



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN

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

Regular Meeting – February 15, 2018 – 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATION

- a) Hazard Mitigation Plan Update

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN ACTION

- a) Tax Refund Requests
- b) Proposed Public Gathering Permits for 2018 Events
- c) Proposed 2018 Fee Schedule for Simsbury Farms Golf Course, Aquatic Facilities and Summer Camps
- d) Request for Building Permit and Zoning Compliance Fee Waivers for Simsbury Meadows Performing Arts Center Ticket Booth

OTHER BUSINESS

APPOINTMENTS AND RESIGNATIONS

- a) Proposed Reappointment of Brendan Walsh (U) as a Regular Member of the Police Commission with an expiration date of January 1, 2021



REVIEW OF MINUTES

- a) Special Meeting of January 22, 2017
- b) Regular Meeting of January 22, 2017

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- a) Personnel:
 - 1) Proposed (Library) Head of Borrowing & Technical Services Position Classification, Compensation and Job Description
- b) Finance
- c) Welfare
- d) Public Safety
- e) Board of Education

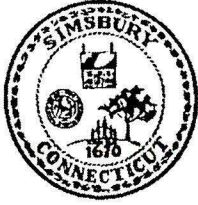
ADJOURN TO EXECUTIVE SESSION

- a) Pursuant to CGS §1-200(6)(D) concerning the Purchase and Sales Agreement - 23 Mountain Road, Tariffville
- b) Pursuant to CGS §1-200(6)(B) concerning Pending Claims and Litigation – Deepwater Wind Appeal, Petition 1313

ADJOURN FROM EXECUTIVE SESSION

Possible action

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Hazard Mitigation Plan Update
2. **Date of Board Meeting:** February 15, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Michael Glidden, CFM, CZEO, Assistant Town Planner *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
No action is needed. This item is informational only.
5. **Summary of Submission:**
CRCOG is in the process of updating the hazard mitigation plan for the region. FEMA requires that hazard mitigation plans be updated once every five years. The current plan is set to expire in 2019. Work associated with updating the plan is underway to ensure that the region will not have an expired plan. Since eligibility for mitigation grant funding is directly tied to hazard mitigation plans it is important to not let the plan expire.

As part of the updating procedure, local coordination is required. Michael Glidden, Assistant Town Planner, is the local plan coordinator for the Town of Simsbury.

This presentation is intended to inform and update the community regarding the hazard mitigation planning process. D. Murphy with Milone and MacBroom, consultant for CRCOG, will provide a short presentation regarding the status and process of CRCOG's update of the hazard mitigation plan.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Presentation Slides
 - b) Mitigation Action Status Table
 - c) Meeting Notes - Community Staff Meeting, Prepared by D. Murphy
 - d) Map of Flood Plains, Dams, and Critical Facilities within the Town of Simsbury, Prepared by Milone & MacBroom

UPDATE OF HAZARD MITIGATION PLAN FOR THE CAPITOL REGION

SIMSBURY BOARD OF SELECTMEN



PRESENTED BY:
DAVID MURPHY, PE, CFM
MILONE & MACBROOM,
INC.
FEBRUARY 15, 2018



AGENDA

- PURPOSE AND NEED FOR HAZARD MITIGATION PLAN
- HOW CAN THE PLAN BE USED?
- HAZARDS TO INCLUDE IN THE PLAN
- HAZARD MITIGATION STRATEGIES AND ACTIONS
- SCHEDULE
- NEXT STEPS

PURPOSE AND NEED FOR HAZARD MITIGATION PLAN

AUTHORITY

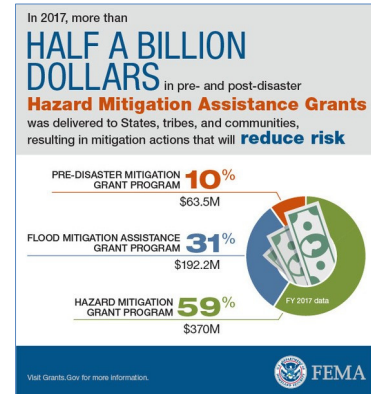
- DISASTER MITIGATION ACT OF 2000
(AMENDMENTS TO STAFFORD ACT OF 1988)

GOAL OF DISASTER MITIGATION ACT

- PROMOTE DISASTER *PREPAREDNESS*
- PROMOTE HAZARD MITIGATION *ACTIONS* TO
REDUCE LOSSES

MITIGATION GRANT PROGRAMS

- PRE-DISASTER MITIGATION (PDM)
- FLOOD MITIGATION ASSISTANCE (FMA)
- HAZARD MITIGATION GRANT PROGRAM (HMGP)



GRAPHIC COURTESY OF
FEMA

PURPOSE AND NEED FOR HAZARD MITIGATION PLAN

STATUS OF PLANS IN CONNECTICUT

- MOST INITIAL PLANS DEVELOPED 2005-2011
- LOCAL PLANS ARE UPDATED EVERY FIVE YEARS

STATUS OF CAPITOL REGION JURISDICTIONS

- The CRCOG HMP with its 30 original municipalities was approved in 2014 and will expire in 2019
- The Central Connecticut Region (CCRPA) HMP was approved in 2016
 - Four towns will join the CRCOG HMP: *Southington, Plainville, New Britain, and Berlin*
- The Windham Region (WinCOG) HMP was approved in 2016
 - Four towns will join the CRCOG HMP: *Mansfield, Coventry, Columbia, Willington*



PURPOSE AND NEED FOR HAZARD MITIGATION PLAN

WHAT IS HAZARD MITIGATION?

- ACTIONS WE TAKE NOW THAT REDUCE OR ELIMINATE LONG-TERM RISK TO PEOPLE, PROPERTY, AND RESOURCES FROM NATURAL HAZARDS AND THEIR EFFECTS.



New Elevated Construction

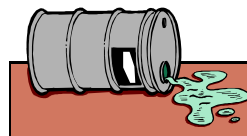


Removal of Structures from Floodplain

PURPOSE AND NEED FOR HAZARD MITIGATION PLAN

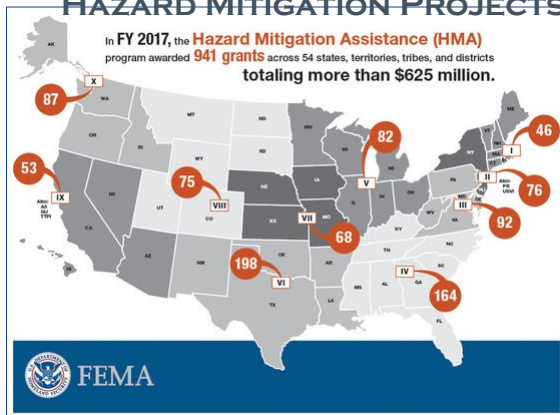
HAZARD MITIGATION PLAN DOES NOT *DIRECTLY* ADDRESS:

- DISASTER RESPONSE AND RECOVERY
- TERRORISM AND SABOTAGE
- HUMAN INDUCED EMERGENCIES (SOME FIRES, HAZARDOUS SPILLS, DISEASE, ETC.)
 - *HOWEVER, WE DO ADDRESS SPILLS THAT RESULT FROM DISASTERS*



HOW CAN THE PLAN BE USED?

- **LOCAL COMMUNITIES MUST HAVE A FEMA-APPROVED HAZARD MITIGATION PLAN IN PLACE TO RECEIVE FEDERAL GRANTS FOR HAZARD MITIGATION PROJECTS**



GRAPHICS COURTESY OF
FEMA

HOW CAN THE PLAN BE USED?

GRANTS CAN BE USED FOR:

- BUILDING ACQUISITIONS OR ELEVATIONS
- CULVERT REPLACEMENTS
- DRAINAGE PROJECTS
- BANK STABILIZATION
- LANDSLIDE STABILIZATION
- WIND RETROFITS
- SEISMIC RETROFITS
- SNOW LOAD RETROFITS
- STANDBY POWER SUPPLIES FOR CRITICAL FACILITIES

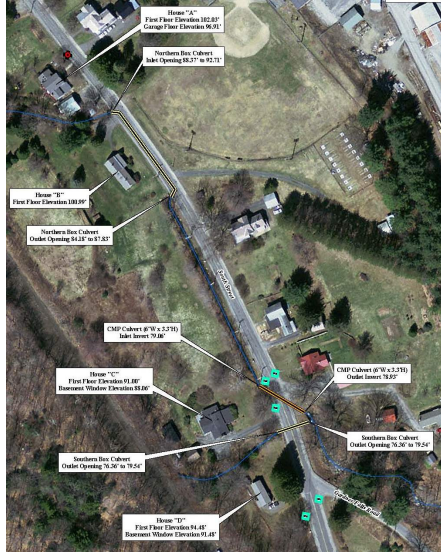


THIS HOME WAS ACQUIRED AND
DEMOLISHED USING A FEMA
GRANT



HOW CAN THE PLAN BE USED?

CULVERT REPLACEMENT FUNDED BY HMGP IN BUCKLAND, MA



FLOYD 1999



IRENE 2011

HOW CAN THE PLAN BE USED?

RIVERBANK STABILIZATION FUNDED BY HMGP IN HAWLEY, MA



IRENE 8/2011



POST-IRENE 9/2011



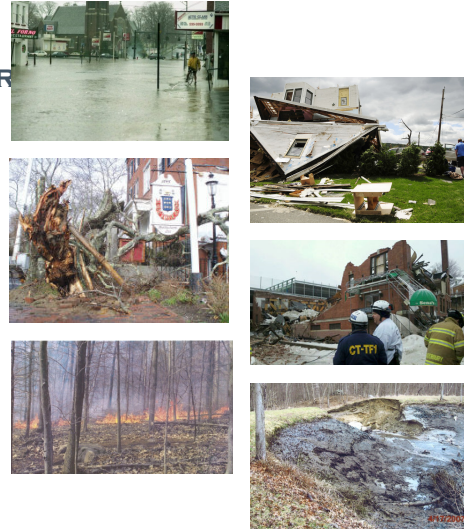
CONSTRUCTION
AUGUST 2017



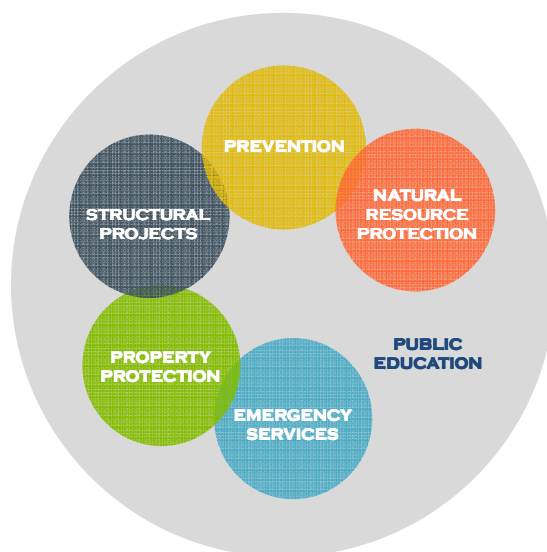
HAZARDS TO INCLUDE IN THE PLAN

- FLOODS
- HURRICANES AND TROPICAL STORMS
- TORNADOES AND HIGH WINDS
- SEVERE WINTER STORMS
- DROUGHT
- FOREST AND WILDLAND FIRES
- DAM FAILURE
- EARTHQUAKES

↑
CLIMATE
CHANGE



HAZARD MITIGATION STRATEGIES AND ACTIONS



STRUCTURAL PROJECT (STREAM)



PROPERTY PROTECTION
(ELEVATION)

HAZARD MITIGATION STRATEGIES AND ACTIONS

THINK ABOUT MITIGATION IN THE CAPITOL REGION THAT'S ALREADY HAPPENING

- **21 PROPERTIES ACQUIRED IN PLAINVILLE SINCE 2010**



PHOTO COURTESY OF THE PLAINVILLE
CITIZEN

HAZARD MITIGATION STRATEGIES AND ACTIONS

THINK ABOUT MITIGATION IN THE CAPITOL REGION THAT'S ALREADY HAPPENING

- **WET FLOODPROOFED BUILDINGS**



HARTFORD BOAT HOUSE

HAZARD MITIGATION STRATEGIES AND ACTIONS

THINK ABOUT MITIGATION IN THE CAPITOL REGION THAT'S ALREADY HAPPENING

- **NEW MANSFIELD ZONING REGULATIONS REQUIRE LOW IMPACT DEVELOPMENT AND OTHER STRICT STORMWATER GUIDELINES**

of the following LID measures. Compliance with this requirement will be determined as part of the Zoning Permit process.

Reducing Hydraulic Connectivity of Impervious Surfaces

- Disconnecting roof drains and directing flows to vegetated areas or infiltration structures (swales, trenches, or drywells)
- Directing flows from paved areas such as driveways to stabilized vegetated areas
- Breaking up flow directions from large paved surfaces
- Encouraging sheet flow through vegetated areas
- Locating impervious areas so they drain to natural systems, vegetated buffers, natural resource areas, on-lot bioretention areas, or permeable soils

Modifying/Increasing Runoff Travel Time

- Maximizing overland sheet flow
- Increasing and lengthening drainage flow paths
- Maximizing use of vegetated swales

Increasing Groundwater Recharge

- Vegetated Swales, Buffers, and Filter Strips
- Bioretention/Rain Gardens
- Dry Wells/Leaching Trenches
- Rainwater Harvesting
- Vegetated Roof Covers (Green Roofs)

More detailed guidance for implementation of these measures can be located in the 2004 Connecticut Stormwater Quality Manual as may be amended.

HAZARD MITIGATION STRATEGIES AND ACTIONS

THINK ABOUT MITIGATION IN THE CAPITOL REGION THAT'S ALREADY HAPPENING

- **SOUTH WINDSOR EMERGENCY OPERATIONS CENTER — ROOF DESIGNED TO WITHSTAND A CATEGORY 3 HURRICANE**



CEILING AND ROOF
PHOTOGRAPHS COURTESY OF
THE TOWN OF SOUTH
WINDSOR



SCHEDULE

	Task	Q3 2017	Q4 2017	Q1 2018	Q2 2018	Q3 2018	Q4 2018	Q1 2019	Q2 2019	Q3 2019
1	Planning Process	X	X	X	X					
2	Hazard Analysis and Risk Assessment		X	X						
3	Assess Status and Update Mitigation Strategies		X	X	X					
4	Draft Plan				X					
5	Submission to DEMHS and FEMA					X	X	X		
6	Adoption, Approval, and Distribution of Plan							X	X	X

- **A DRAFT PLAN WILL BE PREPARED BY MAY 2018.** THIS WILL ALLOW THE MUNICIPALITIES TO REVIEW THEIR PORTIONS OF THE DOCUMENT IN JUNE 2018 PRIOR TO SUMMER VACATIONS.
- **THE TARGET SUBMITTAL TO DEMHS IS JULY 2018.** TWO MONTHS ARE ALLOWED FOR DEMHS REVIEW
- **THE TARGET SUBMITTAL TO FEMA IS SEPTEMBER 2018.** THE ABOVE SCHEDULE ALLOWS FOR SIGNIFICANT FEMA REVIEW TIME, ALTHOUGH IT IS OUR HOPE THAT SUCH TIME IS NOT NEEDED.

NEXT STEPS

- **OUTREACH AND PUBLIC INVOLVEMENT**
 - **SURVEY WILL BE POSTED ONLINE IN FEBRUARY 2018**
- **PLANNING MEETING FOR ALL MUNICIPALITIES, HOSTED BY THE *EMERGENCY SUPPORT FUNCTION 5* COMMITTEE**
 - **MARCH 2018**

Actions	Text of Action	Lead	Priority	Status in 2014	Timeframe	Current Status	Comment	Revision (if needed)
Goal -REDUCE THE POTENTIAL FOR LOSS OF LIFE AND PROPERTY AS A RESULT OF FLOODING								
Objective 1	Incorporate natural hazard mitigation strategies into new/existing projects.							
1.1	Continue to implement regulations prohibiting net flow increase from new development.	Planning, Engineering	High	This is an established practice of the Town and will continue in Plan Update.	2014-2019.	Ongoing/capability	Zoning regulations are being re-written in the lifespan of the updated HMP.	
1.2	Implement recommended regulations that result from study of impervious coverage in various areas of town.	Planning, Engineering	Medium	The Town undertook a low impact development study and developed stormwater design guidelines, a development checklist and proposed regulations in 2011. As development proposals are submitted they will continue to be reviewed in accordance with approved guidelines and regulations.	2014-2019	Carry forward with revision	The Town believes that the study needs to be updated to reflect new information and incorporate best practices, which then could lead to new regulations.	Update the study of impervious cover to incorporate new information and best practices, with development of specific actions that can lead to revised regulations.
Objective 2	Correct undersized drainage systems in repetitively flooded areas							
2.1	Upgrade culverts associated with Bissell Brook on Fire Town Road.	Public Works, Administration	Medium	This project identified in the 2008 Plan - was completed prior to the 2014-2019 Update		Complete		
2.2	Upgrade culverts associated with Stratton Brook on Town Forest and Stratton Brook Roads.	Public Works, Administration	Medium	This project which was identified in the 2008 Plan was not completed and is proposed to be included in the 2014-2019 Plan Update. This work is identified in the Town's Capital Improvements Program.	Completion is anticipated by end of 2015	Carry forward	The Town did not have resources for this. It remains on the CIP because the associated roads are used to access the highway garage.	
Objective 3	Ensure the protection of private properties at greatest risk.							
3.1	Explore participation in the Community Rating System.	Emergency Management, Planning	High	This project which was identified in the 2008 Plan was not completed and is proposed to be included in the 2014-2019 Plan Update	2014-2019	Carry forward with revision	The Town remains interested in CRS.	Determine the costs and benefits of joining CRS.
3.2	Pursue acquisition of parcels with potential for development along or within 100-year floodplain to preserve as open space.	Planning, Administration	High	This project, identified in the 2008 Plan, was completed prior to the 2014-2019 Plan Update. Connecticut DEEP acquired land in the floodplain on Eno Place adjacent to the Simsbury Game Management Area.		Carry forward with revision	The Town does not allow new development in flood zones, but remains concerned with development near flood zones that could worsen flooding.	Acquire parcels with development potential that could worsen flood risk if developed, and preserve as open space.

Actions	Text of Action	Lead	Priority	Status in 2014	Timeframe	Current Status	Comment	Revision (if needed)
Goal - REDUCE THE POTENTIAL FOR LOSS OF LIFE AND PROPERTY AS A RESULT OF WINTER STORMS								
Objective 1	Continue to trim/remove hazard trees.							
1.1	Maintain relationship with CL&P - currently CL&P serves on local public safety committee.	Public Safety Committee	High	This project which was identified in the 2008 Plan is an established practice which will be continued.	2014-2019:	Ongoing/capability Bi-monthly meetings		
1.2	Continue local tree maintenance work.	Public Works, Administra	Medium	This project which was identified in the 2008 Plan is an established practice which will be continued.	2014-2019	Ongoing/capability		
1.3	Maintain informal agreements with local contractors for emergency debris removal work	Public Works	High	This project which was identified in the 2008 Plan is an established practice which will be continued.	2014-2019	Ongoing/capability	The Town now has formal contractual agreements in place.	
Objective 2	Provide planning and equipment for traffic rerouting							
2.1	Purchase mechanical signs.	Police, Emergency Management, Administration	Medium	This project identified in the 2008 Plan - was completed prior to the 2014-2019 Plan Update		Complete		
2.2	Maintain mutual aid agreements with neighboring communities.	Emergency Management	Medium	This project which was identified in the 2008 Plan is an established practice which will be continued.	2014-2019	Ongoing/capability		
Objective 3	Minimize risks vulnerable to populations as a result of power failure.							
3.1	Maintain special needs population list.	Social Services	Medium	This project which was identified in the 2008 Plan is an established practice which will be continued.	2014-2019:	Ongoing/capability annual updates		
3.2	Work with convalescent and day care centers to plan for evacuations.	Emergency Management	Medium	This project which was identified in the 2008 Plan is an established practice which will be continued.	2014-2019:	Ongoing/capability annual outreach is anticipated		
3.3	Work with CREPC to obtain funding to purchase generators for shelters.	Emergency Management	Medium	This project which was identified in the 2008 Plan is an established practice which will be continued.	2014-2019.	Complete	Several acquired in the last few years	
3.4	Equip a secondary shelter at Tariffville School.	Emergency Management	Medium	This project is proposed as a new initiative to be included in the 2014-2019 Plan Update. This project is identified in the Town’s Capital Improvements Program. FEMA grant funding was awarded in the fall of 2013.	Installation to be completed in 2014	Complete	This is a secondary shelter overall, but the primary sheler for Tariffville if the village is cut off by flooding.	
Goal - REDUCE THE POTENTIAL FOR LOSS OF LIFE AND PROPERTY AS A RESULT OF WIND								
Objective 1	Continue to trim/remove hazard trees.							
1.1	Maintain relationship with CL&P - currently CL&P serves on local public safety committee.	Public Safety Committee	High	This project which was identified in the 2008 Plan is an established practice which will be continued.	2014-2019:	Ongoing/capability Bi-monthly meetings		
1.2	Continue local tree maintenance work.	Public Works, Administra	Medium	This project which was identified in the 2008 Plan is an established practice which will be continued.	2014-2019	Ongoing/capability		

Actions	Text of Action	Lead	Priority	Status in 2014	Timeframe	Current Status	Comment	Revision (if needed)
1.3	Maintain informal agreements with local contractors for emergency debris removal work	Public Works	High	This project which was identified in the 2008 Plan is an established practice which will be continued.	2014-2019	Ongoing/capability	The Town now has formal contractual agreements in place.	
Objective 2	Provide planning and equipment for traffic rerouting.							
2.1	Purchase mechanical signs.	Police, Emergency Management, Administration	Medium	This project identified in the 2008 Plan - was completed prior to the 2013/14 Update		Complete		
2.2	Maintain mutual aid agreements with neighboring communities.	Emergency Management	Medium	This project which was identified in the 2008 Plan is an established practice which will be continued.	2014-2019	Ongoing/capability		
Objective 3	Coordinate back-up communications.							
3.1	Continue to implement upgrades to fire, police and town-wide communications systems.	Emergency Management	Medium	This project which was identified in the 2008 Plan is an established practice which will be continued.	2014-2019: Upgrades to be considered annually during the budget	Ongoing/capability	The Fire Department is upgrading this equipment now. Additional actions may be taken depending on whether the State opts into FirstNet.	
Goal - IMPROVE ACCESS DURING FLOOD EVENTS								
Objective 1	Raise road elevations to assure access							
1.1	Raise Riverside Road near Drake Hill Bridge	Public Works, Engineerin	High	New action.	2016-2018	Carry forward with revision	Significant progress was made. A modeling study was completed but the need for a CLOMR precludes additonal action at this time.	Revised action is to monitor for opportunities to justify the CLOMR/LOMR process and environmental permitting. Additional action is to address the riverbank at this location, as the road is at risk of slumping due to erosion.
1.2	Raise Route 185 near East Weatogue Street	Public Works, Engineerin	High	New action.	2016-2018	Carry forward with revision	Progress was not made. Tne Town focused on Riverside Road instead.	A revision is needed to "Raise Route 185 AND East Weatogue Street." However, the specific action is to undertake the study, as was done for Riverside Road.
Objective 2	Co-ordinate efforts with Connecticut DOT							
2.1	Coordinate with Connecticut DOT for Route 185 work.	Public Works, Engineerin	High	New action.	2015-2018	Carry forward with revision	Progress was not made. Tne Town focused on Riverside Road instead.	A revision is needed to facilitate discussion with CT DOT and determine the nature of actions needed to improve access. Additionally, this may be suited as a regional action for the MJ part of the HMP.

Simsbury Meeting – DRAFT notes

Attendees:

- Jeff Shea, PE, Town Engineer
- Mike Glidden, CFM, Assistant Town Planner
- Adam Kessler, Project Engineer
- James Rabbit, AICP, Director of Planning and Community Development
- Kevin Kowalski, EMD, Fire Marshal, Fire Department
- Sean Kimball, Director of Finance
- Tom Roy, PE, Director of Public Works
- Richard Swatzke, Project Engineer
- David Murphy, PE, CFM, Milone & MacBroom, Inc.

David Murphy met with the Town of Simsbury on December 19, 2017. A discussion about acquisition grants occurred during the presentation due to the FMA-funded buyout current underway. A discussion about loss of power and standby power also occurred during the presentation. The center of town is fed by electrical transmission from two directions, so the risk of complete loss is relatively low. Microgrids are not of interest, and the town has several generators. However, the Town is interested in burying utilities to reduce disruptions.

Attendees noted that the Town is moving to a Town Manager form of government.

An open discussion followed the presentation.

Critical Facilities

- Critical facilities are generally the same as the current hazard mitigation plan.
- Simsbury High School, Tariffville Elementary School, and Squadron Line School have been fitted with generators. The high school is the primary shelter and it actually has two generators. Tariffville E.S. is a secondary shelter but is important because it is the only shelter for Tariffville if access is cut off due to flooding. Squadron Line School is a secondary shelter.
- The library can begin receiving power from a portable generator beginning in 2018.
- Virginia Connelly is a senior housing facility with a new generator.
- David asked for the list provided to Eversource. A brief discussion ensued about how that list may not include all critical facilities, because those with good standby power may not be a high priority to Eversource.
- Some mobile phone towers in town have standby power.

Development and Redevelopment

- The Planning Director will provide a list of recent or upcoming development projects.
- Apartment construction has increased sharply. About 1200 new units have been constructed, 1000 are coming soon, and 1000 more are approved. They are not in the flood zone.

Storms of Note

- None

Areas of Flood Risk / Capabilities

- There may have been a few culvert and bridge projects in the last few years; Jeff can send a list.
- Grant Pond Road is one possible project in that timeframe.
- The Town maintains two feet of freeboard and prevents new development in FEMA flood zones.

Wildfires

- Wildland fires are a concern in Simsbury.
- The town has added dry hydrants and cisterns in the last few years.
- Droughts and insect damage to trees have increased the risks.
- The Town would like to fund additional dry hydrants and cisterns, as well as fire road cuts through forested areas. **This is a potential new mitigation action.**
- Two areas of specific risk are McLean Game Refuge and the ridgeline.
- A typical wildfire is less than one acre in size. The maximum typical size is six to seven acres.
- The Fire Department has the appropriate equipment at this time.

Power Disruptions

- Working with Eversource is going well.
- Eversource works with the Town to address dangerous trees.
- The Stratton Brook area has changed significantly in the last few years due to trimming, and the results look good.
- Relative to response, the Town believes that they may be back to the point that they were five years ago after the temporary improvement in response that came following the storms of 2011.

RL Properties

- FEMA waived the match for the acquisition of the Old Bridge Road home.
- Riverside Road remains a problem area. Although the homes have occasionally been flooded directly from the river, one of the more frequent problems is the failure of sump pumps when the Town needs to cut power to the neighborhood due to the potential for flooding of connection points, meters, and circuit breakers. In other words, power is out prior to the flooding and then sump pumps cannot remove water that enters the basements of the houses. Mike noted that some residents have already elevated utilities.
- Attendees discusses the pros and cons of partnering with homeowners to apply for mitigation funds for elevations and buyouts. Kevin believes that the Town should consider some assistance, such as assistance to the RL property on Stratton Brook Road.
- Attendees noted that the owner of one home on Riverside Road (potentially number 100) would like assistance.
- A discussion of substantial damage/substantial improvement (SD/SI) ensued. The Town has a lookback with no timeframe; improvements throughout the life of a property count toward the total. Even with this aggressive lookback, SD/SI has rarely been triggered. Owners are making minimal improvements after flooding.

Local Coordinator

- Mike will remain the local coordinator.

Typical Costs to Respond to Events

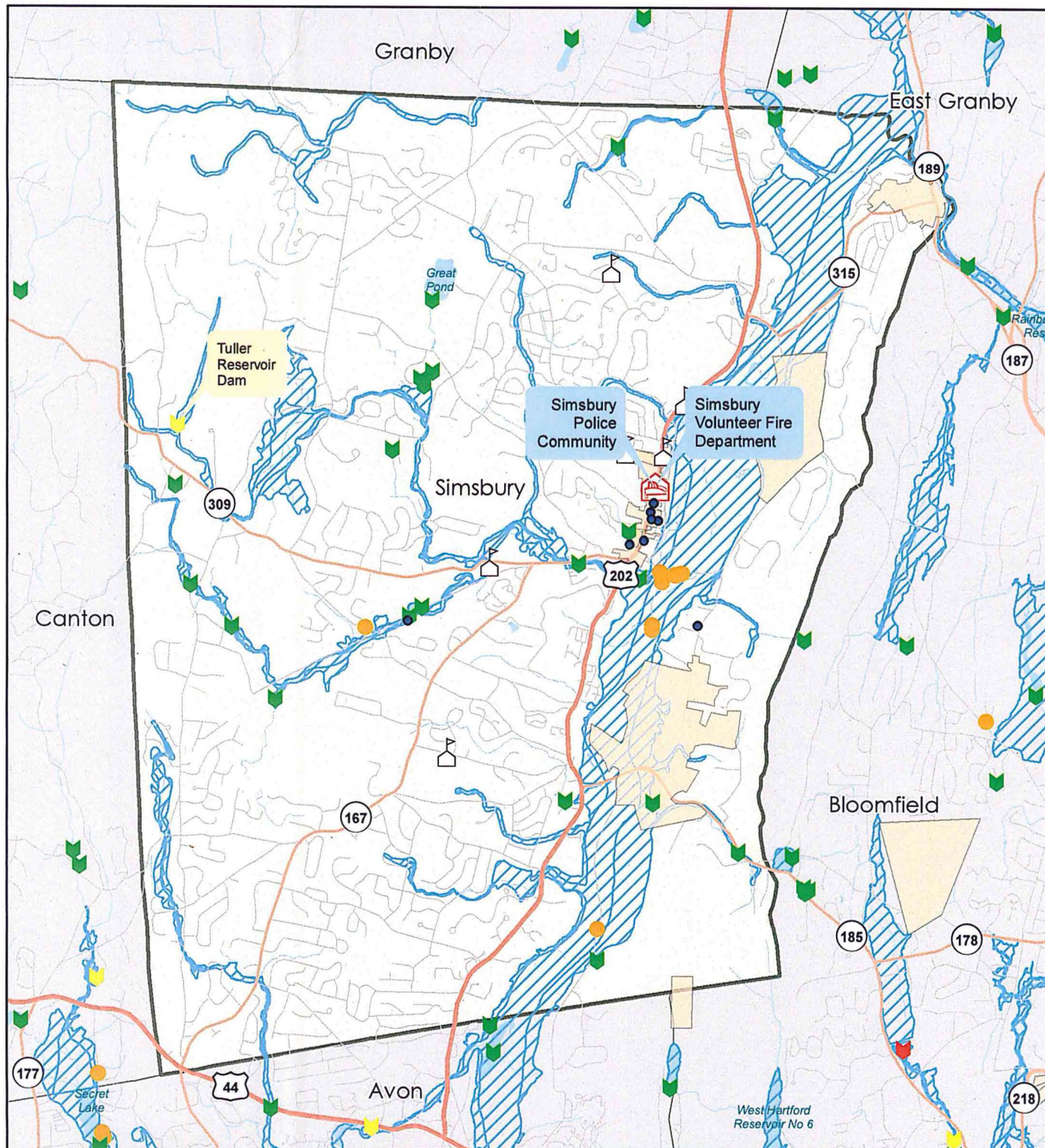
- Typical costs for responding to severe thunderstorms, severe winter storms, and wildfires were discussed. Attendees provided the following:
 - Wildfire – \$1,500 per event (FD cost)
 - Thunderstorm – \$5,000 per event (Town cost)
 - Winter Storm – \$40,000 per event (Town cost) plus \$2,000 (FD cost)

Review of Mitigation Actions and Discussion of New Actions

- Mitigation actions were reviewed and comments are separately provided in the matrix.
- A drought ordinance is set for approval in January (*Proposed Adoption of Water Shortage Ordinance – January 8, 2018*) however there have been several versions and it is not certain that this version will be final.
- Mike stated that **Increased Cost of Compliance (ICC) needs to be addressed** in the flood damage prevention regulations so residents can access these funds.
- **The CRS action should be kept and re-worded as needed.** Mike believes the Town could enter at a 7 or 8, given its current level of activity regarding flooding.
- The Town isn't concerned with buying land in flood zones as much as **buying land nearby that is believed developable**, but could contribute to flooding anyway through changes in hydrology or proliferation of impervious surfaces.
- **A new action is needed for the RL and SRL properties.** There is not currently an action about them.
- **A riverbank stabilization project may be needed for the Riverside Road area.** Telephone poles are becoming more slanted, indicating that slumping is ongoing. David noted that FEMA grants have been used for these kinds of projects.
- **Route 315 should be added to the list of roads to elevate.**

Next Steps

- A Board of Selectmen briefing is possible for late January or February.








Capitol Region Natural Hazards Mitigation Plan Update

Flood Plains, Dams, and Critical Facilities

Simsbury, Connecticut


Critical Facilities

-  Fire Station
-  Police Station
-  Healthcare Facility
-  EOCs
-  School

Dam Hazard Class

-  BB, A, AA, OR Unclassified
-  Class B- Significant Hazard
-  Class C- High Hazard
-  Repetitive Loss Locations
-  NRHP Buildings/Sites
-  NRHP Districts/Areas

FEMA Flood Hazard Area

-  100 Year Floodzone

Data Sources: FEMA, National Register of Historic Places, CT DEEP, CRCOG, ESRI



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Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** February 15, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

Move, effective February 15, 2018 to approve the presented tax refunds in the amount of \$529,105.94, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds.

5. **Summary of Submission:**

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

In a legal opinion from the Town Attorney dated May 22, 2001, he stated that CGS §12-129 "requires that all applications for tax refunds be referred to the Board (of Selectmen) for their consideration and action." Once approved by the Board of Selectmen, the Town Manager will sign off on tax refund applications.

As a reminder, the Tax Collector's Office is responsible for collecting revenue for the Fire District pursuant to Special Act #264 of the Legislature in 1945. However, tax refunds for the Fire District are not under the jurisdiction of nor approved by the Board of Selectmen and are therefore not included in the requested tax refunds presented.

6. Financial Impact:

The aggregate amount of all tax refunds as presented is \$529,105.94. The attachment dated February 15, 2018 has a detailed listing of all requested tax refunds.

Tax refunds are unusually high this month due to the number of taxpayers who paid their January tax installment in December in an effort to take advantage of the tax deductibility of state and local taxes during 2017, which are now capped for 2018 based on changes to the federal tax code. In particular, a number of taxpayers chose to physically pay their second installment, even though their bank was scheduled to make a January payment from their mortgage escrow account. Corelogic is the primary clearinghouse for the bank escrow payments which explains the \$312,415 that needs to be refunded back through the clearinghouse to the taxpayers' accounts.

7. Description of Documents Included with Submission:

a) Requested Tax Refunds, dated February 15, 2018

February 15, 2018 Requested Tax Refunds

	BILL NUMBER	TAX	INTEREST	TOTAL
List 2016				
Andrews David Q	16-1-00204	\$529.98		\$529.98
Wells Fargo-Awasthi	16-1-00331	\$8,731.66		\$8,731.66
Wells Fargo-Berman	16-1-00612	\$4,026.97		\$4,026.97
Wells Fargo-Brazer	16-1-00871	\$10,594.85		\$10,594.85
Northwest Comm-Brickey	16-1-00900	\$353.89		\$353.89
Wells Fargo-Cai Chaohong	16-1-01108	\$3,259.52		\$3,259.52
Cantelmo, John K	16-1-01165	\$10,739.00		\$10,739.00
Lereta-Godfrey,Michael	16-1-01261	\$422.42		\$422.42
Chen Patrick	16-1-01382	\$170.70		\$170.70
Cole, Michelle C	16-1-01555	\$2,451.18		\$2,451.18
Grob Arthur O	16-1-01747	\$4,566.07		\$4,566.07
Denton Johnnie M	16-1-01986	\$3,309.72		\$3,309.72
Lereta-Erickson, Glenn	16-1-02372	\$4,651.78		\$4,651.78
Girardin David J	16-1-02927	\$6.00		\$6.00
Farmington Bank-Gold,C	16-1-02987	\$3,854.10		\$3,854.10
Guiliano Beth Anne	16-1-03195	\$12,390.41		\$12,390.41
Hartranft Martha E	16-1-03337	\$297.00		\$297.00
Holst James A	16-1-03568	\$4,731.00		\$4,731.00
Hsieh An-Ping	16-1-03631	\$9,162.48		\$9,162.48
Jacobus, Glenn	16-1-03764	\$2,149.05		\$2,149.05
Jernee-Goss Beverly R	16-1-03820	\$500.18		\$500.18
Northwest Comm-Kalamarides	16-1-03920	\$12,010.37		\$12,010.37
Knake Scott L	16-1-04152	\$63.24		\$63.24
Kreimann Herbert H	16-1-04245	\$200.81		\$200.81
Krubitski Pavel	16-1-04258	\$2,543.63		\$2,543.63
Lachapelle Mary	16-1-04317	\$3,306.23		\$3,306.23
Lammey Glenn D	16-1-04352	\$1,100.00		\$1,100.00
Lereta-McCartan	16-1-05066	\$1,618.81		\$1,618.81
McElroy Kerry K	16-1-05119	\$12,440.00		\$12,440.00
McKelvey Theodore D	16-1-05151	\$1,903.51		\$1,903.51
Mineau Margot K	16-1-05386	\$20,651.22		\$20,651.22
Mullane David P Trst	16-1-05557	\$412.55		\$412.55
Citimortgage-Patel,K	16-1-06062	\$9,805.70		\$9,805.70
Wells Fargo-Peach	16-1-06103	\$3,164.37		\$3,164.37
Reynolds Stephen	16-1-06588	\$9,303.75		\$9,303.75
Rodin Robert E	16-1-06852	\$50.02		\$50.02
E.Mangiafico-Salls, Amy	16-1-07079	\$205.18		\$205.18
Schiavone, Steven	16-1-07181	\$10,928.48		\$10,928.48
Schoffstall Stephen A	16-1-07214	\$303.61		\$303.61
Station House LLC	16-1-07754	\$119.25		\$119.25
Wells Fargo-Stevens	16-1-07797	\$10,154.35		\$10,154.35
Northwest Comm-Pastor	16-1-07804	\$3,719.02		\$3,719.02
Tall Wood Hollow Prop	16-1-07974	\$154.00		\$154.00
Simsbury Bank-Cheng	16-1-08286	\$4,783.38		\$4,783.38
Wells Fargo-Wilder	16-1-08635	\$10,144.66		\$10,144.66
Willis Patricia W	16-1-08666	\$6,554.32		\$6,554.32
Wolff Robert D	16-1-08728	\$1,311.10		\$1,311.10
Amaral Jennifer	16-3-50375	\$137.64		\$137.64
Bassett Carole W	16-3-51130	\$313.60		\$313.60

Bubnash Gregory R	16-3-52201	\$297.91		\$297.91
Daimler Trust	16-3-54196	\$54.22		\$54.22
Forzono James	16-3-56314	\$162.32		\$162.32
Honda Lease Trust	16-3-58481	\$46.65		\$46.65
Honda Lease Trust	16-3-58650	\$98.46		\$98.46
Larwood James	16-3-60682	\$824.00		\$824.00
Larwood Jennifer	16-3-60684	\$212.80		\$212.80
Flores Fernando A	16-4-81079	\$37.86		\$37.86
Hickey Robert S	16-4-81435	\$39.53		\$39.53
Honda Lease Trust	16-4-81498	\$44.30		\$44.30
Honda Lease Trust	16-4-81502	\$228.94		\$228.94
Masters David A	16-4-82182	\$33.77		\$33.77
Robbins Kent	16-4-82858	\$124.22		\$124.22
Sheffield Christopher	16-4-83036	\$185.28		\$185.28
Corelogic (62 accounts)		\$312,414.92		\$312,414.92
Total 2016		\$529,105.94		\$529,105.94



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Proposed Public Gathering Permits for 2018 Events
2. **Date of Board Meeting:** February 15, 2018

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

Maria E. Capriola, Town Manager; Gerard G. Toner, Director of Culture, Parks and Recreation
Maria E. Capriola

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

If the Board of Selectmen supports approving the public gathering applications as presented, the following motions are in order:

Move, effective February 15, 2018 to approve the public gathering applications as presented in Section 5a-5g of this agenda submission form, and to authorize issuance of those public gathering permits.

Move, effective February 15, 2018 to approve the public gathering application as presented for the Simsbury Try-Athlon and to authorize issuance of that public gathering permit contingent upon the event sponsors receiving final running route confirmation from the public gathering permit application committee.

5. **Summary of Submission:**

On January 31, a public gathering permit meeting was held for organizations interested in securing permission for an event utilizing town owned property.

Those attending included Lieutenant Fred Sifodaskalakis, Code Enforcement Officer Robin Newton, Public Works Director Tom Roy, Project Administrator Ryan Jefferis, FV Health District Supervisor Jason Brown, SVAA Director Mike Delehanty, and Gerry Toner, Director of Culture, Parks and Recreation.

The following have submitted completed applications with all required signoffs and are ready for Board of Selectmen approval:

<u>Event Sponsor</u>	<u>Event</u>	<u>Date(s)</u>
a) SMPAC	Simsbury Flea Market	Saturday, April 28
b) Simsbury Library	Mini Maker Faire	Saturday, May 5

c) The Shepherd of the Hills Lutheran Church	My Best Friends 5K	Saturday, May 19
d) Tootin Hills PTO	Duck Race, Flower Bridge	Friday, May 25
e) SMPAC	Talcott Mountain Music Festival	Fridays, June 29 – July 27 <i>Rain Dates</i> <i>Saturdays, June 30 – July 28</i>
f) Valley Car Club	Car Show	Sunday, July 8
g) Simsbury Woman's Club	Arts and Crafts Festival	Saturday, Sept. 15 – Sunday, Sept. 16
h) Parks and Recreation (co-sponsor)	Simsbury Try-athlon **	Sunday, May 20
** Pending final running route confirmation and approval.		

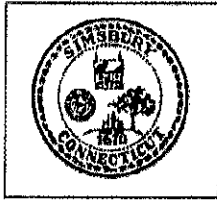
At the First Selectman's suggestion, staff tentatively plans to conduct a presentation to the Board regarding the public gathering permit application process at your March 26, 2018 meeting.

6. Financial Impact:

There will be nominal direct and indirect staff costs associated with events that are sponsored or co-sponsored by the Town: the Mini Maker Faire; and the Simsbury Try-athlon.

7. Description of Documents Included with Submission:

a) Application Summary and Event Summary Pages (Excerpts of full applications)



**SIMSBURY ZONING COMMISSION
PUBLIC GATHERING PERMIT APPLICATION**

Applicant's Name (PRINT): Tamara Braz
Applicant's Address: T-3 Productions
34 County Rd. Simsbury, CT 06070
Applicant's Telephone including office, home and cell phone: C: 860-989-7045
h: 860-658-0669
Applicant's emergency Telephone number: 860-989-7045
Email address: fthreenyc@aol.com
Property Owner's Name (PRINT): Town of Simsbury
Missy DiNunzio - contact
Property Owner's Address: 22 Iron Horse Boulevard (PO Box 245)
Simsbury, CT 06070

Property Owner's Telephone: 860-651-4052

Property Owner's (Original) Signature giving permission to make this application:
(Use Blue Ink) Missy DiNunzio

Exact Date(s) of proposed Public Gathering: (These dates MUST include all required "set up" and "tear down" time as well as the actual dates of the Public Gathering.)

Exact Time(s)/Date: Begin: 2:00pm April 27, 2018 End: 6:00pm April 28, 2018
Setup 2018 Break down

Location of proposed Public Gathering: (Complete Description and marked as shown on attached map): 22 Iron Horse Blvd Simsbury, CT 06070
Simsbury Meadows Performing Arts Center

Is the event located on or does it utilize property owned by the Town of Simsbury?
Yes ☒ No ☐

If Yes applicant MUST attach a Certificate of Insurance for \$1,000,000 in a form acceptable to the Town Attorney. (See Instruction sheet for directions).

Applicant must attach a complete narrative description of the event. This description MUST include ALL aspects and features of the event.

Anticipated Attendance at Public Gathering: 5,000 +/-

EVENT SUMMARY

Simsbury Flea & Smorgasboard

April 28, 2018

Public Gathering Permit Application Submitted: 1/23/18

CONTACT INFORMATION:	
Organization	T-3 Productions
	Event website: www.simsburyflea.com
Event Contact	Tamara Braz 34 County Road Simsbury, CT 06070
	Cell: 860-989-7045 Home: 860-658-0669 Email: tthreenyc@aol.com
SMPAC Contact	Missy DiNunno, Executive Director
	Office: 860-651-4052 Cell: 203-305-1847

TIMELINE:

Thursday, April 27, 2018	
2:00pm – 6:00pm	Load-in and Set-up
Friday, April 28, 2018	
6:00am – 9:00am	Set-up continued
9:00am – 5:00pm	Event open to public
5:00pm – 6:00pm	Load-out and Break Down

EVENT DETAILS:

Description
The Simsbury Flea & Smorgasbord is an Up Market featuring Antiques, Vintage, Home Decor, Jewelry, Art, Clothing, Crafts, Vendors and a Farmer's Market. The event will also feature a Food Truck Festival with the best food trucks in Connecticut along with live, local music.

Ticketing Information	
Adults: \$5	Point of Sale: Online at www.simsburyflea.com or at the door on
Kids 12 and Under: FREE	the day of the event

Parking	
Advanced Preparation	Lining required prior to event
Management	T-3 Productions to provide volunteers for parking
On-site Parking Fee	No charge

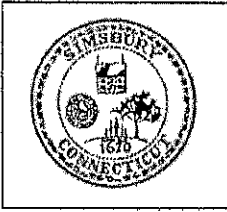
Expected Attendance **Figures are estimated and subject to change	
Adults	3500
Kids	2000
Total Attendance Expected	5,000-6,000 (throughout 8 hour day)

Stage Requirements Live Music Featured Throughout the Day	
Lights	Basic
Sound	Basic
Setup	Self-contained and per local performers

Vendor Information (reference attached diagram)	
Merchandise Sales Vendors	Approximately 130 Location – on field
Food Vendors	SMPAC – Standard Concessions Location – on field Approximately 15 food trucks Location – on field
Activities	Bounce Houses provided by Bounce About Inflatables Location – on field

Public Restrooms	
Coordinated by	SMPAC
Units	Standard and Accessible units w/ sinks
Location	Reference attached diagram

Security	
Stage Security	Yes – Provided by client
Field Security	Yes – Provided by client
Overnight Security	Yes – Provided by client (Friday April 27 – Saturday, April 28)
Security Notes	N/A



SIMSBURY ZONING COMMISSION PUBLIC GATHERING PERMIT APPLICATION

Applicant's Name (PRINT): Simsbury Public Library
Applicant's Address: 725 Hopmeadow St
Simsbury
Applicant's Telephone including office, home and cell phone: _____
Lisa Karim cell @ 845-625-3991
Applicant's emergency Telephone number: 860-658-7663 x2103
Email address: lkarim@simsburylibrary.info

Property Owner's Name (PRINT): Town of Simsbury
Property Owner's Address: _____

Property Owner's Telephone: 860-658-7663 x2103

Property Owner's (Original) Signature giving permission to make this application:
(Use Blue Ink) _____

Exact Date(s) of proposed Public Gathering: (These dates MUST include all required "set up" and "tear down" time as well as the actual dates of the Public Gathering.)

Exact Time(s)/Date: Begin: 5/2/2018 End: 5/7/2018

Location of proposed Public Gathering: (Complete Description and marked as shown on attached map): public library, tent on front lawn

Is the event located on or does it utilize property owned by the Town of Simsbury?
Yes ☒ No ☐

If Yes applicant MUST attach a Certificate of Insurance for \$1,000,000 in a form acceptable to the Town Attorney. (See Instruction sheet for directions).

Applicant must attach a complete narrative description of the event. This description MUST include ALL aspects and features of the event.

Anticipated Attendance at Public Gathering: 3,200

The Mini Maker Faire is funded by a generous gift and in-kind donations as well as collaborations with local businesses and the Simsbury Main Street Partnership. It is part science fair, part art fair, and something new. It's a family-friendly showcase of invention, creativity, and gathering together tech enthusiasts, and commercial exhibitors.

The Mini Maker Faire will be held Saturday, May 5, from 10-4. It is free event with exhibits and free activities and open to the public. We expect to have 40-50 makers, food trucks, outdoor events on the lawn, with a tent. Last year we had over 3,200 attendees. We will utilize the parking behind Fitzgeralds, have a shuttle bus and crossing guard.



SIMSBURY ZONING COMMISSION PUBLIC GATHERING PERMIT APPLICATION

Applicant's Name (PRINT): SUSAN GEST

Applicant's Address: 49 WYNGATE DRIVE
AVON, CT 06001

Applicant's Telephone including office, home and cell phone: (860) 977-7462

Applicant's emergency Telephone number: _____

Email address: mybestfriends5k@shelc.org

Property Owner's Name (PRINT): SHEPHERD of the HILLS LUTHERAN CHURCH

Property Owner's Address: 7 WESCOTT RD
SIMSBURY, CT 06070

Property Owner's Telephone: (860) 658-0583

Property Owner's (Original) Signature giving permission to make this application:
(Use Blue Ink) *Steven R. Crockett*

STEVEN R. CROCKETT

Exact Date(s) of proposed Public Gathering: (These dates MUST include all required "set up" and "tear down" time as well as the actual dates of the Public Gathering.)

Exact Time(s)/Date: Begin: 8:00 A.M. 5/19/18 End: 12:00 P.M. 5/19/18

Location of proposed Public Gathering: (Complete Description and marked as shown on attached map): see attached map

Is the event located on or does it utilize property owned by the Town of Simsbury?

Yes ☒ No ☐

If Yes applicant MUST attach a Certificate of Insurance for \$1,000,000 in a form acceptable to the Town Attorney. (See Instruction sheet for directions).

Applicant must attach a complete narrative description of the event. This description MUST include ALL aspects and features of the event.

Anticipated Attendance at Public Gathering: 100

My Best Friend's 5k Road Race

Event: 5k Road Race and 1.5 mile walk

Date of Event: Saturday, May 19, 2018

Time of Day: 0800 – 1200 (set-up to clean-up)

Purpose: To raise funds for The Gift of Love Farm in Simsbury for their summer camp. <http://giftsoflovet.org/GiftsofLoveFarm>

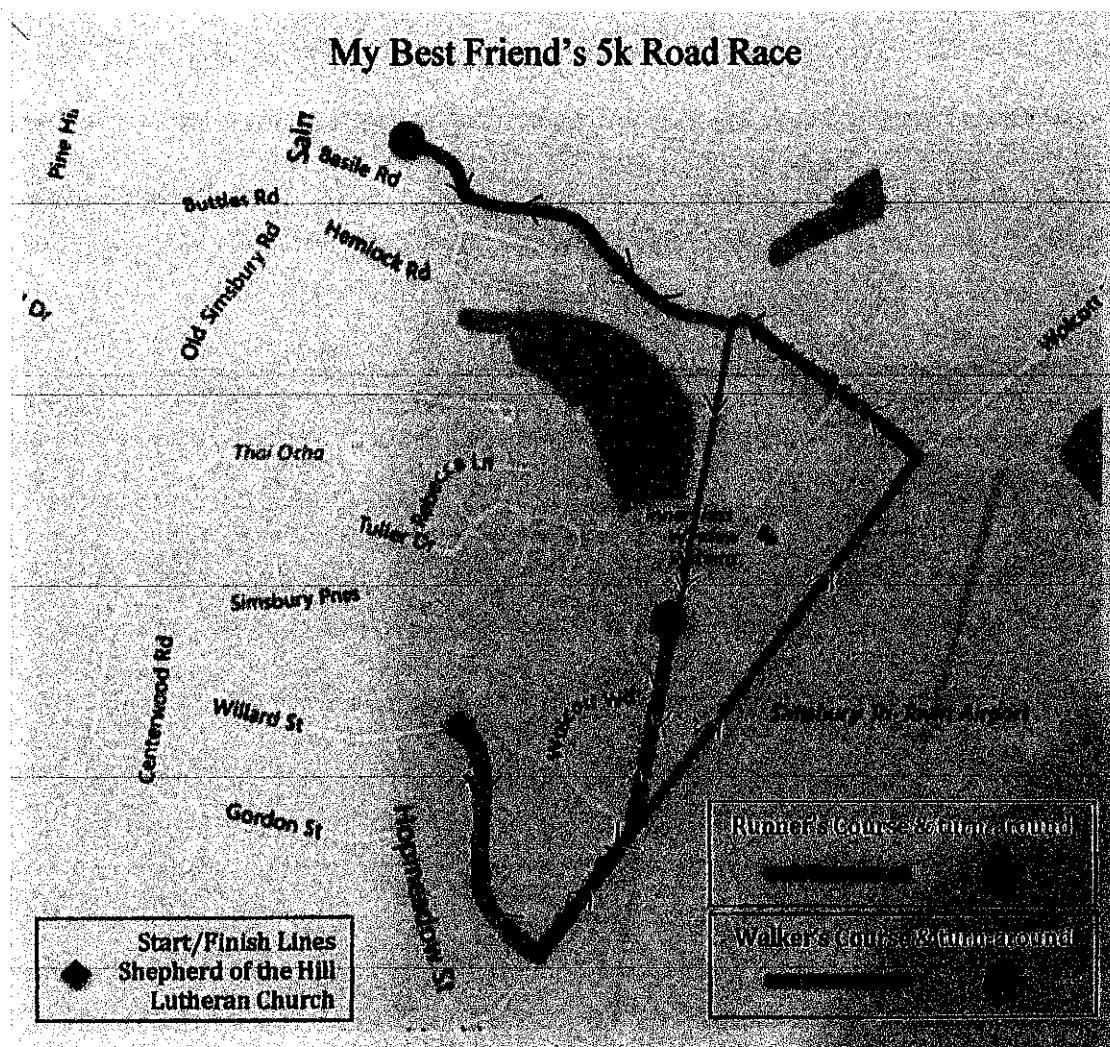
Course: The road race (and walk) begins and ends at the church on Wescott Road. After running down Wescott Road, the course turns left onto Wolcott Road. The runners continue northeast on Wolcott Road* and turn left onto Lordship Road, East Granby. At the end of Lordship, the runners enter the Rails to Trails path heading west toward Salmon Brook Street for 0.4 miles. Part of the 0.4 miles is in East Granby and the other is in Granby, CT. At the 0.4 mile mark (1.65 miles into the course), runners will turn around and head back to the entrance of the rails to trails where they entered. Instead of continuing down Lordship Road, runners turn right on the rails to trails path for 0.55 miles until reaching Wolcott Road. The course takes a slight right onto Wolcott Road for 0.25 miles and then another right onto Wescott Road to return to the starting point at Shepherd of the Hills Lutheran Church. (See attached map)

*Walkers will turn off of Wolcott Road after 0.25 miles onto the rails to trails. After 0.25 miles on the trail, the walkers will turn around and return to the church the same way they came. The walk is 1.5 miles.

Details: Set-up will begin at 8:00 a.m. for a 9:00 a.m. race start. The church grounds will have at least one pop-up canopy for shade. The Community Farm of Simsbury and sponsors will be present with displays and handouts. All food will be pre-packaged (bottled water, bananas, granola bars.)

Sign-up for the race will be online. In person registration will be available on the day of the race. We will be using a “timer” with each participant receiving a bib with an electronic timing chip.

No police coverage will be necessary, as no road crossings are involved in the course. Volunteers will be stationed along the route to cheer on participants, hand out water, and provide assistance if necessary



RUNNERS COURSE

From Church - Left onto Wescott (0.25 miles)
 Left onto Wolcott (0.75 miles) *Watch for traffic*
 Left onto Lordship Road (0.25 miles)
 Enter the Bike Path (0.4 miles) **SHADE!**
 Turn around at Orange Cone
 Return on Bike Path (0.4 miles)
 Turn Right on Bike Path (0.55 miles)
 Turn Right onto Wolcott (0.25 miles) *Stay on right side*
 Turn Right onto Wescott (0.25 miles) Home Stretch!
 Finish in Church parking lot

WALKERS COURSE

From Church - Left onto Wescott (0.25 miles)
 Left onto Wolcott (0.25 miles) *Watch for traffic*
 Left onto the Bike Path (0.25 miles)
 Turn Around at the Orange Cone
 Return on Bike Path (0.25 miles)
 Turn Right onto Wolcott (0.25 miles) *Stay on right side*
 Turn Right onto Wescott (0.25 miles) Home Stretch!
 Finish in Church parking lot



**SIMSBURY ZONING COMMISSION
PUBLIC GATHERING PERMIT APPLICATION**

Applicant's Name (PRINT): SIMSBURY DUCK RACE JOHANNA MERRIMAN
Applicant's Address: 10 WESTRIDGE DR. SIMSBURY

Applicant's Telephone including office, home and cell phone: 860-989-6488 CELL

Applicant's emergency Telephone number: _____
Email address: JMERRIMAN@GMAIL.COM

Property Owner's Name (PRINT): TOWN OF SIMSBURY
Property Owner's Address: OLD BRIDGE RD. AND FLOWER BRIDGE

Property Owner's Telephone: 860-408-4682

Property Owner's (Original) Signature giving permission to make this application:
(Use Blue Ink) _____

Exact Date(s) of proposed Public Gathering: (These dates MUST include all required "set up" and "tear down" time as well as the actual dates of the Public Gathering.)

Exact Time(s)/Date: Begin: 5-25-18 4pm End: 5-25-18 7pm

Location of proposed Public Gathering: (Complete Description and marked as shown on attached map): ALL OF OLD BRIDGE RD INCL THE FLOWER BRIDGE

Is the event located on or does it utilize property owned by the Town of Simsbury?
Yes 1 No _____

If Yes applicant MUST attach a Certificate of Insurance for \$1,000,000 in a form acceptable to the Town Attorney. (See Instruction sheet for directions).

Applicant must attach a complete narrative description of the event. This description MUST include ALL aspects and features of the event.

Anticipated Attendance at Public Gathering: 500+

PROPOSAL SIMSBURY DUCK RACE

Event:

This proposal is for a **Duck Race at the Flower Bridge for May 25, 2018** to benefit the children of Tootin Hills School. All proceeds go to the PTO to help our students and teachers during the year with financial aid for after school enrichment programs, cultural assemblies, family fun nights, art shows, yearbooks, school ground beautification, book club, camps and field days, supplies, and more.

Event Logistics:

Just like the past years, we would like to hold the duck race at the Flower Bridge and the grounds on Old Bridge Rd. The race should begin about 500ft (estimate) before the Flower Bridge. Ducks will be thrown in the water and kept secured until start of the race. The ducks will race through the bridge and into the finish line which will be about 500 ft (estimate) after the bridge. The event will be from 4-7pm. There will be three races taken place that day. First race will be a school duck race at 4.30pm followed by a business duck race at 5.15pm and the actual community race at 6pm. Each race itself will probably take about 10 minutes. Rubber ducks will be picked up by nets and volunteers in kayaks.

Again like last year, we will have a food truck, Kane's Market, and an Ice Cream Truck. Other entertainment will consist of a DJ, 2-3 inflatables, 3-4 various carnival games and these will all be located on the parking lot on Old Bridge Rd.

We will ask the Fire Department to participate with a Fire Truck and firemen on site as well as pay for a police officer to guard the crossing on Drake Hill Rd. during the event

Note: participants do not need to be in attendance during the event. Winners will be contacted directly by the school.

Fundraising:

Anyone will be able to adopt a duck by purchasing a raffle ticket that our Tootin Hills Families will be selling to neighbors, friends and family and at various locations. **Price of a duck is \$5.** The winners will receive a prize that could consist of cash prizes and other donated goods.

We have sponsorship opportunities for businesses available, starting by purchase a **10 inch business duck for \$100**, decorate the duck to their liking (company names, colors, feathers, clothing,...) and use it as a advertisement on the day. The business ducks will be judged for the best decorated duck by volunteers and will race at approximately 5.15pm. The winning business duck will receive a trophy which they can display in their establishment.

Contact:

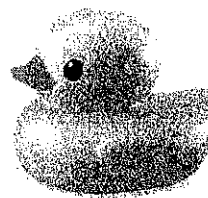
Johanna Merriman

Tootin Hills PTO

www.simsburyduckrace.com

jwmerriman@gmail.com

860-989-6488





SIMSBURY ZONING COMMISSION PUBLIC GATHERING PERMIT APPLICATION

Applicant's Name (PRINT): Dr. Colette Hall (Artistic Operations Manager)
Applicant's Address: Hartford Symphony Orchestra
166 Capitol Ave. Hartford, CT 06106
Applicant's Telephone including office, home and cell phone: 0: 860-760-7301
C: 845-235-5980
Applicant's emergency Telephone number: 845-235-5980
Email address: chall@hartfordsymphony.org
Property Owner's Name (PRINT): Town of Simsbury
Missy DiNunno - contact
Property Owner's Address: 22 Iron Horse Blvd. (P.O. Box 245)
Simsbury, CT 06070
Property Owner's Telephone: 860-651-4052

Property Owner's (Original) Signature giving permission to make this application:
(Use Blue Ink) Missy DiNunno - venue rep

Exact Date(s) of proposed Public Gathering: (These dates MUST include all required "set up" and "tear down" time as well as the actual dates of the Public Gathering.)

Exact Time(s)/Date: Begin: 8a 7/28/18 End: July 30, 2018
Setup Breakdown

Location of proposed Public Gathering: (Complete Description and marked as shown on attached map): Simsbury Meadows Performing Arts Center

Is the event located on or does it utilize property owned by the Town of Simsbury?
Yes ☒ No ☐

If Yes applicant MUST attach a Certificate of Insurance for \$1,000,000 in a form acceptable to the Town Attorney. (See Instruction sheet for directions).

Applicant must attach a complete narrative description of the event. This description MUST include ALL aspects and features of the event.

Anticipated Attendance at Public Gathering: July 29/30 (rain date) - 8,000 + 10,000

July 6 - 3,000-5,000

July 13 - 3,000-5,000

July 20 - 3,000-5,000

Page 4 of 9 July 27/28 (rain date) - 3,000-5,000

EVENT SUMMARY

Hartford Symphony Orchestra

2018 Talcott Mountain Music Festival

Friday, June 29/Saturday, June 30 (rain date), 2018

Friday, July 6, 2018

Friday, July 13, 2018

Friday, July 20, 2018

Friday, July 27/Saturday, July 28 (rain date), 2018

Public Gathering Permit Application Submitted: 1/26/18

CONTACT INFORMATION:	
Organization	Hartford Symphony Orchestra Event website: www.hartfordsymphony.org
Event Contact	Dr. Colette Hall Artistic Operations Manager 166 Capitol Avenue Hartford, CT 06106 Cell: 845-235-5980 Home: N/A Office: 860-760-7301 Email: chall@hartfordsymphony.org
SMPAC Contact	Missy DiNunno, Executive Director Office: 860-651-4052 Cell: 203-305-1847 Email: missy@simsburymeadowsmusic.com

TIMELINE:

Thursday, June 28, 2018		
8a – 6p	Load-in /Setup	Stage/Field
Friday, June 29, 2018 RD Saturday, June 30, 2018		
8a – 5:30p	Setup	Field
2p – 5:30p	Rehearsal	Stage
5:30p	Friends of Festival Entry	Field
6:00p	General Public Entry	Field
7:30p	Celebrate America! Performance	Stage
9:30p/10p (approx.)	Fireworks	SimsCroft Echo Parking
10:00p/10:30p	Load-out/Breakdown	Stage/Field
Friday, July 6, 2018		
8a – 5:30p	Setup	Field
2p – 5:30p	Rehearsal	Stage
5:30p	Friends of Festival Entry	Field
6:00p	General Public Entry	Field
7:30p	TMMF Performance 2	Stage
9:30p/10p (approx.)	Load-out/Breakdown	Stage/Field
Friday, July 13, 2018		
8a – 5:30p	Setup	Field

2p – 5:30p	Rehearsal	Stage
5:30p	Friends of Festival Entry	Field
6:00p	General Public Entry	Field
7:30p	TMMF Performance 2	Stage
9:30p/10p (approx.)	Load-out/Breakdown	Stage/Field
Friday, July 20, 2018		
8a – 5:30p	Setup	Field
2p – 5:30p	Rehearsal	Stage
5:30p	Friends of Festival Entry	Field
6:00p	General Public Entry	Field
7:30p	TMMF Performance 2	Stage
9:30p/10p (approx.)	Load-out/Breakdown	Stage/Field
Friday, July 27, 2018		
RD Saturday, July 28, 2018		
8a – 5:30p	Setup	Field
2p – 5:30p	Rehearsal	Stage
5:30p	Friends of Festival Entry	Field
6:00p	General Public Entry	Field
7:30p	TMMF Performance 2	Stage
9:30p/10p (approx.)	Load-out/Breakdown	Stage/Field

EVENT DETAILS:

Description
<p>The Talcott Mountain Music Festival is the Hartford Symphony Orchestra's summer series, held annually at the Performing Arts Center at Simsbury Meadows in Simsbury, CT. Attendees are invited to pack a picnic, attend with family and friends, relax under the stars, and enjoy the Hartford Symphony Orchestra under Music Director Carolyn Kuan and distinguished guest conductors. The series consists of 5 concerts taking place the last Friday in June and the following four Friday's in July with Saturday rain date holds for the first and final concerts.</p> <p>Specific Concert Titles and Performers TBD by February 15, 2018</p>

Ticketing Information
<p><u>POINTS OF SALE</u></p> <p>On-site Box Office Simsbury Meadows, 22 Iron Horse Blvd 2017 Simsbury Box Office hours will be Thursday and Friday 11 am-7 pm. The Box Office will also be open 11 am-7 pm daily from Monday, June 26 through Friday, June 30. Tickets can be purchased at The Bushnell, 166 Capitol Avenue, Hartford, in advance.</p> <p>Will Call: All tickets to be held in Will Call will be held at Simsbury Meadows Performing Arts Center, NOT The Bushnell. Lawn tickets also available at Fitzgerald's Foods, Simsbury beginning in May. All ticket sales are final. No refunds.</p> <p>Charge by phone Call 860-987-5900, 10:00am to 5:00pm, Monday – Friday</p> <p><u>PRICING</u></p> <p>GRASS PASSES Grass Passes may be used in any combination for any concerts in the 2017 Talcott Mountain Music Festival; attendees may bring Grass Passes straight to</p>

Ticketing Information	
	the gate for admission.
	Adult Grass Pass: 10 adult lawn tickets are \$250 (save \$50 off gate prices)
	Adult Half Grass Pass: 5 adult lawn tickets are \$125 (save \$25 off gate prices)
	Child Grass Pass: 10 child (age 12 and under) lawn tickets for \$50
	Family Pack: 12 lawn tickets (6 adult and 6 child tickets) for \$180 (save \$50 off gate prices)
	TABLE SEATS
	Tables for eight people are located right in front of the stage.
	Single Table Seats: 5-Concert Subscription for \$190 (save \$35 off gate prices)
	Full Table: 5-Concert Table Subscription, 8 seats per table for \$1,420 (save \$380 off gate prices)
	Single Concert Prices
	Lawn Seating* \$25 in advance, \$30 gate
	Single Table Seat \$40 advance, \$45 gate
	Full Table (8 seats) \$320 advance, \$360 gate
	Children** Lawn tickets \$5
	<i>* Advance ticket sales are available until 5pm the day of the concert. Tickets purchased after 5pm are subject to the gate price.</i>
	<i>** Age 12 and under</i>

Parking	
Advanced Preparation	Lining required prior to event
Management	SMPAC Volunteers
On-site Parking Fee	\$10.00 <i>**includes on-site accessible parking</i>
	<i>Complimentary accessible parking and shuttle service from Henry James Middle School is available beginning at 5:30 pm on concert days.</i>

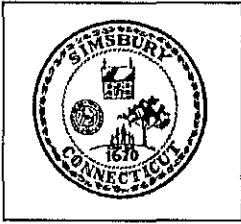
Expected Attendance	<i>**Figures estimates w/ good weather in mind and subject to change</i>
June 29/30	8,000 – 10,000
July 6	3,000 – 5,000
July 13	3,000 – 5,000
July 20	3,000 – 5,000
July 27/28	3,000 – 5,000

Stage Requirements	
Lights	Coordinated by HSO
Sound	Coordinated by HSO
Setup	Coordinated by HSO – IATSE Local 84

Vendor Information	
Merchandise Sales Vendors	TBD - Possible Guest Artist Merchandise
Food Vendors	SMPAC – Standard Concessions Location – on field East Side
	Other Vendors - Location – on field East Side
Services/Activities	First Aid Tent Development Tent Education Tent Volunteer Tent Location – on field West Side

Public Restrooms	
Coordinated by	SMPAC
Units	Field - Standard and Accessible units with sinks Backstage – Trailers w/ holding tanks
Location	See attached diagram

Security	
Stage Security	Yes – Provided by HSO (USA Security)
Field Security	Yes – Provided by HSO (USA Security)
Overnight Security	Yes – Provided by HSO (USA Security)
Security Notes	SMPAC to coordinate Police/Fire/EMS w/ Town



SIMSBURY ZONING COMMISSION PUBLIC GATHERING PERMIT APPLICATION

Applicant's Name (PRINT): SIMSBURY WOMAN'S CLUB
Applicant's Address: PO BOX 903 SIMSBURY, CT 06070

Applicant's Telephone including office, home and cell phone: _____
(H) 860-658-4735, (C) 860-670-7362
Applicant's emergency Telephone number: _____
Email address: WEHOFFMAN49@GMAIL.COM

Property Owner's Name (PRINT): TOWN OF SIMSBURY
Property Owner's Address: PO BOX 495 SIMSBURY, CT 06070

Property Owner's Telephone: 860-658-3200

Property Owner's (Original) Signature giving permission to make this application:
(Use Blue Ink) _____

Exact Date(s) of proposed Public Gathering: (These dates MUST include all required "set up" and "tear down" time as well as the actual dates of the Public Gathering.)

Exact Time(s)/Date: Begin: 9/14/18 8:00 AM End: 9/17/18

Location of proposed Public Gathering: (Complete Description and marked as shown on attached map): PARKING LOT D2 BETWEEN IRON HORSE BLVD, WILCOX ST AND JIM GALLAGHER WAY

Is the event located on or does it utilize property owned by the Town of Simsbury?
Yes ☒ No ☐

If Yes applicant MUST attach a Certificate of Insurance for \$1,000,000 in a form acceptable to the Town Attorney. (See Instruction sheet for directions).

Applicant must attach a complete narrative description of the event. This description MUST include ALL aspects and features of the event.

Anticipated Attendance at Public Gathering: 5000

SIMSBURY WOMAN'S CLUB 49th ANNUAL ARTS & CRAFTS FESTIVAL

PUBLIC GATHERING PERMIT INFORMATION

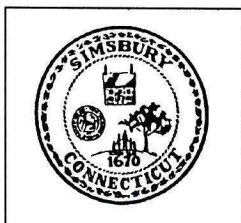
The following document outlines the timeline and the physical attributes of the Arts & Crafts Festival sponsored by the Simsbury Woman's Club:

- **Thursday, Sept. 13, 2018**
 - 7:00 pm – Need to restrict parking in lot D2 – Close off between Wilcox and Jim Gallagher Way
- **Friday, Sept. 14, 2018**
 - 8:30 am - vendor spaces are marked in lot D2.
 - Trash cans delivered and placed around site.
 - Porta potties delivered and placed on north side of Wilcox St. and south side of Jim Gallagher Way. Handicapped porta potties and sinks need to be placed on level space in the parking lots.
 - Registration tent set up on grass on south side of Wilcox St. at entrance to parking lot.
 - Coffee and bake sale tents set up on east end of D2 parking lot adjacent to Iron Horse Blvd.
 - Tables and chairs delivered
 - Vendors begin set up from 2:00 to 7:00 pm.
- **Saturday, Sept. 15, 2018**
 - Remaining vendors set up from 7:00 to 9:30 am
 - Kane's Catering sets up food vending area on northeast section of D3 parking lot behind Valley Hardware and on grass adjacent to Iron Horse Blvd
 - Festival runs from 10:00 am to 4:00 pm.
 - 10:00 am to 4:00 pm Wilcox Street closed to vehicular traffic from Station Street to Iron Horse Blvd.
 - One police officer is on duty on the festival grounds from 1:00 to 4:00 pm.
 - 7:00 pm until 7:00 am Sunday a Security Guard patrols lot D2.
- **Sunday, Sept. 16, 2018**
 - Festival runs from 10:00 am to 4:00 pm.
 - 10:00 am to 4:00 pm Wilcox Street closed to vehicular traffic from Station Street to Iron Horse Blvd.
 - 1:30 to 4:30 pm one police officer patrols festival grounds and at 4:00 pm helps coordinate vendor egress.
 - Vendors tear down from 4:00 to 7:00 pm.
 - Kane's clears food vending area.
 - Registration tent taken down

- Trash cans clustered for pickup
 - Tables/chairs clustered for pickup
 - Porta potties picked up.
- **Monday, Sept. 17, 2018**
 - Trash cans picked up
 - Tables/chairs picked up
 - Coffee and bake sale tents taken down
 - Key to electric box returned

Additional information:

- Vendors use 10' X 10' tents which are fully enclosable and can be secured for overnight.
- Registration and coffee/bake sale tents have no sides.
- Vendors will be assigned spaces in 4 rows that run around the perimeter of the parking lot and 4 additional rows that run through the middle of the parking lot. Spaces are either 11' wide X 14' deep or 15' wide X 14' deep.



SIMSBURY ZONING COMMISSION PUBLIC GATHERING PERMIT APPLICATION

Applicant's Name (PRINT): Andrea Buono – Race Director & Town of Simsbury

Applicant's Address: c/o 933 Hopmeadow St. Simsbury, CT 06070

Applicant's Telephone including office, home and cell phone: _____

Applicant's emergency Telephone number: _____

Email address: andyex@comcast.net

Event Name: Try Simsbury Tryathlon

Property Owner's Name (PRINT: Town of Simsbury

Property Owner's Address: 933 Hopmeadow St. Simsbury, CT

Property Owner's Telephone: 860-658-3836

Property Owner's (Original) Signature giving permission to make this application:
(Use Blue Ink) Gerard A. Toran for the Town of Simsbury

Exact Date(s) of proposed Public Gathering: (These dates MUST include all required "set up" and "tear down" time as well as the actual dates of the Public Gathering.)

Exact Time(s)/Date: Begin: 6:00 a.m. May 20, 2018 End: 4:00 p.m. May 20, 2018

Location of proposed Public Gathering: (Complete Description and marked as shown on attached map): _____

Is the event located on or does it utilize property owned by the Town of Simsbury?

Yes XX No _____

If Yes applicant MUST attach a Certificate of Insurance for \$1,000,000 in a form acceptable to the Town Attorney. (See Instruction sheet for directions).

Applicant must attach a complete narrative description of the event. This description MUST include ALL aspects and features of the event.

Anticipated Attendance at Public Gathering: 250



Try Simsbury at a different pace. Simsbury has many eye-catching outdoor assets including numerous hiking trails, the wild and scenic Farmington River, and terrific bike paths & trails.

The Fifth Annual Simsbury Triathlon is Sunday, May 20, 2018 at 11 AM at the Simsbury Meadows off Iron Horse Boulevard.

The Triathlon begins with the paddle, sponsored by Collinsville Canoe & Kayak. It will begin at the new launch site just under Simsbury's Landmark Flower Bridge. A 2-mile paddle will take you up-river first. After the turnaround, enjoy the down-river return paddle under the Flower Bridge to the take-out point.

The Bicycle Cellar sponsors the bike section, which is a 2-loop, spectator-friendly ride (approximately 12 miles) on Simsbury's scenic country roads paralleling the Farmington River. Afterwards, participants will go to their bikes in the transition area.

The triathlon ends with a 3.6 mile River to Ridge Run, sponsored by Fleet Feet. The run begins from the banks of the Farmington River up some challenging new trails that enter Penwood Forest, gain about 400 feet in elevation, and provide lovely views from the ridge of the valley below.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Proposed 2018 Fee Schedule for Simsbury Farms Golf Course, Aquatics Facilities, and Summer Camps

2. **Date of Board Meeting:** February 15, 2018

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

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen is in concurrence with the recommendation of the Culture, Parks and Recreation Commission and supports approving the proposed 2018 fee schedule for Simsbury Farms Golf Course, Aquatics Facilities, and Summer Camps as presented, the following motion is in order:

Move, effective February 15, 2018 to approve the 2018 fee schedule for the Simsbury Farms Golf Course, Aquatics Facilities, and Summer Camps as presented.

5. **Summary of Submission:**
The Culture, Parks and Recreation Commission addressed the 2018 fee schedule for the Simsbury Farms Golf Course, aquatic facilities, and summer camps at their February 1 meeting. The Culture Parks and Recreation Commission unanimously supported and recommended the proposed 2018 fee schedule as presented at their February 1 meeting.

Benchmarking of fees for comparable municipal, private and nonprofit sector facilities was conducted and used in staff's analysis when determining proposed fees for 2018. The analysis also includes reviewing the past year's usage and projected operational costs for the same facilities.

6. **Financial Impact:**
Based on the average of the last three years of usage, the 2018 proposed fee increases will generate an estimated additional \$35,813 in revenue: \$3,295 for aquatics; \$750 for summer camps, and \$31,768 for the golf course.

7. **Description of Documents Included with Submission:**
a) Annual Recreation Fees (2016, 2017, and 2018 Proposed)

AQUATIC/SUMMER CAMP FEES - 2018

ANNUAL RECREATION FEES	2016	2017	2018		
			C.P. & R. Comm.	Projected	
SWIMMING			Recommended	Add. Revenue	
Season Passes					
Family of 4 **	\$125.00/\$165.00	\$125.00/\$175.00	\$130.00/\$180.00	\$2,885	
Individual	\$70.00/\$90.00	\$70.00/\$95.00	\$75.00/\$100.00	140	
Additional	20.00	\$20.00/\$25.00	\$20.00/\$25.00		
Senior	35.00	\$35.00/\$45.00	\$35.00/\$45.00		
Non Resident Family of Four	\$175.00/\$230.00	\$175.00/\$230.00	\$180.00/\$240.00	250	
Non Resident Individual	55.00	\$95/\$145	\$100/\$150	20	
Non Resident Additional	55.00	60.00	\$55/\$60		
Non Resident Senior	55.00	60.00	\$50/\$60		
Session Fees					
Resident	5.00	5.00	\$ 5.00		
After 6:00 p.m.		2.50	\$ 2.50		
Non-resident	7.00	7.00	\$ 7.00		
Discount Card	\$50/\$70 - 11 visits	\$50/\$70 - 11 visits	\$50/\$70 - 11 visits		
Learn-to-Swim	40.00/50.00	40.00/50.00	\$ 40.00/50.00		
Swim Team	135.00	140.00	\$140		
Pool Rental (per 2 hrs.)	425.00	450.00	\$450		
			Total Aquatic	\$3,295	
CAMPS					
Summer Explorers	160.00**	165.00	\$165.00		
(formerly Stuff to Do)					
Jr. Explorers	95.00	105.00	\$105.00		
(formerly Koala Kids)					
Awesome Explorers	250.00	260.00	\$265.00	750	
(formerly Awesome Adventure)					
Playground Explorers	170/305/85	190/340/95	\$235.00		
			(1 child season pass option only)		
** Pass rates are discounted prior to June 1					

SIMSBURY FARMS GOLF COURSE ANNUAL FEE SCHEDULE									
DAILY GREENS FEES	2014	2015		2016	2017	2018	Fee	Rev.	
RESIDENT			w/surcharge			Proposed	Increase	Increase	
18 hole weekdays	29.00	30.00	32.00	32.00	32.00	34.00	2.00	\$700	
9 hole weekdays	17.00	18.00	19.00	19.00	19.00	20.00	1.00	4,037.00	
18 hole weekends	32.00	32.00	34.00	34.00	34.00	35.00	1.00	2,502.00	
9 hole weekends	19.00	19.00	20.00	20.00	20.00	21.00	1.00	2,454.00	
jr./sr. 18 hole weekdays	22.00	22.00	24.00	24.00	24.00	26.00	2.00	992.00	
jr./sr. 9 hole weekdays	13.00	14.00	15.00	15.00	15.00	16.00	1.00	3,763.00	
NEW - 6 holes Fri. p.m.						10.00	new		
NON-RESIDENT									
18 hole weekdays	36.00	37.00	39.00	39.00	39.00	42.00	3.00	102.00	
9 hole weekdays	22.00	23.00	24.00	24.00	24.00	25.00	1.00	1,103.00	
18 hole weekends	40.00	40.00	42.00	42.00	42.00	44.00	2.00	608.00	
9 hole weekends	24.00	24.00	25.00	25.00	25.00	27.00	2.00	324.00	
Sr. - 18 hole weekdays	27.00	28.00	30.00	30.00	30.00	32.00	2.00	106.00	
Sr. - 9 hole weekdays	17.00	18.00	19.00	19.00	19.00	20.00	1.00	102.00	
Active Military	20.00/10.00	20.00/10.00	22.00/11.00	22.00/11.00	22.00/11.00	1/2 price			
Weekday Special	41.00	42.00	44.00	45.00	46.00	48.00	2.00	2,738.00	
Senior Special	36.00	37.00	39.00	40.00	40.00	42.00	2.00	3,824.00	
Twilight Special (wkday after 6)	12.00	13.00	14.00	14.00	14.00	15.00	1.00	1,525.00	
Weekend Special - after 1:00				47.00	48.00	50.00	2.00	778.00	
SEASON PASSES									
Adult - unlimited	1,110.00	1,130.00	1230.00	1230.00	1230.00	1,280.00	50.00	2,200.00	
Adult - limited						825.00	new		
Senior Citizen - Limited	600.00	600.00	650.00	650.00	650.00	675.00	25.00	1,300.00	
Senior Citizen - Unlimited	1,000.00	1,020.00	1120.00	1120.00	1120.00	1,150.00	30.00	660.00	
Junior	400.00	400.00	450.00	450.00	450.00	450.00	0.00		
Junior - 10 week		220.00	250.00	250.00	250.00	300.00	50.00	1,050.00	
Junior - Non-res. 10 week				300.00	300.00	350.00	50.00		
Junior - Non-resident		450.00	500.00	500.00	500.00	520.00	20.00		
Adult - Non-resident	1,390.00	1,415.00	1515.00	1515.00	1515.00	1,575.00	60.00	180.00	
Sr. - Non-res. Weekday	750.00	785.00	835.00	835.00	835.00	875.00	40.00	440.00	
Sr. - Non-res. Unlimited	1250	1,285.00	1385.00	1385.00	1385.00	\$ 1,455.00	85.00	280.00	
NR Charge to pay resident fees	50/75	60/90							
CARTS									
18 holes	17.00			18.00	18.00	\$ 18.00			

[illegible]



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Request for Building Permit and Zoning Compliance Fee Waivers for Simsbury Meadows Performing Arts Center Ticket Booth

2. **Date of Board Meeting:** February 15, 2018

3. **Individual or Entity Making the Submission:**
Simsbury Meadows Performing Arts Center (SMPAC); Maria E. Capriola, Town Manager
Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports Simsbury Meadows Performing Arts Center's request to waive the building permit and zoning compliance fee for construction of its ticket booth, the following motion is in order:

Move, effective February 15, 2018 to approve a building permit and zoning compliance fee waiver for the Simsbury Meadows Performing Arts Center in the aggregate amount of \$655 for the purposes of construction of its ticket booth.

5. **Summary of Submission:**
SMPAC is planning to erect a ticket booth. The agency is making a request to the Town that the \$655 in building and zoning compliance fees for the project be waived. SMPAC is in the process of raising funds for construction of the ticket booth. Once the booth is completed, it will become the property of the Town.

To the best of my knowledge in consultation with staff, the Town does not have a fee waiver ordinance or policy. However, it is my understanding that from time to time the Town has granted fee waiver requests to nonprofit agencies and individuals conducting community service projects. I recommend that as a future project, staff prepare a draft fee waiver policy or ordinance for the Board of Selectmen's review and consideration, which would include eligibility criteria for granting fee waiver requests. In my opinion, the establishment of a fee waiver ordinance or policy with eligibility criteria would ensure equity, fairness, and consistency in the granting of fee waivers.

6. Financial Impact:

SMPAC is seeking that the building permit fee of \$630 and the zoning compliance fee of \$25 be waived for the construction of the ticket booth, for a grand total of \$655 in waived fees.

Once construction is complete and the Town takes ownership of the ticket booth, there would be a modest estimated annual cost of \$100 to add the structure to the Town's statement of values for liability-automobile-property (LAP) insurance purposes. The Town's current LAP insurance carrier is CIRMA.

7. Description of Documents Included with Submission:

- a) SMPAC Agenda Submission Form re: Building Fee Waiver Request
- b) Letter from L. Schofield, SMPAC to M. Capriola dated February 5, 2017
- c) Town of Simsbury Permit Application re: Construction of Ticket Booth
- d) Town of Simsbury Zoning Compliance Review Form re: Construction of Ticket Booth



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. Title of Submission: SPACE BUILDING FEE WAIVER REQUEST
2. Date of Submission: FEBRUARY 5, 2018
3. Date of Board Meeting: FEBRUARY 15, 2018
4. Individual or Entity making the submission: (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting):

SIMSBURY PERFORMING ARTS CENTER: AGENT: MARK DEMING
3 RYAN CIRCLE, SIMSBURY, CT 06070; me.deming@comcast.net c.860-966-6501
5. Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):
The Individual or Entity making the submission requests that the Board of Selectmen:

WAIVE THE BUILDING PERMIT FEE, \$630.00, and ZONING COMPLIANCE FEE, \$25.00, FOR THE CONSTRUCTION OF THE TICKET BOOTH ON IRON HORSE BLVD., in the SPRING OF 2018.

6. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):

7. **Financial Impact** (Include a description of any impact on the finances of the Town of Simsbury):

8. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:



Feb 5, 2017

Maria Capriola, Town Manager
Simsbury, CT

Dear Ms. Capriola,

The Simsbury Performing Arts Center is seeking a waiver of the building permit fee and zoning compliance review fee for construction of the ticket booth that we are planning to erect in April.

The SPAC manages the performing arts center under a contract with the town. While we are raising the funds for the construction of the ticket booth, it will become the property of the town upon completion. The Board of Selectmen already voted to accept this "gift" back on July 27, 2017.

All other approvals have been obtained and the construction plans are complete. We are just trying to raise the final amount necessary to complete the work and a waiver of the building fee (\$630) and zoning fee (\$25) will make the fundraising task a bit less difficult.

We are hoping to get this waiver approved at the Feb 15th BOS meeting, so that we can know for certain what our fundraising target is.

Thank you for your consideration. Please call me if you have any questions or need any further information.

Sincerely,

A handwritten signature in blue ink that reads "Linda Schofield". The signature is fluid and cursive, with the first name "Linda" and last name "Schofield" clearly distinguishable.

Linda Schofield
Development chair, Board of SPAC
860-651-8739
3 Ryan Circle, Simsbury 06070

PHONE (860) 658-3234
FAX (860) 658-3217

TOWN OF SIMSBURY
PERMIT APPLICATION

933 HOPMEADOW ST
SIMSBURY CT 06070

PROPERTY ADDRESS 22 IRON HORSE BLVD., SIMSBURY, CT 06070

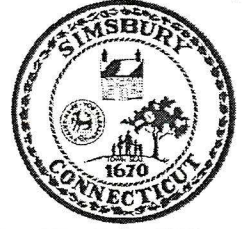
EST. COST OF JOB \$45,000.00 COST OF PERMIT \$630.00 CHECK# _____
\$11.70 state tax

TYPE OF PERMIT: BUILDING (☒) Blanket Fee () Non-Blanket Fee () Commercial ()

HVAC/MECH () PLUMBING () ELECTRICAL (☒) OTHER ()

DESCRIPTION OF WORK: CONSTRUCTION OF A 12'X14' BUILDING,

WOOD STRUCTURE, NO PLUMBING, ON FROST WALLS



BUILDING OFFICIAL
COMMENTS: _____

OWNER(S) <u>Simsbury, Town of</u>	CONTRACTOR <u>Nelson Construction</u>
ADDRESS <u>933 Hopmeadow St.</u>	ADDRESS <u>340 Main St.</u>
TOWN <u>Simsbury</u> ST <u>CT</u> ZIP <u>06070</u>	TOWN <u>Simsbury Farmington</u> ST <u>CT</u> ZIP <u>06032</u>
HOME PHONE # _____ WORK PHONE # <u>860-658-3200</u>	LICENSE # <u>HIC 0539701</u> WORK PHONE # <u>860-674-8061</u>
EMAIL: _____	EMAIL: <u>Chris@nelsonconstructionct.com</u>

AFFIDAVIT AND AGREEMENT

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY WHICH IS THE SUBJECT OF THIS APPLICATION OR THE AUTHORIZED AGENT OF THE PROPERTY OWNER; I AGREE TO CALL AT LEAST 24 HRS. IN ADVANCE FOR EACH INSPECTION INDICATED ON THE PERMIT; I AGREE TO UNCOVER AND EXPOSE ANY WORK WHICH IS COVERED OR CONCEALED WITHOUT INSPECTOR'S APPROVAL; I UNDERSTAND THAT WHEN A PERMIT IS ISSUED, IT IS A PERMIT TO PROCEED AND GRANTS NO RIGHT TO VIOLATE ANY CODE, ORDINANCE OR STATUTE, REGARDLESS OF WHAT MAY BE SHOWN OR OMITTED ON THE SUBMITTED PLANS AND SPECIFICATIONS REGARDLESS OF ANY AGREEMENT WITH ANY OFFICIAL.

I HAVE READ AND AGREE TO ALL THE ABOVE

SIGNATURE: _____

DATE: 2/4/18

TOWN OF SIMSBURY BUILDING PERMIT

DATE ISSUED _____ BUILDING PERMIT # _____

DATE CLOSED _____

BUILDING OFFICIAL SIGNATURE _____

REQUIRED INSPECTIONS

- | | |
|--|------------------------------|
| () FOOTING (FORMS IN PLACE BEFORE CONCRETE) | () ROUGH FRAME/MECHANICALS |
| () DAMPPROOF/WATERPROOF/DRAINS | () INSULATION/ENERGY |
| () INGROUND MECHANICALS | () FINAL INSPECTION |
| () GAS TEST | () CERTIFICATE OF OCCUPANCY |

**** OTHER APPROVALS OR PERMITS REQUIRED ****

FIRE MARSHAL _____ FVHD _____ DRIVEWAY _____ SEWER _____
HDC _____ ZBA _____ ZONING _____ WETLANDS _____ FLOOD _____

**** THIS PERMIT IS NOT VALID UNLESS PERTINENT INFORMATION IS ATTACHED ****



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Office of Community Planning and Development

ZONING COMPLIANCE REVIEW- \$25.00 # _____ - _____

Applicant Name: <u>SIMSBURY PERFORMING ARTS C.</u>		Property Owner: <u>TOWN OF SIMSBURY</u>		
Property Address: <u>22 IRON HORSE BLVD., SIMSBURY, CT 06070</u>				
Contact Info (phone, email): <u>MARK DEMING 860-966-6501 me.deming@comcast.net</u>				
Permit Mailing Address: <u>P.O. BOX 245</u>				
Proposed Structure: <u>TICKET BOOTH</u>	Sq. Ft. <u>192'</u>	Length: <u>16'</u>	Width: <u>12'</u>	Height: <u>15'</u>
Proposed Use: <u>TICKET BOOTH FOR SPAC</u>		Existing Use: <u>NEW construction.</u>		
Zoning District:	Variance: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Parcel Size:		
Flood Zone:	Wetlands: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, approval date:			
1 st Floor Area: <u>192'</u> sq. ft.	2 nd Floor Area: <u>0</u> sq. ft.	Historic District: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Special Exception: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Describe:				
Comm/Industrial/Business Structures: Coverage: Existing % _____ Proposed % _____				
Please provide: 1. A copy of a map or site plan, drawn to scale, to include the following: <ul style="list-style-type: none">• Location and exact dimensions of all boundaries of the lot;• Location of wetlands and watercourses on or near property;• Location and exact dimensions of all existing and proposed structures, septic system and water supply;• Exact distance of proposed structures from property lines;• A floor plan if the application is for a commercial change of use. 2. Staff may require additional information based on the type of permit required.				
<u>REQUIRED ZONING INSPECTIONS- OFFICE USE ONLY</u> <input type="checkbox"/> E&S compliance <input type="checkbox"/> Foundation As Built <input type="checkbox"/> Final As- Built <input type="checkbox"/> Certificate of Occupancy <input type="checkbox"/> Site Plan <input type="checkbox"/> Compliance <input type="checkbox"/> Limits of Clearing <input type="checkbox"/> Final Zoning Compliance				

APPROVED: _____ Date: _____ DENIED: _____ Date: _____

FOR OFFICE USE ONLY

CERTIFICATE OF OCCUPANCY SIGN OFF

A request has been made for Certificate of Occupancy for a, _____ (structure), at, _____ (address), Building Permit # _____.

Departments	Signature/Sign off	Date
Health Dept/FVHD		
Sewer- Public		
Fire Marshal		
Zoning/ZBA		
Wetlands		
HDC		
Engineering		
Comments		



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Proposed Reappointment of Brendan Walsh (U) as a Regular Member of the Police Commission

2. **Date of Board Meeting:** February 15, 2018

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

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports reappointing Brendan Walsh to the Police Commission, the following motion is in order:

Move, effective February 15, 2018, to reappoint Brendan Walsh (U) to the Police Commission, with an expiration date of January 1, 2021.

5. **Summary of Submission:**
Brendan Walsh's term on the Police Commission expired on January 1, 2017, but he was never reappointed by the Board of Selectmen. This oversight may have occurred because Mr. Walsh is registered as Unaffiliated, and therefore was not included on the town parties' renewal lists. Mr. Walsh was notified of his expired term, and has confirmed his desire to be reappointed to the Police Commission. If the Board makes this reappointment, the term will be effective as of February 15, 2018, with an expiration date of January 1, 2021.

The Town Attorney has advised that there is no issue with Mr. Walsh having continued to serve for the past twelve months; Section 601 of the Town Charter states that members of boards and commissions "shall serve until their successors have been appointed and qualified."

6. **Financial Impact:**
None

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

**TOWN OF SIMSBURY – BOARD OF SELECTMEN
SPECIAL MEETING MINUTES – JANUARY 22, 2018**

“Subject to Approval”

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CALL TO ORDER

The Special Meeting of the Board of Selectmen was called to order at 5:05 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectmen Eric Wellman; Board members Chris Peterson, Cheryl Cook, Christopher Kelly, Michael Paine and Sean Askham. Others in attendance including Sean Kimball, Interim Town Manager; Melissa Appleby, Deputy Town Manager; Attorney DeCrescenzo, Bob Carr, Environmental Consultant; James Rabbitt, Director of Planning and Community Development; Attorney Jesse Langer and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Mr. and Mrs. Pazzato, 16 County Road, said they are in favor of an appeal, but are not sure if it will be successful. They are advocating for more of a buffer on some of County Road.

Kris Barnett, 15 Ox Yoke said she is also in favor of an appeal, but feels the project will alter the character of the community.

Linda Low, 8 Kilbourne Road, said she was in favor of an appeal. She also has concerns about soil and water testing.

Mike Flammini, 3 Kilbourne Farms, wants to keep options open and is in favor of an appeal as well.

Ed Wrobel, 100 Hoskins, said he is in favor of an appeal and would like continual water testing from both public and private sources.

Stacy McMahan, 6 Kilbourne, is also in favor of an appeal, but has other concerns including water contamination.

Steven Sutton, 45 Berkshire Way, said this project will change the character of the community and he is also in favor of an appeal.

Rob Parisi said he wants to maintain language and wants to give the Town more options. He is also in favor of an appeal.

John Marckfell, 10 County Road, had concerns about property values especially with direct abutters. He is concerned about fencing and an access road.

ADJOURN TO EXECUTIVE SESSION

a) Pursuant to CGS§1-200(6)(B) to discuss matters concerning the Deepwater Wind Proposed Solar Project

Mr. Askham made a motion to adjourn to Executive Session to discuss matters concerning the Deepwater Wind Proposed Solar Project pursuant to CGS§1-200(6)(B) at 5:25 p.m. Mr. Kelly seconded the motion. All were in favor and the motion passed.

ADJOURN FROM EXECUTIVE SESSION

Mr. Askham made a motion to adjourn from Executive Session at 6:17 p.m. Mr. Paine seconded the motion. All were in favor and the motion passed.

Mr. Wellman said the developer of the Deepwater Wind Proposed Solar Project reached out to him to set-up a meeting. Mr. Wellman said he sat down with the CEO, our Interim Town Manager and our two attorneys. He felt the meeting was very productive. The discussion included giving our concerns about public health before, during and after the construction process, removing the 54 acre field south of Hoskins Road, providing appropriate screening that works well with the natural landscape, developing and funding a comprehensive decommission plan, preservation of the historic barns on the property and an option for the Town to obtain development rights after the project it decommissioned.

Mr. Wellman said the developer did show a willingness to work with the Town and has already agreed to some items such as testing abutters wells before and after the construction, creating walking paths, raising the fencing, etc.

Ms. Cook made a motion to instruct our Attorney to appeal the Connecticut Siting Council decision on the Tobacco Valley Solar Project. Mr. Askham seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to instruct our Attorney to take any related action including, but not limited to, filing a motion to stay. Ms. Cook seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to instruct our Interim Town Manager to recommend funding sources for a supplemental appropriation to fund the appeal with an initial estimate of \$100,000.

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

ADJOURN

Mr. Askham made a motion to adjourn from the Special Meeting at 6:30 p.m. Ms. Cook seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk

**TOWN OF SIMSBURY – BOARD OF SELECTMEN
REGULAR MEETING MINUTES – JANUARY 22, 2018
“Subject to Approval”**

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CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:40 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Eric Wellman; Board members Sean Askham, Michael Paine, Christopher Kelly, Chris Peterson and Cheryl Cook. Others in attendance included: Sean Kimball, Interim Town Manager; Melissa Appleby, Deputy Town Manager; Attorney Robert DeCrescenzo; James Rabbitt, Director of Planning and Community Development; and other interested parties.

Ms. Cook made a motion to add item b) to Other Business for a discussion on the 350th Anniversary Celebration. Mr. Kelly seconded the motion. All were in favor and the motion passed.

PUBLIC AUDIENCE

Joan Coe, 26 Whitcomb Drive, spoke about the Simsbury Performing Arts Center, FOI complaints she made, redundancies on commissions, and other issues.

PRESENTATIONS

• Aquarion Water Company Conservation

Jeff Ulrich, Director of Supply Operations, spoke about the water conservation program for 2019. He said the Bargh Reservoir is drying out. The last drought of record was in 1960. The new stream flow regulations mean there will be more water released. Aquarion needs to find a way to address this.

Mr. Ulrich said they will concentrate on high and very high users. There is a new two day a week irrigation policy. People have to be supportive of the compliance as they know it is the right thing to do. Aquarion does need the Town's support to enforce their policies.

Mr. Ulrich said they will be having meetings and mailings to help educate the residents about their new policies.

SELECTMEN ACTION

a) Approve Tax Refunds

Ms. Cook made a motion to approve tax refunds in the amount of \$41,803.27, as requested and approved by the Tax Collector. Mr. Paine seconded the motion. All were in favor and the motion passed.

b) Approval of Application and Acceptance of Revisiting the Founding Era Grant

Mr. Wellman said the Library is applying for a \$1,000 Revisiting the Founding Era Grant.

Ms. Karim, Library Director, said the primary goal of this project is to encourage an appreciation of the founding era through community conversations based on themes and historical documents of enduring importance.

Ms. Cook made a motion to approve to apply for and receive the Revisiting the Founding Era Grant, a project of the American Library Association and the Gilder Lehman Institute of American History, supported by the

**TOWN OF SIMSBURY – BOARD OF SELECTMEN
REGULAR MEETING MINUTES – JANUARY 22, 2018
“Subject to Approval”**

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National Endowment for the Humanities. Mr. Peterson seconded the motion. All were in favor and the motion passed.

c) Acceptance of Donations to the Simsbury Farms Golf Course

Mark Deming, President of the Friends of Simsbury Farms, said the first donation is for the purchase and installation of a solar powered aerator for the pond on the 15th hole. The second donation is for the purchase and installation of a weather station unit that would be used in conjunction with the golf course irrigation system.

Mr. Askham made a motion to accept donations from the Friends of Simsbury Farms and the Simsbury Farms Men's Golf Club toward two projects at the Simsbury Farms Golf Course. Mr. Paine seconded the motion. All were in favor and the motion passed.

d) Authorize the use of Halloran and Sage to provide legal services to the Town of Simsbury on matters associated with 200 Hopmeadow Street

Mr. Rabbitt said the Town used attorney Mike Zizka to advise the Town on matters associated with the development and permitting of 200 Hopmeadow due to conflicts with Town Counsel. Mr. Zizka is leaving the firm of Murtha Cullina, LLP and moving to Halloran and Sage, LLP and the Town has an option to either stay with Murtha Cullina, LLP or move with Mr. Zizka to Halloran and Sage, LLP. He is asking that the Town stay with Mr. Zizka as it would be the most cost-efficient and time-efficient course at this point.

Mr. Askham made a motion to authorize the use of Halloran and Sage to provide legal services to the Town of Simsbury on matters associated with 200 Hopmeadow Street. Mr. Kelly seconded the motion. All were in favor and the motion passed.

e) Authorize the Town Manager to execute FY2017 Homeland Security Grant Program Application and approve acceptance of such grant if awarded

Mr. Wellman said each year the Federal Government, Homeland Security provides funds for training and other operations for homeland security. We have directed those funds to the Capital Region, for regional projects, over the last several years. This way we can take advantage of those funds.

Mr. Peterson made a motion:

**AUTHORIZING RESOLUTION OF THE
TOWN OF SIMSBURY**

CERTIFICATION:

I, Ericka Butler, the Town Clerk of the Board of Selectmen, do hereby certify that the following is a true and correct copy of a resolution adopted by the Board of Selectmen at its duly called and held meeting on January 22, 2018 at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Board of Selectmen may enter with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Maria Capriola, as Town Manager of Board of Selectmen, is authorized and directed to execute and deliver any and all documents on behalf of the Board of Selectmen and to do and perform all acts and things which she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that Maria Capriola now holds the office of Town Manager and that she has held that office since January 29, 2018.

IN WITNESS WHEREOF: The undersigned has executed this certificate this ____ day of ____.

Ericka Butler, Town Clerk

Ms. Cook made a motion to amend the Resolution motion to authorize Maria Capriola to execute the Resolution on behalf of the Town of Simsbury on January 29, 2018, once she takes office. Mr. Paine seconded the motion. All were in favor and the motion passed.

f) Approve Waiver of Permit Fee for Simsbury Housing Authority

Mr. Wellman said the Housing Authority was awarded a 2017 Small Cities Grant for the replacement of the generator and the replacement of the underground storage tank at the Virginia Connolly Residence.

Ms. Cook made a motion to approve the waiving of the Building Permit Fee for the replacement of the generator, in the amount of \$1036, and for the Underground Storage Tank, in the amount of \$616, at the Virginia Connolly Residence. Mr. Askham seconded the motion. All were in favor and the motion passed.

g) Approve 2018 Budget Workshop Schedule

Mr. Askham made a motion to approve the budget workshop dates of March 10th at 8:a.m. and 15th at 6:00 p.m., if needed. Mr. Kelly seconded the motion. All were in favor and the motion passed.

OTHER BUSINESS

a) Discussion on Historic Tobacco Agricultural Structures at 45 Hoskins Road

Attorney DeCrescenzo said the Board asked him to obtain more information on this property at the January 8th meeting. He said he contacted the developer on delaying the demolition of the structure to allow the Town to do a study on the property and to obtain a possible grant for this property.

The developers explained that there was no historic value to the structure according to their study. They have no interest in developing the property, they are just interested in selling it. Attorney DeCrescenzo did tell the developer that the Town was not interested in purchasing the property without having public purpose to support it. He said the Town could play a facilitating role for the entity that might want to purchase the property. After some discussion, the Board agreed to play a facilitating role in this matter.

b) 350th Anniversary Celebration

Ms. Cook said the Town's 350th anniversary will not be until 2020, but there is a lot of work that goes in to a celebration. She wants to involve every entity in Town for their thoughts and ideas about the celebration. She feels there might be some grants that can be used to help with the costs.

Mr. Wellman said the Board could establish a committee at a future meeting. Ms. Cook will discuss this with the Historic Society and come back to the Board with some ideas.

APPOINTMENTS AND RESIGNATIONS

a) Reappoint Donald Kipetz (U) and Robert R. Moran (U) as Hearing Officers with an expiration date of December 2, 2019

Mr. Askham made a motion to reappoint Donald Kipetz and Robert Moran as Hearing Officers with an expiration date of December 2, 2019. Ms. Cook seconded the motion. All were in favor and the motion passed.

Aging & Disability Commission

a) Reappoint Victor Bible III (U), Lorraine Doonan (D) and Arlene E. Zappile (D) as alternate members of the Aging & Disabilities Commission with an expiration date of January 1, 2020

Mr. Askham made a motion to reappoint Victor Bible III, Lorraine Doonan, and Arlene Zappile as alternate members of the Aging & Disabilities Commission with an expiration date of January 1, 2020. Mr. Kelly seconded the motion. All were in favor and the motion passed.

b) Appoint Cheryl Lauben (R) as an alternate member of the Aging & Disabilities Commission with an expiration date of January 1, 2020

Mr. Askham made a motion to appoint Cheryl Lauben as an alternate member of the Aging & Disabilities Commission with an expiration date of January 1, 2020. Ms. Cook seconded the motion. All were in favor and the motion passed.

c) Appoint Susan Krinsky (R) as a regular member of the Aging & Disabilities Commission with an expiration date of January 1, 2019

Mr. Paine made a motion to appoint Susan Krinsky as a regular member of the Aging & Disabilities Commission within expiration date of January 1, 2019. Mr. Askham seconded the motion. All were in favor and the motion passed.

d) Appoint Kathryn Robbins (R) as a regular member of the Aging & Disabilities Commission with an expiration date of January 1, 2020

Mr. Askham made a motion to appoint Kathryn Robbins as a regular member of the Aging & Disabilities Commission with an expiration date of January 1, 2020. Ms. Cook seconded the motion. All were in favor and the motion passed.

Building Code Board of Appeals

- a) Reappoint Richard Cortes (D) and Samuel Ziplow (D) as alternate members of the Building Code of Appeals with an expiration date of January 1, 2020**

Mr. Paine made a motion to reappoint Richard Cortes and Samuel Ziplow as alternate members of the Building Code of Appeals with an expiration date of January 1, 2020. Mr. Askham seconded the motion. All were in favor and the motion passed.

Clean Energy Task Force

- a) Reappoint Robert Beinstein (R), Regina Pynn (D), Mark Scully (D) and Susan Van Kleef (D) as regular members of the Clean Energy Task Force with an expiration date of December 2, 2019**

Mr. Askham made a motion to reappoint Robert Beinstein, Regina Pynn, Mark Scully and Susan Van Kleef as regular members of the Clean Energy Task Force with an expiration date of December 2, 2019. Mr. Paine seconded the motion. All were in favor and the motion passed.

- b) Appoint Timothy Walczak (R) as a regular member of the Clean Energy Task Force with an expiration date of December 2, 2019**

Mr. Askham made a motion to appoint Timothy Walczak as a regular member of the Clean Energy Task Force with an expiration date of December 2, 2019. Mr. Paine seconded the motion. All were in favor and the motion passed.

Community for Care

Mr. Askham made a motion to table this item as requested by Ms. Cook. Mr. Paine seconded the motion. All were in favor and the motion passed.

Conservation Commission / Inland Wetlands Agency

- a) Reappoint James I. Morrison (D) and Margery C.B. Winters (R) as regular members of the Conservation Commission / Inland Wetlands Agency with an expiration date of January 1, 2022**

Mr. Paine made a motion to reappoint James Morrison and Margery Winters as regular members of the Conservation Commission / Inland Wetlands Agency. Mr. Kelly seconded the motion. All were in favor and the motion passed.

- b) Appoint Chad J. Thompson (R) as a regular member of the Conservation Commission / Inland Wetlands Agency with an expiration date of January 1, 2020**

Mr. Paine made a motion to appoint Chad Thompson as a regular member of the Conservation Commission / Inland Wetlands Agency with an expiration date of January 1, 2020. Mr. Kelly seconded the motion. All were in favor and the motion passed.

- c) Appoint Jill G. Powilatis (R) as a regular member of the Conservation Commission / Inland Wetlands Agency with an expiration date of January 1, 2022**

Mr. Askham made a motion to appoint Jill Powilatis as a regular member of the Conservation Commission / Inland Wetlands Agency with an expiration date of January 1, 2022. Mr. Paine seconded the motion. All were in favor and the motion passed.

- d) Reappoint Charles W. Haldeman (D) as an alternate member of the Conservation Commission / Inland Wetlands Agency with an expiration date of January 1, 2022**

Mr. Askham made a motion to reappoint Charles Haldeman as an alternate member of the Conservation Commission / Inland Wetlands Agency with an expiration date of January 1, 2022. Ms. Cook seconded the motion. All were in favor and the motion passed.

Culture, Parks & Recreation Commission

- a) Reappoint David W. Bush (R), Lori A. Coppinger (D), Sarah K. Cramer (R), Kelly J. Kearney (R), William K. Mullen (D) and Gerard H. Wetjen (R) as regular members of the Culture, Parks & Recreation Commission with an expiration date of January 1, 2022**

Mr. Askham made a motion to reappoint David Bush, Lori Coppinger, Sarah Cramer, Kelly Kearney, William Mullen and Gerard Wetjen as regular members of the Culture, Parks & Recreation Commission with an expiration date of January 1, 2022. Mr. Kelly seconded the motion. All were in favor and the motion passed.

Fair Rent Commission

- a) Reappoint Cornelia Mason (R), Helen Peterson (D) and David Richman (R) as regular members of the Fair Rent Commission with an expiration date of November 30, 2021**

Ms. Cook made a motion to reappoint Cornelia Mason, Helen Peterson, and David Richman as regular members of the Fair Rent Commission with an expiration date of November 30, 2021. Mr. Askham seconded the motion. All were in favor and the motion passed.

Historic District Commission

- a) Reappoint Marguerite Carnell (D) as a regular member of the Historic District Commission with an expiration date of January 1, 2023**

Mr. Askham made a motion to reappoint Marguerite Carnell as a regular member of the Historic District Commission with an expiration date of January 1, 2023. Ms. Cook seconded the motion. All were in favor and the motion passed.

- b) Appoint Heather Goetz (U) as a regular member of the Historic District Commission with an expiration date of January 1, 2022**

Mr. Askham made a motion to appoint Heather Goetz as a regular member of the Historic District Commission with an expiration date of January 1, 2022. Ms. Cook seconded the motion. All were in favor and the motion passed.

- c) Appoint Peter Adamowicz (U) as an alternate member of the Historic District Commission with an expiration date of January 1, 2023**

Mr. Askham made a motion to appoint Peter Adamowicz as an alternate member of the Historic District Commission with an expiration date of January 1, 2023. Mr. Kelly seconded the motion. All were in favor and the motion passed.

Insurance Committee

- a) Reappoint Thomas Gilmore (D), Paul H. Mikkelson (R) and Edward F. Sparkowski (R) as regular members of the Insurance Committee with an expiration date of December 2, 2019**

Ms. Cook made a motion to reappoint Thomas Gilmore, Paul Mikkelson, and Edward Sparkowski as a regular member of the Insurance Committee with an expiration date of December 2, 2019. Mr. Askham seconded the motion. All were in favor and the motion passed.

Open Space Committee

- a) Reappoint Helen Peterson (D) as a member at large of the Open Space Committee with an expiration date of December 2, 2019**

Mr. Peterson made a motion to reappoint Helen Peterson as a member at large of the Open Space Committee with an expiration date of December 2, 2019. Mr. Askham seconded the motion. All were in favor and the motion passed.

- b) Appoint Robert Heagney (R) as a member at large of the Open Space Committee with an expiration date of December 2, 2019**

Mr. Askham made a motion to appoint Robert Heagney as a member at large of the Open Space Committee with an expiration date of December 2, 2019. Ms. Cook seconded the motion. All were in favor and the motion passed.

Public Building Committee

- a) Reappoint Richard Cortes (D), Richard A. Derr (R), Francis Kelly (D) and Richard E. Ostop (D) as regular members of the Public Building Committee with an expiration date of January 1, 2022**

Mr. Kelly made a motion to reappoint Richard Cortes, Richard Derr, Francis Kelly and Richard Ostop as regular members of the Public Building Committee with an expiration date of January 1, 2022. Mr. Peterson seconded the motion. All were in favor and the motion passed.

Recycling Committee

- a) **Reappoint Lori P. Fernand (D), Rosemary V. Fusco (R), Carol Miller (R) and Mary N. Turner (R) as regular members of the Recycling Committee with an expiration date of December 2, 2019**

Mr. Paine made a motion to reappoint Lori Fernand, Rosemary Fusco, Carol Miller, and Mary Turner as regular members of the Recycling Committee with an expiration date of December 2, 2019. Mr. Askham seconded the motion. All were in favor and the motion passed.

- b) **Appoint Andrea Penta (D) as a regular member of the Recycling Committee with an expiration date of December 2, 2019**

Ms. Cook made a motion to appoint Andrea Penta as a regular member of the Recycling Committee with an expiration date of December 2, 2019. Mr. Askham seconded the motion. All were in favor and the motion passed.

Tourism Committee

- a) **Reappoint Dominique Avery (D), Joseph Buda (D), Patricia Carbone (D), Paulette Clark (D), Joyce R. Howard (R), Michael Long (D), Katherine A. Oakes (R), Diane Phillips (D), Charmaine I. Seavy (D) and Richard D. Wagner Jr. (R) as regular members of the Tourism Committee with an expiration date of December 2, 2019**

Ms. Cook made a motion to reappoint Dominique Avery, Joseph Buda, Patricia Carbone, Paulette Clark, Joyce Howard, Michael Long, Katherine Oakes, Diane Phillips, Charmaine Seavy, and Richard Wagner Jr. as regular members of the Tourism Committee with an expiration date of December 2, 2019. Mr. Kelly seconded the motion. All were in favor and the motion passed.

Water Pollution Control Authority

- a) **Reappoint Lucian M. Dragulski (R), Thomas J. Hickey (R), Michael A. Park (D), and Jerry G. Sheehan (D) as regular members of the Water Pollution Control Authority with an expiration date of January 1, 2022**

Ms. Cook made a motion to reappoint Lucian Dragulski, Thomas Hickey, Michael Park, and Jerry Sheehan as regular members of the Water Pollution Control Authority with an expiration date of January 1, 2022. Mr. Askham seconded the motion. All were in favor and the motion passed.

Technology Task Force Committee

- a) **Reappoint Michael T. Doyle (R), Harald Bender (U), Lawrence A. DiSciaccia (D), John W. Jahne (U), Mark A. Orenstein (D), Ramon W. Rosati (D), William J. Rucci (U), and Jeremy B. Waltman (U) to the Technology Task Force Committee**

Ms. Cook made a motion to reappoint Michael Doyle, Harald Bender, Lawrence DiSciaccia, John Jahne, Mark Orenstein, Ramon Rosati, William Rucci, and Jeremy Waltman to the Technology Task Force Committee. Mr. Paine seconded the motion. All were in favor and the motion passed.

Zoning Board of Appeals

- a) **Appoint Kathryn Robbins (R) as an alternate member of the Zoning Board of Appeals with an expiration date of December 2, 2019**

Mr. Askham made a motion to appoint Kathryn Robbins as an alternate member of the Zoning Board of Appeals with an expiration date of December 2, 2019. Mr. Paine seconded the motion. All were in favor and the motion passed.

Zoning Commission

- a) **Appoint Gavin Schwartz (R) as an alternate member of the Zoning Commission with an expiration date of December 2, 2019**

Mr. Askham made a motion to appoint Gavin Schwartz as an alternate member of the Zoning Commission with an expiration date of December 2, 2019. Mr. Paine seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

- a) **Regular Meeting of January 8, 2018**

There were no changes to the Regular Meeting Minutes of January 8, 2018, and, therefore, the minutes were adopted.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

1. **Personnel** – no report at this time.
2. **Finance** – no report at this time.
3. **Welfare** – no report at this time.
4. **Public Safety** – no report at this time.
5. **Board of Education** – no report at this time.

ADJOURN

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

Respectfully submitted,

Kathi Radocchio
Clerk



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed (Library) Head of Borrowing & Technical Services Position Classification, Compensation and Job Description

2. **Date of Board Meeting:** February 15, 2018

3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Lisa Karim, Library Director
Maria E. Capriola

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen is in concurrence with the recommendation of the Personnel Sub-Committee and supports approving the proposed Head of Borrowing & Technical Services position classification, compensation and job description, the following motion is in order:

Move, effective February 15, 2018 to approve the position classification of Head of Borrowing & Technical Services and the job description as presented. Further move to approve an annual salary range for the Head of Borrowing & Technical Services position of \$72,702 - \$89,597, which may be amended from time to time through the collective bargaining process.

5. **Summary of Submission:**
The current Head of Circulation will retire on March 1, 2018. Based on departmental workload needs and supervisory responsibilities¹, this proposal is to upgrade the Head of Circulation position from a T6 in the SCL bargaining unit to a Head of Borrowing & Technical Services position, an A5 in the Administrative & Supervisors bargaining unit. Details regarding the scope and duties of the proposed position are included in attachment 7b of this agenda submission form. If this position classification is approved, staff will proceed to initiate the recruitment, with an anticipated start date for the selected candidate of April 1, 2018.

The proposed Head of Borrowing & Technical Services position classification, job description, and salary range were reviewed and unanimously approved by the Personnel Sub-Committee on January 29, 2018.

¹ This position is responsible for supervising 8 employees.

6. Financial Impact:

The FY 17/18 salary range for the Head of Circulation position is \$43,807 - \$52,325. In comparison, the proposed salary range for the proposed Head of Borrowing & Technical Services position is \$72,702 - \$89,597, an increase of \$20,377 - \$37,272. Due to a gap between the retirement date of the Head of Circulation and the anticipated hire date of the Head of Borrowing & Technical Services, the net budget impact for FY 17/18 would be \$676 which can be absorbed in the Library budget (see attachment 7b). The estimated budget increase to FY 18/19 for this upgraded position would be \$20,377² if the selected candidate is hired at the entry point of the salary range.

7. Description of Documents Included with Submission:

- a) Proposed Head of Borrowing & Technical Services Job Description
- b) Memo re: Upgrade of Head of Circulation to Head of Borrowing and Technical Services

² \$24,536 when the impact of payroll taxes and pension contributions are factored.

Head of Borrowing and Technical Services

Position Definition

DRAFT 1/11/18

Supervisors - Grade A5

Under the general supervision of the Library Director, the Head of Borrowing & Technical Services is responsible for providing excellent customer service and exemplary management and development of Borrowing and Technical Services Department staff and coordination of the work and borrowing and technical services initiatives of the Library, including, but not limited to, circulation, collection development, access, management and maintenance. The Head of Borrowing & Technical Services is also responsible for Library operations in the absence of the Director, Head of Adult Services and Head of Children's Services.

Essential Duties

- Develops budget and rationale for Borrowing & Technical Services Department equipment and staff and manages the Department's budget allocations
- Plans and implements departmental goals and objectives with assistance from the Library Director, as well as recommending policy changes
- Assists in hiring, trains, supervises, motivates and evaluates Borrowing & Technical Services staff in accordance with Library policies, procedures and performance standards
- Coordinates the workflow and procedures of the Borrowing & Technical Services Department to ensure uniformity, efficiency and timely completion of tasks
- Coordinates and schedules appropriate staffing of the Circulation public service desk during all hours of Library operation and generally works a specified number of hours each week at the public service desk as well
- Communicates with departmental staff about all aspects and changes to Library service through departmental meetings, email, and one-on-one meetings as appropriate
- Communicates, coordinates, and works with all Library departments and staff to generate understanding of the Borrowing & Technical Services Department, its mission, services and role, to provide the best possible service for the community
- Responsible for the maintenance and management of the patron database
- Coordinates circulation, borrower and collection management procedures, policies, issues and initiatives with the Children's Department on a regular basis in order to ensure consistent service
- Collaborates management of the ILS with the Head of Adult Services, including dealing with Library Connection and troubleshooting issues
- Oversees the performance and maintenance of all equipment in the Borrowing & Technical Services Department.
- Recruits, screens, coordinates, trains and supervises volunteers serving the Borrowing & Technical Services Department
- Develops measuring tools and creates statistical and narrative reports
- Supervises and performs the ordering, cataloging, processing and data entry of Library materials to meet bibliographic standards of consortium database
- Ensures the availability of adequate Library material, within budgeted limits, to meet the demands of users
- Oversees the facilitation of resource sharing, including interlibrary loan
- Keeps abreast of new materials and trends in public libraries, as well as technology, and incorporates them, when relevant, into programs and services
- Coordinates displays and outreach events with other Library staff and departments to provide education about Library material, programs and services, as well as to promote Library use and support
- Ensures the Borrowing & Technical Services web presence is current and accurate, including collection promotion areas
- Coordinates all marketing and publicity for the Borrowing & Technical Services Department, including but not limited to press releases, bibliographies, social media, signage and displays to encourage the use and further the reach of the Library
- Researches potential new products and their positive impact on the Library and community and works with vendors to negotiate competitive pricing

Additional Duties

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

Required Knowledge, Skills and Abilities

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

Required Physical and Mental Effort and Environmental Conditions

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

Required Minimum Qualifications

MLIS or equivalent degree from an ALA accredited school, with five years progressively responsible library experience, including two years of supervisory experience necessary. The ability to establish a positive rapport with coworkers and the public are essential, as are strong overall customer service skills, creativity, acuity for detail and organization. Proficiency with current technology and applications, as well as familiarity with emerging technology trends and tools essential.

License or Certificate: Motor Vehicle Operator's License

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

Upgrade of Head of Circulation to Head of Borrowing & Technical Services

The proposed is an upgrade of the Head of Circulation position from a T6 in the SCL collective bargaining unit to an A5 in the Administrative & Supervisors unit. The Head of Circulation currently supervises 8 staff, however, has never been compensated at an appropriate level for this responsibility. The Head of Adult Services has 10 direct reports and Head of Children's Services 12.

Not only will the upgrade to this position address this discrepancy in compensation and bring it in line with the other Library department heads, but it will also address the issue that Technical Services staff have been directly supervised by the Library Director since Linda Bilodeau's retirement in 2012. This structure is not an efficient or effective use of resources and is not sustainable. Comparable libraries to Simsbury, including Cheshire, Avon and Southington, all employ separate staff holding MLS or comparable degrees as department heads for their technical and borrowing/lending services departments. The Head of Borrowing & Technical Services will supervise 11 staff with the addition of the Technical Services staff members.

Budget Impact FY18

Head of Circulation retirement date 3/1/18

Head of Circulation salary 3/1/18-6/30/18 (16 weeks)

\$28.75/hour X 35 hours/week = \$1,006.25 X 16 weeks	\$16,100
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Head of Borrowing & Technical Services proposed hire date 4/1/18

Head of Borrowing & Technical Services salary 4/1/18- 6/30/18 (12 weeks)

\$72,702/year = \$1,398.11/week X 12 weeks	<u>\$16,776</u>
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Salary funds required FY18	\$ 676
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The Library is able to absorb the \$676 to fund this position upgrade in FY18.

Library Staffing

It is imperative that this position must be filled as soon as possible as one of the primary responsibilities of this individual is scheduling and staffing of the Adult Department Circulation Desk for the 64 hours a week the Library is open. This scheduling responsibility, as well as supervision of the 8 department staff and 10 volunteers would fall to the Library Director in the absence of someone in this role. The Library Director has already assumed a portion of the Administrative Secretary responsibilities, in addition to her own tasks, since 2014 when the Library's full-time Administrative Secretary was cut to part-time by the Town as a cost savings measure. It is not feasible for the Library Director to take on any additional duties, even short term, and still manage her own responsibilities.

Furthermore, the Library has been running understaffed in all departments for long stretches of time for over a year due to staff medical issues and lags in the hiring process. Library administration is committed to filling vacancies in as timely a manner as possible, however, circumstances out of our control, such as the most recent hiring freeze, can lengthen the process. Current staff has handled coverage of the three public service desks for 64 hours a week with diligence and grace going over

and above to ensure excellent customer service and programming was maintained. However, functioning at such challenging staffing levels is not sustainable. Below is a summary of current Library staffing levels and an indication of shortfalls.

Administration

- Part-time Administrative Secretary has been out on medical leave since August 2017. Her return date is not yet known. Temporary support is being provided at a reduced number of hours.

Circulation

1 Department Head, 2 full-time Circulation Assistants, 4 part-time Circulations Assistants, 2 part-time Pages

- Full-time Circulation Assistant position will be vacant 1/22/18. This position is currently posted.
- Part-time Circulation Assistant position will be vacant 3/31/18. This position is currently posted.
- Head of Circulation retires 3/1/18.

Adult Services

1 Department Head, 2 full-time Adult Services Librarians, 1 full-time Teen Services/Adult Services Librarian, 6 part-time Adult Services Librarians

- Full-time Adult Services Librarian out on medical leave for 6-8 weeks.
- Full-time Adult Services Librarian position vacant due to retirement 1/1/18. Will likely be filled in the next 3-4 weeks.
- 2 part-time Adult Services Librarian positions vacant. One of these positions has been posted.

Children's Services

1 Department Head, 1 full-time Children's Librarian, 1 full-time Library Services Assistant, 2 part-time Library Services Assistants, 2 part-time Circulation Assistants, 2 part-time Reference Librarians, 4 part-time Pages

- This department has been understaffed since July 2016 with the Department Head, full-time Library Services Assistant and full-time Children's Librarian relocating to accept other positions within 8 months of each other.
- Part-time Library Services Assistant position vacant 12/30/17. This position is currently posted.