Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

Watch Board of Selectmen meetings LIVE and rebroadcasted on Comcast Channels 96, 1090, and LIVE streamed or on-demand at www.simsburymedia.org and www.youtube.com/@simsburymedia

BOARD OF SELECTMEN
Regular Meeting Agenda – July 13, 2026 – 6:00 P.M.
Main Meeting Room, Simsbury Town Hall

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

Proposed Amendments to Town Code Chapter 13: Ethics, Code of

For the purpose of hearing comments from the public regarding the proposed amendments to Simsbury Code Chapter 13: Ethics, Code of

PRESENTATION
a) Capital/Bonding Discussion

PUBLIC AUDIENCE
- Email townmanager@simsbury-ct.gov by noon on Monday, July 13, 2026, to register to address the Board of Selectmen live through Zoom
- Written comments can be emailed to townmanager@simsbury-ct.gov, not read into the record, but forwarded to all Selectmen via email

CONSENT AGENDA

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

LIAISON AND SUBCOMMITTEE REPORTS

SELECTMEN ACTION
a) Authorize the Town Manager to Execute an Ambulance Lease Agreement with the Simsbury Volunteer Ambulance Association
b) Revise the Head of Children's Services Job Description
c) Revise the Business & Career Center Coordinator Job Description

d) Authorize the Town Manager to Apply for the Tai Ji Quan: Moving for Better Balance® Grant Application
e) Authorize the Town Manager to Apply for the 2026 Community Energy Boost Grant Application
f) Discussion on the Greater Hartford Gives Foundation Signage at the Simsbury Public Library
g) Discussion on the Board of Selectmen 2025-2027 Goals

APPOINTMENTS AND RESIGNATIONS
a) Acknowledge Receipt of Gabriela Sandoval's Resignation from the Board of Ethics

APPROVAL OF MINUTES
a) June 8, 2026 Regular Meeting
b) June 15, 2026 Special Meeting
c) July 1, 2026 Special Meeting

COMMUNICATIONS
a) Simsbury Performing Arts Center Proposed Plaque
b) Memorandum from Town Manager Marc Nelson re: Administrative Approval of Public Gathering Permits, dated July 13, 2026

ADJOURN

Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of Submission:** Public Hearing: Proposed Amendments to Town Code Chapter 13: Ethics, Code of

2. **Date of Board Meeting:** July 13, 2026

3. **Individual or Entity Making the Submission:**
   Marc Nelson, Town Manager

4. **Action Requested of the Board of Selectmen:**
   The only action needed is to open and close the public hearing:

   Move, to open the public hearing on the proposed amendments to Town Code Chapter 13: Ethics, Code of.

   After proponents, opponents, and all other individuals who wish to speak regarding the matter under consideration have spoken, and after all questions have been addressed, the following motion is in order:

   Move, to close the public hearing on the Town Code Chapter 13: Ethics, Code of.

5. **Summary of Submission:**
   At your June 8, 2026 Regular Meeting, the Board of Selectmen scheduled a public hearing on the proposed amendments to Town Code Chapter 13: Ethics, Code of for 6:00 PM on Monday, July 13, 2026.

6. **Fiscal Impact:**
   None

7. **Description of Documents Included with Submission:**
   a) Public Hearing Notice
   b) Proposed Amendments to Town Code Chapter 13: Ethics, Code of

TOWN OF SIMSBURY
PUBLIC HEARING NOTICE

Public Hearing Date: Monday, July 13, 2026 at 6:00 p.m.

Notice is hereby given pursuant to Section 404 of the Charter of the Town of Simsbury that the Board of Selectmen will hold a public hearing on Monday, July 13, 2026 at 6:00 p.m in the Main Meeting Room of Simsbury Town Hall located at 933 Hopmeadow Street, Simsbury, CT 06070, to receive public comment regarding the proposed amendments to the Town of Simsbury Town Code Chapter 13: Ethics, Code of. A copy of the proposed revised amendments can be found on the Town of Simsbury's website, www.simsbury-ct.gov on the Board of Selectmen's page. Hard copies are available at the Town Clerk's Office, 933 Hopmeadow Street, Simsbury, CT. Alternatively, members of the public may email statements to townmanager@simsbury-ct.gov by 12:00 p.m. on Monday, July 13, 2026 to have their comments sent to the Board of Selectmen. Written comments will not be read into the record at the hearing.

Chapter 13

ETHICS, CODE OF

§ 13-1.	Legislative intent.	§ 13-8.	Equal treatment.
§ 13-2.	Board of Ethics.	§ 13-9.	Conflict of interest.
§ 13-3.	Definitions.	§ 13-10.	Disclosure.
§ 13-4.	Consultants.	§ 13-11.	Incompatible employment and activities.
§ 13-5.	Confidential information.		
§ 13-6.	Use of influence.	§ 13-12.	Acknowledgment form.
§ 13-7.	Gifts and favors.		

[HISTORY: Adopted by the Board of Selectmen of the Town of Simsbury 9-14-1988; amended ~~in its entirety~~ 4-13-2009~~. Subsequent amendments noted where applicable.~~] and August XX, 2026.

GENERAL REFERENCES

Personnel — See Ch. 48.

Salaries and compensation — See Ch. 57.

Purchase of alcoholic beverages at Town expense — See Ch. 63.

Gift policy — See Ch. 100.

Personnel Rules and Regulations — See Ch. A160.

---

§ 13-1. Legislative intent.

The proper operation of government requires that public officials and public employees be independent, impartial, and responsible to the people; that governmental decisions and policies be made free from undue influence and in the proper channels of governmental structure; that governmental office and employment not be used for unauthorized personal gain; that governmental officials and employees strive to avoid even the appearance of impropriety; and that the public have confidence in the integrity of its government. The purpose of this Code of Ethics is to set forth standards of ethical conduct to guide officials and employees of the Town of Simsbury in the conduct of their public responsibilities and to develop and maintain a tradition of responsible and effective public service. In recognition of these goals, this Code of Ethics is established pursuant to authority granted to the Town by Connecticut General Statutes Section 7-148h, as amended.

§ 13-2. Board of Ethics.

~~A.~~ Establishment. As authorized by Section~~s~~ 702 ~~and 715~~ of the Charter of the Town of Simsbury ("Charter") and Section 7-148h, as amended, of the Connecticut General Statutes, the Board of Selectmen shall appoint a Board of Ethics consisting of six members, two of whom shall be registered Republicans, two of whom shall be registered Democrats and two of whom shall be unaffiliated voters. The members of the Board shall serve four-year terms.~~, except that at the first appointment by the Board of Selectmen, one Republican, one Democrat and one unaffiliated voter shall be appointed for two-year terms, with the remaining members appointed for four-year terms.~~ Biennially~~, thereafter,~~ the Board of Selectmen shall appoint in the manner provided in the Charter ~~of the Town of Simsbury.~~, except in the case of an appointment to fill a vacancy, which appointment shall be for the remaining unexpired term of ~~-~~ ~~-~~that ~~-~~seat.

Downloaded from https://ecode360.com/SI1160 on 2026-05-08

B. Organization and procedure.

B. The Board shall elect a Chairman and Vice Chairman/Secretary and shall establish its own rules and procedures, which shall be available to any elector of the Town upon request to the Town Clerk to the Board. The first rules and procedures shall be established within six months of the date this chapter becomes effective. The need to maintain confidentiality in order to protect the privacy of public officials, employees, and consultants shall be considered when establishing the rules and procedures. It shall keep records of its meetings and shall hold meetings at the call of the Chairman and at such other times as it may determine.

C. C. Powers and duties.

(1) The Board mayshall render advisory opinions with respect to the applicability of the Code of Ethics to specific situations to any agency or any official, employee, or consultant pursuant to a written request or upon its own initiative. The Board may also issue guidelines. Such opinions and guidelines, until amended or revoked, shall be binding on the Board, and reliance upon them in good faith is an absolute defense in any action brought under the provisions of this chapter or under Section 1003 of the Town Charter. Any request or opinion, the disclosure of which invades the personal privacy of any individual [as that term is used in Connecticut General Statutes Section 1-21019(b)(2), as amended, by the Connecticut Freedom of Information Commission and the courts], shall be kept confidential in a personnel or similar file and shall not be subject to public inspection or disclosure. The Board may make available to the public any advisory opinions that do not invade an individual's privacy and may take other appropriate steps in an effort to increase public awareness of this Code of Ethics.

(2) The Board shall establish procedures by which the public may initiate complaints alleging a violation of this Code of Ethics. The Board itself may also initiate such a complaint. The Board shall have that power and to hold hearings concerning the application of this Code and its violation and may administer oaths and compel the attendance of witnesses by subpoena. As required by Section 7-148h(a) of the Connecticut General Statutes, as amended, the provisions of Section 1-82(a) through (c) of the Connecticut General Statutes, as amended, shall apply to all investigations and hearings held under this chapter. If the Board determines that there is probable cause, it shall continue the investigation and hold such further hearings as may be necessary; and if the Board determines that the respondent has, in fact, violated the provisions of this Code, it shall file a memorandum of decision with a recommendation for appropriate action with the Board of Selectmen in any matter involving an elected official of the Town, or with the Town Manager in any other matter, except with respect to individuals under the jurisdiction of the Board of Education, in which cases the memorandum of decision shall be filed with the Board of Education. In the case of a vendor or consultant to the Town, it shall also be filed with the contracting agency, and a copy shall be provided to the Director of Finance.

(3) If an official, employee, or consultant who is the subject of a complaint under investigation leaves office or employment after filing of the complaint but before resolution of the complaint, the Board shall have the power, by majority vote, to continue investigation of the complaint. If an ethics complaint is filed against a former Town of Simsbury official, employee, or consultant within 90 days after he or she has left employment for the Town, the Board shall have the power, by majority vote, to initiate an investigation.

(4) The recommended action may include reprimand, public censure, a fine not to exceed $100 or other such action as the Town Manager, Board of Selectmen, or Board of Education may deem appropriate in accordance with their respective responsibilities under the law, provided that in the case of union employees, such recommended action does not constitute a unilateral change in conditions of employment. No such recommendation shall limit the authority of the Board of

DRAFT

Downloaded from https://ecode360.com/SI1160 on 2026-05-08

Selectmen, ~~or~~ the Board of Education, or the Town Manager under the Charter ~~of the Town of Simsbury~~ or under any ordinance, statute, or any other law, and the actions hereunder shall be supplemental to any

DRAFT

Downloaded from https://ecode360.com/SI1160 on 2026-05-08

authority the Board of Selectmen or Board of Education has under any ordinance, statute, or any other law. Any discussion by the Board of Selectmen, Board of Education, or contracting agency of an individual affected by said memorandum of decision shall be in executive session, unless the individual affected requests that such discussion be held in open session.

§ 13-3. Definitions.

For the purpose of this chapter, the following terms shall have the indicated meanings:

AGENCY — All boards, commissions, authorities, and committees of the Town of Simsbury, including the Board of Education~~, but not including a Town Meeting~~.

BENEFICIAL INTEREST — Any nonfinancial interest or special treatment that is not common to other citizens of the Town. An individual's beneficial interests shall include the beneficial interests of all members of their~~his/her~~ family.

CONFIDENTIAL INFORMATION — Information, whether transmitted orally or in writing, that is obtained by an official or employee by reason of their~~his/her~~ public position and is of such nature that, at the time of transmission, it is not a matter of public record.

CONSULTANT — Any independent contractor or professional person or firm that is engaged by and receives compensation from any agency for the purpose of providing scientific, technical, or other specialized opinion to such agency and is in a position to influence any decision of an agency, official, or employee.

EMPLOYEE — Includes all persons, including but not limited to officers and supervisors, employed by the Town and encompasses all persons, including but not limited to officers and supervisors, employed by the Board of Education.

FINANCIAL INTEREST — Any interest that has a monetary value of $100 or more or generates a financial gain or loss of $100 or more in a calendar year; and is not common to the other citizens of the Town. An individual's financial interests shall include the financial interests of all members of their~~his/her~~ family but shall not include any duly authorized compensation from the Town.

OFFICIAL — Includes all persons who are members of a Town agency.

§ 13-4. Consultants.

A. This Code of Ethics shall be incorporated into all contracts entered into by an agency and a consultant.

B. Persons or firms who are engaged by and receive compensation from other entities, such as the state or federal government, and who are in a position to influence any decision of an agency, official, or employee shall be guided by this Code of Ethics, and the Board of Ethics, upon complaint or its own motion, may make recommendations to the entity employing such persons.

§ 13-5. Confidential information.

Except as otherwise required by law, no official, employee, or consultant shall disclose, without proper authorization, confidential information, nor shall they~~he/she~~ use such information to advance their~~his/her~~ financial or beneficial interests or the financial or beneficial interests of others. This section shall not be used to restrict the release of information that is properly available to the public.

DRAFT

Downloaded from https://ecode360.com/SI1160 on 2026-05-08

§ 13-6. Use of influence.

No official, employee, or consultant may inappropriately use their~~his/her~~ position to influence a decision affecting a financial interest or a beneficial interest in their~~his/her~~ favor or in favor of any other person or entity.

§ 13-7. Gifts and favors.

A. No official, employee, or consultant or any member of their~~his/her~~ immediate family nor any agency, employee organization, or group of employees shall solicit or accept any valuable gift, whether in the form of a service, a loan at a less than a commercially reasonable rate, a material thing, or a promise, from any person or entity who or which is interested directly or indirectly in any business transactions or pending matters that are within the purview of such prospective recipient's official responsibilities. No official or employee shall accept any special favor, treatment, consideration, or advantage beyond that which is generally available to citizens of the Town from any person who, to the official or employee's knowledge, is interested directly or indirectly in any business transactions or pending matters that are within their~~his/her~~ official responsibilities. For purposes of this section, pending matters include, but are not limited to, applications to agencies, bids for work to be performed, applications for employment, and bids for the furnishing of supplies, equipment, or other items.

B. The Board of Ethics shall formulate guidelines for delineating gifts and favors deemed not to be of value in order to avoid de minimis situations. Such guidelines shall become effective upon adoption by the Board of Selectmen.[1]

C. This section shall not apply to a political contribution otherwise reported as required by law.

§ 13-8. Equal treatment.

Without proper authorization, no official, employee, or consultant shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

§ 13-9. Conflict of interest.

A. An official or employee or consultant has a conflict of interest when they~~he/she~~ engage~~s~~ in or participate~~s~~ in any transaction, including private employment and the rendering of private services, that is incompatible with the proper discharge of their~~his/her~~ official responsibilities in the public interest or would tend to impair their~~his/her~~ independent judgment or action in the performance of their~~his~~ official responsibilities.

B. An official or employee or consultant has a financial interest or beneficial interest that is incompatible with the proper discharge of their~~his/her~~ official responsibilities in the public interest if they~~he/she has~~ have reason to believe or expect that they~~he/she~~ will derive such interest by reason of their~~his/her~~ performance of their~~his/her~~ official responsibilities.

C. An official or employee or consultant does not have a financial or beneficial interest that is incompatible with the proper discharge of their~~his/her~~ official responsibilities in the public interest if any such interest accrues to them~~him/her~~ as a member of a business, profession, occupation, or group to no greater extent than it accrues to any other member of the business, profession, occupation, or group that they~~he/she~~ represent~~s~~. This does not relieve an individual from their~~his/her~~ obligation to refrain from voting on any matter that would directly benefit their~~his/her~~ business, profession, occupation, group, or family as required by § 13-10 of this Code of Ethics, Section 1003 of the Charter of the Town of

1. **Editor's Note: The Guidelines for Gifts and Favors is included at the end of this chapter.**

Downloaded from https://ecode360.com/SI1160 on 2026-05-08

Simsbury and General Statutes Section 7-148h(b), as amended.

§ 13-10. Disclosure.

A. Any official, employee, or consultant who has a financial or beneficial interest, direct or indirect, in any contract, transaction, or decision within the purview of theirhis/her official responsibilities shall disclose that interest in writing to the Board of Selectmen. Such disclosure also shall be provided, in the case of an official, to the agency of which the official is a member, and, in the case of an employee or consultant, to the agency by which theyhe/she arcis employed or has been retained. Such disclosure shall disqualify the official, employee, or consultant from participation in the matter, and violation of this section shall be grounds for removal by the appropriate agency in accordance with applicable law.

B. No official or employee or consultant shall appear on behalf of any private person or party before any agency in connection with any cause, proceeding, application, or other matter in which theyhe/she has have a financial or beneficial interest without first disclosing such interest to the agency, which shall record such disclosure in the record of the agency's proceeding.

B.C. The Secretary or Clerk of said agency shall notify the First Selectman, in the case of an elected official or the Town Manager, and shall notify the Town Manager in the case of a Town employee, or the Superintendent of Schools if an employee of the Board of Education, along with the , the Town Manager, in the case of an employee, and, in the case of an official or employee of the Board of Education, the Chairman of the Board of Education, and the Chairman of the Board of Ethics in writing of such disclosure within three business days.

§ 13-11. Incompatible employment and activities.

A. No official or employee shall engage in or accept private employment or render services for private interest when the employment or services: are incompatible with the proper discharge of theirhis/her official duties; or would tend to impair theirhis/her independence of judgment or action in the performance of theirhis official duty. No consultant shall engage in employment or render services for interests other than the Town when such employment or services: are incompatible with the proper discharge of theirhis/ her consulting duties; or would tend to impair the independence of theirhis/her judgment or action on the matter for which he has been engaged by the Town.

B. No former official, employee, or consultant shall appear on behalf of any private person or other entity before any agency with which theyhe/she previously was employed or affiliated with for a period of one year after the termination of theirhis/her public service or employment. Such an individual may be relieved of theirhis/her duty to refrain from such appearance upon written application to the Board of Ethics, which Board shall review the written application and relevant facts.

C. No former official, employee, or consultant shall appear on behalf of any private person or other entity before any agency in regard to a matter in which theyhe/she previously participated in the course of theirhis/ her official responsibilities for a period of one year after the termination of theirhis/her public service or employment. Such an individual may be relieved of theirhis/her duty to refrain from such appearance upon written application to the Board of Ethics, which Board shall review the written application and relevant facts.

D. Subsections B, C and D of this section shall not prohibit any current or former official, employee, or consultant from appearing before any agency on theirhis/her own behalf or on behalf of members of theirhis/ her family. To avoid the appearance of impropriety, officials are strongly discouraged from appearing before their own agency unless extenuating circumstances exist. When in doubt, an official should seek an opinion from the Board of Ethics prior to appearing before theirhis/her own agency.

E. An official should not appear before, or participate in the proceeding of, another agency in violation

Downloaded from https://ecode360.com/SI1160 on 2026-05-08

of Connecticut General Statutes Section 8-11 or 8-21, as amended, or any other provision of the

Downloaded from https://ecode360.com/SI1160 on 2026-05-08

General Statutes.

F. To avoid even the appearance of impropriety, an official not otherwise prohibited shall exercise care when appearing before other agencies and shall disclose whether theyhe/she isare appearing in theirhis/her official capacity or as a private citizen.

§ 13-12. Acknowledgment form.[2]

A. Every official shall sign and file with the Town ClerkBoard of Selectmen an acknowledgement form, supplied by the Town Manager, indicating theirhis/her awareness of the provisions of this Code of Ethics, the guidelines issued thereunder and Section 1003 of the Charter of the Town of Simsbury on or before being sworn into office and again thereafter in January of each even numbered year. The Board of Selectmen Superintendent of Schools, or Town Manager, as applicable, shall adopt and implement a procedure for monitoring compliance with the aforesaid filing requirement. **[Amended 7-12-2021]**

B. Every consultant shall sign and file with the agency by which they he/she isare retained an acknowledgment form, supplied by the TownFirst Selectman,, indicating theirhis/her awareness of the provisions of this Code of Ethics, the guidelines thereunder, and Section 1003 of the Charter of the Town of Simsbury on or before being retained by an agency. The Superintendent of Schools, or Town Manager, as applicable,Board of Selectmen shall adopt and implement a procedure for monitoring compliance with the aforesaid filing requirement.

C. Employees.

(1) The Town Manager Board of Selectmen shall adopt and the First Selectman shall implement a plan for making all employees, other than persons who are employed by the Board of Education, aware of the provisions of this Code of Ethics, the guidelines issued thereunder, and Section 1003 of the Charter of the Town of Simsbury. The plan established by the Town Manager adopted by the Board of Selectmen shall contain a provision requiring that the Human Resources Director or theirhis/her designee department heads review such provisions with all such employees upon hiring, and three year intervals thereafterat an interval to be determined by the Board of Selectmen. The plan shall be completed within 120 days after the adoption of this Code of Ethics, and. A a copy of the plan shall be filed with the Board of Ethics upon implementation and upon any subsequent revision.its adoption.

(2) Every employee, other than persons employed by the Board of Education, shall execute an acknowledgment form, supplied by the Human Resources Director or theirhis/her designeeFirst Selectman, indicating the employee's awareness of the provisions of this Code of Ethics, the guidelines issued thereunder, and Section 1003 of the Charter. of the Town of Simsbury as follows:

(a) New employees shall execute the form at the time of employment and thereafter in accordance with Subsection C(2)(b) below.

(b) Current employees shall execute the form within 60 days after the adoption of the procedure set forth in Subsection C(1) above and thereafter at intervals specified by the Board of Selectmen, but in no event shall such intervals be less frequent than a period of two years from the date of signing the last acknowledgement form.

D. Board of Education.

(1) The Board of Education shall adopt and the Superintendent shall implement a plan for making all employees of the Board of Education aware of the provisions of this Code of Ethics, the guidelines issued thereunder, and Section 1003 of the Charter of the Town of Simsbury. The

Downloaded from https://ecode360.com/SI1160 on 2026-05-08

2. **Editor's Note: The Acknowledgement Form is included at the end of this chapter.**

Downloaded from https://ecode360.com/SI1160 on 2026-05-08

plan adopted by the Board of Education shall contain a provision requiring that department heads review such provisions with all employees at an interval to be determined by the Board of Education. ~~The plan shall be completed within 120 days after the adoption of this Code of Ethics, and~~ Aa~~a~~ copy of the plan shall be filed with the Board of Ethics upon its adoption.

(2) Every employee of the Board of Education, shall execute an acknowledgment form, supplied by the Superintendent, indicating the employee's awareness of the provisions of this Code of Ethics, the guidelines issued thereunder, and Section 1003 of the Charter ~~of the Town of Simsbury~~, as follows.~~:~~

(a) New employees shall execute the form at the time of employment. ~~and thereafter in accordance with Subsection D(2)(b) below.~~

(b) Current employees shall reacknowledge the policy at intervals specified by the Board of Education, or at least every three years, whichever is less.~~execute the form within 60 days after the adoption of the procedure set forth in Subsection D(1) above and thereafter at intervals specified by the Board of Education, but in no event shall such intervals be less frequent than a period of two years from the date of signing the last acknowledgement form.~~

Downloaded from https://ecode360.com/SI1160 on 2026-05-08

Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of Submission:** Authorize the Town Manager to Execute an Ambulance Lease Agreement with the Simsbury Volunteer Ambulance Association

2. **Date of Board Meeting:** July 13, 2026

3. **Individual or Entity Making the Submission:**
   Marc Nelson, Town Manager

4. **Action Requested of the Board of Selectmen:**
   If the Selectmen support the lease agreement, the following motion are in order:

   Move, effective July 13, 2026, to authorize Marc Nelson, Town Manager, to execute a lease agreement for a new ambulance to be leased to the Simsbury Volunteer Ambulance Association for a five-year period from the date of placement into service or 175,000 miles whichever occurs first.

   Further move, to make the approval subject to final review by the Town Attorney.

5. **Summary of Submission:**
   The Town's purchase of the asset and its lease to the Simsbury Volunteer Ambulance Association (SVAA) was thoroughly explored and examined during the budget adoption process and was approved by the Board of Selectmen, the Board of Finance, and ultimately by the voters of Simsbury at our annual budget adoption referendum. SVAA has also presented recently to both the Boards of Selectmen and Finance, ensuring that their ongoing business model, financial condition, as well as governance aspects, have been fully communicated. As a key partner in the Town's public safety umbrella, the SVAA also attends and participates at regular quarterly meetings of the Town's Public Safety Committee. We are in the final year of a three-year Memorandum of Understanding between the Town and SVAA. The ambulance replaces an existing unit that has reached end-of-life and will assure ongoing service levels are maintained.

6. **Fiscal Impact:**
   Pursuant to the terms of the lease, SVAA will cover insurance, repairs and maintenance.

7. **Description of Documents Included with Submission:**
   a) Simsbury Volunteer Ambulance Association Ambulance Lease Agreement
   b) Bill of Sale

VEHICLE LEASE AGREEMENT

THIS VEHICLE LEASE AGREEMENT, made and entered into as of the ___day of July, 2026 (the "Effective Date"), by and between the TOWN OF SIMSBURY, a Connecticut municipal corporation, with an address at 933 Main Street, Simsbury, CT 06070 (hereinafter the "Town") and SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION, a Connecticut corporation, with an address at 4 Old Mill Lane, Simsbury, CT 06070 (hereinafter "SVAA").

In consideration of the mutual promises and covenants herein contained and other good and valuable consideration, the sufficiency of which the parties acknowledge, the parties hereby agree as follows:

Section 1. Motor Vehicle. Upon the terms and conditions set forth herein, the Town hereby leases to SVAA and SVAA hereby leases from the Town the following vehicle (the "Vehicle"):

Year: 2026

Make: Ford Transit Type II Ambulance, together with all original chassis and coach components delivered by the manufacturer ("Vehicle")

VIN: 1FDBW2XG4TKA71566

Section 2. Term. The term of this Lease shall commence on the Effective Date and shall end five years from the date of placement into service or 175,000 miles whichever occurs first, unless terminated earlier in accordance with this Agreement (the "Lease Term"). If at the end of the Term, the Town agreed to support a replacement ambulance under the same terms, the Town would receive the residual value of the Ambulance subject to this Lease. If the Town does not support another ambulance, then the SVAA will retain the residual value of the Ambulance. .

Section 3. Lease Payments. SVAA agrees to pay to the Town One Dollar $1.00 for the lease of the Vehicle (the "Lease Payment"). SVAA shall pay to the Town the total Lease Payment on the Effective Date.

Section 4. Maintenance and Repairs. Upon and after taking actual physical possession of the Vehicle, SVAA shall pay for and furnish all maintenance and repairs to keep the Vehicle in good working order and operational readiness.

Section 5. Alterations and Equipment Installation. Lessee shall have the right, at its sole expense, to install, remove, replace, modify, or upgrade medical equipment, communications equipment, emergency warning devices, computer equipment, mounting systems, cabinetry, graphics, and other ambulance-related equipment necessary for the operation of the vehicle as an emergency medical services unit. Such modifications shall be performed in a professional manner and in compliance with all applicable federal, state, and local laws, regulations, and manufacturer requirements.

Lessee shall not make any structural modifications that materially diminish the value, safety, or intended use of the vehicle without the prior written consent of Lessor, which consent shall not be unreasonably withheld.

All equipment installed by Lessee shall remain the property of Lessee unless otherwise agreed in writing.

Lessee shall have exclusive responsibility and authority for the configuration, equipping, staffing, maintenance, and operational deployment of the vehicle for emergency medical services purposes

Section 6. Registration, License, Taxes, Inspection, Fees, Expenses. Upon and after taking actual, physical possession of the Vehicle, SVAA shall pay all expenses incurred in the use and operation of the Vehicle, including but not limited to, license, registration, and title fees, gasoline, oil, anti-freeze, repairs, maintenance, tires, storage, fines, inspections, assessments, sales or use taxes, if any, and all other taxes as may be imposed by law from time to time arising from SVAA's use and operation of the Vehicles.

6.1 Registration. To the extent permitted by Connecticut law and the Connecticut Department of Motor Vehicles, SVAA shall be responsible for registering the Vehicle for ambulance service operations and may be listed as the registrant of the Vehicle during the term of this Agreement. The Town shall execute any documents reasonably necessary to facilitate such registration. If Connecticut law or DMV requirements require the Town to be listed as the registrant, the parties shall cooperate to accomplish such registration while preserving SVAA's exclusive operational use of the Vehicle.

6.2 Insurance. Upon and after taking actual physical possession of the Vehicle, SVAA shall maintain insurance on the Vehicle with commercially reasonable coverage. The Town shall be named as additional insured and loss payee on a primary and noncontributory basis. Certificates of insurance shall be provided annually and upon renewal. SVAA shall provide the Town with proof of such insurance upon request.

SVAA assumes all risk of loss, damage, theft or destruction of the Vehicle during this term.

In the event the Vehicle is declared a total loss, any insurance proceeds shall first be applied toward replacement or repair of the Vehicle as mutually agreed by the parties. Neither party shall be required to replace the Vehicle except by mutual written agreement.

6.3 License Plates. SVAA shall be authorized to transfer and maintain its existing Connecticut ambulance registration plates on the Vehicle, subject to approval and requirements of the Connecticut Department of Motor Vehicles. If such transfer is not permitted, the parties shall cooperate to obtain appropriate ambulance registration and plates for the Vehicle.

Section 7. Title. Title to the Vehicle shall remain in the Town during the term of the Lease. Upon successful completion of the term and absence of default, the Town shall transfer

title to SVAA for additional nominal consideration of One Dollar ($1.00). The Town shall execute all documents necessary to transfer title within thirty (30) days after expiration of the lease.

Section 8. No Warranties. Except as otherwise set forth in Section 1, SVAA hereby agrees that it in the event it takes actual, physical possession of the Vehicle, it shall use the Vehicle in "as is" condition and agrees that the Town had not made, and does not hereby make any representation, warranty or covenant expressed or implied with respect to the condition, quality, durability, capability, or suitability of the Vehicle or against any patent or latent defects therein.

Section 9. Assignment. SVAA may not sublet, mortgage, pledge, or otherwise encumber this Agreement or the Vehicle, in each case without the prior written consent of the Town.

9.1 Early Termination, This Agreement shall terminate automatically in the event SVAA ceases to operate as an Ambulance Company in the Town of Simsbury, Connecticut.

Section 10. Miscellaneous. The following additional provisions form part of this Agreement:

10.1 This Agreement, and all documents or instruments furnished in connection herewith, shall be governed by and interpreted in accordance with the laws of Connecticut without regard for its laws governing conflicts of laws or choice of laws foreign to Connecticut. EACH PARTY TO THIS AGREEMENT HEREBY KNOWINGLY, VOLUNTARILY, AND INTENTIONALLY WAIVES THE RIGHT TO HAVE A TRIAL BY JURY IN RESPECT OF ANY LITIGATION BASED ON, ARISING OUT OF, UNDER, OR IN CONNECTION WITH THIS AGREEMENT AND ANY DOCUMENT EXECUTED OR CONTEMPLATED TO BE EXECUTED IN CONJUNCTION WITH THIS AGREEMENT.

10.2 The headings or captions of various sections of this Agreement are for convenience only and shall not control or affect the meaning or interpretation of any of the provisions hereof.

10.3 This Agreement constitutes the entire understanding and agreement between the parties hereto. This Agreement supersedes all prior and contemporaneous negotiations and understandings of the parties hereto with respect to any matter included or includable herein.

10.4 No amendment, modification or change may be made to this Agreement, except pursuant to a written instrument signed by each of the parties hereto. No covenant or condition not expressed in this Agreement, and no waiver, release, or extension of any covenant or condition contained in this Agreement, which is not in writing and signed by or on behalf of the person sought to be bound thereby, shall be enforceable or effective to change or affect the interpretation of any provision of this Agreement.

10.5 This Agreement may be executed and delivered in multiple counterparts, each of which shall be deemed an original instrument, but all of such counterparts shall constitute but one and the same agreement.

Section 11. **Indemnification**. To the fullest extent permitted by law, SVAA shall defend, indemnify and hold harmless the Town of Simsbury, its officers, officials, employees, agents and volunteers from and against all claims, damages, liabilities, costs, or expenses, including reasonable attorney's fees, arising from SVAA's use or operation of the Vehicle, except to the extent caused by the negligence or willful misconduct of the Town.

[remainder of page intentionally left blank; signature page follows]

IN WITNESS WHEREOF, the parties have hereunto caused to be set their hands as of the date first above written.

Signed and delivered in the presence of:

WITNESSES:	TOWN OF SIMSBURY
_____	By:_____
_____	Marc S. Nelson, Town Manager, Duly Authorized

STATE OF CONNECTICUT)
) ss: Simsbury
COUNTY OF HARTFORD)

Personally appeared The Town of Simsbury Connecticut, acting herein by _____ its _____, duly authorized signer and sealer of the foregoing instrument, and acknowledged the same to be his free act and deed and that of said Town of Simsbury.

_____
Commissioner of the Superior Court/
Notary Public
My Commission Expires:

WITNESSES:

_____

_____

SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION

By:_____

STATE OF CONNECTICUT)
) ss: Simsbury
COUNTY OF HARTFORD)

Personally appeared the Simsbury Volunteer Ambulance Association, acting herein by _____ its _____, duly authorized signer and sealer of the foregoing instrument, and acknowledged the same to be his free act and deed and that of said Simsbury Volunteer Ambulance Association.

_____
Commissioner of the Superior Court/
Notary Public
My Commission Expires:

5731964

EASTFORD FIRE & RESCUE SALES INC

P.O. Box 68, 10 Westford Rd.
Eastford, CT 06242

Invoice

Date	Invoice #
5/29/2026	24916

Bill To
Chief Karin Stewart Town of Simsbury 933 Hopmeadow Street Simsbury, CT 06070

P.O. No.	Terms	Unit#	Mileage
	Upon Receipt		

Item	Qty	Description	Rate	Amount
AMB71566	1	2026 AEV FORD TYPE II AMBULANCE VIN: 1FDBW2XG4TKA71566	168,732.00	168,732.00
*	-1	Delete Ion Cowl Lights	552.00	-552.00
*	-1	Delete AEV Telematics	956.00	-956.00
*	1	Add 125v Outlet	138.00	138.00
*	2	Add (2) 12v Outlets	58.00	116.00
*	-1	Delete C/S Rear Grab Rail	108.00	-108.00

We now accept all major credit cards. Contact us at 860-974-1718 for more information.
As always, thank you for your business

Subtotal	$167,370.00
Sales Tax (6.35%)	$0.00
Total	$167,370.00
Payments/Credits	$0.00
Balance Due	$167,370.00

Phone #	Fax #	E-mail
860-974-1718	860-974-3564	efr@eastfordtruck.com

Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of Submission:** Revise the Head of Children's Services Job Description

2. **Date of Board Meeting:** July 13, 2026

3. **Individual or Entity Making the Submission:**
   Marc Nelson, Town Manager

4. **Action Requested of the Board of Selectmen:**
   If the Board of Selectmen is in support of the proposed recommendation, the following suggested motion is in order:

   Move effective, July 13, 2026, to approve the revised Deputy Library Director/Head of Children's Services Job Description.

5. **Summary of Submission:**
   The Deputy Library Director elevates the Head of Children's Services position by adding additional duties related to the day-to-day operations, grant writing, development and administration of library services, personnel and management of library facilities and equipment and security while retaining the essential duties and responsibilities of his/her current position. There is no change to the affiliation of the position, which will remain within the Supervisor's collective bargaining group.

   The Deputy Library Director/Head of Children's Service will delegate responsibilities to subordinate staff that report to the Deputy Library Director related to programming, recruiting and supervision of volunteers and coordinating programs and services. The delegated duties are currently requirements under the essential duties of their job descriptions.

   The Director of Human Resources, Town Manager, and Library Director have worked on the proposed Deputy Library Director job description as presented. Creating a Deputy Library Director is important for succession planning in our Library and brings this department in line with other departments in town such as Finance, Police, Town Manager's Office, Assessor's Office, Planning and Building.

   The creation of this job description is in line with the Board of Selectmen goal "Have Town Manager establish a succession plan for Town leadership positions".

   Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed 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."

6. **Financial Impact:**
   The current annual salary for the Head of Children's Services is $109,940.22. The salary will increase to $119,180.00, consistent with Grade 42, Step 6 of the CSEA Supervisors Collective Bargaining Agreement. This increase has been budgeted for in the current fiscal year. The position is exempt under the Fair Labor Standards Act.

7. **Description of Documents Included with Submission:**
   a) Proposed Job Description – Deputy Library Director/ Head of Children's Services

Deputy Library Director / Head of Children's Services **Proposed**

Position Definition

Under the supervision and coordination with the Library Director, the Deputy Library Director supports the day-to-day operations, development and administration of library services, personnel and management of library facilities, equipment and security. Contributes to the development and implementation of strategic plans, goals and policies. Assists with budget preparation and funding initiatives. Serves as Acting Library Director in the Director's absence and provides leadership and continuity during transitions or emergencies.

As the continuing Head of Children's Services, this position is directly responsible for providing excellent customer service, exemplary programming and or / technical services through management and development of the Children's Department staff and coordination of all Department services.

Essential Duties as Deputy Library Director

- Seeks additional funding through grants, writes proposals and administers funded projects
- Supervises the facility and communicates with Public Works in the Library Director's absence, including managing building closure, program cancellations, etc.
- Manages emergency situations in the Library Director's absence, including interfacing with the Police Department
- Facilitates safety planning and emergency preparedness for the library building and staff
- Assists the Library Director with establishing, maintaining, reviewing and revising policies
- Assists the Library Director with technology planning and assessment
- Prepares messaging/talking points for staff and public inquiries, especially around controversial or sensitive topics
- Responds to inquiries and complaints pertaining to programs, services, and facilities, including responding to social media
- Assists with training Library staff
- Performs short and long-range planning of library services
- Coordinates library-wide initiatives

Essential Duties

The Deputy Library Director will continue to be responsible for all duties, knowledge, skills, abilities conditions and qualifications as described in the Head of Children's Services Job Description below with the exception of the following duties that will be delegated to the appropriate subordinate staff in the Children's Services Department.

- Recruits, screens, coordinates and trains volunteers serving the Children's Services Department
- Assists and instructs users in the use of Library resources, tools and technology
- Establishes and conducts outreach programs to promote the Library, its programs, material and services to the community in conjunction with the other Library departments
- Ensures the Children's Department web presence is current and accurate

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

Head of Children's Services **Approved: March 25, 2024**
Grade A5

Position Definition
Under the general supervision of the Library Director, the Head of Children's Services is responsible for providing excellent customer service and exemplary programming through management and development of Children's Department staff and coordination of Children's Department services.

Essential Duties
- Develops budget and rationale for Children's Services department equipment and staff and manages Children's Department budget allocations
- Plans and implements departmental goals and objectives with assistance from Library Director, as well as recommending policy changes
- Assists in hiring, trains, supervises, motivates and evaluates Children's Services staff in accordance with Library policies, procedures and performance standards
- Coordinates the workflow and procedures of the Children's Services Department to ensure uniformity, efficiency and timely completion of tasks
- Coordinates and schedules appropriate staffing of the Children's Department public service desk during all hours of Library operation and generally works a specified number of hours each week at the public service desk as well
- Communicates with departmental staff about all aspects and changes to Library service through departmental meetings, email, and one-on-one meetings as appropriate
- Communicates, coordinates, and works with all Library departments and staff to generate understanding of the Children's Services Department, its mission, services and role, to provide the best possible service for the community
- Initiates, develops, coordinates, schedules, implements and evaluates programs for children, parents and families
- Recruits, screens, coordinates and trains volunteers serving the Children's Services Department
- Develops measuring tools and creates statistical and narrative reports
- Develops the organization of the Children's collection and manages and maintains it, in all formats, for currency and accuracy, as well as ensuring it is on target with use patterns
- Performs and supervises the cataloging, processing and data entry of Library materials to meet bibliographic standards of consortium database
- Develops and maintains effective relationships and partnerships with schools, both public and private, childcare agencies, town departments, local businesses, community and regional organizations to foster collaborative programming and service delivery
- Assists and instructs users in the use of Library resources, tools and technology
- Establishes and conducts outreach programs to promote the Library, its programs, material and services to the community in conjunction with the other Library departments
- Keeps abreast of new materials and trends in public libraries, children's services and literature, as well as technology and incorporates them, when relevant, into programs and services
- Speaks to community groups to provide education about Library material, programs and services, as well as to promote Library use and support
- Ensures the Children's Department web presence is current and accurate
- Coordinates all marketing and publicity for the Children's Services Department, including but not limited to press releases, bibliographies, social media, signage and displays to encourage the use and further the reach of the Library
- Researches potential new products and their positive impact on the Library and community and works with vendors to negotiate competitive pricing

Additional Duties

- Seeks additional funding through grants, writes proposals and administers funded projects
- Represents the Library on community committees and library and professional taskforces
- Attends continuing education and professional development opportunities and encourages staff to do the same
- Participates in Library special events as needed
- Performs related work as required

Required Knowledge, Skills and Abilities

- Ability to model and provide exemplary customer service
- Ability to lead workshops, instruct and teach groups of individuals
- Ability to give clear, concise written and oral instructions and work effectively and harmoniously with staff, colleagues and superiors
- Ability to plan, organize, direct and evaluate the work of others, both staff and volunteers
- Ability to make decisions on resource allocation and programs in an environment of limited resources and competing claims
- Ability to identify and analyze problems and to develop and implement programs and activities to address identified problems
- Ability to apply State and Federal Laws, Town ordinances, departmental and Library policies and procedures, rules and regulations to determine necessary action
- Ability to conduct reference interview by phone, in person or electronically

Required Physical and Mental Effort and Environmental Conditions

- Ability to read fine print materials
- Ability to use a PC terminal, laptop or tablet for extended periods of time
- Ability to sit at a desk or stand and work continuously for extended periods of time
- Ability to operate a wide variety of technology, office and library equipment
- Ability to move throughout the Library and other Town sites
- Ability to lift books and other materials, equipment and/or supplies weighing up to twenty-five (25) pounds, from shelves ranging from 1’ to 8’ from the floor and return them to their proper places
- Ability to work in office and public settings subject to continuous interruptions and background noises
- Ability to work under stress from demanding deadlines and changing priorities
- Ability to represent the Library in the community and at public gatherings and speak to public groups
- Ability to work evenings and weekends

Required Minimum Qualifications

Master’s Degree in Library Science from an ALA accredited school, with five years progressively responsible library experience, including two years of supervisory experience, as well as experience in Children’s Services necessary. A genuine respect and consideration for children and the ability to establish a positive rapport with coworkers and the public are essential, as are strong overall customer service skills, creativity, acuity for detail and organization. Proficiency with current technology and applications, as well as familiarity with emerging technology trends and tools essential.

License or Certificate: Motor Vehicle Operator’s License

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:** Revise the Business & Career Center Coordinator Job Description

2. **Date of Board Meeting:** July 13, 2026

3. **Individual or Entity Making the Submission:**
   Marc Nelson, Town Manager

4. **Action Requested of the Board of Selectmen:**
   If the Board of Selectmen is in support of the proposed recommendation, the following suggested motion is in order:

   Move effective, July 13, 2026, to approve the revised job description for the Business Development Coordinator position.

5. **Summary of Submission:**
   The proposed Business Development Coordinator position reclassifies the existing Business and Career Center Coordinator position into a shared full-time position serving both the Simsbury Public Library and the Town Manager's Office. The position will devote approximately one-half of its time to advancing the Town's economic development initiatives and one-half of its time to continuing specialized library services that support businesses, entrepreneurs, and the community.

   The position will serve as a liaison among the various community stakeholders to advance the Town's economic development goals The position will coordinate business outreach, economic development communications, research, data analysis, partnership development, grant opportunities, and administrative support for the Town's business and economic development activities. The position will also continue to support the Library through business and career programming, community outreach, website content management, statistical reporting, and other library services.

   The position will remain a full-time, (35 hour) non-exempt position within the CSEA Municipal Administrative and Professional Employees union.

   The Town and the union have collaborated on the proposed job description.

6. **Financial Impact:**
   The position will be classified at Grade 36 under the CSEA Municipal Administrative and Professional Employees collective bargaining agreement.

The incumbent employee is currently compensated at Grade 35**,** step 4 ($45.58 per hour)**.** Upon approval of the position, the employee will be promoted to Grade 36, Step 4 ($48.37 per hour). This was included in the FY27 budget.

7. **Description of Documents Included with Submission:**
   a) Proposed Job Description – Business Development Coordinator

Town of Simsbury, CT
Job Description
07/09/2026

Job Title	Business Development Coordinator
Department	Shared Position Library/Town Manager's Office
Division	Business & Economic Development
Employment Status	Full-Time
Hours	35 hours/week
Exempt/Non-Exempt Status	Non-exempt
Affiliation	CESA Municipal, Administrative & Professional Union
Grade	Grade 36

Scope of Work

This position coordinates and provides administrative support for the various activities of the Town that either act as a resource for existing local small businesses or which seek to enhance strategic economic development in Town.

Under the general supervision of the Library Director and the Town Manager, the duties of the role are generally framed by a number of policy objectives of the Library Board of Trustees and/or the Town's Board of Selectmen, as more fully described in documents such as the Library Board of Trustee's Adopted Strategic Plan, the Town's "Plan of Conservation and Development" (POCD), and others.

Supervision

Received	See Below
Exercised	None

Essential Job Functions

Economic Development

Under the general supervision of the Town Manager

- Creates and distributes information on local economic development opportunities and business support initiatives across multiple communication platforms such as newsletters, websites and social media.
- Develops, maintains, and analyzes data related to market trends and local industries to inform decisions supporting the Town's economic development strategy, including, but not limited to, researching the use by other Connecticut municipalities the use of tax abatements and other incentives to drive strategic growth of the Town's grand list.
- Serves as a liaison between the Town, the Economic Development Commission, and a widening range of partner organizations (such as the Chamber of Commerce, the Main Street Partnership, the Town's Sustainability Committee, private educational institutions and other organizations) in order to enhance development opportunities (using a range of marketing, web-based and other strategies.
- Supports the Town's Planning Department with economic development and planning-related events and represents the Town of Simsbury at community meetings.
- Attends on behalf of the Town regional activities related to business and/or economic development and serves as a conduit for the exchange of new ideas and current best practices in the space.
- Initiates, cultivates, and maintains community, education and business partnerships for the promotion, development and implementation of business services that further the Town's Economic Development Goals
- Seeks synergies and stronger collaboration between previously compartmentalized functions within the business and economic development function of the Town, ensuring a unified and team approach that avoids duplication of efforts
- Deploys limited resources wisely and improves reliance on data and research to inform the decisions of policymakers.

Library

Under the general supervision of the Library Director

- Promotes educational programming at the Library including identifying outside presenters.
- Maintains the Library's Business and Careers Center portion of the Library website and assists in the development of the Town's new website content related to economic development in Town.
- Identifies, collects and interprets data; develops measuring tools and statistical reports
- Participates in a wide variety of outreach projects in the community, including business and other networking events
- May work the public information desk, as required

Other Job Functions

- Seeks supplemental funding and grant opportunities and completes funding applications
- May perform opening and closing procedures in the Adult Services Department
- Performs other duties as assigned

Requirements of Work

Required Minimum Qualifications

Bachelor's Degree in business, public administration, finance, economic development, real estate, strategic planning, or related field required.

MLS, MLIS or equivalent from an ALA Accredited program a plus

Demonstrated success in transfer of knowledge in formal, informal and on-on-one settings. Proficiency with current technology and applications, as well as familiarity with emerging technology trends and tools essential. Three years of business experience and background.

Knowledge of	• Thorough knowledge of business/employment/career information resources, marketing principles and public relations • Local, state, and federal regulations, particularly those related to economic development and land use • Business support resources and programs in the State of Connecticut
Ability to	• Ability to work in a self-directed, independent manner • Ability to plan, organize and implement both long and short-term projects and programs, complete projects and tasks on time and within budget • Ability to work and interact effectively with staff, administrators, volunteers, and town and business representatives, as well as work as part of a cohesive team • Ability to effectively and professionally represent the Library in the community and at public gatherings, as well as speak to public groups • Ability to network effectively, build and foster relationships, collaborations and partnerships • Ability to become a Notary in the State of Connecticut • Ability to problem-solve • Ability to manage time effectively and consistently meet deadlines • Ability to establish and maintain effective working relationships with the public, Board of Selectman, Boards and Commissions, Town employees, vendors, and other agencies • Ability to analyze and interpret business, technical, and regulatory information • Ability to effectively present information and respond to questions from stakeholders and the general public • Ability to prepare clear, accurate, and professional reports and business correspondence
Skill in	• Positive and enthusiastic approach to customer service • Exhibits flexibility and the willingness to work in a dynamic, busy and changing environment • Exceptional verbal and written communication skills • Superior organizational skills and attention to detail • Proficiency with Microsoft Office Suite or related software

Necessary Special Requirements

License of Certificate
Motor Vehicle Operator's License

Physical Demands and Work Environment

- Ability to work in office and public settings subject to continuous interruptions and background noises
- Ability to lift books and other materials, weighing up to twenty-five (25) pounds, from shelves ranging from 6" to 8'from the floor and return them to their proper place(s)
- Ability to stand and walk for extended periods of time; move throughout the Library; bend, reach and crouch to shelve and retrieve materials; push and pull carts loaded with materials
- Ability to use a PC terminal, laptop or tablet for extended periods of time
- Ability to carry supplies and equipment in excess of twenty-five (25) pounds
- Ability to move throughout the Library and other town sites
- Ability to read fine print materials
- Ability to work early mornings, late evenings and weekends

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

The Town of Simsbury is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The Town of Simsbury makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of Submission:** Authorize the Town Manager to Apply for the Tai Ji Quan: Moving for Better Balance® Grant Application

2. **Date of Board Meeting:** July 13, 2026

3. **Individual or Entity Making the Submission:**
   Marc Nelson, Town Manager; Kristen Formanek, Director of Community & Social Services Department

4. **Action Requested of the Board of Selectmen:**
   If the Selectmen support applying for the grant, the following motion is in order:

   Move, effective July 13, 2026, to submit the Tai Ji Quan: Moving for Better Balance® grant application and authorize Marc Nelson, Town Manager, to execute the grant application.

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

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

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

5. **Summary of Submission:**
   Tai Ji Quan: Moving for Better Balance® (TJQ: MBB) is an evidence based, therapeutic movement program which helps participants improve balance, mobility, daily functioning, and prevent falls. Participants meet twice a week for one hour for twenty four (24) weeks. The program was developed by Fuzhong Li, Ph.D., a Senior Scientist at Oregon Research Institute. TJQ:MBB is a licensed property of Exercise Alternatives, LLC and requires a license or sub-license to deliver. Connecticut Community Care is a multi-site license holder. The TJQ:MBB program must begin no later than the week of February 1, 2027.

6. **Fiscal Impact:**
   This grant allows funding for the program outlined above, up to $2,800 and includes training and support for sites and instructors.

7. **Description of Documents Included with Submission:**
   a) TJQ:MBB Interest Form for funding, training, and sub-license opportunities

CONNECTICUT
COMMUNITY CARE℠

Connecticut Age Well Collaborative℠

SAGE SOLUTIONS

Uplifting Lives. Inspiring Communities.

Tai Ji Quan: Moving for Better Balance

All fields marked with * are required and must be filled.

To support individuals in living their best lives at home, Connecticut Community Care (CCC) leads initiatives that foster thriving, healthy communities across the state. As a longstanding innovator and connector, CCC previously supported the Connecticut Healthy Living Collective and now leads the Connecticut Age Well Collaborative. In partnership with the State Department of Aging and Disability Services, CCC has helped senior centers deliver Tai Ji Quan: Moving for Better Balance (TJQ:MBB) statewide for the past six years.

TJQ: MBB is an evidence-based therapeutic movement program designed to improve balance, mobility, and daily functioning while helping to prevent falls. As a licensed program of Exercise Alternatives LLC, TJQ: MBB requires a license or sub-license to deliver, and CCC serves as a multi-site license holder.

We are pleased to share that, thanks to generous support from the State Department of Aging and Disability Services, funding for this program has been extended for an additional three years. Please complete this application by August 7 to be considered for funding and training

CONTACT INFORMATION

Name of Person Completing Form *

Kathleen

First Name

Marschall

Last Name

Organization or Site Affilation

Town of Simsbury Senior Center

Address *

754 Hopmeadow Street

Street Address

Suite 1

Street Address Line 2

Simsbury

City

Connecticut

State / Province

06070

Postal / Zip Code

Email *

kmarschall@simsbury-ct.gov

example@example.com

Phone Number *

(860) 658-3273

Please enter a valid phone number.

APPLICATION

FUNDING OPPORTUNITIES FOR ELIGIBLE ORGANIZATIONS

Will you be delivering this program in person or virtually?

- (●) In Person
- ( ) Virtually

Do you have an already-trained TJQ:MBB instructor or an exercise instructor, physical therapist or Tai Chi instructor ready to be trained in TJQ:MBB on staff or as a contracted consultant?

- (●) Yes
- ( ) No
- ( ) Not Sure

Do you anticipate barriers to recruiting participants or starting the TJQ:MBB program no later than February 1, 2027 ?

I do not anticipate any barriers.

Please tell us about the target demographic you aim to recruit as participants. .

Older adults with balance difficulties and those at risk for falling.

As a sub-licensee of Connecticut Community Care, do you agree to: *

- [x] Use marketing and recruitment materials provided or approved by CCC?
- [x] Complete and submit in a timely fashion, all required enrollment and evaluation data collection?
- [x] Maintain accurate attendance records?
- [x] Complete and adhere to a coordination agreement with the CCC?

Applications are open until August 7, 2026 and organizations will be informed of funding no later than August 28, 2026. Workshops must start no later than the week of February 1, 2027.

AUTHORITY TO DELIVER THE TJQ:MBB PROGRAM

Check here if you are an organization or instructor delivering the TJQ:MBB program but unsure if you are operating under a required license and we will contact you to explore collaboration opportunities.

Please contact me.

Questions/Comments

Type here...

Once submitted, your application will be reviewed. Remember:

Sites may be approved for funding and must sign and adhere to a coordination agreement with CCC. The funding is for $2,880 payable to the site and includes instructor training, instructor materials, promo materials and technical assistance.

Sites not approved for funding will still be able to deliver Tai Ji Quan: Moving for Better Balance under CCC's multi-site license. Sites must sign and adhere to a coordination agreement with the CCC. Instructor training and materials are included as are promo materials and technical assistance.

Only instructors affiliated with sites who complete and adhere to the coordination agreement with CCC are eligible to attend training and receive training materials.

Submit

Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of Submission:** Authorize the Town Manager to Apply for the 2026 Community Energy Boost Grant Application

2. **Date of Board Meeting:** July 13, 2026

3. **Individual or Entity Making the Submission:**
   Marc Nelson, Town Manager

4. **Action Requested of the Board of Selectmen:**
   If the Selectmen support applying for the grant, the following motion is in order:

   Move, effective July 13, 2026, to submit the 2026 Community Energy Boost Grant application and authorize Town Manager, Marc Nelson, to execute the grant application.

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

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

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

5. **Summary of Submission:**
   The Community Energy Boost Grant is offered through Energize Connecticut and enables organizations to develop targeted outreach campaigns that promote the energy efficiency programs while inspiring commitment to energy efficiency throughout the community.

   The Community Energy Boost Grant is designed to leverage the local knowledge, trusted relationships and experience of Connecticut's communities, who are committed to raising awareness and measurable participation in the Companies' energy efficiency offerings. The grant offers applicants creative funding opportunities to raise energy efficiency awareness and participation in the communities.

   To apply, a municipal committee, such as our Sustainability Committee, must be paired with the municipality. The Sustainability Committee would use these funds to focus on the Project Focus Area of Home Energy Solutions. These funds would be used for increased efforts on public outreach.

   Applications are accepted on a rolling basis with a final deadline of October 1, 2026.

6. **Fiscal Impact:**
   There is no required Town match for this grant. The application will be asking for $5,000 to be awarded but final awards will be from $1,000 to $5,000.

7. **Description of Documents Included with Submission:**
   a) 2026 Community Energy Boost Grant Application

2026 Community Energy Boost Grant Application

Energize Connecticut℠

For Interested Parties – Grant Cycle 2026

Submit applications on a rolling basis through Thursday, October 1, 2026, by 5:00 p.m.

The Energize Connecticut Community Energy Boost Grant offers funding to community engagement projects focused on driving awareness and participation in residential and small business energy efficiency programs. Eligible entities include community-based organizations, nonprofit organizations, councils of governments, chambers of commerce and municipalities paired with a community-based or nonprofit organization. Projects for these awards include energy fairs, energy efficiency program mailings to residents, energy efficiency workshops and other ideas submitted for consideration.

Community Energy Boost Grant Background

The Connecticut electric and natural gas utilities, The Connecticut Light and Power Company and Yankee Gas Services Company, each doing business as Eversource Energy (Eversource), and the Avangrid Networks, Inc. subsidiaries Connecticut Natural Gas Corporation, The Southern Connecticut Gas Company and The United Illuminating Company, (the Companies), administer the Energize Connecticut energy efficiency programs.

The Companies are committed to partnering with community outreach groups to help residents and small businesses better understand and access available energy efficiency programs and offerings. The Community Energy Boost Grant is designed to support this outreach and align with the goals outlined in the 2025–2027 Conservation & Load Management Plan.

Energize Connecticut program funding is supported in part by a charge on customer energy bills.

Objective of the Community Energy Boost Grant: The Community Energy Boost Grant is designed to leverage the local knowledge, trusted relationships and experience of Connecticut's communities, who are committed to raising awareness and measurable participation in the Companies' energy efficiency offerings. The grant offers applicants creative funding opportunities to raise energy efficiency awareness and participation in the communities we serve. Apply today to join us in our effort to reach residents in your community with energy efficiency solutions.

Benefits of participation: Recipients of the Community Energy Boost Grant will receive training on energy efficiency programs, learn how to encourage their communities to participate in opportunities that will save residents and businesses energy and money, work toward state and local climate goals and network with other communities, among other benefits. The Companies plan to award $1,000 to $5,000 to selected applicants with exceptions considered. All applicants are strongly encouraged to meet with the Company staff listed below and discuss their plans prior to application submittal.

The Community Energy Boost Grant does not replace current and future residential and small business marketing in Connecticut by the Companies. Instead, it provides another layer of marketing and outreach to customers.

Applicant criteria: Incorporated nonprofit organizations, community groups, chambers of commerce, and councils of governments may apply independently. Municipal committees (including energy task forces, energy and sustainability committees) must be paired with their municipality to apply. Municipalities must partner with an organization on their application and subsequent grassroots organizing, public education and engagement activities during the program period.

Timeline: Applications will be accepted on a rolling basis until Thursday, October 1, 2026. Awarded grant activities are expected to be completed by December 31, 2026.

Application process: Incomplete applications will not be considered.

Questions?

Schedule a meeting with Company staff.

- **If you are in Eversource territory:** Devan Willemsen, **Devan.Willemsen@eversource.com** or **860-665-3572**
- **If you are in Avangrid territory:** Alysse Rodrigues, **Alysse.Rodrigues1@uinet.com** or **203-823-6536**

Informational webinar: Informational webinars about the objectives of the Community Energy Boost Grant and the application process will be held on Thursday, April 30, 2026 and Wednesday, June 3, 2026 with sessions offered at noon and 7:00 p.m. Register by visiting EnergizeCT.com/CommunityEnergyBoost

Submission deadline: The final application deadline for Grant Cycle 2026 is Thursday, October 1, 2026, at 5:00 p.m. We strongly encourage applications to be submitted early for review on a rolling basis before the deadline.

Funding process: Accepted applicants will receive funding after executing the memorandum of agreement ("MOA") and submitting a completed invoice and payment documentation to each utility. Sample MOAs from the Energize CT Community Partnership Initiative can be provided upon request.

2026 Community Energy Boost Grant Application

Energize Connecticut℠

Community Energy Boost Grant Participation Requirements and Details

What is the purpose of the Community Energy Boost Grant?

The Community Energy Boost Grant enables organizations to develop targeted outreach campaigns that promote the energy efficiency programs below while inspiring commitment to energy efficiency throughout the community.

Project Focus Area 1 (Home Energy Solutions℠ – Income Eligible): Demonstrating actions that will lead to an increase in homes participating in Home Energy Solutions – Income Eligible (through the municipality's Energize CT Sponsor).

Project Focus Area 2 (Heat Pump Adoption): Demonstrating actions that will lead to an increase in the adoption of heat pumps among income-eligible customers. Note: Qualifying customers must also enroll in Home Energy Solutions – Income Eligible.

Project Focus Area 3 (Small and Micro-Businesses): Demonstrating actions that will specifically target and increase the participation of small and micro-businesses in Small Business Energy Advantage.

Project Focus Area 4 (Rental and Multi-Unit Dwellings): Demonstrating actions that aim to increase deployment of energy efficiency programs to rental properties and multi-unit dwellings through coordinated outreach to multifamily property owners and managers.

Project Focus Area 5 (Applicant's Decision): You tell us. Demonstrating actions in one of the Energize CT residential and commercial and industrial energy efficiency programs.

Community Energy Boost Grant Eligibility

Who can apply and participate in the Community Energy Boost Grant?

All applicants must be located within the State of Connecticut and the Companies' service areas in order to apply for the Community Energy Boost Grant.

Utility service areas can be found at the following links:

- Eversource: **Eversource.com/content/residential/about/our-company/service-territory**
- Avangrid: **UInet.com/ourcompany/whoweare/servicearea**

What is the overall application process?

Applicants should consider the following:

Duration: Applicants will propose an outreach project to meet the objectives of the Community Energy Boost Grant. The outreach projects can consist of various timeframes, but funds awarded in 2026 must be fully spent by the funded organization no later than December 31, 2026.

Project focus: It is preferred that the program team select one Project Focus Area (see Project Focus 1-5 above).

Pre-Submission meeting: Applicants are strongly encouraged to meet with staff from the Companies to discuss their application, potential campaign activities, the length of their campaign, resources and available past participation data in relevant offerings.

Application Submission: Submit complete and signed application with supporting documentation including a W-9, budget proposal, and project details.

Letters of support: Regardless of the entity applying, it is encouraged, but not required, to submit with the application a letter of support on municipal letterhead from the municipality where the planned outreach will take place. If the outreach encompasses more than one town, letters of support from each municipality are encouraged.

If an application is selected to participate, the Companies' staff will reach out to the applicants to collaborate on a work plan and objectives for their project that drives increased participation in the Energize CT programs in their community through their chosen outreach activity.

An MOA between the Companies and the project team will be drafted and provided for signature. Grant funds shall be deposited into an appropriate account with receipts and disbursements reconciled and reported to the Companies on an agreed upon schedule with their utility contact. The funding amount will correlate to the focus area the participants choose to pursue and will be used for costs associated with their energy efficiency outreach plans, set up and initial efforts. High achieving projects may be eligible for further funding, based on results and demonstrated need within the project period.

Tentative Project Schedule**

Key Activities	Dates
Informational webinars with the Companies for interested applicants. Register by visiting EnergizeCT.com/CommunityEnergyBoost	• Thursday, April 30, 2026 at noon and 7:00 p.m. • Wednesday, June 3, 2026 at noon and 7:00 p.m.
Applications Due	Thursday, October 1, 2026 by 5:00 p.m.
Applicant Meetings & Discussions	Upon return of application
Projects Begin	Determined by individual project scope

* MOA must be signed prior to submitting an invoice for funding.
**This is not a final schedule and is for planning purposes only.

2026 Community Energy Boost Grant Application

Energize Connecticut℠

Applicant Information

Target Municipality or Municipalities for Outreach:

Point of Contact Name:	Title:

Municipality or Organization Applicant Represents:

Email:	Phone Number:

Project focus area (Please select one)

- ☐ Home Energy Solutions – Income Eligible
- ☐ Heat Pump Adoption
- ☐ Multifamily Initiative
- ☐ Small Business Energy Advantage
- ☐ Applicants Decision - Other Energize CT Residential and Commercial and Industrial Programs

  Please state program:

Outreach activity checklist

Please check the outreach activities you are interested in pursuing with your requested funding. Please note you may select multiple options and add additional creative activities in the "Other" field. Funding award amounts will be determined based on the selected outreach activities and communities.

- ☐ Direct mailers (postcards, flyers, letters to residents or businesses)
- ☐ Tabling at outreach events (community fairs, farmers markets, local festivals)
- ☐ Co-sponsoring events (collaboration with chambers of commerce, merchant associations, etc.)
- ☐ Hosting outreach events (workshops, open houses, coffee hours, webinars)
- ☐ Door-to-door canvassing (neighborhood walks, apartment building outreach)
- ☐ Digital outreach (social media campaigns, email newsletters, online ads)
- ☐ Partnership outreach (collaborating with schools, faith-based groups, companies or civic organizations)
- ☐ In-person presentations and/or webinars (presentation to residents, landlords, condo associations, multifamily property managers, etc.)
- ☐ Other (please specify):

Proposed project narrative

Share your strategy or strategies for increasing participation in Energize CT programs that are relevant to your chosen focus area and outreach activities. Please include a description of your strategy (3-10 bullet points or a ½ a page) that includes details on the outreach to your target community.

Requested funding

Please provide your requested funding amount and how you will use it to achieve your proposed project goals.

2026 Community Energy Boost Grant Application

Energize Connecticut℠

Application signatures

☐ I certify that I am an authorized signatory for the applicant community group, organization or municipality. By checking this box and typing my name below, I am electronically signing my application and agreeing to the terms outlined in this document.

Name and Title (Please print):

Community Group, Organization or Municipality:	Date:

☐ I certify that I am an authorized signatory for this application. By checking this box and typing my name below, I am electronically signing my application and agreeing to the terms outlined in this document.

Name and Title (Please print):

Community Group, Organization or Municipality:	Date:

Disclaimer: The Companies may terminate a municipality's or community group's participation in the Community Energy Boost Grant if the Companies determine the municipality or community group is not demonstrating a good faith effort to reach the Minimum Participation Requirements. The Companies may, in their sole discretion, at any time and without notice, terminate the municipality's or community group's participation in the Community Energy Boost Grant or modify the Community Energy Boost Grant and the terms outlined herein. Community Energy Boost Grant expenditures, requirements and eligibility may be terminated, canceled or modified by the Companies at any time without notice. Applicant understands that all funding for rebates under this program derives from the Energy Efficiency Fund, which is managed, in part, by the Companies, and funded, in part, by a charge on customer energy bills. The Companies do not guarantee the availability of funding for the program, and are not responsible for any costs or damages incurred by applicant if funding for this program or the Energy Efficiency Fund is reduced or eliminated by the State of Connecticut, the Public Utilities Regulatory Authority, Department of Energy and Environmental Protection or other State of Connecticut action. Funding is subject to change at any time without notice.

Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of Submission:** Discussion on the Greater Hartford Gives Foundation Signage at the Simsbury Public Library

2. **Date of Board Meeting:** July 13, 2026

3. **Individual or Entity Making the Submission:**
   Wendy Mackstutis, First Selectman

4. **Action Requested of the Board of Selectmen:**
   Due to the item being tabled at the previous meeting, a motion to take from the table should be made.

   If the Selectmen support the proposed Greater Hartford Gives Foundation signage at the Library, the following motion is in order:

   Move, effective July 13, 2026, to allow the identification of the Greater Hartford Gives Foundation partnership at the Simsbury Public Library according to Library Board of Trustees policy.

5. **Summary of Submission:**
   At your June 8th meeting there was a discussion on entering into a partnership with the Greater Hartford Gives Foundation and installing signage recognizing the partnership at the Library. The Board approved a motion supporting the Greater Hartford Gives Foundation naming the Town of Simsbury a regional partner while approving signage related to that partnership was tabled.

   Any signage would be subject to library space availability and policy.

6. **Fiscal Impact:**
   None

7. **Description of Documents Included with Submission:**
   a) Proposed Logo



GREATER HARTFORD GIVES
FOUNDATION

Proud to partner with the Town of Simsbury

Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of Submission:** Discussion on the Board of Selectmen 2025-2027 Goals

2. **Date of Board Meeting:** July 13, 2026

3. **Individual or Entity Making the Submission:**
   Wendy Mackstutis, First Selectman

4. **Action Requested of the Board of Selectmen:**
   Due to the item being tabled at the previous meeting, a motion to take from the table should be made.

   If the Board of Selectmen support adopting their goals for the 2025 – 2027 term, the following motion is in order:

   Move, effective July 13, 2026, to adopt the Board of Selectmen Goals for the 2025 – 2027 term as presented.

5. **Summary of Submission:**
   At your June 8th meeting the Board of Selectmen were presented a list of goals from First Selectman Mackstutis. The Board discussed going through the proposed list and prioritizing items in July. It was discussed that items that are done or will be done could be removed. Selectman Looney asked about a note next to goals stating why it wasn't done.

6. **Fiscal Impact:**
   None

7. **Description of Documents Included with Submission:**
   a) Board of Selectmen 2023-2025 Goals

Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of Submission:** Acknowledge Receipt of Gabriela Sandoval's Resignation from the Board of Ethics

2. **Date of Board Meeting:** July 13, 2026

3. **Individual or Entity Making the Submission:**
   Marc Nelson, Town Manager; Trish Munroe, Town Clerk

4. **Action Requested of the Board of Selectmen:**
   The following motion is in order:

   Move, retroactive to July 8, 2026, to acknowledge receipt of the resignation of Gabriela Sandoval as a Regular Member of the Board of Ethics.

5. **Summary of Submission:**
   The Town Clerk has received the resignation of Gabriela Sandoval (D) as a Regular Member of the Board of Ethics effective July 8, 2026. Since Ms. Sandoval is affiliated with the Democratic party, her replacement must be from the same political party. The appointee will serve until the term ends on January 1, 2027.

6. **Fiscal Impact:**
   None

7. **Description of Documents Included with Submission:**
   a) Resignation submission of Gabriela Sandoval received July 8, 2026

Town Clerk

From: Gabriela [redacted]
Sent: Wednesday, July 8, 2026 9:47 AM
To: Town Clerk
Subject: Board of Ethics Resignation

Warning: Unusual sender [redacted]
You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

I am writing because I must resign my membership on the Town's Board. I have advised Charles Houlihan and I am sorry to have to do so. I have enjoyed serving. Please let me know what else needs to be done. Thank you.

Gabriela Sandoval

Sent from Proton Mail for Android.

RECEIVED
TOWN OF SIMSBURY, CT
2026 JUL -8 A 10:51
TOWN CLERK'S OFFICE

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Wendy Mackstutis; Deputy First Selectman Steve Antonio; Selectmen Kevin Beal; Curtis Looney; Diana Yeisley and Mike Paine. Others in attendance included Town Manager Marc Nelson; Deputy Town Manager Tom Fitzgerald; Town Engineer/Public Works Director Tom Roy; IT Director Brett Marchand; Town Attorney Bob DeCrescenzo; and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC HEARING (01:08)

2026 CONNECTICUT NEIGHBORHOOD ASSISTANCE ACT APPLICATION

For the Purpose of Hearing Comments from the Public Regarding the Connecticut Neighborhood Assistance Act Tax Credit Program Application Submitted by New Horizons, Inc. (Sunshine Wheels)

Mr. Paine made a motion, effective June 8, 2026, to open the public hearing on the 2026 Connecticut Neighborhood Assistance Act Tax Credit Program Application. Ms. Yeisley seconded the motion. All were in favor and the motion passed.

Susan Masino, 41 Madison Lane, said this tax credit program is a great program that helped The Grange tremendously in the past. She said they didn't receive any kind of notice about the application this year and feels bad they have now missed out on it.

Mr. Fitzgerald said there were notices on the website announcements.

Mr. Paine made a motion, effective June 8, 2026, to close the public hearing after no other comments were received on the 2026 Connecticut Neighborhood Assistance Act Tax Credit Program Application, at 6:02 p.m. Mr. Beal seconded the motion. All were in favor and the motion passed.

PRESENTATION (6:02:54)

Microsoft Office 365 Update and Benefits of Upgrading by IT Director Marchand

Mr. Marchand said the money received from the 2025/26 budget allowed them to update licenses for Town staff for the 365 Microsoft Office update. This allowed all staff to move away from the "frozen in time" version of Microsoft Office. He said the update was installed during off-hours and department downtime. The update was well received by staff. IT will schedule basic training sessions to update teams.

Mr. Marchand said the 2026/27 budget funding is present for expansion of Office 365 for the Police Department and they will be purchasing the licenses in late July or early August. He thanked the Board for their support on funding for new projects as they continue to move forward with IT.

After some discussion, no motion was made at this time.

PUBLIC AUDIENCE (06:52)

- **Email townmanager@simsbury-ct.gov by noon on Monday, June 8, 2026, to register to address the Board of Selectmen live through Zoom**

- **Written comments can be emailed to townmanager@simsbury-ct.gov, not read into the record, but forwarded to all Selectmen via email**

Joan Coe, 26 Whitcomb Drive, spoke about a no trespassing report filed against her by the Deputy First Selectman. She feels Mr. Antonio uses special privileges as a member of the Board. She noted that the photo she took of his house was taken from across the street. She also spoke about a banner he had to take down as it was against Zoning regulations, and no permit was taken out to put it up. There were also other signs that she brought up to Zoning.

Ms. Coe also spoke about mental illness due to a lot of reasons including alcohol and drugs, which increases disorderly conduct, motor vehicle accidents, homelessness, etc. She feels these people need to be helped and there should be housing for care of mental illness.

Susan Masino, 41 Madison Lane, President of The Grange, said they are having their Annual Fair on Saturday. This is the first agricultural fair certified in Connecticut. They are taking entries on Friday from 5-7 and Saturday from 7:30 – 8:30. There are brochures around town with information.

Ms. Masino said the next event is the Music Monday, the first of every month starting in the fall. These music events are free to all. They are also having a house concert series on Sundays and a film series in the fall.

Ms. Masino also wanted to follow up on the Town website. She said she had sent in a lot of comments. She said you cannot go back to the calendar, which she feels would be very helpful, and she is requesting that you can do that again. She also said she doesn't see the Open Space agendas on the calendar. You can only find the Open Space under agendas and meetings and say this pattern keeps happening. No one seems to get notices of the Open Space meetings either. Mr. Marchand showed everyone how to go back on the calendar.

Lori Boyko, 15 Oakhurst Road, spoke about an agenda item about a non-profit organization being represented at the Library. She feels we need to look at how the Town really works. She thinks we need to look at non-profit and for-profit entities across the board. She wants the Board

to look at the use of Town owned properties and spaces that are conducive to advertising. We need to have an actual policy for this. She also spoke about someone speaking during a meeting, even though they weren't part of the committee. She was told they donated a lot of money, so they are allowed to speak. This needs to change. We need to level the playing field with special interest groups and our advertising money.

CONSENT AGENDA (21:32)

Mr. Beal made a motion, effective June 8, 2026, to move item a) Authorize the Town Manager to Execute Tax Overpayment Refunds; and d) Apply for and Accept the 2025/2026 Connecticut Department of Emergency Services and Public Protection Energy Management Performance Grant to the Consent Agenda. Ms. Yeisley seconded the motion. All were in favor and the motion passed.

Mr. Antonio made a motion, effective June 8, 2026, to add a discussion EV charging to agenda after the Library item e) Naming Simsbury as a Regional Partner with the GHG. Mr. Looney seconded the motion. All were in favor and the motion passed.

FIRST SELECTMAN'S REPORT (23:42)

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

TOWN MANAGER'S REPORT (26:47)

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

LIAISON AND SUB-COMMITTEE REPORTS (30:52)

Mr. Paine had no report at this time.

Ms. Yeisley said the Board of Education award night was June 2nd. It was well attended with a lot of awards and recognitions given out.

She said boys' and girls' rugby groups were in the State championships. The boys won their championship. Congratulations!

She said the Board approved their textbooks for 2026/27. Graduation will be held at SMPAC.

Ms. Yeisley said there will be a presentation at the Board of Ed meeting tomorrow from Simsbury Athletics on the proposed new building.

Ms. Yeisley said the DEI will be holding a Juneteenth professional development day and there will be a Simsbury Civic Forum on September 15th from 6:30 -8 at the Library.

Ms. Yeisley said the Library Strategic Plan surveys are being reviewed and analyzed. There were just under 500 surveys received.

She said the Book Fair collections have started.

Ms. Yeisley said there will be a Public Safety meeting next week.

She said there is an Aging and Disability flyer out for the Fun Festival (formerly the Aging and Disability picnic) on July 18th from 2-4 p.m. She invited all to attend. She noted that there will be an art piece that people with disabilities will do and that will be displayed in Town Hall.

Ms. Yeisley said there will be an additional Super Thursday on July 23rd.

Ms. Yeisley said "coffee with the commissioners" will be held on June 23rd at 11:30.

Ms. Yeisley said SMPAC will have their official ribbon cutting on July 23rd with more information to come.
She said SMPAC was named second runner-up for Hartford's best performing concert venue. Congratulations.

Ms. Mackstutis had no report at this time.

Mr. Antonion said Simsbury Celebrates met again. They have a website with a list of all events that will be held to celebrate our nation's 250th. It is simsbury250th.weebly.com. The first event is on July 8th and the parade with floats is on July 11th. He said they also put up banners along Iron Horse Blvd. of the history of Simsbury.

Mr. Antonio said Simsbury Main Street Partnership meet and toured some open properties. The property owners were very happy that there is discussion on what to do with all the vacant office space in Town.

Mr. Antonio said Main Street and the Town Manager's office has created a shop Simsbury card in partnership with Simsbury Soccer Club for a large tournament from June 18 – 21st.

Also, Simsbury will be receiving $2,500 from Eversource from a grant for Juneteenth tomorrow.

Mr. Looney said there was a joint meeting between Zoning and Planning to discuss Zoning regulations. There are trying to work through their differences.

He said there was a public hearing on the McLean property proposal, which has been extended to June 15th.

Mr. Beal had no report at this time.

SELECTMEN ACTION

a) Authorize the Town Manager to Execute Tax Overpayment Refunds

This Item was moved to the Consent Agenda.

b) Approve the 2026 Neighborhood Assistance Act Application (6:37:08)

Mr. Fitzgerald said this is an annual application and the notice went out on the website. The public hearing was held tonight. There is only one application for New Horizons, Inc. (dba Sunshine Wheels), who are asking for funds, so they are able to purchase a new wheelchair accessible vehicle.

Ms. Yeisley noted that municipalities can also apply for this assistance. She would like to look at items the Town can apply for next year. She also noted Sunshine Wheels fills in when needed for things that dial-a-ride cannot provide.

Ms. Yeisley made a motion, effective June 8, 2026, to approve the 2026 Connecticut Neighborhood Assistance Act Tax Credit Program Application of New Horizons, Inc. (dba Sunshine Wheels), as presented, and to authorize Town Manager, Marc Nelson, to submit the application along with certified copies of this according to the Connecticut Department of Revenue Services on or before July 1, 2026.

Further move, to designate Deputy Town Manager, Tom Fitzgerald, as the municipal liaison.

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

c) Schedule a Public Hearing for Proposed Amendments to Town Code Chapter 13: Ethics Code (6:40:52)

Mr. Nelson said we are trying to move forward with updating ordinances and policies. He said staff is asking that the Board set a public hearing on July 13th to hear public comments on the proposed Ethics Code. Hopefully the Board will be able to adopt a new code in August. The draft was already shared with the Town Attorney, Town Clerk, and Ethics chairman. He noted that the clarifying responsibility of compliance will shift to the Human Resources Department. This is also joint with the Board of Ed, and it will be up to the Superintendent to set up the process for the Board of Ed. He said the last time this was done was 15 years ago. Please send all comments to the Town Manager's office. This is just to schedule a public hearing.

After some discussion, Ms. Yeisley made a motion, effective June 8, 2026, to set a Public Hearing to receive public comments on the proposed amendments to Town Code Chapter 13: Ethics Code of for 6:00 p.m. on Monday, July 13, 2026. Mr. Beal seconded the motion. All were in favor and the motion passed.

d) Apply For and Accept the 2025/2026 Connecticut Department of Emergency Services and Public Protection Emergency Management Performance Grant

This item was moved to the Consent Agenda.

e) Naming Simsbury as a Regional Partner with the GHG (6:47:20)

Ms. Mackstutis said the Hartford Foundation for Public Giving talked about having a partnership with the Town about a year ago. They would like to have a remote sight where they can have some meetings. They would be reserving space at the Library like anyone else. They then had discussions about internal signages to show the partnership we would have with them. She said they do give money to our 501c-3's when needed.

Mr. Nelson noted that they are a philanthropic organization who has a mission to give to others. Staff does support this "partnership", but it is not a contractual partnership.

After discussion, Mr. Antonio made a motion, effective June 8, 2026, to support the Greater Hartford Gives Foundation in naming the Town of Simsbury as a regional partner and allow the identification of that partnership at the Simsbury Public Library according to the Library Board of Trustees policy.

Mr. Beal would like to table the part of the signage until further discussion. After more discussion, Mr. Beal seconded the following motion: Effective June 8, 2026, to support the Greater Hartford Gives Foundation in naming the Town of Simsbury as a regional partner. All were in favor and the motion passed.

Mr. Antonio made a motion, effective June 8, 2026, to allow the identification of that partnership at the Simsbury Public Library according to the Library Board of Trustees policy.

Mr. Beal made a motion, effective June 8, 2026, to table for further discussion on allowing the identification of that partnership at the Simsbury Public Library according to the Library Board of Trustees policy. Mr. Paine seconded the motion.

After further discussion, Mr. Beal, Mr. Looney, Ms. Yeisley, and Mr. Paine were in favor of Mr. Beal's motion in tabling the identification part of the partnership. Therefore, this is tabled.

f) Discussion of EV chargers (7:02:58)

Mr. Nelson said this is an Eversource grant that would allow the Town to install EV chargers at the Library. He said they were unable to get this into the budget starting July 1st. He is asking for a consensus from the Board so if they agree with the idea Mr. Roy could let Eversource know.

Mr. Roy said we don't have any EV chargers in Town right now. This is a grant from Eversource for $20,000 per location / per 2 chargers. He said they would be installed at Town Hall and the

upper and lower areas at the Library. We would be able to collect revenues with these new chargers.

After discussion, Mr. Beal said not to install G1172 and he explained other, better chargers. There was also discussion on where to install the chargers. Ms. Miceli would rather not have them installed at the upper lot at the Library. Mr. Roy said then they would only get 4 chargers. Mr. Antonio is not really in favor of this as there is no return on this investment, etc. There doesn't seem to be an excessive need either.

Mr. Roy said the use of Town resources is like any other project and they would fit it into their normal workload to get it done. After more discussion, Mr. Beal, Mr. Looney, Ms. Mackstutis, Ms. Yeisley, and Mr. Paine told Mr. Roy to move forward with this project.

g) Discussion of Board of Selectmen 2025-2027 Goals (7:21:03)

Ms. Mackstutis said she gave the Board a list of goals and additions that she put in Excel. She also added the recommendations from the Charter Revision Commission to the Board of Selectmen. She also used Chat GPT to organize the goals.

Mr. Beal said he feels this is an important discussion and the Board needs to spend time on each goal. He thought the discussion should take place in July.

Mr. Antonio feels the Board needs to revisit the goals and discuss and maybe cross off some of them that are done or aren't a goal anymore. He said goals change and goals need to be realistic and obtainable within five years, which is the CIP model. He feels the Board needs to take some time and set some priorities.

Mr. Paine feels these are the goals that we wanted for the last two years. Some of them are done and they need to be acknowledged. We should pick which ones we need to get done within two years in each category. He doesn't want someone new coming in who needs to learn how to figure everything out. This will help shorten the list.

Ms. Yeisley feels the Board should create measurable goals and then list reasonable outcomes that are achievable.

Ms. Mackstutis asked for a commitment to go through the list and prioritize items in July. She feels there are some hands-on things that can be done before their terms end. She does feel the items that are done or will be done soon could be taken off the list. This item will be tabled until July and if anyone has ideas or items to add to the list to let her know ahead of time. Mr. Looney said he would like a note also stating why we didn't' do a goal.

h) Discussion on Referendum Questions for Charter Revision (7:33:36)

There was some discussion on the one referendum question that Attorney DeCrescenzo sent to the Board about the Charter Revisions.

Mr. Beal made a motion, effective June 8, 2026, to prepare the proposed charter and charter amendments for the ballot in the form of the following question: Shall the Charter of the Township of the Town of Simsbury be amended as proposed by the Simsbury Charter Revision Commission to take effect December 7, 2026, as approved the by Simsbury Board of Selectmen? YES _ NO _____ Mr. Antonio seconded the motion. All were in favor and the motion passed.

The Board read the following Resolution: Proposed Revised Charter Of the Town of Simsbury

WHEREAS, pursuant to Section 1108 of the Simsbury Town Charter and Chapter 99 of the Connecticut General Statutes, the Simsbury Charter Revision Commission has completed its review of the Simsbury Town Charter; and

WHEREAS, The Simsbury Charter Revision Commission has proposed certain amendments to the Simsbury Town Charter, contained in the Final Report and Proposed Revised Charter filed with the Town Clerk on April 6, 2026; and

WHEREAS, the Connecticut General Statutes requires the Simsbury Board of Selectmen to consider and take action on the Final Report and Proposed Revised Charter; and

WHEREAS, the Board of Selectmen held a public hearing on the Proposed Revised Charter on March 2, 2026; and

WHEREAS, on April 20, 2026, the Board of Selectmen approved the Proposed Charter as submitted by the Charter Revision Commission; and

WHEREAS, the Town Manager caused the Proposed Revised Charter to be published as a legal notice on May 18, 2026 as set forth in the Connecticut General Statutes.

NOW, THEREFORE, BE IT RESOLVED,

1. That a referendum shall be held on the Proposed Revision Charter on Tuesday, November 3, 2026 between the hours of 6:00 a.m. and 8:00 p.m. at the four polling places established for regular election in Simsbury, Connecticut.
   That the following ballot question shall appear on the voting machines of the referendum in the following form:

   a. Shall the Charter of the Township of the Town of Simsbury be amended as proposed by the Simsbury Charter Revision Commission to take effect December 7, 2026, as approved by the Simsbury Board of Selectmen?

   YES _____ NO _____

2. That the Simsbury Town Clerk shall prepare an explanatory text to be reviewed and approved by the Town Attorney for the Referendum on the Proposed Revised Charter for consideration by the Board of Selectmen.

3. That the attached Legal Notice of Referendum is hereby approved.

Wendy Mackstutis First Selectman	Diana Yeisley
Steven Antonio Deputy First Selectman	Kevin Beal
Curtis Looney	Mike Paine

Attest:

Simsbury Town Clerk

Mr. Beal made a motion, effective June 8, 2026, to approve the above resolution on the Charter as read. Ms. Yeisley seconded the motion. All were in favor and the motion passed.

APPOINTMENTS AND RESIGNATIONS (7:41:17)

a) Appointments to Various Boards and Commissions

Mr. Beal made a motion, effective June 8, 2026, to appoint Daniel Sommer as an Alternate Member of the Board of Assessment Appeals for a term ending December 6, 2027. Mr. Antonio seconded the motion. All were in favor and the motion passed.

Mr. Beal made a motion, effective June 8, 2026, to appoint Terry Henault as a Regular Member of the Aging and Disability Commission with a term ending January 1, 2028. Mr. Antonio seconded the motion. All were in favor and the motion passed.

Ms. Yeisley made a motion, effective June 8, 2026, to appoint Danielle Hill as an alternate to the Aging and Disability Commission to fill the position just vacated by Terry Henault. Mr. Antonio seconded the motion. All were in favor and the motion passed.

Mr. Beal made a motion, effective June 8, 2026, to recommend Rodger Metzger for appointment as a Regular Member of the Retirement Plan Sub-committee. And further move, to forward the recommendation to the Board of Finance for appointment. Mr. Looney seconded the motion. All were in favor and the motion passed.

Ms. Yeisley made a motion, effective, June 8, 2026, to appoint Abigail Vacca (U) as a Regular Member of Diversity, Equity and Inclusion Council for a term ending December 1, 2027. Mr. Looney seconded the motion. All were in favor and the motion passed.

APPROVAL OF MINUTES (7:41:17)

a) May 11, 2026 Regular Meeting Minutes

Mr. Beal made a motion, effective June 8, 2026, to approve the Regular Meeting Minutes of May 11, 2026. Mr. Paine seconded the motion.

Ms. Mackstutis made a correction: Line 156 – Ms. Looney should be Mr. Looney.

All were in favor we the correction and the motion passed.

COMMUNICATIONS (7:43:40)

a) Memorandum from Deputy Town Manager Tom Fitzgerald re: Town Seal Use Policy, dated June 8, 2026 – Ms. Mackstutis wanted an explanation about why the Town Seal Policy is done under Communications without bringing it to the Board for their input first.

Mr. Nelson said they are bringing it up to the Board now for their comments. There is no written document on using the Town seal. The policy would take effect July 1, 2026. Trish Monroe, Town Clerk, is one who controls the seal, but this policy is governed by State Law.

Attorney DeCrescenzo said he needs to look at the policy before giving any recommendations. He said the State delegates authority to the Town Clerk on the use of the seal. He will look at it and get back to the Board. If needed, there will be discussion at the July meeting.

b) Memorandum from Town Manager Marc Nelson re: Administrative Approval of Public Gathering Permits, dated June 8, 2026 – there was no discussion at this time.

c) Memorandum from Town Manager Marc Nelson re: Anticipated Events at Curtiss Park this Season, dated June 8, 2026 – there was no discussion at this time.

EXECUTIVE SESSION (7:48:17)

a) Pursuant to C.G.S. §1-200(6)(B): Discussion of Pending Tax Appeal Settlements:
   1) HHB-CV24-6086181-S Ridge Simsbury, LLC v Town of Simsbury
   2) HHB-CV24-6086182-S Rise Simsbury, LLC v Town of Simsbury
   3) HHB-CV24-6086185-S Townhomes Simsbury, LLC v Town of Simsbury

Mr. Beal made a motion, effective June 8, 2926, to adjourn to Executive Session pursuant to C.G.S. §1-200(6)(B) Discussion of Pending Tax Appeal Settlements and to include Attorney DeCrescenzo, Deputy Town Manager Tom Fitzgerald, and Assessor Francine Beland. Mr. Looney seconded the motion. All were in favor and the motion passed.

ADJOURN FROM EXECUTIVE SESSION

Ms. Yeisley made a motion, effective June 8, 2026, to adjourn the Executive Session a) Pursuant to C.G.S. § 1-200 (6)(B): Discussion of Pending Tax Appeal Settlements at 7:59 p.m. Mr. Beal seconded the motion. All were in favor and the motion passed.

Mr. Beal made the following motions:

Move, effective June 8, 2026, to approve the Joint Stipulation for Judgment for Docket No. HHB-CV-24-6086181-S, Ridge Simsbury LLC v. Town of Simsbury for the tax appeal on the property located at 100 Highcroft Place, 300 Highcroft Place, 400 Highcroft Place West, 500 Highcroft Place West, 600 Highcroft Place West, 700 Highcroft Place West, 800 Highcroft Place West, and 900 Highcroft Place West as presented, and authorize Town Attorney Robert DeCrescenzo to execute the agreement.

Move, effective June 8, 2026, to approve the Joint Stipulation for Judgment for Docket No. HHB-CV-24-6086182-S, Rise Simsbury LLC v. Town of Simsbury for the tax appeal on the property located at 1300 Highcroft Place East, 1500 Highcroft Place East, 1700 Highcroft Place East, and 1900 Highcroft Place East as presented, and authorize Town Attorney Robert DeCrescenzo to execute the agreement.

Move, effective June 8, 2026, to approve the Joint Stipulation for Judgment for Docket No. HHB-CV-24-6086185-S, Townhomes Simsbury LLC v. Town of Simsbury for the tax appeal on the property located at 275 Powder Forest Drive as presented and authorize Town Attorney Robert DeCrescenzo to execute the agreement.

Ms. Yeisley seconded the motion. All were in favor and the motion passed.

b) Pursuant to C.G.S. §1-200(6)(A): Discussion concerning the appointment, employment, performance, evaluation, health, dismissal of a public officer or employees.

The Board went back into Executive Session and included Attorney DeCreseczo and the 6 Board of Selectmen at 8:01 p.m. Mr. Beal made a motion, effective June 8, 2026, to adjourn this Executive Session at 8:50 p.m. Mr. Antonio seconded the motion. All were in favor and the motion passed.

ADJOURN

Mr. Beal made a motion effective June 8, 2026, to adjourn the meeting at 8:50 p.m. Mr. Antonio seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk

CALL TO ORDER

The Special Meeting of the Board of Selectmen was called to order at 3:02 p.m. in the Main Meeting Room of Simsbury Town Hall. Present were: First Selectman Wendy Mackstutis; Deputy First Selectman Steven Antonio; Board members Curtis Looney, Diana Yeisley, Mike Paine and Kevin Beal. Others in attendance included: Town Manager Marc Nelson, Deputy Town Manager Tom Fitzgerald and Director of Culture, Parks and Recreation Tom Tyburski.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

SELECTMEN ACTION

a) Supplemental Appropriation – Hot Water Heaters at Simsbury Farms Clubhouse

Mr. Tyburski gave a background on the current hot water heaters at the Farms clubhouse and how they were original to the 2002 construction. The current quote received was to replace as is but a vendor has stated the current system may be larger than needed. New quotes for a smaller system should come in under $10,000. Ms. Yeisley questioned if the new size is the correct size for the future of the building and not just the current state. Mr. Antonio gave his opinion from previous experience about the new quoted size and how the original seemed too large at first.

The board discussed amending the motion in front of them to be “up to $10,000” instead of the $33,154.17 that was originally proposed.

Ms. Yeisley made a motion effective June 15, 2026 to approve a supplemental appropriation in the amount of up to $10,000 for the purchase of new Hot Water Heating System for Simsbury Farms Golf Clubhouse and to recommend this to the Board of Finance. Mr. Looney seconded the motion. All were in favor and the motion passed.

The Board of Selectmen and Town Manager adjourned to executive session pursuant to C.G.S 1-200(6)(A) at 3:11 PM.

CALL TO ORDER

The Special Meeting of the Board of Selectmen was called to order at 12:02 p.m. via Zoom. Present were: First Selectman Wendy Mackstutis; Deputy First Selectman Steven Antonio; Board members Curtis Looney, Diana Yeisley, Mike Paine and Kevin Beal. Others in attendance included: Town Manager Marc Nelson and Deputy Town Manager Tom Fitzgerald.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

SELECTMEN ACTION

a) Approve Public Gathering Permit – America 250th Parade on July 11th

Ms. Mackstutis gave a brief background of why the Board was meeting today. Mr. Nelson clarified that we have received the insurance certificate for the event. Ms. Yeisley asked if extra trash cans would be needed, a short discussion around trash cans ensued. Mr. Nelson mentioned they could make the approval conditional on this item if the Board would like. There was a discussion on the amount of food trucks and the Board asked that the food trucks at the event are spread out enough to not cause the lines to become confusing.

Ms. Yeisley made a motion effective July 1, 2026 to approve the public gathering application, as presented, for the America 250th Parade and to authorize the issuance of the public gathering permit for the event. Mr. Looney seconded the motion. All were in favor and the motion passed.

ADJOURN

Ms. Yeisley made a motion, to adjourn the Special Meeting of the Board of Selectmen at 12:11 p.m. Mr. Looney seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Tom Fitzgerald
Deputy Town Manager

Simsbury Meadows Performing Arts Center

Renovation and Expansion 2026

Board of Selectmen

Wendy Mackstutis, First Selectman
Steven Antonio, Deputy First Selectman
Kevin Beal
Heather Goetz
Curtis Looney
Diana Yeisley

Town of Simsbury

Marc S. Nelson, Town Manager
Thomas J. Roy, P.E., Director of Public Works/Town Engineer
Adam D. Kessler, P.E., Deputy Town Engineer

Simsbury Meadows Performing Arts Center

Jeffrey Dornenburg, Chair

Board of Finance

Lisa L. Heavner, Chair
Arthur H. House, Vice Chair
Todd Burrick
Michael Doyle
Robert Helfand
Arthur Wallace

Public Building Committee

Richard A. Derr, Chair
Ryan M. Burns
Lucian M. Dragulski
Michael Egan
Dagny Griswold
David M. Moore
John J. Salvatore
David Soskin

Architect

Colliers Engineering & Design

Builder

Millennium Builders, Inc.

Simsbury Meadows
Performing Arts Center

SIMSBURY
TOWN SEAL
1670
CONNECTICUT

CONNECTICUT
Economic & Community Development

OFFICE OF THE TOWN MANAGER

Marc S. Nelson, MPA

MEMORANDUM

To: Board of Selectmen
From: Marc Nelson, Town Manager
cc: Joe Hollis, Code Compliance Officer; Tom Tyburski, Director of Culture, Parks and Recreation; Danny Sousa, Building Official; Nick Boulter, Chief of Police; Chris Davis, Deputy Chief of Police; Greg Samselski, Police Lieutenant; Tom Roy, Director of Public Works/Town Engineer; Patrick Tourville, Fire Marshal; Karin Stewart, Simsbury Volunteer Ambulance Association Executive Director; Stephanie Johnson, Acting Farmington Valley Health District Director of Health
Date: July 13, 2026
Subject: Administrative Approval of Public Gathering Permits

This memorandum is to inform the Board of Selectmen of public gathering permits that I have administratively approved.

Staff from the Planning & Community Development Department, Police Department, Culture, Parks & Recreation Department, Department of Public Works, Fire District, Simsbury Volunteer Ambulance Association, and Farmington Valley Health District have reviewed the applications to ensure compliance and safety measures were addressed prior to approval. After review, I have approved the following public gatherings:

Event Name	Location(s)	Date	Type
Annual Farmington River Canoe & Kayak Race	Curtiss Park	July 4, 2026	Canoe & Kayak Race
Indigo Girls Concert	Simsbury Performing Arts Center (22 Iron Horse Blvd.)	August 22, 2026	Concert
Hartford Symphony Orchestra's Annual Talcott Mountain Music Festival (TMMF)	Simsbury Performing Arts Center (22 Iron Horse Blvd.)	July 3, 10, 17, 24, and 31, 2026	Concert

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