently have a system that standardizes questions or inquiries to callers for emergency and non-emergency calls for service that require police and/or fire personnel. This will provide a more efficient and standardized system when collecting information, investigating and responding to fire related emergencies as well as preventing crime. In addition, the call handling software gives dispatchers access to on-line training courses that they currently do not have in the areas of medical, police and fire services.

6. Financial Impact:

If the grant is awarded in full, the amount would be \$62,000, and will cover the entire implementation cost for the first year (software, licenses, training, etc.). After the first year, there will be an annual cost projected at \$9,300 that will cover license renewals, updates, support and a library of over 40 on-line training classes. The annual cost can be reduced by approximately \$875 because EMD recertification classes do not have to be budgeted for, they are built in to the annual cost, unlike our current EMD method.

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:** Department of Economic and Community Development Grant Application
- 2. Date of Board Meeting:** April 15, 2024
- 3. Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Tom Roy, Director of Public Works / Town Engineer;
Adam Kessler, Deputy Town Engineer
- 4. Action Requested of the Board of Selectmen:**
If the Board supports applying for a grant to aid the Simsbury Meadows Performing Arts Center's Bandshell Addition, the following motion is in order:

Move, effective April 15, 2024, to submit a grant application to the Connecticut Department of Economic and Community Development and authorize Town Manager, Marc Nelson, to execute the grant application.

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

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

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

- 5. Summary of Submission:**
The grant application to the Department of Economic and Community Development (DECD) is the next step following the State Bond Commission's December 15, 2023 approval of \$900,000 to support the construction phase of the Simsbury Meadows Performing Arts Center (SMPAC) Bandshell Addition project.

The grant application also requires the completion of a certified resolution.

The resolution can wait for a successful May referendum result of the SMPAC Bandshell Addition capital funding and be brought before the Board at a future meeting. If the Board wishes to authorize the resolution this meeting, a motion will have to be made.

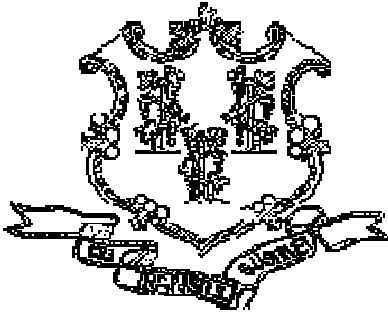
The grant application was due March 19, 2024 but the DECD has given the Town an extension to complete the application.

6. Financial Impact:

If the grant is awarded in full, the amount would be \$900,000. The grant would fund the construction of the bandshell addition as anticipated by the Capital Improvement Program (CIP). Town funds and SMPAC donations will account for the remaining portion of construction costs as stipulated by the CIP.

7. Description of Documents Included with Submission:

- a) DECD Urban Action Grant Application
- b) Certified Resolution



State of Connecticut

Department of Economic and Community Development

Urban Action Grant Program

Application

Application Instructions

General Description:

This Application is a brief outline to enable the DECD to determine the eligibility and strength of the applicant and/or project to apply for the Urban Action Grant Program. *If the entity submitting this request will not be the final recipient of the funds, please complete the slipsheet entitled "Application for Pass-through".* All information accompanying this Application is confidential and exempt from the Freedom of Information Act.

1. **Applicant Name:** List the full legal name of the applicant for financial assistance.
 2. **Address:** Mailing address where correspondence should be sent. If different from the applicant location, so indicate.
 3. **Contact Person:** If appropriate, include title.
 4. **Project Name:** Full title of project. If unsure of title, check with DECD staff.
 5. **Project Location:** Give the location where financing will be used. The municipality is the jurisdiction to whom property taxes are paid.
 6. **Federal Employer ID # and SIC Code:** Please list both numbers (if applicable.)
 7. **Form of Business/Organization:** Indicate if organization is for-profit, not-for-profit or a municipality. Attach copy of corporate certificate if applicable.
 8. **Ownership:** Indicate form of corporation if applicable. Minority or woman ownership must be 51% to be considered for this status. Minority includes a variety of categories such as racial, ethnic, gender and disability status. Check with DECD staff for confirmation.
 9. **Nature of Business/Organization:** Indicate what type of industry the business/organization is engaged in as well as the Business Activity (section B) and Type of Product or service (section C).
 10. **Gross Sales/Receipts:** Gross/Sales receipts of the organization during the last calendar or fiscal year.
 11. **Ownership and Subsidiaries:** If not practical to list every business owner, include owners holding 10% or more of the organization. If ownership of the recipient of the funds is different from the organization, please list on a separate sheet the owners of the recipient.
 19. **Employment:** Projected employment is the anticipated number of employees in the organization within 2-5 years. Please classify full-time or part-time.
 20. **Required documents:** (for pre-application phase):
 - A. **Business Plan:** Include a copy of the organization's current business plan.
 - B. **Business Financial Statements:** If available, CPA prepared financial statements for the most recent three years with 5 year projections. Otherwise, federal tax returns.
 - C. **Cash Flow:** Please include, as a part of the financial statements, a summary of cash flow covering prior year's operations.
 - D. **Payroll, Sales, Corporate Taxes** paid to Connecticut (past 3 years and projected for 5 years).
 - E. **Personal financial statements** of owners of 10% or more of the company.
 - F. **Schedule of related affiliated companies.**
 - G. **If the project involves the purchase of a business, please provide the following:**
 - I. **Purchase Agreement** or memorandum between the parties.
 - II. **Current balance sheet** of business being acquired.
 - III. **Appraisal, or estimate of value, of real estate and equipment.**
 21. **Project Narrative:** Describe the project for which funding is being requested (i.e., type of equipment to be purchased, nature of inventory and uses for working capital). For a building, include address, acres of land, building's square feet, and size of any building addition. List any tenants. If project involves refinancing, describe who will be refinanced and the purpose for the loan.
 22. **Assistance Requested:** Under "Amount of Financing Requested" specify amount and nature of assistance. For "Services Requested" identify type of service requested.
 23. **Conventional Financing:** Outline the amount and terms of any funds from conventional sources that are available to fund all, or a portion of the project. If applicable, indicate reasons for denial.
 25. **Public Disclosure:** The DECD is required by law to include in its final approval consideration the extent to which the applicant has included community and employee participation, *unless* this question is answered "Yes", and an explanation is provided.
-
-



SECTION I **APPLICANT IDENTIFICATION**

1. Applicant's Full Legal Name: _____
2. Applicant _____
3. Contact Person: _____
- Telephone: _____ Fax: _____
4. Project Name: _____
5. Project Location: _____ Municipality: _____
6. Federal Employer Identification # _____ SIC Code: _____

SECTION II **APPLICANT INFORMATION**

7. Form of Organization (attach copy of corporate certificate)
- | | |
|--------------------------|--------------------|
| _____ Private for Profit | _____ Municipality |
| _____ Non-Profit 501(c)3 | _____ Other _____ |
| _____ Other non-profit | |
8. Form of Ownership
- | | |
|----------------------|-----------------------------|
| _____ Corporation | _____ Partnership |
| _____ Proprietorship | _____ Sub-Chapter "S" corp. |
| _____ Other | |
- Date acquired/Established _____ State where created: _____
- Minority Owned _____ Woman Owned _____
- (Minority as defined in §32-9e sub-section 3 of Connecticut General Statutes)
9. Nature of Business/Organization
- A. Industry**
- | | | |
|-------------------------------------|--------------------|---|
| _____ Manufacturer | _____ Retailer | _____ Wholesaler |
| _____ Service | _____ Construction | _____ Finance, Insurance or Real Estate |
| _____ Other (Please describe) _____ | | |
- B. Business Activity** (e.g. research and development, production, headquarters, etc.)
- _____
- C. Type of product or service** (e.g. pharmaceuticals, computer software, etc.)
- _____

10. Gross Sales/Receipts/Revenues

Total Sales Receipts _____ Approximate % sales in CT _____
 Approximate % sales outside of _____ Approximate % sales outside of US _____

11. Ownership and subsidiaries:

Please attach as Exhibit "A" a list of the names, titles, and percent of ownership of all stockholders. If there are more than ten stockholders, list only those with 10% or more ownership. Also list all business organizations, including but not limited to, corporations, partnerships, limited partnerships, sole proprietors, trusts and syndications which are subsidiaries or affiliates of the Applicant along with their address and the nature of their interest or connection. If the Applicant is a subsidiary or affiliate, then list the owning or holding organization and all subsidiaries or affiliates. If there are none, please so indicate.

12. Business/Organization History

Please provide a brief description of the business/organization's history and attach. If the organization is non-profit, please state your organization's purpose.

SECTION III FINANCIAL INFORMATION

13. Unpaid Taxes (List any below)

	Type	Amount	Past Due	Payment Terms
Federal				
State				
Local				

14. Are there any outstanding, pending or anticipated claims or litigation against your business or organization?

_____ Yes (If yes, please attach explanation) _____ No

15. Have you ever personally declared bankruptcy or been an officer of a business or organization where bankruptcy has been declared?

_____ Yes (If yes, please attach explanation) _____ No

16. Have you ever received prior State financing for this project?

_____ Yes _____ DECD _____ CDA _____ CII

_____ No

Amount	_____	Date	_____
Program	_____		

17. Environmental Compliance

- A. Has any state, including Connecticut, federal administrative agency or federal court issued any order or entered any judgement to the business/organization concerning a violation of any environmental law? If yes, please include the type of enforcement action, date, jurisdiction, order/case/docket number and description of violation.
- B. Is there any property transfer filing pending with the DEP? If yes, attach the applicable forms and responsible party's obligations.
- C. Is there any Environmental Site Assessment (ESA) conducted by any party on this site, i.e., Phase I, II or III ESA? If yes, please enclose a copy.

18. OSHA Compliance

Do you have any outstanding orders from the federal Occupational Safety and Health Administration? If yes, please describe on an additional sheet and give the name, address and telephone number of the individual handling your case.

19. Employment (Full-time employment is a minimum of 35 hours per week as reported to the Department of Labor)

Present Employment		Projected Employment by end of two years		Projected Employment by end of five years	
Full time:		Full time		Full time	
Part time:		Part time:		Part time:	
Total:		Total:		Total:	

Of the present employment listed above, how many would be lost if the State did not provide the proposed funding?

SECTION IV

PROJECT INFORMATION

20. Required Documents (Please refer to the instruction page)

- A. Business/Strategic Plan
- B. Financial statements of the Business/Organization (includes notes and projection)
- C. Cash Flow Summary for prior year
- D. Payroll, Sales, Corporate Taxes Paid to CT (past 3 years, projected for 5 years)
- E. Personal financial statement(s) (owners of 10% or more of company)
- F. Schedule of related affiliated companies
- G. Information regarding a business acquisition

21. Project Narrative

Please attach a brief project description including use of funds and complete the Project Plan and Budget included with this package.

22. Assistance Requested

Amount of financial assistance _____
Services Requested: _____

23. Conventional Financing

Please describe on an additional sheet what steps, if any, you have taken to obtain financing from conventional sources.

24. Security /Collateral for DECD State Financial Assistance (check appropriate):

_____ Real Property _____ Corporate Guarantee _____ Machinery and Equipment
_____ Personal Guarantee _____ Not Required _____ Other

25. Public Disclosure

Will informing the municipality and employee representatives of the proposed request for financial assistance prior to DECD/CDA's final approval be considered a disclosure of confidential or proprietary information or trade secret?

_____ Yes (If yes, please attach an explanation) _____ No

Certification by Applicant

It is hereby represented by the undersigned, that to the best of my knowledge and belief no information or data contained in the application, the financial statements or in the attachments are in any way false or incorrect and that no material information has been omitted. The undersigned agrees that banks, credit agencies, the Connecticut Department of Labor, the Connecticut Department of Revenue Services, the Connecticut Department of Environmental Protection, and other references are hereby authorized now, or anytime in the future, to give the Department of Economic and Community Development any and all information in connection with matters referred to in this application, including information concerning the payment of taxes by the applicant. In addition, the undersigned agrees that any funds provided pursuant to this application will be utilized exclusively for the purposes represented in this application, as may be amended. The undersigned understands that the Department of Economic and Community Development's agreement to review this application is in no way a commitment to provide funding. Such a commitment can be provided only following the approval of the application by the Department and the State Bond Commission and the execution of a contract between the applicant and the State of Connecticut. As such, any funds expended by the applicant prior to these approvals will be done so entirely at the risk of the applicant.

Please be sure to include the additional attachments required.

Signature _____ **Title** _____ **Date** _____

Return to: Manager Name
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
Street
City, CT 06
Phone ()
Fax ()
Page 4 of 4



State of Connecticut
 Department of Economic and Community Development
 Urban Action Grant Application
Pursuant to §4-66(c) of the Connecticut General Statutes

This application should be completed by the business/organization that will pass Urban Action Grant funds onto another entity.

1. Name _____

2. Address _____
 _____ **Zip Code** _____

3. Contact Person _____
Telephone: _____ **Fax:** _____

4. Project Name _____ **Municipality** _____

5. Project Location _____

6. Federal Employer Identification # _____ **SIC Code:** _____

7. Form of Organization

- _____ **Municipality**
- _____ **Non-Profit 501(c) 3**
- _____ **Other Non-Profit**
- _____ **Other**

Date Established _____
Where created _____

8. Have you received prior state financing for this project?

_____ **No**
 _____ **Yes** _____ **DECD** _____ **CDA** _____ **CII**

Amount \$ _____ **Date** _____
Program _____

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
STATE OF CONNECTICUT
(AN EQUAL OPPORTUNITY EMPLOYER)
CERTIFIED RESOLUTION OF THE GOVERNING BODY

I, Marc Nelson , Town Manager , certify that below is a true and correct copy of a
(Name of Official) (Title of Official)

resolution duly adopted by Town of Simsbury
(Name of the Applicant)

at a meeting of its Board of Selectmen
(Governing Body)

duly convened on _____ and which has not been rescinded or modified in
(Meeting Date)
any way whatsoever and is at present in full force and effect.

(Date) (Signature and Title of Official)

SEAL

WHEREAS, pursuant to PA 79-607 ,
(State Statutory Reference)

the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and **WHEREAS**, it is desirable and in the public interest that the Town of Simsbury make an application to the State for
(Applicant)

\$ 900,000 in order to undertake the Simsbury Meadows Performing Arts Center
(Name and Phase of Project)
"Next Act" – Bandshell Addition and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE
Board of Selectmen
(Governing Body)

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by
Department of Economic and Community Development
(State Statutory Reference)

2. That the filing of an application for State financial assistance by
Town of Simsbury
(Applicant)
in an amount not to exceed \$ 900,000 is hereby approved and that

Marc Nelson, Town Manager

(Title and Name of Authorized Official)

is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of
Town of Simsbury

(Name of Applicant)



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Capitol Region Council of Governments Grant Application
2. **Date of Board Meeting:** April 15, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Tom Roy, Director of Public Works / Town Engineer;
Adam Kessler, Deputy Town Engineer
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports applying for a grant to aid the Tariffville Greenway, the following motion is in order:

Move, effective April 15, 2024, to submit a grant application to the Capitol Region Council of Governments and authorize Town Manager, Marc Nelson, to execute the grant application and signature of the "Project Sponsor and Commitment Statement".

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

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

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

5. **Summary of Submission:**

The Capitol Region Council of Governments (CRCOG) is inviting municipalities to submit proposals for on- and off-road pedestrian and bicycle facilities, multi-use trail projects, improving access to public transportation, and other mobility-oriented projects through the Transportation Alternatives Program (TAP). Funding will be awarded on a competitive basis according to project rating procedures developed by CRCOG. Municipalities are asked to submit no more than one project with a minimum cost of \$500,000.

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

The route for the Tariffville Greenway intends to utilize most of the existing railbed to minimize environment and floodplain impacts. A new bridge structure will span the Farmington River in the location of the old Tariffville railroad bridge. Deviations from the existing railbed in various areas will likely require pile supported boardwalk to minimize environmental impacts.

The trail will route through Tariffville Park before reaching Main Street and the end of the Tariffville-Bloomfield trail that was completed in 2023. This grant would fund all of the project's design and construction.

Proposals are due May 13, 2024.

6. Financial Impact:

This grant funds up to 80% of the project and the 20% match is required from non-federal sources. Current and past practice of the ConnDOT is to provide the 20% match for projects designated East Coast Greenway, which this project is.

7. Description of Documents Included with Submission:

- a) CRCOG TAP RFP
- b) TAP Application
- c) Project Location Map

To: Policy Board; Transportation Committee

From: Michael Cipriano, Senior Transportation Planner

CC: Rob Aloise, Director of Transportation Planning
Cara Radzins, Deputy Director of Transportation Planning
Municipal Engineers, Municipal Planners, Directors of Public Works

Date: March 27, 2024

Subject: Transportation Alternatives Program (TAP): Request for Proposals

The Capitol Region Council of Governments (CRCOG) invites eligible applicants to submit proposals for projects to be funded under the Transportation Alternatives Program (TAP) for federal fiscal years 2026 through 2030. Applicants are encouraged to submit no more than one application each. Per guidance from the Connecticut Department of Transportation (CTDOT), eligible projects include: on-and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, multi-use trail projects, and safe routes to school projects. **While this solicitation assumes the continuation of current funding levels and project eligibility, future legislation will dictate the number and type of projects that will be initiated. Therefore, selection under this solicitation does not guarantee project eligibility or funding.**

To aid in application preparation, please download and review the following TAP documents via the links on CRCOG's website at <https://crcog.org/rfp-rfq/>:

- CTDOT TAP Application
- CTDOT Cost Estimate Template
- CRCOG Solicitation Guidance
- FHWA TAP Guidance
- 2024 CTDOT Cost Estimating Guidelines
 - Applicants may use their own cost estimating protocols. However, because this is a federal funding program, use of the CTDOT guidelines is encouraged.

To apply for funding under the 2024 TAP, please send the following materials to Michael Cipriano, Senior Transportation Planner, by **3:00pm on Monday, May 13, 2024**:

- Digital files of the completed TAP Application, Cost Estimate (in original file format with functioning fields/cells), and any other supplemental documents. Please transmit the files to mcipriano@crcog.org.
- Please note that the application requires a duly authorized representative to sign a "Project Sponsor and Commitment Statement" expressing a commitment to fund the necessary local match and to operate, maintain, and insure the proposed transportation improvement.

If you have any questions, please contact Michael Cipriano (mcipriano@crcog.org) or Cara Radzins (cradzins@crcog.org).

**Transportation Alternatives (TA) Set-Aside
(2024 New Project Solicitation)**

PROGRAM APPLICATION

1.0 Project Title

Provide the title of the Project:

2.0 Council of Governments

The application should be submitted to the Council of Governments (COG) office having boundaries encompassing the majority of the project's limits. Maps depicting the COG and Metropolitan Planning Organization (MPO) boundaries as well as the Transportation Management Areas (TMA) are provided under separate cover as an appendix to the application. For projects that span multiple COG boundaries, please list in order beginning with the COG with the greatest geographic coverage or the COG with which project coordination has been initiated.

Council of Government(s):

3.0 Project Sponsor and Commitment Statement

The Project Sponsor is the applicant and will be the entity that enters into agreement with the State of Connecticut Department of Transportation for program administration and funding. **The Project Sponsor MUST be a municipal governmental agency established through State Statutes.** Please indicate the formal legal names of the organization and duly authorized representative.

IF PROGRAM FUNDS ARE AUTHORIZED: The Project Sponsor will be responsible for commitment of funds to match federal program dollars and finance any ineligible project costs. The Project Sponsor will also be responsible for commitment to operate, maintain and insure the completed improvements. Upon project completion, the responsibility of liability and maintenance to ensure a safe, secure facility and components remains with the Project Sponsor, regardless of location within State or federal rights-of-way. Formal letters of commitment or resolutions from the appropriate fiscal entity, (i.e. Town Council, Board of Finance), will be required. Additionally, the Project Sponsor will be responsible for meeting public involvement requirements.

Legal Name of Organization:

Legal Name of Duly Authorized Representative:

Signature of Duly Authorized Representative

Date (MM/DD/YYYY)

By signing my name on the signature line above, I am certifying that I am the duly authorized representative of the sponsoring agency and that I am aware of the application and proposed project on behalf of the organization as well as my responsibility as the Project Sponsor if PROGRAM funds are authorized. My signature further indicates that, to the best of my knowledge, the statements made on this application form and any attachments are true and complete and are made in good faith. I understand that if I knowingly make any misstatement of fact, this application is subject to disqualification and dismissal. All statements made on this application are subject to verification as a condition of funding authorization.

4.0 Project Contact (Representative from Project Sponsor)

The Project Contact must be a representative of the Project Sponsor's agency. The Project Contact will act as the project manager. The Project Contact will be the primary person to which correspondence, inquiries and project coordination will be directed regarding the application and subsequent project if funds are awarded.

First Name: _____ CT Municipality: _____
Last Name: _____ Division/Office: _____
Title: _____ Street: _____
Telephone No: _____ Zip Code: _____
Facsimile No: _____
Email Address: _____

5.0 Eligible Projects

- 5.1 Construction, planning and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation.
- 5.2 Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- 5.3 Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users.
- 5.4 Construction of turnouts, overlooks and viewing areas.
- 5.5 Community improvements activities including:
 - Inventory, control, or removal of outdoor advertising;
 - Historic preservation and rehabilitation of historic transportation facilities;
- 5.6 Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

Using the numbers above identify which one best fits the project:

For linear projects, Federal logical termini and serving a transportation purpose requirements must be satisfied. Projects should be vetted to determine its public support level and should be feasible to design with construction started within a three year time period.

6.0 Project Location

Briefly describe the project location:

Indicate the start (and end, if linear) of the project limits:

Identify the municipality (ies) having boundaries encompassing the project location.

Primary CT Municipality:

Other Municipality (ies):

LOCATION MAP: Depict the location of the project on a base map such as a town road map, GIS map, aerial photo, or another base map suitable to clearly depict the project's overall location upon. Provide a hard copy.

CONCEPT PLAN As appropriate and necessary for the scale and context of the project proposed, provide a map with a conceptual layout to graphically depict the location of the project and its relation to existing features, regulated areas, and adjacent facilities the project would connect to. Provide a hard copy.

7.0 Project Description

Briefly describe the project:

8.0 Purpose and Need

Briefly explain the purpose and need for the project, including anticipated significance and impacts of this project. Provide any additional information that may assist with determining the eligibility and selection of this project. This is an opportunity to discuss why the project should be selected for PROGRAM funding.

9.0 High-Need Areas, Community Character, and Regional Significance

Briefly explain if and how this project is serving any elderly housing facilities, housing authority (public housing), safe routes to school, ethnic community, transit dependent or low or very low-income neighborhoods in rural or urban areas. Indicate if the project is implementing a recommendation resulting from a study conducted through the safe routes to school non-infrastructure program.

Briefly describe how this candidate project directly relates to the region and community, including anticipated benefits and fit with the character of the area served.

10.0 Public Support

Demonstrate the level of public support or opposition that has been voiced to date, if any, either via a public forum, written correspondence or other form of communication, including media coverage. Provide a description of the events, published articles, media coverage, or other related materials that are relevant to demonstrate public support for the project.

11.0 Permitting

Provide a list of anticipated permits that are required for the project. It is not required that permitting be completed for the application.

12.0 **Project Cost Estimate**

Provide the estimated cost of the project, include a detailed cost estimate and the basis for the cost estimate. Of this total cost, a maximum of eighty percent (80%) can be funded by the Federal Highway Administration through the PROGRAM and a minimum of twenty percent (20%) non-federal match must be secured by the Project Sponsor. To expedite the consultant selection process and overall project delivery, it is encouraged but not mandatory that the project Sponsor advance the design phase without federal participation. Projects submitted for consideration under this program shall have a minimum estimated project cost of five hundred thousand dollars (\$500,000). A sample cost estimate may be found here: [Link](#)

13.0 **Local Match Financing**

The minimum twenty percent (20%) match typically must come from non-federal sources as there are restrictions on the application of federal monies to the match share of PROGRAM funds. Indicate whether the non-federal match can reasonably be secured by the project sponsor for the project if PROGRAM funds are authorized. LOTCIP funds may not be used as a local match.

Are you providing the match with non-federal sources? Yes No

Can the local match be reasonably secured? Yes No

14.0 **Attachments and Additional Information/Materials – Please limit comments and attached pages to those critical for Review of the Application and proper understanding of the Project Proposal.**

This section is optional and may be used to provide any additional information pertinent to the presentation of the candidate project for consideration of funding under the PROGRAM.

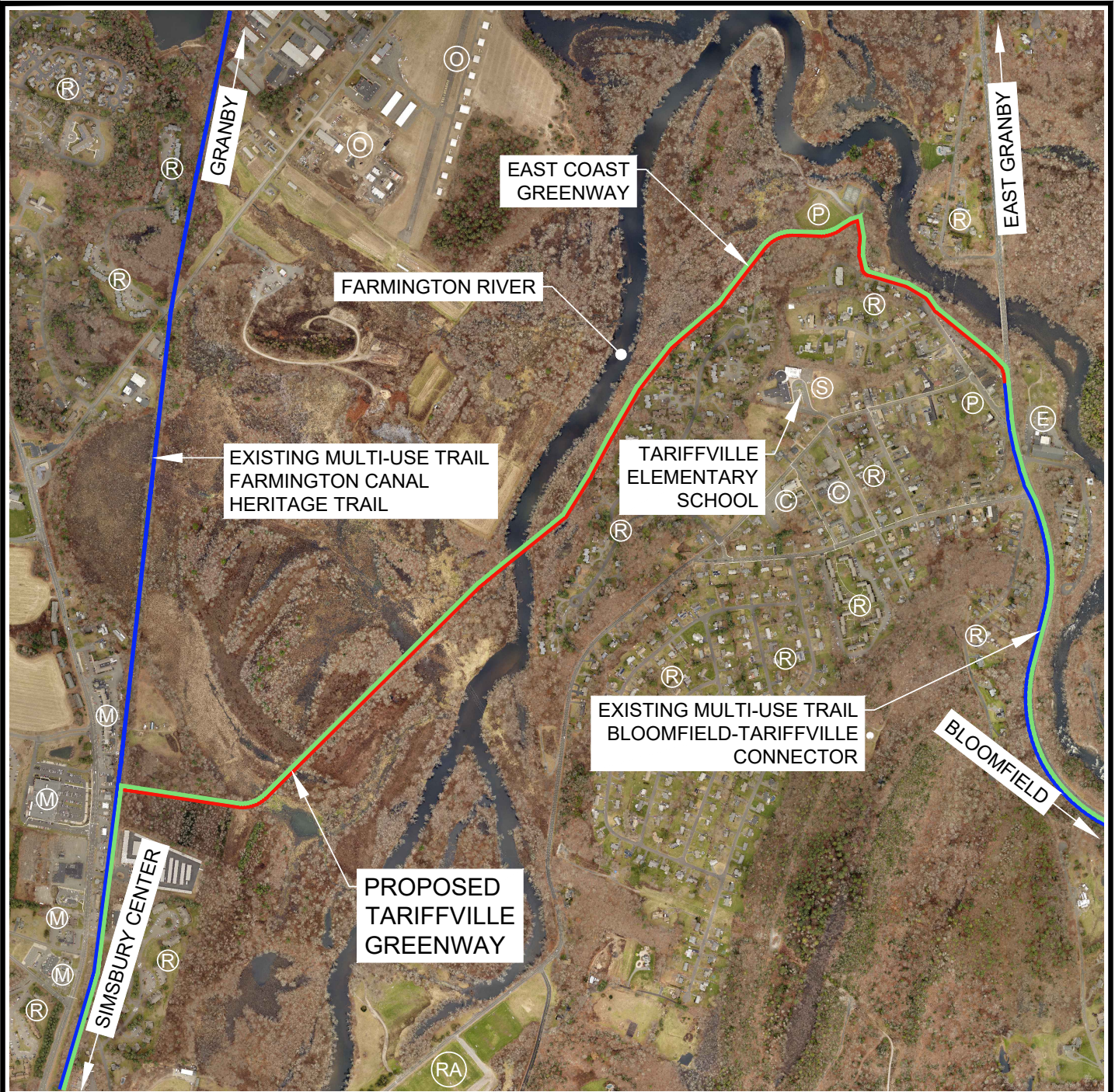
Please indicate any additional materials being submitted with the application package or provided to the COG for consideration. If additional pages were used to answer questions on this application, please indicate the section and number of pages. Applicants are encouraged, however, to limit responses to the space provided in the PROGRAM Application.

The information below will be utilized during the review by staff at the COG and at the Department to ensure that each reviewer has a full application package. A listing with a brief description of each item should be provided noting the number of pages for each attachment and the pertinent application section, as applicable.

Number of Pages:

Application Section:

Brief Description:



LEGEND

- EXISTING TRAIL
- PROPOSED TRAIL
- EAST COAST GREENWAY

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

LOCATION MAP
TARIFFVILLE GREENWAY
 SCALE: 1"=1000'



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Board of Selectmen 2023-2025 Goals
2. **Date of Board Meeting:** April 15, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager
4. **Action Requested of the Board of Selectmen:**
This item is informational for discussion. If after discussion, the Board is prepared to formally adopt its goals, the following motion is in order:

Move, effective April 15, 2024, to adopt the Board of Selectmen 2023-2025 Goals as presented.
5. **Summary of Submission:**
The Board was asked to provide feedback on the draft goals developed from their January 29th goal setting session.

Based on the Board's feedback, the thirty (30) draft goals are listed in no particular order or ranking, across eight (8) topic areas.

The Board may wish to further discuss and prioritize their goals prior to adoption.
6. **Financial Impact:**
Ultimately, the adopted goals assist in setting organizational priorities and policy direction, including guidance that is used during budget development for establishing resource priorities.
7. **Description of Documents Included with Submission:**
 - a) Draft Board of Selectmen 2023-2025 Goals

2023-2025 BOARD OF SELECTMEN DRAFT GOALS

Adopted MONTH DAY, 2024

Topic Area	Goals
Economic Development	Grow the Town Grand List by Attracting and Retaining Local Business
	Create Business Development Plan with External Stakeholders and Public Input
	Build Stronger Partnerships with Existing Organizations in order to Promote Local Tourism and grow the number of visitors to Town
	Review Tax Benefit Opportunities
	Design targeted approaches to enhance and improve economic development
Housing	Encourage Smart Growth in Accordance with POCD to Support Increased Housing Options at all Price Points (Affordable, Workforce, & Market Rate)
	Consolidate on-going work within the housing policy space
	Establish the Simsbury Housing Policy Advisory Committee, create multi-year plan and implement recommendations
Technology, Transparency & Efficiency	Upgrade Town Website to improve user-experience and access to town services
	Improve Town technological capabilities and security within IT Infrastructure
	Implement ClearGov Budget Books to take Town budgeting process to the next level and improve transparency for residents and taxpayers regarding how tax dollars are allocated
	Boost Public Engagement and Support our Vibrant Volunteer Community
	Create a Disaster Recovery Event or Cyber Disaster Plan with the Technology Task Force and Public Safety Subcommittee
Establish channel for routine updates on capital projects and streamline RFQ/RFP process	
Public Safety, Community Health & Quality of Life	Renew exploration of construction (or acquisition) of new intergenerational community center and potential synergies with new police facility and establish timeline
	Enhance services for seniors
	Install additional EV chargers
	Address Short and Long Term Ambulance Service Sustainability
	Create agreement with SVAA with benchmarks and partnership goals
Maintain Social Services while Seeking Program Efficiencies and Enhancement	
Funding & Revenue Sources	Increase Grant Revenue to the Town and Key Partners
	Improve and enhance Town grant writing capabilities
	Establish uses for opioid settlement funds
Diversity, Equity & Inclusion	Move the DEI Council's partnership from the Department of Social Services to the Town Manager's Office to broaden scope and ensure activities meld with BOS goals and objectives
	Clarify charge and survey objective of the DEI Council
Charter Review	Begin Charter mandated review
General Government	Engage in long range capital planning between BOS and BOE*
	Establish "performance metrics" in order to create a data-driven decision making process within Town government
	Implement recommendations of Classification & Compensation Study and ratify fair and reasonable successor collective bargaining agreements
	Create a Town Manager Succession Plan

denotes last term's goal



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Appointments to Various Boards and Commissions
2. **Date of Board Meeting:** April 15, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Trish Munroe, Town Clerk

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

If the Board of Selectmen supports the recommendations as presented, the following motions are in order:

Move, effective April 15, 2024, to appoint Bayard Faithfull as a Regular Member of the Sustainability Committee.

Move, effective April 15, 2024, to appoint Peter Myers as a Regular Member of the Zoning Board of Appeals.

Move, effective April 15, 2024, to appoint Sue Cope as an Alternate Member of the Conservation Commission/Inland Wetlands & Watercourses Agency.

Move, effective April 15, 2024, to appoint Davina Fogel as an Alternate Member of the Aging & Disability Commission.

5. **Summary of Submission:**

The Town Clerk has received, from the Democratic and Republican Town Committees, the following recommended appointments:

1. Bayard Faithfull (D) as a Regular Member of the Simsbury Sustainability Committee. The appointee will fill the vacancy created by the resignation of Amy McLean Salls (D) on February 26, 2024 and will serve until the term ends on December 1, 2025.
2. Sue Cope (D) as an Alternate Member of the Conservation Commission/Inland Wetlands & Watercourses Agency. The appointee will fill the vacancy created by the resignation of Kyle Testerman (D) on January 31, 2024 and will serve until the term ends on January 1, 2027.
3. Davina Fogel (D) as an Alternate Member of the Aging & Disability Commission. The appointee will fill the vacancy created by Libby Easton-May (D) moving from Alternate to Regular member on March 11, 2024 and will serve until the term ends on January 1, 2026.

4. Peter Myers (R) as a member of the Zoning Board of Appeals. The appointee will fill the vacancy created by the resignation of Mark Freeman (R) on March 8, 2024 and will serve until the term ends on December 1, 2025.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

- a) Peter Myers' Volunteer Form, dated February 27, 2024



Simsbury, CT
933 Hopmeadow Street

Phone: (860) 658-3200

Volunteer Form

Good Government Starts with You

Date Submitted: February 27, 2024

Name: Peter Myers

Home Address: [REDACTED]

Mailing Address: [REDACTED]

Phone Number(s): [REDACTED]

Email Address: [REDACTED]

Party Affiliation: R

Current Occupation/Employer: Public Policy Associate / Connecticut Business & Industry Association

Narrative: I have a couple of hours a week available. I am interested in business development and work for the business association of Connecticut where I work on business development. I specialize in energy/environment law.

Board(s) / Committee(s): ___ BUSINESS DEVELOPMENT COMMITTEE
___ CONSERVATION COMMISSION/INLAND WETLANDS & WATERCOURSES AGENCY

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:00 p.m. in the Board of Education Conference Room in Simsbury Town Hall. Present were First Selectman Wendy Mackstutis; Deputy First Selectman Steven Antonio; Board members Curtis Looney, Diana Yeisley and Kevin Beal. Others in attendance included: Town Manager Marc Nelson; Deputy Town Manager Tom Fitzgerald; Finance Director/Treasurer Amy Meriwether, Budget Director Melissa Appleby, and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

- **Participants can address the Board of Selectmen in person at the meeting**
- **Email townmanager@simsbury-ct.gov by noon on Monday, March 25, 2024 to register to address the Board of Selectmen live through Zoom**
- **Written comments can be emailed to townmanager@simsbury-ct.gov. Written comments will not be read into the record, but forwarded to all Selectmen via email**

Joan Coe, 26 Whitcomb Drive, spoke about the March 11th meeting, free speech, demolishing the pool and putting in a splash pad, the skateboard park removal, pickleball, the Police Department, staff retirements, and other issues.

Lori Boyko, 15 Oakhurst Road, spoke about why the Board of Selectmen run for the office, serving the community, preserving freedom of speech, and setting rules for the Board and not for people they serve, and other issues.

FIRST SELECTMEN'S REPORT

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

TOWN MANAGER'S REPORT

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

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- Personnel** – there was no report at this time.
- Finance** – there was no report at this time.
- Public Safety** – Ms. Yeisley said their meeting is on Thursday.
- Board of Education** – Ms. Yeisley said their meeting is tomorrow.

Mr. Antonio said there are positions open on the Board of Zoning Appeals. He asked residents to step-up and volunteer to help the Town. You can go to the Town website or go to your political affiliation for more information.

Mr. Antonio also said the Historical Society is having a funding drive as they are looking to have an Executive Director. It is a worthy cause.

Ms. Yeisley said Parks and Recreation is having a Flashlight Egg Hunt on Thursday at Simsbury Meadows starting at 6:30 p.m.

Ms. Yeisley said the Aging and Disability Commission movie event showing Luca was well attended. There will be more events upcoming including the picnic in July.

Mr. Beal said the Human Library event was well attended. It encouraged people to discuss the content with other people and great conversations were had.

Mr. Beal said today is National Medal of Honor Day and he thanked those for our nation's freedom.

Ms. Mackstutis said the Fair Rent Commission is getting ready to do fair rent interviews sometime in April.

Mr. Antonio made a motion to amend the agenda to add item g: Capital Region Council of Government. Ms. Yeisley seconded the motion. All were in favor and the motion passed.

CONSENT AGENDA

(20:59)

Mr. Beal made a motion to move item a) tax refund requests to the Consent Agenda. Also, to move a through d under Appointments and Resignations to the consent agenda. Ms. Yeisley seconded the motion. All were in favor and the motion passed.

SELECTMEN ACTION

a) Tax Refund Requests

This item was moved to the Consent Agenda.

b) Schedule a Public Hearing for Proposed Amendments to the Town of Simsbury Retirement Income Plan (27:05)

Ms. Mackstutis said there is a lot to read on this item. It started as a discussion on the Police Department's classification of people and their age of retirement while keeping the leadership in place. Labor Counsel said to include other leadership positions not just the Police Department. The Police Commission created a resolution stating they are in favor of the changes as they are the best thing for the Town. Mr. Nelson also sent a letter stating the changes were favorable for the Town.

After some discussion about how this impacts two parts of the plan, Ms. Yeisley made a motion, effective March 25, 2024, to schedule a Public Hearing to receive public comment concerning proposed amendments to the Town of Simsbury Retirement Income Plan for 6:00 p.m. at the Board of Selectmen's Regular Meeting on Monday, April 15, 2024. Mr. Beal seconded the motion. All were in favor and the motion passed.

c) FY 24/25 Budget Discussion (48:37)

There was discussion on changes made after reviewing the proposed budget with the Board of Finance including the revisions to the CIP and CNR bonding changes. The \$10,000,000 bonding will be bi-annually moving forward. We do have a looming debt service issue. There was also discussion on the Board of Education flooring projects and amphitheater, Flower Bridget, Memorial Pool, etc.

Ms. Yeisley noted that the Public Hearing on the budget is on April 3, 2024.

After discussion, Ms. Yeisley made a motion, effective March 25, 2024, to recommend the revised FY 24/25 Capital Improvement Plan and FY 24/25 Capital Non-Recurring Plan to the Board of Finance. Mr. Beal seconded the motion. All were in favor and the motion passed.

d) Board of Selectmen Rules and Procedures Discussion

Mr. Beal said the Board listens to public comments about the concerns on the rules and procedures at the Board of Selectmen meetings. They have a right to address grievances to the Board, but the Board also needs to make time to conduct its business. He supports free speech, but there is a time, place and manner of speaking. He also wanted to know if the Board wanted to allow visual aids or even power-point presentations.

Mr. Antonio said he feels the Town Charter needs to be updated as it hasn't been done in 8 years. The rules and procedures could be part of the Charter.

At this time, the Board follows Roberts Rules. The Board could always ask for a recess if needed and then come back to the meeting. Let people know how to address their grievances. There was no motion at this time.

e) Proposed Updates to Library Job Description (1:10:54)

Mr. Fitzgerald said there are three division heads, one of which is open, and one is being filled as an acting role. He said the Library Director was looking at the job descriptions before posting for the openings and there was one sentence about who becomes acting the head of the Library in the Library Directors absence. The current descriptions say the acting head of the Library would be the Head of Adult Services. They wanted this sentence removed so the Library Director could choose who it should be based on experience and other criteria.

Mr. Antonio made a motion, effective March 25, 2024, to adopt the updated job descriptions for Head of Borrowing and Technology Services, Head of Adult Services and Head of Children Services with the friendly amendment changes. Ms. Yeisley seconded the motion. All were in favor and the motion passed.

f) Proposed Review to Hometown Hero Program Guidelines (1:14:40)

Ms. Mackstutis said the Hometown Hero Committee discussed the guidelines for Hometown Hero and made a few suggestions. The advertising for this starts April 1st.

Mr. Antonio made a motion, effective March 25, 2024, to adopt the proposed Hometown Hero Program Guidelines with changes made tonight. Mr. Beal seconded the motion. All were in favor and the motion passed.

g) Capital Region Council of Government (1:16:35)

Ms. Mackstutis said the CRCOG has the Town’s chief elected officials attend their meetings. They are also asking for an alternate member to attend. Most other towns elect their Town Manager’s to attend the meetings and she is hoping that she and Mr. Nelson can both go to the meetings. The Town needs to approve this and send it to CRCOG.

Ms. Yeisley made a motion, effective March 25, 2024, to appoint Marc Nelson as an alternate to the Capital Region Council of Government Policy Board. Mr. Beal seconded the motion. All were in favor and the motion passed.

APPOINTMENTS AND RESIGNATIONS

a) Reappointment of Sheree Landerman to the Board of Assessment Appeals

This item was moved to the Consent Agenda.

b) Resignation of Mark Freeman from the Zoning Board of Appeals

This item was moved to the Consent Agenda

c) Resignation of David Moore from the Zoning Commission

This item was moved to the Consent Agenda.

d) Appointment of Matthew Lidestri to the Technology Task Force

This item was moved to the Consent Agenda.

REVIEW OF MINUTES (1:17:50)

a) Review Minutes of March 9, 2024 Budget Workshop

Mr. Beal made a motion to approve the minutes of March 9, 2024 Budget Workshop. Ms. Yeisley seconded the motion. All were in favor and the motion passed.

b) Review Minutes of March 11, 2024 Regular Meeting

Mr. Beal had a correction: Page 8 a) Amy McLean Salls (not Salle);

Ms. Mackstutis had corrections: Page 2 – the Public Meeting is on March 28th not March 20th

Page 4 – There was no motion on the table to change Main Street Partnership from \$50,000 to \$75,000

Ms. Yeisley had a correction on Page 2 – under Sub-Committee Reports – Super Tuesday should be spelled Souper.

Mr. Beal made a motion, effective March 25, 2024, to adopt the Regular Meeting minutes with corrections made. Ms. Yeisley seconded the motion. All were in favor and the motion passed.

COMMUNICATIONS

There were no communication discussions at this time.

ADJOURN

Mr. Looney made a motion to adjourn at 7:22 p.m. Mr. Antonio seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Marc Nelson - Town Manager

MEMORANDUM

To: Board of Selectmen

From: Marc Nelson, Town Manager

Cc: Joe Hollis, Code Compliance Officer; Tom Tyburski, Director of Culture, Parks and Recreation; Henry Miga, Building Official; Nick Boulter, Chief of Police; Chris Davis, Deputy Chief of Police; Greg Samselski, Police Lieutenant; Tom Roy, Director of Public Works/Town Engineer; Patrick Tourville, Fire Marshal; Karin Stewart, Director of Simsbury Volunteer Ambulance Association; Jennifer Kertanis, Director of Health at Farmington Valley Health District

Date: April 15, 2024

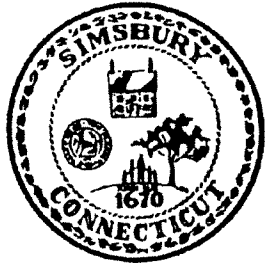
Subject: Administrative Approval of Public Gathering Permits

This memo is to inform the Board of Selectmen of public gathering permits that I have approved via an administrative approval.

Staff from Planning, Police, Culture, Parks and Recreation, Public Works, the Fire District, and the Farmington Valley Health District reviewed the application to ensure compliance and safety measures were addressed prior to approval. Following completion of that process, the following public gathering permits have been approved by me:

Name of Event	Location	Date	Type
Annual Memorial Day Parade for Simsbury, CT	Liberty Bank (Owens Brook) to Simsbury Veterans Memorial	May 27, 2024	Parade
Annual Memorial Day Parade for Tariffville, CT	Tariffville Green to St. Bernard's Cemetery	May 27, 2024	Parade

Should you have any questions or concerns about the applications listed above, please contact my office.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Office of Planning and Community Development

April 3, 2024

Dear Board and Commission Chair:

The Planning Commission adopted the 2024 Plan of Conservation and Development (POCD) on November 28, 2023 with an effective date of January 1, 2024. It is the Commission's ongoing charge to review and regularly maintain the document. In order to continually assess and manage the progress of the implementation of the Plan, the Planning Commission has established a Plan Implementation Committee. The Commission is asking you or a member of your Board/Commission to be a member of this Committee.

The Committee is made up of eight (8) members:

Planning Commission (2) (A PC member would Chair the committee)
Zoning Commission (1)
Town Administration (1)
Board of Selectmen (1)
Conservation Commission (1)
Affordable Housing Committee (1)
Economic Development Commission (1)

The value of the Plan Implementation Committee is to act as a type of cross-departmental, cross-commission communication clearinghouse, encouraging accountability and information sharing. The primary role of the Committee would be to assess, review, and coordinate implementation of the policy recommendations and action steps contained in the Plan. Each member would effectively be a liaison between their board or organization and the Plan Implementation Committee. Individual responsibilities would include reporting activities, prioritization guidance, cross-communication, and progress accountability based on assigned tasks.

The Plan Implementation Committee would meet on a quarterly basis and as necessary, over the course of the ten-year plan period. The implementation of the POCD is an important activity for the future of the Town of Simsbury in order to guide those actions prioritized by the community.

Please respond with the name of the member who will represent your Board/Commission to myself at eleavitt-smith@simsbury-ct.gov or to George McGregor, Planning Director at gmcgregor@simsbury-ct.gov no later than May 15, 2024.

Sincerely,

Erin Leavitt-Smith
Chair, Simsbury Planning Commission

Telephone (860) 658-3245
Facsimile (860) 658-3206

An Equal Opportunity Employer
www.simsbury-ct.gov

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