

Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN - AMENDED Regular Meeting – June 14, 2021 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC HEARINGS

- a) Neighborhood Assistance Act
- b) Proposed Amendments to Historic District Commission Ordinance

PUBLIC AUDIENCE

- Email written comments to ebutler@simsbury-ct.gov by 12:00 PM on Monday, June 14, 2021 to be read into the record; or
- Email tfitzgerald@simsbury-ct.gov by 12:00 PM on Monday, June 14, 2021 to register to address the Board of Selectmen live through Zoom.

PRESENTATIONS

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN ACTION

- a) Neighborhood Assistance Act Program Proposals
- b) Tax Refund Requests
- c) Simsbury Public Library American Recovery Plan Act (ARPA) Grant
- d) Donation from Elinor and Wayne Hoffman
- e) Donation from Mark and Dianne Orenstein
- f) Donation from Trinity Episcopal Church
- g) Donation of Two Speed Display Signs
- h) Public Gathering Permit - Pride Events
- i) Proposed Parks Facility Maintenance Technician Classification
- j) Open Space and Watershed Land Acquisition (OSWA) Grant Resolution - Meadowood
- k) Open Space and Watershed Land Acquisition (OSWA) Grant Supplemental Appropriation - Meadowood
- l) Supplemental Appropriation for Repairs to Simsbury Public Library Boiler and HVAC Controls
- m) Supplemental Appropriation Request for Economic Development
- n) Supplemental Appropriation Request for Simsbury SPIRIT Council
- o) American Rescue Plan Act – Uses for Recovery Funds
- p) Proposed Revisions to Personnel Rules and Regulations Section 9.10 Vacations C. Carry Over of Vacation

APPOINTMENTS AND RESIGNATIONS

- a) Reappointment of Rick Jones to Board of Ethics
- b) Resignations from Various Boards and Commissions

REVIEW OF MINUTES

- a) Regular Meeting of May 24, 2021

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

COMMUNICATIONS

- a) Memo re: FY 20/21 Town Manager Performance Review Process and Timeline, dated June 10, 2021

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Public Hearing – Neighborhood Assistance Act Program Proposal
2. **Date of Board Meeting:** June 14, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Melissa Appleby, Deputy Town Manager
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
No action is needed during the public hearing, other than to close the hearing. The Board may opt to authorize submitting a Neighborhood Assistance Act application for the Simsbury Grange, Simsbury Community and Social Services Department and the Simsbury Town Manager's Office later in the evening (item on the agenda under Selectmen action).
5. **Summary of Submission:**
At your May 10, 2021 meeting, the Board of Selectmen scheduled a public hearing to receive public comment on the Neighborhood Assistance Act Program Proposal for the Simsbury Grange, Simsbury Community and Social Services Department and the Simsbury Town Manager's Office for 6:00pm on Monday, June 14, 2021. This public hearing is a requirement of the program.

The public hearing notice is attached.
6. **Financial Impact:**
Minimal staff time will be needed to administer the application process.
7. **Description of Documents Included with Submission:**
 - a) Public Hearing Notice

**TOWN OF SIMSBURY
PUBLIC HEARING NOTICE**

Public Hearing Date: Monday, June 14, 2021 at 6:00 p.m.

Notice is hereby given that the Board of Selectmen will hold a public hearing on Monday, June 14, 2021 at 6:00 p.m. to receive public comment concerning the proposed approval by the Board of Selectmen of the proposals of the Simsbury Grange, Simsbury Department of Community and Social Services, and the Simsbury Town Manager's Office for benefits under the Neighborhood Assistance Act (NAA) as set forth in the completed Form NAA-01, Connecticut Neighborhood Assistance Act (NAA) Program Proposals. Copies of the proposals can be found on the Town of Simsbury's website, www.simsbury-ct.gov on the Board of Selectmen's page. Hard copies are filed at the Town Clerk's Office, 933 Hopmeadow Street, Simsbury, CT. Pursuant to Executive Orders No. 7B and 12B, in-person public access to the hearing is suspended. The public may view the meeting live and rebroadcast on Comcast Channels 96 and 1090, Frontier Channel 6071, or live on-demand at www.simsburytv.org. Members of the public may email statements to EButler@simsbury-ct.gov by 12:00 p.m. on June 14, 2021 to have their comments read into the record at the hearing. Alternatively, members of the public may email TFitzgerald@simsbury-ct.gov by 12:00pm on June 14, 2021 to register to address the Board of Selectmen live through Zoom.



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 Historic District Commission Ordinance
2. **Date of Board Meeting:** June 14, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community Development *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
No action is needed during the public hearing, other than to close the hearing. The Board will consider the proposed amendments to the ordinance at the June 28th Board of Selectmen meeting.
5. **Summary of Submission:**
At the April 26, 2021 meeting, the Board of Selectmen scheduled a public hearing to receive public comment regarding the proposed revisions to Chapter 25 of the Town Code concerning the Historic District Commission for 6:00pm on May 24, 2021. Due to uncertainty of the Governor's executive order regarding virtual meetings that public hearing was delayed to June 14, 2021 at the May 10, 2021 Board of Selectmen meeting.

A review by staff has been recently completed which identified some areas of the current code that need updates to either conform to statute or other town codes (such as the purchasing policy and gift ordinance). One substantive proposed change is for our ordinance to mirror the state statute in regards to membership residency requirements. State statute is less restrictive than our ordinance; the Town has struggled over the years with maintaining membership and achieving quorums for the Commission due to the more restrictive residency requirements written in our Town Code.

The draft has been reviewed and approved by the Town Attorney.

The public hearing notice is attached.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Public Hearing Notice
 - b) Proposed Revisions to Chapter 25 of the Town Code

**TOWN OF SIMSBURY
PUBLIC HEARING NOTICE**

Public Hearing Date: Monday, June 14, 2021 at 6:05 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, June 14, 2021 at 6:05 p.m. to receive public comment concerning proposed amendments to Chapter 25 of the Simsbury Code of Ordinances, Historic Commission. Copies of the proposed ordinance can be found on the Town of Simsbury's website, www.simsbury-ct.gov on the Board of Selectmen's page. Hard copies are available at the Town Clerk's Office, 933 Hopmeadow Street, Simsbury, CT. Pursuant to Executive Orders No. 7B and 12B, in-person public access to the hearing is suspended. The public may view the meeting live and rebroadcast on Comcast Channels 96 and 1090, Frontier Channel 6071, or live on-demand at www.simsburytv.org. Members of the public may email statements to EButler@simsbury-ct.gov by 12:00 p.m. on June 14, 2021 to have their comments read into the record at the hearing. Alternatively, members of the public may email TFitzgerald@simsbury-ct.gov by 12:00pm on June 14, 2021 to register to address the Board of Selectmen live through Zoom.

Article I

East Weatogue Historic District

[Adopted 12-16-1987]

§ 25-1 District and Commission established; purpose.

In order to perpetuate and preserve the historic features of Simsbury and to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places associated with the history of or indicative of a period or style or architecture of Simsbury, of Connecticut or of the nation, there is hereby established an historic district to be known as the "East Weatogue Historic District" and an Historic District Commission.

§ 25-2 Boundaries.

The boundaries of the East Weatogue Historic District shall be those described on Schedule A attached hereto and made a part hereof and are shown on a map entitled "East Weatogue Historic District," which map is incorporated herein by reference.⁽¹⁾

[1]

Editor's Note: Schedule A and the map are on file in the office of the Town Clerk.

§ 25-3 Historic District Commission.

A.

~~At least two regular members and one alternate member of the Commission shall be owners of record or residents within an historic district under the jurisdiction of the Commission, and at least one such~~ One or more of the members or alternates of the historic district commission shall reside ~~in any such district~~ in an historic district under the jurisdiction of the commission and be willing to serve on the Commission.

~~[Amended 3-23-1992]~~ [Amended XX, 2021]

B.

Within 15 days of the effective date of this Article,⁽¹⁾ the Board of Selectmen shall appoint five regular members to the Commission, whose terms shall expire five years, four years, three years, two years and one year from the effective date of this Article. The Board of Selectmen shall also appoint three alternate members to the Commission, whose terms shall expire three years, two years and one year from the effective date of this Article. Thereafter, the Board of Selectmen shall appoint successors to regular and alternate members to terms of five years, except that an appointment to fill a vacancy shall be for the duration of the unexpired term of a

regular or alternate member. Any member or alternate may be appointed for another term or terms. All regular and alternate members shall serve without compensation.

[1]

Editor's Note: The ordinance appearing in this Article took effect December 16, 1987.

C.

Within 30 days after appointment of the members of the first Commission and annually thereafter on a date that the Commission shall establish, the members shall meet, organize and elect a Chairman, Vice Chairman and a Clerk from its own number. Alternate members shall not participate in any election of officers of the Commission.

D.

The presence of ~~four~~ three regular or alternate members shall constitute a quorum. ~~No resolution or vote, except a vote to adjourn or to fix the time and place of the Commission's next meeting, shall be adopted by less than three affirmative votes.~~ No action shall become valid unless authorized by a vote of the majority of the total membership present and voting.

E.

Any member of the Commission may be removed by the Board of Selectmen, upon the recommendation of the Town Manager, for cause. Such member will be afforded an opportunity for a public meeting with the Board of Selectmen prior to a final decision being made regarding their status for removal. The purpose of the public meeting is to give the member an opportunity to be heard in person before the Board of Selectmen prior to a final decision being made.

Any Commission member who is absent from more than fifty (50) percent of Commission meetings during any twelve (12) month period may be removed from the Commission, and the vacancy shall be filled by the Board of Selectmen. An exception may be granted by and at the discretion of the Town Manager due to a member's illness or other exigent circumstances.

§ 25-4 Powers and duties.

The Commission shall have such powers, shall perform such functions, shall have such duties and shall be subject to such limitations as shall from time to time be prescribed by the enabling legislation, Title 7, Chapter 97a, Sections 7-147a through 147k, of the Connecticut General Statutes, as amended from time to time. Without limiting the powers and duties of the Commission as set forth in the enabling

legislation, as it may be amended from time to time, the Commission's powers and duties shall include the following:

A.

To hear and determine applications for certificates of appropriateness regarding the erection, alteration or demolition or removal of a building or structure or the use of premises for parking within the East Weatogue Historic District.

B.

To adopt rules of practice and regulations to provide guidance to property owners as to factors to be considered in preparing an application for a certificate of appropriateness.

C.

In the performance of its duties, the Commission may ~~To~~ employ clerical and technical assistants or consultants. However, the Commission shall not incur any expense, or obligate the Town to pay any expense, unless funds have been appropriated by the Town specifically for the use of the Commission and authorized in advance by the Director of Planning.

D.

~~To accept grants and gifts.~~

E.

~~To incur expenses appropriate to the carrying on of its work, subject to appropriation by the municipality or receipt of grants or gifts.~~

F.

To take action to prevent illegal acts and to enforce its regulations and the enabling legislation.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Neighborhood Assistance Act Program Proposals

2. **Date of Board Meeting:** June 14, 2021

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Melissa Appleby, Deputy Town Manager

Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the proposals from the Simsbury Grange, Simsbury Department of Community and Social Services, and Simsbury Town Manager's Office under the Neighborhood Assistance Act, the following motion is in order:

Move, effective June 14, 2021 to approve the Neighborhood Assistance Act Program applications as presented and to authorize Town Manager Maria E. Capriola to submit the application to the Department of Revenue Services. Further move to designate Deputy Town Manager Melissa Appleby as the municipal liaison.

5. **Summary of Submission:**
In March 2021, the Town was notified by the State Department of Revenue Services (DRS) that the 2021 Neighborhood Assistance Act (NAA) application is available to tax-exempt organizations. This program provides a tax credit to businesses that make cash investments in qualifying community programs conducted by tax-exempt or municipal agencies. Examples of qualifying community programs include energy conservation projects, neighborhood assistance, job training, education, community services, and crime prevention. Programs must be approved by both the municipality in which the programs are conducted and by DRS.

Notice of this opportunity was posted to the Town website, distributed via News & Announcements and social media, and was sent directly to Town departments, the Housing Authority, and the Performing Arts Center.

The Town Manager's Office has received three NAA program proposals. The Simsbury Grange is seeking funds for an energy efficiency and conservation project, including the replacement of windows, improvement of insulation, and the installation of a heat pump with a programmable thermostat. The Grange participated in this program in 2018, 2019, and 2020; with funds received in those rounds, the Grange was able to repair a broken window and storm door, install ceiling fans, install new lighting, and install a ductless mini-split to eliminate window units.

The Simsbury Department of Community and Social Services is seeking funds for its Food Closet Program, which serves low income individuals and families. Cheese Day, the Department's largest food program, provides fresh meat, dairy, produce, non-perishable foods, household cleaning products and toiletries. Prior to COVID, this program served an average of 80 households per month. During the pandemic, average distribution rose to 140 households per month. If funding permits, the Department would like to provide a \$25 grocery store gift card to all monthly Cheese Day participants so that they may purchase what they need outside of what they receive in donated products.

The Simsbury Town Manager's Office is seeking funds for an open space acquisition fund. Should we receive donations for this program, we would be able to establish a dedicated open space acquisition fund which would better position the Town to be able to take advantage of future open space acquisition opportunities.

A public hearing on these proposals was held earlier this evening. If the Board approves the applications, staff will proceed to submit it to DRS. We expect to receive notification in August as to whether or not the programs were approved. Businesses requesting a tax credit under the program are required to apply for participation between September 15 and October 1.

6. Financial Impact:

Minimal staff time will be needed to administer the application process. If the applications for the Simsbury Department of Community and Social Services and Town Manager's Office are approved, there will be staff time required to solicit donations for the programs.

7. Description of Documents Included with Submission:

- a) 2021 Simsbury Grange NAA Program Application
- b) 2021 Simsbury Department of Community and Social Services NAA Program Application
- c) 2021 Simsbury Town Manager's Office NAA Program Application



Municipality: Town of Simsbury

Form NAA-01

2021 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
Simsbury Grange / filed as part of Connecticut State Grange Patrons of Husbandry

Address: 236 Farms Village Rd., West Simsbury, CT 06092 (mail to P.O. Box 364, West Simsbury, CT 06092)

Federal Employer Identification Number: 06-0945695

Program title: Energy Efficiency and Conservation at the Grange

Name of contact person: Susan Masino

Telephone number: (860) 651-6790

Email address: susan.masino@trincoll.edu

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 24,000.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

Yes No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- Energy conservation; **or**
 Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

- Job training/education for unemployed persons aged 50 or over;
 Job training/education for persons with physical disabilities;
 Program serving low-income persons;
 Child care services;
 Establishment of a child day care facility;
 Open space acquisition fund; **or**
 Other (specify): _____

Description of program: _____

The Grange is non-partisan and non-denominational and our building is a community center open to anyone. We are finalizing our window repairs and continuing to improve our energy efficiency. We are intentional about being a role model for the community in energy efficiency. We need to add insulation, insulated exterior doors, and a heat pump to efficiently handle the majority of our heating and cooling needs. We have quotes or estimates for all of these projects and are grateful for this grant program. We have been here and serving the community since 1931. We are all volunteers, and all ages and walks for life.

Need for program: _____

Our building is old but well-built, We are committed to reducing energy demands and ensure the sustainability and longevity of our Grange, founded in 1931. We updated the kitchen and keep all Grange events and our rental fees affordable or donation-based. We are dedicated to our mission and serve people of all ages. During the pandemic we offered the building as a large space where musicians could practice, and our property was used for a children's theater group, dance classes and socially-distanced outdoor concerts. Martin Luther King Jr. used to attend dances at our Grange Hall!

Neighborhood area to be served: _____

We serve primarily the Farmington Valley but we are partnered with a community garden in Hartford and our events serve a broader region, esp. music and our biannual electronic recycling. Local vendors at our annual fair (which draws 300-400 attendees annually) come from a wide area - for example community gardeners and students from Hartford, and small businesses from farther afield in Connecticut. We recently won a state award for the nation's first "Read and Seed" in Hartford and for our Concerts on the Green, a free regional concert with international musicians in partnership with the historical society.

Plan to implement the program: _____

We have obvious needs and specific estimates for improvements that we have been unable to implement (noted above). We always use local businesses, and have gotten estimates for the work proposed here. This year we hope to achieve full funding to finalize our windows, improve our insulation, and install a heat pump with a programmable thermostat. Grange members have agreed to spearhead specific aspects of this program. This is all "shovel ready" and we will easily be able to initiate and supervise completion of the work within the 2 year timeline even if we face unexpected delays.

Timetable:

Program start date: January 1, 2022

Program completion date: Dec 31, 2024

The program completion date must not be more than two years from the program start date. A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.

Part III — Financial Information

Program Budget:

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested	<u>\$24,000.00</u>
Other funding sources - itemized sources:	
a) <u>Grange contribution (rental income, donations)</u>	<u>\$1,000.00</u>
b) _____	_____
c) _____	_____
d) _____	_____

Total Funding: \$25,000.00

Proposed Program Expenditures:

Direct operating expenses - itemized description:	
a) <u>heat pump with programmable thermostat</u>	<u>\$8,600.00</u>
b) <u>insulation - attic and walls (partial)</u>	<u>\$7,500.00</u>
c) <u>window repair and replacement - final phase</u>	<u>\$3,000.00</u>
d) <u>insulated exterior doors</u>	<u>\$4,000.00</u>

Administrative expenses - itemized description:	
a) <u>~10% administrative, accounting, project management</u>	<u>\$2,410.00</u>
b) _____	_____
c) _____	_____
d) _____	_____

Total Proposed Expenditures: \$26,510.00

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: _____ Town of Simsbury
Mailing address: _____ 933 Hopmeadow Street, Simsbury, CT 06070
Name of municipal liaison: _____ Melissa Appleby, Deputy Town Manager
Telephone number: _____ 860-658-3274
Fax number: _____ 860-658-9467
Email address: _____ mappleby@simsbury-ct.gov

<p style="text-align: center;">Post-Project Review</p> <p style="text-align: center;">Is a post-project review required for this proposal?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p style="text-align: center;">If Yes, date post-project review due:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>
--

2021 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01**, *2021 Connecticut Neighborhood Assistance Act (NAA) Program Proposal*. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Contact Information* below.

Part I – General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II – Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III – Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program.

This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV – Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with DRS for all NAA matters.

Post-Project Review: Any program receiving \$25,000 or more in NAA funding is required to provide a post-project review, prepared by a certified public accounting firm, to the municipality overseeing the program. This review must be submitted to the municipality no later than three months after the program completion date.

Contact Information

Direct inquiries to:

Department of Revenue Services (DRS)
Neighborhood Assistance Act Program
Attn: Research Unit
450 Columbus Blvd Ste 1
Hartford CT 06103-1837

or call **860-297-5687**.

TTY, TDD, and Text Telephone users only may transmit inquiries anytime by calling 860-297-4911. Taxpayers may also call 711 for relay services. A taxpayer must tell the 711 operator the number he or she wishes to call. The relay operator will dial it and then communicate using a TTY with the taxpayer.



Simsbury Grange #197
(Keep this receipt with your official records as it is your proof of filing with the IRS)

Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** CONNECTICUT STATE GRANGE PATRONS OF HUSBANDRY
- **EIN:** 060945695
- **Tax Year:** 2019
- **Tax Year Start Date:** 10-01-2019
- **Tax Year End Date:** 09-30-2020
- **Submission ID:** 10065520211204572252
- **Filing Status Date:** 04-30-2021
- **Filing Status:** Accepted

MANAGE FORM 990-N SUBMISSIONS



Municipality: Town of Simsbury

Form NAA-01

2021 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
Town of Simsbury, Department of Community and Social Services

Address: 754 Hopmeadow St. Simsbury, CT 06070

Federal Employer Identification Number: 06-6002085

Program title: Simsbury Food Closet

Name of contact person: Kristen Formanek

Telephone number: (860) 658-3283

Email address: kformanek@simsbury-ct.gov

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 45,600.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

Yes No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- Energy conservation; **or**
 Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

- Job training/education for unemployed persons aged 50 or over;
 Job training/education for persons with physical disabilities;
 Program serving low-income persons;
 Child care services;
 Establishment of a child day care facility;
 Open space acquisition fund; **or**
 Other (specify): _____

Description of program: _____

(see attached)

Need for program: _____

This program is dependent solely upon donations, both in tangible goods and monetary. During COVID, in order to further assist our residents in need, we have been providing gift cards in addition to the items received. We were not able to serve fresh meat and dairy during COVID and we felt that it was important for people to be able to access these items. Our donations have started to dwindle and we are in need of monetary support to continue to be able to provide gift cards to our clients.

Neighborhood area to be served: _____

All eligible residents in all of Simsbury neighborhoods are allowed to participate. Simsbury is comprised of Simsbury proper, West Simsbury, Weatogue, and Tariffville.

Plan to implement the program: _____

We will solicit businesses in town for donations. This will be done using a variety of methods; email blasts, mailings, social media, and in person visits when able.

Timetable:

Program start date: Fall of 2021

Program completion date: Fall of 2022

The program completion date must not be more than two years from the program start date. A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.

Part III — Financial Information

Program Budget:

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested	<u>\$45,600.00</u>
Other funding sources - itemized sources:	
a) _____	_____
b) _____	_____
c) _____	_____
d) _____	_____

Total Funding: _____

Proposed Program Expenditures:

Direct operating expenses - itemized description:	
a) <u>Gift cards (\$25 gift cards for 152 households for one year)</u>	<u>\$45,600.00</u>
b) _____	_____
c) _____	_____
d) _____	_____
Administrative expenses - itemized description:	
a) _____	_____
b) _____	_____
c) _____	_____
d) _____	_____

Total Proposed Expenditures: \$45,600.00

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: _____ Town of Simsbury
Mailing address: _____ 933 Hopmeadow Street, Simsbury, CT 06070
Name of municipal liaison: _____ Melissa Appleby, Deputy Town Manager
Telephone number: _____ 860-658-3274
Fax number: _____ 860-658-9467
Email address: _____ mappleby@simsbury-ct.gov

<p style="text-align: center;">Post-Project Review</p> <p style="text-align: center;">Is a post-project review required for this proposal?</p> <p style="text-align: center;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">If Yes, date post-project review due:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>
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Town of Simsbury

754 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Community & Social Services Department

Program description for the Town of Simsbury, Department of Community and Social Services

The Simsbury Food Closet serves low income individuals and families. Pre-COVID, the Food Closet consisted of three programs; Bread Day, Closet Day, and Cheese Day. Bread Day occurs once per week and we distribute bread and bakery items to anyone in need. Closet Day is once a month where individuals can pick from non-perishable foods in our closet. Both of those programs were suspended during COVID. Cheese Day is our largest program where monthly we provide fresh meat, dairy, produce, non-perishable foods, household cleaning products and toiletries. This program continued during COVID in a drive through fashion and later, curbside. Prior to COVID we served a monthly average of eighty households. During COVID we saw a significant increase in food insecurity, particularly in our families with children. Our average distribution rose to one-hundred and forty households.

We are proposing to be able to provide a \$25 grocery store gift card to all monthly participants. This allows them the opportunity to purchase what they need outside of what they receive in donated products.

2021 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01**, *2021 Connecticut Neighborhood Assistance Act (NAA) Program Proposal*. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Contact Information* below.

Part I – General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II – Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III – Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program.

This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV – Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with DRS for all NAA matters.

Post-Project Review: Any program receiving \$25,000 or more in NAA funding is required to provide a post-project review, prepared by a certified public accounting firm, to the municipality overseeing the program. This review must be submitted to the municipality no later than three months after the program completion date.

Contact Information

Direct inquiries to:

Department of Revenue Services (DRS)
Neighborhood Assistance Act Program
Attn: Research Unit
450 Columbus Blvd Ste 1
Hartford CT 06103-1837

or call **860-297-5687**.

TTY, TDD, and Text Telephone users only may transmit inquiries anytime by calling 860-297-4911. Taxpayers may also call 711 for relay services. A taxpayer must tell the 711 operator the number he or she wishes to call. The relay operator will dial it and then communicate using a TTY with the taxpayer.



Municipality: Town of Simsbury

Form NAA-01

2021 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
Town of Simsbury

Address: 933 Hopmeadow Street, Simsbury, CT 06070

Federal Employer Identification Number: 06-6002085

Program title: Open Space Acquisition Fund

Name of contact person: Melissa Appleby

Telephone number: (860) 658-3274

Email address: mappleby@simsbury-ct.gov

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 150,000.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

Yes No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- Energy conservation; **or**
 Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

- Job training/education for unemployed persons aged 50 or over;
 Job training/education for persons with physical disabilities;
 Program serving low-income persons;
 Child care services;
 Establishment of a child day care facility;
 Open space acquisition fund; **or**
 Other (specify): _____

Description of program: _____

The Town of Simsbury is seeking to establish an open space acquisition fund to support the preservation of land as protected open space. When opportunities have presented themselves, the Town has strategically acquired open space parcels in order to capitalize on the environmental and recreational benefits that preservation provides for. A dedicated open space acquisition fund would better position the Town to be able to take advantage of future opportunities.

Need for program: _____

The Town of Simsbury cannot establish an open space acquisition fund until we obtain funds to deposit into it. Once we establish a fund, we will endeavor to continue funding it for any future open space acquisition opportunities.

Neighborhood area to be served: _____

This program has the potential to serve any neighborhood in Town.

Plan to implement the program: _____

If this program application is approved, we will solicit donations from eligible businesses. Following the deadline of October 1 for the business applications, we will wait for final approval for those businesses to participate, and we will deposit any donated funds into an open space acquisition fund.

Timetable:

Program start date: August 2021

Program completion date: June 2022

The program completion date must not be more than two years from the program start date. A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.

Part III — Financial Information

Program Budget:

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested \$150,000.00

Other funding sources - itemized sources:

a) _____

b) _____

c) _____

d) _____

Total Funding: \$0.00

Proposed Program Expenditures:

Direct operating expenses - itemized description:

a) Deposit into open space acquisition fund \$150,000.00

b) _____

c) _____

d) _____

Administrative expenses - itemized description:

a) _____

b) _____

c) _____

d) _____

Total Proposed Expenditures: \$150,000.00

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: _____ Town of Simsbury
Mailing address: _____ 933 Hopmeadow Street, Simsbury, CT 06070
Name of municipal liaison: _____ Melissa Appleby, Deputy Town Manager
Telephone number: _____ 860-658-3274
Fax number: _____ 860-658-9467
Email address: _____ mappleby@simsbury-ct.gov

<p style="text-align: center;">Post-Project Review</p> <p style="text-align: center;">Is a post-project review required for this proposal?</p> <p style="text-align: center;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">If Yes, date post-project review due:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">09/30/2022</p> <p style="text-align: center;">Date</p>
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2021 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01**, *2021 Connecticut Neighborhood Assistance Act (NAA) Program Proposal*. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Contact Information* below.

Part I – General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II – Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III – Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program.

This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV – Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with DRS for all NAA matters.

Post-Project Review: Any program receiving \$25,000 or more in NAA funding is required to provide a post-project review, prepared by a certified public accounting firm, to the municipality overseeing the program. This review must be submitted to the municipality no later than three months after the program completion date.

Contact Information

Direct inquiries to:

Department of Revenue Services (DRS)
Neighborhood Assistance Act Program
Attn: Research Unit
450 Columbus Blvd Ste 1
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or call **860-297-5687**.

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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:** June 14, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

Move, effective June 14, 2021, to approve the presented tax refunds in the amount of \$1,183.57, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds.

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

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

6. **Financial Impact:**
The aggregate amount of all tax refunds as presented is \$1,183.57. The attachment dated June 14, 2021 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
 - a) Requested Tax Refunds, dated June 14, 2021

REQUESTED TAX REFUNDS
JUNE 14, 2021

	BILL NUMBER	TAX	INTEREST	TOTAL
List 2018				
Chandler Evett D	18-03-53048	\$28.18		\$28.18
Total 2018		\$28.18	\$0.00	\$28.18
List 2019				
Chase Auto	19-03-59290	\$84.79		\$84.79
Kim, Pamela A	19-03-59936	\$63.31		\$63.31
Nissan Infiniti -LT	19-03-63628	\$314.82		\$314.82
Toyota Lease Trust	19-03-68815	\$277.06		\$277.06
Toyota Lease Trust	19-03-68898	\$415.41		\$415.41
Total 2019		\$1,155.39	\$0.00	\$1,155.39
TOTAL 2018		\$28.18	\$0.00	\$28.18
TOTAL 2019		\$1,155.39	\$0.00	\$1,155.39
TOTAL ALL YEARS		\$1,183.57	\$0.00	\$1,183.57



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Simsbury Public Library American Recovery Plan Act (ARPA) Grant
2. **Date of Board Meeting:** June 14, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Lisa Karim, Library Director
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen approves the Library's American Recovery Plan Act Grant application, the following motion is in order:

Move effective June 14, 2021, to approve the Library's application for an American Recovery Plan Act grant in the amount of \$19,401 to fund a book bike which will be used for outreach activities throughout the community, as well as a contactless pickup locker system which will allow library users to pickup reserved material 24/7.

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

Move, to accept the American Recovery Plan Act grant and authorize Town Manager, Maria E. Capriola, to execute all documents related to the grant award.

5. **Summary of Submission:**
The American Recovery Plan Act has made funds available through the Institute of Museum and Library Services to libraries throughout the country to fund initiatives and opportunities which came about in response to the COVID-19 pandemic.

As a result of the pandemic, providing service outdoors became beneficial to the health and safety of communities. Therefore, the Library will be applying for funds to purchase a book bike which will be used to conduct outreach and provide library service throughout the community. The book bike will be equipped with a WiFi hotspot, a tablet for issuing library cards and demonstrating and providing assistance with using digital content, as well as physical materials which may be borrowed.

One of the most successful services provided by the Library during the COVID-19 pandemic was curbside pickup service. This is a service which will continue going forward. Therefore, the Library is applying for funds to purchase contactless pickup lockers which will be located in the lower level courtyard and allow users to pick up reserved material 24/7. The grant does not provide for installation costs.

6. Financial Impact:

The Library will be leveraging these grant funds to purchase the book bike and locker system. An additional approximately \$15,000 will be required from the Town to complete these purchases and install the lockers. It is the intention of the Library Board to use Library Board discretionary funds from its special revenue fund for the Town's contribution of approximately \$15,000. This appropriation will be voted on at the Library Board meeting on June 21, 2021. The current balance of the fund is \$81,532.88 which will be reduced to \$66,632.88 after the use of the funds. This special revenue fund is funded by gifts and donations to the Library. Pursuant to our gift ordinance, the Library Board is authorized to accept gifts and donations.

7. Description of Documents Included with Submission:

- a) "Librarians Deliver Books by Bike to Underserved Communities," by Shaunacy Ferro, Mental Floss, dated September 1, 2015

Librarians Deliver Books by Bike to Underserved Communities

[BY Shaunacy Ferro](#)

September 1, 2015

book_bike_pima.webp (WEBP Image, 1100 × 618 pixels)

https://images2.minutemediacdn.com/image/upload/c_fill,g_auto,h_1248,w_2220/f_auto,q_aut...



[Pima County Public Library](#)

In July, a 12-year-old resident of Sandy, Utah, approached a postal worker and asked if he had any extra junk mail. Matthew Flores [told mail carrier Ron Lynch](#) that he loved reading, but there wasn't anything to read around his house but ads—he couldn't afford to take the bus to the library.

Not every household has access to reading material or a nearby library. So in some communities, libraries have come up with a solution: mobile librarians who rove around town bringing kids books by bike.

In Seattle, for instance, the [Books on Bikes](#) program includes 16 Seattle Public Library staffers and three different pedal-powered trailers customized to deliver books. People can sign up for library cards and learn more about downloading e-books to their mobile phones, and check out books and other media. The wagons have been bringing story time straight to kids' (and their parents') neighborhoods since 2013.



The Cleveland Heights Book Bike. Image Credit: [Heights Libraries](#)

In Cleveland Heights, Ohio, the [Book Bike](#) began in 2013 as a way of giving out free books at events. However, the cargo tricycle now [also carries](#) circulating books to a nearby university, like a roving checkout desk.

Books on Bikes programs bring story time events, free books, circulating materials, and more to cities across the country, from [Charlottesville, Virginia](#) to [Pima County, Arizona](#). While some run year-round, they're especially important in the summer months, because of something called the "[summer slide](#)"—the decrease in reading skills that kids experience after taking two months or more off from reading while they're out of school. The summer slide disproportionately affects low-income families, which is why it's particularly important to implement reading programs in communities where there [aren't a lot of books](#) and where kids may not have access to a library during the summer.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Donation from Elinor and Wayne Hoffman
2. **Date of Board Meeting:** June 14, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community & Social Services *maria E. Capriola*

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

If the Board of Selectmen supports acceptance of the Hoffman donation, the following motion is in order:

Move, effective June 14, 2021, to accept a donation from Elinor and Wayne Hoffman in the amount of \$2,000 for the purpose of supporting Simsbury Community and Social Services Department programs.

5. **Summary of Submission:**

Elinor and Wayne Hoffman of Tariffville would like to donate \$2,000 to the Community and Social Services Department.

The donation will be used to provide emergency assistance (i.e. heat, food, shelter) to Simsbury residents. Many of our residents are experiencing hardship during the COVID-19 pandemic.

Chapter 100 of our Code of Ordinances, "Gift Policy," Section 100-2 "Monetary Donations" states that no donation of more than \$1,500 may be accepted without Board of Selectmen approval. If the donation is accepted I will direct staff to send a thank you letter to the Hoffmans.

6. **Financial Impact:**

The \$2,000 donation from Elinor and Wayne Hoffman will be used to provide emergency assistance (i.e. heat, food, shelter) to Simsbury residents in need. The funds would be deposited into a Social Services special revenue fund used for this purpose.

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

None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Donation from Mark and Dianne Orenstein
2. **Date of Board Meeting:** June 14, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community & Social Services *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports acceptance of the Orenstein donation, the following motion is in order:

Move, effective June 14, 2021, to accept a donation from Mark and Diane Orenstein in the amount of \$1,765 for the purpose of supporting Simsbury Community and Social Services Department programs, to help residents affected by the COVID pandemic, and other purposes at the discretion of the Department.
5. **Summary of Submission:**
Mark and Dianne Orenstein of Simsbury would like to donate \$1,765 to the Community and Social Services Department. They request that \$1,400 be utilized for people who have been affected by the COVID-19 pandemic, and the remaining \$365 be used at the discretion of the Department.

Of the donation, \$1,400 will be used to provide emergency assistance (i.e. heat, food, shelter) to Simsbury residents who are being impacted by the COVID-19 pandemic. Many of our residents are experiencing hardship. The remaining \$365 will be used as deemed necessary by the Department

Chapter 100 of our Code of Ordinances, "Gift Policy," Section 100-2 "Monetary Donations" states that no donation of more than \$1,500 may be accepted without Board of Selectmen approval. If the donation is accepted I will direct staff to send a thank you letter to the Orensteins.
6. **Financial Impact:**
The \$1,765 donation from the Orensteins will be used to provide emergency assistance (i.e. heat, food, shelter) to Simsbury residents in need, and other purposes the Department deems necessary. The funds would be deposited into a Social Services special revenue fund used for these purposes. Of that total, \$1,400 will assist residents with heat, food, shelter and other essentials, and \$365 may be used as deemed necessary by the Department.
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:** Donation from Trinity Episcopal Church
2. **Date of Board Meeting:** June 14, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community & Social Services
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports acceptance of Trinity Episcopal Church's donation, the following motion is in order:

Move, effective June 14, 2021, to accept a donation from Trinity Episcopal Church in the amount of \$3,383.73 for the purpose of supporting Simsbury Community and Social Services Department's Food Pantry, which assists residents in need.
5. **Summary of Submission:**
This local church would like to donate to the Community and Social Services Department to support families through the department's food bank program.

Chapter 100 of our Code of Ordinances, "Gift Policy," Section 100-2 "Monetary Donations" states that no donation of more than \$1,500 may be accepted without Board of Selectmen approval. If the donation is accepted I will direct staff to send a thank you letter to Trinity Episcopal Church.
6. **Financial Impact:**
This is a donation to the Community & Social Services Department in the amount of \$3,383.73 to assist with the purchase of food items for local families in need. The funds would be deposited into a Social Services special revenue fund used for this purpose.
7. **Description of Documents Included with Submission:**
None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Donation of Two Speed Display Signs
2. **Date of Board Meeting:** June 14, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Nicholas Boulter, Chief of Police
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports acceptance of the speed display sign donation, the following motion is in order:

Move, effective June 14, 2021, to accept a donation from the CT Training & Technical Assistance Center (T2 Center) at the University of Connecticut of two speed display signs.

5. **Summary of Submission:**
The CT Training & Technical Assistance Center (T2 Center) at the University of Connecticut has notified the Town that they are distributing speed display signs to most of the municipalities in Connecticut for assistance in addressing speed-related serious injury and fatal crashes on rural roads. Simsbury has been chosen to receive two speed display signs at no cost to the Town. The signs have a total value of approximately \$4,500 each, or \$9,000 in total.

To comply with our gift ordinance, the Town Attorney recommended that the program agreement reflect that the Town has the right to use the signpost radar signs in its sole and absolute discretion and that the state relinquishes any future claim to the signs. In response, the state has proposed the attached revised program agreement. Staff will ultimately execute a program agreement document as approved to form by the Town Attorney.

Chapter 100 of our Code of Ordinances, "Gift Policy," Section 100-3 "Nonmonetary Gifts" states that no nonmonetary gift may be accepted without Board of Selectmen approval.

6. **Financial Impact:**
The aggregate value of the speed signs is \$9,000. The speed sign donation will have no financial cost to the Town other than minimal staff time to install the signs.

7. Description of Documents Included with Submission:

- a) CT Training & Technical Assistance Center (T2 Center) at the University of Connecticut Speed Display Sign Program Agreement



Speed Display Sign Program Agreement

1. This Speed Display Sign Program Agreement is between _____ (Municipality) and the CT Training & Technical Assistance Center (T2 Center) at the University of Connecticut.
2. The equipment is being provided at no charge to the Municipality. After the initial meeting between the Municipality and the T2 Center, the equipment becomes the property of the Municipality.
3. The Municipality agrees to install the equipment properly, in accordance with the Federal Manual on Uniform Traffic Control Devices (MUTCD) and any and all State of Connecticut regulations.
4. The equipment is being provided for use on locally owned and maintained rural roadways only. Installation on State owned and maintained roadways is not permitted.
5. After initial installation, Agencies can relocate the equipment to locations determined by the Municipality, in accordance with the MUTCD and State of Connecticut regulations. **Note:** If the Municipality wants to install the signs on a State road, they first must obtain an encroachment permit from CTDOT's District Office.
6. Technical assistance will be available, by request from the Municipality, after initial installation and provided by the T2 Center's Safety Circuit Rider.

Municipality: _____

Date: _____

Municipality Representative's Full Name (Print): _____

Municipality Representative's Cellphone Number: _____

Municipality Representative's Email: _____

Municipality Representative's Signature: _____

(By signing, I agree to all terms and conditions listed in this Agreement)



Town of Simsbury

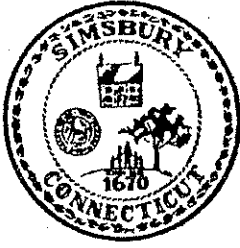
933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit –
Pride Events
2. **Date of Board Meeting:** June 14, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Mike Glidden, Director of Planning and Community
Development; Tom Hazel, Assistant Town Planner
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the public gathering permit application as
presented, the following motion is in order:

*Move, effective June 14, 2021, to approve the public gathering application on behalf of
the Simsbury LGBTQ community to authorize the issuance of the public gathering
permit for a flag raising ceremony at Town Hall on June 16th and a picnic event at
Schultz Park and ribbon tying display at Rotary Park on June 26th.*
5. **Summary of Submission:**
The Public Gathering Committee has approved the application for a Simsbury LGBTQ
community flag raising ceremony on June 16, 2021 at 5:00 PM (and will be raised for
the remainder of the month of June) at Town Hall and a picnic event on June 26, 2021
at Schultz Park. The picnic event is scheduled to start at 12:00 PM and end at 3:00 PM.
During the picnic event, participants will engage in a ribbon tying display at the fencing
along Rotary Park, which will remain for approximately two weeks.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
a) Application, Map and Summary of 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.

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

Organization's Name: Simsbury LGBTQ Community

Applicant's Name: Aliya Vandal

Mailing Address: [REDACTED]

Phone: [REDACTED]

Event Location: Schultz Park

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: June 26 12 PM End: 3 PM

Number of people expected to be present for the event (incl. staff, volunteers, attendees): 40

- 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.

TOWN OF SIMSBURY USE ONLY:

Fee Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Insurance Received: <i>★</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Request Approved:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	MORE INFO: _____

Signature: _____ Date: _____

EVENT INFO

Description of Event: This event is designed to be a time for the LGBTQ community and our allies can gather in Simsbury and celebrate June as Pride Month.

We'll have to a "bring your own picnic," have several speakers, and attend

a raising of the Pride Flag at Town Hall. The flag will be displayed according to proper etiquette and remain up for 4 weeks.

Once complete, the group will move to Iron Horse Blvd for to partake in a temporary art exhibit.

The event will be socially-distanced and COVID-conscious.

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES NO NUMBER: 5
• *You are responsible for proper collection and removal of all waste generated by your event.*

Portable toilets: YES NO NUMBER: _____
• *If yes, please show locations on attached site plan.*

Tent: YES NO SIZE: _____
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
• *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.*

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

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

BUILDING DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent:

YES NO CAPACITY: _____
OPEN SIDES ENCLOSED
SQUARE FOOTAGE: _____

- 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

FIRE MARSHAL
871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

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

QUANTITY: _____

- 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 + (_____ hours x \$50/\$75) = \$ _____

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:

Will on-site private security be provided? YES NO NUMBER: _____

Will on-site emergency medical services be provided? YES NO NUMBER: _____

- Where will they be located? _____

SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION

64 WEST STREET, 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 the attendance be equal to or greater than 5000? YES NO NUMBER: _____

Attendance will be:

STAGGERED OVER COURSE OF EVENT AT A SPECIFIC TIME TIME: _____

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

**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): Aliya Vandal

Applicant's Signature: Aliya Vandal

Date Signed: 5/24/21

REQUIRED SIGN OFFS (in order required)

	Received Date:	Received By:	Approved By:	Action Date:
Culture Parks And Rec. Director	5/26/21	T. Tyburski	T. Tyburski email	5/27/21
Zoning Commission (As may be required by ZEO)	✓	✓	✓	✓
Building Official	✓	✓	✓	✓
Police Chief	5/26/21	G. Samuelski	G. Samuelski email	5/26/21
Dir of Public Works	5/26/21	T. Roy	T. Roy email	6/2/21
Dir of Health FVHD	5/26/21	P. Toreville	P. Toreville email	5/26/21
Fire Marshal	N/A	J Brown		
Zoning Enforcement Officer				
Board of Selectmen				



Hazel Thomas

From: Tom Roy
Sent: Wednesday, June 2, 2021 12:29 PM
To: Hazel Thomas; Glidden Michael
Subject: RE: LTGBQ PGP

I am comfortable with this. I just wanted to be sure the BOS was aware that raising the flag for a month is included in this PGPA (feels like this type of request wouldn't normally be included in a PGP permit).

From: Hazel Thomas
Sent: Friday, May 28, 2021 8:50 AM
To: Tom Roy; Glidden Michael
Subject: LTGBQ PGP

Tom
I spoke with Maria this morning. She seems to feel that the flag concerns have been addressed with you. Just wanted to check and see if you are comfortable yet approving that request. The feeling seems to be that if the BOS provides the review and approval that the process should have secure enough oversight that it can control issues with more contentious requests in the future. Honestly I am fine with the BOS taking that role and any blow back that may come in the future. Let me know where you stand, the meeting isn't until June 14th so there is plenty of time if you still have reservations.

Thomas Hazel, CZEO
Assistant Town Planner
Town of Simsbury
(860) 658-3240
thazel@simsbury-ct.gov

Hazel Thomas

From: Tyburski Tom
Sent: Wednesday, May 26, 2021 2:28 PM
To: Hazel Thomas; Tom Roy; 'Patrick T. Tourville, CFI I'; Samselski Gregory; Boulter Nicholas (SPD); 'Jason Brown'
Subject: RE: PGP Schultz Park LGBTQ event

Follow Up Flag: Follow up
Flag Status: Flagged

Approved, parks and rec

From: Hazel Thomas
Sent: Wednesday, May 26, 2021 9:03 AM
To: Tom Roy; Tyburski Tom; 'Patrick T. Tourville, CFI I'; Samselski Gregory; Boulter Nicholas (SPD); 'Jason Brown'
Subject: PGP Schultz Park LGBTQ event

Please find the attached PGP for the Simsbury LGBTQ Community event at Schultz Park. Thank you.

Thomas Hazel, CZEO
Assistant Town Planner
Town of Simsbury
(860) 658-3240
thazel@simsbury-ct.gov

Hazel Thomas

From: Patrick T. Tourville, CFI I <PTourville@simsburyfd.org>
Sent: Wednesday, May 26, 2021 11:43 AM
To: Hazel Thomas; Tom Roy; Tyburski Tom; Samselski Gregory; Boulter Nicholas (SPD);
'Jason Brown'
Subject: RE: PGP Schultz Park LGBTQ event

No place to sign , Approved Fire Marshal's Office.

Patrick Tourville, CFI-I
Fire Marshal
Simsbury Fire District
871 Hopmeadow Street
Simsbury, CT 06070
(P) 860-658-1973
(C) 860-818-0479

From: Hazel Thomas <thazel@simsbury-ct.gov>
Sent: Wednesday, May 26, 2021 9:03 AM
To: troy@simsbury-ct.gov; Tyburski Tom <ttyburski@simsbury-ct.gov>; Patrick T. Tourville, CFI I
<PTourville@simsburyfd.org>; gsamselski@pd.simsbury-ct.gov; nboulter@pd.simsbury-ct.gov;
'Jason Brown' <jbrown@fvhd.org>
Subject: PGP Schultz Park LGBTQ event

Please find the attached PGP for the Simsbury LGBTQ Community event at Schultz Park. Thank you.

Thomas Hazel, CZEO
Assistant Town Planner
Town of Simsbury
(860) 658-3240
thazel@simsbury-ct.gov

Hazel Thomas

From: Samselski, Gregory <GSamselski@pd.simsbury-ct.gov>
Sent: Wednesday, May 26, 2021 11:59 AM
To: Hazel Thomas
Cc: Boulter Nicholas (SPD)
Subject: RE: PGP Schultz Park LGBTQ event

Good with the PD.

Greg

From: Hazel Thomas [<mailto:thazel@simsbury-ct.gov>]
Sent: Wednesday, May 26, 2021 9:03 AM
To: Roy, Thomas; Tyburski Tom; 'Patrick T. Tourville, CFI I'; Samselski, Gregory; Boulter, Nicholas; 'Jason Brown'
Subject: PGP Schultz Park LGBTQ event

Please find the attached PGP for the Simsbury LGBTQ Community event at Schultz Park. Thank you.

Thomas Hazel, CZEO
Assistant Town Planner
Town of Simsbury
(860) 658-3240
thazel@simsbury-ct.gov

Hazel Thomas

From: Aliya Vandal [REDACTED]
Sent: Friday, May 28, 2021 12:30 PM
To: Hazel Thomas
Cc: Tyburski Tom
Subject: Statement regarding June 26 Gathering

Hi Tom,

Tom Tyburksi has asked me to send you a statement regarding details of the ribbon on the fence by the rainbow 'SIMSBURY' painted on the Greenway on Iron Horse Blvd. I will commit to removing the ribbons within the two week timeframe. Please let me know if you have any questions.

Thanks,

Aliya

--

Aliya Vandal
[REDACTED]

www.linkedin.com/in/aliyavandal/



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Parks Facility Maintenance Technician Classification

2. **Date of Board Meeting:** June 14, 2021

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

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the creation of the Parks Facility Maintenance Technician classification, the following motion is in order:

Move, effective June 14 2021, to approve the creation of the position classification of Parks Facility Maintenance Technician and the job description and pay grade as presented.

5. **Summary of Submission:**

The FY 21/22 budget was adopted at referendum on May 4, 2021. The FY 21/22 budget includes funding for a new position for Parks. The planned position will provide skilled maintenance support to our Parks. The new position is an addition to, not a replacement of, our existing positions in Parks. The recently completed Parks and Open Space Master Plan identified a need for additional Parks staffing such as this position.

The Director of Culture, Parks and Recreation and Parks Superintendent were involved in developing this job description. The main duties of the position would be to perform work in construction of, repair of, and maintenance of Town and school parks and athletic fields, recreation areas, open space and public grounds. This position would be placed on the T7 pay scale of the AFSCME Collective Bargaining Unit. For FY21/22 that is a pay range of \$27.43 - \$33.74.

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

Excerpted Charter language reads:

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

may be amended, upon recommendation of the Town Manager, by resolution of the Board.”

This was reviewed and endorsed by the Personnel Sub-Committee at their June 10th meeting and has also been approved by the Union.

6. Financial Impact:

Funding for this position was included in the Fiscal Year 2021/2022 budget that passed at referendum on May 4, 2021.

7. Description of Documents Included with Submission:

a) Proposed Job Description – Parks Facility Maintenance Technician

Town of Simsbury

TITLE:	Facility Maintenance Technician	GRADE:	T7
DEPARTMENT:	Culture Parks and Recreation	FLSA:	Non-Exempt
REV.DATE:	May 3, 2021	HOURS/WK:	40

POSITION DESCRIPTION:

Under the general supervision of the Parks Superintendent or Parks Foreman, performs work in the construction, repair, and maintenance of town parks and athletic fields (including schools), recreation areas, open space and public grounds.

ESSENTIAL JOB FUNCTIONS:

- Receives and implements oral and written instructions from Parks Superintendent or Parks Foreman.
- Performs all Cultural maintenance practices inherent to maintain irrigated turf, parks, equipment and building maintenance.
- Operates all equipment to complete assigned tasks such as back hoe, tractors, loaders, snow plows, ice re-surfacer, chainsaws, hand tools, power saws, brush chipper and mowing machines.
- Drives truck to haul and remove materials; to plow and sand roads.
- Performs skilled work tasks at town facilities which may include carpentry, plumbing, HVAC, swimming pool and electrical work.
- Advance tree work knowledge. Must be able to prune and take down trees.
- Assists with inspections of all parks irrigation systems and drinking fountains on a regular basis and assists with repairs to irrigation system and pumps.
- Performs equipment repair and maintenance duties.
- Follows standard safety procedures and regulations.
- Keeps work, time, and material records.
- Reports work accomplished to Supervisor.
- Is available for overtime, emergencies, and storm related work.
- Supervises seasonal staff and will be the lead person on work assignments related to facility maintenance.
- Assists with documentation and routine inspections and repairs to play equipment.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to apply common sense understanding to carry out instructions, rules and procedures furnished in written, oral, or diagrammatic form.
- Ability to provide supervision to assigned workers.
- Considerable knowledge of equipment maintenance and skills in the operation of various equipment including loaders, backhoes, excavators, ice re-surfacers, and mowers.
- Ability to work in extreme weather conditions including heat or cold with temperatures sufficiently high or low to cause marked bodily discomfort.
- Working knowledge of the hazards and safety precautions common to heavy equipment operation.
- Working knowledge of horticultural practices.
- Working knowledge of athletic field preparation and proper markings.
- Ability to perform basic mathematical computations.
- Intermediate skill in the operation of computers and related equipment.
- Ability to recognize the need for equipment and vehicle repairs and maintenance.

- Ability to establish effective working relationships with other employees, superiors and general public.
- Ability to communicate effectively orally and in writing.
- Ability to effectively motivate, manage and lead a work crew.
- Ability to work safely and oversee the safety of crewmembers as well as the public.
- Ability to work on emergency call-out basis, including during extended winter hours.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, including, but not limited to: pay loader, back-hoe, dump truck, ice re-surfacer, pickup truck, utility truck, mowers, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone

PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Ability to sit and work continuously for extended periods of time.
- Ability to work evenings and/or weekends.
- Ability to work in setting subject to continuous interruptions and background noises.
- Ability to climb ladders, scaffolds, etc.
- Ability to work in confined or close quarters for extended periods of time.
- Ability to work near moving traffic and equipment.
- Ability to work in poor weather conditions, including heat, humidity cold, rain and snow.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.
- Ability to access and reach difficult places and negotiate varied terrain.
- Ability to get in and out of motor vehicles.
- Must be able to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.
- Sufficient strength and stamina to perform strenuous physical labor for extended periods of time.
- Ability to work independently with minimum supervision.
- Ability to walk, sit, climb, balance, stop, kneel, crouch, crawl and smell.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Noise level in the work environment is occasionally loud.

REQUIRED MINIMUM QUALIFICATIONS:

High school diploma or GED equivalent and three (3) years of experience in skilled relevant maintenance work required. Formal training and/or education in the trades such as carpentry, electrical, HVAC or plumbing preferred.

OTHER JOB REQUIREMENTS:

- Connecticut Motor Vehicle Operator's License
- Certified Playground Safety Inspector certification (CPSI), Aquatics Facility Operator certification (AFO), and Pesticide Applicator's License must be obtained within three years of employment and maintained thereafter.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.



Town of Simsbury

933 HOPMEADOW STREET

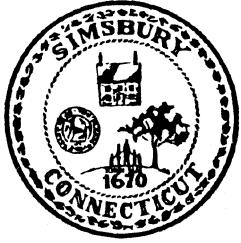
SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Open Space and Watershed Land Acquisition (OSWA) Grant Resolution - Meadowood
2. **Date of Board Meeting:** June 14, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
The presented resolution is required to receive the OSWA grant funds. Therefore, the following motion is in order:

Move, effective June 14, 2021, to approve the Open Space and Watershed Land Acquisition Program Resolution as presented.
5. **Summary of Submission:**
In July 2020, the Board of Selectmen authorized Town Manager Maria Capriola to execute the grant application for an Open Space and Watershed Land Acquisition Grant to help defray Meadowood acquisition costs. The Board also authorized acceptance of the grant should it be awarded, as well as for the Town Manager to execute all necessary grant documents.

The Town received official notification that we have been awarded \$400,000 from this grant program towards the purchase of Meadowood. The grant requires the attached resolution be adopted by the legislative body, and to be signed and have the Town Seal placed on it.
6. **Financial Impact:**
The value of the grant award is \$400,000. This award will not affect the Town's planned financial contribution to the acquisition.
7. **Description of Documents Included with Submission:**
 - a) OSWA Grant Resolution



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

RESOLUTION

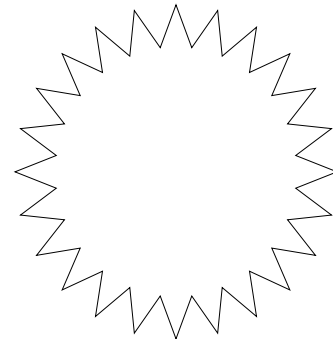
I, _____, do hereby certify that I am the, Town Clerk, of the Town of Simsbury, a municipal corporation organized and existing under the laws of the State of Connecticut having its principal place of business at 933 Hopmeadow Street, Simsbury, CT 06070, that I am the keeper of the of the records and seal. That the following is a true and correct copy of resolutions duly adopted and ratified by the Town of Simsbury Board of Selectmen on June 14, 2021 in accordance with the constituent charter of the Town of Simsbury and that the same has not in any way been modified, repealed or rescinded, but is in full force and effect.

RESOLVED, that Maria Capriola of Town of Simsbury is hereby authorized to execute on behalf of the Town of Simsbury a Grant Agreement and Conservation and Public Recreation Easement and Agreement under the Open Space and Watershed Land Acquisition Program with the State of Connecticut for financial assistance to acquire permanent interest in land known as Meadowood Property, Simsbury, OSWA 617 and to manage said land as open space land pursuant to Section 7-131d of the Connecticut General Statutes.

IT IS FURTHER CERTIFIED that Maria Capriola was APPOINTED, Town Manager, Her term of office began on January 29, 2018 and will continue until January 29, 2025. As the Town Manager serves as the Chief Executive Officer for the Town of Simsbury and on June 14, 2021 had both the authority and the office to sign on behalf of the Town of Simsbury a Grant Agreement and Conservation and Public Recreation Easement and Agreement for financial assistance to purchase permanent interest in land under the Open Space and Watershed Land Acquisition Program.

Dated at Town of Simsbury, Connecticut this _____ of June, 2021.

Clerk or Corporate Secretary





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Open Space and Watershed Land Acquisition (OSWA) Grant Supplemental Appropriation - Meadowood
2. **Date of Board Meeting:** June 14, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Amy Meriwether, Finance Director
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
The Board of Selectmen needs to appropriate the OSWA grant funds to the capital project established for the acquisition of Meadowood. Therefore, the following motion is in order:

Move, effective June 14, 2021, to approve the supplemental appropriation for the Meadowood purchase as presented and recommend its approval to the Board of Finance.
5. **Summary of Submission:**
In July 2020, the Board of Selectmen authorized Town Manager Maria Capriola to execute the grant application for the Open Space and Watershed Land Acquisition Grant. The Open Space and Watershed Land Acquisition Grant Program is administered by DEEP and Simsbury was approved for an amount not to exceed \$400,000.

The grant funds will be used towards the purchase of Meadowood and need to be appropriated to the Meadowood project. This will be reviewed by the Board of Finance at their June 15th meeting. The Town Attorney has characterized the supplemental appropriation as procedural in nature; the May 4, 2021 referendum results are the final legislative action of the Town on this matter.

As a part of this award a permanent conservation easement will be provided to DEEP with a requirement that the property be made available to the general public for passive recreational purposes.
6. **Financial Impact:**
The value of the grant award is \$400,000. This award will not affect the Town's planned financial contribution to the acquisition.
7. **Description of Documents Included with Submission:**
 - a) OSWA Grant Award Letter, dated May 20, 2021



79 Elm Street • Hartford, CT 06106-5127

www.ct.gov/deep

Affirmative Action/Equal Opportunity Employer

May 20, 2021

Maria Capriola, Town Manager
Town of Simsbury
933 Hopmeadow Street
Norfolk, CT 06058

Honor Lawler, Project Manager
Trust for Public Land
101 Whitney Ave, Unit D
New Haven, CT 06510

RE: Meadowood Property, Simsbury OSWA 617

Dear Ms. Capriola & Ms. Lawler:

Congratulations - we are pleased to inform you that your proposed acquisition of the Meadowood Property in the Town of Simsbury, was approved for funding under the State of Connecticut Open Space and Watershed Land Acquisition Grant Program (OSWA).

The Open Space and Watershed Land Acquisition Program is administered by the Department of Energy and Environmental Protection (DEEP). Your application has been reviewed and approved for an amount, not to exceed \$400,000. This amount is based upon verification of all material facts contained in the grant application and execution of an Open Space and Watershed Land Acquisition Grant Agreement, containing such terms as are acceptable to the Commissioner and which conform to the requirements of Section 7-131d of the Connecticut General Statutes.

Each grant application was evaluated by a number of criteria including natural resource and recreational value; climate change mitigation and adaptation; funding availability; public access; and past OSWA grant compliance. In the coming weeks, you will receive written instructions and background materials from DEEP on the next steps in the grant award process.

We look forward to partnering with you to preserve this important and valuable open space parcel. The Open Space and Watershed Land Acquisition Program and sponsors like you, ensure that the quality of life and natural resources we all enjoy will be protected now and for future generations.

If have any questions, please contact Allyson Clarke at the DEEP Office of Land Acquisition and Management at (860) 424-3774 or Allyson.Clarke@ct.gov.

Sincerely,

A handwritten signature in blue ink that reads "Katherine S. Dykes".

Katherine S. Dykes
Commissioner



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Supplemental Appropriation for Repairs to Simsbury Public Library Boiler and HVAC Controls
2. **Date of Board Meeting:** June 14, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Amy Meriwether, Finance Director; Tom Roy, Director of Public Works *maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the supplemental appropriation request, the following motion is in order:

Move, effective June 14, 2021, to approve the supplemental appropriation request of \$25,000 for the repair of the boiler and HVAC controllers at the Simsbury Public Library and recommend its approval to the Board of Finance.

5. **Summary of Submission:**
One of the two boilers at the Simsbury Public Library began leaking this past winter and is in need of repair prior to the next heating season. The failure/leak of the boiler was unexpected as this unit is only 15 years old. Public Works has had the second boiler evaluated and it was found to be in good condition, making the repair of the leaking boiler the most economical choice. Now that we are safely out of the heating season, we are in a good position to make the necessary repairs. The cost for this work will be \$9,250 +/-.

In addition to the boiler work at the Library, we have had two failures of the HVAC controllers at the Library in the last month. These controllers are essentially the electronic "brain" that regulates the air flow and run the air handler units. We have the upgrade of all of the controllers at the Library scheduled in our Facilities Master Plan for ~ 5 years out. To replace the failing controllers and improve system reliability, the cost is approximately \$14,000. This would greatly improve the operational reliability of the system.

6. **Financial Impact:**
Total estimated costs to repair the boiler and HVAC controls is \$23,250, with an estimated contingency of \$1,750. The total requested supplemental appropriation is \$25,000.

There are significant year end savings in the General Fund. This would result in a slightly reduced amount of the year end savings being transferred to the Capital Reserve at the end of the fiscal year for the \$25,000 in work proposed.

7. Description of Documents Included with Submission:

None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Supplemental Appropriation Request for Economic Development Commission
2. **Date of Board Meeting:** June 14, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*

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

If the Board of Selectmen supports the supplemental appropriation request from the Economic Development Commission and Simsbury Chamber of Commerce, the following motion is in order:

Move, effective June 14, 2021, to approve the supplemental appropriation for the Economic Development Commission and Chamber of Commerce in the amount of \$11,305 for the implementation of a co-working website and recommend its approval to the Board of Finance.

5. **Summary of Submission:**

At the November 23, 2020 Board of Selectmen meeting, the Board approved the 2020-2021 work plan for the Economic Development Commission (EDC). The assigned task for the "Support Entrepreneurs" work stream is "develop a plan for co-working space." This action item was also included in the 2019-2020 adopted work plan. The EDC members assigned to this item are Ron Jodice and Peter Van Loon, with staff support from Andrew Sherman, Business and Career Center Coordinator.

The need for co-working space was identified prior to the pandemic, and this demand has only increased over the past year due to the focus on remote work during the pandemic. The Business and Career Center continues to see a demand for space at the Library, and we received anecdotal feedback from a local hotel that they received six inquiries regarding co-working space in the past two weeks.

This effort is intended to not only support local professionals and entrepreneurs, but also to support local property owners. Many property owners lost tenants this past year, and as people are returning to work, they are less inclined to invest in long-term lease options. This proposal will address an immediate need for our local property owners who are looking to reduce vacancies and diversify their revenue opportunities as they recover from the pandemic.

The EDC and the Simsbury Chamber of Commerce have worked together to develop a concept to meet both of these needs, in the form of a customized website platform to

connect property owners with professionals who are looking for short-term, temporary office space. The website will be developed and managed with the in-house expertise from the Chamber of Commerce. The partnership between the Chamber of Commerce and the Town would be for three years, after which the project success would be evaluated, and it would be determined whether to continue or if terms and other changes are necessary.

At their meeting on May 26, 2021, the EDC voted unanimously to recommend to the BOS that we proceed with this project. At their meeting on June 9, 2021, the Simsbury Chamber of Commerce Board of Directors also voted unanimously to support this project.

6. Financial Impact:

The start-up costs for this project are estimated at \$6,305. This includes the purchase of the website URL (\$135), website hosting and security (\$170), website development (\$3,500), and annual project management costs (\$2,500). Annual project costs for years two and three are \$2,500 each year. The total start-up and ongoing costs for three years is \$11,305.

Staff proposes using the federal stimulus funds under the American Rescue Plan (ARP) for the start-up costs, and any ongoing costs for the three-year pilot period. ARP funds can be committed through 2026; should the pilot period be successful, we could extend our agreement with the Chamber of Commerce for an additional two years.

7. Description of Documents Included with Submission:

- a) Co-Working Website Proposal *Forthcoming*
- b) EDC 2020-2021 Adopted Work Plan

2020-2021 EDC Work Plan - ADOPTED

Work Stream	Task	Person/People	Status
Business Incentives	Complete research on business incentives. Provide recommendations/update Business Incentive Policy.	Peter Van Loon, Tom Earl Staff: Maria Capriola, Melissa Appleby	Ongoing, draft policy expected to be presented to BOS in December
Marketing	Complete marketing materials refresh for tourism, real estate, and business recruitment purposes.	Brooke Freeman, Charmaine Seavy Staff: Sarah Nielsen	Revised scope and marketing proposal being developed. Proposal and contract expected to be executed by November 30 th
Business Outreach	Conduct business outreach. Collect and track feedback.	Bob Crowther, Charmaine Seavy, Tom Earl Staff: Maria Capriola, Melissa Appleby, Mike Glidden,	Ongoing, temporary pause due to COVID-19, talks resumed recently
Business Outreach	Implement EDC member shadow program for development projects.	Tom Earl, Peter Van Loon Staff: Mike Glidden	New
Business Outreach	Assist with gathering feedback on wayfinding signage needs (type, location, etc).	To be Determined (2) Staff: Sarah Nielsen	Funding for wayfinding signage pushed out to FY22
Support Entrepreneurs	Support infrastructure for entrepreneurs. Promote access to business resources, information, and infrastructure.	Peter Van Loon, Ron Jodice Staff: Andrew Sherman	Ongoing
Support Entrepreneurs	Develop a plan for co-working space.	Peter Van Loon, Ron Jodice, Tom Earl Staff: Andrew Sherman, Morgan Hilyard	Ongoing



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Supplemental Appropriation Request for Simsbury SPIRIT Council

2. **Date of Board Meeting:** June 14, 2021

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; SPIRIT Council

Maria E. Capriola

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

If the Board of Selectmen supports the additional funding request from the SPIRIT Council, the following motion is in order:

Move, effective June 14, 2021, to approve the supplemental appropriation for additional funding for the Simsbury SPIRIT Council in the amount of \$22,000 to support data collection and analysis efforts.

5. **Summary of Submission:**

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

At your February 8, 2021 Board of Selectmen meeting SPIRIT Council was granted a supplemental appropriation of \$3,000 for data collection to start the process with other funds being built into the Board of Selectmen's FY 21/22 budget. The Board of Finance removed this funding and noted a commitment to fund the work with year-end savings, which occurs in early fall. SPIRIT has asked for those funds to be released now rather than waiting.

The next step, if approved tonight by the Board of Selectmen, would be a review by the Board of Finance at their upcoming June 15th meeting.

Town staff has met with some regional towns that may be interested in potentially sharing a consultant that could assist with a broad scope of diversity, equity, and inclusion matters such as data collection, training, policy review, etc. Staff believes there could be great value in partnering with area towns as well as having a professional with this area of expertise easily accessible to us. Prior to proceeding with

the data collection and analysis work, staff recommends that this option be vetted further.

6. Financial Impact:

The requested \$22,000 was not budgeted in the current fiscal year, therefore a supplemental appropriation is needed to fund the proposed work. If approved, at fiscal-year-end close, the appropriation could be funded by offsetting expenditure savings, or a transfer of funds from the General Fund Reserve to cover the expense.

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:** American Rescue Plan Act – Uses for Recovery Funds
2. **Date of Board Meeting:** June 14, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Amy N. Meriwether, Finance Director/Treasurer
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
No action needed. However, staff is seeking feedback and general consensus from Board members regarding items flagged as “yes” or “maybe” in the attached; this will be of assistance to staff as we continue to research eligibility of potential uses. If Board members have additional ideas for uses of the funds that are not presented, they are encouraged to share those ideas so staff may vet them further.
5. **Summary of Submission:**
The U.S. Department of Treasury announced the launch of the Coronavirus State and Local Fiscal Recovery Funds program that was authorized by the American Rescue Plan Act. This program provides \$350 billion in emergency funding for eligible state, local, territorial and Tribal governments to help address the economic fallout related to the pandemic, and lay out the foundation for a strong and equitable recovery. Funding objections include:
 - Supporting urgent COVID-19 response efforts to continue to decrease the spread of the virus and bring the pandemic under control
 - Replace lost public sector revenue to strengthen support for vital public services and help retain jobs
 - Support immediate economic stabilization for households and businesses
 - Address systemic public health economic challenges that have contributed to the inequal impact of the pandemic.

Simsbury is anticipated to receive \$7,515,665¹ in total relief funding that will be distributed in two tranches – 50% now and 50% next year. Municipalities must ensure these funds are being used to respond to the COVID-19 public health emergency. Consideration must be given to the following: (1) Identifying a need or negative impact of the COVID health emergency and (2) Identifying how the program, service or other intervention addresses the identified need or impact. An overview of eligible uses is provided below:

 - Support Public Health Response by providing services to contain and mitigate the spread of COVID-19

¹ This includes our municipal allocation and our share of the county allocation

- Replace Public Sector Revenue Loss to ensure continuity of vital government services
- Improvements to Water & Sewer Infrastructure
- Equity Focused Services to address health disparities, investment in housing, educational disparities, and promote healthy childhood environments
- Address Negative Economic Impacts by delivering assistance to workers and families, support small businesses etc.
- Provide Premium Pay to Essential Workers both directly and indirectly through grants to third party employers
- Improvements to Broadband Infrastructure

Staff has reviewed each category of eligible uses and any corresponding restrictions on funding. We do not have any qualified census tracts (QCT) in Simsbury. Unfortunately, Simsbury does not qualify for all eligible use categories in accordance with the guidance.

In order to further assist with providing guidance on possible uses of these funds, staff has put together a worksheet on proposed uses for these funds with a corresponding narrative as to whether Simsbury qualifies for funding for that specific use. This worksheet is included in the attached entitled "Federal Stimulus Funding Ideas Worksheet."

6. Financial Impact:

None

7. Description of Documents Included with Submission:

- a) ARPA: Coronavirus State and Local Fiscal Recovery Fund Guidance Update Slides
- b) Federal Stimulus Funding Ideas Worksheet

ARPA: Coronavirus State and Local Fiscal Recovery Fund Guidance Update

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NLC DELIVERS

New Guidance Highpoints

The U.S. Department of the Treasury released:

- Guidance/Interim Final Rule
- Frequently Asked Questions (FAQ)
- Allocation for Metropolitan cities
- Opened portal for Metropolitan cities to apply for funding
- State guidance for NEUs

Many of the points that NLC advocated for were adopted in the Interim Final Rule.

Visit the Treasury webpage for more info about the Coronavirus State and Local Recovery Fund.

[Treasury.gov/SLFRP](https://www.treasury.gov/SLFRP)



Framework of Interim Rule

- Non-exclusive lists of allowable expenditures
 - Categories include intervention for Qualified Census Tracts, public health, direct aid, community & economic development, infrastructure
- Encouraged expenditures
 - Categories include addressing racial disparities, inequities, disproportionate harm
- Prohibited expenditures
 - Categories include pension funds, legal settlements, federal match requirements

Framework to Assess Eligibility for Projects and Services

1. Identify the harmful effect of COVID-19 the activity will address.
2. Assess the causal or compounding connection.
3. Assess for disproportionate impact on distressed sectors or populations.
4. Determine how to prove the expense produces the expected outcome.

- **Metropolitan cities include all cities with populations over 50,000**, including cities that relinquish or defer their status as entitlement cities for CDBG. Cities under 50,000 that qualify and accept annual CDBG grants also appear on the Metro list.
 - Metropolitan cities can already begin applying for the funds through Treasury's online portal. Metropolitan cities will receive their second round of funds 12 months after they receive their first funds.
- **Non-entitlement Units of Local Governments (NEUs) are the remaining municipalities.**
 - NEUs will receive their money from their respective states within 30 days of the states receiving the money unless states receive an extension. NEUs will receive their second payment 12 months after receiving their first payment.

- Non-entitlement Units of Local Government (NEUs) will receive funds from their state within 30 days after states receive their payments
 - States request funds for NEUs when they request their own payments
- Payments will come in 2 tranches
 - 50% then 50% roughly 12 months later
- States will identify eligible NEUs from Treasury's list
 - All NEUs on list for no minor civil divisions (MCDs) or strong-MCDs states are eligible
 - Connecticut is a strong-MCDs state
- States calculate initial allocation by dividing NEU population by total population of eligible NEUs then multiplying by aggregate state NEU payment
 - Total allocations to NEUs are capped at 75% of NEUs budgets
- States decide how to split allocations between overlapping jurisdictions
 - Treasury recommends either 1) allocating entirely to subsidiary or 2) splitting between parent and subsidiary jurisdictions
 - Connecticut has overlapping jurisdictions

- States to create request process for NEUs
- NEUs will have to provide:
 - Local government name, Entity's Taxpayer Identification Number, DUNS number, and address
 - Authorized representative name, title, and email
 - Contact person name, title, phone, and email
 - Financial institution information
 - Total NEU budget or top-line expenditure total
 - Award terms and conditions agreement (provided by Treasury)
 - Assurances of compliance with Title VI (provided by Treasury)
- States will assign each jurisdiction a NEU Recipient Number for reporting
- NEUs need SAM.gov registration
 - Not required to receive funds but it will be needed later

- Disburse the initial distributions of payments
 - States cannot impose additional conditions or requirements on distributions
- Record key information for reporting purposes
 - States should keep records of allocations and payments to report to Treasury
- States to provide guidance on requirements to Treasury
 - Direct to Section 603 of ARPA, the Interim Final Rule, State guidance on NEUs, and other documents on Treasury website
- States can apply for extensions if they cannot make the 30-day deadline
 - States can request extensions for excessive administrative burden
 - Treasury will consider other requests for extensions
 - More information coming on extensions

- States can make subsequent distributions with funds allocated to unresponsive NEUs
 - Includes NEUs that have neither requested nor declined funding despite states' reasonable effort to contact them
 - NLC has asked for more clarification on what constitutes a reasonable effort
- Subsequent distributions are disbursed to residual NEUs
 - Residual NEUs received initial distributions but did not exceed the 75% cap
 - Calculated by dividing population of residual NEU by total population of residual NEUs then multiplying by remaining aggregate funds
 - Combined initial and subsequent distribution still cannot exceed the 75% cap

Eligible Uses: COVID-19 Pandemic Response

To respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.

- COVID-19 Mitigation and Prevention
- Medical Expenses
- Behavioral Health Care Including Addiction Treatment
- Public Health and Public Safety Employees
- Data, Design, and Execution of Health Programs
- Health Disparities
- Survivors Benefits

Presumption of Eligibility inside Qualified Census Tracts (QCT)

- Direct cash and loan interventions
- Assistance to business and non-profits
- Impacted industries and workers
- Housing and Community Development
- Homelessness
- Childcare and Education

Fiscal Recovery Funds payments may be used by recipients to provide **premium pay to eligible workers performing essential work** during the COVID-19 public health emergency or to **provide grants to third-party employers with eligible workers** performing essential work.

- The Interim Final Rule defines "essential work" as work involving regular in-person interactions or regular physical handling of items that were also handled by others.
- Such workers include:
 - Staff at nursing homes, hospitals, and home care settings;
 - Workers at farms, food production facilities, grocery stores, and restaurants;
 - Janitors and sanitation workers;
 - Truck drivers, transit staff, and warehouse workers;
 - Public health and safety staff;
 - Childcare workers, educators, and other school staff; and
 - Social service and human services staff.

Coronavirus State and Local Fiscal Recovery Funds – “necessary investments in water, sewer, or broadband infrastructure.”

- Projects eligible under the Clean Water State Revolving Fund
 - Construct, improve, and repair wastewater treatment plants; control non-point sources of pollution; create green infrastructure; manage and treat stormwater; water reuse; protect waterbodies from pollution.
- Projects eligible under the Drinking Water State Revolving Fund
 - Build or upgrade facilities to improve water quality; transmission, distribution, and storage systems; consolidation or establishment of drinking water systems
- Cybersecurity
- Climate Change and Resilience
- Lead Service Line Replacement

- Eligible projects **must**:
 - "be designed to provide service...to unserved and underserved households and businesses."
 - Unserved and underserved = lacking access at least 25/3 Mbps wireline service
 - Specific service areas and locations may be defined by community
 - Provide service that "reliably meets or exceeds symmetrical speeds of 100 Mbps" or, if impossible, at least 100/20 Mbps with the ability to scale to 100 Mbps symmetrical
- Eligible projects are **encouraged** to:
 - consider affordability
 - avoid investing in locations with "existing agreements to build reliable wireline service with minimum speeds of 100/20 Mbps by December 21, 2024"
 - "deliver a physical broadband connection by prioritizing projects that achieve last-mile connections"
 - prioritize municipal, nonprofit, and cooperative-owned networks
- Digital inclusion: assistance to households, including internet access and digital literacy assistance, are eligible uses

Eligible Uses: Lost Revenue

1. General Revenue draws on the Census definition of General Revenue of Own Sources.
2. Excluded from this definition: Utilities.
3. **Recipients should sum across all revenue streams covered as general revenue.**
4. Cities, towns, and villages, will use a predetermined growth rate of 4.1% or the average annual growth rate over the three full fiscal years prior to the pandemic to help determine lost revenue.
5. Recipients should calculate the extent of the reduction in revenue as of four points in time: December 31, 2020; December 31, 2021; December 31, 2022; and December 31, 2023.

- Federal Matching Requirements
- Premium Pay for telework
- Pensions
- Infrastructure not Directly Addressed in ARPA
- Rainy Day Funds, Financial Reserves, and Outstanding Debt

General

- Treasury plans to help with the administrative burden of reporting through technical assistance
- Treasury will provide additional guidance about reporting requirements

Metropolitan Cities

- Interim Report
 - Expenditures by category at the summary level from award date to July 31, 2021
 - **DEADLINE:** August 31, 2021
- Quarterly Project and Expenditure reports
 - Contracts/subawards over \$50K
 - Types of projects funded and other info on utilization of awards
 - **DEADLINE:** October 31, 2021 (following reports due 30 days after calendar quarter)
- For populations +250K, annual Recovery Plan Performance
 - Provides the public and Treasury info about projects and outcomes
 - **DEADLINE:** July 31, 2021 (each year)

Non-Entitlement Unites of Local Government (NEUs)

- Annual Project and Expenditure Reports
 - Initial report from receipt to September 30, 2021
 - **DEADLINE:** October 31, 2021 (each year)

New Guidance: NLC's Next Steps

On May 17, Treasury requested comments on the Interim Final Rule.

- Due on **July 16, 2021**
- NLC drafting comments

Seeking Additional Clarification:

Re-classification of NEUs to Metros

- Transparency in Calculations

Seeking Immediate Fixes:

- Broadband
- Public Utilities



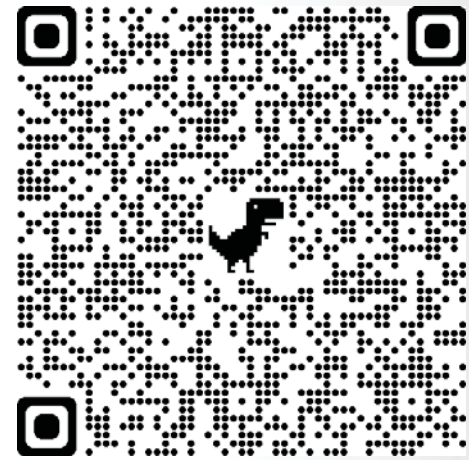
Coronavirus State and Local Recovery Fund Contact Info

Visit the Treasury webpage for more info about the Coronavirus State and Local Recovery Fund.

[Treasury.gov/SLFRP](https://www.treasury.gov/SLFRP)

The Treasury expects to provide technical assistance to mitigate administration burden.

For general questions about the Coronavirus State and Local Recovery Fund, email SLFRP@treasury.gov.



NLC's COVID-19 Hub: <https://www.nlc.org/covid-19-pandemic-response/>

- Blogs
- 5 fact sheets: Reporting Requirements, Receiving Funds, State Conditions
- Prohibited Uses, Calculating Revenue Loss
- Revenue Loss Calculator
- Webinar recordings



Tell NLC what kind of additional programming and resources will be useful for your municipal operations:

<https://bit.ly/3eVyvWt>



- Using American Rescue Plan Act Funds for Water, Wastewater and Stormwater Infrastructure Projects
- ARPA Local Recovery Funds: What's in it for Connectivity and Technology?
- Supporting Education Success through the American Rescue Plan Act
- ARPA Supporting Housing Stability and Income Security
- City/County Coordination is Vital for America's Recovery Plan
- How the American Rescue Plan Act is Supporting Food Access and Jobs
- Supporting Early Childhood with the American Rescue Plan
- U.S. Treasury Guidance on Using Coronavirus State and Local Fiscal Recovery Funds
- Six Considerations to Leverage ARPA Funds for Economic Mobility
- Meeting the Moment: Leveraging American Rescue Plan Act Funds to Improve Mental Health & Wellbeing
- How Local Leaders Can Help Residents Access the Emergency Broadband Benefit
- Six Do's and Don'ts for Local Emergency Rental Assistance
- What Small Cities Need to Know to Access ARPA Local Relief Funds
- Supporting Local Businesses with America's Rescue Plan

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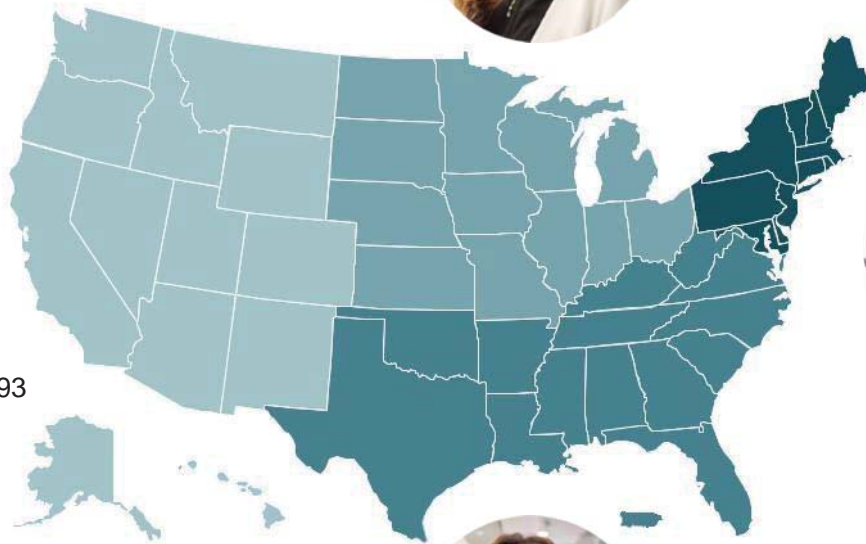
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Possible Uses of Federal Stimulus Funds through 2026	Permitted Use?	Comments/Questions
Public Health		
1) FVHD needs combatting the pandemic (district-wide approach recommended)	Yes	Specifically relates to the pandemic
2) VNA (Visiting Nurses Assoc) needs combatting the pandemic	Yes	Specifically relates to the pandemic
3) Invest in capital equipment for the Ambulance Association such as ambulances	Yes	As long as the investment in capital is to meet pandemic operational needs
4) FVHD needs for implementation of their strategic plan (district-wide approach recommended)	Maybe	Need more information, what need or negative impact of COVID will this address and how would this address that need?
5) FVHD needs for other public health issues (district-wide approach recommended)	No	Has to be COVID related
6) Offset revenue losses for Ambulance Association during the pandemic (lower number of transports, fewer donations)	No	Revenue loss only pertains to State, local or Tribal government and funding can only be used for government services
7) Offset revenue losses for Ambulance Association for transports that are uninsured, and the difference between Medicare/Medicaid reimbursement amounts and private insurance reimbursement amounts	No	Revenue loss only pertains to State, local or Tribal government and funding can only be used for government services
Assist vulnerable populations of residents		
1) Fund monthly grocery store gift cards for households participating in our food program	Yes	Funding will cover food insecurities, rent etc but I would like to stay away from gift cards. Since we don't know what is being purchased with the gift cards, we could get some push back on reimbursement. Ran into this with FEMA. Since they are both federal programs, likely to have the same issue
2) Fund new outside agency grant requests that were not funded during budget: 1) A Promise to Jordan (substance abuse/mental health) and 2) Gifts of Love (food insecurity, other related needs)	Yes	If they can show the need we can provide them a grant
3) Temporary program (5-year) or on-going trust to fund recreational/sports and campership opportunities for low and moderate income children (residents)	Maybe	Contributions to reserves or similar funds are not allowed; Cannot find specific guidance on sports/campership opportunities for low or moderate income children, however, if we can show what need or negative impact of COVID will this address and how would this address that need then could possible justify use of funds
4) Establish a trust for our food program	No	Contributions to reserves or similar funds are not allowed
5) Seed money to design and/or build our community center	No	This was already in our plan not addressing a negative COVID impact
Housing		
1) Create and administer (or contract out) a first time homebuyer program	Yes	As it relates to the following: Able to provide housing vouchers, residential counseling, or housing navigation assistance to facilitate household moves to neighborhoods with high levels of economic opportunity and mobility for low-income residents, to help residents increase their economic opportunity and reduce concentrated areas of low economic opportunity
2) Create and administer (or contract out) a down payment assistance program for home purchases	Yes	As it relates to the following: Able to provide housing vouchers, residential counseling, or housing navigation assistance to facilitate household moves to neighborhoods with high levels of economic opportunity and mobility for low-income residents, to help residents increase their economic opportunity and reduce concentrated areas of low economic opportunity
3) Fund capital improvements to the Housing Authority properties which serves disabled and elderly adults	Maybe	Need more information, what need or negative impact of COVID will this address and how would this address that need?
4) Hire a consultant to assist in the development of a more robust Affordable Housing Plan	No	Activity only presumed eligible for families living in QCTs (Qualified Census Tract). Simsbury is not identified as a QCT and therefore, does not qualify
5) Hire a consultant to develop a housing needs assessment study	No	Activity only presumed eligible for families living in QCTs (Qualified Census Tract). Simsbury is not identified as a QCT and therefore, does not qualify
6) Create and maintain (or contract out) a housing rehabilitation revolving loan program	No	Activity only presumed eligible for families living in QCTs (Qualified Census Tract). Simsbury is not identified as a QCT and therefore, does not qualify
Economic Development/Business Recovery		
1) Establish a façade improvement revolving loan program for local businesses	Yes	They will just need to show that this money is needed because of COVID
Establish a website for property owners to upload vacant office space, with an emphasis on <u>co-working space</u>		
o 3-year pilot, with option to extend for an additional 2-year period		

Possible Uses of Federal Stimulus Funds through 2026		Permitted Use?	Comments/Questions
2)	o Initial cost \$3,500, partnership with the Chamber, annual maintenance fee of \$2,500 moving forward – EDC initiative from work plan	Yes	Assuming this is because people moved out of spaces because of COVID
3)	Streetscape and/or public parking/ and/or sidewalks and/or other infrastructure improvements in or near Main Street/downtown o Tariffville to boost economic development in that neighborhood	Maybe	Need more information, what need or negative impact of COVID will this address and how would this address that need?
4)	Temporary downtown business district (Simsbury, Tariffville) beautification projects o 3-year program o Seasonal flowers and holiday lighting; utilize local nurseries and landscaping firms to maintain	Maybe	Need more information, what need or negative impact of COVID will this address and how would this address that need?
5)	Expedite capital improvement projects for Simsbury Meadows site	Maybe	Need more information, what need or negative impact of COVID will this address and how would this address that need? We can support tourism but funding is meant more to assist with reopenings, keeping safe etc
6)	Design, purchase and install wayfinding signage for downtown business districts (Simsbury, Tariffville) and/or the bike trails (unfunded past EDC work plan item, also identified in parking study and parks and open space master plan)	Maybe	Wayfinding signage could improve visibility and accessibility to restaurants, the PAC, and other businesses for trail users and downtown visitors
7)	Renovate Iron Horse Boulevard medians with landscaping and native plants	No	Does not address a need or negative impact of COVID
8)	Purchase and renovate DOT commuter lots for downtown business district parking	No	Does not address a need or negative impact of COVID
9)	Establish a fund to offset costs for sewer extensions to businesses and residents	No	Establishment of reserves of not permissible

Offset Revenue Losses

1)	Offset revenue losses for the parks and rec fund for pools, camp and the ice rink due to the pandemic. o Then build up fund balance in the fund so we can split golf and recreation into two separate revenue funds	No	Simsbury does not qualify for revenue loss based on guidance calculations provided
2)	Offset our revenue loss from investment income due to the pandemic o Then assign the money to capital reserve for CNR purchases	No	Simsbury does not qualify for revenue loss based on guidance calculations provided

Pay for Essential Workers

1)	Provide bonuses to our workforce (essential workers).	Yes	Cannot be used to reduce or substitute workers normal wages, so cannot use to offset wage increases
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Other/Unsure

1)	Hire a town DEI (diversity, equity, inclusion) position, to be shared with another town in the region	Yes	As long as this position focuses on disparities identified by or resulting from the pandemic
2)	Use funds to pay for school's Director of Equity	Yes	As long as this position focuses on education disparities, learning loss mitigation etc that may have been identified during the pandemic
3)	Upgrade town and school buildings HVAC and ventilation systems	Yes	Eligible
4)	Invest in our parks infrastructure	Maybe	Need more information, what need or negative impact of COVID will this address and how would this address that need?
5)	Fit out a space and retrofit for a Teen Center	Maybe	Will there be an educational purpose? Need more information, what need or negative impact of COVID will this address and how would this address that need?
6)	Use funds to pay for DEI training for staff	Maybe	If the training is going to assist with a need identified by the pandemic
7)	Use funds to pay for SPIRIT Council's data collection project	Maybe	Need more information, what need or negative impact of COVID will this address and how would this address that need?
8)	Purchase and maintenance of Owl Labs technology to conduct hybrid meetings	No	Does not address a need or negative impact of COVID



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Revisions to Personnel Rules and Regulations Section 9.10 Vacations C. Carry Over of Vacation
2. **Date of Board Meeting:** June 14, 2021

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

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the proposed changes to the Personnel Rules and Regulations, the following motion is in order:

Move, effective June 14, 2021, to approve the proposed changes to the Personnel Rules and Regulations vacation carryover section.

5. **Summary of Submission:**

During contract negotiations with our AFSCME and Dispatcher groups the vacation carryover section was updated to simplify the process for all involved and to move the deadline to use vacation time to after the summer months when people mostly use the bulk of their earned time. The new carry over section from the AFSCME contract reads as follows:

Eligible employees may accumulate from year to year a maximum of ten (10) earned vacation days in addition to his/her annual earned vacation leave as defined in the tables in Section 1. Any employee with a balance of vacation leave in excess of the maximum accrual amount on November 1st of each year shall forfeit said excess accrual amount. Employees seeking to make a vacation carryover request must do so in writing, have the request signed by their department head, and then forward the request to the Town Manager's Office no later than October 15th for review and consideration. Vacation carryovers will only be granted for extenuating circumstances that prevented an employee from being able to use their leave during the past year.

Staff would like to make similar changes to the Personnel Rules and Regulations section that addresses vacation carryovers. As a reminder, the Personnel Rules and Regulations affects the group of non-union employees for the Town. Their current vacation carryover language reads as follows:

Vacation earned in one fiscal year shall be used by the end of the next fiscal year. However, under extenuating circumstances, the First Selectman may permit the carry-over of up to ten (10) days for a period not to exceed six (6) months. In the

case of the First Selectman such a carry-over shall be allowed if approved by the Board of Selectmen.

As is the current practice, when an employee is granted an excess vacation carryforward request, the carryforward balance is time limited and a tentative plan for use must be developed by the employee and approved by the Town Manager. Any approved excess carryforward amounts should be used no later than January 31st of the following year (3 months) or they will be forfeited.

This was reviewed and endorsed by the Personnel Sub-Committee at their June 10th meeting.

6. Financial Impact:

None. Should an employee leave service for any reason, including but not limited to retirement or resignation, they will not be paid out for any balance of vacation leave in excess of the maximum accrual amount on November 1st of each year and will forfeit said excess accrual amount.

7. Description of Documents Included with Submission:

a) Proposed Personnel Rules and Regulations Vacation Carryover Revisions

CURRENT PERSONNEL RULES AND REGULATIONS VACATION CARRYOVER LANGUAGE

SECTION 9 – Employee Benefits 9.10 Vacations C. Carry Over of Vacation

Vacation earned in one fiscal year shall be used by the end of the next fiscal year. However, under extenuating circumstances, the First Selectman may permit the carry-over of up to ten (10) days for a period not to exceed six (6) months. In the case of the First Selectman such a carry-over shall be allowed if approved by the Board of Selectmen.

PROPOSED REPLACEMENT LANGUAGE

SECTION 9 – Employee Benefits 9.10 Vacations C. Carry Over of Vacation Eligible employees may accumulate from year to year a maximum of ten (10) earned vacation days in addition to his/her annual earned vacation leave as defined in the tables in Section 1. Any employee with a balance of vacation leave in excess of the maximum accrual amount on November 1st of each year shall forfeit said excess accrual amount. Employees seeking to make a vacation carryover request must do so in writing, have the request signed by their department head, and then forward the request to the Town Manager’s Office no later than October 15th for review and consideration. Vacation carryovers will only be granted for extenuating circumstances that prevented an employee from being able to use their leave during the past year.

Should an employee leave service for any reason, including but not limited to retirement or resignation, they will not be paid out for any balance of vacation leave in excess of their maximum accrual amount on November 1st of each year and will forfeit said excess accrual amount. Any approved excess carryforward amounts should be used no later than January 31st of the following year (3 months) or they will be forfeited.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Reappointment of Richard Jones to the Board of Ethics
2. **Date of Board Meeting:** June 14, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the reappointment of Richard Jones to the Board of Ethics, the following motion is in order:

Move, effective June 14, 2021, to reappoint Richard Jones (U) as a regular member of the Board of Ethics, with a term expiring January 1, 2025.
5. **Summary of Submission:**
Board of Ethics members are appointed by the Board of Selectmen to four year terms according to Section 613 of the Town Charter. The Board shall consist of "six (6) members, two (2) of whom shall be registered Republicans, two (2) of whom shall be registered Democrats and two (2) of whom shall be unaffiliated voters." Currently there are two Republicans, two Democrats, and two Unaffiliated people (one of who is Richard Jones) serving on the Board of Ethics.

Mr. Jones is an Unaffiliated voter and would be reappointed to the Board of Ethics with a term expiring January 1, 2025.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
None



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignations from Various Boards and Commissions
2. **Date of Board Meeting:** June 14, 2021
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
The following motions are in order:

Move, to accept the resignation of Ram Kaza as an alternate member of the Zoning Board of Appeals retroactive to May 10, 2021; Mr. Kaza's term was to expire December 4, 2023.

Move, to accept the resignation of Umikka Chopra as a regular member (student rep. slot) of the SPIRIT Council effective today, June 14, 2021.

Move, to accept the resignation of Lori Wagner as a regular member of the Economic Development Commission retroactive to June 7, 2021.

5. **Summary of Submission:**

The Town Clerk has received the resignation of Ram Kaza (D) as an alternate member of the Zoning Board of Appeals; Ram was appointed to a regular member slot of the Zoning Board of Appeals on May 10, 2021, therefore his resignation as an alternate member was necessary.

Section 205 of the Charter, "Vacancies: elective offices," states:

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

Therefore, this vacancy must be filled no later than June 24, 2021. The appointee will serve until December 6, 2021, and at this time the newly elected ZBA alternate member will assume their position for the remainder of the term, expiring December 4, 2023.

The Town Clerk has received the resignation of Umikka Chopra as a regular member (student rep. slot) of the SPIRIT Council.

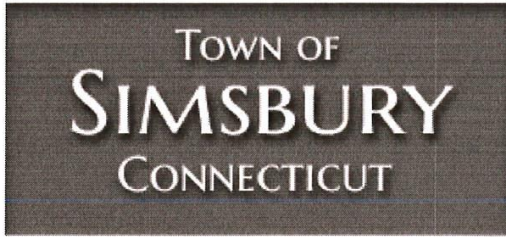
The Town Clerk has received the resignation of Lori Wagner (R) as a regular member of the Economic Development Commission. Lori Wagner's term was to expire October 10, 2023.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

- a) Ram Kaza's Resignation Letter, dated June 9, 2021
- b) Umikka Chopra's Resignation Letter, dated June 10, 2021
- c) Lori Wagner's Resignation Letter, dated June 7, 2021



JUN 10 2021 6:10:56
UMIKKA CHOPRA, TOWN CL

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

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

Submission information

Form: [Resignation Submission Form](#) ^[1]
Submitted by Anonymous (not verified)
June 10, 2021 - 12:20am
76.118.62.212

Member's Name

Umikka Chopra

Type of Member

Regular

Name of Board/Commission

SPIRIT Council

Effective Date of Resignation

06/14/2021

Reason for Resignation

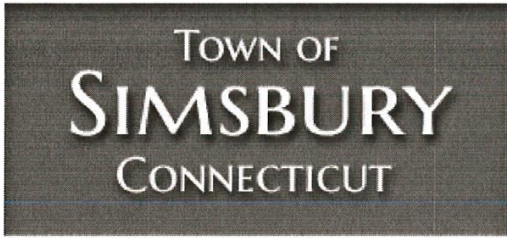
Going to college/Moving out of Town

Any Additional Comments

Source URL: <https://www.simsbury-ct.gov/node/98363/submission/22886>

Links

[1] <https://www.simsbury-ct.gov/town-clerk/webforms/resignation-submission-form>



JUN 10 2021 04:56
TICKET BUTLER, TOWN CL

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

Submission information

Form: [Resignation Submission Form](#) [1]
Submitted by Anonymous (not verified)
June 9, 2021 - 2:51pm
2601:182:381:7bc0:1974:2484:3fa8:eff

Member's Name

Ram Kaza

Type of Member

Alternate

Name of Board/Commission

Zoning board of appeals

Effective Date of Resignation

06/09/2021

Reason for Resignation

Nominated for regular member of ZBA

Any Additional Comments

Source URL: <https://www.simsbury-ct.gov/node/98363/submission/22881>

Links

[1] <https://www.simsbury-ct.gov/town-clerk/webforms/resignation-submission-form>

Lori Wagner
5 Canaan Way
Simsbury, CT 06070
203-895-9983

June 7, 2021

Dear Maria,

I am resigning from my position with the EDC effective today, June 7, 2021.

I appreciate your team choosing me for the role on the team. I was thrilled to be a part of what I was told was a group tasked with the development of Simsbury's economy. From a professional standpoint, I cannot continue in any capacity with the group. It is a detriment to my career reputation as a Marketing Strategist, and separately as a business owner in Simsbury.

While it's easiest just to walk away, I feel obligated to explain my decision in hopes that it sparks positive change for the leadership that I'm leaving behind.

I'm resigning because the EDC is not an Economic Development Commission. While the mission statement leads one to believe it is, it is not. The current group is a special projects team that networks and build relationships. There is no strategic direction for the current tasks and assignments. The group is not actively moving things forward between meetings, and they do not show interest in engaging with each other on projects. Many do not have the professional skill set to understand the inefficiency of the tasks and work their being swayed into. Simsbury is a town of great capacity and this project group is not benefitting the town's economy.

Because of the importance of Economic Development in the Town of Simsbury, my career experience, and my belief in true EDC functioning, it was critical that I work to help you understand. I am the third member who has also come to the same conclusions. One explicitly communicated this back to you in their resignation, one that chose to avoid the true reasoning in their resignation, and myself.

The group title and mission statement should change immediately. It is a Business Task Force, supporting small to mid-level businesses only. The group is not doing anything related to Economic Development. Supporting small to mid-level business in Simsbury will not develop our economy, only sustain. Efforts are being put in the complete opposite direction to see any movement in our economy.

I will not be providing any current work or information. I had offered to create a true strategic approach for the EDC and provide a researched based report on EDC Best Practices across the US. After experiencing the functioning of the group over the last few months, I have realized that it is not a group of people that will fully understand the results, it's importance, or the value it would provide to our town. I have concluded that my time may be best spent with teams in Simsbury that are "staffed" appropriately, and have a clear, strong mission and vision.

I wish that I was able to learn more about each and everyone's background, but 90% never shared a professional point-of-view or suggestion in meetings. It is challenging to professionally engage with people who do not share.

The group is sweet and kind hearted. I am grateful to have met people who love our town and have desire to enhance what Simsbury has to offer. I am especially grateful for Bob who made efforts to communicate and listen and consider my input over the months.

Thank you in advance for your consideration. I hope that the explanation above helps the Board of Selectmen and leadership understand the situation. Simsbury needs a true Economic Development Commission.

Sincerely,

Lori Wagner

CC. Robert Crowther

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:00 p.m. on ZOOM due to COVID-19. Present were: First Selectman Eric Wellman, Deputy First Selectman Sean Askham; Board members Jackie Battos, Wendy Mackstutis, Mike Paine and Chris Peterson. Others in attendance included Town Manager Maria E. Capriola, Deputy Town Manager Melissa Appleby, Finance Director/Treasurer Amy Meriwether, Director of Planning and Community Development Mike Glidden, Police Chief Nicholas Boulter, Chairman of the Planning Commission William Rice and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

Mr. Wellman said it was brought to our attention that the Town could apply for Federal money to support an IT program.

Ms. Mackstutis made a motion to amend the agenda, after Public Audience, to add a congressionally directed spending program item after public audience. Mr. Askham seconded the motion. All were in favor and the motion passed.

PUBLIC AUDIENCE

- Email written comments to ebutler@simsbury-ct.gov by 12:00 P.M. on Monday, May 24, 2021 to be read into the record; or
- Email tfitzgerald@simsbury-ct.gov by 12:00 P.M. on Monday, May 24, 2021 to register to address the Board of Selectmen live through ZOOM

Mr. Wellman read an email from Joan Coe, who spoke about a FOI request, Police Department issues, a Police Commission letter about no public audience and other issues.

Mr. Wellman said the Town can apply for a Congressional Spending Program and the staff is recommending that the Police Department apply for funding for investment in the Police Department IT infrastructure. Chief Boulter said this would be used for upgrading or enhancing the ability to have a record management system and all information in the cruisers. This would also allow enhanced Town Hall security.

Mr. Askham made a motion, effective May 24, 2021, to authorize Town Manager, Maria E. Capriola, to submit an application to Senator Blumenthal for the Congressionally Directed Spending request in the amount of \$70,000 for technology upgrades for the Simsbury Police Department and also to authorize Town Manager, Maria E. Capriola to execute documents related to the award if we receive it. Ms. Battos seconded the motion. All were in favor and the motion passed.

PRESENTATION

- a) **Affordable Housing Plan Presentation**

Mr. Wellman said under State statute the Town needs to develop an affordable housing plan under CSG 8-30g. It applies a certain definition to “affordable.”

Mr. Rice, Chairman of the Planning Commission, and Mike Glidden, the Planning Director, spoke about the housing plan components of the program in State Statute 8-30j. The State target is 10% of housing in Simsbury.

There was discussion on housing prices and what is needed to obtain the 10% target. The Town would have to create 481 new units, which are considered “affordable.” There was also discussion on creating an ordinance and the SPIRIT sub-committee, which is going to be looking into this issue as well.

FIRST SELECTMAN’S REPORT

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

TOWN MANAGER’S REPORT

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

SELECTMEN ACTION

a) Aging and Disability Commission Social Media (Facebook) Request

Diana Yeisley, Chairperson of Aging and Disability Commission, said they would like to share information on events, programs, and other information residents may need.

Ms. Mackstutis made a motion, effective May 24, 2021, to approve the creation of an Aging and Disability Commission Facebook, Instagram and Twitter accounts to be used by the Commission to publicize their efforts and related content, of which Town staff will have oversight. Mr. Askham seconded the motion. All were in favor and the motion passed.

b) Tax Refund Requests

Ms. Battos made a motion, effective May 24, 2021, to approve the presented tax refunds in the amount of \$1,108.86, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds. Mr. Askham seconded the motion. All were in favor and the motion passed.

c) Quarterly Budget Status Report

Ms. Meriwether went through the March 31, 2021 budget report. She said the general fund revenues are good at 97% of the budget. She said the building department will probably exceed budget with the finance department being under budget. Expenses are 73% of budget but there should be some savings at the end of the year. Ms. Meriwether spoke about the Simsbury Farms Fund and their special

programs and camps. She said golf was up from last year and the health insurance fund claims are down slightly.

APPOINTMENTS AND RESIGNATIONS

a) Proposed Appointment of Alan Bradford to the Insurance Committee

Ms. Mackstutis made a motion, effective May 24, 2021, to appoint Alan Bradford (D) as regular member of the Insurance Committee, with a term expiring December 2, 2021. Mr. Askham seconded the motion. All were in favor and the motion passed.

b) Proposed Appointment of Robert Mule' to the Board of Ethics

Mr. Askham made a motion, effective May 24, 2021, to appoint Robert Mule (R) as a regular member of the Board of Ethics with a term expiring January 1, 2023. Mr. Paine seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of May 10, 2021

There were no changes to the Regular Meeting Minutes of May 10, 2021, and, therefore, the minutes were adopted.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

a) **Personnel** – there was no report at this time.

b) **Finance** – Mr. Askham said the Board of Finance met last week. They discussed the mill rate and budget referendum. They discussed an off-season capital workgroup. They are interested in long range planning between the Board of Selectmen, Board of Finance and Board of Education, which should be valuable. Everyone is trying to do what is best for the Town.

Ms. Mackstutis likes the idea of a capital sub-committee so information is obtained earlier.

c) **Welfare** – there was no report at this time.

d) **Public Safety** – there was no report at this time.

e) **Board of Education** – Ms. Mackstutis said the Board of Education will be meeting tomorrow night at the Tariffville School. There is a suggested proposal to change the name of Columbus Day to Indigenous Peoples' Day.

Ms. Mackstutis said Aging and Disability is looking into different transportation needs for the disabled.

There was some discussion about in-person meetings or extending ZOOM meetings. There will be more information coming.

COMMUNICATIONS

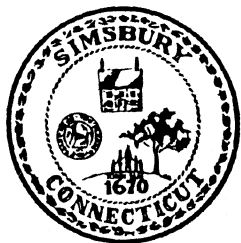
- a) **Memo from M. Capriola, re: Update from Staff Regarding Public Meetings, dated May 20, 2021**
- b) **Memo from M. Capriola, re: Public Gathering Permit Administrative Approvals, dated May 19, 2021**

ADJOURN

Following adjournment, the Board of Selectmen and staff will meet to discuss strategy and negotiations with respect to collective bargaining for the units represented by CSEA and IBPO.

Ms. Mackstutis made a motion to adjourn at 8:00 p.m. Mr. Askham seconded the motion. All were in favor and the motion passed.

Respectfully submitted,
Kathi Radocchio, Clerk



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Board of Selectmen
From: Maria Capriola, Town Manager
Date: June 10, 2021
Subject: Town Manager's FY 20/21 Performance Review Timeline

Following discussion with the Personnel Sub-Committee, the following timeline is planned for the Town Manager's FY 20/21 Performance Review Process:

- July 29, 2021: the Town Manager submits an update on progress towards the prior year's goals. The Town Manager will also complete a self-review.
- July 30 through August 10, 2021: the Board of Selectmen completes a review review of the Town Manager utilizing an online tool.
- August 12 through September 12, 2021: the First Selectman (Personnel Sub Chair) prepares a draft review based on responses received from the online review. The Personnel Sub-Committee assists with this draft.
- September 13, 2021: the Board of Selectmen meets and reviews the report drafted by the Personnel Sub-Committee.
- September 27, 2021: the Board of Selectmen meets with the Town Manager to discuss the review.

Should any Board members have concerns on the proposed timeline please let me know and we can work to amend the dates and/or tasks presented above. For reference, the performance review instrument will be the same as the one used last year (just formatting edits and goals have been updated) and is attached.