

Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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

SIMSBURY BOARD OF SELECTMEN

Main Meeting Room – Simsbury Town Hall – 933 Hopmeadow Street, Simsbury

Regular Meeting – July 8, 2019 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN ACTION

- a) Tax Refund Requests
- b) Simsbury Meadows Performing Arts Center, Inc. 2018 Audit
- c) Website & Social Media Accounts Request from 350th Anniversary Steering Committee
- d) Golf Pro Contract Extensions

APPOINTMENTS AND RESIGNATIONS

- a) Tourism Committee Appointment

REVIEW OF MINUTES

- a) Regular Meeting of June 24, 2019

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

COMMUNICATIONS

- a) Memo re: Foodshare Agreement
- b) Hartford Foundation for Public Giving Greater Together Initiative



EXECUTIVE SESSION

- a) Pursuant to CGS §1-200(6)(E), Discussion of Correspondence Exempt from Disclosure: Attorney-Client Privilege (Tobacco Valley Solar Tax Stabilization Request)
- b) Pursuant to CGS §1-200(6)(B), Hoffman Phyllis W Trustee of Hoffman Rose Rhea 190 v. Town of Simsbury

ADJOURN



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:** July 8, 2019
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 July 8, 2019 to approve the presented tax refunds in the amount of \$3,917.69, 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 \$3,917.69. The attachment dated July 8, 2019 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
 - a) Requested Tax Refunds, dated July 8, 2019

REQUEST TAX REFUNDS
JULY 8, 2019

	BILL NUMBER	TAX	INTEREST	TOTAL
List 2015				
Barry Michael G	15-01-461	\$1,255.41		\$1,255.41
Total 2015				
		\$1,255.41	\$0.00	\$1,255.41
List 2016				
Barry Michael G	16-01-456	\$1,310.87		\$1,310.87
Wint Anthony V	16-04-83674	\$121.18		\$121.18
Wint Anthony V	16-04-83675	\$208.54		\$208.54
Total 2016				
		\$1,310.87	\$0.00	\$1,310.87
List 2017				
Barry Michael G	17-01-453	\$1,232.11		\$1,232.11
Financial Ser Veh Trust	17-03-55981	\$294.82		\$294.82
Koontz Suretha	17-03-60165	\$115.81		\$115.81
Maclachlan Lorna	17-03-61554	\$18.32		\$18.32
Toyota Lease Trust	17-03-69175	\$99.10		\$99.10
Total 2017				
		\$1,232.11	\$0.00	\$1,232.11
List 2018				
VW Credit Leasing LTD	18-03-69694	\$119.30		\$119.30
Total 2018				
		\$119.30	\$0.00	\$119.30
TOTAL 2015				
		\$1,255.41	\$0.00	\$1,255.41
TOTAL 2016				
		\$1,310.87	\$0.00	\$1,310.87
TOTAL 2017				
		\$1,232.11	\$0.00	\$1,232.11
TOTAL 2018				
		\$119.30	\$0.00	\$119.30
TOTAL ALL YEARS				
		\$3,917.69	\$0.00	\$3,917.69



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Simsbury Meadows Performing Arts Center, Inc. 2018 Audit
2. **Date of Board Meeting:** July 8, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
The following motion is in order:

Move, effective July 8, 2019 to accept the Simsbury Meadows Performing Arts Center, Inc. December 31, 2018 audit as presented.
5. **Summary of Submission:**
Section 16 of the Facility Operations Agreement between the Town and Simsbury Meadows Performing Arts Center, Inc. requires SMPAC to perform an annual audit and to submit the results of that audit to the Town.

Whittlesey has prepared an audit report for SMPAC for 2018. The audit report is attached. In short, it gives a clean audit of SMPAC. Our Finance Director has reviewed the audit.

As of December 31, 2018, SMPAC ended the year with a decrease to net assets of \$85,449, largely due to the transfer of the ticket booth to the Town. This loss reduced their net assets from \$183,958 to \$98,509. Of the \$98,509, \$18,935 is for restricted use, leaving an unrestricted net asset balance of \$79,574 for the year ended December 31, 2018. Their unrestricted fund balance is equivalent to approximately 2.5 months of operating expenses.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Whittlesey SMPAC Audit Report, December 31, 2018
 - b) Facility Operations Agreement Excerpt, between SMPAC and the Town of Simsbury, January 1, 2017 – December 31, 2019

June 11, 2019

To the Board of Directors
Simsbury Performing Arts Center, Inc.

We have audited the financial statements of Simsbury Performing Arts Center, Inc. for the year ended December 31, 2018, and we will issue our report thereon dated June 11, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 11, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Simsbury Performing Arts Center, Inc. are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2018. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most significant estimate affecting the financial statements was:

Management's estimates of depreciation is based on the estimated useful lives of the assets. We evaluated the key factors and assumptions used to develop the depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Adoption of New Accounting Pronouncement

For the year ended December 31, 2018, Simsbury Performing Arts Center, Inc. adopted the Financial Accounting Standard Board's Accounting Standards Update (ASU) No. 2016-14 – Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities. This guidance is intended to improve the net asset classification requirements and the information presented in the financial statements and notes about a not-for-profit entity's liquidity, financial performance, and cash flows. The guidance enhances disclosures for board designated amounts, composition of net assets with or without donor restrictions, liquidity, and expenses by both their natural and functional classification.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The following material adjustments were detected and corrected as a result of audit procedures:

- The gift of the ticket booth to the Town of Simsbury of \$57,239 was reclassified from assets to expenses to reflect this transfer of the asset.
- Expenses and account payable were decreased by \$36,600 for a transaction that pertains to 2019 rather than 2018.
- Current year depreciation expense of \$6,449 was recorded.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 11, 2019.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters – Financial Policies and Procedures Manual

Maintaining a current Financial Policies and Procedures Manual is considered best practice and is an important component of a strong financial management system for any nonprofit organization. With the addition of the position of Executive Director to Simsbury Performing Arts Center, Inc., we recommend that a review and update of the current policy manual be performed

This information is intended solely for the use of Board of Directors of Simsbury Performing Arts Center, Inc. and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



Whittlesey PC

SIMSBURY PERFORMING ARTS CENTER, INC.

Financial Statements
Independent Auditors' Report

December 31, 2018 and 2017



ASSURANCE | ADVISORY | TAX | TECHNOLOGY

SIMSBURY PERFORMING ARTS CENTER, INC.

Table of Contents

December 31, 2018 and 2017

Independent Auditors' Report	1 - 2
Statements of Financial Position.....	3
Statements of Activities	4
Statement of Functional Expenses	5
Statements of Cash Flows	6
Notes to the Financial Statements	7 – 10

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Simsbury Performing Arts Center, Inc.

We have audited the accompanying financial statements of Simsbury Performing Arts Center, Inc. (a nonprofit organization), which comprise the statements of financial position as of December 31, 2018 and 2017, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements, and the statement of functional expenses for the year ended December 31, 2018.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Simsbury Performing Arts Center, Inc. as of December 31, 2018 and 2017, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Whittlesey PC

Hartford, Connecticut
June 11, 2019

SIMSBURY PERFORMING ARTS CENTER, INC.

Statements of Financial Position

December 31, 2018 and 2017

	<u>2018</u>	<u>2017</u>
Assets		
Cash	\$ 75,814	\$ 133,459
Accounts receivable	230	14,480
Inventory	3,150	1,971
Equipment, net of accumulated depreciation, \$11,199 and \$4,750, respectively	<u>30,174</u>	<u>36,623</u>
Total assets	<u><u>\$ 109,368</u></u>	<u><u>\$ 186,533</u></u>
Liabilities and Net Assets		
Liabilities:		
Accounts payable and accrued expenses	<u>\$ 10,859</u>	<u>\$ 2,575</u>
Total liabilities	<u>10,859</u>	<u>2,575</u>
Net assets:		
Without donor restrictions	79,574	139,272
With donor restrictions	<u>18,935</u>	<u>44,686</u>
Total net assets	<u>98,509</u>	<u>183,958</u>
Total liabilities and net assets	<u><u>\$ 109,368</u></u>	<u><u>\$ 186,533</u></u>

The accompanying notes are an integral part of the financial statements.

SIMSBURY PERFORMING ARTS CENTER, INC.

Statements of Activities

For the years ended December 31, 2018 and 2017

	<u>2018</u>	<u>2017</u>
Changes in Net Assets Without Donor Restrictions:		
Operating revenues and support:		
Event revenue	\$ 183,432	\$ 191,160
Concession sales	36,834	155,839
Contributions and sponsorships	91,161	110,892
Release from restrictions	50,951	17,800
Total operating revenues and support	<u>362,378</u>	<u>475,691</u>
Operating expenses:		
Program	314,410	359,842
Management and general	42,743	56,064
Development	7,684	7,498
Total operating expenses	<u>364,837</u>	<u>423,404</u>
Change in net assets from operations	(2,459)	52,287
Other changes in net assets:		
Gift of ticket booth to Town of Simsbury	<u>57,239</u>	<u>-</u>
Change in net assets without donor restrictions	<u>(59,698)</u>	<u>52,287</u>
Changes in Net Assets With Donor Restrictions:		
Contributions	25,200	44,686
Release from restrictions	<u>(50,951)</u>	<u>(17,800)</u>
Change in net assets with donor restrictions	<u>(25,751)</u>	<u>26,886</u>
Change in net assets	(85,449)	79,173
Net assets, beginning of year	<u>183,958</u>	<u>104,785</u>
Net assets, end of year	<u>\$ 98,509</u>	<u>\$ 183,958</u>

The accompanying notes are an integral part of the financial statements.

SIMSBURY PERFORMING ARTS CENTER, INC.

Statements of Activities

For the years ended December 31, 2018 and 2017

	<u>Program</u>	<u>Management and General</u>	<u>Development</u>	<u>Total</u>
Operating expenses				
Salaries	\$ 79,177	\$ -	\$ -	\$ 79,177
Employee benefits and taxes	7,174	-	-	7,174
Event services	76,282	-	-	76,282
Equipment rentals	94,534	-	-	94,534
Concessions	11,036	-	-	11,036
Occupancy	29,296	-	-	29,296
Promotions	13,091	-	-	13,091
Advertising	3,820	-	-	3,820
Sponsors	-	-	7,684	7,684
Insurance	-	13,930	-	13,930
Office	-	6,883	-	6,883
Accounting	-	9,250	-	9,250
Outside projects	-	6,231	-	6,231
Depreciation	-	6,449	-	6,449
Total operating expenses	<u>\$ 314,410</u>	<u>\$ 42,743</u>	<u>\$ 7,684</u>	<u>\$ 364,837</u>

The accompanying notes are an integral part of the financial statements.

SIMSBURY PERFORMING ARTS CENTER, INC.

Statements of Cash Flows

For the years ended December 31, 2018 and 2017

	<u>2018</u>	<u>2017</u>
Cash flows from operating activities:		
Change in net assets	\$ (85,449)	\$ 79,173
Adjustments to reconcile change in net assets to net change in cash from operating activities:		
Depreciation	6,449	3,837
Gift of ticket booth to Town of Simsbury	57,239	-
(Increase)/decrease in assets:		
Accounts receivable	14,250	(13,980)
Inventory	(1,179)	291
Increase/(decrease) in liabilities:		
Accounts payable and accrued expenses	8,284	(2,674)
Net change in cash from operating activities	<u>(406)</u>	<u>66,647</u>
Cash flows from investing activities:		
Purchase of equipment and ticket booth	<u>(57,239)</u>	<u>(23,113)</u>
Net change in cash from investing activities	<u>(57,239)</u>	<u>(23,113)</u>
Net change in cash	(57,645)	43,534
Cash at beginning of year	<u>133,459</u>	<u>89,925</u>
Cash at end of year	<u>\$ 75,814</u>	<u>\$ 133,459</u>

The accompanying notes are an integral part of the financial statements.

SIMSBURY PERFORMING ARTS CENTER, INC.

Notes to the Financial Statements

December 31, 2018 and 2017

NOTE 1 – ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Organization

Simsbury Performing Arts Center, Inc. (the “Simsbury PAC”) is a non-profit organization located in Simsbury, Connecticut whose mission is to manage and enhance the Performing Arts Center at Simsbury Meadows to provide the residents of Simsbury and the surrounding communities with entertainment, educational and charitable events. The Performing Arts Center at Simsbury Meadows is owned by the Town of Simsbury. Simsbury PAC has a facility operation agreement with the Town of Simsbury to manage and conduct the operations of the Performing Arts Center.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting.

Basis of Presentation

The presentation follows the recommendations of the Financial Accounting Standard Board (FASB) Accounting Standard Codification (ASC) Topic 958 *Not-for-Profit Entities Presentation of Financial Statements*, in which Simsbury PAC reports information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

Net assets without donor restrictions – Net assets that are not subject to donor-imposed stipulations.

Net assets with donor restrictions – Net assets that are restricted by the donor either as to purpose or as to time of expenditure.

Equipment

Equipment acquisitions that exceed \$5,000 are capitalized at cost and depreciated over their estimated useful lives of five to ten years using the straight-line method.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Credit Risk

Simsbury PAC maintains its cash in bank accounts which at times may exceed federally insured limits. Simsbury PAC has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk on cash.

Inventory

Inventory of concession beverages and supplies is stated at cost using the first-in, first-out method.

NOTE 1 – ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):

Revenue Recognition Policy

Event revenues consist primarily of licensing and facility fees from third parties for the right of use of the Performing Arts Center at Simsbury Meadows. Revenues are recognized at the time of the event.

Concessions sales are recorded as revenue at point of sale.

All contributions, including unconditional promises to give, are considered to be available for unrestricted use unless specifically restricted by the donor. Contributions and sponsorships received that are designated for future periods or restricted by the donor for specific purposes are reported as support within the net asset class of those with donor restrictions. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions assets and reported in the statements of activities as net assets released from restrictions. However, if a restriction is fulfilled in the same time period in which the contribution is received, the support is reported in the net assets without donor restrictions category.

Advertising

Advertising costs are charged to expense during the fiscal year that the related performance occurs. Advertising costs consist primarily of print, internet, radio, and brochures. Advertising expense for the years ended December 31, 2018 and 2017 was \$3,820 and \$4,370, respectively.

Donated Services

A substantial number of volunteers have donated significant amounts of time to Simsbury PAC's activities. Simsbury PAC recognizes contributed services when the service requires specialized skills that would typically need to be purchased if not provided by the contribution. There are no donated services that meet revenue recognition criteria and as such they have not been reflected in the accompanying financial statements.

Accounts Receivable

Grants and other receivables arising from regular operations are stated net of an allowance for doubtful accounts. Allowances are estimated based on assessments by management as to the collectability of individual accounts. There was no allowance for doubtful accounts for the years ended December 31, 2018 and 2017.

Adoption of New Accounting Pronouncement

For the year ended December 31, 2018, Simsbury PAC adopted the Financial Accounting Standard Board's Accounting Standards Update (ASU) No. 2016-14 – Not-for-Profit Entities (Topic 958): *Presentation of Financial Statements of Not-for-Profit Entities*. This update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return among not-for-profit entities. The changes required by the update have been applied retrospectively to all periods presented. A key change required by ASU 2016-14 is the net asset classes used in these financial statements. Amounts previously reported as unrestricted net assets are now reported as net assets without donor restrictions and amounts previously reported as temporarily restricted net assets and permanently restricted net assets, if applicable, are now reported as net assets with donor restrictions.

NOTE 1 – ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):

Income Taxes

Simsbury PAC is a non-profit corporation that has been determined to be exempt from State and Federal income taxes under Section 501(c)(3) of the Internal Revenue Code.

Functional Expenses

No costs are allocated among the program, management and general, and development expense categories. Payroll, occupancy and event-related expenses are classified as program expenses. Sponsor expenses are classified as fundraising expenses. All other expenses are classified as management and general.

Subsequent Events Measurement Date

Simsbury PAC has monitored and evaluated any subsequent events for footnote disclosures or adjustments required in its financial statements for fiscal year ended December 31, 2018 through June 11, 2019, the date on which financial statements were available to be issued.

NOTE 2 – COMMITMENT:

Simsbury PAC has entered into a facility operation agreement with the Town of Simsbury for the purpose of managing and conducting operations of the Performing Arts Center at Simsbury Meadows for the period beginning January 1, 2017 and expiring December 31, 2019. Under this agreement, Simsbury PAC will reimburse administrative costs incurred in connection with preparation of the facility for each concert season. This fee of \$2,500 shall be paid at the conclusion of each season on November 1.

NOTE 3 – NET ASSETS WITH DONOR RESTRICTIONS:

Net assets with donor restrictions are available for the following purposes or periods as of December 31,:

	<u>2018</u>	<u>2017</u>
Ticket Booth	\$ -	\$ 34,686
Board Development	-	10,000
Brick Walkway	<u>18,935</u>	<u>-</u>
Total	<u>\$ 18,935</u>	<u>\$ 44,686</u>

Net assets released from donor restrictions for the following purposes for the years ended December 31:

	<u>2018</u>	<u>2017</u>
Ticket Booth	\$ 34,686	\$ -
Board Development	10,000	-
Brick Walkway	6,265	-
Chairs	<u>-</u>	<u>17,800</u>
Total	<u>\$ 50,951</u>	<u>\$ 17,800</u>

NOTE 4 – LIQUIDITY AND AVAILABILITY OF RESOURCES:

The following reflects Simsbury PAC’s financial assets as of December 31, 2018, reduced by amounts not available for general use because of donor-imposed restrictions within one year of the balance sheet date.

Financial assets available to meet cash needs for general expenditures within one year:

Cash	\$	75,814
Accounts receivable		<u>230</u>
Total financial assets		<u>76,044</u>
Less: Cash restricted by donors with purpose restrictions		<u>(18,935)</u>
Financial assets available to meet cash needs for general expenditures	\$	<u>57,109</u>

As part of Simsbury PAC’s liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

NOTE 5 – GIFT OF TICKET BOOTH TO THE TOWN OF SIMSBURY:

Simsbury PAC constructed a ticket booth at the Performing Arts Center at Simsbury Meadows during the year ended December 31, 2018. Subsequently, the ticket booth was gifted to the Town of Simsbury. Simsbury PAC will continue to have use of the ticket booth under the facility operation agreement with the Town of Simsbury as described in Note 3.

Headquarters

280 Trumbull Street, 24th Floor
Hartford, CT 06103
860.522.3111

One Hamden Center
2319 Whitney Avenue, Suite 2A
Hamden, CT 06518
203.397.2525

14 Bobala Road, 3rd Floor
Holyoke, MA 01040
413.536.3970

WAdvising.com

maintenance, trash removal and other janitorial services, provided that during the PAC Season SPAC shall be responsible for trash removal and janitorial services. At the completion of the season, the building (including the bathroom) shall be returned to the Town in the same condition it was in at the beginning of the PAC Season. SPAC shall also be responsible for cleaning above and beyond this general maintenance after a cultural event or activity that is held at the facility run by the SPAC.

The Town shall maintain the parking areas, sidewalks, steps and access ways to the building, in good condition and repair.

16. Audit. Within ninety (90) days of the end of its fiscal year, SPAC agrees to commission a financial audit of the SPAC for the preceding year, which audit shall be completed no later than May 1 unless notified by SPAC of a different date, which notice shall be provided no later than April 1. In no event shall the audit be completed later than August 1. SPAC shall provide a copy of such audit to the Town Finance Director within thirty (30) days of its receipt. At the Town Finance Director's sole discretion, the Town may accept a copy of the SPAC IRS 990 filing in lieu of an audit.

17. Force Majeure. The parties hereto shall be excused for the period of any delay in the performance of any obligations hereunder, when prevented from so doing by cause or causes beyond their control which shall include, without limitation, all labor disputes, civil commotion, war, war-like operations, invasion, rebellion, hostilities, military or usurped power, sabotage, governmental regulations or controls, fire or other casualty, inability to obtain any material, services or financing or through acts of God.

18. Entire Agreement. This Agreement contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the parties, successors or assigns.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Website & Social Media Accounts Request from 350th Anniversary Steering Committee
2. **Date of Board Meeting:** July 8, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Lisa Karim, Library Director; Tom Tyburski, Director of Culture, Parks & Recreation; Cheryl Cook, 350th Anniversary Committee Chair

Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports the use of the 350th page on the Town website, the use of an independent webpage, and the establishment of Facebook and Instagram accounts, of which Town staff liaisons Lisa Karim and Tom Tyburski will have oversight, the following motion is in order:

Move effective July 8, 2019, to approve the use of the 350th page on the Town website, the use of the simsbury350.com site, as well as the creation of Facebook and Instagram accounts to be used by the 350th Anniversary Committee to publicize their celebration events, of which Town staff liaisons Lisa Karim and Tom Tyburski will have oversight.

5. **Summary of Submission:**
The 350th Anniversary Committee was established by the Board of Selectmen on April 22, 2019 with Lisa Karim and Tom Tyburski assigned as staff support. Cheryl Cook has been appointed Chair of the Committee. The Committee is planning a series of celebration events to be held in 2020 and requires an online means by which to communicate with the community. A sub-page on the Town website currently exists for the 350th anniversary: <https://www.simsbury-ct.gov/350>. The Committee is seeking approval to use that page, as well as a separate website at www.simsbury350.com. This site will be independent from, but linked to, the page on the Town website. The Committee is also requesting the ability to create Facebook and Instagram accounts.

Pursuant to Section V(B) of the Social Media and Website Use Policy, social media accounts and websites established by elected and appointed bodies are subject to approval by the Board of Selectmen. Department directors are responsible for managing the content and upkeep of the appointed body's social media accounts and websites they are assigned to by the Town Manager or his/her designee. In this case, Lisa Karim and Tom Tyburski will be responsible for overseeing the content shared on the websites, Facebook, and Instagram.

6. Financial Impact:

The cost to maintain the simsbury350.com domain for three years is \$99.00 (\$2.75 per month). Through work done by the former committee, the domain name had previously been purchased by Dornenburg Kallenbach Advertising for \$12.95, bringing the total cost for the website to \$111.95. If this request is approved, the Town would reimburse Dornenburg Kallenbach Advertising for expenses incurred to-date related to securing the simsbury350.com domain. Indirect costs will be incurred for staff time associated with the creation or maintenance of the website and social media accounts.

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:** Golf Pro Contract Extensions
2. **Date of Board Meeting:** July 8, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Tom Tyburski, Director of Culture, Parks & Recreation *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports executing an agreement with John Verrengia to operate the Simsbury Farms Golf Pro Shop, the following motions are in order:

Move, effective July 8, 2019 to approve the Amendment to the Simsbury Farms Golf Course Golf Professional Personal Services Agreement as presented and authorize Town Manager Maria E. Capriola to execute the agreement.

Further move, to approve the Amendment to Golf Cart Lease Agreement as presented and to authorize Town Manager Maria E. Capriola to execute the agreement.
5. **Summary of Submission:**
Attached is a proposed one year extension to our current Golf Pro Contract with Mr. John Verrengia to operate the pro shop at Simsbury Farms. The current agreement is set to expire in November 2019; the one year extension would expire in November 2020. John has provided a good and satisfactory level of service regarding the operation of the pro shop at Simsbury Farms and has been the club pro since 1999. It is recommended that we enter into this one year agreement with Mr. Verrengia.

The Golf Cart Lease Agreement is similar to the previous agreement. Attached is a proposed one year extension for the current golf cart lease agreement the Town has with Mr. Verrengia. The one year extension would expire in November 2020, to coincide with the expiration of the Golf Course Professional Personal Services Agreement.

The Town Attorney has reviewed the attached proposed agreements. Due to recent updates to our Purchasing Policy and Procedures, staff will issue a RFQ for these services in 2020.
6. **Financial Impact:**
Based on the last three fiscal years (16/17-18/19), the estimated cost of the Golf Pro contract is \$36,904 and the estimated cost of the golf cart lease contract is \$60,873.

7. Description of Documents Included with Submission:

- a) Amendment to the Simsbury Farms Golf Course Professional Personal Services Agreement
- b) Amendment to Golf Cart Lease Agreement

**AMENDMENT TO THE
SIMSBURY FARMS GOLF COURSE
GOLF PROFESSIONAL PERSONAL SERVICES AGREEMENT**

This agreement made at Simsbury, Connecticut this ___ day of June, 2019 between the **TOWN OF SIMSBURY**, a municipal corporation, hereinafter referred to as “the Town” acting herein and through Maria E. Capriola, MPA, its Town Manager, who is duly authorized to act for the Town and **JOHN VERRENGIA**, an individual having its principal address at 18 Overhill Road, West Hartford, Connecticut hereinafter referred to as the “Professional”.

WITNESSETH:

WHEREAS, the Town owns and operates a municipal golf course known as Simsbury Farms Golf Course, hereinafter referred to as the “Golf Course”; and

WHEREAS, the Town desires to engage the services of a golf professional and the operation of Pro Shop at the Golf Course; and

WHEREAS, the Professional represents that he is a qualified and accredited golf professional in accordance with standards set by the Professional Golf Association (“PGA”), and is competent to perform the services set forth in this agreement, evidence of said qualifications having been filed with the Town;

WHEREAS, the Professional wishes to assume the responsibility for the provision of golf professional services, in keeping with the standards of the PGA, and the operation of a Pro Shop at the Golf Course;

WHEREAS, on October 4, 2013 the Town entered into a five year Personal Services Agreement (“Agreement”) with the Professional ending November 30, 2019; and

WHEREAS the Parties wish to extend the Agreement by one year.

NOW, THEREFORE, the parties, in consideration of the mutual covenants and agreements herein contained, agree as follows:

1. **Term.** The term of this agreement shall be for a period of one (1) year, commencing on December 1, 2019 and terminating on November 30, 2020.
2. Except as expressly modified by this second amendment to the Agreement, all terms and provisions contained in the Agreement shall remain in full force and effect.
3. This Second Amendment may not be modified or amended except with the prior written consent of the Parties hereto. Each Party shall be responsible for its own legal and

consulting costs in relation to the execution of this amendment, unless otherwise mutually agreed. In the event that any of the covenants herein shall be held unenforceable or declared invalid for any reason whatsoever, to the extent permitted by law, such unenforceability or invalidity shall not affect the enforceability or validity of the remaining provisions of this Agreement and such unenforceable or invalid portion shall be severable from the remainder of this Agreement.

4. This Second Amendment may be executed in one or more counterparts, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument, including any counterpart that is executed by a Partner hereto and transmitted to the other Party by facsimile transmission or email with pdf attachment, and each shall be deemed to be an original, notwithstanding that all Parties are not signatory to the same counterpart.

IN WITNESS WHEREOF, the parties hereto authorize their proper officers to execute this Agreement on the day and year first written above.

BY _____
Maria E. Capriola, MPA
Town Manager
Town of Simsbury
Duly Authorized

BY _____
John Verrengia
Golf Professional
Duly Authorized

**AMENDMENT TO
GOLF CART LEASE AGREEMENT**

This Second Amendment to Lease Agreement (the “Agreement”) for the lease of Golf Carts for the Simsbury Farms Golf Course, is made this ____ of June, 2019 by and between **John Verrengia** (hereinafter referred to as the “Vendor”), with an address at 18 Overhill Road, West Hartford, CT 06107, and the **Town of Simsbury** (hereinafter referred to as the “Town”), with an address at 933 Hopmeadow Street, Simsbury, Connecticut 06070, whereby the parties agree to the following terms and conditions of this Amendment to the Agreement.

1. The Amendment shall be for a term commencing on July 1, 2019 and shall expire on the earlier of November 30, 2020 or the expiration of the Golf Course Professional Personal Services Agreement as amended between the Vendor and the Town dated October 4, 2013, attached hereto as Exhibit A. In the event that the term of this Agreement expires prior to November 30, 2020, subject to the review and approval of the Board of Selectmen, the Town and the Vendor agree that the Vendor shall assign and the Town, acting through its Board of Selectmen, shall consider accepting the assignment of a certain lease agreement between the Vendor and the supplier of the Golf Carts. As a precondition of the Town’s consideration of the assignment, the Vendor shall submit the proposed lease agreement between the Vendor and his golf cart supplier to the Town for legal review by the Town Attorney and consideration for approval by the First Selectman.

2. Except as expressly modified by this Second Amendment to the Agreement, all terms and provisions of the Agreement shall remain in full force and effect.

3. This Amendment may not be modified or amended except with the prior written consent of the Parties hereto. Each Party shall be responsible for its own legal and consulting costs in relation to the execution of this amendment, unless otherwise mutually agreed. In the event that any of the covenants herein shall be held unenforceable or declared invalid for any reason whatsoever, to the extent permitted by law, such unenforceability or invalidity shall not affect the enforceability or validity of the remaining provisions of this Agreement and such unenforceable or invalid portion shall be severable from the remainder of this Agreement.

4. This Amendment may be executed in one or more counterparts, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument, including any counterpart that is executed by a Partner hereto and transmitted to the other Party by facsimile transmission or email with pdf attachment, and each shall be deemed to be an original, notwithstanding that all Parties are not signatory to the same counterpart.

IN WITNESS WHEREOF, the parties hereto authorize their proper officers to execute this Agreement on the day and year first written above.

BY _____
Maria E. Capriola, MPA
Town Manager
Town of Simsbury
Duly Authorized

BY _____
John Verrengia
Golf Professional
Duly Authorized



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tourism Committee Appointment

2. **Date of Board Meeting:** July 8, 2019

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

Maria E. Capiola, Town Manager *Maria E. Capiola*

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

If the Board of Selectmen supports the recommendation of the Republican Town Committee regarding the proposed appointment of Jennifer Leimbach to the Tourism Committee, the following motion is in order:

Move effective July 8, 2019, to appoint Jennifer Leimbach (R) to the Tourism Committee with a term to expire on December 2, 2019.

5. **Summary of Submission:**

Terms of Tourism Committee members expire on December 2nd, 2019. If Ms. Leimbach is appointed to the Tourism Committee she will have the same expiration date. At your June 24, 2019 meeting there was discussion about increasing the size of the Committee from 12 to 13 members; the appointment of Ms. Leimbach would increase the membership total to 13 slots.

If Ms. Leimbach is appointed there will still be one vacancy on the Committee. Due to a Charter requirement the remaining vacancy must be filled by a Democrat, since the resigning member was affiliated with that political party.

6. **Financial Impact:**

None

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

a) Biography of J. Leimbach

Background:

Jennifer has been with ESPN since 2015. She is currently a Manager in the Events Production Department. She came to our attention after filling out a Volunteer Form on the Town Website. Originally from Maryland she has been in Simsbury for two years and owns her home on Old Farms Road. She is interested in helping the Tourism Committee.

The Regular Meeting of the Board of Selectmen was called to order at 6:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Eric Wellman; Board members Sean Askham, Michael Paine, Christopher Kelly and Cheryl Cook. Absent was Chris Peterson. Also present were Town Manager Maria Capriola, Deputy Town Manager Melissa Appleby and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

Mr. Wellman asked for a late item, to be added to the agenda, to recommend four nominations for various committees.

Mr. Kelly made a motion to add item d) to Appointments and Resignations to approve names to various Committees. Mr. Askham seconded the motion. All were in favor and the motion passed.

PUBLIC HEARING

a) Proposed Ordinance – Election of Alternates to the Planning and Zoning Commissions

Mr. Wellman said this ordinance is intended to correct an omission that occurred during the last Charter revision. The number of alternates to the Zoning Board of Appeals is covered in state statute.

Seeing no comments on the proposed ordinance, Mr. Askham made a motion to adjourn the Public Hearing at 6:02 p.m. Mr. Pain seconded the motion. All were in favor and the motion passed.

PUBLIC AUDIENCE

Joan Coe, 26 Whitcomb Drive, spoke about a Hartford Courant article about the Flower Bridge; the EDC and businesses meeting; ; customer service; a stop work order misunderstanding; free concerts in Hartford; abatements and waivers; the Performing Arts Center; vaping and marijuana, and other issues.

Dave Ryan, 20 Westledge Road, spoke about the concerts at the Talcott Mountain Music Festival starting June 28, 2019. He also said they will be reporting on their audit at the next Board meeting. He thanked the Board for all of their support.

PRESENTATION

a) Proclamation for LGBTQ Pride Month

Mr. Wellman said this is the 50th Anniversary of the Stonewall Rebellion. He said the Town will be painting a rainbow crosswalk down by the Performing Arts Center. He hopes this sends a message that all are welcome in Simsbury.

Mr. Askham made a motion to declare the month of June 2019 as LGBTQ pride month in Simsbury. Ms. Cook seconded the motion. All were in favor and the motion passed.

Mr. Wellman read the Proclamation.

Ainsley Thompson said she has been open about her sexuality so people feel comfortable and to get acceptance from all. She spoke about being on the Community for Care Committee and how they have discussed equality and inclusion in Town. She said people need to be empowered in accepting themselves.

Aliyah Vandal thanked everyone for coming to the meeting and she also thanked Simsbury for their support. There are events listed on Facebook.

Mr. Wellman said if anyone has ideas on things Simsbury can do to make everyone more welcome they should contact him or anyone on the Board.

FIRST SELECTMAN’S REPORT

First Selectman, Wellman, reviewed his First Selectman’s report.

TOWN MANAGER’S REPORT

Town Manager, Capriola, reviewed her Town Manager’s report.

SELECTMEN ACTION

a) Tax Refund Requests

Mr. Askham made a motion, effective June 24, 2019 to approve the presented tax refunds in the amount of \$7,568.99, and to authorize Town Manager, Maria E. Capriola to execute the tax refunds. Mr. Kelly seconded the motion. All were in favor and the motion passed.

b) Proposed Ordinance – Election of Alternates to the Planning and Zoning Commissions

Mr. Wellman said the proposed ordinance would correct the omission from the last Charter Commission where the number of alternates on the Planning and Zoning Commission was omitted. The required Public Hearing was held at the beginning of this meeting.

Ms. Cook made a motion, effective June 24, 2019 to adopt the proposed Ordinance on the Election of Alternate to the Planning and Zoning Commission as presented, which shall be effective 21 days after publication in a newspaper having circulation within the Town of Simsbury. Further move to authorize a summary of the adopted ordinance be published. Mr. Paine seconded the motion. All were in favor and the motion passed.

c) Transfer Station Operation Agreement

Mr. Paine recused himself.

Mr. Wellman said the Town contracts with Paine’s to operate the bulky waste facility and the contract is about to expire. Only one proposal was made and it was by Paine’s. This contract is for three years with two one year options. The annual fee will be increasing from \$10 to \$20, which is paid by the people who use the facility.

Ms. Cook made a motion, effective June 24, 2019 to approve the Bulky Waste (Transfer Station) Operation Agreement as presented and authorize Town Manager Maria E. Capriola to execute the agreement. Further move, effective July 1, 2019 to adopt the Bulky Waste (Transfer Station) Fee Schedule as presented. Mr. Kelly seconded the motion. All were in favor and the motion passed.

Mr. Paine rejoined the meeting.

d) Vacation Carryover Requests

Mr. Wellman said there are four employees who are requesting vacation carryovers who were unable to use all of their vacation time.

Ms. Cook made a motion, effective June 24, 2019, to approve the vacation carryover requests as presented in the table below and requiring Selectmen action. Further stipulate that the approved excess vacation days must be used on or before December 31, 2019. Any unused approved excess vacation days still on the books as of January 1, 2020 will be forfeited. Should the employee leave service for any reason, including but not limited to, retirement or resignation, they will not be paid out for the approved unused excess vacation days authorized by the Board of Selectmen. Mr. Askham seconded the motion. All were in favor and the motion passed.

Maria Capriola	17.23 hours
Susan Ray	23.04 hours
John Thibeault	14 hours
Orlando Casiano	40 hours
James Berg	76 hours

e) Proposed Resolution to Encourage the Public to Take Preventive Measures from Feeding Wildlife

Mr. Wellman noted that this is a non-binding resolution. We are just asking the residents to take preventative measures to keep wildlife out of the neighborhoods. He said the Police received nearly 600 calls for bears, which is a 70% higher than the previous years. There was a meeting with DEEP to come up with various solutions.

Ms. Wellman said Chief Boulter and Ms. Capriola produced a memo that provides data on Simsbury's bear population and this was shared with other towns and State officials. There hope was to get meaningful legislation, but nothing passed.

Mr. Askham said an educational video will be released soon and will be informative and will let residents know what the Police can and cannot do. He urged everyone to still call the Police if there are bears nearby.

Mr. Askham made a motion, effective June 24, 2019, to formally encourage residents to take preventative measures from feeding wildlife. More specifically, residents are encouraged to:

- not use bird feeders, particularly during warmer months;
- not leave trash outside overnight or unsecured on the morning of trash pick-up;
- not intentionally feed wildlife of any kind;
- to endorse an education campaign to get the word out about the issue

Mr. Paine seconded the motion. All were in favor and the motion passed.

f) Proposed Sale of Tax Liens: Halmar, Inc., Parcel on Hopmeadow Street, Map H02, Block 403, Lot 1A

Mr. Wellman said this stems from the Town Tax Sale Policy. He said this parcel of property is not developable. Mr. Wellman said after reviewing the assessment history on this property, the parcel was wrongly valued as “buildable” in Simsbury. The property owner is willing to pay the corrected amount for the 2008-2018 tax years if the balance owed is reduced to an amount that accurately reflects the value in those Grand List years.

Mr. Kelly made a motion, effective June 24, 2019 to adopt the attached resolution to sell and assign the tax liens pursuant to GCS § Section 12-19h in order to resolve the tax arrearage associated with the Halmar, Inc. parcel on Hopmeadow Street Map H02, Block 403, Lot 1A. Mr. Paine seconded the motion. All were in favor and the motion passed.

g) Proposed Town Manager Goals July 1, 2019 – June 30, 2020

Mr. Wellman said the Town Manager discussed her proposed goals with the Personnel Sub-Committee. The goals have not been prioritized yet.

Ms. Cook made a motion, effective June 24, 2019, to adopt the Town Manager’s Goals for July 1, 2019 – June 30, 2020 as presented. Mr. Askham seconded the motion. All were in favor and the motion passed.

APPOINTMENTS AND RESIGNATIONS

a) Appointment of Paul Kelley to Technology Task Force

Mr. Paine made a motion, effective June 24, 2019, to appoint Paul Kelley (R) to the Technology Task Force with a term expiring December 2, 2019. Mr. Kelly seconded the motion. All were in favor and the motion passed.

b) Appointment of Thomas Potter to Retirement Plan Sub-Committee

Mr. Askham made a motion, effective June 24, 2019, to nominate Thomas Potter (U) for appointment by the Board of Finance to the Retirement Plan Sub-Committee as a community member at-large for a two year term. Mr. Kelly seconded the motion. All were in favor and the motion passed.

c) Tourism Committee Composition and Appointment

Mr. Wellman said he received a recommendation from the Republican Town Committee on someone who is interested in serving on the Tourism Committee. That would increase membership from 12-13. After staff review, it was noted that the membership has fluctuated over the years. Mr. Wellman recommended that Jennifer Leimbach be appointed to the Tourism Committee. He also recommend that the question of membership number to the Tourism Committee.

There was some discussion on having the Economic Development Commission and Tourism Committee review their roles and have them integrate.

Mr. Askham made a motion, effective June 24, 2019 to respectfully request of the Tourism Committee a review of their membership composition. Additionally, that the Tourism Committee and Economic Development Commission review their roles and integrate their vision for Economic Development with respect to Tourism. The purpose of this referral is to seek both of their viewpoints on the number of total members and how they can work together in the future. A response is respectfully requested by the Board of Selectman’s first meeting in September 2019. Mr. Kelly seconded the motion. All were in favor and the motion passed.

d) Proposed Appointments to Various Appointed Committees and Boards

Ms. Cook made a motion, effective June 24, 2019, to appoint the following people as presented:

Culture, Parks and Recreation Commission:

Gina Morgan (D) as a regular member of the Culture, Parks and Recreation Commission with a term expiring January 2, 2020 to fill the vacancy created by the resignation of Steven J. Spalla.

Public Building Committee:

Ryan Burns (D) as a regular member of the Public Building Committee with a term expiring January 1, 2020 to fill the vacancy created when Lawrence Boardman’s term was not renewed.

Board of Ethics:

Charles “Chip” Houlihan (D) as a regular member of the Board of Ethics with a term expiring January 1, 2021 to fill the vacancy created by the resignation of Kevin Crimmins.

Simsbury Housing Authority:

Deborah Clifford (D) as a regular member of the Simsbury Housing Authority with a term expiring April 1, 2024 to fill the vacancy created by the resignation of Brian Doonan.

Mr. Paine seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of June 10, 2019

There were no changes to the Regular Meeting Minutes of June 10, 2019, and, therefore, the minutes were adopted.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- a) **Personnel** – no report at this time.
- b) **Finance** – no report at this time.
- c) **Welfare** – no report at this time.
- d) **Public Safety** – no report at this time.
- e) **Board of Education** – no report at this time.

Ms. Cook reminded everyone that the “Picnic in the Park” will be held on July 27th not in August as in prior years. The event will be the same and everyone is welcomed. Please be sure to RSVP so they know how much food to purchase.

Ms. Cook said the Community for Care has received donations that are over \$1000 in memory of Mary Hosmead who passed away on June 1st. She thanked everyone for their donations and gave condolences to her family and friends.

COMMUNICATIONS

a) S&P Bond Rating Report, dated June 7, 2019

Mr. Askham congratulated Ms. Capriola, Ms. Appleby and Ms. Meriwether for their first bond issuance for over 8 million dollars at 1.63 %. They worked very hard on this and we still maintain an AAA rating. Mr. Wellman noted that the S & P report says the Town has strong management, strong financial management and policies, strong budget performance, very strong liquidity, etc. He said this is a collaboration between Board of Selectmen, Board of Finance, Board of Education and an amazing professional staff who guide us.

b) Memo from T. Piazza re: Sewer Use Increase, dated June 20, 2019

c) Memos from A. Meriwether and T. Piazza re: Bid Waiver Notification, dated June 18, and June 12, 2019

d) Memo from M. Capriola re: Town Manager’s Performance Review timeline, dated June 20, 2019

Mr. Wellman said the Board would review the Town Manager’s performance in July or August and the July 13th survey will become public in late September.

ADJOURN

Mr. Askham made a motion to adjourn at 7:00 p.m. Ms. Cook second 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 Members
From: Maria Capriola, Town Manager *maria Capriola*
Cc: Kristen Formanek, Director of Community and Social Services
Date: July 3, 2019
Subject: Foodshare Agreement

We have an opportunity to become a partner agency with Foodshare. Foodshare is looking to increase their food distribution and will deliver free food to us once a month for cheese day at the Senior Center. Foodshare is a local food bank that serves Hartford and Tolland counties. It was founded in 1982 and has worked with numerous towns in Connecticut.

The Town Attorney has reviewed the agreement and concluded that the Town Manager can execute the agreement. I am in the process of finalizing the agreement with Foodshare. I believe this partnership will complement our existing food programs and serve our residents well.



Hartford Foundation

FOR PUBLIC GIVING

Together for good.™

Greater Together Community Funds FACT SHEET

Purpose

To support the community in taking ownership around the needs in their town, encourage broad and inclusive civic engagement, and anchor the Hartford Foundation in each town.

Funding

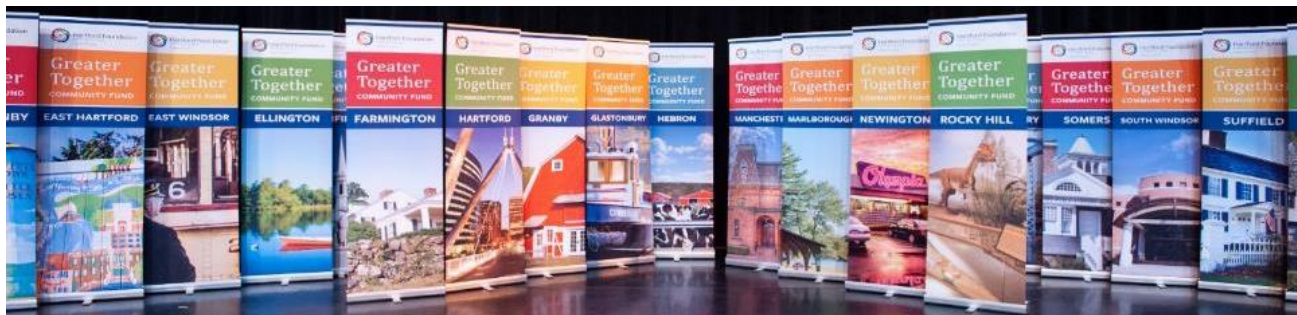
- **\$100,000 per town:**
 - \$50,000 Endowed Funds
 - \$50,000 “Immediate Use” Funds
- Opportunity for community fundraising and continued fund growth to support towns



Accessing Community Funds

- Each town must establish an inclusive advisory committee made up of town residents as well as an inclusive process to identify community needs and make grants from the town’s Community Funds.
- Once a town’s Advisory Committee is established, grants from the town’s community fund will be available to registered 501(c)3 nonprofit organizations and, in some cases, to municipalities. Grants will not be available to individuals or for-profit companies.
- Some towns will be ready to make grants sooner than others. The Foundation will provide information, guidance and support to assist each town in establishing its Advisory Committee and grantmaking process as needed.

For more information, visit our website at: hfpg.org/communityfunds, or contact the Community Funds team at: communityfunds@hfpg.org.





Greater Together Community Funds

To support the community in taking ownership around the needs in their towns, encourage broad and inclusive civic engagement and anchor the Hartford Foundation for Public Giving in each town.

Frequently Asked Questions

Why did the Hartford Foundation create the Greater Together Community Funds?

In 2018, the Hartford Foundation embarked on a listening tour to hear from the residents of the 29 towns the Foundation serves.

Residents shared what they loved about their communities, what changes they would like to make and how the Hartford Foundation might help. One common theme was the idea that residents understand the challenges they face in their communities, but are often constrained by a lack of resources. This lack of resources included the need for more opportunities to meet with one another, share concerns and work together with all members of the community to develop solutions. These community conversations led the Hartford Foundation to create the Greater Together Community Funds.

The concept of community funds is not unique to Greater Hartford. The Foundation has learned from several other community foundations and community-based participatory decision-making models, adapting these experiences to the realities in Greater Hartford.

How much money will be available in each fund?

Each Greater Together Community Fund has \$100,000. Half of the fund's money - \$50,000 - will be available for current or immediate use. The other \$50,000 will be endowed, meaning a percentage of the dollars will be available every year to grant, following the Hartford Foundation's spending policy.

All dollars will be held at the Hartford Foundation until they are awarded as grants.

What is a Greater Together Community Fund Advisory Committee?

Each community fund will be handled by an advisory committee of town residents that must be inclusive, representative and reflective of all of the residents of that community.

In order to establish the initial advisory committee in each town, the Hartford Foundation is conducting broad outreach to town residents, informing them of the opportunity to be a part of this advisory committee.

The advisory committees will identify the greatest needs in their communities and design a grantmaking process aimed to ensure that the community funds can have the greatest impact for the benefit of town residents. Hartford Foundation staff will provide guidance on topics such as participatory decision making, grantmaking and fund development, as needed.

Each town's advisory committee may work differently and will operate independently.

How do I volunteer or nominate someone for the advisory committee?

If you are interested in participating in the advisory committee or would like to nominate someone to participate, we would love to hear from you. You can reach us by email at CommunityFunds@hfpg.org or by phone at 860-548-1888.

When will the Greater Together Community Fund program begin?

Rollout began in spring 2019. However, before any funds are granted, an advisory committee must be formed and a grantmaking process must be put in place.

Can I contribute to my town's fund?

Individuals and organizations can make tax-deductible contributions to any of the 29 Community Funds through our website, hfpg.org/donate or by sending a check written out to the Hartford Foundation for Public Giving with the memo line indicating "(name of town) Community Fund". Contributions can be mailed to:

Hartford Foundation for Public Giving
10 Columbus Boulevard
Hartford CT 06106

If you'd like to talk with us about your contribution, feel free to reach us by email at CommunityFunds@hfpg.org or by phone at 860-548-1888.

I live in one of the 29 towns where community funds have been established. Can I apply for funding?

Once your town's Advisory Committee is established, grants from your town's community fund will be available to registered 501(c)3 nonprofit organizations and, in some cases, to municipalities. Grants will not be available to individuals or for-profit companies.

My nonprofit serves the residents of one or more the towns where there is a Greater Together Community Fund.

- **How can I apply for funding on behalf of my nonprofit?**
Before any funds are granted, an inclusive advisory committee made up of town residents and an inclusive grantmaking process must be established in each town. Once these two requirements are in place, information will be shared town-wide as to how to apply for funding consideration.
- **When will funds be available?**
We expect that some towns will be ready to make grants sooner than others. If you would like to learn about grant opportunities in a particular town, please indicate your interest on our web form for each of the towns you serve. We can share this information with advisory committee members once they have been established.
- **Can my nonprofit receive funding from more than one community fund?**
It will be up to the residents of each town to decide, through an inclusive grantmaking process, which projects benefit the town and will ultimately be funded. Whether a nonprofit is receiving community funds monies from other towns is one of several factors that town residents may consider as they make their funding decision.
- **Are there other opportunities to seek funding from the Hartford Foundation for my nonprofit?**
The Hartford Foundation considers requests for funding from all nonprofits that meet our basic eligibility requirements. To see if your nonprofit qualifies and to learn how to get started in requesting funding, please visit our Basic Guidelines page on our website, www.hfpg.org.

What each Community Fund is not:

This is not a fund for municipal town governments. Grants will not be administered or awarded by a town or municipal authority.



Hartford Foundation

FOR PUBLIC GIVING

Together for good.™

Greater Together Community Funds

Elected Officials and Municipal Leaders Orientation

June 13, 2019

AGENDA

- Welcome and Introductions
- Greater Together Community Funds Update
- Discussion and Feedback
- Wrap Up



Greater Together Community Funds

hfpg.org/communityfunds



To support the community in taking ownership around the needs in their town, encourage broad and inclusive civic engagement and anchor the Hartford Foundation in each town.

29 Community Funds

\$100,000 per town

- \$50,000 Endowed Funds
- \$50,000 “Immediate Use” Funds

Opportunity for community fundraising and continued fund growth to support towns



Accessing Community Funds

- **Establish a Town Advisory Committee** – of town residents that is inclusive, representative and reflective of all town residents
- **Establish a Participatory Process** – to decide how grant funds will be allocated to meet the needs of town residents



Advisory Committees

- Town resident, age 14 or over
- 5-15 members, reflective of town residents
- Cannot be an elected official
- Term limits; max of 6 consecutive years
- Conflict of interest policy
- Democratic and inclusive decision-making process
- Identify primary representative to work with Foundation



Hartford Foundation
FOR PUBLIC GIVING

Together for good.™

Roles

Town Advisory Committees	Hartford Foundation
<ul style="list-style-type: none">• Identify community needs• Establish an inclusive grantmaking process• Serve as liaisons to the Hartford Foundation• Keep track of funds available for grantmaking• Request support from Foundation staff as needed	<ul style="list-style-type: none">• Maintain town funds• Assist town residents to establish Advisory Committees• Assist Advisory Committees to establish inclusive processes• Approve grants, disburse funds• Monitor funds and grantmaking• Provide ongoing support as needed to assist each town

Getting to Grants - Action Steps

Hartford
Foundation
Establishes
Funds

Town
Residents
Establish
Advisory
Committees

Advisory
Committees
Establish
Grantmaking
Process

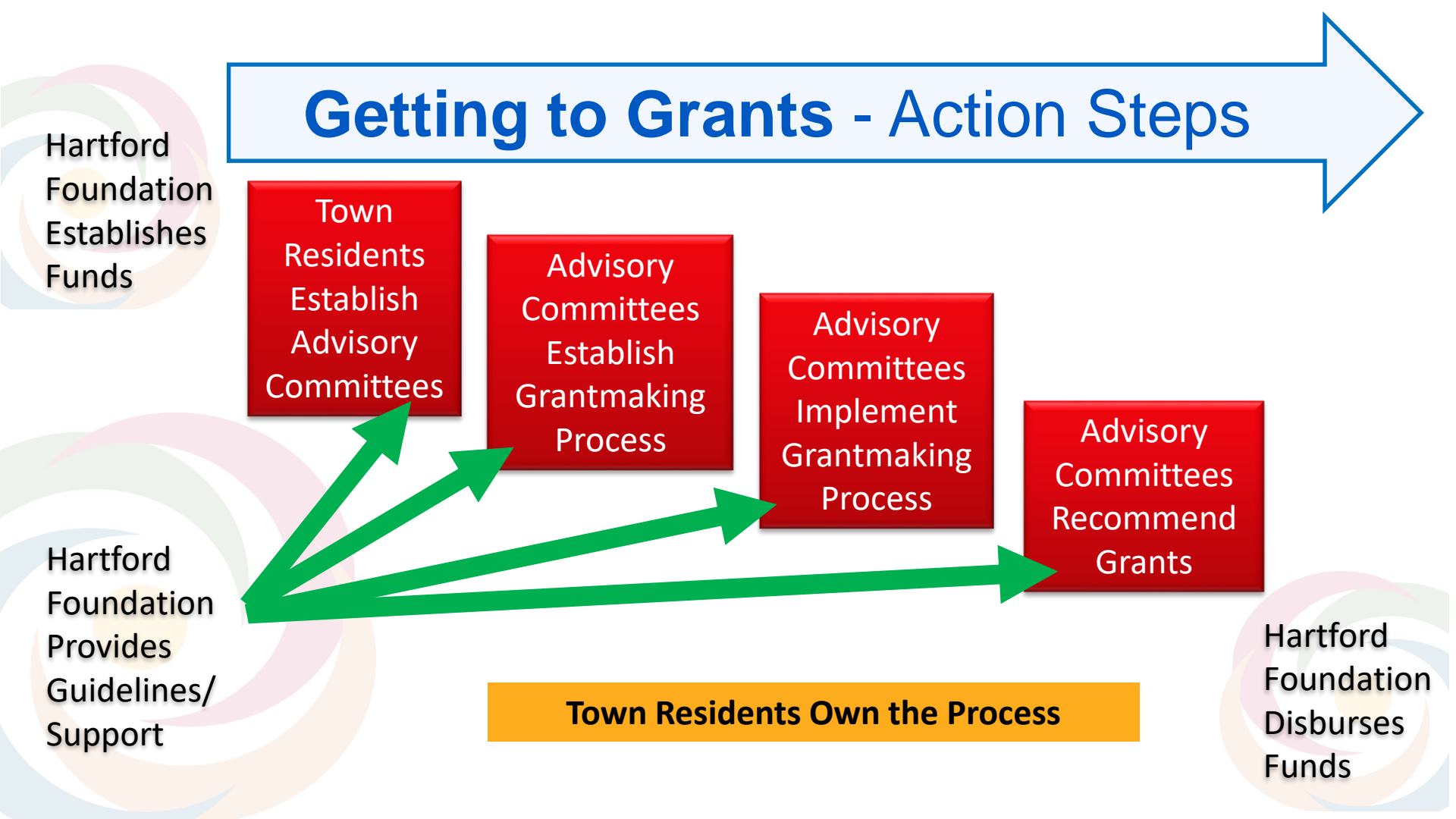
Advisory
Committees
Implement
Grantmaking
Process

Advisory
Committees
Recommend
Grants

Hartford
Foundation
Provides
Guidelines/
Support

Town Residents Own the Process

Hartford
Foundation
Disburses
Funds



Feedback Sessions: Resident Input

- Consider Foundation support that is ongoing and in line with varying town needs
- Existing power structures within towns may both facilitate & obstruct inclusive and effective participatory Community Funds programs
- To reach traditionally marginalized residents will take dedicated efforts by the Foundation and town leaders
- Engaging elected & professional town government leaders will help in establishing advisory committees



Timeline

January 2018 – March 2019

November 2019

March 2019

June 2019

July – August 2019

September – October 2019

October – TBD

Foundation Listening Tour – 29 Towns

Community Funds Announcement

Final Listening Tour

Feedback Sessions

Elected Officials and Municipal Leaders

Orientation

Continued program implementation with
evaluation consultant

Regional Meetings

Towns establish Advisory Committees



Hartford Foundation

FOR PUBLIC GIVING

Together for good.™

What can you do?

- Help get the word out within communities
- Share insights on community plans and needs
- Link residents to town resources
- Invite people to visit our website at: hfpg.org/communityfunds or contact us for more information



Hartford Foundation
FOR PUBLIC GIVING

Together for good.™



THANK YOU!

Hartford Foundation for Public Giving Greater Together Community Funds

March 2019

Feedback Session Summary

Feedback Highlights

- **Each town is different** and implementation (by both Hartford Foundation staff and town residents) will require understanding the unique characteristics, power-dynamics, sub-groups, existing resources and information channels available in each community.
- Town leaders and residents expect **significant material, staff, and in some cases financial support from the Foundation** in order to implement the Greater Together Community Funds program.
- Foundation support may include but not be limited to **initial and on-going meeting facilitation and logistical support, resident training workshops, tool-kits of sample materials, and regular/sustained communications and staff participation.**
- **Engaging elected and professional town governmental leaders** will be helpful in obtaining their understanding, buy-in, and support to establish Advisory Committees and participatory grantmaking in each town.
- **Existing power structures** within towns may serve to both facilitate and obstruct the creation of inclusive and effective participatory Community Funds programs.
- **Reaching traditionally marginalized residents will take dedicated and increased effort on the part of the Foundation and town leaders.** Efforts may include person-to-person invitations to participate, specialized training and possibly transportation, child care or linguistic support.

Background and Design

The Hartford Foundation conducted two feedback sessions on March 26 and 27, 2019. Foundation staff designed the feedback sessions to share information about the Greater Together Community Funds program and collect information from community stakeholders to inform future planning and implementation.

Specific information needs related to the Community Funds program included:

- Community readiness to establish Advisory Committees
- Support needed from Hartford Foundation

- Methods of getting the word out within communities
- Identifying residents to participate in the Community Funds program

Foundation staff outlined key components of the Community Funds program and general implementation steps needed to enable towns to access funds and make grants. Foundation staff then facilitated feedback sessions with participants to invite their feedback on the plans and insights about implementation within their communities.

Participation

Foundation staff invited 46 individuals known for their understanding of how their communities work and who might be able/willing to carry information back to their communities. Participants were broadly representative of:

- the Foundation’s geographic range, including urban, inner suburban, outer suburban
- racial and ethnic characteristics and other demographic indicators
- community roles (elected officials, nonprofit leaders, municipal staff, community members or volunteers, etc.)

While not intended to be inclusive of every town in the Foundation’s 29-town service region, or of every sub-group within every town, invitees were broadly representative of the range of community leaders within the Foundation’s service region.

Ultimately, 23 individuals participated in the two feedback sessions.

Participant Responses

Key response themes and sample participant statements aligned with protocol questions included:

1. Communities’ readiness to establish a representative advisory committee.

- a. Key community *attributes of or resources* and *challenges or factors* related to establishing a representative advisory committee.

Participants identified the following attributes and resources in their towns:

- Existing institutions, groups or locations provide focal points for community activity (churches, businesses, local boards and commissions, senior centers, Neighborhood Revitalization Zones, Hunger Action Teams)
- Active volunteer base, tradition of volunteerism
- Community diversity (Hartford, Manchester, East Hartford)
- Strong engagement of youth and older populations
- Positive community mindset, sense of community
- Skilled residents, many talents
- Effective means of communicating within community (newsletters, networking, social media – especially Facebook – such as: “Fans of the Wethersfield Turkey” FB site)
- Existing data and understanding of community needs

- Programs and organizations linked to school systems (Office of Family and Community Partnerships, PTOs, some sports teams)
- Active nonprofits and for-profits in the community

Participants identified the following challenges in their towns:

- Over-commitment of existing volunteers, too many priorities and projects, families are busy
- Attitudes of some community members (resistant to change, apathy, distrust, not wanting to share power)
- Need for capacity building and backbone support, clear guidelines, training for some community members to participate
- Lack of diversity in community
- Conflicts of interest, conflict of interest policy may limit volunteerism
- Politics and competing interests within community, some are more comfortable working in silos and not partnering, worry about town ‘influencers’ taking over
- Lack of inclusivity, history of disenfranchisement among some parts of community
- Community is very diverse, too many groups and sub-groups, many will want representation
- Divisions within community (polarization, regional differences)
- Structure and process required to set up advisory committees
- Some people don’t know how to create inclusive groups

b. Participants identified the following existing participatory decision-making best practices / success in their towns:

- Parent Leadership Academy (Enfield) – training academy for parents
- Youth equity squad (Manchester) – young people come together and present recommendations to school leadership
- Leadership Academy (Hebron) – started by Board of Selectmen to help residents understand town government
- Community Cuisine (E. Granby) – 7 or 8 community organizations come together
- Capital Improvement Commission (Andover) – decides on capital purchases, works well because so many wear multiple hats it represents many of the town’s needs and interests
- City of Hartford – great participatory events such as “Hartford Decides” and others

2. Support Needed from the Hartford Foundation for Public Giving.

Participants identified the following support needs in their towns:

a. Foundation Role

- Leadership/commitment from the Foundation – stay involved for the long-term
- Foundation staff should be personally involved and attend meetings, like the Foodshare staff does with Hunger Action Teams
- Replicate this (feedback session) process in communities
- Make it exciting to stimulate involvement

- Serve as a neutral body to provide initial structure – don't leave too much up to each town to have to decide initially, but just enough structure, ideas and resources that we can tweak to meet unique needs
 - Provide training workshops and materials for residents and advisory committee
 - Provide a clear vetting process to encourage people who don't normally come out, identify who will filter applicants for advisory committee
 - Bring the committees from different towns together to share experiences and information, share regional priorities
 - Consider a cohort model for sharing among committees
- b. Services
- Provide facilitation support, a trained facilitator, be present or help lead meetings
 - Workshops on grantwriting, facilitation, best practices, how to serve on a board, etc.
 - Resources for food and childcare to eliminate barriers for those that don't normally participate
 - Multi-lingual resources
- c. Materials
- Provide a tool-kit, starter-kit, a physical box with everything needed
 - Boiler-plate resources for each step of the process – not too many options to start – electronic templates that can be modified by the local committees
 - Set up structured help with some guidelines on committee size, process, so they don't have to start from scratch
 - Listening Tour notes as a starting point for community needs
 - One-pager/fact sheet on the program to share in the community
 - One-pager on town demographics and needs to help people see the need for involvement

3. Getting the Word Out.

Participants identified the following ways to get the word out in their towns:

- a. Best ways to get the word out.
- Take advantage of existing networks, opportunities and events within each town
 - Email groups, social media groups, mailers, robo-calls (like politicians)
 - Post to town websites
 - Partner with large corporations that have many employees
 - Most towns have events that include nonprofits and thousands of people – find these and have a booth at the event
 - Have affinity groups to help expand the influence of advisory groups
 - Be careful about getting too many people fired up if they cannot all be involved
 - Offer a marketing budget to assist towns with this
 - Use the power of competition between towns, like the thermometer to show progress
 - Have “ambassador” type who is respected and influencer in town go out and market on behalf of program

b. Reaching people who might have barriers to participation.

- Use grass-roots efforts like going door to door, focus on key groups and marginalized groups in specific geographic areas
- One-on-one communication and building one on one relationships will be most effective with people from marginalized groups
- Parent leadership groups

4. One Word of Advice for the Hartford Foundation. In summary, participants were asked to provide one word of advice to the Foundation regarding the establishment of Advisory Committees. Responses included:

- Listen!
- Follow up is key, have check-ins.
- Consistency – don't drop and run!
- Help towns prioritize needs. Some towns will need help with strategic planning
- Consider how this will perpetuate inequality if rich town's funds grow faster than poor towns
- Pick trusted community members
- Look below the surface to identify hidden agendas
- Have one person from town government and one from board of education to give ideas on community needs but not to vote
- Have someone from the Foundation present this information to the town councils or board, and to chief operating officers so they understand the program and can help support it
- Pick new people
- Lots of ethnic communities, like Bosnians, etc. - need to reach out to them
- Take a risk

5. Questions from Participants. In addition to responding to facilitator questions, participants had a number of questions concerning implementation of the Community Funds program that may inform future planning. Participants asked the following types of questions:

Use of funds and spending

- What is the length of these funds – one year, two years, or will it go on forever?
- What is the amount decided on for a grant? What are the ways you can choose to spend each year?
- Do communities need to spend the \$50,000 right away?
- Is there sustainability to this fund? \$50,000 is not a ton for some communities.
- What can the money be used for?
- There are many important charitable activities in towns like Andover that do not necessarily fall under a 501c3. How can these funds support those kind of activities?
- Could one town decide to give money to another town?
- What happens when certain town funds get larger than others through fundraising? How will that inequity be addressed? Will certain towns be “capped” at certain financial amount so as to not grow larger than others?

- Will there be a money available to town committees for the marketing of funds?

Establishment of advisory committees / selection of members

- Who will decide the makeup of an advisory committee, especially regarding demographics? HPFG or the town residents? How do you take the first step?
- You said the Foundation will accept applicants for the advisory committee – how will you decide?
- What if you get 10 young people that want to serve? I know I can get 50 people that want to serve, but how do we decide the best size?
- What are the term limits?

Roles of advisory committee members and committee processes

- How will committees run? Will they need Roberts Rules of Order? We do not just want them to get together and shoot the breeze, do we?
- There is some confusion over the role of a committee, are they grant writers?
- General conflict of interest policy questions.
- Eliminating town managers will cause loss of information on town residents who have hidden agendas. [How could we gather broad information about residents otherwise?]

Similar participatory decision making and other resources out there

- Towns already have similar resources. Will these be folded into Community Fund resources?
- Could you give us examples of other similar decision making processes in other towns, and what worked?

General Questions

- What timelines have been established, broadly speaking?
- Do you find that this [program] is something good for the community, or can it end up going crazy because everyone has different opinions about what is really best for the community, etc.?
- Isn't HPFG perpetuating the silo effect of CT by encouraging single town funds? Why not regional funds as well?

Summary Observations

General areas of consensus that may serve to guide future planning include:

- **Each town is different** and implementation (by both Foundation staff and town residents) will require understanding the unique characteristics, power-dynamics, sub-groups, existing resources and information channels available in each community.
- Town leaders and residents expect **significant material, staff, and in some cases financial support from the Foundation** in order to implement the Community Funds program.
- Foundation support may include but not be limited to **initial and on-going meeting facilitation and logistical support, resident training workshops, tool-kits of sample materials, and regular/sustained communications and staff participation.**

- **Engaging elected and professional town governmental leaders** will be helpful in obtaining their understanding, buy-in, and support to establish Advisory Committees and participatory grantmaking in each town.
- **Existing power structures** within towns may serve to both facilitate and obstruct the creation of inclusive and effective participatory Community Funds programs.
- **Reaching traditionally marginalized residents will take dedicated and increased effort on the part of the Foundation and town leaders.** Efforts may include person-to-person invitations to participate, specialized training and possibly transportation, child care or linguistic support.

Next Steps

Feedback provided by the 26 feedback session participants represents a thoughtful and invaluable body of advice, cautions, wisdom and potential action items to guide Foundation staff in implementing the Community Funds program. The Community Funds team is reviewing and incorporating this body of knowledge into its plans in preparation for reaching out to community leaders and residents to implement their respective Greater Together Community Funds.