Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

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BOARD OF SELECTMEN
Regular Meeting Agenda – September 28, 2026 – 6:00 P.M.
Friends of the Simsbury Public Library Room, Simsbury Public Library
725 Hopmeadow Street, Simsbury, CT 06070

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PRESENTATION
License Plate Reader Presentation by Police Chief Nicholas Boulter

PUBLIC AUDIENCE
- Email townmanager@simsbury-ct.gov by noon on Monday, September 28, 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

PRESENTATION
Community Projects Semi-Annual Update by Director of Public Works/Town Engineer Tom Roy

CONSENT AGENDA

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

LIAISON AND SUBCOMMITTEE REPORTS

SELECTMEN ACTION
a) Adopt the Proposed Amendments to Code of Ordinances Chapter 141 Article VI: Veteran's Property Tax Exemption
b) State Legislative Directed Grant Funding for the Apple Barn
c) State Legislative Directed Grant Funding for Eno Memorial Hall Upgrades
d) State Legislative Directed Grant Funding for the Library's Teen Space
e) Approve the Proposed Revisions to the Personnel Rules and Regulations
f) Preview of Year End General Fund Results

APPOINTMENTS AND RESIGNATIONS

a) Acknowledge Receipt of Tenesha Grant's Resignation from the DEI Council and Cheryl Cook's Resignation from the DEI Council, Aging & Disability Commission, and Housing Authority

APPROVAL OF MINUTES

a) September 14, 2026 Regular Meeting

COMMUNICATIONS

a) Administrative Policy Update: Finance Department:
   Cash Receipt, Deposit, and Transmittal Policy
b) Memorandum from the Town Manager re: Administrative Approval of Public Gathering Permits, dated September 28, 2026

ADJOURN

Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

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

2. **Date of Board Meeting:** September 28, 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:**
The Board has two (2) options regarding the proposed amendments depending on whether the Board needs additional time to consider public comment received at the public hearing:

Option A: Act on the proposed amendments to the ordinance.

Option B: Table acting on the proposed amendments until a future date.

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

Move, effective September 28, 2026, to amend Town Code Chapter 141 Article VI: Veteran's Property Tax Exemption 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 28, 2026, to table amending Town Code Chapter 141 Article VI: Veteran's Property Tax Exemption to the next regularly scheduled Board of Selectmen meeting on October 14, 2026.

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: $12,265,600
- Estimated Tax Revenue Loss: $417,030*
- Estimated Total Vets Qualified = 53

Addition of Local Option (including TDIU)

- Estimated Property Assessment Exemptions: $13,171,250
- Estimated Tax Revenue Loss: $447,820*
- Estimated Total Vets Qualified = 62

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, Surviving Spouses, Median Assessed Residential Property Value & Two Acres of Land

- Estimated Property Assessment Exemptions: $16,230,370
- Estimated Tax Revenue Loss: $551,830*
- Estimated total Vets Qualified = 67

***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 an effective date of death prior to 10/1/2024.
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 to be determined by the Board, 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. <u>Fiscal Impact</u>:

Included in the above narrative. Additional information included in a memo from the Town Assessor.

7. <u>Description of Documents Included with Submission</u>:

a) Proposed Amendments from the Town Attorney
b) Memo from Town Assessor re: Fiscal Impact of Local Options

§ 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.

Marc S. Nelson, MPA
Town Manager

Francine Beland, CCMA II
Town Assessor

ASSESSOR OFFICE

MEMORANDUM

To: **Amy Meriwether, Finance Director**
From: **Francine Beland**
Date: **September 23, 2026**
Subject: Fiscal Impact of Local Options - Veteran Property Tax Exemption

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We have compiled the data requested at the previous meeting and have included the information on the following pages for your review.

Pages 2-3 – Sample Scenarios

These pages provide side-by-side sample scenarios using actual Veteran property assessments with varying circumstances. The examples illustrate how each Veteran's tax bill may be affected depending on which local options are adopted.

Page 4 – Overall Veteran Data

This page provides a summary of the overall impact across all affected Veterans, including the estimated total exemptions and anticipated tax impact associated with each local option.

Page 5 – Surviving Spouse Data

This page provides a breakdown of surviving spouses based on the information currently available in our records. This information has been compiled to the best of our ability using the data presently available to the Assessor's Office.

Page 6 – Median Assessment Cap

This page provides a breakdown of the Veterans who would be affected by adoption of the median assessment cap.

All figures are estimates based on the information available as of **September 21, 2026**, and are subject to change as property assessments, eligibility, and other relevant information are updated.

SAMPLE SCENARIOS SHOWING ACTUAL DATA

Tax Bills Without any Exemptions:

	Example 1	*Example 2*	*Example 3*	*Example 4*	*Example 5*	*Example 6*
Dwelling	$152,390	$201,530	$273,490	$413,210	$432,740	$481,810
Land	$75,110	$90,580	$92,820	$0	$126,000	$104,090
Outbuilding	$0	$0	$3,780	$0	$43,960	$71,260
Total Assessment	**$227,500**	**$292,110**	**$370,090**	**$413,210**	**$602,700**	**$657,160**
Tax Due	$7,740	$9,930	$12,580	$14,050	$20,490	$22,340

Tax Bills with State Mandated Exemption:

	Example 1	*Example 2*	*Example 3*	*Example 4*	*Example 5*	*Example 6*
Dwelling	$152,390	$201,530	$273,490	$413,210	$432,740	$481,810
Land	$75,110	$90,580	$92,820	$0	$126,000	$104,090
Outbuilding	$0	$0	$3,780	$0	$43,960	$71,260
Dwelling Exemption	$(152,390)	$(201,530)	$(273,490)	$(413,210)	$(432,740)	$(481,810)
Taxable Assessment	**$75,110**	**$90,580**	**$96,600**	**$0**	**$169,960**	**$175,350**
Tax Due	$2,550	$3,080	$3,280	$0	$5,780	$5,960

Tax Bills with State Mandated Exemption and up to 2 acres:

	Example 1	*Example 2*	*Example 3*	*Example 4*	*Example 5*	*Example 6*
Dwelling	$152,390	$201,530	$273,490	$413,210	$432,740	$481,810
Land	$75,110	$90,580	$92,820	$0	$126,000	$104,090
Outbuilding	$0	$0	$3,780	$0	$43,960	$71,260
Dwelling Exemption	$(152,390)	$(201,530)	$(273,490)	$(413,210)	$(432,740)	$(481,810)
Acreage Exemption	$(75,110)	$(90,580)	$(90,670)	$0	$(126,000)	$(87,500)
Remaining Taxable Acreage	$0	$0	$2,150	$0	$0	$16,590
Total Taxable Assessment	**$0**	**$0**	**$5,930**	**$0**	**$43,960**	**$87,850**
Tax Due	$0	$0	$200	$0	$1,500	$2,990

SAMPLE SCENARIOS SHOWING ACTUAL DATA

Tax Bills with State Mandated Exemption and Median Cap of $261,940:

	Example 1	*Example 2*	*Example 3*	*Example 4*	*Example 5*	*Example 6*
Dwelling	$152,390	$201,530	$273,490	$413,210	$432,740	$481,810
Land	$75,110	$90,580	$92,820	$0	$126,000	$104,090
Outbuilding	$0	$0	$3,780	$0	$43,960	$71,260
Total Assessment	$227,500	$292,110	$370,090	$413,210	$602,700	$657,160
Dwelling Exemption	$(152,390)	$(201,530)	$(261,940)	$(261,940)	$(261,940)	$(261,940)
Remaining Taxable Dwelling	$0	$0	$11,550	$151,270	$170,800	$219,870
Total Taxable Assessment	**$75,110**	**$90,580**	**$108,150**	**$151,270**	**$340,760**	**$395,220**
Tax Due	$2,550	$3,080	$3,680	$5,140	$11,590	$13,440

Tax Bills with State Mandated Exemption, up to 2 acres and the Median Cap of $261,940:

	Example 1	*Example 2*	*Example 3*	*Example 4*	*Example 5*	*Example 6*
Dwelling	$152,390	$201,530	$273,490	$413,210	$432,740	$481,810
Land	$75,110	$90,580	$92,820	$0	$126,000	$104,090
Outbuilding	$0	$0	$3,780	$0	$43,960	$71,260
Total Assessment	$227,500	$292,110	$370,090	$413,210	$602,700	$657,160
Dwelling Exemption	$(152,390)	$(201,530)	$(261,940)	$(261,940)	$(261,940)	$(261,940)
Remaining Taxable Dwelling	$0	$0	$11,550	$151,270	$170,800	$219,870
Acreage Exemption	$(75,110)	$(60,410)	$0	$0	$0	$0
Remaining Taxable Acreage	$0	$30,170	$92,820	$0	$126,000	$104,090
Total Taxable Assessment	**$0**	**$30,170**	**$108,150**	**$151,270**	**$340,760**	**$395,220**
Tax Due	$0	$1,030	$3,680	$5,140	$11,590	$13,440

Estimated 2026 Local Option Fiscal Impacts

These figures are estimates based on the information currently available and are intended to illustrate the relative fiscal impact of the different local-option combinations.

The table below provides the clearest comparison of the estimated 2026 tax impact of each combination. As a reference point, 43 individuals received the State Mandated APA exemption for the 2025GL. The current estimate is based on 53 APA, 9 TDIU, 5 Surviving Spouses.

2026 Scenario	Exempt Assessment	2026 Tax Reduction	Increase Reduction Over 2025
State-Mandated Exemption Only	$12,265,600	$417,030	**$92,470**
State-Mandated + Median Cap	$11,618,400	$395,030	**$70,470**
State-Mandated + TDIU	$13,171,250	$447,820	**$120,760**
TDIU + Median Cap	$12,523,750	$425,800	**$98,740**
TDIU + Surviving Spouse	$14,842,429	$504,640	**$177,580**
TDIU + Up to 2 Acres	$18,632,160	$633,490	**$306,430**
TDIU + Up to 2 Acres + Median Cap	$15,110,090	$513,740	**$186,680**
TDIU + Up to 2 Acres + Surviving Spouse	$19,800,390	$673,210	**$346,150**
TDIU + Up to 2 Acres + Surviving Spouse + Median Cap	$16,230,370	$551,830	**$224,770**

Effect of the Median Assessment Cap

The estimates demonstrate that the fiscal impact of the median assessment cap becomes more significant when combined with the acreage option.

Without TDIU or acreage:
The median cap reduces the estimated 2026 tax impact from **$417,030 to $395,030**, a reduction of approximately **$22,000**.

With TDIU:
The median cap reduces the estimated 2026 tax impact from **$447,820 to $425,800**, a reduction of approximately **$22,020**.

With TDIU and up to 2 acres:
The median cap reduces the estimated 2026 tax impact from **$633,490 to $513,740**, a reduction of **$119,750**.

With TDIU, up to 2 acres, and Surviving Spouse:
The median cap reduces the estimated 2026 tax impact from **$673,210 to $551,830**, a reduction of **$121,380**.

Surviving Spouse Local Option – Preliminary Impact Review

There are currently **89 surviving spouses** identified in our system.

The **89 existing surviving-spouse records should not be interpreted as 89 individuals who would qualify** under the local option. Of those 89:

- **5** are associated with veterans who had a **100% disability rating** and appear to meet the disability-rating component of the exemption.
- An additional **9** are associated with veterans who had a documented disability percentage. Because those ratings may have changed or increased prior to the veteran's death, these cases may require additional review to determine whether they could qualify.
- **38** are associated with veterans who **served during the Vietnam era**. Due to changes in presumptive service-connected conditions under the PACT Act and subsequent VA disability determinations, some of these veterans may have received or become eligible for increased disability ratings. These cases cannot be assumed to qualify but represent an additional group that may require further review.

At this time, the **five known 100% disability cases provide the most identifiable population for demonstrating how the Board's selection of a qualifying date could affect participation in the surviving-spouse local option**. Additional cases would need to be individually verified before determining the full potential impact.

The dates of death for all **89 surviving-spouse records range from 1971 through 2024**.

Median Assessment Cap Breakdown

Without the acreage option, the current estimate shows approximately **$22,020 in reduced taxes** (not including surviving spouses), while **15 of 62 accounts, or approximately 24%, would have their exemptions limited**.

If the acreage option is adopted, the median cap produces a substantially greater reduction in the estimated reduced taxes—approximately **$120,000** —but approximately **42 of 67 accounts, or 62%, would currently be affected by the limitation**.

The Board should also be aware that these percentages are **not necessarily permanent**. Because the median assessment will change with future revaluations, the number of veterans subject to the cap and the amount by which their exemptions are limited may increase or decrease over time.

Accordingly, adoption of the median cap represents not only a decision regarding the estimated 2026 fiscal impact, but also the establishment of a limitation whose effect on individual qualifying veterans may change with future real estate market conditions.

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 the Apple Barn

2. **Date of Board Meeting:** September 28, 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 28, 2026, to submit the Legislative Directed Grant Applications for the Apple Barn Project and authorize Town Manager Marc Nelson 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.

   Finally 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. These funds are through the Legislative Directed Grant process with the Connecticut Department of Economic and Community Development (DECD) being the grant administrator.

   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.

   Town staff have met to discuss two different options for the Apple Barn funds. Below are summaries of the two options that the Board should review and discuss at tonight's meeting.

Option 1: The legislative directed funds would be stretched to cover as much as possible for new HVAC equipment, replacement windows, ADA improvements for the bathrooms and entryways, and replacing doors and siding as needed. This approach would extend the life of the Apple Barn but has limitations and still leaves a question in the planning of what the Town will do with Eno Memorial Hall and its future uses, nor would it significantly increase the useability of the Apple Barn.

Option 2: The Town has been investigating possibilities for a new Intergenerational Community Center for more than a decade. The state $300,000 would be used for design of a tear down and rebuild of a new Intergenerational Community Center at the current Apple Barn site. This site was identified in the 2020 Facilities Master Plan for a Multi-Generational Community Center. During the time of that study Social Services and Parks and Recreation staff consulted on what would be needed in a community center to serve multiple functions and intent of the building. This brings the Social Services and Senior Center to the Simsbury Farms complex allowing seniors easier access to the tennis courts, pickleball courts, walking paths, the pool, the golf course and restaurant, and the other amenities that the Farms has to offer. We would be able to offer our community an all-in-one community services complex. This project will allow the Town to move departments and staff from Eno Memorial Hall, which will help reduce the future cost of the Eno Hall Renovation Project. **By having Eno Hall empty while the renovation is being done it is projected to save up to $1,000,000 from the cost of the HVAC project. These savings could then be redirected towards the cost of the new Intergenerational Community Center**. Using the Apple Barn location and existing views will be important to the design of the new building. We would make sure to include rental space that takes advantage of the view to allow for some annual operating costs to be recouped.

6. <u>Fiscal Impact</u>:

The $300,000 from the State Legislative Directed Grant funding would be combined with a year end savings request at your next meeting to allow for preliminary design and architectural work as well as preliminary site work. The full funding of the project would be requested in the normal budget timeline and if placed in the capital improvement plan would eventually require a separate referendum question during the May budget vote.

7. <u>Description of Documents Included with Submission</u>:

a) Grant Email Announcement from the State of Connecticut
b) Excerpt from the 2020 Town of Simsbury Conditions Assessment & Master Plan
c) Memo from Tom Roy re: Eno Memorial Hall HVAC Replacement – Impact of Building Occupancy During Construction, dated September 24, 2026

Fitzgerald Tom

From: Fitzgerald Tom
Sent: Wednesday, September 23, 2026 2:37 PM
To: Fitzgerald Tom
Subject: FW: Fiscal Year 2027 State Grant Award Notification & On-line Meeting Information - Simsbury Farms, Apple Barn Restoration

Subject: Fiscal Year 2027 State Grant Award Notification & On-line Meeting Information - Simsbury Farms, Apple Barn Restoration

Warning: Unusual sender <susan.decina@ct.gov>
You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Hi Krista,

You are receiving this email because the **Town of Simsbury** was awarded a grant by the Connecticut General Assembly that is being administered by the Connecticut Department of Economic and Community Development (DECD).

I will be your project manager for the administration of this award.

AWARD DETAILS

Amount: **$300,000**

Legislative Intent: **Apple Barn Renovation**

Intake Period: August 1, 2026 – September 30, 2026

Funding Period: July 1, 2026 – June 30, 2027 (Fiscal Year 2027)

PRE-AWARD CONFERENCE AND TRAINING

The Connecticut Office of Policy and Management (OPM) will be hosting an **online Pre-Award Conference** for all state Legislatively Directed Fund (LDF) recipients on **Friday, July 31, 2026, at 1:30 PM**, via Microsoft Teams. All DECD grant recipients are encouraged to attend, and you can register here.

DECD will also be hosting a **DECD-specific training** to review our intake process, highlight important requirements, and provide training on how to use our new grants management system, Euna. This training will be hosted on **August 7, 2026, at 1:30 PM**, and you can register here.

HOW TO APPLY

The application for this award must be submitted through DECD's new grants management system, Euna, which will begin accepting applications at 12:00 AM on Saturday, August 1, 2026. This opportunity will be designated as "private," and DECD will send eligible applicants an email containing the

Opportunity URL. Applicants will then be able to (1) create a Euna portal account and (2) begin their LDF application. As noted above, DECD will send a separate email once the application portal is open, at which time you will be required to register your organization in the new system and gain access to the application.

Please note, for any technical issues with Euna, awardees can create their own support ticket(s) at this link: https://grants-help.eunasolutions.com/hc/en-us/requests/new OR call

Euna Grants Support directly at: +1 (844) 407-3572. Otherwise, I am happy to answer any questions or concerns you may have regarding the application process.

REQUIRED MATERIALS

To prepare for your application, you will need the following information, including, but not limited to:

ð Recipient Full Legal Name, Contact Information, and Organizational Information

ð Official Physical Address (as registered with the Connecticut Secretary of the State)

ð Project Location (if different from Official Physical Address)

ð Names of Executive Director, Officers, and Members of Governing Board

ð Proof of Business Registration with the Connecticut Secretary of the State, including the number of years the entity has been in operation and documentation confirming that the applicant is in Good Standing

ð IRS Form W-9 with Taxpayer Identification Number

ð Charitable Solicitation Registration Information with the Connecticut Department of Consumer Protection

ð Letter of Good Standing for unemployment tax compliance with the Connecticut Department of Labor

ð Letter of Good Standing for tax compliance with the Connecticut Department of Revenue Services.

ð Certified Board Resolution confirming the governing body associated with the recipient that empowers an authorized individual to execute and deliver a contract award in the name of, and on behalf of, the recipient.

ð Certificates of Insurance, naming the State of Connecticut as additional insured. Insurance requirements vary depending on the size, scope, and dollar amount of allocation.

ð Any other information that DECD deems necessary. This may include information on any sub-recipients, if the primary recipient is allowed to sub-award. These sub-recipients must also be vetted by the state agency.

All grant recipients will be required to complete a Risk Assessment as part of their application in Euna. Once your application is submitted and approved, DECD will enter into a contract with your organization to execute your award.

Please feel free to contact me with any questions or concerns. I look forward to working with you.

Thank you,

Best regards,

Susan S. Decina, MPA
Community Development Specialist
Department of Economic and
Community Development
860-500-2463
Susan.Decina@ct.gov

CONDITIONS ASSESSMENT

APPLE BARN

C. EXISTING CONDITIONS NARRATIVE

C.1 Architectural

Construction:

The building is constructed primarily of combustible materials. The foundation and floorslab on grade are concrete. The walls and roof of the original structure are wood framed construction.

Exterior:

Exterior façade (general): The exterior of the building is in fair condition. The west side houses the main entrance which is situated on the Northwest side of the building. To the south are the main hall and a covered outdoor area. The garage is located to the Southeast. To the East is the kitchen and to the north is an apartment. The exterior walls are vinyl sided. The windows are single pane wood windows with an exterior storm window, these are original to the building. Aluminum downspouts travel down the walls from the overhead gutters. Most terminate at the foundation and splash onto grade. Some areas have the concrete foundation exposed; other areas show the siding down to grade. During the walkthrough, it was noted that runoff from the access road floods the boiler room and a portion of the garage. Recommend correcting the access road grading to direct water away from the building. Recommend further investigation of the building slab and foundation at these areas.

Walls: The exterior walls are in fair condition. Some of the vinyl siding is broken in areas that are close to grade. There is a crack in the foundation on the west elevation, below the double hung window of the apartment, it is recommended to further investigate this condition.

Windows/Doors/Entrances: The entrance doors are steel doors with and without glass. These doors are in fair condition. You can see daylight thru some of them, recommend replacing gasketing as a minimum corrective measure. Daylight can be seen around the door in the attic that accesses the flat roof, recommend replacement. The kitchen exterior door is not accessible from the exterior grade, recommend regrading to make it accessible. As mentioned above, the windows are single pane wood windows with an exterior storm window. The paint is peeling on the windows and peeling on some of the interior wood surfaces of the windows. It is recommended to replace these windows. The garage doors are original to the building and in poor condition, recommend replacing them all.

Roof: There are two types of roof systems. The flat roof above the kitchen has several bubbles in it and there is a bounce to it. It is recommended to be replaced. The shingle roof is in poor condition. There is organic growth on it in several locations and discoloration. The owner noted the tar repairs on the West side, but the building still is having leaking issues. It was noted during the walkthrough that the chimneys are no longer in use, but it is recommended that they be repointed. Power lines are resting on the roof, recommend addressing the condition of the power pole so the power lines do not rest on the roof.

CONDITIONS ASSESSMENT

APPLE BARN

Interior:

Interior spaces (general): Generally, the interior of the facility is in fair condition. The building is dated and could benefit from significant aesthetic upgrades. The main entrance has carpeting with board and batten wood paneling on the walls. The ceiling features exposed timbers and wood planking resting on the timbers and has a stained finish. The fireplace features exposed brick, with a wood mantel and stone hearth. It is flanked on both sides by stained built-ins. This opens into the main hall. IT has carpeting with gypsum board walls and acoustical ceiling tiles. It is recommended to replace the carpeting and refinish the stained wood finishes. The ceiling tiles are stained and should be replaced.

Toilet Facilities: All the toilet facilities are in fair condition. They have sheet vinyl flooring with FRP paneling on the walls. The men's room has a crack in the FRP panel. The toilet partitions are painted wood. The Men's and Women's rooms are currently not accessible. The single toilet is not accessible by today's code.

Kitchen: The kitchen has original fixtures and cabinets with replaced faucets. It is in fair condition but dated. The space could benefit significantly aesthetically if the kitchen and bathrooms were renovated.

Attic: The attic is wood framed. The stairs do not have railings. The guard rail at the top of the stair does not meet code. It was noted there was a fire in the attic section above the garage. Recommend having this section checked structurally.

Code & Safety:

ADA: The building would not be deemed ADA compliant in reference to toilet facilities and access, but close. As mentioned previously, address the grade conditions at the exterior doors so they are accessible. Recommend renovating bathrooms to make them accessible. The newer parts of the building have no issues with ADA compliance.

Safety: The building has a few aspects that may be deemed problematic from a life safety perspective. The area in the attic that had a fire should be reviewed structurally with the garage below. The attic stairs are not code compliant, and do not have railings or a guard rail at the proper height at the attic floor above. The stairs to the upper level in the attic do not have any railings.

MASTER PLAN
RECOMMENDATIONS

New Multi-generational Community Center:

The use for Eno Memorial Hall for other Community and Arts functions in the previous recommendation leaves the question of where to locate Social Services and the Senior Center. A synergy exists with some of the other department programming needs. The need for programming space was identified by the Parks and Recreation Department and several Town Departments spoke of the need for training and large meeting space. Additionally, much of the Senior Center activities are scheduled during the morning and early afternoon hours. Which suggests that if a variety of spaces are programmed with flexibility in mind then they could be utilized throughout the afternoon and evening by other agencies or departments, and even on a scheduled basis during daytime hours. A multi-generational community center could serve the social service/senior center needs as well as providing space for youth programs, staff training, and special events for all age ranges.

The Simsbury Farms complex offers a variety of recreational activities serving youth, adults, families, and active seniors including golf, tennis, swimming, ice skating, playgrounds. The inclusion of a multi-generational community center in the campus offers great opportunities for families of all ages to visit the site together and participate in the activities and use the facilities best suited to their interests.



AERIAL VIEW OF SIMSBURY FARMS LOCATING PROPOSED COMMUNITY CENTER SITE

The Apple Barn was identified during the assessment reviews as facility that is underutilized and in need of repairs and renovation. A significant portion of the building is used for overflow storage of Parks and Recreation equipment. The kitchen and meeting space is outdated, and finishes are worn. The site represents an opportunity to build on the offerings of the Simsbury Farms

MASTER PLAN
RECOMMENDATIONS

complex, but the structure itself offers little value for the types of needed program space. Ultimately the recommendation is to demolish the Apple Barn and use the site for the suggested Multi-generational Community Center.

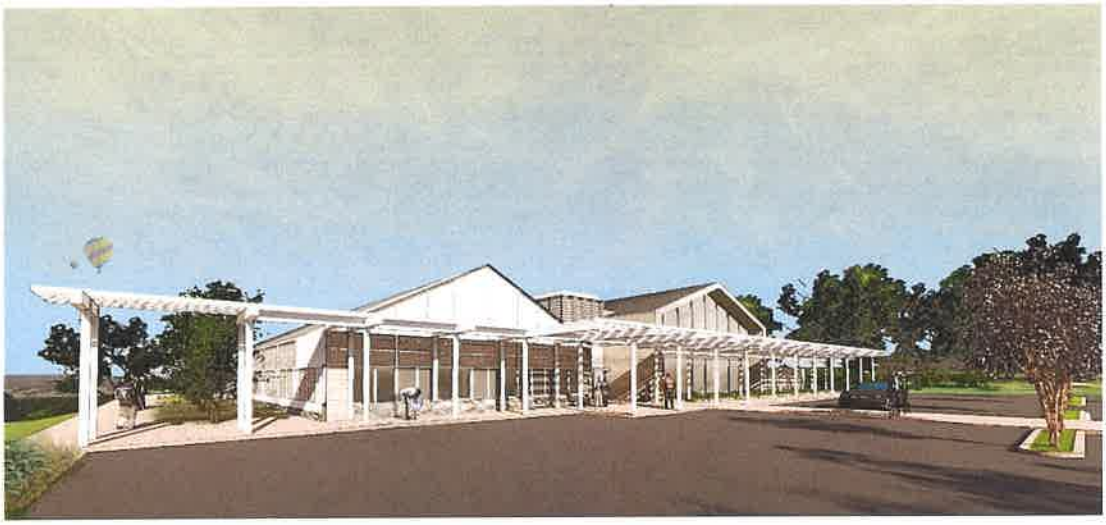
The site access from Old Farms Road and has vehicle access on Simsbury Farms Road to the other recreational facilities in the complex. There is sufficient site are to provide a covered drop off for Seniors and sufficient accessible parking. With the use of parking stabilization products on the surrounding lawn it is possible to host large meetings and events on site.



CONCEPTUAL SITE PLAN OF MULTI-GENERATIONAL COMMUNITY CENTER

The program for the proposed community center as illustrated on the site plan above includes a large meeting room/dining room/event space that can seat up to 300 for a lecture or meeting and is subdividable for smaller functions. An adjacent kitchen supports the room for the Senior lunch program. The facility will also include craft space, a room for yoga or exercise. The program was developed in consultation with the Social Services, and Parks and Recreation staff to ensure the flexibility to serve multiple functions and fulfill the multi-generational intent. Conceptual elevations of the facility are provided below. The full conceptual program and budget can be found as an attachment at the end of this report section.

MASTER PLAN
RECOMMENDATIONS





CONCEPTUAL RENDERINGS OF THE MULTI-GENERATIONAL COMMUNITY CENTER

Marc S. Nelson, MPA
Town Manager

Thomas J. Roy, PE
Director of Public Works
Town Engineer

DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

To: **Board of Selectmen**

CC: **Marc Nelson, Town Manager**

From: **Thomas J. Roy, P.E., Director of Public Works/Town Engineer**

Date: **September 24, 2026**

Subject: **Eno Memorial Hall HVAC Replacement – Impact of Building Occupancy During Construction**

Plans for the for the complete replacement of the HVAC system at Eno Memorial Hall have been completed. The project includes replacement of the existing boilers, chiller, steam loop and radiators with a new hydronic piping and fan coil system with energy recovery ventilators (ERVs), along with associated architectural, electrical, fire protection, hazardous material abatement, and interior restoration work. This is a large and complex project involving all areas of the building.

The current construction cost estimate is $4.7 million for the anticipated construction in 2029. The estimated construction duration is approximately 14 months if the building is completely vacant during construction.

The design team has also evaluated the impacts of maintaining occupancy during construction. If the building remains occupied, the construction duration is expected to increase to 18 months or more, and the project would require significant phasing, temporary facilities, separation of construction areas from occupied areas, and additional measures to maintain safe access and ongoing programs. **The estimated additional cost associated with maintaining occupancy is approximately $1 million.**

The $1 million estimate may be conservative given the nature of the building and its use as a Senior Center. Maintaining safe and comfortable conditions for senior patrons while major HVAC, demolition, abatement, and interior construction work is underway would require significant separation between occupied and construction areas. Additional measures would also be necessary to minimize exposure to construction noise, dust, odors and other disruptions while allowing programs and activities to continue.

From a cost, safety and construction management perspective, a full building closure during the HVAC replacement project provides the most efficient construction environment and eliminates many of the challenges associated with maintaining an occupied facility.

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 Eno Memorial Hall Upgrades

2. **Date of Board Meeting:** September 28, 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 28, 2026, to submit the Legislative Directed Grant Applications for the Eno Memorial Hall Upgrades and authorize Town Manager Marc Nelson 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.

   Finally 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 $150,000 for Eno Memorial Hall Upgrades. These funds are through the Legislative Directed Grant process with the Connecticut Department of Economic and Community Development (DECD) being the grant administrator.

   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.

   Eno Memorial Hall is a historical building in Simsbury right in the heart of the “Downtown” area of Hopmeadow Street. Built in 1932, and listed on the National Historic Registry, with an original purpose of a Town Office Building, it is approximately 27,000 square feet that now serves as the Town’s Social Services and Senior Center. The Town is at a

crossroads for what is the best use for the facility for the community. Over the years there have been discussions on if Eno is the best fit for our Senior Center. Community discussions need to be had on if this historic building would be better used as a community arts center, a building to house our Board of Education offices, or should other town departments be moved to the building instead of Social Services and Senior Center. The Town's intent for some this funding is to perform a an Adaptive Reuse and Feasibility Study that includes multiple community focus groups to identify the best use of the building for Simsbury. This study would have an impact on future capital improvement plans by allowing town officials to request funds for improvements to allow this important building to flourish in its role. It is anticipated that a space needs study would cost around $60,000. The Town would then use $50,000 to fund a public outreach and community engagement partnering with an experienced vendor to make sure as many voices in the community are heard on what the future of Eno should be.

The remaining funds after the space needs study would be used to complement a Roof Repair project that is included in the Town's six-year Capital Improvement Program for FY27. The funds would be used to complement our current year capital project of roof repair

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:** State Legislative Directed Grant Funding for the Library's Teen Space

2. **Date of Board Meeting:** September 28, 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 28, 2026, to submit the Legislative Directed Grant Applications for the Simsbury Public Library Teen Space renovation and authorize Town Manager Marc Nelson 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.

   Finally 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 $350,000 for the Library Teen Space. These funds are through the Legislative Directed Grant process with the CT State Library being the grant administrator.

   The funds for the projects must be expended by June 30, 2027.

   The heavily used Teen Space at the Simsbury Public Library is an open-air section of the Library. This project will consist of enclosing this area which will provide a space for the teens to feel safe and have their privacy. It will also serve as soundproofing for the area to limit disruptions to other Library patrons. This project is a part of the Library's long-term goals and will allow this area to be better used by teens in our community. This project was included in the six-year CIP plan in year three. This project is included in the CIP in FY29.

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:** Approve the Proposed Revisions to the Personnel Rules and Regulations

2. **Date of Board Meeting:** September 28, 2026

3. **Individual or Entity Making the Submission:**
   Marc Nelson, Town Manager; Eric Gomes, Human Resources Director

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

   Move, effective September 28, 2026, to approve the proposed revisions to the Personnel Rules and Regulations as presented.

5. **Summary of Submission:**
   The Town Manager's Office and Human Resources Department have been working to update the Personnel Rules and Regulations, which has not had a review since 2023. The Personnel Rules and Regulations apply to our non-union staff while also covering our employees in bargaining units for matters not covered by their respective collective bargaining agreements. Revisions were presented to the Personnel Subcommittee at their September 10, 2026 meeting.

   Pursuant to Section 902 of our Charter, Board of Selectmen approval is needed to officially update the Personnel Rules and Regulations:

   > *"The Town Manager shall also cause to have prepared a set of personnel rules which shall provide, among other things, for the method of holding competitive examinations, probationary periods of employment, hours of work, vacations, sick leaves and other leaves of absence, removals and such other rules as may be necessary to provide an adequate and systematic procedure for the administration of the personnel affairs of the Town. Such rules and any amendments thereto shall become effective upon being approved by resolution of the Board of Selectmen and filed by the Town Manager with the Town Clerk."*

6. **Fiscal Impact:**
   None

7. **Description of Documents Included with Submission:**
   a) Proposed Revisions to the Personnel Rules and Regulations

TOWN OF SIMSBURY

PERSONNEL RULES
AND
REGULATIONS

Adopted by the Board of Selectmen, February 27, 2023

Table of Contents

SECTION	SUBJECT	PAGE
	Contract Disclaimer & At-Will Statement	5
1.0	Authority to Revise	5
1.1	Authorization for Rules, Severability	5
1.2	Administration	5
1.3	Employees Subject to Collective Bargaining Agreement	5
1.4	Conflicts of Interest	6
1.5	Political Activity	6
2.1	Equal Employment Opportunity	6
2.2	Unlawful Harassment	7
2.3	Standards of Conduct	10
2.4	Disability, Religious & Pregnancy-Related Accommodation	11
2.5	Workplace Threats and Violence Policy	11
2.6	Accommodations for Nursing Mothers	12
3.0	Personnel Records	12
3.1	Personnel Reports	12
4.0	Recruitment Policy	13
4.1	Employment Administration	13
4.2	Announcements	13
4.3	Veteran's Preference	13
4.4	Hiring/Promotion Selection Processes and Employment Lists	13
4.5	Employment of Relatives and Friends	14
5.0	Appointments to the Classified Service	14
5.1	Medical Examination Post-Offer, Pre-Employment Examinations	14
5.2	Introductory Period	14
5.3	Notification of Regular Appointment	15
5.4	Emergency Appointments	15
6.0	Classification Plan	15
6.1	Position Classification	16
6.2	Reclassification	16
6.3	Classified Positions	16
7.0	Compensation - Pay Plan	17
7.1	Starting Salary Rates – Regular Full Time Employees	17
7.2	Salary Rates - For Other Than Regular Full Time Employees	17
7.3	Pay Adjustments	18
7.4	Deductions	18
7.5	Credit Union	18
7.6	Direct Deposit	18
8.0	Attendance Policy	18
8.1	Recording Time	19

SECTION	SUBJECT	PAGE
8.2	Meal and Rest Periods	19
8.3	Pay Period	20
8.4	Overtime	20
8.5	Outside Employment	21
8.6	Town Supplies and Equipment	21
8.7	Computer Security and Copying of Software	21
8.8	Driver's License/Driving – Record/Insurance	22
8.9	Use of Town Vehicles	22
8.10	GPS Monitoring of Employer Vehicles	22
8.11	Off Duty Use Of Employer Property or Premises	22
8.12	Personal Appearance	23
8.13	Personal Cell Phone/Mobile Device Use	23
8.14	Personal Data Changes	23
8.15	Security	24
8.16	Social Media Policy	24
8.17	Telephone Use	25
8.18	Voicemail, Email & Internet Policy and Electronic Monitoring	26
8.19	Electronic Monitoring	26
8.20	Workplace Privacy and Right to Inspect	27
8.21	Access to Personnel and Medical Record Files	27
8.22	Nonsmoking Policy	27
8.23	Drug and Alcohol Policy	27
8.24	Business Closure and Emergencies	28
8.25	General Safety Policy	29
9.0	Employee Benefits – Eligibility	29
9.1	Vacations	29
9.2	Sick Leave	32
9.3	Family and Medical Leave	33
9.4	Other Leaves of Absence	36
9.5	Holidays	38
9.6	Personal Days	38
9.7	Tuition Reimbursement Education Incentive	39
9.8	Individual Professional Development Plans	39
9.9	Insurance Benefits	39
9.10	Life Insurance	39
9.11	Long-Term Disability	39
9.12	Regular Part-Time Employees	40
9.13	Continuation of Insurance	40
9.14	Deferred Compensation	40
10.0	Personnel Status Changes – Transfer	40
10.1	Promotion	40
10.2	Demotion	41
10.3	Separation	41
10.4	Resignation	41

10.5	Exit Interviews	41
10.6	Layoff	42
10.7	Disability	42
10.8	Retirement	42
10.9	Dismissal	42
10.10	Death	42
11.0	Disciplinary Actions	43
SECTION		**PAGE**
	APPENDIX	44
	ACKNOWLEDGMENT OF RECEIPT AND REVIEW	45
	DISCLOSURE OF OUTSIDE EMPLOYMENT	46
	CONFLICT OF INTEREST ACKNOWLEDGMENT FORM	47
	CONFLICT OF INTEREST – SECTION 1103	48

Contract Disclaimer & At-Will Statement

Nothing in these Personnel Rules and Regulations is intended to grant permanent employment to anyone , either implicitly or explicitly. Similarly, nothing in these Rules and Regulations is intended to create, an express or implied contract of employment between the Town of Simsbury (hereinafter "Town" or "employer") and any of its present or future employees. Any oral statements or representations that suggest otherwise are unauthorized and may not be relied upon by anyone. Unless a written contract, a collective bargaining agreement, or law provides otherwise, Town employees are employed on an "at-will" basis. This means that employment may be terminated at any time and for any lawful reason. Similarly, employees may leave their employment with the Town at any time and for any reason subject to the requirements for a as provided in these Rules and Regulations.

SECTION 1
GENERAL PROVISIONS

1.0 Authority to Revise

The Town reserves the right to modify, revoke, suspend, terminate or change any of these Rules and Regulations, at any time without notice.

1.1 Authorization for Rules Severability

These rules are provided for by Section 1002 of the Town of Simsbury Charter, as amended from time to time. If any section or portion of these Rules is in conflict with federal or state law or the Town Charter, such finding shall not affect the remainder of these Rules.

1.2 Administration

In accordance with SECTION 502 of the Town Charter, the Town Manager is designated the Personnel Director for the Town with the exception of Board of Education employees. The Town Manager may, delegate duties and responsibilities to a designee carrying out these Rules and Regulations. As such, the Town Manager shall be responsible for the proper administration of these Rules and Regulations.

The Board of Selectmen may from time to time establish, rescind or amend these Personnel Rules and Regulations.

1.3 Employees Subject to Collective Bargaining Agreements

For bargaining unit employees, the terms and conditions of their employment are governed by their respective collective bargaining agreement and these Rules and Regulations to the extent they are consistent with their Collective Bargaining Agreement.

1.4 Conflicts of Interest

The Town of Simsbury seeks to avoid conflicts of interest that create actual or potential job-related concerns. If there is any actual or potential conflict of interest between you and a person or an entity due to your employment with the Town, you must disclose it to your Department Head. If an actual or potential conflict of interest is determined to exist, the Town will take such steps as it deems necessary to reduce or eliminate this conflict.

Employees are obligated to disclose any financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or any board or commission to the Board of Selectmen in compliance with Section 1103 of the Charter of the Town of Simsbury and Chapter 13 of the Code of Ordinances, as amended from time to time.

Town Employees may not take any outside job if it competes or interferes in any way with the employee's position with the Town. In addition, employees may not use Town property or work time for any outside employment.

1.5 Political Activity

Employees are free to exercise their rights as citizens, to vote as they wish, and express their political opinions as permitted by state and federal law. However, no employee shall:

a. Engage in political activity while on duty.
b. Be required as a duty of office or condition of employment to contribute funds to or otherwise assist political or partisan purpose.
c. Solicit or act as a custodian of funds for political or partisan purpose during work hours.
d. Coerce or compel contributions of funds or other assistance for political or partisan purposes by any other town employee.
e. Use any funds, supplies, materials or equipment of the Town for political or partisan purposes.
f. Use official authority or influence to affect the results of a nomination or election for office, through public endorsement or otherwise.

SECTION 2
STANDARDS OF CONDUCT

2.1 Equal Employment Opportunity

It is the policy of the Town to provide equal employment opportunities to all applicants and employees regardless of race, color, religion, creed, sex, age, national origin, marital status, handicap, ancestry, sexual orientation, physical disability, mental disability or any other legally protected characteristics except in the case of a bona fide occupational quality or need, and to treat applicants and employees in a non-discriminatory fashion as required by law . This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

2.2 Unlawful Harassment Is Prohibited

The Town of Simsbury strives to provide a workplace environment that is safe and free of all forms of unlawful discrimination or harassment.

"**Harassment"** is unwarranted and unwanted verbal or nonverbal conduct that threatens, intimidates, or unduly aggravates or insults another person based upon a legally protected classification, where such conduct has the purpose or effect of creating an offensive, intimidating, degrading or hostile environment, or interferes with or adversely affects a person's work performance.

Harassment does not, however, include the conduct or actions of supervisors intended to provide employee discipline, performance feedback/evaluations, instruction or other supervisory actions intended to promote positive performance and/or discourage negative behavior or performance.

"**Sexual harassment"** is a form of sex discrimination, and includes any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;

2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the person; or

3. Such conduct interferes with a person's work performance or creates an intimidating, hostile or offensive working environment.

Please note, harassment can involve people of the same or the opposite gender.

Examples of Harassment

While it is not possible to list all conduct that may constitute harassment, the following are some examples of conduct which, if unwelcome, may constitute harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

A. Examples of Other Forms of Unlawful Harassment

- Jokes/mocking about ethnicity, religious beliefs or practices, accents, disability, age other legally protected traits;
- Referring to others by a nickname that refers to some protected characteristic of the person;
- Unwanted questions or comments pertaining to any aspect of an employee's person or personal life with regard to some protected characteristic.

B. Examples of Sexual Harassment

- Sexual advances and explicit sexual proposals;
- Demands for sexual favors in exchange for favorable treatment or continued employment;
- Suggestive comments, sexually oriented teasing or practical jokes;
- Obscene body language or gestures;
- Display of printed or visual material that is sexual in nature;
- Sending or viewing jokes, pictures or other information by e-mail or the internet where the information is sexually-explicit, or where it ridicules a person's gender, sexual-orientation, or gender identification/expression;
- Physical contact, such as touching, patting, pinching or brushing against another's body;
- Discussion of or inquires about a person's sexual activities.

Reporting Harassment

A. Victims of Harassment. If an employee is harassed, they should clearly and promptly tell the offender that they want them to stop the behavior. If the employee does not wish to address the offender directly or if they are not successful in ending the harassment, the employee should immediately report the harassment to any one of the following people:

- Employee's Supervisor, Manager, or Department Head; or
- Human Resources Director
- Deputy Town Manager; or
- Town Manager.

If an employee believes they are being harassed by any person identified in the reporting above structure, they should report the alleged behavior to another person in the reporting structure.

Reports of alleged harassment against the Town Manager should be directed to Human Resources or Deputy Town Manager; Human Resources or Deputy Town Manager will then notify the Personnel Sub-Committee promptly.

B. Employees Who Witness Harassment. Any employee who witnesses harassment or becomes aware that another employee has been subjected to prohibited harassment is urged to immediately report the conduct to one of the individuals listed above.

If the employee has reason to believe that by any person identified in the reporting above structure may be engaging in unlawful harassment, they should report the alleged behavior to another person in the reporting structure.

C. Supervisors and Managers. Any supervisor or manager who receives a complaint about harassment, retaliation or who believes that someone is engaging in conduct that may be prohibited **must immediately report it to the Human Resources Director, Town**

Manager or Deputy Town Manager. Ignoring such conduct is not acceptable and may subject the supervisor or manager to disciplinary action and legal liability.

Any employee who believes that he or she has been harassed in the workplace in violation of this policy may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, (CHRO) Capitol Region Office, 450 Columbus Boulevard, Hartford, CT 06031. (TELEPHONE NUMBER 860-566-7710; TDD NUMBER 860-566-7710) and/or the Equal Employment Opportunity Commission, (EEOC) Boston Area Office, 15 Sudbury Street, Room 475, Boston, MA 02208 (TELEPHONE NUMBER 617-865-3676; TDD NUMBER 617-565-3196).

State and federal law requires that a formal written complaint be filed with the CHRO or EEOC within 300 days of the date when the alleged harassment occurred. Remedies for sexual harassment include cease and desist orders, back pay, compensatory damages, hiring, promotion or reinstatement.

Report Disrespectful, Inappropriate Conduct

Employees are entitled to be treated in a civil manner and to work in a safe environment. Even though conduct may not constitute unlawful harassment, it may be inappropriate for the workplace and unacceptable. Employees should report such conduct utilizing the reporting procedure outlined above.

No Retaliation

The Town strictly forbids retaliation against employees who report harassment in good faith or who participate in internal or external investigations of harassment. The Town will not engage in any such retaliation nor will it permit employees to do so. The Town will not tolerate retaliatory citizen behavior/actions towards employees whom have reported harassment or participated in a harassment investigation. All employees shall report all instances of retaliation to one of the individuals listed in above.

Investigating Complaints

The Town's policy is to take all complaints and reports of harassment seriously. All complaints and reports will be investigated promptly, impartially and discreetly. Once a complaint is received, an investigation will be undertaken promptly and all necessary steps taken to resolve the problem. Employees have a duty and are obligated to participate in investigations when requested. Where investigation confirms that harassment has occurred, the Town will take corrective action as appropriate. Discipline up to and including discharge from Town service, banning from Town facilities or property, or legal action may be implemented by the Town. In all cases, including those in which a harassment complaint is made against someone who is not a town official or employee, every effort will be made to ensure that the harassment is eliminated.

False Reports

If the Town determines that a false complaint was made under this policy, disciplinary action may be imposed.

2.3 Standards of Conduct

The Town of Simsbury strives to create a work environment that promotes job satisfaction, civility, responsibility, integrity, and value for all employees. As such, everyone shares in the responsibility of improving the quality of the work environment.
While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit the Town's right to discipline or discharge employees for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in these Rules & Regulations.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol or illegal drugs during working hours or on Town property (including in Town vehicles).
- Inaccurate reporting of the hours worked by you or any other employees.
- Intentionally providing inaccurate, incomplete, or misleading information when speaking on behalf of the Town or in the preparation of any employment-related documents including, but not limited to, job applications and personnel files.
- Taking or destroying Town property.
- Possession of potentially hazardous or dangerous property such as firearms, weapons, chemicals, etc. without prior authorization.
- Fighting with, or harassment of any fellow employee, vendor, or member of the public.
- Gossiping, spreading of misinformation, or disclosing sensitive information.
- Disclosure of confidential information.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in non-designated areas.
- Working unauthorized overtime.
- Inappropriate attire.
- Use of obscene or harassing language in the workplace.
- Outside employment that interferes with your ability to perform your job.
- Gambling on Town premises or during work time.
- Lending passcodes, keys, or keycards to Town property to unauthorized persons.
- Sleeping during work hours.
- Illegal activity on social media.
- Inappropriate use of Town time and property/resources.

2.4 Disability, Religious, & Pregnancy-Related Accommodation

The Town of Simsbury is committed to providing equal employment opportunities to qualified individuals with disabilities, and sincerely held religious beliefs, as well as employees who are pregnant. Consistent with this commitment, the Town will provide reasonable accommodation to otherwise qualified individuals where appropriate to enable the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.
If an employee requires an accommodation because of a disability or their religious beliefs, or because the employee is pregnant, the employee must notify their Supervisor and provide relevant information such as:

- A description of the proposed accommodation.
- The reason you need an accommodation.
- How the accommodation will help them perform the essential functions of their job.

After receiving the request, the Town will engage in a dialogue with the employee to explore the employee's needs and explore potential reasonable accommodations that could enable the employee to perform their job. Where appropriate, additional information may be needed from the employee's medical provider to assess the request. All medical information received in connection with a request for accommodation will be treated as confidential.

Employees are encouraged to suggest specific reasonable accommodations that they believe would allow them to perform their job. However, the Town is not required to make the specific accommodation requested by an employee and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Town.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the Family and Medical Leave Act, and/or any other leave where permitted by law.

The Town will not tolerate any retaliation against staff for requesting an accommodation.

2.5 Workplace Threats and Violence Policy

Employees are entitled to work in a safe work environment. The Town of Simsbury prohibits all forms of aggression, including physical and/or verbal threats, bullying, assaults, or other forms of intimidation, by employees, elected officials, volunteers, visitors or anyone else on the Town's premises or at Town functions.

Town premises are a gun-free and weapon-free zone. Except for sworn law enforcement officers, no one is permitted to possess weapons of any sort (e.g. guns, knives (except for small pocket knives), metal knuckles, etc. on Town premises. This policy does not prohibit individuals from carrying legal, non-lethal defense spray, such as pepper spray.

All Town personnel are responsible for notifying a supervisor or the Town Manager's office of any threats that they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have

witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a Town site, or is connected to Town employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. Any supervisor who becomes aware of threatening behavior must immediately notify the Town Manager. Any employee who reports unlawful workplace threats or violence or cooperates in the investigation of a complaint will be protected from retaliatory action.

Violations of this policy may result in criminal prosecution, being banned from town-property, and/or employee discipline up to and including dismissal.

2.6 Accommodations for Nursing Mothers

The Town of Simsbury will provide nursing mothers reasonable unpaid break time to express milk for their infant child(ren) for up to one year following the child's birth. Employees will be provided with a private room or other location to express milk. The room will be clearly designated and either have a lock or a sign on the door to indicate when the room is in use. Expressed milk can be stored in Town refrigerators, or in a personal cooler. Expressed milk should be sufficiently marked or labeled to avoid confusion for other employees who may share the refrigerator.

The break time must, if possible, run concurrently with any break time already provided. Employees are encouraged to discuss the length and frequency of these breaks with their Supervisor.

SECTION 3
RECORDS AND REPORTS

3.0 Personnel Records

The Town Manager or his/her designee shall be responsible for maintaining employees' Personnel records. Employees may examine their own personnel records in accordance with the procedures established by the Town Manager or designee.

3.1 Personnel Reports

Department heads shall promptly submit data on proposed appointments, status changes, or separations pertaining to the classified service at such time, in such form, and with such supporting information as these Rules prescribe or as the Town Manager deems necessary.

SECTION 4
RECRUITMENT

4.1 Employment Administration

The Town Manager, with the assistance of the Department Heads, is responsible for the administration of all employment policies and procedures including, but not limited to, posting job openings, recruitment, advertising, interviewing (including oral exam panels), testing, screening, reference checking, referring qualified applicants, certifying candidates, orientation and induction, and Affirmative Action.

Nothing in this section shall diminish or alter the responsibility of the Police Commission for personnel matters within the Police Department as set forth in Section 707 of the Charter of the Town of Simsbury.

4.2 Announcements

For classified services, vacancies and promotional opportunities shall be posted on official bulletin boards or the virtual equivalent thereof, and may be posted at other relevant sites as appropriate.

Announcements shall specify the position's title, salary range, essential functions, minimum qualifications of and other information the Town Manager deems pertinent.

4.3 Veteran's Preference

All persons honorably discharged from active armed forces service, who have served in time of a war declared by the United States Congress, who take an examination for a position with the Town service, and who receive a passing grade, shall have five (5) points added to their examination grade if he/she is not eligible for disability compensation or pension from the United States through the Veterans' Administration, and shall have ten (10) points added to their examination grade if he/she is eligible for such disability compensation or pension. Names of veterans shall be placed on the list of eligible in the order of such augmented rating. Credits shall be based upon examinations with a possible rating of one hundred points. Applicable periods of war are determined in accordance with Connecticut General Statutes Sections 7-415 and 27-103.

4.4 Hiring/Promotion Selection Processes and Employment Lists

The Town Manager and/or his/her designee shall determine the qualifications and application requirements for all town positions. The Town Manager and/or his/her designee shall also determine the process that will be used to select candidates for initial hire and/or promotion. If a panel is used to evaluate candidates, the Town Manager and/or his/her designee shall determine who shall serve on the panel.

Where applicants participate in an examination or other graded/ranked evaluation, each applicant, shall be given notice of the final grade and/or ranking on the employment list, or failure to attain

a place on the list. While exceptions may be made under appropriate circumstances, corrections of test results or ratings will generally not invalidate certifications or appointments already made.

The Town Manager shall establish and maintain such lists for the various classes of positions in the competitive service as deemed necessary or desirable to meet the needs of the service. The names of eligible candidates shall be placed on promotional lists and eligible lists in the order of their grades.

Employment lists shall generally be maintained for 18 months for Police positions and for 12 months for other Town positions.

4.5 Employment of Relatives and Friends

The Town may choose not to employ friends or relatives in circumstances where an actual or potential conflict may arise that could compromise supervision, safety, confidentiality, security, and morale. It is your obligation to inform the Town of any such potential conflict so the Town can determine how best to respond to the particular situation.

SECTION 5
APPOINTMENTS

5.0 Appointments to the Classified Service

A. Appointments to fill vacancies within the classified service are made in accordance with the Town Charter.

B. New positions within the classified service shall be established in accordance with the Town Charter

5.1 Medical Examination Post-Offer, Pre-Employment Examinations

A. A medical examination, including a drug test, showing ability to perform the essential functions of the position may be required as a condition of employment.

B. A background check that may include motor vehicle record, credit status, criminal and financial histories, as well as verification of education and employment history and professional license is required in all cases as a condition of employment.

5.2 Introductory Period

For securing the most effective adjustment of a new employee to his/her position and for determining that an employee's work meets required standards, all appointments are for a introductory period, normally not to exceed one year. The department head may extend the introductory period with the approval of the Town Manager.

A. Evaluation of Performance

During the introductory period, the Town Manager or his/her designee shall evaluate the job performance of the employee and, where appropriate, complete a written evaluation. The extent and type of the evaluation shall be determined by the Town Manager.

B. Dismissal

During the introductory period, the Town Manager may terminate an employee. Such termination shall be based on the Town Manager's assessment of the needs of the Town and the employee's job performance

5.3 Notification of Regular Appointment

Upon the successful completion of the introductory period, the Town Manager or his or her designee shall notify the employee in writing of regular appointment.

5.4 Emergency Appointments

For the purposes of this section, the term "Emergency" is defined as meaning an instance in which public business would be stopped or causes a serious loss or inconvenience to be brought upon the public if not addressed.

In an emergency, the Town Manager may authorize the appointment of any qualified person to a vacant position when the Town Manager believes the appointment is necessary to prevent stoppage of public business or loss or serious inconvenience to the public. Such appointment is valid for the duration of the emergency without regard to the rules affecting appointments.

SECTION 6
CLASSIFICATION

6.0 Classification Plan

The Town Manager is responsible for the preparation of a classification plan which shall become effective upon approval by resolution of the Board of Selectmen. The classification plan is a statement of the essential functions of each position in the classified service, of the minimum qualifications for appointment, and of the pay ranges for such positions. All positions in the classified services are grouped into pay grades. Written job descriptions shall be prepared for each position.

6.1 Position Classification

The classification plan as submitted by the Town Manager and approved by the Board of Selectmen reflects the Town's assessment of the essential functions of each position and the skills and experience necessary to perform the essential functions.

6.2 Reclassification

When the Town Manager determines that the duties of a position have changed materially so as to necessitate its reclassification, that position may be allocated to a more appropriate pay grade, whether newly created or currently existing, in the manner set forth above.

6.3 Classified Positions

All positions are classified regular full-time, regular part-time, part-time/seasonal and temporary, and are defined as follows:

(a) Regular Full-Time

A regular full-time employee is one employed for a minimum of 35/40 hours per week on a yearly basis and is entitled to all the employee benefits offered by the Town.

(b) Regular Part-Time

A regular part-time employee is one employed for a fixed number of hours, but less than 30/40 hours per week, on a yearly basis. Such employee may be paid on an hourly or pro-rated salaried basis, and may be eligible for some employee benefits offered by the Town

(c) Part-Time/Seasonal

A part-time/seasonal employee is one employed in a position as needed. (Hours could vary from week to week or month to month). A seasonal employee is one employed for a period of not more than 120 calendar days in any calendar year in a position as needed.

(d) Temporary

A temporary employee is one employed in a position established for a specific period of time or for the duration of a specific project or group of assignments.

SECTION 7
COMPENSATION

7.0 Pay Plan

Each fiscal year, the Town Manager shall prepare and submit to the Board of Selectmen a pay plan for each grade in the classified service, showing the minimum and maximum rates of pay. In setting salary ranges, consideration may be given to the Town's financial conditions and policies, prevailing rates of pay for comparable work in the general labor market area, conditions of work, and suggestions of department heads.

7.1. Starting Salary Rates - Regular Full-Time Employees

A. Placement on Salary/Wage Schedule

The starting rate of pay offered for recruitment purposes is normally the minimum rate of the pay ranges. The Town Manager may approve initial compensation at a rate within approved pay range for the grade when the Town Manager determines that such action is appropriate.

B. Starting Rate on Return from Military Service

Any regular employee who takes leave to serve in the Armed Forces shall be reinstated in accordance with law.

7.2 Salary Rates - For Other Than Full-Time Employees

A. Regular Part-Time Employees

Such employees are paid on an hourly basis pursuant to the appropriate wage schedule.

B. Wage Schedule for Part-Time, Seasonal and Temporary Employees

Employees who work less than one-half the normal work week, or less than ten months per year, are paid the legally required state minimum wage rate. However, exceptions to this wage schedule may be based on the needs of the Town and made for employees with special skills, experience, or as the labor market requires, at the discretion of the Town Manager.

Specific wage schedules for part time, seasonal and temporary employees may be maintained and reviewed annually by Department Heads and recommended to the Town Manager.

C. Non-Exempt Employees

All non-exempt employees are paid on an hourly basis for the number of hours actually worked during the pay period, and are paid one and one-half times their regular rate of pay for any hours worked in excess of forty hours in a single work week.

D. Exempt Employees

Exempt employees are paid an annual salary divided by the number of pay periods per year. Exempt employees are not paid overtime, but may have their salaries adjusted by the Town Manager if they assume additional responsibilities or may be paid a bonus if they perform duties significantly in excess of their normal duties.

7.3 Pay Adjustments

Rates of Pay shall be raised or lowered appropriately to reflect promotions or demotions respectively. A transfer to a position of the same pay range, however, will not result in a pay adjustment. The Town Manager may also adjust an employee's pay rate when the employee takes on additional responsibilities or where the employee performs work significantly in excess of the employees normal work hours.

7.4 Deductions

The Town is required by law to make certain deductions from an employees' wages each pay period. These include income and unemployment taxes, Federal Insurance Contributions Act (FICA) contributions (Social Security and Medicare), and other deductions required under law or by court order for wage garnishments. The amount of an employee's tax deductions will depend their earnings and the number of exemptions you list on your federal Form W-4 and applicable state withholding form. Employees may also authorize voluntary deductions from their paycheck, including contributions for insurance premiums, retirement plans, spending accounts, or other services. Deductions will be reflected in an employee's wage statement.

If an employee has any questions about their pay, they should speak with Human Resources.

7.5 Credit Union

Town may have a relationship with a credit union that employees may choose to join.

7.6 Direct Deposit

Employees' wages shall be paid by direct deposit into an account with an eligible full-service bank selected by the employee.

SECTION 8
HOURS AND CONDITIONS OF EMPLOYMENT

8.0 Attendance Policy

Employees are expected to be on the job, ready to work, when scheduled. Failing to report to work as scheduled may lead to disciplinary action, up to and including termination of employment.

All requests for time off must be approved in advance.

If an employee is going to arrive late or are not able to report to work, they must call their supervisor as soon as they know of the delay/absence, but no less than 1 hour before the start of their work-day. Calling out by passing a message through another employee is not acceptable.

8.1 Recording Time

The Town is required by law to keep accurate records of hours worked by employees. To ensure that the Town has complete and accurate time records and that employees are paid for all hours worked, employees who are required to record all working time shall use the Town's recording system.

Non-exempt employees must accurately record on a daily basis the time they begin and end their work, as well as the beginning and ending time for each meal period. The beginning and ending time of any partial day worked or a departure from work early for personal reasons should be recorded on the time record. The employee also shall enter all overtime hours worked.
All departments maintain attendance records for employees during each respective pay period and furnish reports of such attendance annually to the Town Manager.
Excessive or habitual lateness, absenteeism, or falsification of time records are considered serious infractions and will lead to discipline, up to and including dismissal.

Breaks for represented employees are set forth in the respective collective bargaining agreements. Time records for all employees shall indicate sick, personal, vacation or other paid leave time utilized.

Exempt employees may be asked to complete time sheets indicating the time the employee begins work and the time the employee discontinues work at the end of the day.
Notify the Department Head of any unrecorded or incorrectly recorded work hours or any missed meal or break periods.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to the Town Manager or Human Resources any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

8.2 Meal and Rest Periods

The Town strives to provide a safe and healthy work environment. Check with your Supervisor regarding procedures and schedules for meal breaks. Employees who work 7.5 hours or more in a shift, receive at least a 30-minute meal break. This break must be taken all at once. This meal break should be taken after the first 2 hours and before last 2 hours of your shift. Employees must clock out for meal breaks. All employees, regardless of whether or not they are entitled to a

meal break, may take one 5-minute personal break per shift. You are not required to clock out for this break.

Only one employee may take a break at a time. All employees must check with their Supervisor prior to taking their break.

8.3 Pay Period

The Town pays employees on a weekly basis. Pay days are currently every Friday. If a pay day falls on a holiday employees may be paid the day before.

8.4 Overtime

Overtime must be approved in advance by your Supervisor.

A. Hourly and Non-Exempt Employees

Hourly and Non-Exempt employees are compensated at overtime rates in accordance with applicable state and federal wage and hour laws. Represented employees should refer to their collective bargaining agreement for specific information regarding overtime pay or compensation. Unaffiliated hourly employees are eligible for overtime pay if they work more than 40 hours in a work week.
Unless otherwise required or exempted by law, overtime pay of one and one-half times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

B. Exempt Employees

It is expected that exempt employees shall work, at a minimum, the same hours as their affiliated counterparts and are required to work as many hours as necessary to satisfactorily perform their job duties without regard to hours per day, week or month. Since attendance at meetings of Town agencies shall be considered part of the duties of the position and not eligible for compensation, it is expected that such employees will schedule their own work in such manner as to effectively and efficiently complete assignments in a timely manner.

8.5 Outside Employment

Full-time employees are not allowed to be employed by any entity that may pose a conflict with their employment with the Town unless written approval is received from the Town Manager. The Town Manager shall determine whether the proposed outside employment will interfere with the employee's duties to the Town, and whether to grant or deny approval. Any employee who receives approval must not allow their job performance to their town position to decrease. Once granted, approval may be revoked at any time by the Town Manager.

8.6 Town Supplies and Equipment

Town employees will not use Town supplies or equipment except for authorized Town purposes. No Town supplies or equipment may be removed from Town property without authorization.

8.7 Computer Security and Copying of Software

Software programs purchased and provided by the Town are to be used only for creating, researching, and processing materials for the Town's use. By using Town hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable Town's policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the Town, or developed by staff or contract personnel on behalf of the Town, is and will be deemed Town property. It is the policy of the Town to respect all computer software rights and to adhere to the terms of all software licenses to which the Town is a party.

Employees may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject the employee and/or the Town to both civil and criminal penalties under the United States Copyright Act.

Employees may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. Employees may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the Town.

Town computers and electronic equipment are only to be used for conducting Town business, and are not to be used for personal use. Personal use includes, but is not limited to, checking or posting to Facebook (or other social media platforms), checking or sending emails, online searches, and personal internet transactions.

8.8 Driver's License/Driving Record/Insurance

All employees who are required to operate a motor vehicle as part of their employment duties must maintain (1) a valid driver's license, (2) acceptable driving record, and (3) appropriate insurance coverage as required by law. The Town may run a motor vehicle department check to determine your driving record. It is the employee's responsibility to provide a copy of their current driver's license and insurance coverage if requested. **Any changes in the employee's driving record, including, but not limited to, driving infractions or changes to their insurance status, must be reported to the Town promptly.**

If an employee uses a motor vehicle in the course and scope of employment, they may not operate such vehicle while:

1. Under the influence of drugs, alcohol, or any other substance that might impair their judgment or ability to drive; or

2. Texting, emailing, or otherwise illegally using a cell phone.

Employees are personally responsible for any traffic/driving citations or tickets they receive for their driving. They are also personally responsible for any damage caused to their car.

8.9 Use of Town Vehicles

See Town's Vehicle Policy.

8.10 GPS Monitoring of Employer Vehicles

The Town may use GPS technology to monitor the whereabouts of our vehicles at all times.

Questions concerning vehicle monitoring should be directed to the Department Head. Questions concerning the proper use of any vehicles should be directed to your Supervisor.

Any employee who abuses the privilege of driving Town's vehicles will be subject to corrective action, up to and including termination of employment. If necessary, the Town will also advise law enforcement officials of any illegal conduct.

8.11 Off-Duty Use of Employer Property or Premises

You may not use the Town's property for personal use during working time. You are responsible for returning Town property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes use of copy machines, computers, electronic equipment, Town products, or office supplies for personal use without prior authorization.

Hourly employees may not access Town facilities or Town Property when the facility/property is closed to the public and the employee is not scheduled to work. Salaried employees may be allowed access to town-facilities to work when the building is closed to the public.

8.12 Personal Appearance

Your personal appearance reflects on the reputation, integrity, and public image of the Town. All Employees are required to report to work neatly groomed and dressed, and are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job. Jeans, dress pants, chinos, or other appropriate work pants may be acceptable so long as they are clean and have no holes, rips, or tears. Shorts or athletic/leisure attire are not acceptable. Casual sandals and flip-flops are not permitted. What is and is not deemed acceptable attire is at the sole discretion of the Town.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or

allergies.

The Town, in accordance with applicable law, will reasonably accommodate staff with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on the Town. Contact your Supervisor to request a reasonable accommodation. Failure to comply with the personal appearance standards may result in being sent home, off the clock, to groom or change clothes.

8.13 Personal Cell Phone/Mobile Device Use

While employees may bring personal cell phones and other mobile devices (i.e. smart phones, PDAs, tablets, laptops) into the workplace, they may not allow the use of such devices to interfere with their job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work cannot be used if distracting, disruptive or causing a loss of productivity.

You are expected to comply with Town policies regarding the protection of confidential and proprietary information when using personal devices.

You may connect your personal device to the Town guest WiFi network. Use of the Town network should be limited to nonworking time. The Town reserves the right to restrict access to its network as it sees fit. Access to the Town's network by non-employees is strictly prohibited.

Nothing in this policy is intended to prevent employees from engaging in legally protected concerted activity.

8.14 Personal Data Changes

Employees are expected to provide the Town with their current contact information, including current mailing address and telephone number, as well as any changes to your marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact your Supervisor/Administrator.

8.15 Security

All employees are responsible for helping to make the work environment a secure work environment. Upon leaving work, lock all offices, desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or similar devices to your Supervisor immediately. Refrain from discussing specifics regarding Town security systems, alarms, passwords, building code, etc. with those outside of the Town or with staff who have not explicitly been cleared for such information.

Immediately advise your Supervisor of any known or potential security risks and/or suspicious conduct.

8.16 Social Media Policy

The Town recognizes that the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to the Town, employees are expected to follow our guidelines for appropriate use of social media.

This policy applies to all employees who work for the Town.
For purposes of this policy, ***social media*** includes all means of communicating or posting information or content of any sort on the Internet, including to an employee's or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with the Town or not, as well as any other form of electronic communication.

Town principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, employees are solely responsible for what they communicate in social media, and may be personally responsible for any litigation that arises from their comments. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject an employee to disciplinary action up to and including termination.

Be Respectful
The Town cannot mandate respectful and courteous activity by employees on social media during non-working time. If you decide to use social media, please avoid posting statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or Town policy.

Maintain Accuracy and Confidentiality
When posting information:

- Maintain the confidentiality of trade secrets, intellectual property, and confidential commercially sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, trademarks, etc.) related to the Town.

- Do not create a link from your personal blog, website, or other social networking site to a Town website that identifies you as speaking on behalf of the Town.

- Never represent yourself as a spokesperson for the Town. If the Town is a subject of the content you are creating, do not represent yourself as speaking on behalf of the Town. Make it clear in your social media activity that you are speaking on your own behalf.

- Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.

Using Social Media at Work
Do not use social media while on your work time, unless it is work related as authorized by your manager or consistent with policies that cover equipment owned by the Town.

Media Contacts
If you are not authorized to speak on behalf of the Town, do not speak to the media on behalf of the Town. Direct all media inquiries for official Town responses to the Town Manager.

Retaliation Prohibited
Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is designed to interfere with, restrain, or prevent employees from communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. All employees have the right to engage in or refrain from such activities.

8.17 Telephone Use

Town phones are principally for work-related communications. Unless there is an emergency, telephone calls are to be limited to business purposes. Limit personal use of Town telephones to brief communications during rest periods where possible. Casual conversation with friends and relatives during working hours is not permitted. Telephone use is subject to the Voicemail/Email/Internet Usage Policy.

8.18 Voicemail, Email & Internet Policy

The Town's computer and telephone system, as well as all data transmitted or received through those systems, is the exclusive property of the Town. You should not have any expectation of privacy in any communication over this system. If you are permitted to have access to the system, you will be given a voicemail, email, and/or Internet address and/or access code and will have use of the system consistent with this policy.

The Town reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over the system. Any individual who is given access to the system is hereby given notice that the Town will exercise this right periodically, without prior notice and without the prior consent.

The interests of the Town in monitoring and intercepting data include, but are not limited to: protection of Town trade secrets, proprietary, and similar confidential commercially-sensitive

information (i.e., financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, trademarks, etc.); managing the use of the computer system; and/or assisting staff in the management of electronic data during periods of absence.

You should not interpret the use of password protection as creating a right or expectation of privacy. To protect everyone involved, no one can have a right or expectation of privacy regarding the receipt, transmission, or storage of data on the Town voicemail/email/Internet system.
Any staff who violates this policy will be subject to corrective action, up to and including termination of employment. If necessary, the Town will also advise law enforcement officials of any illegal conduct.

8.19 Electronic Monitoring

Pursuant to the requirements of Connecticut Public Act 98-142, **An Act Requiring Notice to Employees of Electronic Monitoring by Employers**, employees should recognize that their work activities and communications may be subject to electronic monitoring.

"**Electronic Monitoring**" is defined by the Act as "the collection of information on an employer's premises concerning employees' activities or communications by any means other than direct observation, including the use of a computer, telephone, wire, radio, camera, electromagnetic, photo-electronic or photo-optical systems, but not including the collection of information for security purposes in common areas of the employer's premises which are held out for use by the public, or which is prohibited under state or federal law."

Employees may be subject to electronic monitoring or recording (including sound, voice or video devices) at Town Hall/Police Station, Public Works Campus, Water Pollution Control Facility, Simsbury Farms Recreational Complex (including pools, ice rink, and Golf Club House), Eno Memorial Hall, Transfer Station, Simsbury Public Library, Simsbury's public schools, and Simsbury Meadows, including the parking lots and exterior premises of each property. However, employees will not be subject to any such monitoring or recording in areas designed for the health or personal comfort of the employees, such as rest rooms, locker rooms or lounges.

Employees should understand that their activities involving Town computer equipment and computer and/or electronic documents, data and communications, including e-mail and internet usage, are subject to being monitored, recorded and reviewed. Employees should be aware that the fact that a document, data or communication has been "deleted" by the employee does not mean that the item cannot be monitored or retrieved and reviewed.

8.20 Workplace Privacy and Right to Inspect

Town property, including but not limited to lockers, phones, computers, tablets, desks, work place areas, vehicles, or machinery, remains under the control of the Town and is subject to inspection at any time, without notice to any staff, and without their presence.

You should have no expectation of privacy in any of these areas. The Town assumes no responsibility for the loss of, or damage to, your property maintained on Town premises including that kept in lockers and desks.

8.21 Access to Personnel and Medical Records Files

The Town maintains separate medical records files and personnel files for all staff. Files containing medical records are stored separate and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Supervisors and others in management may have access to your personnel file for possible employment-related decisions. If you wish to review or receive a copy of your personnel or medical records file, you must give the Town reasonable notice. Inspection must occur in the presence of a Town representative.

All requests by an outside party for information contained in your personnel file will be directed to the Town Manager's office, who is solely authorized to give out such information.

8.22 Nonsmoking Policy

The Town is concerned about the effect that smoking and secondhand smoke inhalation can have on its staff and members of the public. Smoking (including vaping) anywhere inside the building or Town vehicles is prohibited and is only permitted in designated outside areas during authorized breaks.

8.23 Drug and Alcohol Policy

See Town's Drug and Alcohol-Free Workplace Policy.

The Town considers drug and alcohol abuse a serious matter that will not be tolerated. The Town prohibits employees from using, selling, possessing an open container of, or being under the influence of illegal drugs, alcohol, or a controlled substance or prescription drug not medically authorized while at their job, on Town property, or while on work time.

Therefore, it is Town policy that:

1. Employees may not report to work under the influence of alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized.

2. Employees may not possess an open container of or use alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized while on Town property or on Town business.

Employees must also use caution when taking prescribed or over-the-counter medication, that can affect their ability to perform their job safely, or the use of prescribed or over-the-counter medication in a manner violating the recommended dosage or instructions from the doctor. Employees must have a valid prescription for any prescription medication used while working for the Town. Inform their Supervisor prior to working under the influence of a prescribed or over-the-counter medication that may affect your ability to perform your job safely. The Town may, if required and permitted by applicable law, consider the medical use of marijuana as a prescribed medication under this policy. If the Town determines that the prescribed or over-the-counter medication does not pose a safety risk, employees will be allowed to work. Failure to comply with these guidelines concerning prescription or over-the-counter medication may result in disciplinary action, up to and including termination of employment.

A violation of this policy will result in disciplinary action, up to and including termination of employment.

8.24 Business Closure and Emergencies

The Town recognizes that inclement weather and other emergencies may affect employees' ability to get to work.
When the Town has a delayed opening, early closure, or total facility closure due to inclement weather, the Town shall inform employees of such through various electronic means of communication, such as: (1) Facebook; (2) Twitter; (3) the Town website; (4) the Town's email subscription service; (5) WFSB and NBC 30, and (6) phone, text, and/or email from supervisor or department head. Additionally, when a delay or closure occurs on short notice, the town will notify staff members through their supervisors by phone, text, and/or email.

Notified of Closure Prior to Reporting to Work
If you are nonexempt and are notified of a closure prior to reporting to work, you will not be paid during the closure, unless otherwise required by law. If you are an exempt employee, you will be paid your normal salary for the week and are expected to work remotely if possible.

Extending Leave
When the Town's closure ends, you are expected to report to work. Contact your Manager/Supervisor if you cannot return to work at the end of the closure.

If You Cannot Get to Work
Unique circumstances may affect your ability to come to work even when the Town is able to remain open. The Town recognizes that in a severe national or regional disaster, all methods of communication may be unavailable; however, you should continue to try and contact your Supervisor, by any method possible.

Once the inclement weather has passed or the emergency has ended, employees are expected to make all reasonable efforts to safely arrive at work at the designated time to work as scheduled. Leave yourself extra time and plan ahead.

Time missed under circumstances where the Town remains open and you are unable to report to work is to be used as paid time off or is unpaid.

8.25 General Safety Policy

It is the responsibility of all staff to maintain a healthy and safe work environment. Report any safety hazards and occupational illnesses or injuries to your Supervisor as soon as reasonably. Failure to follow the Town health and safety rules may result in disciplinary action, up to and including termination of employment.

SECTION 9
EMPLOYEE BENEFITS

9.00 Eligibility

Eligibility for employee benefits shall be governed by the respective plan documents.

9.1 Vacations

A. Vacation Schedule for Full-Time Employees

Vacation earned in one fiscal year shall be used by the end of the next fiscal year. Employees shall earn paid vacation time for each completed month of service based upon the following schedule:

Total Service	**Vacation Allowance**
Hire Date	3 Weeks
5 Years	4 Weeks
15 Years	5 Weeks

For unaffiliated employees, "service" time includes time accumulated in the same or similar positions with other employers, when previous experience is a prerequisite for employment. The amount of such additional "service" time shall be subject to approval by the Town Manager.

B. Vacation Schedule for Regular Part-Time Employees

SERVICE as of July 1st	**VACATION ENTITLEMENT BASED ON AVERAGE NUMBER OF HOURS WORKED IN A 52 WEEK PERIOD**
Less than 6 full years	.83 days per month

6 full years and less than 15 full years	1.25 days per month
15+ full years	1.66 days per month

Vacation for eligible part-time employees shall be prorated based upon the number of hours worked weekly compared to the regular work week. Eligible part-time employees shall receive vacation pay based upon one fifth (1/5) of their straight time weekly pay. For example, an employee regularly scheduled to work seventeen and one-half (17½) hours per week, earns .83 of a 3½ hour day or 2.9 hours of vacation time a month.

C. Carry Over of Vacation

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

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

D. Vacation Pay at Termination

For regular full-time employees, pay for accrued vacation time is provided upon separation if the employee leaves in good standing and provides the required notice. An employee is paid for vacation time earned the previous fiscal year and not used in the present fiscal year.–Accrued vacation time shall consist of no more than the total of: (a) vacation entitlement for the current fiscal year less the amount of that entitlement actually taken as vacation; (b) vacation time earned the previous year and not yet taken, plus; (c) any carry-over vacation granted under Section 9.10 (C) and not yet taken.

Except for extenuating circumstances, Department Heads/Division Heads shall provide at least 4 weeks' notice of a resignation; Supervisors shall provide at least 3 weeks' notice of a resignation; and all other employees shall provide at least 2 weeks' notice of a resignation.

E. Payment of Salary in Lieu of Vacation

Active employees may not trade in vacation day(s) for compensation.

F. Break in Service

Vacation time is determined by the length of continuous service. For purposes of computing vacation time, employees who leave the Town service for one (1) year or more, other than layoff, and are later restored are considered as new employees.

G. Advanced Vacation

No employee may take vacation time beyond the amount earned except in the most unusual of circumstances. Requests for advanced vacation must be submitted by the department head to the Town Manager, in writing, subject to approval by the Town Manager. In the case of the Town Manager, approval must be granted by the Board of Selectmen.

H. Advanced Vacation Pay

In order for employees to receive vacation pay in advance, the Personnel Action Form reporting vacations to be taken must be received in the Finance Department at least one week before the day of last payroll distribution before the start of vacation to allow for the drawing of the check.

I. Holiday Celebrated During Vacation

Observed holidays established by these Rules are not considered in the computation of vacation credit as a part of the vacation time.

J. Sickness While on Vacation

An employee who becomes ill while on vacation may not charge such illness to sick leave, unless a medical certificate confirms said illness, and the request is approved by the Town Manager. In the case of the Town Manager, approval must be granted by the Board of Selectmen.

9.2 Sick Leave

When it is necessary for an employee to take sick leave due to non-occupational illness or disability, the salary of the full-time employee may be continued for a period not to exceed six (6) months upon the approval of the Town Manager and based on the needs of the Town as determined in the sole discretion of the Town Manager. Among the factors he or she may choose to consider are the nature of the disability or illness, the service record of the employee, and the recommendation of an attending physician and/or a Town chosen physician.

Paid sick leave up to one month's pay may be granted to employees in their introductory period.

A. Notification of Illness

In order to be paid for sick leave, an employee must notify his/her department head as soon as possible, but not less than within one (1) hour of the time the employee is due to report for duty, unless otherwise specified by the department head.

B. Use of Sick Leave

Sick leave is a benefit to be used only in the following cases:

1. Personal sickness or physical incapacity for which compensation is not payable by any employer under the terms of the Workers' Compensation Act of the State of Connecticut.

2. Enforced quarantine of the employee in accordance with community health regulations.

3. The Town Manager or his/her designee may grant up to ten (10) paid sick leave days to any employee who takes leave to address the illness or physical incapacity of a "family member" as defined in the Family Medical Leave Policy, Section 9.30 of these Personnel Rules and Regulations.

C. Abuse of Sick Leave

Abuse of sick leave shall result in discipline up to and including dismissal.

D. Medical Reporting Requirements

An employee must submit a doctor's certificate in excess of five (5) consecutive sick days or where the Town suspects abuse of sick leave. For absences of more than five (5) consecutive sick days, an employee must submit a doctor's certificate which includes anticipated length of employee's absence, date employee can safely return to work, and any physical limitations imposed by the illness.

The Town shall administer paid sick leave to eligible employees in accordance with the Connecticut Paid Sick Leave Law, Conn. Gen. Stat. §§ 31-57r through 31-57w, as amended.

E. Medical Appointments

In order to minimize disruption in the workplace, employees are asked to make medical appointments at the beginning or end of the day if possible.

9.3 Family and Medical Leave

Eligible Employees & Reasons for Leave

Employees who have worked for the Town for at least 12 months and who have worked at least 1250 hours in the 12-month period preceding the leave are eligible to take up to 12 weeks of unpaid leave in any 12-month period for the following reasons:

1. Birth, adoption or foster placement of a child;

2. To care for a child or parent who has a serious health condition;

3. Serious health condition of the employee that makes the employee unable to perform the functions of his or her position.

4. To care for a covered service member with a serious injury or illness, when the employee is the spouse, child, parent, or next of kin of the service member.

5. **Any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty.**

Leave for the birth, adoption or fostering of a child must be used within 12 months following the birth or placement and must be taken concurrently, that is, not intermittently or on a reduced leave schedule, unless the Town agrees to such in writing.

Spouses employed by the Town may be limited to a total of 12 work weeks of leave in any 12-month period if the leave is taken for the birth, foster care placement or adoption of a child or for the serious health condition of a parent. The 12-week limit for both spouses does not apply in the case of leave for other reasons. In those cases, each employee is entitled to 12 weeks of leave.

Please note, 26 weeks of unpaid leave is available to care for a covered service member with a serious health condition. Eligible spouses who work for the same employer are also limited to a combined total of 26 workweeks of leave in a single 12-month period to care for a covered service member with a serious injury or illness (commonly referred to as "military caregiver leave") if each spouse is a parent, spouse, child, or next of kin of the service member.

If it appears that the employee qualifies for family or medical leave, the Town may unilateral designated the leave as such.

Rolling 12-Month Period

The Town utilizes a rolling 12-month period for calculating leave.

Types of Leave and Conditions

Continuous Leave may be taken for any of the reasons permitted by the FMLA, and excuses employee from work for a continuous period of time.

Intermittent leave means leave taken in separate periods of time rather than for one continuous period of time. Examples of intermittent leave include: leave taken one day per week over a period of a few months; or leave taken on an occasional/as-needed basis for medical appointments.

Reduced schedule leave is leave that reduces the employee's usual number of work hours per day for some period of time. For example, an employee may request half-time work for a number of weeks so the employee can assist in the care of a seriously ill parent.

If intermittent or reduced schedule leave is medically required, the Town may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates the type of leave requested.

Use of Accrued Paid Leave

An eligible employee shall utilize all applicable accrued paid leave for any part of a family or medical leave. Accrued paid personal leave and vacation leave will be substituted for any unpaid portions of family or medical leave taken for any reason. However, where the leave is for the employee's own serious health condition, accrued paid sick leave shall be substituted first for unpaid portions of family or medical leave prior to the substitution of paid accrued personal and vacation leave. The amount of unpaid family or medical leave entitlement is reduced by the amount of paid leave that is substituted; in other words, paid and unpaid FMLA leave run concurrently.

Any hours of leave taken intermittently are deducted on an hour-by-hour basis from the aggregate 12-week entitlement.

Notice

Where leave is foreseeable, the employee must provide 30 days' notice of his or her intent to take leave. Where this is not possible, the employee must provide as much notice as practicable.
If the leave is taken for foreseeable medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to disrupt the operations of the Town.

Certification

The request of an employee for the family or medical leave must be supported by a certification issued by a health care provider that states: (1) the date on which the serious health condition commenced, (2) the probable duration of the condition, (3) the appropriate medical facts regarding the condition, and (4) whether the employee's serious health condition makes the employee unable to perform his/her functions.

For a leave to care for a family member, the employer may require certification as to (1) the need of the employee to care for the family member and (2) an estimate of the amount of time needed. For intermittent leave, Town may require certification as to (1) the dates of expected leave and (2) anticipated duration. Such certification must be provided with 15 calendar days, where practicable.

The Town may require, at its own expense, that the employee obtain a second opinion by a health care provider designated or approved by the Town concerning any information in the

original certification. If the second medical opinion differs from the initial opinion, a third medical opinion, at the Town's expense and direction, may be required. This third medical opinion is final and binding on the Town and the employee. The Town may also require employees to periodically report during their leave on their medical status and intention to return to work.

Health Insurance

During any period that an eligible employee takes such leave, the Town will maintain coverage under any group health plan for the duration of the leave at the level and under the conditions coverage would have been provided if the employee had continued in active employment.

The employee will be expected to reimburse the Town for any premiums that the Town paid for maintaining coverage under the group health plan during any period of family and medical leave if the employee fails to return from the leave after it has expired, except if the employee fails to return because of a serious health condition or circumstances beyond the employee's control.

Continuation of Benefits

Health benefits and long term disability insurance will be continued for the duration of any employee's leave under the same circumstances as if the employee were not on leave. Basic and additional life insurance will be continued during family medical leave, subject to receipt of employee contributions for additional life insurance. Pension will be continued for vesting purposes only; periods of unpaid leave will not be included for purposes of determining the amount of retirement income.

Collection of Employee Contributions for Benefits

Employee contributions for medical insurance, and life insurance will be due on the first day of each month during which an employee is absent on family medical leave, unless the employee is absent for a partial month, in which case contributions are payable unless payroll deductions are made.

Return to Work

An employee returning to work following such leave is entitled to return to the position he or she held prior to the leave or to an equivalent position with equivalent benefits.

However, reinstatement may be denied for key salaried employees who are among the highest paid 10% of the workforce and whose leave of absence would cause substantial and grievous economic injury to the Town. In such cases, the Town must notify the employee of its intent to deny reinstatement as soon as practicable after receipt of a request for leave (or the commencement of leave, if earlier).

Accrual of Benefits

Employees do not accrue seniority or other benefits during the period of unpaid leave unless such accrual is offered to the employees on other temporary leave of absence.
Questions regarding family or medical leave may be directed to the Town Manager's Office

9.4 Other Leaves of Absence

A. Occupational Injury Leave

1. Injury Leave, as distinguished from sick leave, means paid leave given to an employee because of the absence from duty caused by an accident or injury that occurred while the employee was engaged in the performance of his/her duties for the Town.

2. The Town may supplement, for a period not to exceed 6 months, the payments made under Workers' Compensation insurance so that the employee will receive his/her normal weekly pay for the period of time he/she is on injury leave. The employee must sign an agreement to reimburse the Town the amount of his/her Workers' Compensation pay if he/she wishes to be paid by the Town prior to his/her submission of the Workers' Compensation pay voucher.

B. Jury Duty

The Town will pay full-time employees regular straight time wages that the employee would have otherwise received for a standard workday for the first five (5) days of an employee's jury duty; after that, the Town will then pay the difference between jury duty pay received from the court and the regular straight time wages the employee would have otherwise received for a standard workday or week. Compensation shall be payable only if the employee gives the Town notice from the court indicating that they served either a half or full day and the appropriate compensation.

Employees who are excused from jury duty, prior to completing a full day, are expected to return to work. Depending on the circumstances, 2nd and 3rd shift employees may or may not be required to work while on jury duty.

Time spent on Jury duty is considered as time worked in the computation of overtime.

C. Leave of Absence

The Town Manager**,** upon recommendation of the department head, may grant leaves of absence when necessary, with or without pay, up to a maximum of two (2) months. The Board of Selectmen may grant leaves of absence for periods longer than two months. Employees on an approved leave of absence will be responsible for the payment of any applicable health insurance premium cost sharing.

D. Bereavement Pay

Up to five (5) paid days off will be provided for death of the employee's spouse; up to three (3) paid days off will be provided for death in the employee's immediate family (parent, parent-in-

law, child, sibling, grandparent or grandchild); and one (1) paid day off shall be provided for the death of the employee's niece, nephew, aunt or uncle. Nothing contained herein shall prohibit the Town Manager from granting additional unpaid bereavement leave at his/ her discretion.

E. Military Leave

The Town Manager may grant Military Leave upon request for active duty in the National Guard or Armed Forces in accordance with Section 7-461 of the General Statutes of the State of Connecticut and applicable federal law.

An employee called to Reserve Duty may request, in writing, advanced payment of his/her salary provided the employee will be required to reimburse the Town any amount earned or paid to the employee for Reserve Duty, up to but not exceeding the amount of advanced pay.
Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and state law. Employees must submit documentation of the need for leave to Human Resources. When returning from military leave of absence, an employee will be reinstated to their previous position or a similar position as required by law. Employees must notify Human Resources of your intent to return to employment as required by law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact Human Resources.

F. Voting Leave

If your work schedule prevents you from voting on Election Day, the Town will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of your Supervisor, consistent with applicable legal requirements.

G. Paid Parental Leave

Parental leave shall be provided in accordance with state and federal law. In addition, full time employees with at least one year of service are eligible for up to six (6) weeks (available in hours) of Paid Parental Leave (PPL) per event. PPL is available to new parents who need time to bond with a new child entering their life either by birth, adoption, or foster care placement. This leave must be taken within the first year of the child's birth, adoption, or foster care placement.

During the PPL period, the employee shall be paid 100% of their base wages for the first two (2) weeks, and 50% of base wages for the remaining four (4) weeks. Employees shall be eligible to use any accrued leave in order to receive compensation up to 100% of base pay during the weeks reimbursed at 50%. The PPL benefit will run concurrently with any unpaid job-protective leave as required by Family and Medical Leave Act ("FMLA").

A childbearing employee on parental leave beyond the six (6) weeks of PPL may be eligible to use paid sick leave when medically necessary and as certified by a healthcare provider. An employee who exhausts all their accrued paid leave will be placed on a leave of absence without pay for the balance of the approved leave period.

9.5 Holidays

A. Paid Holidays - Unaffiliated members shall observe the same holidays as the affiliated bargaining members. Observed holidays are granted with pay.

One additional holiday will be observed each year. The date of these floating holidays shall be determined by the submission of requested dates by the employee and approval by the Town Manager based on the needs of the Town.

When a holiday falls on a Saturday, the preceding Friday shall be the day off, and when a holiday falls on a Sunday, the following Monday shall be the day off. Exceptions to this section are at the discretion of the Town Manager.

B. Attendance on Days Prior To and Immediately After a Holiday

Employees are not paid for holidays unless they work the last scheduled day prior to the holiday and the first scheduled day after the holiday unless such employees are on vacation, or on leave authorized by the Town Manager or department head.

C. Holiday Pay for Regular Part-Time Employees

Regular part-time employees receive holiday pay based upon one-fifth of their average week's pay for each holiday.

9.6 Personal Days

Subject to the approval of the Town Manager, employees shall be entitled to paid personal time which may be used for personal business that cannot be scheduled during non-work hours. An employee who works a 35 hour week shall be entitled to 21 hours of personal time, an employee who works a 40 hour week shall be entitled to 24 hours of personal time. Personal time may not be carried over from year to year.

9.7 Tuition Reimbursement Education Incentive

The following are conditions to reimburse employees for tuition, books, administrative fees, or other related charges:

A. Request in writing to the department head stating the name of the course and cost.

B. Prior approval by the department head and Town Manager.

C. Must be a full time employee not on a probationary status

D. No more than two (2) courses will be reimbursed per year.

E. Course must be work-related.

F. Course must be successfully completed with a passing grade of "~~C~~ B" or higher for reimbursement.

G. The maximum reimbursement shall be the undergraduate or graduate rate charged by the University of Connecticut.

9.8 Individualized Professional Development Plans

In conjunction with the annual Performance Review process, each employee will be encouraged to develop an Individualized Professional Development Plan. Pay increases associated with merit may be based on this annual review process.

9.9 Insurance Benefits

The Town offers various benefits to eligible employees, which may may include health insurance, Vision, Flexible Spending Accounts, life insurance, and long-term disability insurance to full-time non-bargaining employees. Regular part-time employees may join the group insurance plans, except for long-term disability, as provided in Section 9.74.

A. Retiree Insurance

Employees who are retirement eligible as defined by the Retirement Income Plan, and who retire before age 62, with at least a minimum of ten (10) years of continuous eligible service have the option of remaining covered under the Town's medical and dental coverage that they had as an active employee just prior to retirement up to age 65. At age 65, retirees and their spouse and/or eligible dependents may enroll in the Town's retiree medical insurance coverage provided the retiree's coverage had not been discontinued. A retiree who elects to leave the medical plan may not reenter. Dental coverage may also be continued for the retiree, spouse and/or eligible dependent.

If the retiree becomes ineligible for coverage, continued coverage for the retiree, spouse and/or dependent(s) shall continue as required under COBRA or any other applicable state or federal law.

If a retiree dies, continued coverage for a spouse and/or eligible dependent may continue with the spouse and/or dependent paying 100% of the cost of coverage.

Insurance coverage shall be paid for on a basis as adopted by the Board of Selectmen from time to time.

9.10 Life Insurance

Life Insurance, in an amount equal to two times the employee's annual salary, shall be provided to full-time non-bargaining employees.

9.11 Long-Term Disability

Long Term Disability coverage is provided to employees in accordance with the Plan. Employees may request a summary plan description through the Town Manager's Office.

9.12 Regular Part-Time Employees

Regular part-time employees may be eligible to join the certain group insurance plans, A portion of the premiums for employee coverage may be paid by the Town for eligible employees. Premiums for dependents of the employees are not paid for by the Town. Dependents may be included in health insurance coverage with the employee paying all of the dependent's premium. The Board of Selectmen may change the Town's contribution share from time to time. Ongoing participation is contingent on continuing to meet the Plan's eligibility requirement and making premium contributions on a timely basis.

9.13 Continuation of Insurance

During an employee's absence under the Town's disability plan or Workers' Compensation, the Town shall continue to pay its portion of the cost of the employee's health insurance benefits. It is the employee's responsibility to continue payment for any contributory portion of benefits.

9.14 Deferred Compensation

Employees are eligible to participate in the Deferred Compensation Plan in accordance with applicable Federal and State laws and the terms of the Plan.

SECTION 10
PERSONNEL STATUS CHANGES

10.0 Transfer

Transfer of an employee from one position to another without change in rate of pay may be affected when:

A. Further training and development of an employee in another position is beneficial to the future staffing potential of the Town; or

B. The employee meets the qualification requirements.

10.1 Promotion

Insofar as practicable and consistent with the best interest of the Town, vacancies in the classified service may be filled by promotion from within the classified service. All Town employees are eligible and encouraged to apply for all vacancies in the Town Classified Service. Successful completion of certain job-related courses may be required as a condition to promotion.

10.2 Demotion

An employee may be demoted to a position of lower pay range for which he/she is qualified for reasons, including but not limited, to the following:

(1) He or she would otherwise be laid off because his/her position is being abolished;
(2) His or her position is reclassified to a lower grade;
(3) Lack of work;
(4) Lack of funds; or
(5) Another employee has returned to such position from an authorized leave.

10.3 Separation

Separations from the classified service shall occur upon : resignation, layoff, disability, retirement, dismissal, and death.

10.4 Resignation

Except for extenuating circumstances, Department Heads/Division Heads shall provide at least 3 weeks' notice of a resignation; and all other employees shall provide at least 2 weeks' notice of a resignation. This required notice shall be considered a "working" notice period and employees will not be allowed paid time off during this period unless required by law. The Town Manager may permit a shorter period of notice because of extenuating circumstances.

If, after requesting and being granted vacation leave, a floating holiday, compensatory time, and/or earned days, an employee gives the notice described above and seeks to utilize any of the various types of leave specified above during the "working" notice period, the Town will have the right to reconsider the granting of the leave request, including the withdrawal of a previously approved leave.

10.5 Exit Interviews

Employees who are leaving the organization in good-standing must be invited to provide feedback on their employment experience through an exit interview with the Town Manager, department head, or Human Resources Department.

10.6 Layoff

When a position must be discontinued or abolished for reasons including, but not limited to, a change in job requirements, reorganization, lack of work, or lack of funds, the department head

shall submit a report to the Town Manager together with a recommendation as to the employee to be laid off.

1. Order of Lay-off

   The order of layoff shall be based on the Town's needs as determined by the Town Manager. Factors may include, but not be limited to, the employee's relative suitability, competence and performance for the jobs that remain and length of continuous service with the Town except that no regular full-time or regular part-time employee shall be separated while there is a temporary or employee in their introductory period performing duties for which the regular employee is qualified, provided the employee makes application for the position.

2. Notice of Lay-off

   Employees subject to lay-off are notified in writing not less than two (2) calendar weeks prior to the effective date, absent emergency or other extenuating circumstances.

3. Re-employment List

   If the employee is certified as having given satisfactory service, the name of the employee laid off is placed on a re-employment list for a period of one year. Time spent on the re-employment list does not constitute a break in continuous service, if the employee is rehired.

10.7 Disability

An employee may be separated when he or she cannot successfully perform the essential functions with or without reasonable accommodation due to disability .

10.8 Retirement Income

Regular full-time employees are eligible to participate in the Town of Simsbury Retirement Income Plan. Eligibility, participation, benefits, contributions, and other terms and conditions shall be governed by the provisions of the Retirement Income Plan, as amended from time to time. Employees should refer to the Retirement Income Plan document for specific provisions and details regarding retirement benefits.

Employees shall provide the Town with at least 12 weeks of notice of their desire to draw Retirement Income.

10.9 Dismissal

At any time during or after the introductory period, a department head, with the approval of the Town Manager, may dismiss an employee whose performance does not meet the required standards or for disciplinary reasons.

10.10 Death

Separation is effective as of the date of death. All compensation due is paid to the estate of the employee, except for such sums as by law must be paid to the surviving spouse.

SECTION 11
DISCIPLINARY ACTIONS

11.0 Disciplinary Action

Disciplinary action will be determined by the circumstances. The four-step process set forth below may be utilized where appropriate, but the Town Manager need not follow this process and may skip or modify one or more of the steps depending on the circumstances. The four possible steps of discipline are as follows:

Oral Reprimand

The supervisor gives the employee a verbal warning for poor job performance or a violation of rules. The supervisor shall identify the specific problems and areas that need to be changed, and shall inform the employee of further disciplinary action in the case of continued poor performance or violation. Oral reprimands are documented by the supervisor and placed in the employee's personnel file with a copy to the employee.

Formal Reprimand

The supervisor gives the employee a formal reprimand in writing and places it in the individual's personnel file. The written reprimand shall include the date and description of the incident, reference to the personnel policy that is violated, and statement of further disciplinary action should the situation not improve, and is to be signed by the employee, with a copy given to the employee.

Suspension

The supervisor may remove the employee from his/her job and suspend him/her with or without pay with the signed approval of the department head and Town Manager for a period not to exceed thirty (30) days. A written memorandum shall outline the circumstances leading to the suspension and sets goals for improvement. It is reviewed with and signed by the employee and permanently placed in the employee's personnel file.

Dismissal or Demotion

If previous discipline has not resulted in the required improvement, or when the misconduct is serious enough to warrant this action, the employee may be dismissed or demoted by the Town Manager. The basis for dismissal or demotion is summarized in a letter of dismissal or demotion to the employee.

Prior to suspension or dismissal, a hearing shall be held before the Town Manager.

APPENDIX

A: Acknowledgement of Receipt and Review

B Disclosure of Outside Employment Form

C Conflict of Interest Acknowledgement Form

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of Simsbury's Personnel Rules and Regulations and that I have read them, understand them, and agree to comply with them. I understand that the Town has the discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the Rules and Regulations at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify the Rules and Regulations. I also understand that any delay or failure by the Town to enforce any rule, regulation, or procedure does not constitute a waiver on behalf of the Town or effect the right of the Town to enforce such rule, regulation, or procedure in the future.

I understand that neither these Rules and Regulations nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement or collective bargaining agreement signed by an authorized Town representative, I am employed "at-will".

If I am covered by a written employment agreement (signed by an authorized Town representative) or a collective-bargaining agreement that conflicts with the terms of this Handbook, I understand that the terms of the employment agreement or collective-bargaining agreement will control.

Nothing in these Rules and Regulations is intended to preclude or dissuade employees from engaging in legally protected activities.

These Rules and Regulations supersedes any previous ones.

If I have any questions about the content or interpretation of these Rules and Regulations, I will contact the Town Manager's Office.

_____ _____

Signature Date: _____

Print Name

DISCLOSURE OF OUTSIDE EMPLOYMENT FORM

REPORT OF OUTSIDE EMPLOYMENT

Per Section 5.3/8.3 Town Personnel Rules and Regulations

DATE: _____

NAME: _____

DEPARTMENT: _____

Please complete the appropriate section below:

I do not have employment outside of my position with the Town of Simsbury.

_____

(Signature)

I presently have additional employment outside of my position with the Town of Simsbury.

_____

(Signature)

NATURE OF OUTSIDE EMPLOYMENT

Employer: _____

Address: _____

Phone Number: _____

Comments: _____

CONFLICT OF INTEREST ACKNOWLEDGEMENT FORM

CODE OF THE TOWN OF SIMSBURY, CONNECTICUT
PART I ADMINISTRATIVE LEGISLATION / Chapter 13, ETHICS, CODE OF /
Acknowledgment Form and Charter Section 1103

Thank you for your service to the Town of Simsbury. The purpose of this acknowledgement form is to confirm your understanding of the Simsbury Code of Ethics and your obligations to disclose and disqualify yourself from any conflict of interest that should arise. It also provides you the opportunity to identify possible future conflicts before they arise.

The Simsbury Charter Section 1103 and Section 13-12 of the Code of Ethics require the disclosure of any "financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or of any board or commission."

Please list in the box labeled Areas of Exception any relationships you have, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between the Town of Simsbury and your personal or professional interests, financial or otherwise. Reportable disclosures may include any entity or organization for which you or a family member are an employee, consultant, officer, director, or owner if that business conducts any business with or represents the interests of others before the Town of Simsbury or any of its Boards or Commissions.

If you have any questions on how to complete this form, please contact your supervisor or the Chair of the Board or Commission on which you serve.

Please Note: Disclosure of a possible Area of Exception on this form does NOT relieve you from reporting the disclosure again when it arises and disqualifying yourself from the conflict of interest situation in accordance with either section of the Charter and/or Code.

I have read Section 1003 of the Charter of the Town of Simsbury, the Code of Ethics Ordinance, and the Guidelines issued thereunder. I understand my responsibilities as a member of _____, an employee of the Town or a consultant retained by _____, and I am incompliance with the Charter and the Code of Ethics. I have indicated in the space below any areas of conflict should they arise in matters before our board, commission, agency or department, and I agree to report any future conflicts under the provisions of Section 1003 of the Charter.

Areas of Exception

CONFLICTS OF INTEREST SECTION 1003

CONFLICTS OF INTEREST. It is hereby declared to be the policy of the Town that any elected or appointed officer, any member of any board or commission or any employee of the Town who has a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or any board or commission, shall disclose that interest to the Board of Selectmen, which shall record such disclosure upon the official record of its meetings. Such disclosure of a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or of any board or commission shall disqualify such elected or appointed official or such member of a board of commission or such Town employee from participation in the awarding, assignment or discussion of said contract, transaction or decision. Violation by any such official, board or commission member or employee of the provisions of this section shall be grounds for his/her removal.

_____
Signature

_____ Date:_____
Name (Please Print)

Code of Ethic Acknowledgement Form 2019

WSACTIVELLP:13486428.1

Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Title of Submission:** Acknowledge Receipt of Tenesha Grant's Resignation from the DEI Council and Cheryl Cook's Resignation from the DEI Council, Aging & Disability Commission, and Housing Authority

2. **Date of Board Meeting:** September 28, 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 September 14, 2026, to acknowledge the resignation of Tenesha Grant as a Regular Member of the DEI Council.

   Move, retroactive to September 9, 2026, to acknowledge the resignation of Cheryl Cook as a Regular Member of the DEI Council.

   Move, effective October 1, 2026, to acknowledge the resignation of Cheryl Cook as a Regular Member of the Aging & Disability Commission.

   Move, effective October 1, 2026, to acknowledge the resignation of Cheryl Cook as a Regular Member of the Housing Authority.

5. **Summary of Submission:**
   The Town Clerk has received the following resignations:

   Tenesha Grant (D) as a Regular Member of DEI Council effective September 14, 2026. Since Ms. Grant is affiliated with the Democratic party, her replacement must be from the same party. The appointee will serve until the term ends on December 6, 2027.

   Cheryl Cook (R) as a Regular Member of the DEI Council effective September 9, 2026. Since Ms. Cook is affiliated with the Republican party, her replacement must be from the same political party. The appointee will serve until the term ends on December 6, 2027.

   Cheryl Cook (R) as a Regular Member of the Aging & Disability Commission effective October 1, 2026. Since Ms. Cook is affiliated with the Republican party, her replacement must be from the same political party. The appointee will serve until the term ends on January 1, 2027.

Cheryl Cook (R) as a Regular Member of the Housing Authority effective October 1, 2026. Since Ms. Cook is affiliated with the Republican party, her replacement must be from the same political party. The appointee will serve until the term ends on April 1, 2031.

6. **Fiscal Impact:**
   None

7. **Description of Documents Included with Submission:**
   a) Tenesha Grant's Resignation Submission, received September 14, 2026
   b) Cheryl Cook's Resignation Submission, received September 14, 2026

Town Clerk

From: noreply@civicplus.com
Sent: Monday, September 14, 2026 2:49 PM
To: Town Clerk
Subject: Online Form Submittal: Resignation Submission Form

External sender <noreply@civicplus.com>
Make sure you trust this sender before taking any actions.

Resignation Submission Form

Member's Name	Tenesha Grant
Address	
Phone #	
Email	
Type of Member	Regular
Name of Board/Commission	DEI
Effective Date of Resignation	11/12/2025
Reason for Resignation	Not available
Any Additional Comments	*Field not completed.*

Email not displaying correctly? View it in your browser.



Town Clerk

From: noreply@civicplus.com
Sent: Monday, September 14, 2026 3:15 PM
To: Town Clerk
Subject: Online Form Submittal: Resignation Submission Form

External sender <noreply@civicplus.com>
Make sure you trust this sender before taking any actions.

Resignation Submission Form

Member's Name	Cheryl Cook
Address	
Phone #	
Email	
Type of Member	Regular
Name of Board/Commission	Simsbury Diversity and Equity Inclusion
Effective Date of Resignation	09/09/2026
Reason for Resignation	Health
Any Additional Comments	*Field not completed.*

Email not displaying correctly? View it in your browser.



Town Clerk

From: noreply@civicplus.com
Sent: Monday, September 14, 2026 3:04 PM
To: Town Clerk
Subject: Online Form Submittal: Resignation Submission Form

External sender <noreply@civicplus.com>
Make sure you trust this sender before taking any actions.

Resignation Submission Form

Member's Name	Cheryl Cook
Address	
Phone #	
Email	
Type of Member	Regular
Name of Board/Commission	Aging and Disability
Effective Date of Resignation	10/01/2026
Reason for Resignation	Health
Any Additional Comments	It has been a pleasure to serve on this commitee to serve the elderly and disabled.

Email not displaying correctly? View it in your browser.



Town Clerk

From: noreply@civicplus.com
Sent: Monday, September 14, 2026 2:56 PM
To: Town Clerk
Subject: Online Form Submittal: Resignation Submission Form

External sender <noreply@civicplus.com>
Make sure you trust this sender before taking any actions.

Resignation Submission Form

Member's Name	Cheryl Cook
Address	
Phone #	
Email	
Type of Member	Regular
Name of Board/Commission	Housing
Effective Date of Resignation	10/01/2026
Reason for Resignation	Health
Any Additional Comments	I have been honored to be on this committee for 25 years.

Email not displaying correctly? View it in your browser.



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; Director of Culture, Parks and Recreation Tom Tyburski; Deputy Director/Head of Children's Services Stephanie Prato; Assessor Francine Beland; Deputy Assessor Rachael Taylor and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC HEARING (0:50)

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

Ms. Yeisley made a motion to open the public hearing. Mr. Beal seconded the motion and all were in favor.

Bruce Elliott, 21 Lincoln Lane, spoke in favor of the

Ms. Yeisley make a motion to close the public hearing. Mr. Beal seconded the motion and all were in favor.

PRESENTATION (7:09)

The Board of Selectmen read a proclamation acknowledging September as Ovarian Cancer Awareness Month. Ms. Yeisley made a motion, effective September 14, 2026, to proclaim September as Ovarian Cancer Awareness Month in Simsbury. Mr. Looney seconded the motion. All were in favor and the motion passed.

PUBLIC AUDIENCE (9:50)

- **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**

Lisa Salvatore thanked the Board of Selectmen for the proclamation and recognition of Ovarian Cancer Awareness Month.

Carolyn Stewart, 5 Tolland Circle, spoke about Stoddard Dam.

Joan Coe, 26 Whitcomb Drive, spoke about meeting minutes and a member of the Board.

Ellen Gilbert, 126 Hopmeadow Street, spoke about Stoddard Dam.

Nicholas Criscitelli, 24 Centerwood Road, spoke about Flock cameras and leaf blowers.

Paula Rudy, 24 Centerwood Road, spoke about Flock cameras and leaf blowers.

CONSENT AGENDA (31:37)

Mr. Beal made a motion, effective September 14, 2026, to move items a) Authorize the Town Manager to Execute Tax Overpayment Refunds; b) Accept an Anonymous Donation for the Community & Social Services Department; 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 and k) Authorize the Town Manager to Apply for the FY27 Youth Service Bureau Grants and items under Appointments and Resignations, item 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 to the consent agenda. Ms. Yeisley seconded the motion. All were in favor and the motion passed.

FIRST SELECTMAN'S REPORT (32:30)

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

TOWN MANAGER'S REPORT (37:15)

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

LIAISION AND SUB-COMMITTEE REPORTS (41:52)

Mr. Looney spoke about the two new police officers presented to the Police Commission. He congratulated Officer Gray on his upcoming retirement. Mr. Looney mentioned we are currently at 4 vacancies.

Ms. Yeisley spoke about the new school year began. School enrollment has slightly declined and Ms. Yeisley reminded people about School Bus Safety.

Ms. Yeisley spoke about DEI recognizing Hispanic Heritage Month.

Ms. Yeisley mentioned the library's summer reading program reached an all time high and that Sunday hours are back at the library. She also mentioned the library is participating in the statewide laptop loan program.

Ms. Yeisley said Public Safety has a meeting this week.

Ms. Yeisley said Aging and Disability has the 2nd annual Aging in Place Expo happening this Friday.

Mr. Paine applauded the 9/11 Memorial Event that happened on Friday.

SELECTMEN ACTION

a) Authorize the Town Manager to Execute Tax Overpayment Refunds

This item was moved to the Consent Agenda.

b) Accept an Anonymous Donation for the Community & Social Services Department

This item was moved to the Consent Agenda.

c) Discussion of Proposed Amendments to Code of Ordinances Chapter 141 Article VI: Veteran's Property Tax Exemption (48:46)

Ms. Mackstutis gave a background on the item and asked the Board if they should start the discussion with the TDIU section of the proposed ordinance. The Board began discussing the proposed ordinance. Ms. Mackstutis said she is leaning towards not including the 2 acres and just the dwelling. Mr. Paine expressed he was not in favor of limiting the exemption to the median assessed residential property value. Mr. Antonio said he was okay with the median assessed limit as it keeps it fair to all the veterans and the rest of the town. Mr. Looney said he likes extending the exemption to two acres of land. Mr. Antonio said he would be open to a comprise of one acre of land if allowed. Mr. Beal reminded the group that this ordinance is not for all veterans but rather ones that have received a 100% disability rating, he also spoke about what goes into receiving that rating level.

The Board discussed the presented options with Town Manager Nelson, Assessor Beland, and Deputy Assessor Taylor. Ms. Yeisley asked staff for the financial breakdown of the TDIU with two acres of land exempted but no median assessed residential property limit. The Board asked staff for an updated financial breakdown of the possible options discussed, as well as if it is possible to only exempt 1 acre. Staff will bring those to the September 28th meeting.

Ms. Mackstutis was in favor of the spousal exemptions but asked for a discussion on the date to go back to for qualification. She asked staff to research why other towns chose the date ranges that they did.

d) Authorize the Town Manager to Apply for a STEAP Grant for the Memorial Pool Redesign Project (1:29:34)

Mr. Antonio discussed his reservation of the proposed motion. Mr. Tyburski informed the group that the STEAP Grant requires a direction on what type of project will be done at the Memorial Park site. He went through a high level overview of costs associated with the difference between a new pool and a splash pad. Mr. Tyburski also explained the different versions of splash pads and why the town would be choosing one over the other. Ms. Mackstutis stated she does not want to say that if awarded they should enter into an agreement at the moment due to not knowing the financial impact or exact project they want to do. Ms. Mackstutis asked what the application deadline was. Mr. Tyburski mentioned town staff are beginning capital budget discussions and the Board having a decision on what project to choose for this site will help staff in their CIP preparation. The board engaged in discussion around swim lessons and what will happen if the pool at Memorial Park is removed, as well as construction cost of a splashpad. Mr. Beal spoke about the timing of this item on the agenda when the grant period isn't open yet. Mr.

Beal said he was inclined to have Mr. Nelson and staff work on the application and then when it comes time to apply the Board can vote to authorize the application. Ms. Mackstutis asked if any other items the Town is considering would be STEAP Grant eligible.

Mr. Beal offered a motion, effective September 14, 2026, to authorize the Town Manager to work with town staff to prepare necessary documents and materials to seek outside funding for the splash pad and redesign project at Memorial Pool. Ms. Yeisley seconded the motion. All were in favor and the motion passed.

e) State Legislative Directed Grant Funding for Apple Barn, Eno Memorial Hall Upgrades, and Library Teen Space (1:56:40)

Ms. Mackstutis gave a background on where this funding came from and when the application deadline is. Ms. Mackstutis mentioned that the Board has not discussed and defined what each project will be doing. Ms. Looney expressed reservations on one of the projects without having clarification on the Golf Course Club House project. Mr. Antonio asked can the grant money be used for due diligence and research on what to do for a project. Mr. Tyburski gave a background on the Apple Barn project and what the renovations would include as described in the CIP. There was discussion on using the Apple Barn funds for a design of a new building compared to short-term repairs like windows, heating, bathrooms and others.

Mr. Antonio made a motion 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 after review by the Board of Selectmen at their next meeting. Ms. Yeisley seconded the motion. All were in favor and the motion passed.

f) Amend Town Code Chapter 13: Ethics, Code of

This item was moved to the Consent Agenda.

g) Approve Alcohol Waiver Request by Simsbury Community Media for an Event at Eno Memorial Hall

This item was moved to the Consent Agenda.

h) Approve Proposed Explanatory Text for Charter Revision Question on November Ballot (2:10:30)

Ms. Mackstutis asked about communications that went out for the last time a Charter Revision question was on the ballot. She feels that an overview text should be present for a voter to see and see what the charges were for the Commission and if those were proposed in the revised charter that is on the ballot. Ms. Yeisley made a motion effective September 14, 2026, to approve and authorize issuance of the explanatory text as presented. Mr. Beal seconded the motion. All were in favor and the motion passed.

i) Approve Proposed Mailer for the Charter Revision Referendum Question

Mr. Antonio asked why a QR Code was chosen on the mailer instead of a link or actual changes. He asked if we could do different questions on the back of the proposed mailer. Mr. Beal recommend effective date question be removed and replaced with why a proposed charter is on the ballot. Ms. Yeisley made a motion effective September 14, 2026, to approve and authorize issuance of a Town-wide mailer as amended by Mr. Beal. Further move, to authorize staff to make revisions as recommended by the SEEC or Town Attorney. Mr. Beal seconded the motion. All were in favor and the motion passed.

j) Update the Sustainability Committee's Statement of Purpose and Procedure (2:17:54)

Ms. Mackstutis asked Mr. Nelson to give an overview of the proposed changes. Mr. Nelson stated the changes are primarily administrative to show the change in staff support moving from DPW to TMO. Mr. Beal asked if it should be added that other departments still might support the committee. Mr. Beal asked for an amendment to reflect that the expertise of staff members in DPW still be made available to the committee should it be needed. There was group discussion on the committee supporting the goals of the legislative body. An amendment was made to add "make recommendations and support the goals and objectives of the Board of Selectmen".

Ms. Mackstutis made a motion effective September 14, 2026, to update the Sustainability Committee's Statement of Purpose and Procedure as amended. Mr. Antonio seconded the motion. All were in favor and the motion passed.

k) Authorize the Town Manager to Apply for the FY27 Youth Service Bureau Grants

This item was moved to the Consent Agenda.

APPOINTMENTS AND RESIGNATIONS

a) Acknowledge Receipt of Jason Berman's Resignation from and Appoint Matthew Kelsey to the Conservation Commission /Inland Wetlands & Watercourses Agency

This item was moved to the Consent Agenda.

b) Reappoint Suzanne Sinacori to the Farmington Valley Health District Board of Directors

This item was moved to the Consent Agenda.

c) Remove Aisha Thara from and Appoint Yusra Ali to the Diversity, Equity & Inclusion Council

This item was moved to the Consent Agenda.

APPROVAL OF MINUTES (2:24:38)

Mr. Antonio made a motion to approve the minutes. Mr. Beal seconded the motion. All were in favor and the motion passed.

COMMUNICATIONS

a) Updated Vehicle Use Policy

No discussion was held on this item.

b) Farmington Valley Health District 2025-2026 Annual Report

No discussion was held on this item.

c) Memorandum by the Town Manager re: Administrative Approval of Public Gathering Permits, dated September 14, 2026

No discussion was held on this item.

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

No discussion was held on this item.

e) Final Efficient Lighting & Maintenance Inc. (EL&M) Energize Connecticut Small Business Energy Advantage (SBEA) Assessments Letter for Simsbury Businesses

No discussion was held on this item.

EXECUTIVE SESSIONS

a) Pursuant to C.G.S. §1-200(6)(B): Discussion on Nod Road Solar Siting Council Approval

Ms. Yeisley made a motion to adjourn to executive session pursuant to C.G.S. §1-200(6)(B): Discussion on Nod Road Solar Siting Council Approval and to invite Attorney DeCrescenzo, Attorney Langer (via Zoom), Town Manager Nelson and Deputy Town Manager Fitzgerald. Mr. Antonio seconded the motion.

The meeting adjourned to executive session at 8:26pm.

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

Ms. Yeisley made a motion to adjourn to executive session 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 and to invite Attorney DeCrescenzo. Mr. Beal seconded the motion.

The executive session began at 8:57pm.

Ms. Yeisley made a motion to adjourn executive session at 9:42pm. Mr. Beal seconded the motion. All were in favor

ADJOURN

Mr. Antonio made a motion to adjourn the meeting at 9:43pm. Ms. Yeisley seconded. All were in favor.

Respectfully submitted,
Thomas Fitzgeerald

Town of Simsbury
Finance Department
Cash Receipt, Deposit, and Transmittal Policy

Approved by the Town Manager's Office on September 28, 2026

1. Purpose

   The purpose of this policy is to establish uniform requirements for the receipt, safeguarding, recording, deposit, and reconciliation of cash, checks, money orders, and other forms of payment received by Town departments.

   This policy is intended to safeguard Town assets, ensure timely deposit of funds, minimize the risk of loss, theft, or misappropriation, establish consistent internal controls across all departments, ensure timely recording of receipts in the Town's financial management system, and support accurate financial reporting and audit compliance.

2. Effective Date

   This policy shall be effective immediately and remain in effect until revised or rescinded.

3. Applicability

   This policy applies to all Town departments, offices, boards, commissions, and employees who receive, handle, process, record, transport, or reconcile Town funds.

4. Responsibility

   Department Heads are responsible for ensuring compliance with this policy. The Finance Director shall administer, interpret, and monitor compliance with this policy and may issue additional procedures necessary to implement its requirements.

5. Exceptions

   Any exception to this policy must be approved in writing by the Finance Director. Approved exceptions shall document operational necessity, alternative control measures, and duration of the exception.

6. General Procedure

All funds received on behalf of the Town shall be deposited promptly and intact. Under no circumstances shall funds be retained for operational use, petty cash purposes, check cashing, or payment of expenditures.

All receipts shall be recorded and transmitted to the Finance Department in accordance with this policy.

7. Deposit Frequency Requirements

Recognizing that departments experience varying transaction volumes, the following minimum deposit standards shall apply.

A. Daily Deposit Requirement

Departments shall prepare and transmit deposits to the Finance Department no less than weekly or daily if cash on hand exceeds $1,000.

B. Receipt and Recording Requirements

Immediately upon receipt:

i. Checks shall be restrictively endorsed: "For Deposit Only - Town of Simsbury."
ii. Departments shall record receipts in cash receipt systems, permitting systems, point-of-sale systems, or in a Town-approved form in the absence of the above listed.
iii. Receipt documentation shall include:
    a. Date received;
    b. Payor name;
    c. Payment type;
    d. Amount received;
    e. Purpose of payment; and
    f. Receipt number (if applicable).

8. Safeguarding of Funds

Until transmitted to the Finance Department, all funds shall be secured.

A. Acceptable Storage

Funds shall be maintained in locked cash drawers, locked file cabinets, department safes, or other secure storage approved by the Finance Director.

B. Access Restrictions

Access shall be limited to authorized personnel. Combination codes, keys, and safe access credentials shall be restricted and periodically reviewed. Cash shall never be left unsecured in desks, workstations, or open areas.

9. Deposit Preparation & Verification

A. Deposit Preparation

Each department shall designate one or more employees responsible for preparing deposits, completing the deposit receipt form, and reconciling deposit amounts to supporting records to ensure documentation for each transaction.

B. Independent Verification

Whenever staffing permits, a second employee shall independently verify deposit totals, supporting documentation, and deposit receipt forms. The verifier shall document review through signature or electronic approval.

C. Small Department Exception

Where staffing levels do not permit segregation of duties, the Department Head shall perform and document periodic reviews of deposit activity.

10. Transmittal to Finance

Departments shall forward original checks and cash, deposit receipt forms, receipt logs or summaries, and supporting documentation to the Finance Department. The Finance Department shall acknowledge receipt of deposits. A documented chain of custody shall be maintained when funds are transferred between departments.

11. Recording in MUNIS

Departments shall submit deposit information to the Finance Department in sufficient time to allow recording within the Town's financial management system. The Finance Department shall review deposit documentation, verify account coding, records deposits in MUNIS, and maintain official account records. Deposits should generally be entered into MUNIS within five (5) business days of receipt by the Finance Department.

12. Reconciliation Procedures

    A. Department Reconciliation

       Departments maintaining receipt logs shall perform monthly reconciliations comparing department receipt logs and MUNIS-generated reports.

    B. Finance Reconciliation

       The Finance Department shall perform monthly bank reconciliations.

    C. Discrepancies

       Any discrepancy involving missing receipts, missing deposits, and unauthorized activity shall be investigated promptly and reported to the Finance Department.

13. Audit & Monitoring

    The Finance Department may conduct periodic reviews of departmental cash handling practices to ensure compliance with this policy. Audit procedures may include surprise cash counts, review of receipt logs, testing of deposit timeliness, verification of reconciliations, and review of segregation of duties controls. Departments shall cooperate with all audit requests.

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 28, 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
Arts & Crafts Festival	Simsbury Performing Arts Center (22 Iron Horse Blvd.) [SMPAC]	September 17, 2026	Festival
Simsbury River Run	SMPAC	September 26, 2026	Running Event
Kinetic Ukes Ensemble	SMPAC	September 27, 2026	Concert
Jason Blaine Concert	SMPAC	October 3, 2026	Concert
Latimer Lane 5K/Fun Run	Latimer Lane School	October 4, 2026	Fundraiser and Running Event
Walk & Talk Charity	SMPAC	October 10, 2026	Charity Walk
Farmington River Community Jam	SMPAC	October 11, 2026	Jam Session
Tariffville Village Association Annual Halloween Event	Trinity Church Tariffville and Tariffville Town Green	October 17, 2026	Trunk or Treat, Parade, and Movie Night
Donny's Dash	SMPAC	October 25, 2026	Running Event

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