Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

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BOARD OF SELECTMEN
Regular Meeting Agenda – September 14, 2026 – 6:00 P.M.
Main Meeting Room, Simsbury Town Hall

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

Proposed Amendments to Code of Ordinances Chapter 141 Article VI: Veteran's Property Tax Exemption

For the purpose of hearing comments from the public regarding proposed amendments to the Town's ordinance regarding Veteran's Property Tax Exemptions authorized by PA 25-168

PRESENTATIONS
September as Ovarian Cancer Awareness Month
Simsbury Main Street Partnership Vacancy Task Force

PUBLIC AUDIENCE
- Email townmanager@simsbury-ct.gov by noon on Monday, September 14, 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 Tax Overpayment Refunds and Abatement
b) Accept an Anonymous Donation for the Community & Social Services Department

c) Discussion of Proposed Amendments to Code of Ordinances Chapter 141 Article VI: Veteran's Property Tax Exemption
d) Authorize the Town Manager to Apply for a STEAP Grant for the Memorial Pool Redesign Project
e) State Legislative Directed Grant Funding for Apple Barn, Eno Memorial Hall Upgrades, and Library Teen Space
f) Amend Town Code Chapter 13: Ethics, Code of
g) Approve Alcohol Waiver Request by Simsbury Community Media for an Event at Eno Memorial Hall
h) Approve Proposed Explanatory Text for Charter Revision Question on November Ballot
i) Approve Proposed Mailer for the Charter Revision Referendum Question
j) Update the Sustainability Committee's Statement of Purpose and Procedure
k) Authorize the Town Manager to Apply for the FY27 Youth Service Bureau Grants

APPOINTMENTS AND RESIGNATIONS
a) Acknowledge Receipt of Jason Berman's Resignation from and Appoint Matthew Kelsey to the Conservation Commission /Inland Wetlands & Watercourses Agency
b) Reappoint Suzanne Sinacori to the Farmington Valley Health District Board of Directors
c) Remove Aisha Thara from and Appoint Yusra Ali to the Diversity, Equity & Inclusion Council

APPROVAL OF MINUTES
a) August 10, 2026 Regular Meeting

COMMUNICATIONS
a) Updated Vehicle Use Policy
b) Farmington Valley Health District 2025-2026 Annual Report
c) Memorandum by the Town Manager re: Administrative Approval of Public Gathering Permits, dated September 14, 2026
d) Memorandum by the Town Clerk re: Notice of Closure of the Town Clerk's Department on Thursday, September 24, 2026, dated September 14, 2026
e) Final Efficient Lighting & Maintenance Inc. (EL&M) Energize Connecticut Small Business Energy Advantage (SBEA) Assessments Letter for Simsbury Businesses

EXECUTIVE SESSIONS
a) Pursuant to C.G.S. §1-200(6)(B): Discussion on Nod Road Solar Siting Council Approval
b) Pursuant to C.G.S. §1-200(6)(A): Discussion concerning the appointment, employment, performance, evaluation, health, or dismissal of a public officer or employee

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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 Code of Ordinances Chapter 141 Article VI: Veteran's Property Tax Exemption

2. **Date of Board Meeting:** September 14, 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 Code of Ordinances Chapter 141 Article VI: Veteran's Property Tax Exemption.

   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.

5. **Summary of Submission:**
   At your August 10, 2026 meeting, the Board of Selectmen scheduled a public hearing on the proposed amendments to Town Code Chapter 141 Article VI for 6:00 P.M. on Monday, September 14, 2026.

6. **Fiscal Impact:**
   None

7. **Description of Documents Included with Submission:**
   a) *The Proposed Amendments to Town Code Chapter 141 Article VI are included in Selectmen Action Agenda Item (c)*

Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of Submission:** Presentation: September as Ovarian Cancer Awareness Month

2. **Date of Board Meeting:** September 14, 2026

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

4. **Action Requested of the Board of Selectmen:**
   If the Board supports proclaiming September as Ovarian Cancer Awareness Month, the following motion is in order:

   Move, effective September 14, 2026, to proclaim September as Ovarian Cancer Awareness Month in Simsbury.

5. **Summary of Submission:**
   The Town Manager's Office was approached by a volunteer with Turn The Towns Teal, a national awareness campaign for ovarian cancer. National Ovarian Cancer Awareness Month is typically observed every September to raise awareness about ovarian cancer, its symptoms, risk factors, and the importance of early detection and research.

6. **Fiscal Impact:**
   None

7. **Description of Documents Included with Submission:**
   a) Draft Proclamation

Town of Simsbury

Proclamation

SEPTEMBER AS OVARIAN CANCER AWARENESS MONTH

WHEREAS, September is National Ovarian Cancer Awareness Month; and

WHEREAS, there is no early detection test for ovarian cancer which is why the public needs to be aware of ovarian cancer's known symptoms and risk factors; and

WHEREAS, Simsbury has the opportunity to support the *Turn The Towns Teal* campaign to raise awareness of the subtle symptoms and risk factors of ovarian cancer; and

WHEREAS, if detected in the early stages, the survival rate for ovarian cancer is 90% to 95% which is why this awareness campaign is critical; and

WHEREAS, 2026 marks the 20th anniversary of this successful awareness campaign saving women's lives; and

WHEREAS, in this campaign, volunteers tie ribbons primarily in town centers and provide stores, churches, health clubs, spas, and libraries with symptom cards and information pertaining to ovarian cancer; and

WHEREAS, the ribbons would be taken down no later than the 30th of September;

NOW, THEREFORE BE IT RESOLVED, we, the Board of Selectmen of the Town of Simsbury, hereby proclaim September as **OVARIAN CANCER AWARENESS MONTH** in Simsbury and engage in the *Turn The Towns Teal* awareness campaign.

IN WITNESS THEREOF, I, Wendy Mackstutis, First Selectman, hereunto place my signature and the great seal of the Town of Simsbury on this 14th day of September, 2026.

_____
Wendy Mackstutis, First Selectman

Simsbury Board of Selectmen
Steven Antonio, Deputy
Kevin Beal
Curtis Looney
Mike Paine
Diana Yeisley

DRAFT

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 Tax Overpayment Refunds and Abatement

2. **Date of Board Meeting:** September 14, 2026

3. **Individual or Entity Making the Submission:**
   Marc Nelson, Town Manager; Sherry Clemens, Tax Collector

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

   Move, effective September 14, 2026, to approve the presented tax refunds in the amount of $27,393.39, the presented abatement in the amount of $5,840.40, and authorize Town Manager, Marc Nelson, to execute the tax refunds and abatement.

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

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

6. **Fiscal Impact:**
   The aggregate amount of all tax refunds and abatement as presented is $33,233.79.

7. **Description of Documents Included with Submission:**
   a) Requested Tax Refunds and Abatement, dated September 14, 2026

BOS 9/14/26	BILL NUMBER	TAX	FIRE	INTEREST	TOTAL	Mailed Check:
LEASING COMPANIES MOTOR VEHICLE						
ACAR LEASING	2025-03-0050072	$ 426.55	$ -	$ -	$ 426.55	
ACAR LEASING	2025-03-0050075	$ 299.33	$ 0.92	$ -	$ 300.25	
JP MORGAN CHASE BANK NA	2025-03-0059687	$ 44.37	$ 0.14	$ -	$ 44.51	
PORSCHE LEASING LTD	2025-03-0065520	$ 269.08	$ 0.83	$ -	$ 269.91	
SFS LEASING LTD	2024-04-0081745	$ 681.92	$ -	$ -	$ 681.92	
TOYOTA LEASE TRUST	2025-03-0069714	$ 1,213.01	$ 3.75	$ -	$ 1,216.76	
VAULT TRUST	2025-03-0070193	$ 857.87	$ 2.65	$ -	$ 860.52	
VAULT TRUST	2025-03-0070199	$ 433.14	$ 1.34	$ -	$ 434.48	
VAULT TRUST	2025-03-0070200	$ 165.69	$ 0.52	$ -	$ 166.21	
VAULT TRUST	2025-03-0070216	$ 101.68	$ 0.32	$ -	$ 102.00	
VCFS AUTO LEASING	2025-03-0070260	$ 289.33	$ 0.90	$ -	$ 290.23	
VCFS AUTO LEASING	2025-03-0070243	$ 245.29	$ 0.76	$ -	$ 246.05	
VW CREDIT LEASING LTD	2025-03-0070524	$ 705.06	$ 2.18	$ -	$ 707.24	**TOTAL LEASING**
			$ -	$ -	$ -	$ 5,746.63
MOTOR VEHICLE						
					$ -	
ALEXANDER GEORGE	2025-03-0050283	$ 131.48	$ 0.41	$ -	$ 131.89	
BERCKEMEYER RICARDO	2025-03-0051448	$ 232.21	$ -	$ -	$ 232.21	
BIBLE VICTOR	2025-03-0051586	$ 64.72	$ 0.20	$ -	$ 64.92	
BROWN JONATHAN	2025-03-0052261	$ 88.73	$ 0.27	$ -	$ 89.00	
BRUSH RICHARD & GORDON SUZANNE	2025-03-0052329	$ 26.18	$ 0.09	$ -	$ 26.27	
BURCH MATTHEW	2025-03-0052406	$ 9.12	$ 0.03	$ -	$ 9.15	
CARTER CHARLES	2025-03-0052914	$ 130.18	$ 0.40	$ -	$ 130.58	
CARTER CHARLES	2025-03-0052915	$ 524.07	$ 1.62	$ -	$ 525.69	
CHEFFER JOHN & IMMACOLATA	2025-03-0053222	$ 48.48	$ 0.15	$ -	$ 48.63	
COLLIES GARY L JT & COLLIES JENNIFER	2025-03-0002601	$ 85.37	$ -	$ -	$ 85.37	
DONAHUE KATHLEEN	2025-03-0055046	$ 168.92	$ 0.53	$ -	$ 169.45	
DREHER JENNIFER & FRANK	2025-03-0055213	$ 87.38	$ 0.27	$ -	$ 87.65	
FIENGO RICHARD & SUSAN	2025-03-0056104	$ 68.63	$ -	$ -	$ 68.63	
FOGARTY TERRENCE	2025--03-0056377	$ 45.59	$ 0.14	$ -	$ 45.73	
GABR SHERIF	2024-03-0056595	$ 450.87	$ -	$ -	$ 450.87	
GRAZIANO DARCIE	2025-03-0057535	$ 10.26	$ 0.03	$ -	$ 10.29	
GUSTAFSON DALE	2025-03-0057823	$ 32.98	$ 0.10	$ -	$ 33.08	
GUTMANN WILLIAM	2025-03-0057833	$ 102.90	$ 0.31	$ -	$ 103.21	
HALT MICHELA	2025-03-0057942	$ 508.97	$ -	$ -	$ 508.97	
HALT MICHELA	2025-03-0057943	$ 444.05	$ -	$ -	$ 444.05	
INGLE JOANNE	2025-03-0059241	$ 126.82	$ -	$ -	$ 126.82	
KEEGAN MARCIA	2025-03-0059958	$ 376.21	$ -	$ -	$ 376.21	
KHURANA PARUL & KATHURIA HITESH	2024-03-0060119	$ 415.17	$ -	$ -	$ 415.17	
KHURANA PARUL & KATHURIA HITESH	2024-03-0059822	$ 182.91	$ -	$ -	$ 182.91	
LAMMEY DAVID & GINA	2025-03-0060781	$ 69.12	$ 0.21	$ -	$ 69.33	
LEE JOON & KWON SEON	2025-03-0061114	$ 211.64	$ -	$ -	$ 211.64	
LEPOWSKY STEVEN	2025--03-0061247	$ 18.15	$ 0.06	$ -	$ 18.21	
LOWNDES MICHAEL & VICKI	2024-03-0061628	$ 27.49	$ -	$ -	$ 27.49	
MAPES JENNA	2025-03-0062103	$ 82.46	$ 0.25	$ -	$ 82.71	
MASON NICHOLAS	2025-03-0062345	$ 56.73	$ 0.18	$ -	$ 56.91	
MASON NICHOLAS	2025-03-0008585	$ 55.98	$ 0.18	$ -	$ 56.16	
MATHESON KAREN	2025-03-0062379	$ 78.86	$ 0.24	$ -	$ 79.10	
MAY LAURIE	2025-03-0062451	$ 18.73	$ -	$ -	$ 18.73	
MCLAUGHLIN SHAWN	2025-03-0062767	$ 27.35	$ 0.09	$ -	$ 27.44	
MOYLAN DEBORAH	2025-03-0063584	$ 43.91	$ 0.13	$ -	$ 44.04	
MULLIGAN PATRICK &GAY	2025-03-0063668	$ 22.65	$ 0.07	$ -	$ 22.72	
MUSICK WALLACE	2025-03-0063776	$ 121.58	$ 0.37	$ -	$ 121.95	
NITKO DENISE & NITKO ROBERT	2025-03-0064157	$ 96.24	$ 0.30	$ -	$ 96.54	
NOONAN THOMAS & NOONAN PETER	2025-03-0064199	$ 7.93	$ 0.03	$ -	$ 7.96	
OBRYAN GRACE & MARY	2025-03-0064304	$ 30.42	$ 0.09	$ -	$ 30.51	
OBRYAN MARY & KEVIN	2025-03-0064305	$ 14.37	$ 0.05	$ -	$ 14.42	
OLEWNIK JUSTIN & JESSICA	2025-03-0064398	$ 374.47	$ 1.16	$ -	$ 375.63	
ORDER DENISE & RICHARD	2025-03-0064465	$ 49.60	$ 0.16	$ -	$ 49.76	
ORZECH GRACE	2025-03-0064490	$ 443.41	$ -	$ -	$ 443.41	
OVERBYE KATHERINE	2025-03-0064572	$ 127.37	$ 0.40	$ -	$ 127.77	
PASAVIS TRAVIS	2025-03-0064857	$ 46.76	$ 0.15	$ -	$ 46.91	
PAUL GEORGE & SUSAN	2025-03-0064946	$ 20.00	$ 0.07	$ -	$ 20.07	
PHELPS NANCY & ROBERT	2025-03-0065296	$ 89.67	$ 0.28	$ -	$ 89.95	
PUCCI SHANNON	2025-03-0065739	$ 315.02	$ 0.98	$ -	$ 316.00	
RAY DANIEL (JAMES)	2025-03-0065977	$ 176.25	$ -	$ -	$ 176.25	
RAY MICHAEL (JAMES)	2025-03-0065982	$ 338.88	$ -	$ -	$ 338.88	
REED ERIN	2025-03-0066025	$ 136.33	$ 0.42	$ -	$ 136.75	
ROONEY THOMAS	2025-03-0066605	$ 33.94	$ 0.11	$ -	$ 34.05	
SCHMITT LINDA	2025-03-0067391	$ 6.43	$ -	$ -	$ 6.43	
SCHMITT LINDA & WILLIAM	2025-03-0067392	$ 9.21	$ -	$ -	$ 9.21	

SCUDDER HOLLY	2025-03-0067568	$ 36.25	$ 0.11	$ -	$ 36.36	
SECRET TOUCH WOOD RENEWAL INC	2025-03-0067611	$ 49.19	$ 0.15	$ -	$ 49.34	
SHOLOVITZ ARNOLD	2025-03-0067963	$ 24.92	$ 0.08	$ -	$ 25.00	
SINATRO CURTIS	2024-03-0067991	$ 234.99	$ -	$ -	$ 234.99	
STRIEFLER MANFRED & JEANNE	2025-03-0068840	$ 93.19	$ 0.28	$ -	$ 93.47	
VIRGILIO ANTHONY	2025-03-0070406	$ 40.25	$ 0.13	$ -	$ 40.38	
WINKLER ANNAMARIE	2025-03-0071255	$ 94.65	$ 0.29	$ -	$ 94.94	
ZALEWSKI CHRISTIE	2025-03-0071564	$ 160.19	$ 0.50	$ -	$ 160.69	
ZALEWSKI CHRISTIE	2025-03-0071565	$ 400.33	$ 1.24	$ -	$ 401.57	MOTOR VEHICLE
			$ -	$ -	$ -	$ 8,660.42
PERSONAL PROPERTY						
GOLDEN ECOLOGY LLC C/O HEIDI GOLDE	2025-02-0040460	$ 31.15	$ -	$ -	$ 31.15	PERSONAL PROPERTY
						$ 31.15
REAL ESTATE						
					$ -	
GARCIA AMANDA	2024-01-006822	$ 457.19	$ -	$ -	$ 457.19	
*40 KNOLL LANE - 2ND INSTALL PAID BY ESCROW AND OWNER					$ -	
KERN GREGORY & PAULA LIVING TRUST	2025-01-0004158	$ 6,094.54	$ -	$ -	$ 6,094.54	
*9 HUNTING RIDGE - DOUBLE PAY LOST POWER DURING TRANSACTION					$ -	
LEE JONATHAN & ROSSI CARLY	2024-01-004572	$ 1,891.58	$ -	$ -	$ 1,891.58	
*3 SOUTH ROAD - HOME OWNER AND ESCROW PD 2ND INSTALL					$ -	
MANASIA FLAVIA	2025-01-0005004	$ 3,289.50	$ -	$ -	$ 3,289.50	
*21 FERNWOOD ONLINE ERROR DOUBLE PAY					$ -	
NORTHWEST COMMUNITY BANK (306536	2025-01-0005155	$ 118.52	$ -	$ -	$ 118.52	
*46 HOLCOMB ESCROW AND OWNER PAID					$ -	
NORTHWEST COMMUNITY BANK (304618	2025-01-0005538	$ 219.90	$ -	$ -	$ 219.90	
*643 HOPMEADOW ESCROW AND OWNER PAID					$ -	
NORTHWEST COMMUNITY BANK (312784	2025-01-0005540	$ 194.02	$ -	$ -	$ 194.02	
*599 HOPMEADOW ESCROW AND OWNER PAID					$ -	
NORTHWEST COMMUNITY BANK (321105	2025-01-0007853	$ 235.82	$ -	$ -	$ 235.82	
*11 MAIN STREET ESCROW AND OWNER PAID					$ -	
NORTHWEST COMMUNITY BANK (302058	2025-01-0008001	$ 256.77	$ -	$ -	$ 256.77	
*23 RED HILL RD ESCROW AND OWNER PAID					$ -	
NORTHWEST COMMUNITY BANK (100812	2025-01-0008190	$ 190.67	$ -	$ -	$ 190.67	
*6 CENTER STREET ESCROW AND OWNER PAID					$ -	
TULLER DONALD& OLIVER	2025-01-0008255	$ 34.30	$ -	$ -	$ 34.30	
* OLD FARMS ROAD - DOUBLE PAY					$ -	REAL ESTATE
			$ -	$ -	$ -	$ 12,982.81
ABATEMENT						
					$ -	
SENOFONTE DANIEL I & MORGAN E	2025-01-0007328	$ 5,840.40	$ 230.70	$ -	$ 6,071.10	
*30 OLD MEADOW PLAIN RD PER C.G.S 12-81 PUBLIC ACT 25-168 VETERAN 100% DISABILITY DWELLING						

GRAND TOTAL REFUNDS	**$ 27,393.39**	**$ 27.62**	**$ -**	**$ 27,421.01**
GRAND TOTAL ABATEMENT	**$ 5,840.40**	**$ 230.70**	**$ -**	**$ 6,071.10**

Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of Submission:** Accept an Anonymous Donation for the Community & Social Services Department

2. **Date of Board Meeting:** September 14, 2026

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

4. **Action Requested of the Board of Selectmen:**
   If the Board supports accepting the donation, the following motion is in order:

   Move, effective September 14, 2026, to accept an anonymous donation in the amount of $1,500.00 for the purpose of supporting the Community and Social Services Department's programs.

5. **Summary of Submission:**
   An anonymous donor has provided a financial donation in the amount of $1,500.00 to the Community and Social Services Department. The donation will be used to provide financial support for the Department's programs.

   Chapter 100 of our Code of Ordinances, "Gift Policy" Section 100-2 "Monetary Donations" states that no donation of more than $1,500 may be accepted without Board of Selectmen approval.

6. **Fiscal Impact:**
   The $1,500.00 donation will be used to provide support for Social Services programs including Keep Simsbury Warm, the Food Pantry, Rental Assistance, and other programs. The funds would be deposited into a special revenue fund used for this purpose.

7. **Description of Documents Included with Submission:**
   None

Town of Simsbury
933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of Submission:** Discussion of Proposed Amendments to Code of Ordinances Chapter 141 Article VI: Veteran's Property Tax Exemption

2. **Date of Board Meeting:** September 14, 2026

3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Amy Meriwether, Finance Director-Treasurer; Francine Beland, Assessor

4. **Action Requested of the Board of Selectmen:**
It is staff's recommendation to use this meeting to discuss the various options presented. Should the Board have any questions for staff, those answers will be brought to the September 28th meeting during the final review and potential action on the proposed amendments.

5. **Summary of Submission:**
The Town of Simsbury is required by Connecticut law to provide a mandatory property tax exemption for veterans whom the United States Department of Veterans Affairs (VA) has determined to have a **100 percent permanent and total (P&T) service-connected disability**. Eligibility for this mandatory exemption is based on the VA's disability rating determination.

The VA also recognizes certain veterans as **totally disabled due to Individual Unemployability (TDIU)**. Although these veterans are considered totally disabled by the VA because their service-connected disabilities prevent them from maintaining substantially gainful employment, they do not automatically qualify for the mandatory exemption established under Connecticut law. Instead, the General Assembly authorized municipalities to determine locally whether to extend the exemption to veterans receiving TDIU benefits. A municipality may do so by adopting a local ordinance that expands eligibility beyond the minimum requirements established by state law.

If the Town of Simsbury elects to adopt the above provision, it would have the following fiscal impact on the upcoming fiscal year 2027/2028 budget:

Current Law
- Estimated Property Assessment Exemptions: $11,200,000
- Estimated Tax Revenue Loss: $380,000*
- Estimated Total Vets Qualified = 50

Addition of Local Option (including TDIU)

- Estimated Property Assessment Exemptions: $12,750,000
- Estimated Tax Revenue Loss: $434,000*
- Estimated Total Vets Qualified = 58

In addition to the TDIU option, the General Assembly authorized municipalities to adopt other optional provisions by local ordinance. These include extending the exemption to cover up to **two acres of land** associated with the qualifying residence, expanding eligibility to certain **surviving spouses**, or limiting the exemption to the municipality's **median assessed residential property value**.

If the Town of Simsbury elects to adopt the above provisions, it would have the following fiscal impact on the upcoming fiscal year 2027/2028 budget:

Addition of Local Option including TDIU & Median Assessed Residential Property Value

- Estimated Property Assessment Exemptions: $11,000,000
- Estimated Tax Revenue Loss: $374,000*
- Estimated Total Vets Qualified = 58

Addition of Local Option including TDIU, Median Assessed Residential Property Value & Two Acres of Land

- Estimated Property Assessment Exemptions: $15,500,000
- Estimated Tax Revenue Loss: $527,000*
- Estimated total Vets Qualified = 58

*Dollar values are only projections for FY2027/2028 as Veterans have until January 1st to submit applications for tax relief.

Tonight the Board should discuss:

1. Their interest in extending an exemption to include acreage, not more than two acres of the lot upon which the qualifying dwelling is situated, pursuant to Section 233(e)
2. Their interest in extending an exemption to include surviving spouses pursuant to Section 233(f). Should the Board wish to extend this exemption, the Board will need to decide when the exemption goes back to
3. Their interest in extending an exemption to limit the exemptions pursuant to Section 233(g) to the median assessed value of residential property in town
4. Their interest in extending a dwelling exemption to Veterans determined to be Totally Disabled due to Individual Unemployability (TDIU)
5. Their interest in extending an exemption pursuant to Section 240(e)(1) to not more than two acres of the lot upon which the qualifying dwelling is attached to Veterans determined to be Totally Disabled due to Individual Unemployability (TDIU)
6. Their interest in extending an exemption pursuant to Section 240(e)(2) to surviving spouse of a qualifying veteran who died after a date the Board will need to decide on, and before October 1, 2025, to Veterans determined to be Totally Disabled due to Individual Unemployability (TDIU)
7. Their interest in extending an exemption pursuant to Section 240(e)(3) to limit this exemption to the median assessed value of all residential properties in the Town of Simsbury for Veterans determined to be Totally Disabled due to Individual Unemployability (TDIU)

Note: The legislation does allow for retroactive implementation of the local ordinances, however, management recommends against this as those budgets have already been completed and would need to be adjusted based on the updated ordinances.

6. **Fiscal Impact:**
   Included in the above narrative.

7. **Description of Documents Included with Submission:**
   a) Legal Notice and Proposed Amendments to Town Code Chapter 141-23: Veteran's Property Tax Exemption
   b) Revised Proposed Amendments from Town Attorney
   c) Connecticut Public Act No. 25-168

TOWN OF SIMSBURY
PUBLIC HEARING NOTICE

Public Hearing Date: Monday, September 14, 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, September 14, 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 141: Taxation. 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 September 14, 2026 to have their comments sent to the Board of Selectmen. Written comments will not be read into the record at the hearing.

§ 141-23. Veteran's property tax exemption.

A. Any veteran, entitled to an exemption from property tax in accordance with Subdivision (19) of Section 12-81 of the Connecticut General Statutes, and any veteran's surviving spouse entitled to an exemption from property tax in accordance with Subdivision (22), C.G.S. Section 12-81, shall be entitled to an additional exemption applicable to the assessed value of property up to the amount of 10%, provided such veteran's, or qualifying spouse's, income does not exceed $25,000 above the applicable maximum amount as provided under Section 12-81.

B. Any such veteran or spouse submitting a claim for such additional exemption shall file an application on a form prepared for such purpose by the Assessor, not later than the assessment date with respect to which such additional exemption is claimed, provided that when an applicant has filed for such exemption and received approval for the first time, such applicant shall file for such exemption biennially thereafter, subject to the provisions of Subsection C of this section. Each such application shall include a copy of such veteran's or spouse's federal income tax return, or in the event such a return is not filed such evidence related to income as may be required by the Assessor, for the tax year of such veteran or spouse ending immediately prior to the assessment date with respect to which such additional exemption is claimed. The Assessor may accept the application required by Section 12-81g(d) of the General Statutes of the State of Connecticut for the exemption provided for C.G.S. Section 12-81g(a) as an application for the exemptions provided for in Subsection A of this section if it is for the same assessment date.

C. Any person who has submitted an application and been approved in any year for the additional exemption under Subsection A of this section shall, in the year immediately following approval, be presumed to be qualified for such exemption. If any such person has qualifying income in excess of the maximum allowed under said Subsection A, such person shall notify the Assessor on or before the next filing date immediately following and for any subsequent year until such person has reapplied and again qualified for such exemption. Any person who fails to notify the assessor of such disqualification shall make payment to the municipality in the amount of property tax loss related to the exemption improperly taken.

D. This section shall apply to the grand list of October 1, 2004 for payment of taxes due July 1, 2005, and to subsequent years.

For assessment years beginning on or after October 1, 2026, the following statutory exemptions allowed by local option per Public Act 25-168 shall apply:

E. To extend the exemption provided under CGS § 12-81(83);
   a) **To include Acreage, Pursuant to Section 233(e)** of Public Act 25-168**,** not more than two acres of the lot upon which the qualifying dwelling is situated.
   b) **To the Surviving Spouse, Pursuant to Section 233(f)** of Public Act 25-168**,** the surviving spouse (widow/widower) of a qualified individual who died before October 1, 2024, but on or after October 1, 2020.
   c) **To limit the exemption**, **Pursuant to Section 233(g)** of Public Act 25-168, to the median assessed value of residential property in the Town. The applicable median assessed value shall be adjusted following each revaluation conducted in accordance with the state revaluation schedule.

F. Any veteran determined to be **Totally Disabled due to Individual Unemployability (TDIU) Pursuant to Section 240(a) to (d) inclusive of Public Act 25-168**, shall be eligible to apply for;

a) The dwelling exemption to qualifying veterans of the armed forces, as described in CGS § 27-103a, who have a service-connected disability rating based on individual unemployability (TDIU).

b) To include Acreage, **Pursuant to Section 240(e)(1),** to not more than two acres of the lot upon which the qualifying dwelling is situated.

c) The exemption to the Surviving Spouse (widow/widower) of a qualifying veteran, **Pursuant to Section 240(e)(2),** who died before October 1, 2025, but on or after October 1, 2020.

d) All exemptions granted under this section shall be limited to the median assessed value of all residential properties in the Town of Simsbury, pursuant to section 240(e)(3). The applicable median assessed value shall be adjusted following each revaluation conducted in accordance with the state revaluation schedule.

§ 141-23. Veteran's property tax exemption.

A. Any veteran, entitled to an exemption from property tax in accordance with Subdivision (19) of Section 12-81 of the Connecticut General Statutes, and any veteran's surviving spouse entitled to an exemption from property tax in accordance with Subdivision (22), C.G.S. Section 12-81, shall be entitled to an additional exemption applicable to the assessed value of property up to the amount of 10%, provided such veteran's, or qualifying spouse's, income does not exceed $25,000 above the applicable maximum amount as provided under Section 12-81.

B. Any such veteran or spouse submitting a claim for such additional exemption shall file an application on a form prepared for such purpose by the Assessor, not later than the assessment date with respect to which such additional exemption is claimed, provided that when an applicant has filed for such exemption and received approval for the first time, such applicant shall file for such exemption biennially thereafter, subject to the provisions of Subsection C of this section. Each such application shall include a copy of such veteran's or spouse's federal income tax return, or in the event such a return is not filed such evidence related to income as may be required by the Assessor, for the tax year of such veteran or spouse ending immediately prior to the assessment date with respect to which such additional exemption is claimed. The Assessor may accept the application required by Section 12-81g(d) of the General Statutes of the State of Connecticut for the exemption provided for C.G.S. Section 12-81g(a) as an application for the exemptions provided for in Subsection A of this section if it is for the same assessment date.

C. Any person who has submitted an application and been approved in any year for the additional exemption under Subsection A of this section shall, in the year immediately following approval, be presumed to be qualified for such exemption. If any such person has qualifying income in excess of the maximum allowed under said Subsection A, such person shall notify the Assessor on or before the next filing date immediately following and for any subsequent year until such person has reapplied and again qualified for such exemption. Any person who fails to notify the assessor of such disqualification shall make payment to the municipality in the amount of property tax loss related to the exemption improperly taken.

D. This section shall apply to the grand list of October 1, 2004 for payment of taxes due July 1, 2005, and to subsequent years.

E. For assessment years beginning on or after October 1, 2026, the following statutory exemptions shall apply by local option per Public Act 25-168, Sections 233(e), (f), and (g) to extend the exemption provided under CGS § 12-81(83) as follows:

   a) **Pursuant to Section 233(e) to include Acreage of** not more than two acres of the lot upon which the qualifying dwelling is situated.
   b) **Pursuant to Section 233(f) to the Surviving Spouse,** (widow/widower) of a qualified individual who died before October 1, 2024, but on or after October 1, 2020.
   c) **Pursuant to Section 233(g) to the median assessed value** of residential property in the Town. The applicable median assessed value shall be adjusted following each revaluation conducted in accordance with the state revaluation

schedule.

F. Any veteran determined to be **Totally Disabled due to Individual Unemployability (TDIU) Pursuant to Section 240(a) to (d) inclusive of Public Act 25-168**, shall be eligible to apply for;
   a) The dwelling exemption for qualifying veterans of the armed forces who have a service-connected disability rating based on individual unemployability (TDIU) as defined in CGS § 27-103a,
   b) To include Acreage, of not more than two acres of the lot upon which the qualifying dwelling is situated as defined in **Section 240(e)(1),**
   c) The exemption shall be applied to the Surviving Spouse (widow/widower) of a qualifying veteran, who died before October 1, 2025, but on or after October 1, 2020 **as defined in Section 240(e)(2),**
   d) All exemptions granted under this section shall be limited to the median assessed value of all residential properties in the Town of Simsbury, pursuant to section 240(e)(3) of Public Act 25-168. The applicable median assessed value shall be adjusted following each revaluation conducted in accordance with the state revaluation schedule.

Sec. 240. (NEW) (*Effective October 1, 2025*) (a) Any municipality, upon approval by its legislative body, may provide that, in lieu of the exemption prescribed under subdivision (20) of section 12-81 of the general statutes, any resident of this state who has served in the Army, Navy, Marine Corps, Coast Guard, Air Force or Space Force of the United States and has been determined by the United States Department of Veterans Affairs to have a service-connected total disability based on individual unemployability shall be entitled to an exemption from property tax on (1) that fractional share of a dwelling, including a condominium, as defined in section 47-68a of the general statutes, a unit in a common interest community, as defined in section 47-202 of the general statutes, and a mobile manufactured home, as defined in section 12-63a of the general statutes, (A) that belongs to or is held in trust for such resident, or that is possessed by such a resident as a tenant for life or tenant for a term of years liable for property tax under section 12-48 of the general statutes, and (B) that is occupied by such resident as the resident's primary residence, or (2) lacking such residence, one motor vehicle that belongs to or is held in trust for such resident and is garaged in this state. As used in this subsection, "dwelling" does not include any portion of the unit or structure used by such resident for commercial purposes or from which such resident derives any rental income.

(b) If such resident lacks such dwelling or motor vehicle in such resident's name, the dwelling or motor vehicle, as applicable, belonging to or held in trust for such resident's spouse, or possessed by such resident's spouse as a tenant for life or tenant for a term of years liable for property tax under section 12-48 of the general statutes, who is domiciled with such resident, shall be so exempt. When any resident entitled to an exemption under the provisions of this section has died, the dwelling or motor vehicle, as applicable, belonging to or held in trust for such deceased resident's surviving spouse, or possessed by such deceased resident's surviving spouse as a tenant for life or tenant for a term of years liable for property tax under section 12-48 of the general statutes, while such spouse remains a widow or widower, or belonging to or held in trust for such deceased resident's minor children during their minority, or both, while they are residents of this state, shall be so exempt as that to which such resident was or would have been entitled at the time of such resident's death.

(c) No individual entitled to the exemption under this section and under one or more of subdivisions (19), (22), (23), (25) and (26) of section 12-81 of the general statutes or section 241 of this act shall receive more than one exemption.

(d) (1) No individual shall receive any exemption to which such individual is entitled under this section until such individual has complied with section 12-95 of the general statutes and has submitted proof of such individual's determination by the United States Department of Veterans Affairs, to the assessor of the town in which the exemption is sought. If there is no change to an individual's determination, such proof shall not be required for any assessment year following that for which the exemption under this section is granted initially. If the United States Department of Veterans Affairs modifies an individual's determination to other than a service-connected total disability based on individual unemployability, such modification shall be deemed a waiver of the right to the exemption under this section. Any such individual whose determination was modified to other than a service-connected total disability based on individual unemployability may seek the exemption under subdivision (20) or (83) of section 12-81 of the general statutes, as applicable.

(2) Any individual who has been unable to submit evidence of such determination by the United States Department of Veterans Affairs in the manner required by this section, or who has failed to submit such evidence as provided in section 12-95 of the general statutes, may, when such individual obtains such evidence, make application to the tax collector not later than one year after such individual obtains such proof or not later than one year after the expiration of the time limited in section 12-95 of the general statutes, as the case may be, for abatement in case the tax has not been paid, or for refund in case the whole tax or part of the tax has been paid. Such abatement or refund may be granted retroactively to include the assessment day next succeeding the date as of which such individual was entitled to such determination by the United States Department of Veterans Affairs, but in no case shall any abatement or refund be made for a period greater than three years.

(3) The tax collector shall, after examination of such application, refer the same, with the tax collector's recommendations thereon, to the board of selectmen of a

town or to the corresponding authority of any other municipality, and shall certify to the amount of abatement or refund to which the applicant is entitled. Upon receipt of such application and certification, the selectmen or other duly constituted authority shall, in case the tax has not been paid, issue a certificate of abatement or, in case the whole tax or part of the tax has been paid, draw an order upon the treasurer in favor of such applicant for such amount, without interest. Any action so taken by such selectmen or other authority shall be a matter of record and the tax collector shall be notified in writing of such action.

(e) (1) In any municipality that provides the exemption under subsections (a) to (d), inclusive, of this section, such municipality may, upon approval by its legislative body, further provide that, for any individual receiving the exemption under said subsections for a dwelling described in subdivision (1) of subsection (a) of this section, not more than two acres of the lot upon which such dwelling sits shall be exempt from taxation.

(2) In any municipality that provides the exemption under subsections (a) to (d), inclusive, of this section, such municipality may, upon approval of its legislative body, further provide that the surviving spouse of any resident of this state who (A) had served in the Army, Navy, Marine Corps, Coast Guard, Air Force or Space Force of the United States, (B) had been determined by the United States Department of Veterans Affairs to have a service-connected total disability based on individual unemployability, and (C) died prior to October 1, 2025, but after a date to be determined by such legislative body, shall, while such spouse remains a widow or widower, be entitled to the exemption under this section.

(3) In any municipality that provides the exemption or exemptions under this section, such municipality may, upon approval of its legislative body, limit the total amount of the exemption or exemptions granted under this section to the median assessed valuation of residential real property in such municipality.

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 a STEAP Grant for the Memorial Pool Redesign Project

2. **Date of Board Meeting:** September 14, 2026

3. **Individual or Entity Making the Submission:**
   Marc Nelson, Town Manager; Thomas Tyburski, Director of Culture, Parks and Recreation

4. **Action Requested of the Board of Selectmen:**
   If the Board supports submission of the STEAP application, the following motions are in order:

   Move, effective September 14, 2026, to authorize Town Manager Marc Nelson to submit a 2026 STEAP Grant application for the Memorial Pool Redesign Project.

   Further move, that Town Manager Marc Nelson is hereby authorized to enter into and execute any and all agreements, contracts, and documents necessary to obtain said 2026 STEAP Grant with the State of Connecticut.

5. **Summary of Submission:**
   The Memorial Pool Redesign Project was started in the FY2025 budget where funding was provided for community outreach on proposed options for the site. Due to the age of the current pool, which was originally constructed in 1955, the three options available are removal of pool and fill in, remove pool and replace with a splashpad, replace current pool with new pool. The next step in the project would be choosing the preferred option for the site, securing funding and proceeding with the project.

   The 2020 Parks and Open Space Master Plan recommends the site to be replaced with a splashpad and renovate the restrooms. This is also the preferred option for staff due to the higher cost of replacing the old pool with a new pool and the continuing increase in annual operating and long-term maintenance costs.

   Recreational facility improvements is listed as an eligible and priority project area for STEAP Grants and priority project areas include projects that improve the quality of life and fiscal stability of the municipality. Redesigning the site to include a splashpad and accessible public restrooms would fit both criteria.

By acting on this item at tonight's meeting, the Board would be authorizing town staff to begin working on application materials and project costing for when the State of Connecticut opens the 2026 STEAP Application Period.

6. **Fiscal Impact:**
   The total STEAP grant amount a municipality can receive is $1,000,000. According to STEAP Guidelines at least a 20% match is preferred but not required. It would be staff's recommendation to commit town funds to the project in the amount of at least $500,000 for a splashpad and at least $3,000,000 for a new pool.

7. **Description of Documents Included with Submission:**
   None

Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of Submission:** State Legislative Directed Grant Funding for Apple Barn, Eno Memorial Hall Upgrades, and Library Teen Space

2. **Date of Board Meeting:** September 14, 2026

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

4. **Action Requested of the Board of Selectmen:**
   These grant funds from the State of Connecticut were received during the budget process via our State Delegation. Pursuant to our Charter, the Board of Selectmen must approve our application for all grant funding and then either simultaneously or separately approve the associated appropriation and recommend the same to the Board of Finance.

   The recommended motions, should the Board approve, are:

   Move, effective September 14, 2026, to submit the Legislative Directed Grant Applications for the Apple Barn Project, the Eno Memorial Hall Upgrades, and Library Teen Space renovation and authorize Marc Nelson, Town Manager, to execute the grant application.

   Further move, to accept the grants and authorize Town Manager, Marc Nelson, to execute all documents related to the grant awards.

   Further move to appropriate said funding and recommend said appropriation(s) to the Board of Finance.

5. **Summary of Submission:**
   During the State budget process in spring 2026 Sen. Honig and Rep. Osborne secured funding in the amount of $300,000 for the Apple Barn, $150,000 for Eno Memorial Hall Upgrades, and $350,000 for the Library Teen Space. These funds are through the Legislative Directed Grant process with the Connecticut Department of Economic and Community Development (DECD) being the grant administrator for the Apple Barn and Eno projects and the CT State Library being the grant administrator for the Library Teen Space project.

   The Town has been notified from DECD that applications for how the funds will be used must be received by October 2nd for the department to review that the use conforms to the legislative intent of the funds. The funds for the projects must be expended by June 30, 2027.

6. **Fiscal Impact:**
   None

7. **Description of Documents Included with Submission:**
   None

Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of Submission:** Amend Town Code Chapter 13: Ethics, Code of

2. **Date of Board Meeting:** September 14, 2026

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

4. **Action Requested of the Board of Selectmen:**
   The Board has two (2) options for action regarding the ordinance depending on whether or not the Board needs additional time to consider public comment received at the public hearing:

   Option A: Take action on the proposed amendments to the ordinance.

   Option B: Table taking action on the ordinance until a future date.

   If the Board supports Option A, and is in support of the amendments to the ordinance as presented, the following motion is in order:

   Move, effective September 14, 2026, to amend Town Code Chapter 13: Ethics, Code of as presented, which shall be effective 21 days after publication in a newspaper having circulation within the Town of Simsbury. Further move to authorize a summary of the adopted ordinance be published.

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

   Move, effective September 14, 2026, to table amending Town Code Chapter 13: Ethics, Code of to the next regularly scheduled Board of Selectmen meeting on September 28, 2026.

5. **Summary of Submission:**
   At your June 8, 2026 meeting, the Board of Selectmen scheduled a public hearing on the proposed amendments to the ordinance. At your July 13th public hearing, the Board heard from members of the public regarding the proposed amendments. At your August 10th meeting, the Board further discussed the proposed amendments and suggested multiple revisions. The current draft incorporates feedback received over the last couple of months, including from the Board, the public, the HR Director, and the Superintendent of Simsbury Public Schools.

   The ordinance saw its last full revision/review back in 2009, predating the 2017 Charter change to a Town Manager/CEO form of government. Under the proposed amendments,

the referral of matters not dismissed as unfounded, shift from going to the Board of Selectmen, to going to the Town Manager or, in the case of Board of Education employees, to the Superintendent of Schools. The amendments also clarify where referrals are directed if a complaint against an elected official – either to the Board of Selectmen, or to the Board of Education, respectively, the same would be true in the event of a complaint against the Town Manager or the Superintendent of Schools.

The only other significant change concerns the administrative process around training of staff, maintenance of relevant records, and responsibility to ensure initial and periodic acknowledgments, in writing, by employees. The establishment of the Town's Human Resources Department provides, as it was planned to, opportunities to centralize important matters which had previously been dispersed amongst the various departments. That centralization, in turn, allows for strengthening compliance, education, and training.

The proposed amendments have been reviewed by the Chair of the Board of Ethics and the Town Attorney.

6. **Fiscal Impact:**
   None

7. **Description of Documents Included with Submission:**
   a) Proposed Amendments to Town Code Chapter 13: Ethics, Code of (Redlined/Clean)

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 9-14-2026.

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.

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§ 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.

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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 the Town Manager, an appointed member of an agency, 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

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in conditions of employment. No such recommendation shall limit the authority of the Board of 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

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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.

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§ 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.**

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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. The Secretary or Clerk of said agency shall notify the First Selectman 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 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 of Connecticut General Statutes Section 8-11 or 8-21, as amended, or any other provision of the

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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 is are 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:

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

( ) 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.

F.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 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, or their designee, 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.~~

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 4-13-2009 and 9-14-2026.

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 702 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. Biennially the Board of Selectmen shall appoint in the manner provided in the Charter, except in the case of an appointment to fill a vacancy, which appointment shall be for the remaining unexpired term of that seat.

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B. Organization and procedure. The Board shall elect a Chair and Vice Chair/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. 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 Chair and at such other times as it may determine.

C. Powers and duties.

(1) The Board may 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 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 1-210(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 the Town Manager, an appointed member of an agency, 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 Selectmen, the Board of Education, or the Town Manager under the Charter or under any ordinance, statute, or any other law, and the actions hereunder shall be supplemental to any

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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.

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 family.

CONFIDENTIAL INFORMATION — Information, whether transmitted orally or in writing, that is obtained by an official or employee by reason of their 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 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 use such information to advance their 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.

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§ 13-6. Use of influence.

No official, employee, or consultant may inappropriately use their position to influence a decision affecting a financial interest or a beneficial interest in their 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 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 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 engage in or participate in any transaction, including private employment and the rendering of private services, that is incompatible with the proper discharge of their official responsibilities in the public interest or would tend to impair their independent judgment or action in the performance of their 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 official responsibilities in the public interest if they have reason to believe or expect that they will derive such interest by reason of their performance of their 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 official responsibilities in the public interest if any such interest accrues to them 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 represent. This does not relieve an individual from their obligation to refrain from voting on any matter that would directly benefit their 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

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

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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 their 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 they are 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 they 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.

§ 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 their official duties; or would tend to impair their independence of judgment or action in the performance of their 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 their consulting duties; or would tend to impair the independence of their 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 they previously was employed or affiliated with for a period of one year after the termination of their public service or employment. Such an individual may be relieved of their 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 they previously participated in the course of their official responsibilities for a period of one year after the termination of their public service or employment. Such an individual may be relieved of their 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 their own behalf or on behalf of members of their 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 their own agency.

E. An official should not appear before, or participate in the proceeding of, another agency in violation of Connecticut General Statutes Section 8-11 or 8-21, as amended, or any other provision of the

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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 they are appearing in their official capacity or as a private citizen.

§ 13-12. Acknowledgment form.[2]

A. Every official shall sign and file with the Town Clerk an acknowledgement form, supplied by the Town Manager, indicating their awareness of the provisions of this Code of Ethics, the guidelines issued thereunder and Section 1003 of the Charter on or before being sworn into office and again thereafter in January of each even numbered year. The 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 are retained an acknowledgment form, supplied by the Town, indicating their awareness of the provisions of this Code of Ethics, the guidelines thereunder, and Section 1003 of the Charter on or before being retained by an agency. The Superintendent of Schools, or Town Manager, as applicable, shall adopt and implement a procedure for monitoring compliance with the aforesaid filing requirement.

C. Employees.

(1) The Town Manager 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. The plan established by the Town Manager shall contain a provision requiring that the Human Resources Director or their designee review such provisions with all employees upon hiring, and three year intervals thereafter. A copy of the plan shall be filed with the Board of Ethics upon implementation and upon any subsequent revision.

(2) Every employee, other than persons employed by the Board of Education, shall execute an acknowledgment form, supplied by the Human Resources Director or their designee, indicating the employee's awareness of the provisions of this Code of Ethics, the guidelines issued thereunder, and Section 1003 of the Charter.

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. The 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. 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, or their designee, indicating the employee's awareness of the provisions of this Code of Ethics, the guidelines issued thereunder, and Section 1003 of the Charter, as follows.

(a) New employees shall execute the form at the time of employment.

(b) Current employees shall reacknowledge the policy at intervals specified by the Board of Education, or at least every three years, whichever is less.

Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of Submission:** Approve Alcohol Waiver Request by Simsbury Community Media for an Event at Eno Memorial Hall

2. **Date of Board Meeting:** September 14, 2026

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

4. **Action Requested of the Board of Selectmen:**
   If the Board supports issuing a waiver for alcohol consumption for a fundraising event at Eno Memorial Hall being hosted by Simsbury Community Media, the following motion is in order:

   Move, effective September 14, 2026, to issue a waiver for the legal possession and use of alcohol for the Simsbury Community Media event at Eno Memorial Hall on November 5, 2026.

5. **Summary of Submission:**
   Simsbury Community Media is hosting a fundraiser at Eno Memorial Hall on November 5, 2026. As part of the event, they would like to serve wine, beer, and assorted water and soda and this requires a waiver by the Board of Selectmen.

   Per Town Code (63-2) possession and consumption of alcohol in Town buildings is limited and a permit issued by the Board of Selectmen and Town Manager is required.

6. **Fiscal Impact:**
   None

7. **Description of Documents Included with Submission:**
   a) Excerpt from Chapter 63 of the Code of Ordinances, Alcoholic Beverages
   b) Email Request from SCM

§ 63-2. Possession or consumption in Town buildings limited; permit required.

Except as permitted under the provisions of this article, no person shall consume any alcoholic beverage or have in his or her possession or control an open container containing any alcoholic beverage while he or she is an occupant in any Town-owned building. For the purposes of this article, alcoholic beverages shall be as those terms are defined in Connecticut General Statutes Section 30-1(3).

A. Exception to prohibition; permit required. Notwithstanding the provisions of this § 63-2, any person may possess and consume alcoholic liquor in Town-owned buildings, excluding buildings operated by the Board of Education, if a written permit so authorizing said possession and consumption has been obtained from the office of the Town Manager for a specific event on a specific date or dates. Such a permit may be issued by the Town Manager upon receipt of a completed application on a form approved by the Board of Selectmen and upon a determination by the Board of selectmen that the issuance of the permit will not be detrimental to the public safety, health or welfare or result in a violation of any other ordinance of the Town, or state or federal law. **[Amended 7-12-2021]**

B. Property exempted. The premises known as the "Simsbury Farms Restaurant," including the patio, located at the Simsbury Farms Recreation Complex, is specifically exempted from this permitting requirement set forth in § 63-2A of this article. The purpose of this exemption for § 63-2A is to permit patrons of the Simsbury Farms Restaurant to bring their own alcoholic liquor, as those terms are defined in the Connecticut General Statutes Sections 30-1(5) and 30-1(19), to the restaurant for consumption that is customary and incidental to consumption with meals served at the restaurant. This exemption shall be subject to the ongoing review of the Board of Selectmen and shall be reviewed by the Board of Selectmen at least annually.

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Fitzgerald Tom

From: Nelson Marc
Sent: Thursday, September 3, 2026 1:33 PM
To: Fitzgerald Tom
Subject: Fw: SCM Nov 5 event

Categories: Current BOS Packet

From: Shannon Leary <communityoutreach@simsburymedia.org>
Sent: Thursday, September 3, 2026 12:23 PM
To: Nelson Marc <marcnelson@simsbury-ct.gov>
Cc: Marschall Kathleen <kmarschall@simsbury-ct.gov>
Subject: SCM Nov 5 event

Warning: Unusual sender IP
This message originated from a source not commonly seen for this domain, which could be an indication of a scam.

Hi Marc

SCM is hosting a fundraiser in the Youth Room of Eno on 11/5. We are hosting a book launch for a Simsbury author. As part of the event we would like to serve wine, beer and assorted water and soda and understand this request must be approved by the BOS. I'm hoping that can be done in a timely manner. Please feel free to reach out if you have questions.

Thanks
Shannon

Shannon Leary
Manager, Community Engagement &
Business Development
Simsbury Community Media
(860) 658-1720
Www.simsburytv.org

Town of Simsbury
933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of Submission:** Approve Proposed Explanatory Text for Charter Revision Question on November Ballot

2. **Date of Board Meeting:** September 14, 2026

3. **Individual or Entity Making the Submission:**
   Trish Munroe, Town Clerk

4. **Action Requested of the Board of Selectmen:**
   If the Board supports approving the explanatory text for the Charter Revision question as presented, the following motion is in order:

   Move, effective September 14, 2026, to approve and authorize issuance of the explanatory text as presented.

5. **Summary of Submission:**
   On November 3, 2026, the electorate in Simsbury will vote on proposed Charter revisions which were recommended by the 2025 Charter Revision Commission and approved for submission to the electorate by the Board of Selectmen.

   Pursuant to §9-369(b) of the Connecticut General Statutes, "any municipality may, by vote of its legislative body, authorize the preparation, printing and dissemination of concise explanatory text[s] …with respect to …question[s] approved for submission to the electors of a municipality at a referendum."

   The purpose of explanatory text is to provide voters with a concise summary of the proposed changes to the Charter. It must be factual and may not advocate for approval or disapproval at a referendum vote.

   Approved explanatory text must be issued with absentee ballots and be made available to voters for the duration of early voting, as well as at all polling locations on Election Day. The presented explanatory text has been reviewed by the Town Attorney.

6. **Fiscal Impact:**
   Minimal printing costs.

7. **Description of Documents Included with Submission:**
   a) Proposed Explanatory Text for Charter Revision Question

EXPLANATORY TEXT

PROPOSED REVISIONS OF THE SIMSBURY TOWN CHARTER TO BE VOTED ON AT THE NOVEMBER 3, 2026 STATE ELECTION

Pursuant to §9-369(b) of the Connecticut General Statutes (C.G.S.), as amended, the following explanatory text of the proposed revisions to the Simsbury Town Charter was prepared by the Simsbury Town Clerk and reviewed by the Town Attorney. It is not intended to advocate for approval or disapproval at a referendum vote. The proposed Charter revisions were recommended by the Simsbury Charter Revision Commission and approved by the Simsbury Board of Selectmen for submission to the electorate at the November 3, 2026 State Election, in accordance with C.G.S. §7-188. If a majority of the electors approve the Charter revision question, the revisions shall be incorporated into the Simsbury Town Charter effective December 7, 2026. The full text of the Revised Charter is available on the Town's website.

BALLOT QUESTION

1. "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_____

CHAPTER I: Incorporation and General Powers - clerical revisions and edits only

CHAPTER II: Elections - clerical revisions and edits only

CHAPTER III: Elected Boards and Commissions

Changes title to Elected Boards and Commissions

Section 301(a) requires that alternates seated on a Board in the absence of a regular member must be from the same party when available

Section 302(a)(1) refers to First Selectman as the "First"

Section 302(a)(2) refers to Board of Selectmen as "Selectmen"

Section 304 titled Appointed Boards and Commissions is removed

CHAPTER IV: Board of Selectmen and the First

Changes title to Board of Selectmen and the First

Section 401 clarifies that the Selectmen serve as the Town's legislative body

Section 402(a) removes the welfare subcommittee

Section 403(c) clarifies that the Selectmen may delegate authority to the Town Manager to apply for grants and that the Selectmen shall conduct an annual performance review of the Town Manager to be administered by the First

Section 403(d) provides that the Selectmen shall review the Code of Ordinances no less than every four (4) years

Section 403(e) clarifies the role of the Selectmen with respect to Town employees

Section 404 defines the role and responsibilities of the First

Section 405(a) adds language about where public hearing notices must be published

Section 407 cross references Annual Budget definition with Section 802

Section 410(a)(3) adds language regarding the lease, license or development of Town-owned property

CHAPTER V: Town Manager and Administration of Town

Section 502(a)(11) adds language regarding collaboration with residents and taxpayers

Section 502(a)(13) provides resources to support elected boards and commissions

Section 502(a)(15) requires the Town Manager to meet with the Boards of Selectmen and Finance prior to commencing negotiations

Section 502(a)(16) requires the Town Manager to consult with Board Chairs prior to annual performance review of Administrative Official assigned to that Board

Section 502 (c) provides that the Town Manager is responsible for developing position descriptions for all administrative officials, subject to Selectmen approval; outlines process for appointments, hiring, and removal of administrative officials

Section 502(d) clarifies the Town Manager's role in executing contracts on behalf of the Town

Section 503(c) clarifies who may fill the Town Manager position in case of inability, temporary absence or vacancy

CHAPTER VI: Appointed Boards and Commissions

Reorganizes chapter by placing statutorily required boards and commissions first

Section 601 provides process for removal of board and commission members who are absent for 3 consecutive meetings

Section 601(b) and (c) adds clarifying language

Section 601(d) requires public audience at all regular meetings

Section 614 reorganizes and redefines Police Commission powers and duties for consistency with current operations, to include: reviewing policy and procedures for handling citizen complaints; meeting with Boards of Selectmen and Finance prior to entering into collective bargaining agreements; and submitting proposed budget to Town Manager with the opportunity to address the Board of Selectmen on said budget

CHAPTER VII: Administrative Officials and Departments

Changes title to Administrative Officials and Departments

Section 702 establishes appointment and removal authority for Administrative Officials

Section 705 defines powers and duties of Administrative Officials

Section 705 removes Welfare Officer language and the distinction between Town Officer and Administrative Officer

CHAPTER VIII: Finance and Taxation

Changes title of Section 801 to Duties of Board of Finance
Section 801(a) provides that the Board of Finance shall be the budget-making authority for the Town

Section 801(b) defines Board of Finance authority regarding supplemental appropriations and moves Section 809 from the current Charter to Section 801(b)

Section 801(c) authorizes the Board of Finance to approve transfers in accordance with Section 812(f)

Section 801(d) replaces Section 813 of the current Charter, and clarifies requirements of short and long-term borrowing and the issuance of bonds and notes

Section 801(e) requires that the Board of Finance select the independent public accountant or auditor

Section 801(f) moves language on retirement funds from the current Charter Section 808 to Section 801(f)

Section 801(g) requires Boards of Selectmen and Education to consult with Board of Finance prior to collective bargaining negotiations or contractual changes to retirement plans

Section 801(h) creates a section regarding information, analyses and policies

Subsection 801(h)(1) establishes requirements for providing financial reports requested by the Board of Finance

Subsection 801(h)(2) establishes requirements for publication and location of Annual Budgets, audit reports and regular financial reports

Section 802 clarifies the dates for the fiscal year and the chronology regarding the Town and Annual Budgets

Section 803 requires the Town Manager to present a Capital Improvement Plan for the ensuing fiscal year and four (4) fiscal years thereafter

Section 807(a) and (b) changes the word "Budget" to "Town Budget" for clarification

Section 808 changes title to Duties of Board of Finance on the Adoption of the Annual Budget for the purpose of clarification between the Town Budget and Annual Budget

Subsection 808(a) adds General Statutes reference regarding public hearing on the proposed budget

Subsection 808(b) adds language regarding methods of public notice regarding a referendum and amount of budget detail

Subsection 808(d) defines requirement of capital appropriations in the "then-current fiscal year" being subject to an automatic referendum

CHAPTER IX: Town Employees - clerical revisions and edits only

CHAPTER X: Transition and Miscellaneous Provisions - clerical revisions and edits only

Town of Simsbury
933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of Submission:** Approve Proposed Mailer for the Charter Revision Referendum Question

2. **Date of Board Meeting:** September 14, 2026

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

4. **Action Requested of the Board of Selectmen:**
   If the Board approves the mailer for the Charter Revision Referendum Question as presented, the following motion is in order:

   Move, effective September 14, 2026, to approve and authorize issuance of a Town-wide mailer as presented. Further move, to authorize staff to make revisions as recommended by the SEEC or Town Attorney.

5. **Summary of Submission:**
   As a way to inform the Simsbury Residents of the Charter Revision question that is on the upcoming ballot during the November election, staff has put together a proposed mailer to be sent to all households in Town. Staff will follow the process typically used for our budget mailer in the spring. The mailer will be a postcard size mailer in black and white.

6. **Fiscal Impact:**
   The cost to print and mail the budget mailer is estimated at $4,022. There is funding in the Charter Revision project fund to cover the costs should the Board of Selectmen wish to do so.

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

Town of Simsbury

933 Hopmeadow Street

Simsbury, CT 06070

Dear Simsbury Neighbor:

On November 3, 2026 you will have the opportunity to vote on proposed revisions to the Town Charter as proposed by the Simsbury Charter Revision Commission. To view the explanatory text, view the proposed changes, and learn more about the Charter Revision Process please scan the QR code provided.

Thank you,

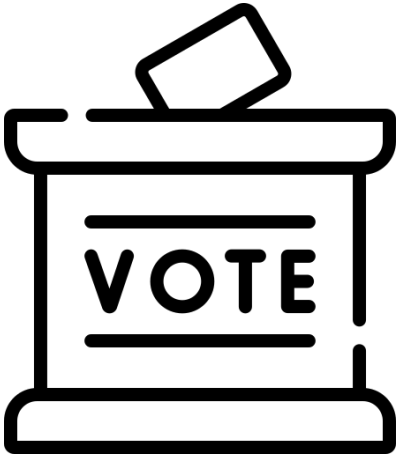
Board of Selectmen

Prsrt STD
US Postage
PAID
LCVLLC

Referendum 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 by the Simsbury Board of Selectmen?"

YES____ NO_____



What: Charter Revision Question on November Ballot

When: Tuesday, November 3, 2026 from 6:00 AM to 8:00 PM

Where: Your normal polling location

Why: Proposed Amendments to the Town Charter require a referendum of the voters of the town to approve or reject the proposed changes

Questions and Answers

Q: If approved, what would be the effective date of the new charter?

A: The new charter would be in effect on December 7, 2026.

Q: Is there a way to view a redlined version of the proposed changes?

A: By scanning the provided QR Code or going to the town website you can view the proposed changes.

Q: How were these proposed changes chosen?

A: The Charter Revision Commission met throughout 2025 in public meetings to discuss the Town Charter. Their meeting materials can be viewed on the Town Website and recordings of the meeting can be watched on Simsbury Community Media's YouTube page.

Town of Simsbury
933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of Submission:** Update the Sustainability Committee's Statement of Purpose and Procedure

2. **Date of Board Meeting:** September 14, 2026

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

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

   Move, effective September 14, 2026, to update the Sustainability Committee's Statement of Purpose and Procedure as presented.

5. **Summary of Submission:**
   Staff support for the Sustainability Committee has transitioned from the Department of Public Works to the Town Manager's Office. The Committee's Statement of Purpose and Procedure has been updated to reflect this along with other minor, non-substantive changes, and reformatted into our rules of procedure template. At their September 3, 2026 meeting, the Sustainability Committee unanimously approved the proposed updates.

6. **Fiscal Impact:**
   None

7. **Description of Documents Included with Submission:**
   a) Updated Sustainability Committee Rules of Procedure (Redlined/Clean)

Sustainability Committee~~SIMSBURY SUSTAINABILITY COMMITTEE~~
Rules of Procedure~~STATEMENT OF PURPOSE AND PROCEDURE~~

Approved by the Board of Selectmen on April 17, 2023

Revised ~~XX~~ September XX, 2026~~February 14, 2022; MONTH DAY, 2026~~

1. Purpose~~Background~~

   ~~1.~~ Originally established as the Clean Energy Task Force in 2008, the Sustainability Committee has evolved in response to expanding state and local sustainability priorities and is currently supported by the Town Manager's Office. The Committee's purpose is to:

   A. ~~The Simsbury Sustainability Committee is~~ Advise the Board of Selectmen and Board of Education on sustainability policies, plans, goals, programs, and investments for the Town and Public Schools.~~a Committee of the Town and Public Schools, supported by the Simsbury Department of Public Works.~~

   ~~B.~~A. ~~The Committee was formed originally as the Clean Energy Task Force in 2008 to assist the Town in meeting statewide clean energy and efficiency goals as part of the Clean Energy Communities Program.~~

   B. Identify and evaluate relevant S~~s~~tate policies, regulations, programs, incentives, funding opportunities, technologies, and best practices that may affect or benefit Simsbury.~~Th~~

   C. Provide education, resources, and information to residents, businesses, and Town officials to support informed and practical sustainability actions.

   ~~C. e Committee advises the Board of Selectmen (BOS) and Board of Education (BOE) on policy that will make Simsbury a cleaner and greener town.~~

2. **Effective Date**

   This policy shall remain in effect until revised or rescinded, by the Board of Selectmen. The Town reserves the right to amend this policy from time to time~~as necessary~~.

~~3. Purpose~~

~~A. Advise the Board of Selectmen and Board of Education on sustainability policy for the Town and Public Schools, including the preparation and maintenance of a Clean Energy Plan.~~

~~B. Collaborate with the Simsbury Department of Public Works and Public Schools to provide education and resources to Simsbury residents and officials regarding sustainability initiatives and efforts.~~

~~C. Promote community awareness of programs and services to those who are interested in sustainable actions that can be done at their homes and businesses.~~

~~D. Support Simsbury's certification efforts in the Sustainable CT program.~~

~~E. Provide recommendations to the Board of Selectmen and Board of Education on long term energy or sustainable goals or initiatives for the Town and Public Schools to consider pursuing.~~

3. Goals

A. The goals of the Sustainability Committee are:

i. To support Simsbury's certification efforts in the Sustainable CT program.

ii. To assist in the preparation and maintenance of a Clean Energy Plan.

4. Composition/Voting

~~A.~~ Membership ~~on~~of the Committee shall consist~~mprise~~ of five (5) ~~at-large members from the~~ Simsbury residents~~community~~, approved by a majority vote of the Selectmen.~~.~~

~~i.~~A. ~~The Board of Selectmen is the appointing authority for the (5) community members at-large.~~

~~ii.~~i. Membership terms will ~~generally~~ be two (2) years~~,~~ ~~and~~ co-terminus with ~~Board of~~ Selectmen terms.

~~iii.~~ii. Each member~~at-large Committee representative~~ shall have one (1) vote at meetings.

~~iv.~~iii. A quorum shall consist~~s~~ of at least three (3) ~~at-large, voting~~ members being present. ~~Being present can include in-person, virtually, or by audio technology. A quorum must be present for formal action to be taken. A quorum is not needed to run a meeting if no action is being taken.~~

~~B.~~ There may be ~~will be five (5)~~ liaisons~~ex-officio members~~ assigned to the Committee by the Planning Commission, Economic Development Commission, Recycling Committee, ~~Culture,~~ Parks & Recreation Commission, Board of Selectmen, Board of Education, and Public Schools student body.~~.~~

~~i.~~B. ~~The ex-officio members shall be from: the Planning Commission; Economic Development Commission; Recycling Committee; Culture, Parks and Recreation Commission, the Board of Education and the Public Schools student body.~~

~~ii.~~ Liaisons are e~~E~~x-officio members wi~~ll have~~ full participation ~~rights, but~~rights but cannot vote~~are non-voting members~~.

~~iii.~~i. ~~Ex-officio members do not count towards the quorum for the Committee.~~

~~iv.~~ The respective boards, commissions, and committees ~~Committees and Commissions~~ may assign their liaisons~~ex-officio members~~ to the Committee.~~; Selectmen appointment to the ex-officio slots is not needed.~~

ii.

1. The liaison~~Ex-officio members~~'s role will include sharing information between the ~~Sustainability~~ Committee and~~with~~ their

respective board, commission, or committee Board or Committee and supporting the Sustainability Committee with information and perspective from their respective board, commission, or committeee Board or Committee.

iii. Pursuant to Town Charter Section 411, the First Selectman shall be an ex-officio member.

C. The Town Manager's OfficeDepartment of Public Works shall provide staff assistance to the Committee. The Town Manager,Director or their staff designee, will serve as staff support to the Committeeliaison. The staff supportliaison will have full participation rights, butrights but is a non-voting member.will not vote and does not count towards a quorum of members.

i. The Department of Public WorksTown Manager's Office shall be responsible for administrative tasks associated with scheduling and cancellling meetings, and, recording minutes, coordinating meeting technology, and s well as other technical duties that may be necessary. Administrative duties may be delegated and assigned to Committee members by the Town ManagerDirector of Public Works.

i.

5. Organization/Reports

A. The A Chair and Vice Chair shall be elected by Committee shall elect a Chair and Vice Chair at its first meeting following the Committee's reappointment.voting members of the Committee on an annual basis.

B.A. A member of the Committee will act as secretary and record all minutes and actions.

C.B. On or before November 30th of each year, the Committee shallould prepare and submit to an annual report of its activities and goals for the upcoming year to the Boards of Selectmen and Board of Education an annual report of its activities, and goals for the upcoming year.

6. Meetings

A. An annualRegular meeting schedules shall be established annually and filed with the Town Clerk's Office in accordance with the Connecticut General Statutes, currently no later than January 31st annually.

B. Meetings shallould be held at least four (4) times per year, but may be held more often if necessary to meet itsthe Committee's purpose. Attendance shall be recorded in the minutes of the meeting.

C. MCommittee meetings are open to the public and public comment, of up to three (3) minutes, may be heard at the discretion of the Chair., and guests may make comments during the portion of the meeting agenda that permits public audience.

D. The Committee shall follow Robert'ss Rules of Order, and may establish additional rules and/ofr procedures to govern the conduct of meetings, and may amend its rules from time to timereview those rules and procedures on an annual basis. All FOIA rules and regulations will be adhered to.

7. **Removal of Members**
   A. Any member of the Sustainability Committee may be removed, for cause, by the Board of Selectmen and/or Board of Education, upon the recommendation of the Town Manager, for cause. Such member will be afforded an opportunity for a public meeting with the Board of Selectmen prior to a final decision being made regarding their status for removal. The purpose of the public meeting is to give the member an opportunity to be heard in person before the Board of Selectmen prior to a final decision being made.
   B. Any member who is absent from more than fifty (50) percent of Sustainability Committee meetings during any twelve (12) month period may be removed from the Sustainability Committee, and the vacancy shall be filled as outlined in Section 4A. An exception may be granted by and at the discretion of the Town Manager in the event of due to a member's illness or other extenuating circumstances.

8. **Expenses**
   A. **No Compensation, Reimbursement of Expenses.** Members of the Committee shall receive no compensation for their services. However, members mayshall be reimbursed for necessary expenses incurred in the performance of their official duties, when such funds are available in the Town's approved budget and authorized in advance by the Town ManagerDirector of Public Works.
   B. **Commitment of Town Funds.** In the performance of its duties, the Committee shall not incur any expense, or obligate the Town to pay any expense, unless funds have been appropriated by the Town specifically for the use of the Committee and authorized in advance by the Town ManagerDirector of Public Works.

Sustainability Committee
Rules of Procedure

Approved by the Board of Selectmen on April 17, 2023
Revised September XX, 2026

1. **Purpose**

Originally established as the Clean Energy Task Force in 2008, the Sustainability Committee has evolved in response to expanding state and local sustainability priorities and is currently supported by the Town Manager's Office. The Committee's purpose is to:

A. Advise the Board of Selectmen and Board of Education on sustainability policies, plans, goals, programs, and investments for the Town and Public Schools.
B. Identify and evaluate relevant State policies, regulations, programs, incentives, funding opportunities, technologies, and best practices that may affect or benefit Simsbury.
C. Provide education, resources, and information to residents, businesses, and Town officials to support informed and practical sustainability actions.

2. **Effective Date**

This policy shall remain in effect until revised or rescinded, by the Board of Selectmen. The Town reserves the right to amend this policy from time to time.

3. **Goals**

A. The goals of the Sustainability Committee are:
   i. To support Simsbury's certification efforts in the Sustainable CT program.
   ii. To assist in the preparation and maintenance of a Clean Energy Plan.

4. **Composition/Voting**

A. Membership of the Committee shall consist of five (5) Simsbury residents, approved by a majority vote of the Selectmen.
   i. Membership terms will be two (2) years co-terminus with Selectmen terms.
   ii. Each member shall have one (1) vote at meetings.
   iii. A quorum shall consist of at least three (3) members being present.
B. There may be liaisons assigned to the Committee by the Planning Commission, Economic Development Commission, Recycling Committee, Parks & Recreation Commission, Board of Selectmen, Board of Education, and Public Schools student body.
   i. Liaisons are ex-officio members with full participation rights but cannot vote.

ii. The respective boards, commissions, and committees may assign their liaisons to the Committee.
    1. The liaison's role will include sharing information between the Committee and their respective board, commission, or committee and supporting the Committee with information and perspective from their respective board, commission, or committee.
iii. Pursuant to Town Charter Section 411, the First Selectman shall be an ex-officio member.

C. The Town Manager's Office shall provide staff assistance to the Committee. The Town Manager, or their designee, will serve as staff support to the Committee. The staff support will have full participation rights but is a non-voting member.
    i. The Town Manager's Office shall be responsible for administrative tasks associated with scheduling and canceling meetings, recording minutes, coordinating meeting technology, and other technical duties that may be necessary. Administrative duties may be delegated and assigned to Committee members by the Town Manager.

5. Organization/Reports

A. The Committee shall elect a Chair and Vice Chair at its first meeting following the Committee's reappointment.
B. On or before November 30th of each year, the Committee shall submit an annual report of its activities and goals for the upcoming year to the Boards of Selectmen and Education.

6. Meetings

A. An annual meeting schedule shall be established and filed with the Town Clerk's Office in accordance with the Connecticut General Statutes, no later than January 31st.
B. Meetings shall be held at least four (4) times per year, but may be held more often if necessary to meet the Committee's purpose.
C. Meetings are open to the public and public comment, of up to three (3) minutes, may be heard at the discretion of the Chair.
D. The Committee shall follow Robert's Rules of Order, may establish additional rules of procedures to govern the conduct of meetings, and may amend its rules from time to time.

7. Removal of Members

A. Any member of the Sustainability Committee may be removed, for cause, by the Board of Selectmen upon the recommendation of the Town Manager. Such member will be afforded an opportunity for a public meeting with the Board of Selectmen prior to a final decision being made regarding their removal.
B. Any member who is absent from more than fifty (50) percent of Committee meetings during any twelve (12) month period may be removed from the

Committee. An exception may be granted by the Town Manager in the event of a member's illness or other extenuating circumstances.

8. Expenses

A. Members of the Committee shall receive no compensation for their services. However, members may be reimbursed for necessary expenses incurred in the performance of their official duties, when such funds are available in the Town's approved budget and authorized in advance by the Town Manager.

B. In the performance of its duties, the Committee shall not incur any expense, or obligate the Town to pay any expense, unless funds have been appropriated by the Town specifically for the use of the Committee and authorized in advance by the Town Manager.

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 FY27 Youth Service Bureau Grants

2. **Date of Board Meeting:** September 14, 2026

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

4. **Action Requested of the Board of Selectmen:**
If the Board supports applying for the Youth Service Bureau grants, the following motion is in order:

Move, effective September 14, 2026, to submit the Youth Service Bureau Grant and the Youth Service Bureau Supplemental and Enhanced Grants and authorize Town Manager Marc Nelson to execute the grant applications.

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

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

Further move, to appropriate said funding and recommend said appropriation(s) to the Board of Finance.

5. **Summary of Submission:**
The above-referenced long-standing grants provide funds for various programs, services, and activities for Simsbury youth and their families. The State grants are managed by the Department of Children and Families and administered by the Community and Social Services Department. This funding not only helps our department provide programs and service, it helps many departments and community partners to be able to provide their own programming and services.

Programs are offered at Eno Memorial Hall regularly with a focus on enrichment activities on half days of school, intergenerational activities, and our sensory friendly series. Events have included interactive presentations from the CT Science Center, BINGO, hot dog and tie-die socials, crafts, and more. Sensory friendly programming includes Halloween events, Holiday programming, and a Spring Fling.

The Department also utilizes funding for our Youth Therapy Program to help ensure treatment is accessible for those with limited income and/or insurance coverage.

Scholarships are also provided to low-income households for summer camps, pool passes, and swimming lessons.

While it does not cost us any money, the Juvenile Review Board also falls under our Youth Service Bureau as a service provided with our in-kind support. The Juvenile Review Board provides important diversion opportunities for our youth who have been arrested. The Board provides opportunities for youth to have their case heard outside of court and provides appropriate restitution which typically includes community service hours, a reflective essay, and often an apology letter if the crime included a victim. Supports for therapeutic services are also offered.

The Department also administers sub-grants to our community partners including the Simsbury Public Library, Culture Parks & Recreation Department, Simsbury Police Department, and Simsbury Public Schools. These grants support programing and provide materials and supplies that are otherwise not funded. The Library utilizes our funding for half day programming, school vacation events, and programming for our Q+ youth. Parks & Rec. utilizes funding to support their Touch-a-Truck event, Flashlight Easter Egg Hunt, and their Holiday program. We support our Police Department with mentorship opportunities, furthering connections with the ABC House, and community education and connections. The public schools have utilized funding for the purchase of a vape detector, specific support groups, purchase of clinical supplies for classrooms, presentations focused on prevention, and to purchase snacks for students facing food insecurity.

6. **Fiscal Impact:**
   The Youth Services Bureau Grant application is in the amount of $14,103, with additional Supplemental funding of $7,414, and Enhanced grant funding of $10,755. The Youth Services Bureau Grant requires a local Town match for $14,103. Of that, $8,000 is in cash and $6,103 is in-kind staff support and administration. The Town match has been budgeted for in the FY27 General Fund budget.

7. **Description of Documents Included with Submission:**
   None

Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of Submission:** Acknowledge Receipt of Jason Berman's Resignation From and Appoint Matthew Kelsey to the Conservation Commission/Inland Wetlands & Watercourses Agency

2. **Date of Board Meeting:** September 14, 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 motions are in order:

   Move, retroactive to August 5, 2026, to acknowledge the resignation of Jason Berman (R) as a Regular Member of the Conservation Commission/Inland Wetlands & Watercourses Agency.

   Further move, effective September 14, 2026, to appoint Matthew Kelsey (R) as a Regular Member of the Conservation Commission/Inland Wetlands & Watercourses Agency.

5. **Summary of Submission:**
   The Town Clerk has received the resignation of Jason Berman (R) as a Regular Member of the Conservation Commission/Inland Wetlands & Watercourses Agency effective August 5, 2026. Since Mr. Berman is affiliated with the Republican party, his replacement must be from the same political party. The Republican Town Committee has recommended the appointment of Matthew Kelsey (R) to fill the vacancy. The appointee will serve until the term ends on January 1, 2028.

6. **Fiscal Impact:**
   None

7. **Description of Documents Included with Submission:**
   a) Jason Berman Resignation submission, received August 10, 2026
   b) Matthew Kelsey Volunteer Submission Form, submitted October 30, 2025

Munroe Trish

From: noreply@civicplus.com
Sent: Monday, August 10, 2026 3:53 PM
To: Town Clerk
Subject: Online Form Submittal: Resignation Submission Form

Warning: Unusual link
This message contains an unusual link, which may lead to a malicious site. Confirm the message is safe before clicking any links.

Resignation Submission Form

Member's Name	Jason Berman
Address	[redacted]
Phone #	[redacted]
Email	[redacted]
Type of Member	Regular
Name of Board/Commission	Inland wetland and water courses. Conservation commission
Effective Date of Resignation	08/05/2026
Reason for Resignation	Moving out of state
Any Additional Comments	It has been a pleasure working with this group.

Email not displaying correctly? View it in your browser.

RECEIVED
TOWN OF SIMSBURY, CT
2026 AUG 10 P 4:20
TOWN CLERK'S OFFICE

Simsbury, CT
933 Hopmeadow Street

Phone: (860) 658-3200

Volunteer Form

Good Government Starts with You

Date Submitted:	October 30, 2025
Name:	Matthew R Kelsey
Home Address:	
Mailing Address:	
Phone Number(s):	
Email Address:	
Party Affiliation:	R
Current Occupation/Employer:	Psychologist / US Dept of Veterans Affairs
Narrative:	I have ample availability to prepare for and attend the Commission's meetings, including reviewing materials in advance and participating in subcommittee or community events as needed. My professional background combines leadership, program management, and community engagement. As a clinical psychologist and Army National Guard officer, I bring experience in teamwork, public service, and mental health promotion—skills that align closely with the mission of enriching community well-being through parks, recreation, and cultural initiatives. I value balanced decision-making, clear communication, and collaborative planning, and I would be honored to contribute those strengths to the Culture, Parks & Recreation Commission.
Board(s) / Committee(s):	___CULTURE PARKS & RECREATION COMMISSION

Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of Submission:** Reappoint Suzanne Sinacori to the Farmington Valley Health District Board of Directors

2. **Date of Board Meeting:** September 14, 2026

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

4. **Action Requested of the Board of Selectmen:**
   If the Selectmen support reappointing Suzanne Sinacori to the Farmington Valley Health District Board of Directors, the following motion is in order:

   Move, effective September 14, 2026, to appoint Suzanne Sinacori to the Farmington Valley Health District Board of Directors for a three-year term set to expire on September 14, 2029.

5. **Summary of Submission:**
   The Farmington Valley Health District (FVHD) serves as the local health department for the Town of Simsbury and nine other member towns. Per the District's bylaws, each municipality in the District must appoint one member to the Board of Health for each 10,000 population, or part thereof. Based on our current population, we are entitled to three membership slots. The terms of office for Board members are three years, with successive terms permitted.

   Traditionally, a member of the Board of Education has served as one of the appointed members from Simsbury. Suzanne Sinacori, RN, BSN is the Supervisor of Health Services at the Board of Education. I have consulted with the Superintendent of Schools and he is in agreement that Ms. Sinacori would continue to be a good fit for the role.

6. **Fiscal Impact:**
   None

7. **Description of Documents Included with Submission:**
   None

Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of Submission:** Remove Aisha Thara from and Appoint Yusra Ali to the DEI Council

2. **Date of Board Meeting:** September 14, 2026

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

4. **Action Requested of the Board of Selectmen:**
   If the Board concurs with the recommendation from the DEI Council Chairs, the following motion is in order:

   Move, effective September 14, 2026, to remove Aisha Thara as a Regular Member from and appoint Yusra Ali as a Regular Member to the Diversity, Equity & Inclusion Council.

5. **Summary of Submission:**
   Pursuant to Section 4I of the DEI Council Rules of Procedure ("Rules"), the Chairs can recommend the removal of members who have been absent from three (3) consecutive regularly scheduled Council meetings. Also, Section 4E of the Rules states that "the Council will identify and recommend candidates for appointment to the Board of Selectmen."

   The current Council youth representative, Aisha Thara, has been absent from three (3) consecutive regularly scheduled meetings. The Chairs therefore recommend the removal of Ms. Thara.

   At the regularly scheduled September 9th Council meeting, the Council voted to recommend Yusra Ali for appointment as the new youth representative. The appointee will fill the vacancy created by Ms. Thara's removal and would serve until the term ends on December 6, 2027.

6. **Fiscal Impact:**
   None

7. **Description of Documents Included with Submission:**
   a) DEI Council Rules of Procedure
   b) Yusra Ali Resume

Diversity, Equity & Inclusion (DEI) Council
Rules of Procedure

Approved by the Board of Selectmen on October 14, 2020
Revised May 10, 2021; February 28, 2022; February 14, 2024; March 23, 2026

1. **Purpose**
   A. The Simsbury Diversity, Equity, and Inclusion Council is a committee tasked with welcoming, celebrating, and taking actions to support diversity and inclusion among community members.
   B. The purpose of the Simsbury Diversity, Equity, and Inclusion Council shall be to represent the Simsbury community at large and serve as advocates to help Simsbury become more inclusive, fostering awareness, action, and a community where all voices are welcomed and each and every individual can live, work, learn and play in a safe environment with meaningful and healthy relationships. The Council is comprised of representatives from the community at-large, town departments, and the Simsbury Public Schools.

2. **Effective Date**
   This policy shall remain in effect until revised or rescinded. The Town reserves the right to amend this policy as necessary.

3. **Goals**
   A. The goals of the Diversity, Equity, and Inclusion Council are:
      i. To identify and recommend solutions to diversity and inclusion issues in our community.
      ii. To foster a welcoming atmosphere for all in Simsbury.
      iii. Proactively address the causes and consequences of inequities in our community.
      iv. Actively engage and expand community involvement.

4. **Composition/Voting/Meetings**
   A. The size of the Council shall consist of fifteen (15) members. Membership on the Council shall be comprised of residents of the Town. Staff liaisons are ex-officio members with full participation rights, but are non-voting members and do not count towards the appointed composition of Council.
   B. The Town Manager, or their designee, shall be an ex-officio member. The Town will aspire to have a staff liaison from each of the following departments as

assigned by the department head: Simsbury Police Department, Simsbury Public Library.

C. The Simsbury Board of Education has created an Equity Council to act in a similar capacity as Diversity, Equity, and Inclusion Council. Diversity, Equity, and Inclusion Council will have a consistent educational liaison as a part of their membership. The liaison will share the ongoing work of the Simsbury Public Schools' Equity Council as well as update the Board of Education with pertinent information relative to the Diversity, Equity, and Inclusion Council.
D. Members shall have two (2) year terms coterminous with the Board of Selectmen.
E. The Council will identify and recommend candidates for appointment to the Board of Selectmen.
F. One of the 15 membership slots on the Council will be designated for a youth representative who attends the Simsbury Public Schools.
G. A single Chair and Vice Chair, or Two Co-Chairs and a Vice Chair, (to be determined by the Council) shall be elected by the Council on their first meeting following a new term. Chair/Co-Chair and Vice Chair appointments can be considered as frequently as annually, but not fewer than once every two years coinciding with the beginning of a new term.
H. Any member of the Diversity, Equity, and Inclusion Council may be removed by the Board of Selectmen, upon the recommendation of the Town Manager, for cause. Such member will be afforded an opportunity for a public meeting with the Board of Selectmen prior to a final decision being made regarding their status for removal. The purpose of the public meeting is to give the member an opportunity to be heard in person before the Board of Selectmen prior to a final decision being made.
I. Any member who is absent from three (3) consecutive regularly scheduled meetings or from more than forty percent (40%) of the regular and special Council meetings during the preceding twelve (12) months, upon recommendation of the Chairs, the Selectmen, upon the affirmative voter of at least four (4) Selectmen, may remove any regular member. The vacancy shall be filled as outlined in Section 4E. An exception may be granted by, and at the discretion of, the Town Manager due to a member's illness or other exigent circumstances.
J. Each of the 15 appointed representatives shall have one vote. As ex-officio members, staff liaisons do not have voting rights.
K. A quorum shall be determined by the number of appointed members, with a quorum being one more than half the number of members. A quorum is not needed to run a meeting if no action is being taken, however a quorum must be present for formal action to be taken.
L. Regular meeting schedules shall be established annually and filed in accordance with Connecticut General Statutes, currently no later than January 31st annually.
M. All meetings are open to the public, and the public may make comments during the portion of the meeting agenda that permits public audience.
N. A member of the Council will act as secretary and record all minutes and actions.

O. The Town Manager's Office shall be responsible for scheduling and cancelling meetings, distributing minutes and the filing of said minutes, as well as other duties that may be necessary.
P. The Council shall follow Roberts Rules of Order and may establish additional rules and/or procedures to govern the conduct of meetings, and review those rules and procedures on an annual basis. All FOIA rules and regulations will be adhered to.
Q. The Diversity, Equity, and Inclusion Council shall provide an update to the Board of Selectmen at least once per year. The update may be oral or written.

5. Expenses

A. **No Compensation, Reimbursement of Expenses.** Members of the Council shall receive no compensation for their services. However, members shall be reimbursed for necessary expenses incurred in the performance of their official duties, when such funds are available in the Town's approved budget and authorized in advance by the Town Manager.
B. **Commitment of Town Funds.** In the performance of its duties, the Council shall not incur any expense, or obligate the Town to pay any expense, unless funds have been appropriated by the Town specifically for the use of the Council and authorized in advance by the Town Manager.

6. Subcommittees and Ad Hoc Work Groups

A. **Subcommittees.** The Diversity, Equity, and Inclusion Council shall be permitted to have Subcommittees, subject to approval by the Selectmen, comprised of members of the Council. Subcommittee meetings shall be open to the public similar to meetings of the full Council and shall be formed to help the Council fulfill its goals listed in Section 3.A. All subcommittees will report back to the full Council at its monthly meeting. Subcommittees shall also file an annual calendar as outlined in Section 4.L. Subcommittees shall also prepare minutes as outlined in section 4.P. Sub-committees shall also follow Robert's Rules of Order and FOIA rules as outlined in Section 4.P.

Yusra Ali

EDUCATION

SIMSBURY HIGH SCHOOL

- Current GPA: 4.3
- SAT: 1530
- DAR Good Citizens Award
- High Honor Roll
- Science Honor Society
- Math Honor Society
- Social Studies Honor Society
- Spanish Honor Society
- Computer Science Honor Society

WORK EXPERIENCE

YOUTH ADVISORY BOARD, Town of Simsbury
Position: Student Representative Sept 2024 - Present

- Advised town officials on issues affecting local youth and community development. • Participated in discussions and initiatives aimed at increasing civic engagement among students.
- Authored and submitted a civic engagement proposal to town leadership outlining the "Simsbury Youth Civic Input & Solutions Program," a student-led initiative to systematically gather and present student perspectives in municipal discussions.

DEI COMMITTEE, Town of Simsbury
Position: Student Representative Aug 2025 - Present

- Represented youth perspectives in town discussions on diversity, equity, and inclusion initiatives.
- Collaborated with community leaders to support programming that promotes inclusivity across Simsbury.

BOARD OF EDUCATION, Town of Simsbury
Position: Student Representative Aug 2026 - Present

WECARE HEALTH PLLC, Internal Medicine Practice

Position: Intern March 2023 - Present

- Assisted providers working with nursing home patients by observing clinical visits and supporting care coordination tasks.
- Helped organize documentation, communicate with facility staff, and gain exposure to geriatric and long-term care medicine.

TRANSMEDICS INC.

Position: Clinical Lab Intern

- Completed a six-week internship spanning TransMedics' Clinical Lab and Engineering teams.
- Spent three weeks in the clinical lab observing surgical procedures and the use of the Organ Care System (OCS), followed by three weeks working alongside engineers to learn about OCS devices, testing, troubleshooting, and system operations.
- Gained firsthand exposure to the intersection of medicine, engineering, and organ transplantation technology.

CAREBRIDGE HEALTH SUPPORT

Position: Founder

- Founder of CareBridge Health Support, a nonprofit initiative focused on improving healthcare accessibility for Pakistani and Urdu-speaking communities.
- We connect individuals with language-compatible support to help make healthcare more understandable, comfortable, and accessible through culturally informed guidance and patient support.
- Connected 15+ patients.

LEADERSHIP

SIMSBURY HIGH SCHOOL DEBATE TEAM

Position: President

- Lead varsity competitors in strategy development, research coordination, and tournament preparation.
- Mentor underclassmen and oversee team organization, communication, and competitive growth.

HENRY JAMES MIDDLE SCHOOL DEBATE TEAM

Position: President and Founder

- Founded and developed a middle school debate program to expand access to public speaking and argumentation skills.

- Designed curriculum, coached students, and organized practices and competitions.

UNICEF CLUB

Position: President and Founder

- Established and led a service organization focused on fundraising and advocacy for global child welfare initiatives.
- Organize school-wide campaigns and community events to raise awareness and support humanitarian causes.

ASPIRING MEDICAL PROFESSIONALS CLUB

Position: President

- Lead meetings and organize healthcare-related programming to educate students about medical careers.
- Coordinate service initiatives and guest speaker events to promote medical literacy and engagement.

MUSLIM STUDENT ASSOCIATION

Position: President and Founder

- Founded and led a student organization promoting cultural awareness, community building, and interfaith dialogue.
- Organize educational events and discussions that foster inclusivity within the school community.

HOPE FOR THE HOMELESS CLUB

Position: President

- Support fundraising and outreach initiatives addressing local homelessness. Raised over $7,000 for various charities.
- Assist in planning service events and coordinating member participation.

STUDENT COUNCIL

Position: Student Representative (Former President)

- Represent student interests in school governance and policy discussions. • Previously served as President, leading school-wide initiatives and student engagement efforts.

CO-FOUNDER OF MATH LAB AT SIMSBURY PUBLIC LIBRARY

Position: Co-Founder

- Co-founded a free community tutoring initiative providing math support to elementary and middle school students.
- Organize volunteer tutors, develop lesson materials, and facilitate weekly sessions to

strengthen students' problem-solving skills.

VOLUNTEERING

CONNECTICUT MIDDLE SCHOOL DEBATE ASSOCIATION

- Volunteer judge and mentor at regional tournaments, providing feedback to middle school competitors.
- Support tournament operations and help foster critical thinking and public speaking skills among younger students.

WECARE HEALTH PLLC

- Volunteer in a clinical setting supporting administrative tasks and observing patient care in nursing home partnerships.
- 150+ Hours

SCHOOLHOUSE

- Tutored 30+ high school students for the SAT
- Raised students scores by 60 points on average
- 24 hours

ADDITIONAL

AP SCHOLAR WITH DISTINCTION AWARD

- Awarded by the College Board for achieving scores of 3 or higher on five or more AP Exams

AP CAPSTONE DIPLOMA

- Given to high school students who earn scores of 3 or higher in both AP Seminar and AP Research, plus four additional AP exams of their choice

YALE PARLIAMENTARY DEBATE TOURNAMENTS

- Placed 1st place at the Yale Summer Parliamentary Tournament raising rank to third best debate team in the nation in the parliamentary event.
- Placed 6th overall at the Yale University Osterweis Debate Tournament in Varsity, competing against top regional and national teams (2026)
- Previously earned 6th place in the Novice Division at the same tournament, demonstrating sustained competitive performance across divisions (2024)

CONNECTICUT STATE DEBATE CHAMPIONSHIP

- Earned 2nd place at the Connecticut State Debate Championship in 2025, ranking among the top competitors statewide.

- Earned 3rd place at the Connecticut State Debate Championship in 2026 in the varsity division

HARVARD NATIONALS

- Competed at the Harvard National Speech & Debate Tournament in Public Forum, facing nationally ranked teams.
- Competed at Harvard College Debating Union Season Opener. Got 11th place individually in varsity.

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; Board members Kevin Beal; Curtis Looney; Diana Yeisley; and Mike Paine. Others in attendance included: Town Manager Marc Nelson; Deputy Town Manager Tom Fitzgerald; Treasurer/Finance Director Amy Meriwether; Budget Director Melissa Appleby; Town Assessor Francine Beland; Library Director Lisa Miceli and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PRESENTATION (4:52)

Financial Strategic Planning Roadmap by Finance Director/Treasurer Amy Meriwether

Mr. Nelson said this will be a continuation from the last Board of Selectmen meeting concerning the capital plan and financial constraints the Town has and working through this. They will try to focus attention on the biggest issues on the municipal side of the capital plan. He said the budget planning begins in mid fall. They are going to try to start capital planning a little bit earlier this year and want to give the Board a taste of what's coming and give them time to think about some key issues this year.

Ms. Meriwether said the Board wanted to move forward with a strategic plan and working on a capital plan to try to get a long-term strategic goal. She said the staff put together this proposal on the next steps to get to our goal.

Ms. Meriwether started with a staff roadmap: Review of the existing CIP Plan (they want to change it up a little from last year and work with the Board of Ed to get one cohesive plan), by revamping the plan based on need and removing the "unfunded" category; internal prioritization of projects; and getting the Board of Selectmen to provide policy guidance. Then they would be reviewing the plan with the Town Manager who would establish a final plan based on need and financial capacity. Then they would be presenting to the Board of Selectmen for their feedback while utilizing budget modeling to evaluate the long-term impact of the plan.

Ms. Meriwether said they will need policy guidance and direction from the Board of Selectmen, who represent the residents, on Memorial Pool Redesign/Splash Pad; Eno Memorial Hall Building Maintenance and Usage; Intergenerational Community Center and Police Facility; and Town hall Renovations. There are a lot of options within these plans that need to be looked at, and the staff would put together something to show options, pros and cons, and possible costs. These are big community-based projects, and the staff will need help to see if the project will be on the plan and to what extent it should be handled.

Ms. Meriwether said the next steps would be for the departments to review current requests, plan studies and timeline of managing the projects; the Board of Selectmen feedback and guidance would be needed at the September 14th and September 28th meetings; the Town

Manager uses staff and the Board's feedback to finalize a draft plan; and the plan is presented to the Board of Selectmen at the October 26th meeting.

Ms. Meriwether said when the plan is presented to the Board of Selectmen it will show the full CIP Plan with out years; budget modeling, proposed mill rates, capital planning and the bonding, etc. This is the first step in building a future plan and where we need to be.

Ms. Mackstutis noted that the Board of Education should be following this plan for cohesion as well. There was some discussion on Squadron Line School costs and the cost of delaying the projects. She would like a fact sheet and information to compare when looking at these four projects. After Board comments and some discussion, there was no motion made at this time.

Mr. Nelson said they do need Board guidance before trying to cost projects out. They also need to know the cost of delaying a project. He also noted that if they did a project at Eno Memorial Hall, the hall would have to be emptied out, and they would need a cost for that as well.

PUBLIC AUDIENCE (24:40)

- **Email townmanager@simsbury-ct.gov by noon on Monday, August 10, 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**

Susan Masino via Zoom, 41 Madison Lane, encouraged the Town to allow for virtual participation for all public meetings, like public hearings, etc., for those who have difficulty actually getting to meetings. She also said the Open Space Committee is working on a comprehensive document that includes their policies and inventory. She said they would like to present this document to the Board of Selectmen late October/early November.

Ms. Masino also spoke about affordable housing and needing real common-sense definitions on this. She spoke about the State's definition of affordable housing versus a resident's definition. She feels their situations that regular citizens would use as affordable housing that the State doesn't see. She feels the State would benefit from having conversations with citizens on this issue.

Joan Coe, 26 Whitcomb Drive, once again spoke about a no trespassing order against her. She also spoke about a citation about dumpsters on Railroad Street. She also spoke about a sign that the compliance officer said wasn't really a sign. Ms. Coe said the use of AI should be implemented with Town staff to improve administrative efficiency. She also spoke about who would be running for First Selectman and feels the Democratic party should be looking for new candidates. She feels Section 830g has stringent requirements and undo burdens on the community. She feels the Town should find a mechanism to reverse these laws. She feels the Town has not protected the residents with an increase in solar panels. These panels deplete farmland, fragmenting animal and plant habitat. She also spoke about the International Skating Center that she feels is not paying its share of taxes. She feels their agreement should be renegotiated at this time, so they do pay the correct taxes.

Maria Ecke spoke about a letter she said she received from Town Manager, Marc Nelson, about her hostile actions while using the Public Library. She said the letter stated the policy for use at

the library. She said she was shocked to receive this letter and explained some issues she has been having there. She went through some questions she said she had asked on July 13th.

Brian Smith, 7 Wintergreen, spoke about the six flock cameras that we have in Town. He said we rent these cameras, and they can do whatever they want to with the data they get from them, even sell the data. He said there are a lot of Towns that are now cancelling their contracts for these cameras so the money can be used for more important things. He has no problem with using cameras but feels we should not be using flock cameras so they can use the data for whatever they want. The Police should purchase their own cameras to use.

FIRST SELECTMAN'S REPORT (42:54)

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

TOWN MANAGER'S REPORT (47:38)

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

CONSENT AGENDA (58:12)

Mr. Beal made a motion, effective August 10, 2026, to move items a) Authorize the Town Manager to Execute Tax Overpayment Refunds; c) Authorize the Town Manager to Submit an Agreement for a State of Connecticut Secretary of State Early Voting Grant; d) Authorize the Town Manager to apply for a Simsbury Community Fund Grant; f) Authorize the Town Manager to Engage with Efficient Lighting and Maintenance, Inc., Regarding the Implementation of the New England Smart Energy Group, LLC Master Agreement; and items under Appointments and Resignations, item a) Reappoint Matthew Arthur to the Economic Development Commission; and c) Take Receipt of William Clegg's Resignation from the Public Building Committee to the consent agenda. Mr. Antonio seconded the motion. All were in favor and the motion passed.

LIAISION AND SUB-COMMITTEE REPORTS (59:23)

Ms. Yeisley said school starts on August 26th.

She noted that "Burgers on the Bridge" will take place on September 9th from 4 – 6:30 p.m. on the Flower Bridge.

Ms. Yeisley said DEI is working on a Hispanic Heritage month event between September 15 – October 15th.

Ms. Yeisley said the Simsbury Civic Forum will take place on September 16th from 6-8 p.m. at the Library. They are also working on a plan for a Juneteenth Fiscal Agency. There are more plans to come on this.

Ms. Yeisley said the library is still going through their strategic plan results. The library exceeded their summer reading goal with 3,308 participants. She said there were 25 local businesses and sponsors who donated raffle prizes with the drawing to be held on August 18th. She slowed notecards featuring local artwork for the adult reading prizes.

Ms. Yeisley said the Junior Police Academy has 13 graduates, and it was a huge success.

She said we have had some very strong storms this year and we assume they will continue throughout the summer months. Public works would like everyone to report their power outages and trees down.

Ms. Yeisley said the Fashion Show will be held on October 8th at noon, and they do need volunteers and models.

Ms. Yeisley said the Performing Arts Center Talcott Mountain Music Festival has ended for the year. Now they will start their own concert series, beginning with the 502's on August 14th, etc.

Mr. Paine said he appreciates adding members to EDC and he looks forward to their meeting next week.

Mr. Antonio said Simsbury Main Street's Taste of Simsbury fundraiser will be on Thursday, August 27th.

Mr. Looney said the Culture, Parks and Recreation meeting along with the Police Commission meetings were cancelled this month.

Mr. Looney said there was a discussion at Zoning about the car wash coming into Town. There is a lot of feedback from the public about not having a car wash in Town, but no decision was made about this yet.

Mr. Beal said Sustainability and Community Media did find a way to livestream. He said residents can continue to review content on their channels on regular cable channels and there will still be archives of previous shows as well. He said the goal is to continue to provide access, and he hopes the Town will continue Simsbury Community Media. It was no fault of the non-profit that this content was displayed, nor any fault of the Town. He hopes the Town will support an organization that provides access to the community for all the video content. YouTube also ends up being a small but important revenue source due to the ads displayed.

Mr. Beal said he is also involved with a Civic Community Forum, which is a civic engagement forum to be held on September 16th from 6 – 8 p.m. You can register on the Simsbury Public Library site. The goal is to provide a venue to have a conversation with fellow residents (not a debate and not on tough issues). Hopefully this will make our community even better.

Ms. Mackstutis said the Personnel Sub-committee meeting was cancelled.

Ms. Mackstutis said she went on the open space office tour at 175 and 125 Powder Forest. She was impressed with the office space and hopes someone will take-up this nice space soon.

SELECTMEN ACTION

a) Authorize the Town Manager to Execute Tax Overpayment Refunds

This item was moved to the Consent Agenda.

b) Review and Discuss Updates to Draft Amendments to the Town Code Chapter 13; Ethics, Code (1:07:55)

Ms. Mackstutis said there was a Public Hearing on this item at their last meeting. Mr. Nelson said the Town Attorney blessed the draft, subject to any changes tonight. There is a red line edited version in the packet, and it was discussed with the Superintendent of Schools. He said we are making progress and thanked everyone for their comments. He said there are still some questions about how to treat elected vs. non-elected Boards and Commissions in the draft. This should be discussed further.

Ms. Mackstutis went through the changes she had submitted. After discussion on sections 13-2(c)2; adding a clause if there is an ethics concern with the Town Manager should be like 13-12c as he is an employee – it should say Town Manager like it says Superintendent of Schools, to be explicit; section 13-2 Appointed or Elected – Mr. Beal would like two sentences removed. Ms. Mackstutis also had a question on Section 13-2-2 on page 7, but that was not changed. Mr. Nelson said Ms. Mackstutis's suggestions were already changed in the draft.

After discussion, Mr. Nelson will get a final draft to the Board of Selectmen on Town Code Chapter 13; Ethics, Code of, before final approval.

c) Authorize the Town Manager to Submit an Agreement for a State of Connecticut Secretary of State Early Voting Grant

This item was moved to the Consent Agenda.

d) Authorize the Town Manager to apply for Simsbury Community Fund Grant

This item was moved to the Consent Agenda.

e) Schedule a Public Hearing to Receive Public Comment Regarding Adopting Two Local Options Allowed by Connecticut Public Act No. 25-168 (1:19:01)

Ms. Mackstutis said last year the State added exemptions for Veterans on taxes and now people are asking about this. Mr. Nelson said it is helpful to hear comments from the public on these issues. He said the legislature makes it possible to redo changes retroactively and he would like to get the Board's feedback on what changes could be made. He said staff is not recommending making any changes retroactive to the grand list of October 1, 2026. His recommendation is to set a Public Hearing and then take it from there.

Ms. Beland said originally TDIU (Totally Disabled due to Individual Unemployability) was included in these options, but at the last minute the State made changes and they were taken off. She feels they should be included. She said after reviewing this ordinance, there are local options that can be adopted and she feels there may be others that should be looked at like acreage and widows. There is a lot of information needed to make these options work.

Mr. Beal encouraged the Board to set a Public Hearing and to do their homework to make sure this ordinance happens as it is long overdue.

Ms. Yeisley asked if Gold Star Veterans are included in this ordinance. Ms. Beland said no, as that is for parents or spouses of veterans that have died while in action. This is just TDIU and not a part of these local options.

After discussion, Mr. Beal made a motion, effective August 10, 2026, to schedule a Public Hearing on adopting two local options allowed by Connecticut Public Act No. 25-168 for 6:00 p.m. on Monday, September 14, 2026, with possible changes after the public hearing. Ms. Yeisley seconded the motion. All were in favor and the motion passed.

f) Authorize the Town Manager to Engage with Efficient Lighting and Maintenance, Inc. Regarding Implementation of the New England Smart Energy Group, LLC Master Agreement

This item was moved to the Consent Agenda.

g) Authorize the Town Manager to Apply for a 2026 Greyfield Revitalization Program Grant for 82 Hopmeadow Street (1:37:49)

Mr. Nelson said that this would be a retroactive approval of a grant application that he filed last week for a Greyfield Revitalization Program for 82 Hopmeadow Street. They applied for the grant, so they didn't miss the deadline. Greyfield is a property that has no known environmental challenges but is essentially a vacant commercial piece of property. There are environmental issues at the site so they are not sure this grant would even apply. This can be supplemented or augmented as more information is available to us. It can also be withdrawn if the Board doesn't support this. He said the ask is for $175,000 from the State to conduct an assessment of the most appropriate use of the property at 82 Hopmeadow Street. This property was selected by Main Street Partnership to help resolve vacancies. He feels the assessment give property owners ideas of what works on that property. This study would yield a document that would be constructive in guiding the possible decisions of a developer.

Ms. Mackstutis said she read the correspondence on this property, and it said the purchaser was going to try to renovate the property, but if not, may demolish it and make it residential. She would like to see commercial business there. She asked if the Board would be able to see the proposals for the property so we can get the highest and best use of the property. Mr. Nelson said he feels the motion makes it so the proposal comes back to the Board before any decisions are made. If the grant is approved, it must come before the Board again. There is usually a back and forth with the State and they need to approve proposals as well.

Mr. Beal said he was in favor of authorizing the grant application retroactively, but not the other two motions regarding the acceptance or the appropriation and then decide what to do if the application is approved.

After more discussion, Ms. Yeisley made a motion, effective August 10, 2026, to submit the 2026 Greyfield Revitalization Program Grant application and authorize the Town Manager, Marc Nelson, to execute the grant application retroactively. Mr. Looney seconded the motion. All were in favor and the motion passed.

h) Review and Adopt the Board of Selectmen Goals for the 2026-2027 Term of Office (1:47:19)

Ms. Mackstutis said the Board started on their goals last year. They have discussed them and changed or added to them at many meetings that followed. The Board now has the results that she put together to see if they can get them approved. She said she combined the government operations with the financial part now. She also made a few other changes. She also put in levels as some things are already in progress and need to be noted. The Board now has a final spreadsheet to work with. These would be short-term goals. She said if these are approved, maybe they should discuss resources and who is interested in working with staff on these projects.

Mr. Nelson said it is very important to put shared services, expansion, paving, building, and maintenance as top priority as this will figure prominently in the budget submission in February.

Mr. Paine said there needs to be more discussion on economic development and grand list growth with the initiatives of an arts council policy resolution. He needs the meaning of this. Ms. Mackstutis said it is about people meetings to discuss how to bring more arts to Town.

Mr. Beal said in the Open Space part he wants to add to the language in the goals is to protect Town-owned open space by ordinance or conservation easement. He would like this under policy from the Board of Selectmen or as a new line. Ms. Mackstutis said she would want to add where applicable or desired as well. Mr. Antonio felt this could be binding to the Board. Mr. Beal is ok not adding this as long as the Board is under the same thinking about this. There were also a couple of typos that need to be corrected.

Mr. Beal made a motion, effective August 10, 2026, to adopt the Board of Selectmen goals for 2025-2027 term as presented. Ms. Mackstutis seconded the motion. All were in favor and the motion passed.

APPOINTMENTS AND RESIGNATIONS

a) Reappoint Matthew Arthur to the Economic Development Commission

This item was moved to the Consent Agenda.

b) Appoint Jeremy Perlman and Michael Zemel to the Economic Development Commission (2:02:37)

Ms. Mackstutis said Personnel interviews EDC applications. They reviewed Mr. Perlman's, but Mr. Zemel's never came through the Town by the Democratic Town Committee. She said Personnel did interview him as there is a need to populate EDC. Another candidate couldn't meet the timeline, but there will be another one or two openings in October.

Mr. Beal said the record should be corrected that neither was recommended; Mr. Perlman was nominated by the Democratic Town Committee, both were interviewed by the nominating committee and sent to the full Board in absence of a recommendation.

Mr. Yeisley made a motion to appoint Jeremy Pearlman (D) as a Regular Member of the Economic Development Commission for a term ending October 10, 2027. Mr. Looney seconded the motion. All were in favor, with Mr. Beal abstaining, and the motion passed.

Ms. Yeisley made a motion to appoint Michael Zemel (D) as a Regular Member of the Economic Development Commission for a term ending October 10, 2026.

Further move, to appoint Michael Zemel as a Regular Member of the Economic Development Commission for a term ending October 10, 2029. Mr. Antonio seconded the motion. All were in favor, with Mr. Beal abstaining, and the motion passed.

c) Acknowledge Receipt of William Clegg's Resignation from the Public Building Committee

This item was moved to the Consent Agenda.

APPROVAL OF MINUTES (2:07:15)

a) July 13, 2026 Regular Meeting

Mr. Beal made a motion, effective August 10, 2026, to approve the Regular Meeting Minutes of July 13, 2026. Ms. Yeisley seconded the motion.

Ms. Mackstutis had a question on line 77 – about the Fire Department being called to Holcomb Road on July 4th. The year was not given, but she feels it was over 8 years ago. She would also like to note that the sign at Antonio's was legal.

Mr. Antonio spoke about Antonio's Restaurant, although he has an interest in it, it is a separate entity. It's a corporation that is under the eyes of the law and independent of him. Ms. Coe utilizing it to preach about boycotting it has no direct reflection on him. He feels it is inappropriate to have this in the minutes. You can't pick on a business. It is not the business that is a public figure. He is the public figure, and he has to tolerate the comments. He doesn't feel a business should be persecuted just because of an affiliation with him. It is just unfair. Antonio's Restaurant didn't put a restraining order on her. These things should not be in the minutes and should not be tolerated. This has affected other taxpayers that have no place in this discussion. It has gone too far.

Mr. Fitzgerald said the minutes can state a resident spoke about a topic, the minutes are not a transcript but that this was a Board policy decision they would have to consider.

Ms. Mackstutis said under the goals there should be a set of standardized communications from the Town Manager's office. More discussion is needed on this subject.

Mr. Beal thinks it is okay that the public comes here with their comments and that it's okay that they say things that are incendiary and feels it would be very dangerous to only truncate the comments on people from whom we disagree. He feels the Board needs to be worthy of their office.

Mr. Beal made a correction on page 9 – line 377: should be by invitation only not invi5q5ion. All were in favor, with the correction, and the motion passed.

COMMUNICATIONS

a) Memorandum from the Town Manager re: SPAC Maintenance and Responsibilities, dated August 2, 2026

Ms. Mackstutis said she had a question about Public Works cleaning there for the season to get an idea of the costs there would be and the impact to the Town. Mr. Nelson said that is true.

b) Memorandum from the Town Manager re: Administrative Approval of Public Gathering Permits, dated August 10, 2026

No discussion was held at this time.

c) Memorandum from the Public Works Director/Town Engineer re: Solar Power Purchase Agreements- High School and Latimer Lane Elementary School, dated July 20, 2026

No discussion was held at this time.

d) Memorandum from the Public Works Director/Town Engineer re: Stoddard Reservoir Dam, dated August 10, 2026

Ms. Mackstutis said the Board heard a lot of comments at the last meeting. She said Mr. Roy is following DEEP'S recommendations, and nothing was said about the impact on animals, etc. and she hopes that it is within the preview. She also asked him for information about the Fish and Game Club for the people who said they didn't know about this.

ADJOURN

Ms. Yeisley made a motion, effective August 10, 2026, to adjourn the meeting at 8:12 p.m. Mr. Looney seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk

Town of Simsbury
Vehicle Use Policy

Approved by the Town Manager's Office on September 1, 2026

1. Purpose

The purpose of this policy is to establish operational standards governing the use of Town vehicles and the procedure regarding the use of employee owned personal vehicles for Town business. Given their unique responsibilities, this policy does not apply to the Police Department, Public Works Director, or the Town Manager.

2. Effective Date

This policy shall be effective immediately and remain in effect until revised or rescinded. This policy replaces the 2009 "Use of Town Vehicles" policy.

3. Definitions

A. Town Vehicle: A motor vehicle owned, leased, or lent by the Town of Simsbury.
B. Town Business: Work that is directly/indirectly related to official Town operations, including, but not limited to, attendance at professional and work-related meetings, classes, seminars, conferences, testimonials, ceremonies, and such other matters in which the attendee has legitimate involvement.
C. Weapon: Any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a pocketknife less than four inches long), switchblade, or other knife having an automatic spring release device, martial arts weapon, or electronic defense weapon.

4. Applicability

This policy applies to all Town staff, volunteers, and interns (herein, "employees") who operate and/or travel in a Town vehicle for Town business at any time.

5. Permitted Use

Only employees may operate Town vehicles. To use a Town vehicle, outside of their normal work hours or outside of the Town, an employee must receive approval from their Department Head in writing. Town Manager approval, in writing, detailing the reason,

dates, and times of use, is also required for employees using Town vehicles for overnight travel or travel outside the State of Connecticut.

Town vehicles are to be used for Town business only with consideration for the use of meals, rest stops, and other reasonable stops while in the course of performing Town business. For individuals who take Town vehicles home, stopping between work and home to perform brief personal business is acceptable.

6. Town and Department Responsibilities

Except for Culture, Parks & Recreation vehicles, the Department of Public Works shall oversee the maintenance and is the primary custodian of Town vehicles. The Culture, Parks & Recreation Department oversees the maintenance and is the primary custodian of Culture, Parks & Recreation vehicles.

The Budget Director/Risk Manager shall oversee the insurance of Town vehicles. The Budget Director/Risk Manager, or their designee, shall be responsible for reporting accidents to the Town's insurance carrier when applicable.

The Town Manager, in their sole discretion, has the ability to assign, and revoke, Town vehicles for take-home use and, acting through the Department Heads, can assign, or revoke, an employee's use of Town vehicles for short periods of time. The Town Manager may immediately revoke or reassign any Town vehicle when operationally necessary or when misuse is identified.

The Town reserves the right to audit and inspect Town vehicles, their use, and contents at any time. The Town reserves the right to review the motor vehicle records of employees who operate Town vehicles.

The Town shall not be responsible for or liable for loss or damage of any personal property transported in a Town vehicle.

7. Personal Vehicles

The Town will abide by Internal Revenue Service (IRS) regulations pertaining to employee withholdings and mileage reimbursement for use of a personal vehicle for Town-related business (see Section 10A).

8. Town Vehicle Usage

A. Employees may be allowed to either: (1) Take a Town vehicle home or (2) Temporarily use a Town vehicle.

Take Home: Due to the nature of their work, assignment, responsibilities, and the need to respond to emergencies, certain employees may be assigned a Town vehicle for use during the workday and their commute to and from work (see Section 8C). Authorized employees may use the assigned Town vehicle for Town business purposes and for minor personal errands during the normal performance of their work duties. Such use may only occur during approved breaks or when in-route to or from work.

Temporary: Employees might utilize a Town vehicle temporarily to conduct Town business during the workday.

B. To drive a Town Vehicle, employees shall:

i. Sign the Town Vehicle Usage Policy Acknowledgement Form (Appendix A).
ii. Observe and follow all traffic, federal, state, and local laws, regulations, ordinances, policies, and procedures related to motor vehicle operation.
iii. Ensure that seat safety belts are always used for all occupants during vehicle operation.
iv. Return the vehicle in good operating order, with the gas tank full if possible, not abuse the vehicle, and not exceed the vehicle's towing capacity.
v. Prior to driving, inspect the vehicle including, but not limited to: checking tires, leaks, body condition, and clearances to other vehicles and objects. Operators of assigned take-home vehicles are responsible for the general condition of the vehicle and readiness of the equipment.
vi. Immediately report any and all received parking or moving violations to their supervisor and to the Department of Human Resources within forty-eight (48) hours.
    1. Payment of such violations is the responsibility of the employee operating the Town vehicle at the time.
vii. Immediately report any and all accidents, or damage, involving a Town vehicle (regardless of who is at fault or the value of damage incurred) to the appropriate police or law enforcement agency, the operator's supervisor, and the Budget Director/Risk Manager within twenty-four (24) hours.
viii. Possess and maintain a valid motor vehicle operator's license. Employees must immediately report to their supervisor, and the Department of Human Resources, if they have lost or have had their driver license suspended or revoked within twenty-four (24) hours.
ix. Make every effort to keep the interiors of Town vehicles as clean as possible.
x. Report any defects, concerns, mechanical issues, and warning lights that they become aware of (such as, but not limited to, check engine light, low

tire pressure, and excessive steering wheel vibration, etc.) to the proper Department tasked with that particular vehicle's maintenance immediately.

xi. Not install after-market materials and parts in Town vehicles unless authorized and installed by the Department of Public Works or authorized and installed by the proper Department tasked with that particular vehicle's maintenance. Do not attach or remove any items without authorization.

xii. Avoid leaving the vehicle running or the keys in the ignition when away from the vehicle, except during winter storm events. Always secure and lock the vehicle when not in active use.

xiii. Do not change or disable any safety or security features unless authorized.

xiv. Always park a Town vehicle in safe and lawful spaces and avoid parking in restricted, designated spaces, "no parking" zones, or fire lanes (except during emergencies or other exigent circumstances that warrant parking inappropriately, as determined by the Town Manager). Employees should make every effort to park on Town property when not in use, especially overnight.

1. When the destination of a morning trip is in the direction of home, as opposed to the office or workplace, then an employee can take a Town vehicle home and leave from home, if approved by the employee's supervisor.
2. If a meeting or conference runs the full workday, an employee could leave the Town vehicle home that night and return it to the office the next day, if approved by the employee's supervisor, and if Town resources allow.
3. For other exigent circumstances, that would require an employee not assigned a take-home vehicle to bring a Town vehicle home, an employee shall receive approval, in writing, from their Department Head.

C. The employees listed in this subsection may be assigned a take-home vehicle. If an employee is on vacation, or during a prolonged absence, assigned vehicles may be reassigned to another employee or parked at a Town facility, as determined by the employee's Department Head and Town Manager.

Title	Department
Town Manager	Town Manager's Office
Chief of Police	Police Department
Deputy Chief of Police	Police Department
Lieutenant (3)	Police Department
Public Works Director	Department of Public Works
Highway Superintendent	Department of Public Works
Facilities Supervisor	Department of Public Works
Crew Leaders	Department of Public Works

Water Pollution Control Superintendent	Department of Public Works
Director of Culture, Parks & Rec.	Dept. of Culture, Parks & Rec.
Golf Course Superintendent	Dept. of Culture, Parks & Rec.
Parks Superintendent	Dept. of Culture, Parks & Rec.
Planning Director	Planning Department
Building Official	Planning Department

9. Prohibited Uses

   A. Town vehicles shall not be driven recklessly, unsafely, or carelessly.
   B. Use of devices for activities that may cause distracted driving, including, but not limited to: texting, e-mailing, videos, and use of cell phones (non-hands free) is prohibited while the vehicle is in operation. The use of mobile data terminals should be limited to essential operational needs during active driving.
   C. Town vehicles cannot travel out of the State of Connecticut, be used for the convenience of an employee with regard to transportation needs, or for non-Town business related activities, outside an employee's scope of employment, unless explicitly approved by the Town Manager or the employee's Department Head.
   D. Employees shall not transport individuals, whom are not employees of the Town, in any Town vehicle unless the individual being transported is participating in Town business, or if such transportation is approved by the employee's respective Department Head or the Town Manager, or if the individual is being transported by a Police Officer.
   E. The use of Town vehicles under the influence of alcohol, drugs, or any impairing substance, whether prescribed or otherwise, is strictly prohibited. Absent a lawful purpose related to the employee's job duties, alcoholic beverages or illicit drugs and paraphernalia are not permitted in Town vehicles at any time.
   F. Weapons (excluding tools that could be considered weapons) are not permitted in any Town vehicle, except as required for the employee's work duties.
   G. Smoking and vaping is not permitted in any Town vehicle.
   H. Employees may not fuel their private vehicles at any of the municipal gas pumps located at the Department of Public Works facilities.

10. Use of Personal Vehicles for Town Business

    For routine business travel, and subject to the employee's respective Department Head's discretion, employees should always use a Town vehicle when one is available. In the event that a Town vehicle is unavailable, an employee may receive mileage reimbursement for use of their personal vehicle so long as the use complies with the Town's mileage reimbursement policy. For business travel to conferences and other overnight destinations, employees are encouraged to use their own personal vehicle and submit a claim for mileage reimbursement.

The Town's insurance policy does not cover the use of personal vehicles while an employee(s) conducts Town business.

A. Under federal law, an employer may provide an employee with a vehicle for use in the employer's business under a written policy which prohibits personal use of the vehicle other than commuting – the "Commuting Rule." The Town has elected to use the *Commuting Value Method* to determine the value of the employee's personal use of the vehicle. Employees have been provided with a vehicle for use under the "Commuter Rule" and are subject to the following conditions:

   i. The Town owns the vehicle which is provided to the employee for business use.
   ii. Employees are required to commute to and from work in the vehicle for the following business reason(s): Performance of Employment Duties.
   iii. Neither employee nor any friend, associate, or member of their family may use the vehicle for personal use, other than de minimus personal use by the employee (i.e. a stop for a personal errand on the way home).
   iv. Employees are required to substantiate the days the vehicle is not available to them or day in which the Commuting Value Method does not apply and for which they will not be charged.
   v. Employees should be prepared to inform the Finance Department of the number of days the vehicle was not available to them so proper use can be attributed to them for tax purposes.

   Exclusions: Qualified non-personal use vehicles, as defined in IRS Publication 15-B, are exempt from the "Commuting Rule." This includes clearly marked, through painted insignia or words, police, fire, and public safety vehicles or unmarked vehicles used by law enforcement officers if the use is officially authorized.

11. Violations

Violation of this policy may result in discipline, including the suspension or revocation of Town vehicle use privileges, or termination. Employees may appeal revocation of privileges in writing to the Town Manager within ten (10) business days of receipt of a notice that Town vehicle use privileges have been revoked.

12. Forms & Appendices

A. Town Vehicle Use Policy Acknowledgment Form

Town of Simsbury
Town Vehicle Use Policy
Acknowledgment Form

Rev. September 1, 2026

I have read the Town Vehicle Use Policy ("Policy").

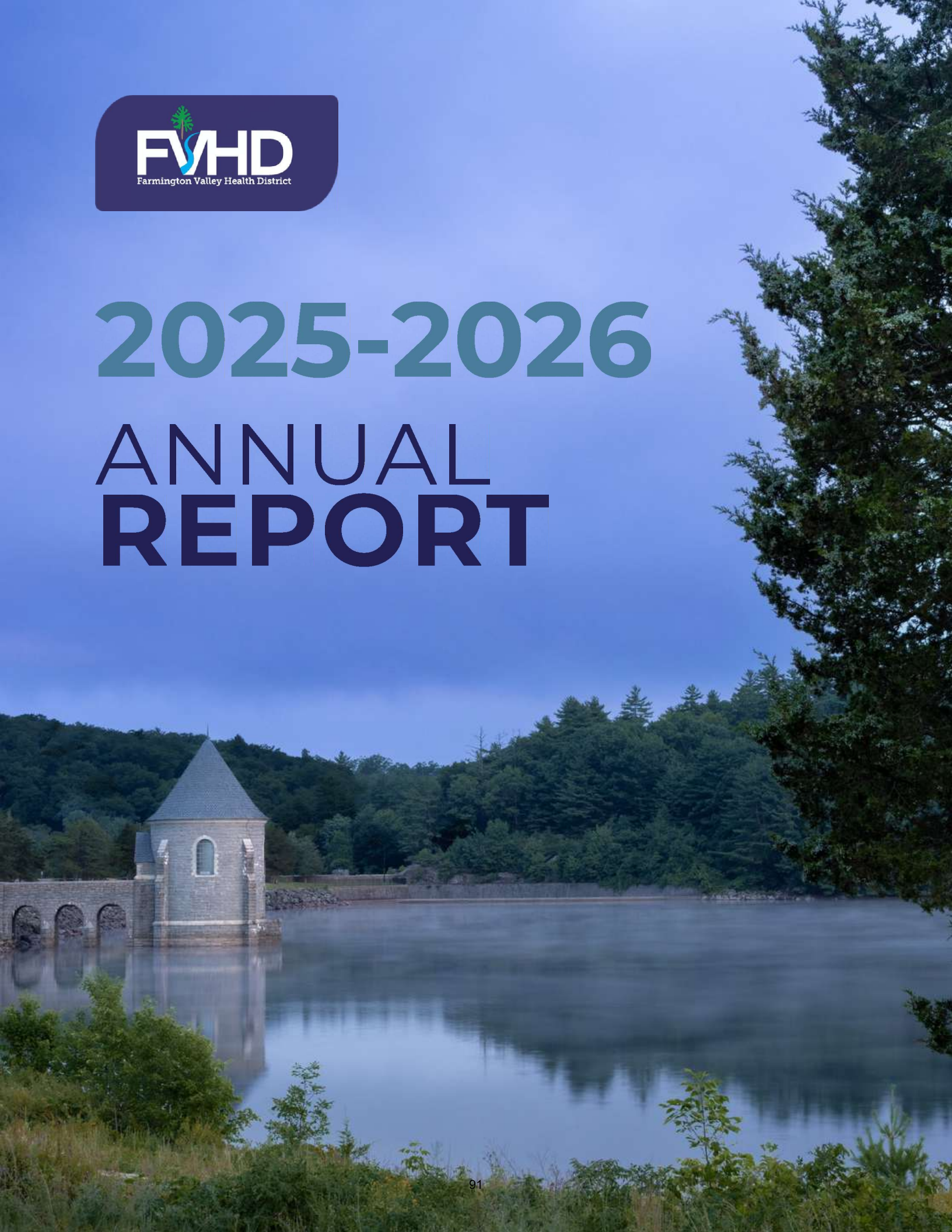
I understand my responsibilities and agree to comply with the procedures contained in the Policy.

I understand that failure to comply with the rules and procedure outlined in the Policy may lead to discipline up to and including termination in accordance with the Town of Simsbury Personnel Rules and Regulations as amended or the applicable collective bargaining agreement.

Full Name:	
Driver's License #:	
Signature:	
Date:	

FVHD
Farmington Valley Health District

2025-2026 ANNUAL REPORT



A Message From The Health Director



I am honored to share my first Director's message for the Farmington Valley Health District (FVHD) Annual Report. This past year brought transition, challenge, and continued commitment as public health agencies faced funding reductions and federal-level changes that make essential public health work increasingly challenging. Despite these pressures, FVHD remains strong because of the dedication, expertise, and compassion of our team, including six new team members who bring valuable experience, skills, and perspectives to our vision of exceptional health and well-being for all people who live, work, learn, and play in the Farmington Valley.

This year's highlights included FVHD's first Health in All Policies Summit focused on food insecurity, along with continued work in mental health, tobacco cessation and prevention, fall prevention, and providing top notch services in the essential mandated responsibilities of Environmental Health. Looking ahead, I am grateful for the opportunity to lead this dedicated organization working alongside our team members, Board members, municipal partners, community organizations, and residents. FVHD will continue to build on a foundation of collaboration, responsiveness, and trust as we adapt to emerging challenges and remain focused on protecting and improving the health of the communities we serve.



Stephanie T. Johnson, MT, MPH
Director

THE FARMINGTON VALLEY HEALTH DISTRICT TEAM

ADMINISTRATION

Stephanie Johnson, MT, MPH
Director of Health

Samantha Carter
Office Manager

Hannah Cote
Administrative Assistant

EMERGENCY PREPAREDNESS

Shelley Forker, MPS, AEM
Emergency Response Coordinator

COMMUNITY HEALTH

Justine Ginsberg, BSN, RN
Community Health Coordinator

Amanda Hubbard, MSN, RN
Public Health Nurse

Olivia Morris, BS
Epidemiologist

Jamie Dudyak, LMSW, MPH
Public Health Specialist

Anna Larson, MPH
Community Health Associate

ENVIRONMENTAL PROTECTION

Andrea Vitrano, REHS/RS
Chief Sanitarian

Patricia Gigliotti, RS
Senior Sanitarian

Kristin Kula, RS
Registered Sanitarian

Jason Brown, RS
Food Program Coordinator

Jeremy Shields, MS
Environmental Health Inspector

Cheryl Proctor, BA
Environmental Health Inspector

Nour Osman, BS
Environmental Health Inspector

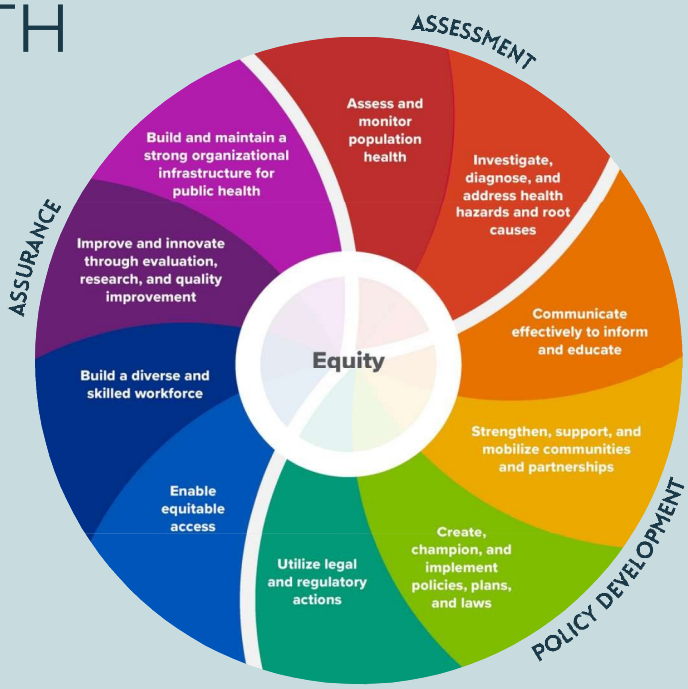
Melissa Gomez, BS
Environmental Health Inspector



Not Pictured: Anna Larson

10 ESSENTIAL SERVICES OF PUBLIC HEALTH

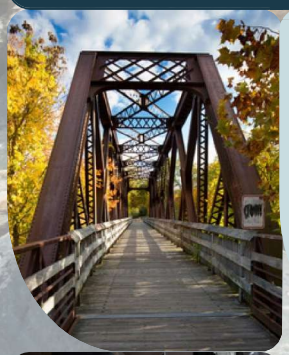
The Farmington Valley Health District is responsible for delivering the **10 Essential Services of Public Health**. The Essential Services outline the functions that should be expected of a local health department to improve and protect the health of the public.



FVHD
Farmington Valley Health District



Our Mission



Exceptional health and well-being for all people who work, live, learn, and play in the Farmington Valley.







Our Values

Equity
Excellence
Data-Driven
Professionalism
Collaboration
Integrity



ENVIRONMENTAL HEALTH

Temporary Food Inspections Conducted

1,072

Restaurant Inspections Conducted

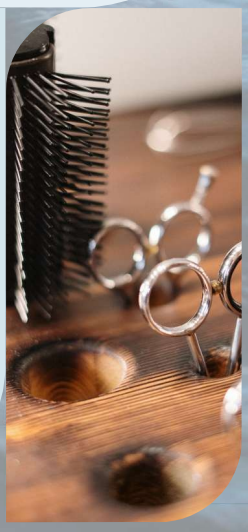




Public Swimming Pool Inspections Conducted

Daycare Inspections Conducted

Salon Inspections Conducted





Septic Systems: New and Existing Repair

172 Soil Tests Conducted

419 Inspections Conducted

163 Plans Reviewed

New Well Permits Issued

Building Additions Reviewed



Complaints Investigated



Lead Poisoning Investigations Conducted

COMMUNITY HEALTH

1,020

New CredibleMind Users

57

Youth Assisted with Tobacco Cessation



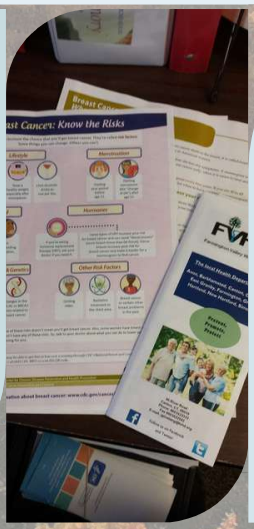


Employees Participating in a Workplace Wellness Program

Reportable Disease Follow-ups Conducted

119

Vaccines Administered



36

Healthcare-Associated Infection Consultations





Fall Prevention

Combined data from *A Matter of Balance* and *Bingocize* fall prevention courses

10 Courses Taught

112 Participants Reached



EMERGENCY PREPAREDNESS & COMMUNICATIONS

This year, the Farmington Valley Health District strengthened emergency preparedness through active engagement across the region, enhancing partnerships, preparedness, and response capabilities for the communities we serve. Key accomplishments included:

Staff attended **50+ regional meetings** and preparedness workgroups.
Conducted **20+ training sessions, drills, tabletop exercises, and functional exercises** in alignment with FEMA doctrine.
Strengthened collaboration with **healthcare organizations, emergency management directors, and school safety personnel**.
Enhanced regional communication for **all-hazards incidents.**

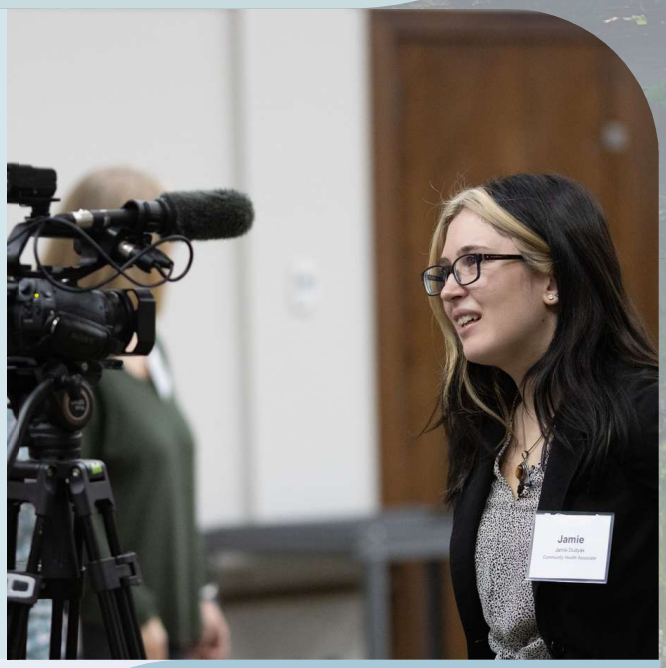
Together, these efforts reinforce FVHD's ability to coordinate an effective public health emergency response while helping ensure Farmington Valley communities remain resilient, prepared, and ready to meet future challenges.

492 Social Media Posts Made

54 New Social Media Followers

4 Health Matters Newsletters

32 Health Matters Articles Posted





Viral Respiratory Disease Data Dashboard Views **5,140**

NOTABLE ACHIEVEMENTS

Teen Mental Health Initiatives Recognized on National Stage

Resilience Grows Here (RGH), our Farmington Valley mental health initiative, supports mental wellness and resilience for residents of all ages. Its school-based work helping teens build resilience and strengthen their mental well-being has been recognized by the National Association of County and City Health Officials (NACCHO) as a best practice.

First Health In All Policies Summit Highlights Food Insecurity

FVHD was proud to host its first Health in All Policies event, a Food Insecurity Summit that brought together stakeholders from across the Farmington Valley to begin the conversation around sustainable, community-driven solutions to ensure all residents have access to healthy food.

New Youth Vaping Prevention and Cessation Programs Launched in Schools

FVHD implemented two evidence-based programs in local schools to address youth nicotine use. Through INDEPTH and N-O-T (Not On Tobacco), students now have access to education, intervention, and cessation support designed to reduce vaping and tobacco use and promote healthier futures.

Staff Achievements

Jamie - Promoted to Public Health Specialist
Olivia - Certified in Disease Intervention (CDI)
Justine - Certified as Tobacco Treatment Specialist Designation (TTS), Top MHFA Instructor for CT 2025
Cheryl - Certified as Food Inspector
Jeremy - Certified as Food Inspector
Nour - Certified as Lead Risk Assessor/Inspector, Certified in Phase 2 Septic

Thank you to our interns this year!
Angelle Bailey · Saira Khan · Laura Contreras · Juan Palomino · Julia Clough

BOARD MEMBERS

AVON
Brandon Robertson, Chair
Erin Barthel

BARKHAMSTED
Debra Brydon

CANTON
Warren Humphrey
Violet Vincent

COLEBROOK
Bradley Bremer

EAST GRANBY
Cheryl Bermani-McCann

FARMINGTON
Nancy Parent
Mary Jane Parlow

GRANBY
Sandy Yost
Joan Kuhnly

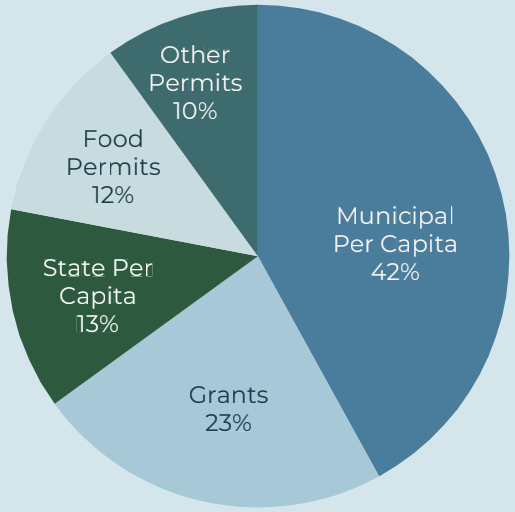
HARTLAND
Lynette Robitaille

NEW HARTFORD
Daniel V. Jerram

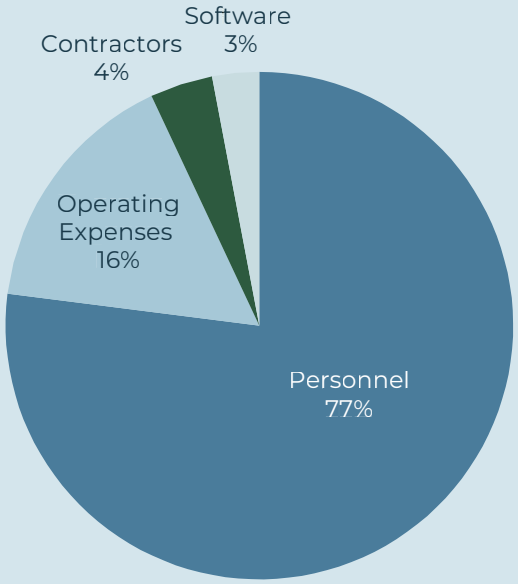
SIMSBURY
Suzanne Sinacori
Tom Fitzgerald
Brittany MacGilpin

BUDGET
Fiscal Year '25-'26

REVENUE
$1,992,454



EXPENDITURES
$1,992,454



FVHD

Farmington Valley Health District

95 River Road, Canton, CT 06019

(860) 352-2333

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

Established 1976

FVHD.ORG

FarmingtonValleyHealthDistrict

FarmValleyHD

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: September 14, 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
I LOVE Music Festival	Simsbury Performing Arts Center (22 Iron Horse Blvd.)	September 5, 2026	Concert
FAVARH Concert	Simsbury Performing Arts Center (22 Iron Horse Blvd.)	September 12, 2026	Charity Concert

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

Town of Simsbury

933 HOPMEADOW STREET, SIMSBURY, CONNECTICUT 06070

Office of the Town Clerk

MEMORANDUM OF COMMUNICATION

TO: Marc Nelson, Town Manager

FROM: Trish Munroe, Town Clerk

DATE: September 14, 2026

RE: Notice of Closure of the Town Clerk's Department on Thursday, September 24, 2026

The Connecticut Town Clerks Association holds conferences twice a year, in April and September, for all Town Clerks and Assistant Town Clerks in the State of Connecticut. These conferences provide educational sessions and updates from many state agencies, keeping us informed as to both new laws and changes to existing laws pertaining to our responsibilities as Town Clerks.

On Thursday, September 24th, the Simsbury Town Clerk's office will be closed for our staff to attend this important conference.

Thank you.

OFFICE OF THE TOWN MANAGER

Dear Simsbury Business Community,

If you are not the owner of your building, please pass this important information to your landlord. If you are a home-based business, you may have received correspondence regarding *residential* energy assessments from NESE. This communication pertains to your business.

The Sustainability Committee is an appointed board of the Town of Simsbury. For residents, the Committee has partnered with NESE, bringing low-cost home energy audits. For the business community, the Committee is proud to partner with **Efficient Lighting & Maintenance Inc. (EL&M)** to offer local businesses an opportunity to participate in Energize Connecticut's Small Business Energy Advantage (SBEA) program.

Simsbury businesses may use EL&M or choose another utility-authorized contractor at www.EnergizeCT.com/FindAContractor. EL&M has been an authorized contractor for SBEA assessments for over twenty-six years and can identify ways to reduce your energy consumption.

The Committee encourages you to consider scheduling this for free. EL&M will need a copy of your utility bills for one month to begin the process. EL&M will conduct the assessment and submit the recommendations to the Utility. The Utility offers robust incentives for energy upgrades. The Utility will do the energy study to determine the estimated savings of electricity, oil, or gas. They will then offer an incentive to do the suggested work. EL&M will present this information to you, and you choose whether to move forward.

There is rarely an upfront cost to do the project, but rather on-bill financing to cover the customer's portion of the project costs. EL&M offers a 2-year warranty on work performed and there are warranties by the manufacturers of the materials as well. All materials used are certified by Eversource.

To schedule an assessment, call Sara Doutney, EL&M Operations Manager, at (203) 794-7506 or email at sarad@el-m.net. Thank you for your commitment to making Simsbury a cleaner, healthier, and more energy-efficient place to live! (Please sign up for Sustainability Committee news and newsletters on our website: www.simsbury-ct.gov/list.aspx)

Sincerely,

Town Manager
On behalf of the Simsbury Sustainability Committee

www.simsbury-ct.gov
933 Hopmeadow Street
Simsbury, CT 06070

Mon. (8:30 AM - 7:00 PM)
Tue. Wed. Thu. (8:30 AM - 4:30 PM)
Fri. (8:30 AM - 1:00 PM)

Tel. (860) 658-3230
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townmanager@simsbury-ct.gov