



# 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 25, 2019 – 6:00 p.m.

### PLEDGE OF ALLEGIANCE

### PUBLIC AUDIENCE

### PRESENTATION

- a) Town Manager's Fiscal Year 2019/2020 Proposed Budget

### FIRST SELECTMAN'S REPORT

### TOWN MANAGER'S REPORT

### SELECTMEN ACTION

- a) Tax Refund Requests
- b) Proposed Public Gathering Permit - 2019 Simsbury Flea & Smorgasbord
- c) Proposed Public Gathering Permit - Simsbury Women's Club 50<sup>th</sup> Art and Crafts Festival
- d) Proposed Public Gathering Permit - 2019 Valley Collector Car Club Show
- e) Proposed Public Gathering Permit - 2019 River Run
- f) Proposed Improvements to Band Shell Structure at the PAC and Fee Waiver Request
- g) Proposed Management Specialist Classification
- h) Summary of Town Manager's Performance Review and Compensation

### APPOINTMENTS AND RESIGNATIONS

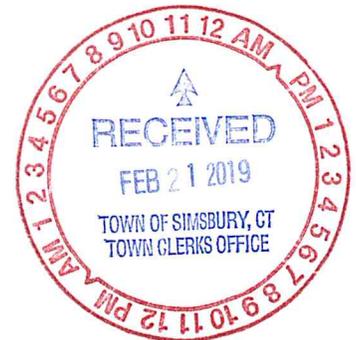
- a) Reappointments to Community for Care
- b) Sustainability Team Composition
- c) Proposed Appointments and Reappointments to Various Appointed Committees and Boards

### REVIEW OF MINUTES

- a) Regular Meeting of February 11, 2019

### SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- a) Personnel



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

**COMMUNICATIONS**

- a) Memo from R. Newton re: Try Simsbury Updated Approval Conditions
- b) Adopted Capital and CNR Policy, dated February 19, 2019
- c) Revised Capital Asset Policy, dated February 19, 2019

**EXECUTIVE SESSION**

- a) Pursuant to CGS §1-200(6)(B) concerning Pending Claims and Litigation – Deepwater Wind

**ADJOURN**



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Town Manager's Fiscal Year 2019/2020 Proposed Budget
2. **Date of Board Meeting:** February 25, 2019
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Amy Meriwether, Finance Director  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
This item is informational; no action is needed at this meeting.

5. **Summary of Submission:**

A presentation will be given at the February 25, 2019 meeting regarding the Town Manager's FY 19/20 proposed operating and capital budgets. Budget books will be distributed that evening.

An in-depth budget workshop has been scheduled for Saturday, March 2<sup>nd</sup>. By Charter the Board of Selectmen must forward a recommended budget to the Board of Finance no later than March 31<sup>st</sup>. The Board of Selectmen is scheduled to take up the matter of budget adoption on March 11<sup>th</sup>. If an additional meeting is needed for budget consideration, I would recommend a special meeting be held on March 13<sup>th</sup>. The Board of Selectmen is scheduled to present its adopted budget to the Board of Finance on March 19<sup>th</sup>.

I would like to thank and commend Amy Meriwether, Melissa Appleby, and the leadership team for their dedicated and hard work in assisting with budget development.

6. **Financial Impact:**

Details of the financial impact of the Town Manager's FY 19/20 proposed operating and capital budgets will be covered during the presentation.

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

None



# Town of Simsbury

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SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** February 25, 2019
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

*Move, effective February 25, 2019 to approve the presented tax refunds in the amount of \$5,317.31, 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 \$5,317.31. The attachment dated February 25, 2019 has a detailed listing of all requested tax refunds.

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

- a) Requested Tax Refunds, dated February 25, 2019

REQUESTED TAX REFUNDS  
FEBRUARY 25, 2019

	BILL NUMBER	TAX	INTEREST	TOTAL
<b>List 2015</b>				
Lubetkin Marc	15-01-04743	\$53.84		\$53.84
<b>Total 2015</b>		<b>\$53.84</b>	<b>\$0.00</b>	<b>\$53.84</b>
<b>List 2016</b>				
Lubetkin Marc	16-01-04718	\$56.20		\$56.20
<b>Total 2016</b>		<b>\$56.20</b>	<b>\$0.00</b>	<b>\$56.20</b>
<b>List 2017</b>				
Lubetkin Marc	17-01-04717	\$51.00		\$51.00
Northwest Community Bank	17-01-02668	\$1,639.63		\$1,639.63
Locke-Deacon Karen	17-01-04655	\$142.63		\$142.63
Knall Shannon	17-01-04700	\$5.00		\$5.00
Simsbury Real Estate Hldngs	17-02-40708	\$2,415.38		\$2,415.38
Dotson Frederick	17-03-54941	\$522.99		\$522.99
Flannery Milo	17-03-56126	\$53.53		\$53.53
McDonald-Gill Megan	17-03-56868	\$86.02		\$86.02
Tannen Richard	17-03-68565	\$246.81		\$246.81
VW Credit Leasing LTD	17-03-69930	\$44.28		\$44.28
<b>Total 2017</b>		<b>\$5,207.27</b>	<b>\$0.00</b>	<b>\$5,207.27</b>
<b>TOTAL 2015</b>		<b>\$53.84</b>	<b>\$0.00</b>	<b>\$53.84</b>
<b>TOTAL 2016</b>		<b>\$56.20</b>	<b>\$0.00</b>	<b>\$56.20</b>
<b>TOTAL 2017</b>		<b>\$5,207.27</b>	<b>\$0.00</b>	<b>\$5,207.27</b>
<b>TOTAL ALL YEARS</b>		<b>\$5,317.31</b>	<b>\$0.00</b>	<b>\$5,317.31</b>



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – 2019 Simsbury Flea & Smorgasboard

2. **Date of Board Meeting:** February 25, 2019

3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Robin Newton, Assistant Town Planner  
*Maria E. Capriola*

4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:

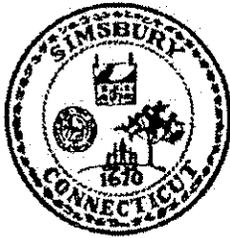
*Move, effective February 25, 2019 to approve the public gathering application for the 2019 Simsbury Flea & Smorgasboard as presented and to authorize the issuance of the public gathering permit.*

5. **Summary of Submission:**  
On January 24, 2019 the Public Gathering Committee met with the applicant for the Simsbury Flea & Smorgasboard and Missy DiNunno, Executive Director of the Simsbury Meadows Performing Arts Center. Farmington Valley Health District was the only committee member not in attendance. This event will remain the same as in past years. Vendors and food trucks will be located on the fields and parking will be utilized on the Simsbury Meadows site. This event will take place from April 26, 2019 through April 27, 2019.

A new certificate of insurance will be required one week before the event.

6. **Financial Impact:**  
None

7. **Description of Documents Included with Submission:**  
a) Application and Maps Presented to the Public Gathering Committee  
b) Approval Conditions from the Assistant Town Planner/Acting Zoning Officer



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## PUBLIC GATHERING PERMIT APPLICATION

A Public Gathering Permit (PGP) is required when a proposal is made for a gathering of a number of people on Town property which may cause questions or raise concerns regarding traffic circulation and access issues involving local or state roadways, public safety, or issues regarding a required Special Exception permit from the Zoning Commission.

Application should be completed in full, including original signatures, before submitting to the Zoning Enforcement Officer at the Simsbury Town Offices, Planning & Zoning Department, 933 Hopmeadow Street, Simsbury, Connecticut 06070. The application must be received in office at least **6 WEEKS** prior to the date of the proposed event. The Board of Selectmen has the final authority to approve or deny public gathering permit applications. The Town reserves the right to cancel an event that does not obtain complete approval, as specified herein.

Organization's Name: Simsbury Performing Arts Center, Inc.

Applicant's Name: Missy DiNunno - Executive Director

Mailing Address: 22 Iron Horse Blvd (PO Box 245) Simsbury, CT 06070

Phone: 860-651-4052 Email: missy@simsburymeadowsmusic.com

Event Location: Simsbury Meadows Performing Arts Center

Exact Date(s) of proposed Public Gathering: (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: Friday, April 26, 2019 2:00 PM End: Saturday, April 27, 2019 7:00 PM

\*times above include setup/breakdown - see attached event outline  
Number of people expected to be present for the event (incl. staff, volunteers, attendees): 3500

- The Town of Simsbury reserves the right to limit the number of attendees. The maximum number of permitted attendees will be determined after consultation with the Town of Simsbury.

A Certificate of Insurance made out to the Applicant AND Town of Simsbury, evidencing coverage of \$1,000,000 in force for the duration of the event, must be submitted with this application. This Certificate of Insurance must include a hold harmless agreement for the Town.

<b>TOWN OF SIMSBURY USE ONLY:</b>			
Fee Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Insurance Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Request Approved:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	MORE INFO: _____
Signature: _____	Date: _____		

**EVENT INFO**

Description of Event: Up market featuring antiques, vintage, jewelry,  
clothing and food truck vendors, live music and family activities.

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Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES  NO  NUMBER: 19T/19R

- You are responsible for proper collection and removal of all waste generated by your event.

Portable toilets: YES  NO  NUMBER: 22

- If yes, please show locations on attached site plan.

Tent: YES  NO  SIZE: mult. 10x10  
OPEN SIDES  ENCLOSED

- Tents must be in compliance with State of Connecticut tent regulations. The Town of Simsbury's Building Official or Fire Marshal can advise on tent requirements.

Lighting and/or sound equipment: YES  NO

- If yes, please attach a list of the equipment you plan to use along with a stage plot with locations for the equipment.
- Lighting must meet the requirements of the Town of Simsbury Fire Marshal.

Does your event require electrical access? YES  NO

- If so, a plan for electrical access will need to be reviewed with the Town of Simsbury Building Official or Fire Marshal.

Will food be sold or given away at your event? YES  NO

- If food is to be served, whether prepared on- or off-site, you must obtain a Temporary Food Permit from the Farmington Valley Health District ([www.fvhd.org](http://www.fvhd.org)).

Will alcohol be served at your event? YES  NO

- If alcohol is to be served, you must obtain all pertinent State permits and abide by all Town and State laws and regulations. An additional list of policies applies if alcohol is to be served.

Will road closure(s) be necessary? YES  NO

- Details of proposed traffic circulation and closings must be presented to the Chief of Police prior to his signing of the PGP application. If State roads are proposed for closing, a permit from the CT DOT may be necessary.

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**PLANNING & ZONING DEPARTMENT**

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3245

**Alcohol**

- Does your event require a Special Exception? YES  NO
- Has the Zoning Commission approved a S.E.? YES  NO
- Have you obtained a State of CT liquor license? YES  NO

**Signage**

- Will your event require temporary signs? YES  NO 
  - No signage may be erected without written permission granted from the Zoning Enforcement Officer
- Has your organization secured permits for such? YES  NO

**Attachments:**

Site Map

- The site plan/map of the proposed Public Gathering should be to-scale and show exactly:
  - Layout of the Event (tents, booths/vendors, rides, aisles, etc.)
  - Location of Lighting
  - Parking Layout

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**FARMINGTON VALLEY HEALTH DISTRICT**

95 RIVER ROAD, CANTON, CT 06019

www.fvhd.org

860-352-2333

*If food will be prepared or dispensed at your event, you must obtain a Temporary Food Permit from Farmington Valley Health District.*

Has a Temporary Food Permit been secured? YES  NO

<http://www.fvhd.org/food-protection1.html>

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**BUILDING DEPARTMENT**

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

**Tent:**

YES  NO  CAPACITY: \_\_\_\_\_  
OPEN SIDES  ENCLOSED   
SQUARE FOOTAGE: multiple 10x10's - see attached

- Tents may require a Building Permit, depending on square footage, capacity, enclosure (or not), and if there will be heat and/or electrical. You should contact the Building Official to determine if a permit will be necessary.

Does your event require electrical access? YES  NO

- Will you be utilizing portable generators? YES  NO

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**FIRE MARSHAL**

871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

**DEPARTMENT OF PUBLIC WORKS (DPW)**  
66 TOWN FOREST ROAD, SIMSBURY, CT 06070

860-658-3222

Will barricades/signage be required:

- For the day of the event? YES  NO
- In advance? DATES: \_\_\_\_\_

Are DPW trucks required for use as barricades? YES  NO   
QUANTITY: 0

- The fee schedule below is for one (1) Truck and one (1) staff member.
- All fees will begin when Public Works Trucks leave the DPW Campus.
- Each Truck will be filled with sand and operated by a single staff member.
- The number and positioning of the Trucks shall be determined by the Simsbury Police Department.
- The fees for using DPW trucks as barricades are as follows:
  - \$250 for first four (4) hours
  - \$50/hour for each additional hour during regular hours
  - \$75/hour for each additional hour on Federal holidays and Sundays

TOTAL FEE DUE: \$250 + ( \_\_\_\_\_ hours x \$50/\$75) = \$ N/A  
Fee is payable by checks made out to the Town of Simsbury

Please note:

- No markings on the roadways or custom signage is allowed.
- Traffic cones shall not be provided by DPW.

**POLICE DEPARTMENT**  
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival? YES  NO

If yes, please list recent prior venues that have hosted this concert/festival:

Food truck and vendor festival. All previous hostings at SMPAC.

Will on-site private security be provided? YES  NO  NUMBER: 8

Will on-site emergency medical services be provided? YES  NO  NUMBER: 2 SPD

- Where will they be located? 1 overnight & 7 parking security plus 2 on-site SPD officers to serve as medical support

**SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION**

64 WEST STREET, SIMSBURY, CT 06070

860-658-7213

Will there be any athletic competitions or other activity/activities that could increase the likelihood of injury or illness? YES  NO

Will the attendance be equal to or greater than 5000? YES  NO  NUMBER: 3500

Attendance will be:  
STAGGERED OVER COURSE OF EVENT  AT A SPECIFIC TIME  TIME: \_\_\_\_\_

**CULTURE, PARKS & RECREATION**

100 OLD FARMS ROAD, SIMSBURY, CT 06070

860-658-3836

Are you serving food? YES  NO

• *If so, wash recycling barrels are required at Permittee's expense*

Will you require any special field lining or set up? YES  NO

Do you intend to use "staked" tents on athletic fields? YES  NO

Will athletic field lighting be necessary? YES  NO

Have you provided a parking plan on your site map? YES  NO

Portable toilets must be provided at the rate of 1 toilet per 50 patrons, at the Permittee's expense.

• ATTENDANCE: \_\_\_\_\_ / 50 = see attached PORTABLE TOILETS REQUIRED

**Public Gathering Permit  
Required Declaration**

I declare that the information provided on this application is true and correct to the best of my knowledge and belief. I understand that if the information I have provided is a misrepresentation of the actual event, or that the actual event digresses in a manner from the approved permit, that the permit will be revoked.

Applicant's Name (Printed): Missy DiNunno on behalf of rental client (Simsbury Flea and Smorgasboard)

Applicant's Signature: \_\_\_\_\_

*Missy DiNunno*

Date Signed: \_\_\_\_\_

1/17/19

# EVENT SUMMARY

## SIMSBURY FLEA & SMORGASBOARD

Saturday, April 27, 2019

(Rain Date: N/A)

Public Gathering Permit Application Submitted: 1/17/19

<b>CONTACT INFORMATION:</b>	
Organization	Simsbury Flea & Smorgasboard (T3 Productions) Event website: <a href="http://www.simsburyflea.com">www.simsburyflea.com</a>
Event Contact	Tammy Braz 34 County Road Simsbury, CT 06070  Cell: 860-989-7045 Email: <a href="mailto:tthreeenc@aol.com">tthreeenc@aol.com</a>
SMPAC Contact	Missy DiNunno, Executive Director  Office: 860-651-4052 Cell: 203-305-1847

### TIMELINE:

<b>Friday, April 26, 2019</b>	
2:00 PM – 7:00 PM	Load-in / Setup
<b>Saturday, April 27, 2019</b>	
6:00 AM – 8:45 AM	Load-in / Setup
9:00 AM – 5:00 PM	Event open to public
5:00 PM – 7:00 PM	Load-out / Breakdown

### EVENT DETAILS:

Description
Up Market featuring antiques, vintage, jewelry, clothing and food vendors. Inflatables, music and kids' activities also offered.

Ticketing / Event Fee Information
\$5.00 adults, kids 12 and under free      Point of Sale: At the gate

Parking	
Advanced Preparation	Lining required prior to event
Management	Traffic Pattern: Enter dirt road, exit onto Iron Horse via main gate. USA Security to manage parking and traffic direction / flow.
On-site Parking Fee	N/A

Expected Attendance	<i>**Figures are estimated and subject to change</i>
Total Attendance Expected	Approximately 3500 *staggered arrival/departure throughout day

<b>Stage Requirements</b>	
Lights	Basic included with band shell
Sound	N/A
Production Setup	N/A

<b>Vendor Information</b>	
Merchandise Sales Vendors	100+ To be confirmed by Tammy Braz closer to event date
Food Vendors	Approx. 20 - To be confirmed by Tammy Braz closer to event date
Services/Activities	Inflatables and kids' activities – To be confirmed by Tammy Braz closer to event date

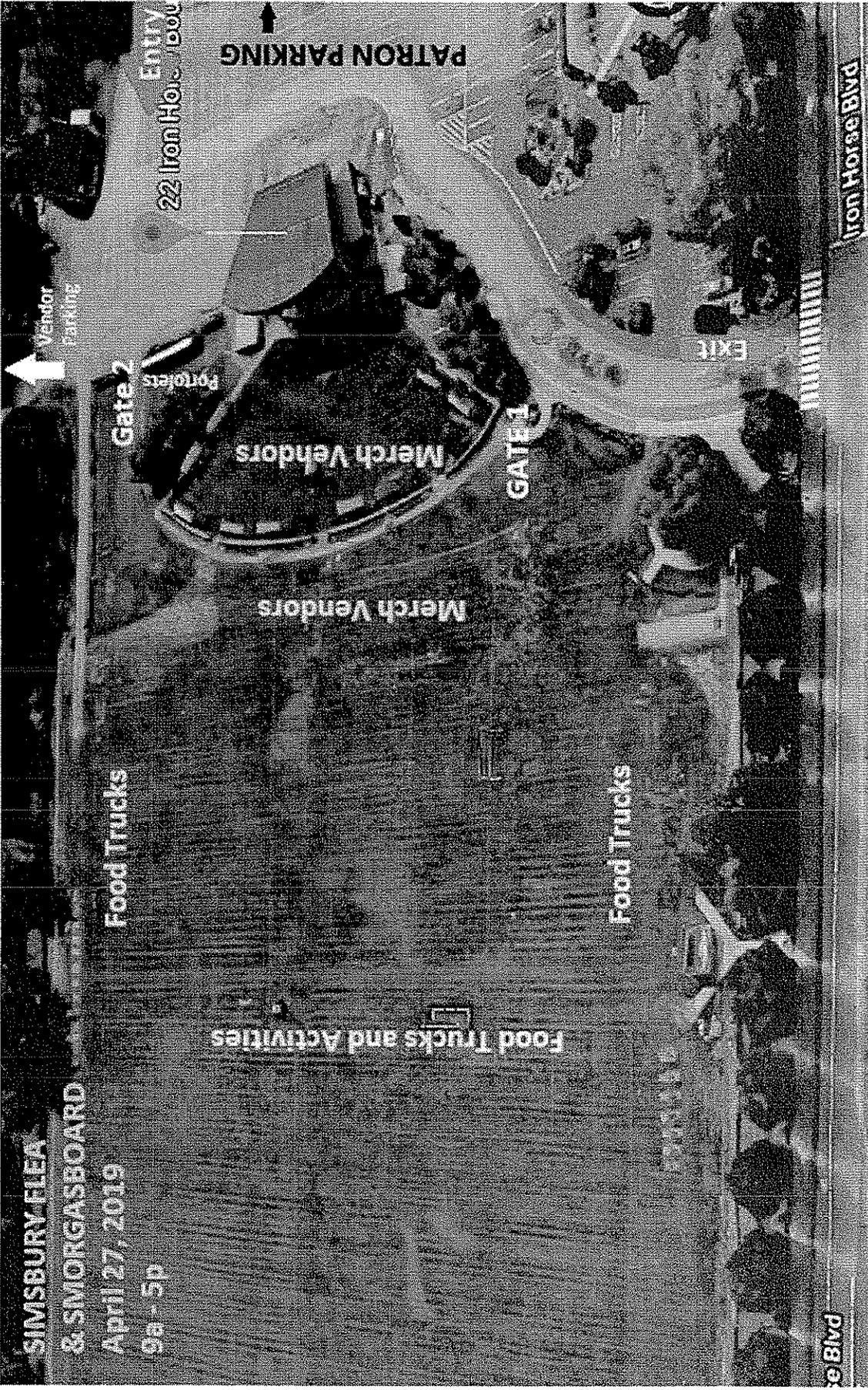
<b>Public Restrooms</b>	
Coordinated by	SMPAC
Units	Standard – 15 Sinks - 5 Accessible - 2 TOTAL - 22
Location	North east field – N/A North west field – N/A South east field (adjacent to parking) – 15/5/2

<b>Security</b>	
Stage Security	N/A
Field Security	Parking – 6 guards, 1 supervisor (roaming)
Overnight Security	1 6p (4/26) – 6a (4/27)
Security Notes	Traffic flow notes: VEHICLE ENTRY – Dirt road at intersection of Wilcox and Iron horse VEHICLE EXIT – Main drive by Ticket Depot

<b>Public Safety Services</b>	
Police	As per 2018 - 2 private duty officers w/ cars (total 8 hrs each)
Fire	N/A
EMS	On-site SPD to provide services as needed
DPW Trucks	N/A
Notes	

<b>Tents</b>		
10x10	Number: TBD, self provided by vendors	Sides: No
9x20	Number: 1 – SMPAC Beverage Sales	Sides: No
<i>** subject to change as date gets closer</i>		

**SIMSBURY FLEA  
& SMORGASBOARD**  
April 27, 2019  
9a - 5p



**PATRON PARKING**

**Entry**  
22 Iron Horse Blvd

**Vendor Parking**

**Gate 2**

**Portlets**

**Merch Vendors**

**GATE 1**

**Merch Vendors**

**Food Trucks**

**Food Trucks and Activities**

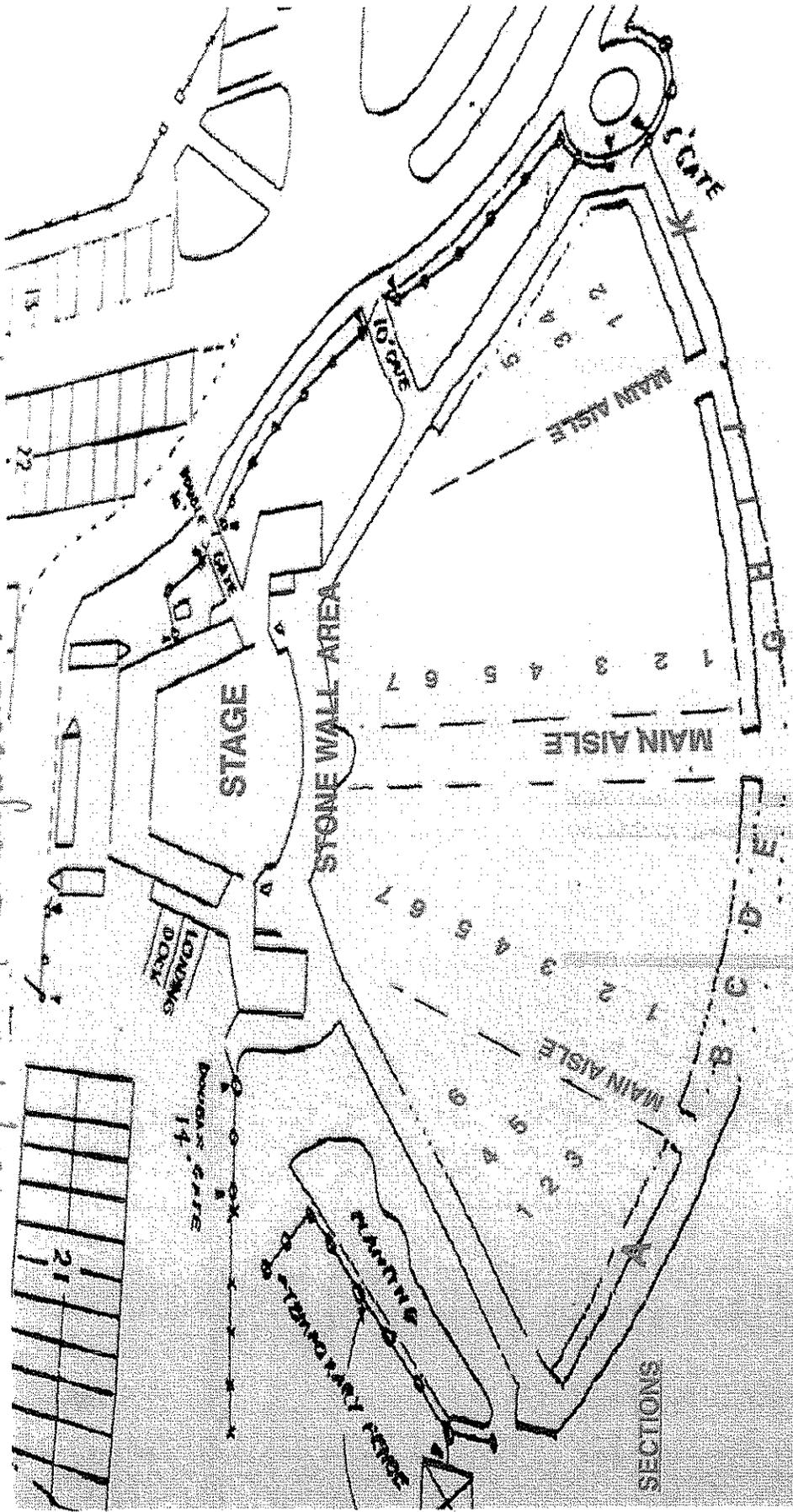
**Food Trucks**

**EXIT**

**se Blvd**

**Iron Horse Blvd**

Simsbury Flea & Smorgasboard 2018 Map



UNLOADING AREA/MAIN WALKWAY

LAWN AREA

- L 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25
- M 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25



BRAZ-01

OP ID: MC

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/20/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> C. V. Mason & Co., Inc. 254 Main Street P.O. 569 Bristol, CT 06011-0569	860-583-4127	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): <b>860-583-4127</b> FAX (A/C, No): 860-314-2720 E-MAIL ADDRESS:
<b>INSURED</b> Tammy Braz dba T3 Video Productions LLC 34 County Rd. Simsbury, CT 06070		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> The Hartford <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
		<b>NAIC #</b> <b>19682</b>

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Business Owners GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			02SBAAG9227	04/17/2018	04/17/2019	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ 4,000,000
								\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE    OTH-ER	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
							PROPERTY	\$ 6,200

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Simsbury Meadows Performing Arts Center is an additional insureds for the referenced date when required by written contract; Event Date April 28, 2018

<b>CERTIFICATE HOLDER</b>  Simsbury Meadows Performing Arts Center & Town of Simsbury 22 Iron Horse Blvd Simsbury, CT 06070	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# Simsbury Flea + Smorgasboard

## REQUIRED SIGN OFFS (in order required)

	Received Date:	Received By:	Approved By:	Action Date:
Culture Parks And Rec. Director	1/24/19			1/24/19
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief	1/24/19	Boulter	Boulter	1/24/19
Dir of Public Works	1/24/19	TR	TR	1/24/19
Dir of Health FVHD				
Fire Marshal	1/24/19	cl.	cl.	1/24/19
Zoning Enforcement Officer				
Board of Selectmen				



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

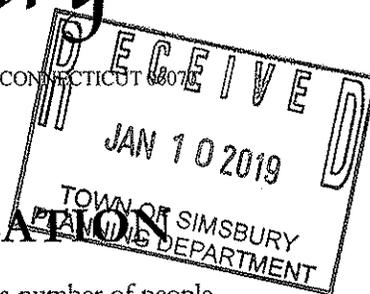
1. **Title of Submission:** Proposed Public Gathering Permit - Simsbury Woman's Club 50<sup>th</sup> Arts & Crafts Festival
2. **Date of Board Meeting:** February 25, 2019
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Robin Newton, Assistant Town Planner  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:  
  
*Move, effective February 25, 2019 to approve the public gathering application for the Simsbury Woman's Club 50<sup>th</sup> Arts & Crafts Festival as presented and to authorize the issuance of the public gathering permit.*
5. **Summary of Submission:**  
On January 24, 2019 the Public Gathering Committee met with the applicant Elinor Hoffman for the Simsbury Woman's Club 50<sup>th</sup> Arts & Crafts Festival. Farmington Valley Health District was the only committee member not in attendance. This event will remain the same as in past years and will utilize the parking lots along Iron Horse Boulevard. This event will take place from Friday, September 13, 2019 through Sunday, September 15, 2019.
6. **Financial Impact:**  
None
7. **Description of Documents Included with Submission:**
  - a) Application and Maps Presented to the Public Gathering Committee
  - b) Approval Conditions from the Assistant Town Planner/Acting Zoning Officer



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070



## PUBLIC GATHERING PERMIT APPLICATION

A Public Gathering Permit (PGP) is required when a proposal is made for a gathering of a number of people on Town property which may cause questions or raise concerns regarding traffic circulation and access issues involving local or state roadways, public safety, or issues regarding a required Special Exception permit from the Zoning Commission.

Application should be completed in full, including original signatures, before submitting to the Zoning Enforcement Officer at the Simsbury Town Offices, Planning & Zoning Department, 933 Hopmeadow Street, Simsbury, Connecticut 06070. The application must be received in office at least **6 WEEKS** prior to the date of the proposed event. The Board of Selectmen has the final authority to approve or deny public gathering permit applications. The Town reserves the right to cancel an event that does not obtain complete approval, as specified herein.

Organization's Name: SIMSBURY WOMAN'S CLUB

Applicant's Name: ELINOR HOFFMAN

Mailing Address: PO BOX 903 SIMSBURY, CT 06070

Phone: 860-658-4735 Email: WEHOFFMAN49@GMAIL.COM

Event Location: PARKING LOT D2 BETWEEN IRON HORSE BLVD, WILCOX STREET and JIM GALLAGHER WAY

Exact Date(s) of proposed Public Gathering: (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: 9/13/19 8:00am End: 9/16/19 12:00 noon

Number of people expected to be present for the event (incl. staff, volunteers, attendees): 3500

- The Town of Simsbury reserves the right to limit the number of attendees. The maximum number of permitted attendees will be determined after consultation with the Town of Simsbury.

A Certificate of Insurance made out to the Applicant AND Town of Simsbury, evidencing coverage of \$1,000,000 in force for the duration of the event, must be submitted with this application. This Certificate of Insurance must include a hold harmless agreement for the Town.

<b>TOWN OF SIMSBURY USE ONLY:</b>			
Fee Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Insurance Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Request Approved:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	MORE INFO: _____
Signature: _____		Date: _____	

**EVENT INFO**

Description of Event: 50th annual Arts & Crafts  
Festival with vendors, non-profit promoters  
and sponsors set up in specific sites on  
Parking Lot D2.

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES  NO  NUMBER: 24  
• You are responsible for proper collection and removal of all waste generated by your event.

Portable toilets: YES  NO  NUMBER: 7  
• If yes, please show locations on attached site plan.

Tent: YES  NO  SIZE: 20 X 20  
OPEN SIDES  ENCLOSED   
• Tents must be in compliance with State of Connecticut tent regulations. The Town of Simsbury's Building Official or Fire Marshal can advise on tent requirements.

Lighting and/or sound equipment: YES  NO   
• If yes, please attach a list of the equipment you plan to use along with a stage plot with locations for the equipment.  
• Lighting must meet the requirements of the Town of Simsbury Fire Marshal.

Does your event require electrical access? YES  NO   
• If so, a plan for electrical access will need to be reviewed with the Town of Simsbury Building Official or Fire Marshal.

Will food be sold or given away at your event? YES  NO   
• If food is to be served, whether prepared on- or off-site, you must obtain a Temporary Food Permit from the Farmington Valley Health District ([www.fvhd.org](http://www.fvhd.org)).

Will alcohol be served at your event? YES  NO   
• If alcohol is to be served, you must obtain all pertinent State permits and abide by all Town and State laws and regulations. An additional list of policies applies if alcohol is to be served.

Will road closure(s) be necessary? YES  NO   
• Details of proposed traffic circulation and closings must be presented to the Chief of Police prior to his signing of the PGP application. If State roads are proposed for closing, a permit from the CT DOT may be necessary.

**PLANNING & ZONING DEPARTMENT**  
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3245

**Alcohol**

- Does your event require a Special Exception? YES  NO
- Has the Zoning Commission approved a S.E.? YES  NO
- Have you obtained a State of CT liquor license? YES  NO

**Signage**

- Will your event require temporary signs? YES  NO 
  - No signage may be erected without written permission granted from the Zoning Enforcement Officer
- Has your organization secured permits for such? YES  NO

**Attachments:**

Site Map

- The site plan/map of the proposed Public Gathering should be to-scale and show exactly:
  - Layout of the Event (tents, booths/vendors, rides, aisles, etc.)
  - Location of Lighting
  - Parking Layout

**FARMINGTON VALLEY HEALTH DISTRICT**  
95 RIVER ROAD, CANTON, CT 06019

www.fvhd.org  
860-352-2333

If food will be prepared or dispensed at your event, you must obtain a Temporary Food Permit from Farmington Valley Health District.

Has a Temporary Food Permit been secured? YES  NO

<http://www.fvhd.org/food-protection1.html>

*Permits to be obtained by  
Kane's and each participating  
food trucks.*

**BUILDING DEPARTMENT**  
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

**Tent:**

YES  NO   
OPEN SIDES   
SQUARE FOOTAGE: \_\_\_\_\_

CAPACITY: 20x20  
10 people plus 6  
ENCLOSED  Tables & chairs

- Tents may require a Building Permit, depending on square footage, capacity, enclosure (or not), and if there will be heat and/or electrical. You should contact the Building Official to determine if a permit will be necessary.

Does your event require electrical access? YES  NO   
• Will you be utilizing portable generators? YES  NO

**FIRE MARSHAL**  
871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

**DEPARTMENT OF PUBLIC WORKS (DPW)**  
66 TOWN FOREST ROAD, SIMSBURY, CT 06070

860-658-3222

Will barricades/signage be required:

- For the day of the event?
- In advance?

YES  NO   
DATES: 9/12/19 need Thurs. PM

Are DPW trucks required for use as barricades?

YES  NO

QUANTITY: \_\_\_\_\_

- The fee schedule below is for one (1) Truck and one (1) staff member.
- All fees will begin when Public Works Trucks leave the DPW Campus.
- Each Truck will be filled with sand and operated by a single staff member.
- The number and positioning of the Trucks shall be determined by the Simsbury Police Department.
- The fees for using DPW trucks as barricades are as follows:
  - \$250 for first four (4) hours
  - \$50/hour for each additional hour during regular hours
  - \$75/hour for each additional hour on Federal holidays and Sundays

TOTAL FEE DUE: \$250 + ( \_\_\_\_\_ hours x \$50/\$75) = \$ \_\_\_\_\_

Fee is payable by check made out to the Town of Simsbury

**Please note:**

- No markings on the roadways or custom signage is allowed.
- Traffic cones shall not be provided by DPW.

**POLICE DEPARTMENT**

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival?

YES  NO

If yes, please list recent prior venues that have hosted this concert/festival:

50th annual Arts & Crafts Festival, all of  
which have been held in Simsbury

Will on-site private security be provided?

YES  NO  NUMBER: 1

Will on-site emergency medical services be provided?

YES  NO  NUMBER: \_\_\_\_\_

- Where will they be located? 1 security guard on site in  
Parking Lot D2 from 7AM 9/14/19 until 7am 9/15/19.

SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION  
64 WEST STREET, SIMSBURY, CT 06070

860-658-7213

Will there be any athletic competitions or other activity/activities that could increase the likelihood of injury or illness? YES  NO

Will the attendance be equal to or greater than 5000? YES  NO  NUMBER: \_\_\_\_\_

Attendance will be:  
STAGGERED OVER COURSE OF EVENT  AT A SPECIFIC TIME  TIME: \_\_\_\_\_

CULTURE, PARKS & RECREATION  
100 OLD FARMS ROAD, SIMSBURY, CT 06070

860-658-3836

Are you serving food? YES  NO   
• If so, trash recycling barrels are required at Permittee's expense

Will you require any special field lining or set up? YES  NO

Do you intend to use "staked" tents on athletic fields? YES  NO

Will athletic field lighting be necessary? YES  NO

Have you provided a parking plan on your site map? YES  NO

Portable toilets must be provided at the rate of 1 toilet per 50 patrons, at the Permittee's expense.

• ATTENDANCE: \_\_\_\_\_ / 50 = \_\_\_\_\_ PORTABLE TOILETS REQUIRED

**Public Gathering Permit  
Required Declaration**

I declare that the information provided on this application is true and correct to the best of my knowledge and belief. I understand that if the information I have provided is a misrepresentation of the actual event, or that the actual event digresses in a manner from the approved permit, that the permit will be revoked.

Applicant's Name (Printed): ELINOR HOFFMAN

Applicant's Signature: Elinor M. Hoffman

Date Signed: Jan. 10, 2019

## SIMSBURY WOMAN'S CLUB 50<sup>TH</sup> 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, September 12, 2019**
  - 7:00 pm – Need to restrict parking in lot D2. Close off between Wilcox Street and Jim Gallagher Way
  
- **Friday, Sept. 13, 2019**
  - 8:30 pm – 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 potty and sink needs to be placed on level space in the parking lot.
  - Registration tent set up on grass on south side of Wilcox St. at entrance to parking lot.
  - Coffee/bake sale tent set up on east end of D2 parking lot adjacent to Iron Horse Blvd.
  - Table and chairs delivered.
  - Electric box by coffee/bake sale tent unlocked and key given to festival Chair.
  - Vendors begin to set up from 2:00 to 7:00 pm.
  
- **Saturday, Sept. 14, 2019**
  - Remaining vendors set up from 7:00 to 9:30 am.
  - Kane's catering sets up food vending area on northeast section of 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 4:00pm Wilcox Street closed to vehicular traffic from Station Street to Iron Horse Blvd.
  - Two police officers are on duty on the festival grounds from 12:00 to 4:00 pm.
  - 7:00 pm until 7:00 am Sunday Security Guard patrols lot D2.
  
- **Sunday, Sept. 15, 2019**
  - 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.
  - 12:30 to 4:30 two police officers patrol grounds and at 4:00 pm help 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.
- Lot cleared of any litter.

- **Monday, Sept. 16, 2019**

- Trash cans picked up.
- Table/chairs picked up.
- Key to electric box returned.
- Coffee/bake sale tent taken down.





PUBLIC PARKING

PORTA POTTIES

JIM GALLAGHER WAY

Entrance

807	806	805	804	803	802	801
-----	-----	-----	-----	-----	-----	-----

118	117	116	115	114
-----	-----	-----	-----	-----

115	414	413	412
516	514	514	513

215	214	213	212
315	314	313	312

113	112	111	110	109
-----	-----	-----	-----	-----

411	410	409	408	407
512	511	510	509	508

211	210	209	208	207
311	310	309	308	307

108	107	106	10
-----	-----	-----	----

Coffee & Bakesale

708	707
-----	-----

206	205	204
306	305	304

406	405	404
507	506	505

Iron Horse Boulevard

706	70
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*Simsbury Women's Arts & Crafts*

# Simsbury Woman's Club

## Arts + Craft

### REQUIRED SIGN OFFS (in order required)

## Festival

	<u>Received Date:</u>	<u>Received By:</u>	<u>Approved By:</u>	<u>Action Date:</u>
Culture Parks And Rec. Director	1/24/19			1/24/19
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief	1/24/19	Boubles	Boubles	1/24/19
Dir of Public Works	1/24/19	TR	1/24/19	TR
Dir of Health FVHD				
Fire Marshal	1/24/19			1/24/19
Zoning Enforcement Officer				
Board of Selectmen				



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

*Office of Community Planning and Development*

## MEMO

**TO:** Public Gathering/BOS- Simsbury Woman's Club 50<sup>th</sup> Arts & Crafts Festival  
**From:** Robin Newton, Assistant Town Planner  
**Date:** February 13, 2019  
**RE:** Approval Conditions

### ZONING APPROVAL CONDITIONS

1. Any vendors involved in food preparation/selling shall check with the Farmington Valley Health District as to any permit requirements. Temporary Food Vendor permits **shall** be submitted to the FVHD at least 2 weeks in advance. Failure to submit the vendor applications with a minimum two weeks for review will result in permits not being granted.
2. A current Certificate of Insurance naming the Town of Simsbury as an additional insured must be submitted to the Zoning Office no later than **September 6, 2019**, failure to submit updated insurance will result in the cancellation of the event.
3. Only approved signage shall be placed. No parking signs shall be placed along Iron Horse Boulevard.
4. The Building Official shall inspect the Electrical box located in the Iron Horse Boulevard before the event.

Telephone (860) 658-3245  
Facsimile (860) 658-3206

*An Equal Opportunity Employer*  
[www.simsbury-ct.gov](http://www.simsbury-ct.gov)

8:30 – 7:00 Monday  
8:30 – 4:30 Tuesday through Thursday  
8:30 – 1:00 Friday



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – 2019 Valley Collector Car Club Show

2. **Date of Board Meeting:** February 25, 2019

3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Robin Newton, Assistant Town Planner

*Maria E. Capriola*

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

If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:

*Move, effective February 25, 2019 to approve the public gathering application for the 2019 Valley Collector Car Club Show as presented and to authorize the issuance of the public gathering permit.*

5. **Summary of Submission:**

On January 24, 2019 the Public Gathering Committee met with the applicant, Larry Boardman, for the 18<sup>th</sup> Annual Valley Collector Car Club Charity Show. Farmington Valley Health District was the only committee member not in attendance. This event will remain the same as in past years and will utilize the parking lots along Iron Horse Boulevard. This event is scheduled for July 20, 2019.

6. **Financial Impact:**

None

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

- a) Application and Maps Presented to the Public Gathering Committee
- b) Approval Conditions from the Assistant Town Planner/Acting Zoning Officer



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## PUBLIC GATHERING PERMIT APPLICATION

A Public Gathering Permit (PGP) is required when a proposal is made for a gathering of a number of people on Town property which may cause questions or raise concerns regarding traffic circulation and access issues involving local or state roadways, public safety, or issues regarding a required Special Exception permit from the Zoning Commission.

Application should be completed in full, including original signatures, before submitting to the Zoning Enforcement Officer at the Simsbury Town Offices, Planning & Zoning Department, 933 Hopmeadow Street, Simsbury, Connecticut 06070. The application must be received in office at least **6 WEEKS** prior to the date of the proposed event. The Board of Selectmen has the final authority to approve or deny public gathering permit applications. The Town reserves the right to cancel an event that does not obtain complete approval, as specified herein.

Organization's Name: Valley Collector Car Club

Applicant's Name: LARRY BOARDMAN

Mailing Address: 22 Adams Rd. Watogue, CT 06089

Phone: 860-658-4646 Email: larry@larryboardman.com

Event Location: Iron Horse Blvd Parking Lot

Exact Date(s) of proposed Public Gathering: (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: July 19<sup>th</sup>, 2019 End: July 21, 2019

Number of people expected to be present for the event (incl. staff, volunteers, attendees): 600

- The Town of Simsbury reserves the right to limit the number of attendees. The maximum number of permitted attendees will be determined after consultation with the Town of Simsbury.

**A Certificate of Insurance made out to the Applicant AND Town of Simsbury, evidencing coverage of \$1,000,000 in force for the duration of the event, must be submitted with this application. This Certificate of Insurance must include a hold harmless agreement for the Town.**

**TOWN OF SIMSBURY USE ONLY:**

Fee Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Insurance Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Request Approved:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	MORE INFO: _____

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EVENT INFO**

Description of Event: 18th Annual Valley Collector Car Club  
Charity Car Show.

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Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES  NO  NUMBER: 10  
• You are responsible for proper collection and removal of all waste generated by your event.

Portable toilets: YES  NO  NUMBER: 5  
• If yes, please show locations on attached site plan.

Tent: YES  NO  SIZE: \_\_\_\_\_  
OPEN SIDES  ENCLOSED   
• Tents must be in compliance with State of Connecticut tent regulations. The Town of Simsbury's Building Official or Fire Marshal can advise on tent requirements.

Lighting and/or sound equipment: YES  NO   
• If yes, please attach a list of the equipment you plan to use along with a stage plot with locations for the equipment. *Same as previous years*  
• Lighting must meet the requirements of the Town of Simsbury Fire Marshal.

Does your event require electrical access? YES  NO   
• If so, a plan for electrical access will need to be reviewed with the Town of Simsbury Building Official or Fire Marshal.

Will food be sold or given away at your event? YES  NO   
• If food is to be served, whether prepared on- or off-site, you must obtain a Temporary Food Permit from the Farmington Valley Health District ([www.fvhd.org](http://www.fvhd.org)). *Vendor Responsibility*

Will alcohol be served at your event? YES  NO   
• If alcohol is to be served, you must obtain all pertinent State permits and abide by all Town and State laws and regulations. An additional list of policies applies if alcohol is to be served.

Will road closure(s) be necessary? YES  NO   
• Details of proposed traffic circulation and closings must be presented to the Chief of Police prior to his signing of the PGP application. If State roads are proposed for closing, a permit from the CT DOT may be necessary.

**PLANNING & ZONING DEPARTMENT**  
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3245

**Alcohol**

- Does your event require a Special Exception? YES  NO
- Has the Zoning Commission approved a S.E.? YES  NO
- Have you obtained a State of CT liquor license? YES  NO

**Signage**

- Will your event require temporary signs? YES  NO 
  - No signage may be erected without written permission granted from the Zoning Enforcement Officer
- Has your organization secured permits for such? YES  NO  *in process*

**Attachments:**

Site Map

- The site plan/map of the proposed Public Gathering should be to-scale and show exactly:
  - Layout of the Event (tents, booths/vendors, rides, aisles, etc.)
  - Location of Lighting
  - Parking Layout

*Unchanged from previous years*

**FARMINGTON VALLEY HEALTH DISTRICT**  
95 RIVER ROAD, CANTON, CT 06019

www.fvhd.org  
860-352-2333

If food will be prepared or dispensed at your event, you must obtain a Temporary Food Permit from Farmington Valley Health District.

Has a Temporary Food Permit been secured? YES  NO  - *Vendors*

<http://www.fvhd.org/food-protection1.html>

**BUILDING DEPARTMENT**

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

**Tent:**

YES  NO  CAPACITY: \_\_\_\_\_  
OPEN SIDES  ENCLOSED   
SQUARE FOOTAGE: \_\_\_\_\_

- Tents may require a Building Permit, depending on square footage, capacity, enclosure (or not), and if there will be heat and/or electrical. You should contact the Building Official to determine if a permit will be necessary.

Does your event require electrical access? YES  NO

- Will you be utilizing portable generators? YES  NO

**FIRE MARSHAL**

871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

**DEPARTMENT OF PUBLIC WORKS (DPW)**  
66 TOWN FOREST ROAD, SIMSBURY, CT 06070

860-658-3222

Will barricades/signage be required:

- For the day of the event?
- In advance?

YES  NO

DATES: \_\_\_\_\_

Are DPW trucks required for use as barricades?

YES  NO

QUANTITY: \_\_\_\_\_

- The fee schedule below is for one (1) Truck and one (1) staff member.
- All fees will begin when Public Works Trucks leave the DPW Campus.
- Each Truck will be filled with sand and operated by a single staff member.
- The number and positioning of the Trucks shall be determined by the Simsbury Police Department.
- The fees for using DPW trucks as barricades are as follows:
  - \$250 for first four (4) hours
  - \$50/hour for each additional hour during regular hours
  - \$75/hour for each additional hour on Federal holidays and Sundays

TOTAL FEE DUE: \$250 + ( \_\_\_\_\_ hours x \$50/\$75) = \$ \_\_\_\_\_

Fee is payable by check made out to the Town of Simsbury

**Please note:**

- No markings on the roadways or custom signage is allowed.
- Traffic cones shall not be provided by DPW.

**POLICE DEPARTMENT**

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival?

YES  NO

If yes, please list recent prior venues that have hosted this concert/festival:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will on-site private security be provided?

YES  NO

NUMBER: \_\_\_\_\_

Will on-site emergency medical services be provided?

YES  NO

NUMBER: \_\_\_\_\_

- Where will they be located? IRON HORSE BLVD. PARKING LOT

SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION  
64 WEST STREET, SIMSBURY, CT 06070

860-658-7213

Will there be any athletic competitions or other activity/activities that could increase the likelihood of injury or illness? YES  NO

Will the attendance be equal to or greater than 5000? YES  NO  NUMBER: \_\_\_\_\_

Attendance will be:  
STAGGERED OVER COURSE OF EVENT  AT A SPECIFIC TIME  TIME: \_\_\_\_\_

CULTURE, PARKS & RECREATION  
100 OLD FARMS ROAD, SIMSBURY, CT 06070

860-658-3836

Are you serving food? YES  NO  *Vendor's*  
• If so, trash recycling barrels are required at Permittee's expense

Will you require any special field lining or set up? YES  NO

Do you intend to use "staked" tents on athletic fields? YES  NO

Will athletic field lighting be necessary? YES  NO

Have you provided a parking plan on your site map? YES  NO

Portable toilets must be provided at the rate of 1 toilet per 50 patrons, at the Permittee's expense.  
• ATTENDANCE: \_\_\_\_\_ / 50 = \_\_\_\_\_ PORTABLE TOILETS REQUIRED

**Public Gathering Permit  
Required Declaration**

I declare that the information provided on this application is true and correct to the best of my knowledge and belief. I understand that if the information I have provided is a misrepresentation of the actual event, or that the actual event digresses in a manner from the approved permit, that the permit will be revoked.

Applicant's Name (Printed): LARRY BOARDMAN

Applicant's Signature: *Larry Boardman*

Date Signed: 1/20/19



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/10/19

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Christensen Insurance, LLC P.O. Box 356 West Simsbury, CT 06092 Phone (860) 651-8236 Fax (860) 651-8367	<b>CONTACT NAME:</b> Noris Christensen <b>PHONE (A/C, No, Ext):</b> (860) 651-8236 <b>FAX (A/C, No):</b> (860) 651-8367 <b>E-MAIL ADDRESS:</b> insuragt98@aol.com														
<b>INSURED</b> Valley Collector Car Club, Inc. C/O Wayne Hoffman P.O. Box 25 Tariffville, CT 06081-0025 (860) 658-4735	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td><b>INSURER A:</b> Sentinel Insurance Company(Hartford)</td> <td></td> </tr> <tr> <td><b>INSURER B:</b></td> <td></td> </tr> <tr> <td><b>INSURER C:</b></td> <td></td> </tr> <tr> <td><b>INSURER D:</b></td> <td></td> </tr> <tr> <td><b>INSURER E:</b></td> <td></td> </tr> <tr> <td><b>INSURER F:</b></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	<b>INSURER A:</b> Sentinel Insurance Company(Hartford)		<b>INSURER B:</b>		<b>INSURER C:</b>		<b>INSURER D:</b>		<b>INSURER E:</b>		<b>INSURER F:</b>	
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<b>INSURER D:</b>															
<b>INSURER E:</b>															
<b>INSURER F:</b>															

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

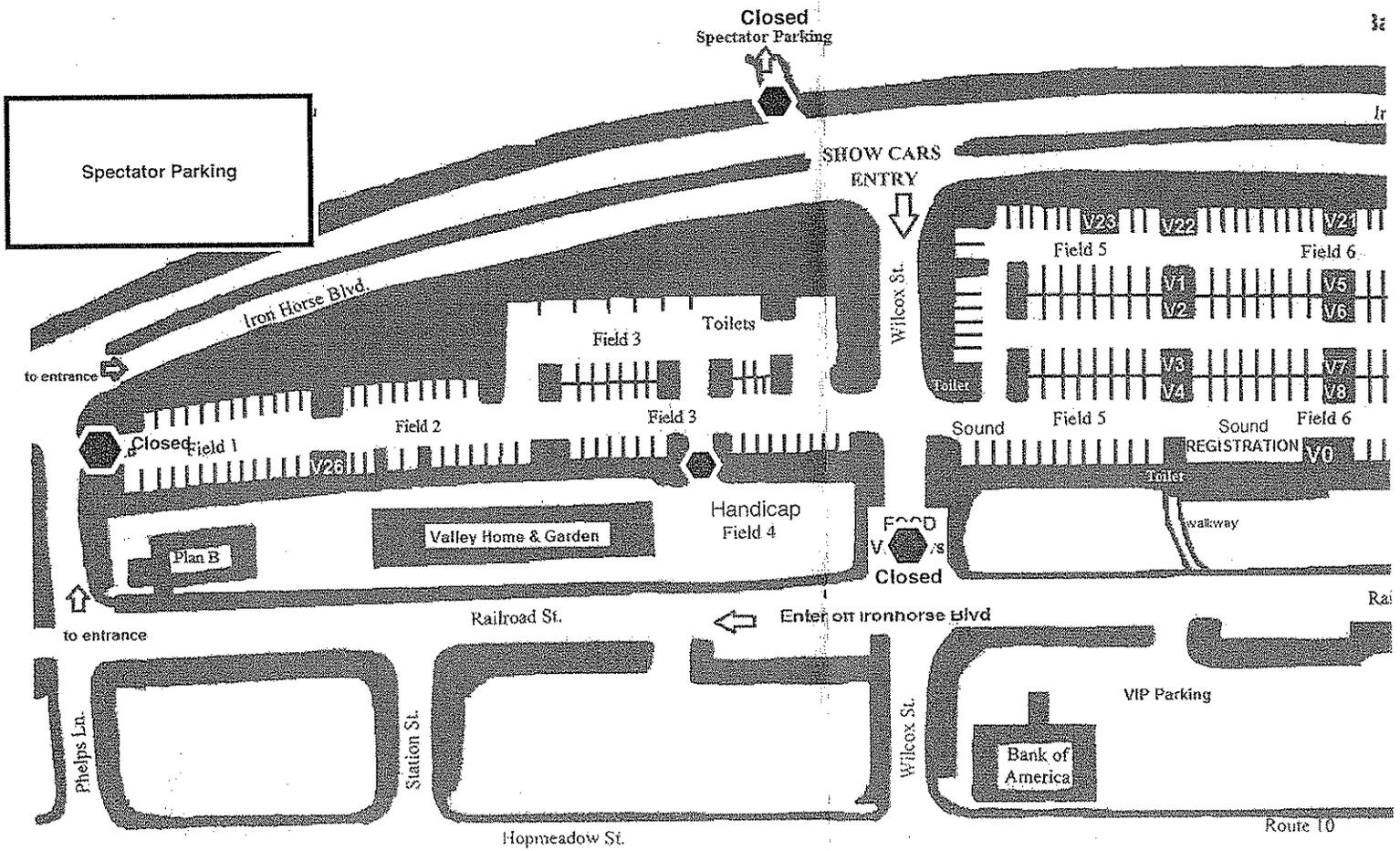
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y		31SBM IW1287	01/15/2019	01/15/2020	EACH OCCURRENCE \$ 2,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000.00 MED EXP (Any one person) \$ 10,000.00 PERSONAL & ADV INJURY \$ 2,000,000.00 GENERAL AGGREGATE \$ 4,000,000.00 PRODUCTS - COMP/OP AGG \$ 4,000,000.00 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION\$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

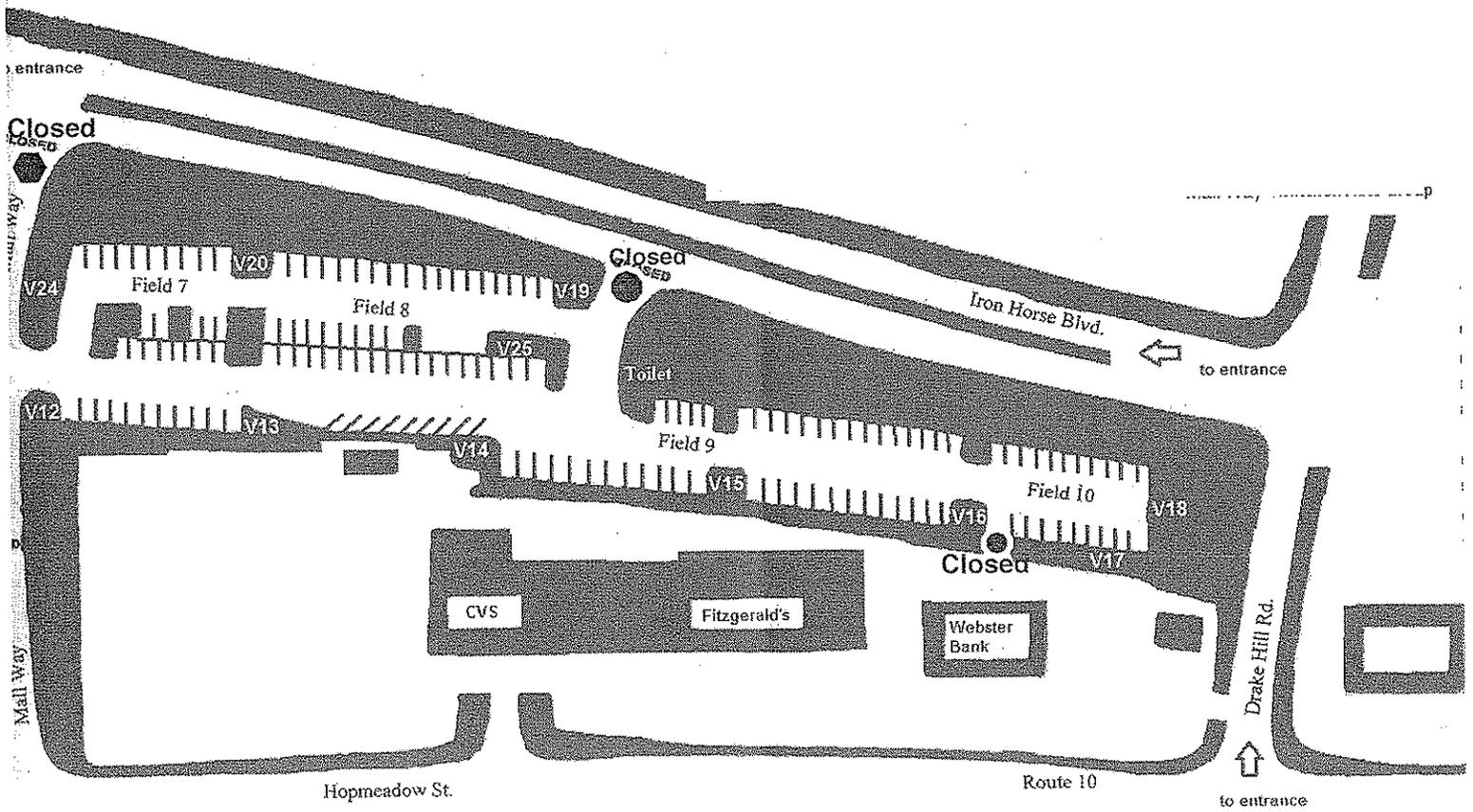
**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**  
 Effective 01/15/2019 include as an additional insured: Certificate holder, but only with respects to named insured's actions and/ or negligence with regards to the car show to be held at the parking lots off of Iron Horse Boulevard on 07/20/2019 & 07/21/2019

<b>CERTIFICATE HOLDER</b>  Town Of Simsbury 933 Hopmeadow Street Simsbury, CT 06070	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  Evan A. Christensen/Christensen Insurance, LLC
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# 2019 Valley Collector Car Show Layout

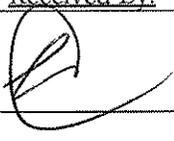


# 2019 Valley Collector Car Show Layout



# Valley Car Collector Club

## REQUIRED SIGN OFFS (in order required)

	Received Date:	Received By:	Approved By:	Action Date:
Culture Parks And Rec. Director	1/24/19			1/24/19
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief	1/24/19	Bowles	Bowles	1/24/19
Dir of Public Works	1/24/19	TR	TR*	1/24/19
Dir of Health FVHD				
Fire Marshal	1/24/19			1/24/19
Zoning Enforcement Officer				
Board of Selectmen				

\* Power issue  
to be resolved



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

*Office of Community Planning and Development*

## MEMO

**TO:** Public Gathering/BOS- Valley Collector Car Club  
**From:** Robin Newton, Assistant Town Planner  
**Date:** February 13, 2019  
**RE:** Approval Conditions

### ZONING APPROVAL CONDITIONS

1. Any vendors involved in food preparation/selling shall check with the Farmington Valley Health District as to any permit requirements. Temporary Food Vendor permits **shall** be submitted to the FVHD at least 2 weeks in advance. Failure to submit the vendor applications with a minimum two weeks for review will result in permits not being granted.
2. A current Certificate of Insurance naming the Town of Simsbury as an additional insured has already been provided.
3. No roadway markings or custom signage is allowed unless authorized by the Department of Public Works.
4. The emergency access road located on the Town of Simsbury property that connects Iron Horse Boulevard to Simsbury Meadow shall **not** be used for parking or for entering/exiting the Simsbury Meadows parking lot.
5. The Town's Building Official shall inspect the electrical box before it is used in the Iron Horse Boulevard parking lot for safe use.

Telephone (860) 658-3245  
Facsimile (860) 658-3206

*An Equal Opportunity Employer*  
[www.simsbury-ct.gov](http://www.simsbury-ct.gov)

8:30 - 7:00 Monday  
8:30 - 4:30 Tuesday through Thursday  
8:30 - 1:00 Friday



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – 2019 River Run

2. **Date of Board Meeting:** February 25, 2019

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

Maria E. Capriola, Town Manager; Robin Newton, Assistant Town Planner

*Maria E. Capriola*

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

If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:

*Move, effective February 25, 2019 to approve the public gathering application for the 2019 River Run as presented and to authorize the issuance of the public gathering permit.*

5. **Summary of Submission:**

On January 24, 2019 the Public Gathering Committee met with the applicant for the River Run and Missy DiNunno, Executive Director of the Simsbury Meadows Performing Arts Center. Farmington Valley Health District was the only committee member not in attendance. This event will remain the same as in past years. This is the 22<sup>nd</sup> annual River Run in Simsbury. This event will be held on April 28, 2019.

6. **Financial Impact:**

None

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

- a) Application and Maps Presented to the Public Gathering Committee
- b) Approval Conditions from the Assistant Town Planner/Acting Zoning Officer



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## PUBLIC GATHERING PERMIT APPLICATION

A Public Gathering Permit (PGP) is required when a proposal is made for a gathering of a number of people on Town property which may cause questions or raise concerns regarding traffic circulation and access issues involving local or state roadways, public safety, or issues regarding a required Special Exception permit from the Zoning Commission.

Application should be completed in full, including original signatures, before submitting to the Zoning Enforcement Officer at the Simsbury Town Offices, Planning & Zoning Department, 933 Hopmeadow Street, Simsbury, Connecticut 06070. The application must be received in office at least **6 WEEKS** prior to the date of the proposed event. The Board of Selectmen has the final authority to approve or deny public gathering permit applications. The Town reserves the right to cancel an event that does not obtain complete approval, as specified herein.

Organization's Name: Simsbury Performing Arts Center, Inc.

Applicant's Name: Missy DiNunno - Executive Director

Mailing Address: 22 Iron Horse Blvd (PO Box 245) Simsbury, CT 06070

Phone: 860-651-4052 Email: missy@simsburymeadowsmusic.com

Event Location: Simsbury Meadows Performing Arts Center, Iron Horse Blvd, and surrounding streets

Exact Date(s) of proposed Public Gathering: (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 AM / April 28, 2019 End: 2:00 PM / April 28, 2019

\*times above include setup/breakdown - see attached event outline  
Number of people expected to be present for the event (incl. staff, volunteers, attendees): 700

- The Town of Simsbury reserves the right to limit the number of attendees. The maximum number of permitted attendees will be determined after consultation with the Town of Simsbury.

A Certificate of Insurance made out to the Applicant AND Town of Simsbury, evidencing coverage of \$1,000,000 in force for the duration of the event, must be submitted with this application. This Certificate of Insurance must include a hold harmless agreement for the Town.

<b>TOWN OF SIMSBURY USE ONLY:</b>			
Fee Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Insurance Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Request Approved:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	MORE INFO: _____
Signature: _____	Date: _____		

**EVENT INFO**

Description of Event: 23rd annual River Run in picturesque Simsbury.  
This family-friendly event features USATF certified 5K and 10K road races  
a 1-mile kid's run and fun, healthy activities. All proceeds from the River  
Run go back into the community in the form of college scholarships for  
Simsbury and Granby High School graduates.

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES  NO  NUMBER: 19T/19R

- You are responsible for proper collection and removal of all waste generated by your event.

Portable toilets: YES  NO  NUMBER: 22 units

- If yes, please show locations on attached site plan.

Tent: YES  NO  SIZE: 2 - 20x20  
OPEN SIDES  ENCLOSED

- Tents must be in compliance with State of Connecticut tent regulations. The Town of Simsbury's Building Official or Fire Marshal can advise on tent requirements.

Lighting and/or sound equipment: YES  NO

- If yes, please attach a list of the equipment you plan to use along with a stage plot with locations for the equipment.
- Lighting must meet the requirements of the Town of Simsbury Fire Marshal.

Does your event require electrical access? YES  NO

- If so, a plan for electrical access will need to be reviewed with the Town of Simsbury Building Official or Fire Marshal.

Will food be sold or given away at your event? YES  NO

- If food is to be served, whether prepared on- or off-site, you must obtain a Temporary Food Permit from the Farmington Valley Health District ([www.fvhd.org](http://www.fvhd.org)).

Will alcohol be served at your event? YES  NO

- If alcohol is to be served, you must obtain all pertinent State permits and abide by all Town and State laws and regulations. An additional list of policies applies if alcohol is to be served.

Will road closure(s) be necessary? YES  NO

- Details of proposed traffic circulation and closings must be presented to the Chief of Police prior to his signing of the PGP application. If State roads are proposed for closing, a permit from the CT DOT may be necessary.

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**PLANNING & ZONING DEPARTMENT**

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3245

**Alcohol**

- Does your event require a Special Exception? YES  NO
- Has the Zoning Commission approved a S.E.? YES  NO
- Have you obtained a State of CT liquor license? YES  NO

**Signage**

- Will your event require temporary signs? YES  NO 
  - No signage may be erected without written permission granted from the Zoning Enforcement Officer
- Has your organization secured permits for such? YES  NO

**Attachments:**

**Site Map**

- The site plan/map of the proposed Public Gathering should be to-scale and show exactly:
  - Layout of the Event (tents, booths/vendors, rides, aisles, etc.)
  - Location of Lighting
  - Parking Layout

---

**FARMINGTON VALLEY HEALTH DISTRICT**

95 RIVER ROAD, CANTON, CT 06019

www.fvhd.org

860-352-2333

*If food will be prepared or dispensed at your event, you must obtain a Temporary Food Permit from Farmington Valley Health District.*

Has a Temporary Food Permit been secured? YES  NO

<http://www.fvhd.org/food-protection1.html>

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**BUILDING DEPARTMENT**

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

**Tent:**

YES  NO  CAPACITY: \_\_\_\_\_  
OPEN SIDES  ENCLOSED   
SQUARE FOOTAGE: 2 @ 400 sq feet

- Tents may require a Building Permit, depending on square footage, capacity, enclosure (or not), and if there will be heat and/or electrical. You should contact the Building Official to determine if a permit will be necessary.

Does your event require electrical access? YES  NO

- Will you be utilizing portable generators? YES  NO

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**FIRE MARSHAL**

871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

**DEPARTMENT OF PUBLIC WORKS (DPW)**  
66 TOWN FOREST ROAD, SIMSBURY, CT 06070

860-658-3222

Will barricades/signage be required:

- For the day of the event?
- In advance?

YES  NO

DATES: \_\_\_\_\_

Are DPW trucks required for use as barricades?

YES  NO

QUANTITY: 0

- The fee schedule below is for one (1) Truck and one (1) staff member.
- All fees will begin when Public Works Trucks leave the DPW Campus.
- Each Truck will be filled with sand and operated by a single staff member.
- The number and positioning of the Trucks shall be determined by the Simsbury Police Department.
- The fees for using DPW trucks as barricades are as follows:
  - \$250 for first four (4) hours
  - \$50/hour for each additional hour during regular hours
  - \$75/hour for each additional hour on Federal holidays and Sundays

TOTAL FEE DUE: \$250 + (\_\_\_\_\_ hours x \$50/\$75) = \$ N/A

Fee is payable by check made out to the Town of Simsbury

Please note:

- No markings on the roadways or custom signage is allowed.
- Traffic cones shall not be provided by DPW.

**POLICE DEPARTMENT**

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival?

YES  NO

If yes, please list recent prior venues that have hosted this concert/festival:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will on-site private security be provided?

YES  NO  NUMBER: \_\_\_\_\_

Will on-site emergency medical services be provided?

YES  NO  NUMBER: 1 amb.

- Where will they be located? see attached event outline for # / location breakdown

SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION  
64 WEST STREET, SIMSBURY, CT 06070

860-658-7213

Will there be any athletic competitions or other activity/activities that could increase the likelihood of injury or illness? YES  NO

Will the attendance be equal to or greater than 5000? YES  NO  NUMBER: 700

Attendance will be:  
STAGGERED OVER COURSE OF EVENT  AT A SPECIFIC TIME  TIME: 10:30 AM

CULTURE, PARKS & RECREATION  
100 OLD FARMS ROAD, SIMSBURY, CT 06070

860-658-3836

Are you serving food? YES  NO   
• If so, trash recycling barrels are required at Permittee's expense

Will you require any special field lining or set up? YES  NO

Do you intend to use "staked" tents on athletic fields? YES  NO

Will athletic field lighting be necessary? YES  NO

Have you provided a parking plan on your site map? YES  NO

Portable toilets must be provided at the rate of 1 toilet per 50 patrons, at the Permittee's expense.  
• ATTENDANCE: 700 / 50 = 14 PORTABLE TOILETS REQUIRED

**Public Gathering Permit  
Required Declaration**

I declare that the information provided on this application is true and correct to the best of my knowledge and belief. I understand that if the information I have provided is a misrepresentation of the actual event, or that the actual event digresses in a manner from the approved permit, that the permit will be revoked.

Applicant's Name (Printed): Missy DiNunno on behalf of rental client (Simsbury Granby Rotary)

Applicant's Signature: 

Date Signed: 12-10-18

# EVENT SUMMARY

## RIVER RUN

Sunday, April 28, 2019

(Rain Date: N/A)

Public Gathering Permit Application Submitted: 12/10/18

<b>CONTACT INFORMATION:</b>	
Organization	Simsbury Granby Rotary Club Event website: <a href="http://www.simsburyriverrun.com">www.simsburyriverrun.com</a>
Event Contact	Dave Gridley – Race Director Simsbury Granby Rotary PO Box 251 Simsbury, CT 06070  Cell: 860-810-4021 Email: <a href="mailto:GRIDLEYDD@aol.com">GRIDLEYDD@aol.com</a>
SMPAC Contact	Missy DiNunno, Executive Director  Office: 860-651-4052 Cell: 203-305-1847

## TIMELINE:

<b>Sunday, April 28, 2019</b>	
8:00 AM	Load-in / Setup
9:30 AM – 11:00 AM	Registration Open
10:30 AM	Kids activities begin
11:30 AM	Kids Fun Run
12:00 PM	10K Start
12:10 PM	5K Start
2:00 PM – 3:00 PM	Load-out

## EVENT DETAILS:

<b>Description</b>
<p>The Simsbury-Granby Rotary Club invites you to join us on April 29, 2018 for the 22nd annual River Run in picturesque Simsbury, Connecticut. This family-friendly event features USATF certified 5k and 10k road races, a 1-mile kid's run and fun, healthy activities.</p> <p>All proceeds from the River Run go back into the community in the form of college scholarships for Simsbury and Granby High School graduates.</p> <p><u>Rotary International</u> is a service organization comprised of 1.2 million neighbors, friends and community leaders who come together to create positive, lasting change in our communities.</p>

Ticketing / Event Fee Information	
TBD – see website for details	Point of Sale: <a href="http://www.simsburyriverrun.com">www.simsburyriverrun.com</a> , by mail to PO box listed above, or race day at door

Parking	
Advanced Preparation	Lining required prior to event
Management	None required
On-site Parking Fee	N/A

Expected Attendance	<i>**Figures are estimated and subject to change</i>
Total Attendance Expected	Approximately 700

Stage Requirements	
Lights	Basic included with band shell
Sound	N/A
Production Setup	N/A

Vendor Information	
Merchandise Sales Vendors	None
Food Vendors	None
Services/Activities	Potential sponsor booths Location – on field west side adjacent to gazebo

Public Restrooms	
Coordinated by	SMPAC
Units	Standard – 15 Sinks - 5 Accessible - 2 TOTAL - 22
Location	North east field – N/A North west field – N/A South east field (adjacent to parking) – 15/5/2

Security	
Stage Security	N/A
Field Security	N/A
Overnight Security	N/A
Security Notes	

Public Safety Services	
Police	5 private duty officers and one supervisor with assistance from on-duty patrol personnel (total private duty shift 4 hrs: 10a – 2p)
Fire	Usage of trucks as provided in 2018

Public Safety Services	
EMS	Yes – Simsbury Volunteer Ambulance on-site
DPW Trucks	N/A – Fire to provide use of their trucks as was case in 2018
Notes	Rotary has separate agreements with Simsbury Volunteer Ambulance and Fire Department and will coordinate these services directly with each entity as in years' past.

Tents		
10x10	Number: TBD, potential 1-2 pop ups for sponsors	Sides: No
20x20	Number: 2	Sides: No
<i>** subject to change as date gets closer</i>		

ROTARY  
RIVER RUN  
4-28-19

PARKING LOT C/D

Paw Meadow Dog Park  
22 Iron Horse Boulevard

Portables

PARKING LOT A/B

Tennis





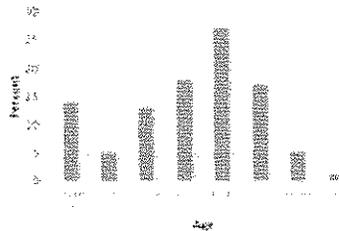
## Race Facts

- The 2018 race will be held on April 29
- The River Run is a Farmington Valley tradition and has been held for 38 years.
- The Simsbury-Granby Rotary Club has managed The River Run for the last 22 years. Rotary International is a global service organization comprised of 1.2 million volunteers who come together to create positive, lasting change in our communities.
- All proceeds go back into the community in the form of college scholarships for Simsbury & Granby high school graduates.
- The race is managed by an all-volunteer team.
- The 5k and 10k races are USATF certified.

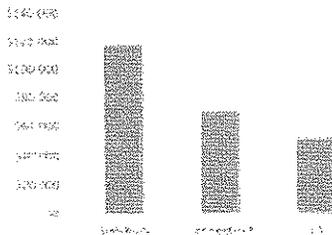
## Participant Demographics

### Age Distribution

- 750 runners participated in 2017.
- The event attracts over 1,500 spectators.
- 51% of runners are women and 49% men.
- Runner's ages range from 5 to 79 with an average of 37 years.



### Family Income



- 44% of runners are from Simsbury.
- 65% of runners are from the Farmington Valley.
- 97% of runners are from Connecticut.
- 64% of Simsbury residents are college graduates vs. 36% for all of Connecticut.
- Simsbury and Farmington Valley residents have significant disposable income they can spend on your products & services!

## 2018 Sponsorship

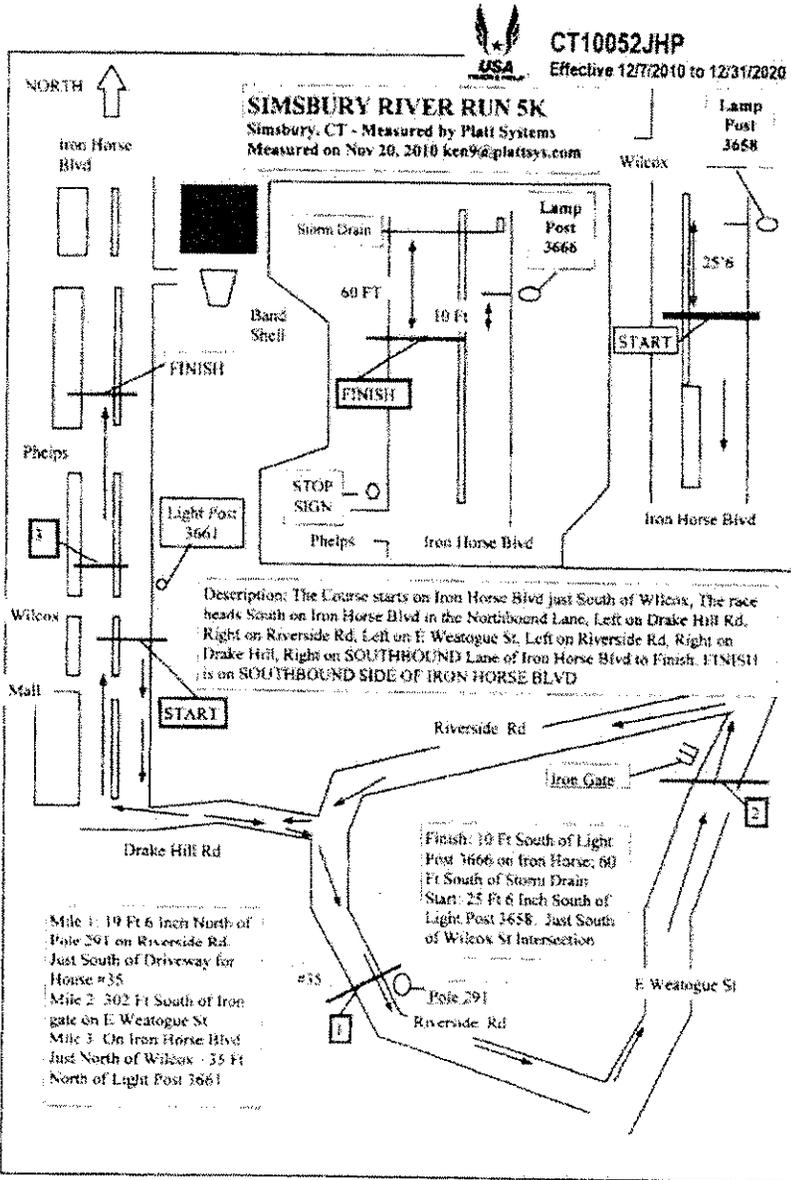
### Options

#### GOLD SPONSOR (3 sponsors)

maximum)

\$2,500

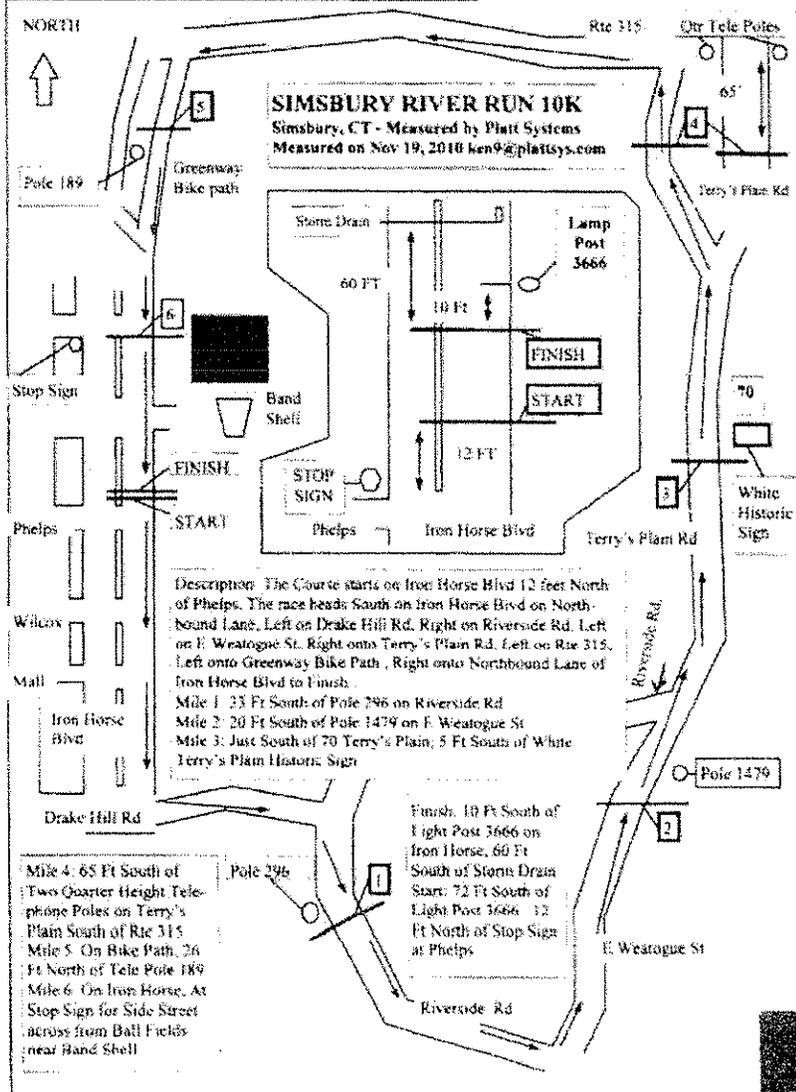
- High visibility logo placement on the Hopmeadow Street banner in downtown Simsbury.
- Prominent mention in press releases.
- Prominent logo placement on promotional material.





CT10051JHP

Effective 12/6/2010 to 12/31/2020





Chief of Police

Department Directive/ D.D. 15-3

Peter N. Ingvertsen

Date Issued – Distribution

03/31/2015

Rescinds - Amends

Subject: ~~2015~~ River Run  
2018

The annual "River Run", sponsored by the Simsbury/Granby Rotary Club, is scheduled for Sunday, April 26, 2015 at 12:00 Noon. This event consists of a 5K and a 10K race, which both start simultaneously. This year's event will be held on the grounds of the Performing Arts Center at Simsbury Meadows. In addition, there will be a Kid's Fun Run commencing at 10:30 Hours, which will be held in Simsbury Meadows. Family activities related to the event will also be taking place in the Performance Arts Center. This event requires five (5) private duty officers and one (1) supervisor, with assistance from on-duty patrol personnel. The 5K and 10K races require the blocking of several roads which include: Drake Hill, Riverside, East Weatogue, Terry's Plain, Quarry, and the south end of Iron Horse Blvd. The event director is ~~Pat Slater (Cell: 860-676-8480) or Brad Jackson (Cell: 860-558-4815)~~ **Pat Slater (Cell: 860-676-8104021)**  
**DAVE GRIDLEY**

The Officer-In-Charge will supervise and coordinate traffic functions for the races with the on-duty shift supervisor. The police traffic posts and race volunteer posts are listed on the attached sheets. The Rotary Club will also supply volunteers to assist by monitoring barricades along Iron Horse Boulevard and other locations.

The Town Highway Department will provide the barricades and signs necessary to assist in traffic control. **The "A" Shift Sergeant working on Friday, April 24, 2015 will insure that the barricades and signs have been placed at each location on the attached barricade and sign list.**

**Sunday, April 26, 2015 Prior to 08:00 Hours**, the on-duty Shift Sergeant will insure that the barricades and signs are still at each location on the attached list and are available for use. In addition, the Shift Sergeant will brief the on-duty dispatcher(s) of the specific routes and approximate times each roadway will be closed, to insure they have accurate information if inquiries are made by the public.

**10:00 Hours:** The six (6) assigned private duty officers will report to police headquarters and along with the on-duty Shift Sergeant will be briefed by the event OIC. Private duty officers for this event will sign on-duty via radio, with the dispatcher, upon completion of the event briefing.

**10:15 Hours:** Iron Horse Boulevard is barricaded and closed to northbound and southbound traffic between Andy's Plaza driveway (Entrance of The Performing Arts Center) and Phelps Lane. This is to allow the race officials to prepare the start and finish area on Iron Horse Boulevard. **The remaining officers will assist with pedestrian**

D.D. 15-3  
2015 River Run

**traffic and crowd control until reporting to their assigned traffic post (approximately 11:30 Hours).**

**11:45 Hours:** The rest of Iron Horse Boulevard between Pent Road and Drake Hill Road (North and Southbound) are closed and will remain closed until majority of the 5K runners and 5K walkers have returned to the starting point. Drake Hill Road between Riverside Road and the Drake Hill Mall entrance is barricaded and blocked to all vehicular traffic. The westbound lane of this road will remain closed until the majority of the 5K participants have returned to Iron Horse Boulevard. The eastbound lane of Drake Hill Road will be opened to vehicular traffic after the main groups of runners have passed the intersection Riverside Road and East Weatogue Street.

*DEPARTMENT DIRECTIVE / SPECIAL ORDER*  
# 2015-03

There will be no on street parking allowed on Iron Horse Boulevard immediately prior to or during the race.

The Event OIC will monitor the progress of the races and will move police units to new positions as necessary as race participants reach various locations. Riverside Road, East Weatogue Street and Terry's Plain Road will be blocked by police units as directed by the Event OIC. The race sponsors will provide a lead car, which will monitor the progress of both the 10K and 5K races.

The complete summer uniform, including regulation hat, and traffic vest shall be worn. Each officer working the event shall have their white private duty authorization slip signed by the event representative. Officers working this event must submit both the signed white PJ slip and green OT card through the usual process.

The event OIC will dismiss private duty officers at the conclusion of the event. All private duty officers will sign off, via radio, with the dispatcher, upon being dismissed by the event OIC.

**In the past we have had reports that motorists tend to ignore the volunteers who attempt to stop traffic at the intersection of Quarry Road & Terrys Plain Road, as the runners approach. Make every effort to have a patrol unit at this intersection to assist the volunteers and enhance public safety from 12:10 - 12:25 during the race.**

Additional Information

An estimated crowd of 400 – 600 is expected for the event and there are no anticipated crime problems. After the main group of runners has passed the intersection Riverside Road and East Weatogue Street (south) the officers on Drake Hill Road will open Drake Hill Road to eastbound traffic. Riverside Road will also be opened to southbound traffic (from Drake Hill Road). This will allow minimal disruption to Warner Nursery on Riverside Road. Riverside Road (north) and the westbound lane of Drake Hill Road will remain closed to vehicular traffic until the 5K race is completed. Upon completion of the 5K Race, traffic will be allowed to enter onto Drake Hill Road, Riverside Road, East Weatogue Street and Terry's Plain Road (as determined by the OIC). Due to the short duration of the event officer breaks will not be scheduled. Volunteer traffic persons will be under the direction of the OIC and will be monitored throughout the event.

*Ref: G.O. 12-1, D, 2*

**RIVER RUN  
TRAFFIC POSTS**

<b>Drake Hill Rd &amp; Riverside Rd</b>	<b>Police Post**</b>
<b>Riverside Rd &amp; East Weatogue Street</b>	<b>Police Post*</b>
<b>Terry's Plain Road &amp; Riverside Road</b>	<b>Police Post</b>
Terry's Plain Rd & Quarry Rd	Race Volunteer
Terry's Plain Road & Route # 315	Race Volunteer
<b>Route # 10 &amp; Route # 315</b>	<b>Police Post</b>
Iron Horse Blvd & Pent Road	Race Volunteer
Iron Horse Blvd & Town Shops driveway	Race Volunteer
<b>Iron Horse Blvd &amp; Andy's Plaza driveway (Entrance to Meadows)</b>	<b>Police Post (Supervisor)</b>
Iron Horse Blvd & Phelps Lane	Race Volunteer
Iron Horse Blvd & Wilcox Street	Race Volunteer
Iron Horse Blvd & Mall Way	Race Volunteer
Iron Horse Blvd & Commuter Lot driveway	Race Volunteer
<b>Iron Horse Blvd &amp; Drake Hill Road</b>	<b>Police Post</b>

\*/\*\* After the main group of runners have passed Riverside Road and East Weatogue Street officers will allow vehicular traffic to travel eastbound on Drake Hill Road and southbound on Riverside Road. No vehicular traffic will be allowed to travel westbound from Drake Hill Road or northbound on Riverside Road until the conclusion of the 5K race.

\* If the OIC determines that this officer is not needed after Drake Hill Road (eastbound) is opened to traffic, the OIC may move him/her to Quarry Road & Terry's Plain Road.



# River Run

## REQUIRED SIGN OFFS (in order required)

	Received Date:	Received By:	Approved By:	Action Date:
Culture Parks And Rec. Director	1/24/19			1/24/19
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief	1/24/19			1/24/19
Dir of Public Works	TR 1/24/19	TR	TR	1/24/19
Dir of Health FVHD				
Fire Marshal	1/24/2019			1/24/19
Zoning Enforcement Officer				
Board of Selectmen				



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

*Office of Community Planning and Development*

## MEMO

**TO:** Public Gathering/BOS- River Run  
**From:** Robin Newton, Assistant Town Planner  
**Date:** February 13, 2019  
**RE:** Approval Conditions

### ZONING APPROVAL CONDITIONS

1. Any vendors involved in food preparation/selling shall check with the Farmington Valley Health District as to any permit requirements. Temporary Food Vendor permits **shall** be submitted to the FVHD at least 2 weeks in advance. Failure to submit the vendor applications with a minimum two weeks for review will result in permits not being granted.
2. A current Certificate of Insurance naming the Town of Simsbury as an additional insured has been provided.
3. No custom markings are allowed on the roadways.
4. Only approved signage shall be placed.

Telephone (860) 658-3245  
Facsimile (860) 658-3206

*An Equal Opportunity Employer*  
[www.simsbury-ct.gov](http://www.simsbury-ct.gov)

8:30 – 7:00 Monday  
8:30 – 4:30 Tuesday through Thursday  
8:30 – 1:00 Friday



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

- Title of Submission:** Proposed Improvements to Band Shell Structure at the PAC and Fee Waiver Request
- Date of Board Meeting:** February 25, 2019
- 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 the request from the Simsbury Meadows Performing Arts Center to proceed with accepting improvements associated with winterizing the existing restroom located within the lower floor of the band shell and to waive associated application and permit fees, the following motions are in order:

*Move effective February 25, 2019, to accept the donation from the Simsbury Meadows Performing Arts Center associated with winterization improvements made to the existing restroom located within the band shell structure.*

*Further move to authorize Town Manager Maria E. Capriola to execute the proposed memorandum of understanding regarding the band shell restroom.*

*Further move to authorize the Town Manager to sign the permit and land use applications related to the band shell restroom improvements on behalf of the Town of Simsbury.*

*Further move to approve the fee waiver request for the permit application fees related to the band shell restroom improvements.*

If the Board supports the request to make a financial contribution to the project, the following additional motion is in order:

*Further move to provide a Town financial contribution to the project in the amount of \$350.*

**5. Summary of Submission:**

The Simsbury Performing Arts Center is seeking to donate improvements to the existing restroom located within the band shell structure. Improvements will permit SMPAC staff to access the restroom during the winter months.

The Simsbury Performing Arts Center is going to fund the project through its operating budget and other contributions. They are requesting a waiver of fees associated with the Administrative Zoning permit application and the Building Permit application. The Town is the owner of the band shell structure, and I would need to sign-off on permit and land use applications as a result.

The Town does not have a fee waiver ordinance or policy. However, from time to time the Town has granted fee waiver requests to non-profit agencies and individuals conducting community service projects, or to non-profit groups maintaining or adding to the Town's infrastructure and assets. Since the band shell is a town asset, the Board will need to accept the donation.

To memorialize expectations related to the funding and maintenance of the winterized restroom, a proposed memorandum of understanding has been drafted. The Town Attorney has reviewed the proposed memorandum of understanding and his feedback has been incorporated into the document.

**6. Financial Impact:**

As estimated by SMPAC, the total value of the project is \$2,000. Based on this estimated value, town and state permit fees would normally cost \$53.52. However, if the Board of Selectmen approves the waiver of the fees, the SMPAC will only have to pay \$0.52 in state fees because only the local fees, which total \$53.00, can be waived.

Additionally I have received a request from the SMPAC for the Town to contribute \$350 towards the project to install a shut-off valve to the water fountain in Rotary Park to prevent freezing of the plumbing infrastructure during the winter months. Should the Board approve this contribution, we would plan to fund the contribution through the Parks Division maintenance operating budget.

The table below illustrates the fees that would be subject to the waiver request:

<u>Application</u>	<u>Local Fee</u> <i>(Can be Waived)</i>	<u>State Fee</u> <i>(Can't be Waived)</i>
Building Permit	\$28.00	\$0.52
Administrative Zoning Permit	\$25.00	N/A

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

- a) Letter from Missy DiNunno, Executive Director, to Board of Selectmen, dated February 13, 2019
- b) Proposed Memorandum of Understanding re: Band Shell Restroom
- c) SMPAC Winter Protocol for Band Shell Restroom



February 13, 2019

Board of Selectmen  
Town of Simsbury  
933 Hopmeadow Street  
Simsbury, CT 06070

Dear Board of Selectmen,

On behalf of Simsbury Performing Arts Center, Inc. and its Board of Directors, I am writing to inform you of an asset improvement project which is currently in progress at the Performing Arts Center. Plumbing and electrical upgrades have been completed within the band shell restroom to allow for year-round operation of facilities. The relocation of plumbing infrastructure, the installation of an electric heater, and addition of a shut-off valve to the fountain at Rotary Park were deemed necessary to prevent freezing of the infrastructure during the winter months. This upgrade will fulfill SPAC's need to provide immediately-available restroom facilities for its full and part-time employees.

Simsbury Performing Arts Center, Inc., through its general operating budget and donor contributions, has funded all facets of the project, however would request approval from the Town for a waiver of fees associated with the submission of the Building Permit Application. The estimated value of the work required to upgrade the restroom facility is \$2,000.00. With this in mind, I would like to respectfully request that the Board of Selectmen accept our organization's offer to donate the asset improvement and waive associated permit fees required to complete the project.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Missy DiNunno".

Missy DiNunno  
Executive Director

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made effective the \_\_\_ day of February, 2019, by and between the Town of Simsbury, a municipal corporation (the “Town”), and Simsbury Performing Arts Center, Inc., a Connecticut non-stock corporation (the “Operator”).

WHEREAS, the Town of Simsbury is the owner of the Performing Arts Center at Simsbury Meadows (the “Facility”), including the bandshell situated thereon (the “Bandshell”);

WHEREAS, pursuant to a Facility Operations Agreement, the Town has granted the Operator the right by to operate and manage the Facility;

WHEREAS, the Facility currently lacks any year-round, winterized restrooms; and

WHEREAS, there is a consensus that it is in the best interest of the Facility to winterize an existing restroom located in the back stage area of the Bandshell (the “Backstage Restroom”), and the Town wishes to proceed with such winterization; and

NOW, THEREFORE, the Town and the Operator hereby set forth their mutual intentions and understandings concerning the ongoing maintenance, replacement and repair of the Backstage Restroom:

1. The cost and expense of winterizing the Backstage Restroom shall be paid for by the Operator.
2. The Operator will be responsible for all maintenance of the Backstage Restroom, including cleaning, stocking, and controlling access to the bathroom. The Operator will also be responsible for minor repairs not resulting from a casualty, e.g. plunging a stopped-up toilet.
3. The Town, as owner of the Facility, shall bear the risk of loss with regard to any casualty to the Backstage Restroom, including any casualty to any portion of the Facility resulting from freezing pipes.
4. In the event of a casualty to the Backstage Restroom, the Town will look to its insurance carrier and not to the Operator for any and all costs to repair the Facility, including the Backstage Restroom, regardless of the cause of any problem.
5. The Operator will establish a written protocol for assuring that, in the event of a power outage, the Operator will turn off the water and drain the pipes. Town staff will instruct at least one individual designated by the Operator how to accomplish this. The Town shall make reasonable efforts to notify such designated individual about power outages, since there is no Operator staff at the Facility on weekends and nights in winter.

6. All necessary Town land use and building permit approvals must be obtained for work to be completed. The Town, as the property owner will be the applicant, but the Operator is responsible for submitting and coordinating the necessary applications.
7. If electric costs to heat the Backstage Restroom exceed one thousand dollars (\$1,000), the Operator agrees to reimburse the Town for those costs.
8. If any casualty occurs due to broken pipes as a result of the Operator's failure to turn off water and drain pipes during a power outage after notice from the Town, the Operator will reimburse the Town for 25% of the deductible.
9. If and when a "phase II" construction on the back of the Bandshell is complete, (thereby adding bathrooms, dressing rooms, and other facilities), this Memorandum of Understanding shall lapse and be of no further effect.
10. Either party may withdraw from this Memorandum of Understanding by giving notice to the other part on not less than 180 days' notice.

**THE TOWN,**  
Town of Simsbury

By: \_\_\_\_\_  
Print Name:  
Print Title:

**THE OPERATOR,**  
Simsbury Performing Arts Center, Inc.

By: \_\_\_\_\_  
Print Name:  
Print Title:

## Winter Protocol for PAC bathroom

Once winter sets in with temperatures below freezing, the ED will make sure there is an assigned person to monitor whether there is a power outage at the PAC and take appropriate steps. This assigned person will be the ED whenever there, and another board or volunteer person when she isn't.

In the event of a storm with risk of a power outage the assigned person will:

1. Check the facility to see if power has been lost.
2. If power is out for more than 24 hours and expected to be off another 24 hours
  - a. turn off the water by turning the yellow handled valve to perpendicular to the water pipe (off).
  - b. drain the toilet by flushing it.
  - c. Open the sink faucets.
  - d. Pour anti-freeze into the sink drain and toilet. Two gallon bottles of this are located behind the bathroom door.
  - e. **UNPLUG** before draining the water heater under the sink by attaching a hose to the faucet at the bottom of the water heater tank, running it out the back stage door and opening the hot water heater faucet.
3. When above plan is initiated a text notification must be sent to the following:
  - a. Tom Tyburski: 860-712-0573
  - b. Orlando Cassiano: 860-614-9701

Once the power is back on and the bathroom temperature is up to 60 degrees:

Close all faucets (sink, hot water heater )

Turn on the yellow water supply valve so it is parallel to the copper water pipe (on)

Fill the hot water heater with water by opening faucet to purge air (put bucket underneath)  
(DO NOT PLUG IN UNTIL IT IS FULL)

Plug in the hot water heater.

Flush the toilet and run the sink water to flush out the anti-freeze



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Management Specialist Classification
2. **Date of Board Meeting:** February 25, 2019
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Melissa Appleby, Deputy Town Manager.  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the creation of the Management Specialist classification, the following motion is in order:

*Move, effective February 25, 2019 to approve the creation of the position classification of Management Specialist and the job description as presented. Further move to approve an annual salary range for the Management Specialist position of \$60,000 - \$80,000 (master's level) or \$50,000-\$70,000 (bachelor's level), which may be amended from time to time through resolutions of the Board of Selectmen.*

5. **Summary of Submission:**  
Attached please find a proposed job description and salary range for a new classification, Management Specialist. The position would be housed in the Town Manager's Office and is intended to replace the Executive Assistant position. The position would require an individual to possess strong analytical, research, writing, customer service, and project management skills. The position would require an individual to have a generalist skill set, supporting budgeting, human resources, procurement, economic development and other duties associated with the Town Manager's Office. The desired education for this position is a master's degree in public administration, public policy, or a related field. I am proposing that the position could be under filled as a Management Assistant, with a candidate possessing a bachelor's degree in public administration, public policy, or a related field and at least three years of experience.

The Town Manager, Deputy Town Manager and Human Resources Coordinator were involved in preparing the job description. The position is a non-union position, would be classified as exempt, and would be regularly scheduled for 40

hours per week. Funding for the Executive Assistant position would be reallocated to this position; sufficient funding exists to hire an individual with little to no budgetary impact depending on the selected candidate's qualifications and experience and starting rate of pay. Staff in the Town Manager's Office received salary benchmarking data from Farmington, CT for their similar Management Specialist and Management Assistant positions.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed changes to job descriptions to the Board of Selectmen for review and approval. Excerpted Charter language reads:

"...the Town Manager shall cause to have prepared a statement of the duties and responsibilities of each position in the Town service and of the minimum qualifications for appointment to such position. The statement so prepared shall become effective upon the approval by resolution of the Board of Selectmen and may be amended, upon recommendation of the Town Manager, by resolution of the Board."

This was reviewed and endorsed by the Personnel Sub-Committee at their February 14<sup>th</sup> meeting.

**6. Financial Impact:**

Sufficient funding exists to hire an individual with little to no budgetary impact depending on the selected candidate's qualifications and experience and starting rate of pay.

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

a) Proposed Job Description – Management Specialist

## **Town of Simsbury**

**TITLE:** Management Specialist  
May be Under filled as a Management Assistant

**SALARY RANGE:** \$60,000 - \$80,000 (Management Specialist)  
\$50,000 - \$70,000 (Management Assistant)

**DEPARTMENT:** Town Manager's Office

**DATE:** February XX, 2019

**FLSA STATUS:** Exempt

**HOURS OF WORK:** 40 hours per week

**POSITION DESCRIPTION:**

Performs high level administrative and analytical work in coordinating and facilitating the operations of the Town Manager's Office. Works under the direct supervision of the Town Manager and Deputy Town Manager.

**ESSENTIAL JOB FUNCTIONS:**

- Performs administrative functions and project-based assignments for the Town Manager's Office; relieves Town Manager and Deputy Town Manager of administrative detail work. Manages special projects and events as assigned.
- Conducts research, analysis and program evaluation related to projects, programs, ordinance development, policies, and strategic planning.
- Creates agendas for Board of Selectmen meetings, Board of Selectmen subcommittee meetings, and other boards and commissions staffed by the Town Manager's Office. Coordinates all related research, backup materials and related subsequent work. Prepares initial drafts of packet correspondence. Distributes and posts agendas and packet materials as assigned.
- Assists in the preparation of the Town operating and capital budgets by conducting analyses, compiling information, proofreading and preparing materials for inclusion in the budget documents.
- Assists with human resources and labor relations functions including position recruitments, daily benefit processing, collective bargaining support, and yearly audits and reporting requirements.
- Manages the employee onboarding process.
- Provides support for economic development initiatives such as research, data-gathering, coordinating special projects, assisting with business recruitment, retention and outreach, and other economic development commission activities.
- Transmits and explains Town Manager's directions to proper persons and follows up to ensure compliance, completeness and conformance with deadlines.

- Provides customer service to the public, screens calls, walk-in traffic and correspondence. Provides information on department and/or Town services and acts as a point of contact for complaints. Refers correspondence to the appropriate department as needed, follows up on requests to ensure satisfactory resolution.
- Composes routine and specialized correspondence and documents from written notes and verbal discussions on behalf of the Town Manager including documents of a confidential nature.
- Arranges appointments and meetings for the Town Manager; maintains calendar of all meetings in Town Office Building and reserve rooms for such.
- Monitors and manages the Town Manager's Office budget; responsible for preparing purchase orders and for the processing invoices applicable to the Town Manager's Office.
- Coordinates the Annual Report; obtains reports from departments, edits documents and develops layout utilizing various software programs, prepares report for printing and dissemination to the public.
- Assists in maintaining the Town of Simsbury website and social media platforms.
- Provides technical assistance to various boards and commissions as assigned.
- Provides administrative assistance to Finance Director as assigned.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of general office procedures.
- Ability to learn the operations of the Town Manager's Office and other municipal departments.
- Thorough ability to perform administrative procedures and to coordinate the activities of an administrative official.
- Considerable knowledge, skill and ability in municipal management and the skill and ability to make accurate and confidential decisions in a timely manner.
- Thorough ability to follow oral and written instructions and to maintain information in confidence.
- Considerable proficiency in oral and written communications.
- Excellent ability to create written correspondence that is concise and accurate. Considerable ability to create and publish documents, reports and presentations through the use of desktop computer systems.
- Ability to organize, implement and coordinate complex, multi-phase projects and tasks with minimal supervision.
- Considerable skills of advanced word processing, desktop publishing, spreadsheet design and database applications and ability to learn human resources and financial software applications.
- Ability to establish and maintain effective working relationships with coworkers, Town officials, representatives of other agencies, and the general public.
- Ability to maintain confidential records.

#### **REQUIRED PHYSICAL AND MENTAL HEALTH EFFORT AND ENVIRONMENTAL CONDITIONS:**

The physical and mental effort demands as well as the environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to sit at a desk or stand at an assigned location and work continuously for extended periods of time.
- Ability to talk and hear.
- Ability to use hands to operate objects, tools, or controls and reach with hands and arms.
- Specific vision abilities required by this job include vision and the ability to adjust vision.
- Works in office setting subject to continuous interruptions and background noises.
- Includes exposure to video display terminals on a daily basis.
- Ability to carry reports and office equipment weighing up to 25 pounds.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging in height from 1' to 7' from the floor.
- Ability to handle stressful situations.
- Ability to move throughout the Town Hall and other town buildings and sites.
- Operates a vehicle to run errands.

**MINIMUM QUALIFICATIONS:**

A master's degree from a recognized college or university in public administration, public policy or a related field plus six months of progressively responsible municipal administration experience. Budgeting, general human resources and employee benefit administration, and program evaluation/analysis experience highly desirable.

The position may be under filled as a management assistant with a candidate that possesses a bachelor's degree from a recognized college or university in public administration, public policy or a related field plus three years of progressively responsible municipal administration experience. Budgeting, general human resources and employee benefit administration, and program evaluation/analysis experience highly desirable.

**SPECIAL REQUIREMENTS:**

Must possess a valid driver's license.

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



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Summary of Town Manager's Performance Review and Compensation
2. **Date of Board Meeting:** February 25, 2019
3. **Individual or Entity Making the Submission:**  
Chris Kelly, Deputy First Selectman
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the Town Manager's performance review summary findings, the following motion is in order:

*Move, effective February 25, 2019 to accept the Town Manager's performance review summary and that effective February 25, 2019 per Section V-A of the Town Manager's contract that the Town Manager's base salary be increased by \$2,500 from \$152,500 to \$155,000 in recognition that she has fulfilled mutually agreed-upon performance-related goals in connection with the development of an economic development strategic plan.*

5. **Summary of Submission:**  
On November 26, 2018 the B.O.S. conducted the mid-year performance review for Maria Capriola. During that time the Board indicated that the Town Manager was on track to fulfill the stipulation in her contract that her base salary shall be increased by a minimum of \$2,500 to \$155,000, provided Town Manager meets mutually agreed-upon performance-related goals in connection with the development of an economic development strategic plan.

At its meeting on February 14, 2018 The Personnel Subcommittee approved a recommendation to the Board of Selectmen that the town manager has fulfilled the mutually agreed-upon economic development goals and should receive an increase in base pay of \$2,500. This would increase her salary to \$155,000 from \$152,500.

The contract language is included below.

### SECTION V: COMPENSATION

**A. Base Salary:** Pursuant to Section 501 of the Charter, the Town Manager shall be paid an annual base salary of \$152,500, less all applicable withholdings and deductions, effective January 29, 2018. The salary for the Town Manager shall be payable in weekly installments at the same time as other Town department managers. At the end of the first year of the Town Manager's employment, the base

salary shall be increased by a minimum of \$2,500 to \$155,000, provided Town Manager meets mutually agreed-upon performance-related goals in connection with the development of an economic development strategic plan. The Town Manager's salary may be further increased at the end of the first year of employment based upon the Town Manager's satisfactory or above satisfactory performance in connection with goals and objectives as established in Section VII, provided that any such additional increase is consistent with the general wage increase awards for other non-union full-time staff. Thereafter, the Town Manager's salary may be adjusted in accordance with annual performance reviews and evaluations under Section VII provided the Town Manager's performance is satisfactory or better than satisfactory, and shall be consistent with the general wage increase awards for non-union full-time staff and shall further become effective on the effective date applicable to non-union full-time staff.

**6. Financial Impact:**

This will have an estimated impact of \$887 for the remaining 2018 – 2019 fiscal year and \$2,500 per year thereafter. Staff has projected that sufficient salary savings due to the staffing transition will cover the FY 18/19 cost. The increase has been budgeted for FY 19/20.

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

- a) November 26, 2018 Performance Review Summary and Review Schedule and Template
- b) Town Manager Goals Update October 31, 2018

# Maria Capriola Performance 2018 – 2019 Review Results Summary

Date of Review – November 26, 2018

Review Type – First Year – Mid Year Full Review

## Feedback Summary

Category	Component	Rating	Core Commentary
Attribute	Financial Management	Meets Expectations	<ul style="list-style-type: none"> <li>Managed first budget well, in particular coming so quickly in her tenure</li> <li>Has a “financial management” focus and has implemented/recommended some best practices</li> <li>Budget was within Board target but able to enhance services where necessary or possible</li> </ul>
Attribute	Organizational Management and Leadership	Above Expectations	<ul style="list-style-type: none"> <li>Has focused on hiring good employees</li> <li>Building leadership team as evidenced through quality of team interaction</li> <li>Willing to give and receive feedback on a detailed and timely level and deal with performance issues</li> </ul>
Attribute	Professional Development	Meets Expectations	<ul style="list-style-type: none"> <li>Instituted performance reviews for direct reports</li> <li>Values professional development for herself</li> <li>Encouraging professional development for staff</li> </ul>
Attribute	B.O.S. Policies, Initiatives, Goals	Above Expectations/Outstanding	<ul style="list-style-type: none"> <li>Very strong in all areas of this category</li> <li>Very responsive to B.O.S. requests and priorities – Collaborative in approach</li> <li>B.O.S. priorities fully integrated into budget proposal</li> <li>Highly structured and process oriented</li> </ul>
Attribute	Effective and Timely Communications	Above Expectations	<ul style="list-style-type: none"> <li>Above average in the amount of written communication provided</li> <li>Consistently available to First Selectperson and Board members, even beyond normal hours</li> <li>Good feedback from people who interact with Maria</li> <li>Focus on quality of communication with boards and commissions to develop good working relationships with them</li> </ul>

Category	Component	Rating	Core Commentary
Attribute	Economic Development	Meets Expectations	<ul style="list-style-type: none"> <li>• Has fulfilled expectation to develop an economic development plan through support of EDC transition.</li> <li>• Has assisted in establishing new EDC</li> <li>• Has been active with key stakeholders</li> <li>• Has devoted necessary time in this area</li> <li>• Focus on opportunities to continue to learn best practices for economic development and to later develop metrics of success for economic development efforts.</li> </ul>
Goal	H.R. and Labor Relations	Above Expectations	No comments in this section
Goal	Economic Development	Above Expectations	No comments in this section
Goal	Financial Management	Above Expectations	No comments in this section
Goal	Special Projects	Above Expectations	No comments in this section
Overall	Global Summary	5 – Above Expectations 1 - Outstanding	<ul style="list-style-type: none"> <li>• Strong performance in first year</li> <li>• Three highest strengths are: <ul style="list-style-type: none"> <li>○ Responsiveness</li> <li>○ Communication</li> <li>○ Preparation</li> </ul> </li> <li>• Have fulfilled a large percentage of goal areas.</li> <li>• Have fulfilled contractual request for developing an E.D.C. strategic plan by contributions to launching new E.D.C. platform/initiative.</li> <li>• Key Area of Focus <ul style="list-style-type: none"> <li>○ Develop collaborative and strong relationships with town boards and committees. Balance need to influence boards and suggest best practices while respecting their autonomy and creativity.</li> <li>○ Continue to contribute to the expansion and effectiveness of Economic Development activity and enhance expertise in this area.</li> </ul> </li> </ul>



## Town Manager Performance Review Process and Review Document

<b>Purpose of Document</b>	This document: <ol style="list-style-type: none"><li>1. Outlines the process for conducting the annual review of the Town Manager</li><li>2. Contains the review document</li></ol>
<b>Structure to Review</b>	The Town Manager will be evaluated in three areas: <ol style="list-style-type: none"><li>1. Performance related to six identified attributes</li><li>2. Performance in each of four goal categories</li><li>3. An overall performance rating</li></ol>
<b>Process</b>	The process for the review is: <ol style="list-style-type: none"><li>1. Town Manager goals are established at the start of each fiscal year in June.</li><li>2. Prior to review the Town Manager completes a self-review.</li><li>3. Each Selectperson inputs their feedback into an online application (such as Survey Monkey).</li><li>4. A consolidated document is developed. For each category being reviewed:<ol style="list-style-type: none"><li>a. Dots will be used to show the rankings from each Selectperson</li><li>b. All comments will be presented</li></ol>The rankings and comments will not be identified by the author</li><li>5. The Board of Selectpersons will meet to review the document</li><li>6. The Board of Selectpersons will meet with the Town Manager to review their performance</li></ol>

<b>Schedule 2018</b>	The timeline for the 2018 Review will be:		
	<b>Step</b>	<b>Date</b>	<b>Action</b>
	1	September 27	Town Manager submitted update on progress towards goals
	2	October 31st	Town Manager completes self-review
	3	November 1 <sup>st</sup> – November 11 <sup>th</sup>	Board Members complete online review
	4	November 14 <sup>th</sup>	Board of Selectpersons meet and review consolidated review
	5	November 26	Board of Selectpersons meets with Town Manager for Mid-Year Review
6	June 2019	Full Year Review is completed using same process	
<b>Schedule 2019 and Beyond</b>	The same schedule will be used in future years but the November review will not be a full review as is being conducted in November of 2018.		
<b>Process Owner</b>	The First Selectperson is responsible for the management of this process. They will work with the Personnel Subcommittee.		



## Simsbury Town Manager Performance Review

Rating	Definition
Outstanding	Superior performance in all skill sets of this category
Above Expectations	Stronger than baseline expected performance in category
Meets Expectations	Employee routinely completes the primary duties and responsibilities of the position and performance meets expectations
Below Expectations	One or more skill sets in this competency needs to be improved.
Needs Improvement/Development	Employee failed to meet/or correct deficiencies and did not improve in areas previously noted in a performance improvement plan.

### Attribute Review

#	Attribute Factor	Rating					Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
		Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
1	<b>Financial Management</b> <ul style="list-style-type: none"> <li>• Develops annual operating and capital budgets based on the Town's needs and available resources.</li> <li>• Prepares annual operating and capital budgets that are responsive to the Board of Selectmen's goals and priorities.</li> <li>• Develops annual operating and capital budgets that provide services at a level directed by the Board of Selectmen.</li> <li>• Appropriately monitors and manages fiscal activities of the organization.</li> <li>• Effectively administers the annual operating and capital budgets.</li> <li>• Considers financial impact before decisions are made.</li> </ul>						
2	<b>Organizational Management and Leadership</b> <ul style="list-style-type: none"> <li>• Effectively oversees and manages the daily operations of the organization.</li> <li>• Makes difficult decisions when required and accepts responsibility for those decisions.</li> <li>• Selects, leads, directs and develops staff effectively.</li> <li>• Creates a culture that promotes innovation, excellence in public service, and accountability.</li> <li>• Sets a professional example by handling town matters ethically, with integrity, fairly, and impartially.</li> <li>• Fosters team environment.</li> <li>• Instills a collaborative approach to providing services and finding solutions to problems.</li> </ul>						

# Simsbury Town Manager Performance Review

Rating	Definition
Outstanding	Superior performance in all skill sets of this category
Above Expectations	Stronger than baseline expected performance in category
Meets Expectations	Employee routinely completes the primary duties and responsibilities of the position and performance meets expectations
Below Expectations	One or more skill sets in this competency needs to be improved.
Needs Improvement/Development	Employee failed to meet/or correct deficiencies and did not improve in areas previously noted in a performance improvement plan.

#	Attribute Factor	Rating					Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
		Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
3	<b>Professional Development</b> <ul style="list-style-type: none"> <li>Values and supports personal and professional development of self and others.</li> <li>Creates a culture of professional development through all levels of the organization.</li> <li>Uses training and job assignments to facilitate learning.</li> <li>Provides constructive performance feedback through coaching and regular performance reviews.</li> <li>Regularly meets with department heads.</li> </ul>						
4	<b>Implementation of Board of Selectmen Policies, Initiatives, and Goals</b> <ul style="list-style-type: none"> <li>Is accessible and responsive to elected officials.</li> <li>Determines the feasibility of expected outcomes of policy options, initiatives, and goals.</li> <li>Articulates fiscal, administrative, legal, ethical, and other implications of policy options, initiatives, and goals.</li> <li>Develops a plan to implement policies, initiatives, and goals.</li> <li>Monitors and evaluates programs and services to ensure effectiveness, efficiency, quality, and responsiveness.</li> <li>Supports the action of the governing body after a decision has been reached, both inside and outside the organization.</li> <li>Establishes organizational priorities based on Board of Selectmen policies, initiatives, and goals.</li> <li>Makes reasonable progress towards established Town Manager Goals.</li> </ul>						
5	<b>Communications</b> <ul style="list-style-type: none"> <li>Maintains effective and timely communications, both verbal and written, with the Board of Selectmen.</li> <li>Assists by facilitating decision making alongside the policy authority of the Board of Selectmen.</li> <li>Establishes and maintains effective working relationships with community partners and stakeholders.</li> <li>Demonstrates a customer service oriented approach when interacting with residents. Demonstrates an attitude of helpfulness, respect, sensitivity.</li> </ul>						

	<ul style="list-style-type: none"> <li>Listens to concerns of staff, Selectmen, and the public. Responds appropriately.</li> </ul>					
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#	Attribute Factor	Rating					Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
		Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
6	<b>Economic Development</b> <ul style="list-style-type: none"> <li>Develops strategies, activities, and procedures that result in attracting and retaining businesses that contribute to the expansion of the grand list in a manner consistent with the community's vision for growth.</li> <li>Maintain town's infrastructure in good condition to support business growth and attract new development.</li> <li>Supports programs and services that enhance the quality of life of residents, making Simsbury and attractive place to live, work, play.</li> <li>Supports economic development activities with innovative and forward thinking ideas.</li> </ul>						

# Simsbury Town Manager Performance Review

Rating	Definition
Outstanding	Superior performance in all skill sets of this category
Above Expectations	Stronger than baseline expected performance in category
Meets Expectations	Employee routinely completes the primary duties and responsibilities of the position and performance meets expectations
Below Expectations	One or more skill sets in this competency needs to be improved.
Needs Improvement/Development	Employee failed to meet/or correct deficiencies and did not improve in areas previously noted in a performance improvement plan.

## Goal Review

#	Category	Priority	Goal	Rating					Comments
				Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
1	Human Resources and Labor Relations	High	Conduct leadership team recruitments. Successfully onboard and orient new team members. <ul style="list-style-type: none"> <li>Police Chief</li> <li>Finance Director/Treasurer</li> <li>Director of Culture, Parks, Rec</li> </ul>						
		High	Begin negotiations for successor collective bargaining agreement with IBPO (police) (spring 2018). Begin negotiations for successor collective bargaining agreements with AFSCME (parks and public works), dispatchers, and all 3 unions representing CSEA (spring 2019)						
		Medium	Conduct first annual leadership retreat						
		Low	Draft and implement a professional travel policy						
		Low	Revise the inclement weather policy						
2	Economic Development	High	Support the work of the Board of Selectmen economic development work group.						
		High	Assist in the preparation and development of the Economic Development Commission as required by Charter						
		High	Coordinate and assist in preparation of economic development strategic plan or other study/technical assistance (pending availability of funds)						
		Medium	Complete the building permit fee analysis						
		Medium	Conduct visitations and outreach with the business community						
		Medium	Assist special villages with initiatives related to special events, infrastructure improvements, and economic development						

# Simsbury Town Manager Performance Review

Rating	Definition
Outstanding	Superior performance in all skill sets of this category
Above Expectations	Stronger than baseline expected performance in category
Meets Expectations	Employee routinely completes the primary duties and responsibilities of the position and performance meets expectations
Below Expectations	One or more skill sets in this competency needs to be improved.
Needs Improvement/Development	Employee failed to meet/or correct deficiencies and did not improve in areas previously noted in a performance improvement plan.

## Goal Review

#	Category	Priority	Goal	Rating					Comments
				Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
3	Financial Management	High	Prepare and submit FY 18/19 and FY 19/20 operating and capital budgets in accordance with Carter timeline requirements						
		High	Complete analysis of ambulance service delivery costs						
		Medium	Develop a grant application form and process for outside agencies requesting funding from the town.						
		Medium	Assist in developing a capital asset policy						
		Medium	Assist in developing a revised capital and CNR policy						
		Medium	Assist in the development of a Purchasing Ordinance						
		Low	Implement changes to Annual Report. Complete FY 16/17 and 17/18 Annual Reports utilizing new format and content.						
		Low	Update budget document to reflect GFOA recommended best practices for budget document presentation.						
		Low	Assist Board of Selectmen in the development of a policy and procedures for tax sales.						
		Low	Conduct a cost recovery and community use analysis of the Parks and Recreation Department.						
Low	Conduct an analysis of contractor fees for Parks and Recreations Department.								

# Simsbury Town Manager Performance Review

Rating	Definition
Outstanding	Superior performance in all skill sets of this category
Above Expectations	Stronger than baseline expected performance in category
Meets Expectations	Employee routinely completes the primary duties and responsibilities of the position and performance meets expectations
Below Expectations	One or more skill sets in this competency needs to be improved.
Needs Improvement/Development	Employee failed to meet/or correct deficiencies and did not improve in areas previously noted in a performance improvement plan.

## Goal Review

#	Category	Priority	Goal	Rating					Comments
				Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	
4	Special Projects	High	Complete settlement negotiations with Deepwater Wind and implement monitoring procedures.						
		High	Issue RFQ for parks and open space master plan. Initiate the project.						
		Medium	Issue a RFQ for the public safety radio system feasibility study. Initiate the study.						
		Medium	Issue a RFQ for labor counsel.						
		Medium	Issue a RFQ for employee benefits consultant (if BOE is in support of).						
		Medium	Conduct FOIA training for staff, boards, committees, and commissions. Develop a FOIA form, centralized process for handling requests, and a "nuts and bolts" brochure for committees.						
		Low	Support the work of the Board of Selectmen Water Shortage Ordinance work group.						
		Low	Develop and implement storm water management ordinance. (MS4)						
		Low	Develop and distribute a monthly newsletter promoting town governmental activities, news, and notes.						
		Low	Research options for expanding our senior transportation network.						
Low	Develop and implement a policy for banners along Hopmeadow Street								

# Town Manager Performance Review

Rating	Definition
Outstanding	Superior performance in all skill sets of this category
Above Expectations	Stronger than baseline expected performance in category
Meets Expectations	Employee routinely completes the primary duties and responsibilities of the position and performance meets expectations
Below Expectations	One or more skill sets in this competency needs to be improved.
Needs Improvement/Development	Employee failed to meet/or correct deficiencies and did not improve in areas previously noted in a performance improvement plan.

## Overall Summary

Rating					Summary Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
Outstanding	Above Expectations	Meets Expectations	Below Expectations	Needs Improvement or Development	





# Town of Simsbury

## Town Manager Goals, February 2018 – June 2019

*Adopted May 14, 2018 by Board of Selectmen*

*Progress Report as of 10/31/18*

*Priority*            *Goal*  
Medium            Develop a town-wide strategic plan, with a focus on a community visioning process (pending availability of funds)  
**Update:** No funds appropriated. No action yet.

### Human Resources/Labor Relations

*Priority*            *Goal*  
High                Conduct leadership team recruitments. Successfully onboard and orient new team members.  
                          ○ Police Chief  
                          ○ Finance Director/Treasurer  
                          ○ Director of Culture, Parks, and Recreation  
**Update:** All of the above recruitments have been completed, in addition to a fourth for the Director of Planning and Development. All employees have been onboarded and are being oriented to the organization and/or new position. Three of the four team members have been assigned peer mentors.

High                Begin negotiations for successor collective bargaining agreement with IBPO (police) (spring 2018). Begin negotiations for successor collective bargaining agreements with AFSCME (parks and public works), dispatchers, and all 3 unions represented by CSEA (spring 2019).  
**Update:** Currently negotiating for a successor CBA and pension CBA with the police union. Management is scheduled to begin preparing for negotiations with all other groups in November, with negotiations anticipated to begin in spring 2019.

Medium            Conduct first annual leadership retreat.  
**Update:** We have selected a firm and the retreat dates are November 29 and 30. Focus will be on the DISC assessment (leadership, collaboration, communication styles and awareness), change management (capability for, making change collaborative), and a facilitated session to identify and discuss team strengths and areas for improvement.

Low                 Draft and implement a professional travel policy.  
**Update:** Policy was adopted at the October 10, 2018 Board of Selectmen meeting and has been implemented. Complete.

Low                 Revise the inclement weather policy.  
**Update:** No action yet.



# Town of Simsbury

## Economic Development

### *Priority*

### *Goal*

High	<p>Support the work of the Board of Selectmen economic development work group. <b>Update:</b> We are supporting the work of the Economic Development work group with tasks such as agenda and packet preparation, meeting coordination, coordination of recruitment for EDC applicants, and coordination of the CERC workshop. The work group is scheduled to finalize the EDC work plan at its November meeting.</p>
High	<p>Assist in the preparation and development of the Economic Development Commission Ordinance as required by Charter. <b>Update:</b> Assisted in the preparation and development of the Ordinance, which was adopted on August 13, 2018. Also assisted in the preparation and development of the policy resolution governing EDC membership composition. Complete.</p>
High	<p>Coordinate and assist in preparation of economic development strategic plan or other study/technical assistance (pending availability of funds). <b>Update:</b> Strategic planning funds were not approved for economic development. However, staff met with CERC and received a proposal regarding various economic development technical services should the town decide to proceed with those services.</p>
Medium	<p>Complete the building permit fee analysis. <b>Update:</b> The benchmarking and analysis has been completed and a summary is in draft form.</p>
Medium	<p>Conduct visitations and outreach with the business community. <b>Update:</b> The Town Manager, Planning and Development Director, and Main Street Partnership Executive Director have been conducting visitations with the business and development communities. Those meetings are not only an opportunity to meet our local stakeholders, but to learn what they perceive to be “going well” and what is “not going well” in regards to doing business in town.</p>
Medium	<p>Assist special villages with initiatives related to special events, infrastructure improvements, and economic development. <b>Update:</b></p> <ul style="list-style-type: none"><li>• <i>Tariffville Farmer’s Market</i> – Through the public gathering permit process provided a location for the Market to be held at no cost to the event organizers.</li><li>• <i>Tariffville-Bloomfield and Tariffville-Curtiss Park bike paths</i> - The design for the Bloomfield to Tariffville Multi-Use Trail project is currently 90% complete and the Simsbury local wetland permit for the project has been</li></ul>



# Town of Simsbury

secured. The project plans will now need to be reviewed by DOT and CROG and finalized for bidding. The project is anticipated to be advertised for bids in the spring of 2019 with construction commencing in the summer of 2019. This construction schedule is subject to sufficient funding availability from both towns participating in the project. The Multi-Use Trail (Route 10) to Curtiss and Pattison Parks project is currently in the preliminary design phase with recent work completed on base mapping, wetlands and species investigations and a site visit with DOT to discuss an appropriate alignment for the trail. This project will require extensive permitting with state and federal agencies once a preliminary design is developed for the project. This permitting effort is anticipated to be initiated in the fall of 2018 with design and permitting phase continuing into 2019. A firm schedule for the construction of this project has not been established at the present time.

- *Historic District Handbook* – The Historic District Handbook has not been updated since 1986. The handbook provides design guidelines for the district. A draft RFQ for technical services related to the project is prepared. I anticipate that the RFQ will be released this fall.
- *Betty Hudson Park* - This project is currently in the semi-final design phase. Local, state and federal permits for the project will be submitted for approval in the fall of 2019. Final design for the project will be completed in early 2019 with construction anticipated to begin in the summer of 2019. This construction schedule is subject to sufficient funding availability to complete the initial phase of the project.
- *Citizen initiated projects* – Two citizen initiated projects are underway: Gifts of Love barn renovation and Trail 10K. Staff is assisting with preparation and development of the proposals which will be brought to the Board of Selectmen for consideration. An initial presentation on the Gifts of Love project occurred at your October 22<sup>nd</sup> meeting.

## Financial Management

*Priority*      *Goal*

High      Prepare and submit FY 18/19 and FY 19/20 operating and capital budgets in accordance with Charter timeline requirements.  
**Update:** The FY 18/19 operating and capital budgets were prepared and submitted in accordance with Charter requirements. I am currently working on creating the budget preparations manual that will be used with department heads for developing the FY 19/20 budget; a budget kickoff meeting will be held with the leadership team in December following the Tri-Board meeting on December 3<sup>rd</sup>.



# Town of Simsbury

- High Complete analysis of ambulance service delivery and costs.  
**Update:** This item is on hold and may not be needed. The Ambulance Association has communicated to town officials on at least three occasions that they do not plan to seek operating or capital budget support from the Town during the upcoming budget process.
- Medium Develop a grant application form and process for outside agencies requesting funding from the town.  
**Update:** Social Services developed an application that was piloted with social services related outside agencies during the FY 18/19 budget process. A form that can be used for all requesting agencies is being prepared for the FY 19/20 budget process.
- Medium Assist in developing a capital asset policy.  
**Update:** A capital asset policy was developed and presented to the Board of Finance. The policy was adopted on June 20, 2018. Complete.
- Medium Assist in developing a revised capital and CNR policy.  
**Update:** A draft has been developed. The Board of Finance work group for this policy is meeting November 8<sup>th</sup>.
- Medium Assist in the development of a revised Purchasing Ordinance.  
**Update:** A draft Purchasing Ordinance and Purchasing Policy have been prepared and reviewed by the leadership team, Board of Finance, and legal counsel. A work group of the Board of Selectmen was established to further vet the ordinance and policy. Final recommendations will be brought to the full Board of Selectmen at your November 14<sup>th</sup> meeting.
- Low Implement changes to Annual Report. Complete FY 16/17 and 17/18 Annual Reports utilizing new format and content.  
**Update:** The FY 16/17 Annual Report was completed using the new format and content. Preparation of the FY 17/18 Annual Report is underway.
- Low Update the budget document to reflect GFOA recommended best practices for budget document presentation.  
**Update:** We have begun working on position tables for the FY 19/20 budget document. Other budget document changes are anticipated.
- Low Assist Board of Selectmen in the development of a policy and procedures for tax sales.  
**Update:** A Tax Sale Policy was developed and presented to the Board of Selectmen. The policy was adopted on July 9, 2018. Legal counsel has been appointed. Staff and counsel met in mid-October to begin preparations for a tax sale in 2019.



# Town of Simsbury

Low Conduct a cost recovery and community use analysis of the Parks and Recreation Department.  
**Update:** As we are working on year-end close, and the two key staff members are new (Finance and C, P, and R Directors), this project is in its beginning stages. Based on preliminary year-end results, the Recreation Fund has finished in a deficit position. Analysis of the last decade shows that the Fund regularly finishes in a deficit position. We are working to understand the challenges facing the Fund, as well as measures to take moving forward to reverse the trend of operating in a deficit position. Key components to this analysis will include understanding the larger community use of the department as a whole, General Fund contributions to that community use, and whether or not recreation program users are subsidizing the community use of the Department and its services. I have assigned our Finance Director, C, P, & R Director and Deputy Town Manager to assist with analysis on this matter.

Low Conduct an analysis of contractor fees for the Parks and Recreation Department.  
**Update:** No action yet.

## **Special Projects**

*Priority Goal*

High Complete settlement negotiations with Deepwater Wind and implement monitoring procedures.

**Update:** On September 12<sup>th</sup> the BOS authorized me to execute the DWW agreements, pending final review from our counsel. Counsel is finalizing the items needed in order for me to execute the agreements. The abutters have executed the agreement.

High Issue a RFQ for the parks and open space master plan. Initiate the project.

**Update:** A draft RFQ has been prepared and reviewed with the Open Space Committee and the Culture, Parks and Recreation Commission. The RFQ has been released and we are currently accepting responses.

Medium Issue a RFQ for the public safety radio system feasibility study. Initiate the study.

**Update:** The RFQ was issued and a vendor selected. Study is underway.

Medium Issue a RFQ for labor counsel.

**Update:** A draft RFQ has been prepared but not released.

Medium Issue a RFQ for employee benefits consultant (if BOE is in support of).

**Update:** The RFQ was issued and a vendor selected. The BOE was a participant in the process. We have begun working with the new vendor. I anticipate bringing a recommendation to the Board this fall that we move forward with implementing



# Town of Simsbury

an optional flexible benefits program for employees for uninsured medical and dependent care.

- Medium      Conduct FOIA training for staff, boards, committees, and commissions. Develop a FOIA policy for the town, FOIA form, centralized process for handling requests, and a “nuts and bolts” brochure for committees.  
**Update:** A FOIA training session, presented by Tom Hennick, Public Information Officer for the FOIC, was held in Simsbury on October 29<sup>th</sup>. A draft policy, form and brochure are underway.
- Low          Support the work of the Board of Selectmen water shortage ordinance work group.  
**Update:** A Water Shortage Ordinance was developed and presented to the Board of Selectmen. The Ordinance was adopted September 12, 2018. Complete.
- Low          Develop and implement storm water management ordinance (MS4).  
**Update:** A Stormwater Management Ordinance was developed and presented to the Board of Selectmen. The Ordinance was adopted June 11, 2018. Complete.
- Low          Develop and distribute a monthly newsletter promoting town governmental activities, news, and notes.  
**Update:** Research on potential formats has been conducted.
- Low          Research options for expanding our senior transportation network.  
**Update:** No action yet.
- Complete    Develop and implement a policy for banners along Hopmeadow Street.



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Reappointments to Community for Care
2. **Date of Board Meeting:** February 25, 2019
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Cheryl Cook, Selectman/Chair, Community for Care  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the proposed reappointments, the following motion is in order:

*Move, effective February 25, 2019 to reappoint the following individuals to Community for Care with a term expiring December 2, 2019:*

- Cheryl Cook
- Chris Kelly
- Nancy Sheetz
- Thomas Steen
- Candace Brohinsky
- Hannah Reynolds
- Heather Mudano
- Richard Holden
- Sarah Gwinn
- Karen Gallagher
- Marc Lehman
- Rebecca Rosenthal
- Sally Rieger

5. **Summary of Submission:**

Community for Care currently has 14 members, not including staff from the Town or Board of Education. Cheryl Cook serves as Chair. At your last meeting Pastor Gene Ott was appointed to this Committee. Appointed by the Simsbury Board of Selectmen, Community for Care brings Town and school officials together with community members to discuss, communicate and solve problems around issues of mental health and substance abuse in our community.

During the board and committee appointment process in January 2018, members of Community for Care were not officially reappointed to the committee. Per Section 601 of the Town Charter, members of boards and commissions

“...shall serve until their successors have been appointed and qualified.”

As a matter of housekeeping, staff and the Chair recommend reappointing the following members, with terms to expire on December 2, 2019: Nancy Sheetz; Thomas Steen; Candace Brohinsky; Hannah Reynolds; Heather Mudano; Richard Holden; Sarah Gwinn; Karen Gallagher; Marc Lehman; Rebecca Rosenthal; and Sally Rieger.

A number of staff members from the Department of Community and Social Services, Police Department and Board of Education actively participate in this Committee. I have recently assigned Kristen Formanek, Director of Community and Social Services, as the lead staff support person for this committee.

**6. Financial Impact:**

None

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

None



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Sustainability Team Composition
2. **Date of Board Meeting:** February 25, 2019
3. **Individual or Entity making the Submission:**  
Maria E. Capriola, Town Manager; Thomas J. Roy, Director of Public Works  
*Maria E. Capriola*
4. **Action requested of the Board of Selectmen:**  
If the Board of Selectmen supports the proposed membership composition for the Sustainability Team, the following motion is in order:

*Move effective February 25, 2019, to formally create a Sustainability Team to support the Sustainable CT certification process, consisting of 3 members from the Clean Energy Task Force, 1 member of the Planning Commission, 1 member from the Recycling Committee, 1 member from the Economic Development Commission, and 1 member from the Board of Education.*

*Further move that the Clean Energy Task Force be tasked with supporting implementation projects that may arise following completion of the certification process.*

5. **Summary of Submission:**  
At your February 11, 2019 meeting, the Board authorized Simsbury's participation in the Sustainable CT program. The authorizing resolution requires that a Sustainability Team (committee) be established and tasked with supporting this initiative. It is recommended that this team be established as a steering committee to assist with the Sustainable CT initial certification and subsequent re-certification processes. It is further recommended that the Clean Energy Task Force be tasked with supporting implementation projects that may arise following completion of the certification process.

Staff recommends that the Sustainability Team be comprised of seven members as follows:

- 3 members of the Clean Energy Task Force
- 1 member of the Planning Commission
- 1 member of the Recycling Committee
- 1 member of the Economic Development Commission
- 1 member of the Board of Education

If approved by the Board of Selectmen as presented, each of the noted Boards, Committees, and Commissions will be asked to select a member(s) from their respective body to serve on the Sustainability Team. The selected individual can be

any member of their agency that is interested and willing to dedicate time to the initiative. Member appointments will then be addressed at a March meeting of the Board of Selectmen. If the agency has no desire in serving on the Sustainability Team, the Board of Selectmen can revisit the membership composition at a future meeting.

The committee would be staffed by the Director of Public Works or his/her designee and would receive additional support as needed and assigned by the Town Manager.

**6. Financial Impact:**

Staff time will be required to help support this initiative. There are no specific projects or other expenses related to this initiative at this time.

**7. Description of documents included with Submission:**

a) Resolution for Sustainable CT, Adopted February 11, 2019



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

## **TOWN OF SIMSBURY**

Resolution Supporting Participation  
In the Sustainable CT Municipal Certification Program  
**Adopted February 11, 2019**

WHEREAS, Sustainable CT is a comprehensive, statewide, action-oriented voluntary certification program, built by and for municipalities, with the vision that: *Sustainable CT communities strive to be thriving, resilient, collaborative, and forward-looking. They build community and local economy. They equitably promote the health and well-being of current and future residents. And they respect the finite capacity of the natural environment.*

WHEREAS, Sustainable CT is designed to boost local economies, help municipal operations become more efficient, reduce operating costs, and provide grants and additional support to municipalities.

WHEREAS, Simsbury embraces an ongoing process of working toward greater sustainability, selecting which actions it chooses to pursue from the voluntary menu of actions provided by Sustainable CT.

RESOLVED, by the Board of Selectmen of Simsbury that we do hereby authorize Thomas J. Roy, Director of Public Works to serve as Simsbury's Sustainable CT contact person for the Sustainable CT Municipal Certification process and authorize him to complete Municipal Registration on behalf of the Town of Simsbury.

RESOLVED, that to focus attention and effort within Simsbury on matters of sustainability, and in order to promote the Simsbury Board of Selectmen's local initiatives and actions toward Sustainable CT Municipal Certification, the Board of Selectmen establishes an advisory Sustainability Team.

RESOLVED, that the first meeting of the Sustainability Team must be held within 90 days of passing this resolution and that the Sustainability Team shall meet as frequently as needed, but no less than quarterly.

RESOLVED, that the Sustainability Team shall report annually to the Simsbury Board of Selectmen on the progress of its activities toward Sustainable CT certification, with reports and presentations made publicly available.



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Appointments and Reappointments to Various Appointed Committees and Boards

2. **Date of Board Meeting:** February 25, 2019

3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Ericka L. Butler, Town Clerk

4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports the recommendations from the Democratic Town Committee regarding the proposed reappointments and appointments to town boards and commissions, the following motion is in order:

*Move, effective February 25, 2019, to appoint the following people as presented:*

### **Reappointments:**

#### ***Aging and Disability:***

*Janet Beatty (D) as a regular member with a term expiring January 1, 2023*

*Marvin Koff (D) as a regular member with a term expiring January 1, 2023*

*Diana Yeisley (D) as a regular member with a term expiring January 1, 2023*

#### ***Building Code Board of Appeals:***

*Steven Antonio (D) as a regular member with a term expiring January 1, 2024*

#### ***Conservation Commission/Inland Wetlands & Watercourses Agency:***

*Grant Gritzmacher (D) as a regular member with a term expiring January 1, 2023*

#### ***Board of Ethics:***

*David Moore (D) as a regular member with a term expiring January 1, 2023*

#### ***Police Commission:***

*Michael Long (D) as a regular member with a term expiring January 1, 2023*

### **Appointments:**

#### ***Aging and Disability:***

*Shannon Leary Knall (D) as a regular member with a term expiring January 1, 2023*

#### ***Culture Parks and Recreation Commission:***

*Rachel Wellman (D) as a regular member to fill a vacancy with a term expiring January 1, 2022*

**Historic District Commission**

*Julie Carmelich (D) as a regular member with a term expiring January 1, 2024 vacating her position as an Alternate with a term expiring January 1, 2021*

**5. Summary of Submission:**

A number of proposed reappointments and appointments to a number of appointed boards and committees have been submitted by the Democratic Town Committee.

**Aging and Disability**, Section 607 of the Charter states:

*The Board of Selectmen shall establish in accordance with the provisions of Section 602 of this chapter an Aging and Disability Commission. The Board of Selectmen shall by ordinance determine the number of members on the Commission and their terms of office which shall not exceed four (4) years.*

**Historic District**, Section 608 of the Charter states:

*The Historic District Commission existing on the effective date of this Charter is hereby designated the Historic District Commission of the Town under this Charter. The Commission shall consist of five (5) regular and three (3) alternate members, who shall serve for terms of five (5) years, and who shall hold no salaried municipal office. The Board of Selectmen shall appoint all members and alternates to the Commission, whose terms shall be so arranged that the term of at least one (1) member shall expire each year, and their successors shall be appointed in like manner for terms of five (5) years.*

**Building Code Board of Appeals**, Section 612 of the Charter states:

*The Board of Selectmen shall appoint, in accordance with the provisions of Section 602 of this chapter and Section 29-266 of the General Statutes, a Building Code Board of Appeals consisting of five (5) members and two (2) alternates. The members shall serve for terms of five (5) years. The alternates shall serve for a two-year term.*

**Board of Ethics**, Section 613 of the Charter states:

*The Board of Selectmen shall appoint, in accordance with Section 602 of this chapter and Section 7-148h of the General Statutes, a Board of Ethics consisting of six (6) members, two (2) of whom shall be registered Republicans, two (2) of whom shall be registered Democrats and two (2) of whom shall be unaffiliated voters. The members of the Board shall serve for four (4) year terms. The Selectmen shall appoint members to the Board depending on the number of members whose terms expire. However, the members so appointed shall be of the same political affiliation as the member or members whose term expires.*

**Police Commission**, Section 614 (A) of the Charter states:

*The Board of Selectmen shall appoint, in accordance with the provisions of Section 602 of this chapter and Chapter 104 of the General Statutes, a Police Commission consisting of five (5) members, who shall serve for terms of four (4) years, not more than two of the members may be members of the same political party or the same political registration. The Board of Selectmen shall appoint members to the Commission depending on the number of members whose terms then expire.*

**Conservation Commission-Inland Wetlands and Watercourses Agency**, Section 605 of the Charter states:

*The Board of Selectmen shall appoint, in accordance with the provisions of Section 602 of this chapter, a Conservation Commission-Inland Wetlands and Watercourses Agency consisting of seven (7) members and two (2) alternates. The members shall serve for terms of four (4) years. The Board of Selectmen shall appoint members to the Agency depending on the number of members whose terms expire. Alternates shall serve for a term of four (4) years. The Commission shall have all the powers and duties, not inconsistent with this Charter, as are now or may hereafter be conferred or imposed upon such Commissions and on Town Forest Commissions by Sections 7-131, 7-131a, 22a-42 and 22a-42a of the General Statutes.*

**Culture Parks and Recreation Commission**, Section 604 of the Charter states:

*The Board of Selectmen shall appoint, in accordance with the provisions of Section 602 of this chapter, a Culture, Parks and Recreation Commission consisting of nine (9) members, the members to serve for terms of four (4) years. The Board of Selectmen shall appoint members of the Commission depending on the number of members whose terms expire. The Commission shall have all the powers and duties, not inconsistent with this Charter, as are now or may hereafter be conferred or imposed upon such commissions and on Town Forest Commissions by the applicable provisions of the General Statutes and such other duties as may be prescribed by the Board of Selectmen.*

**6. Financial Impact:**

None

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

None



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation from and Appointment to Recycling Committee

2. **Date of Board Meeting:** February 25, 2019

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

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

*Move to accept the resignation of Carol Miller (R) as a member of the Recycling Committee retroactive to February 20, 2019.*

If the Board of Selectmen supports the recommendation from the Republican Town Committee to appoint Joan Miller to the Recycling Committee, the following motion is in order:

*Move, effective February 25, 2019 to appoint Joan Miller (R) as a member of the Recycling Committee with a term expiring December 2, 2019.*

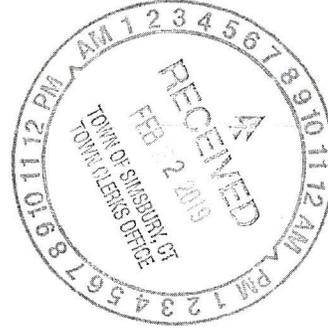
5. **Summary of Submission:**  
Carol Miller has resigned from the Recycling Committee. The Republican Town Committee has recommended Joan Miller to replace her. Carol Miller's term was set to expire December 2, 2019. By appointing Joan Miller to the Recycling Committee she will serve until the original term was set to expire on December 2, 2019.

6. **Financial Impact:**  
None

7. **Description of Documents Included with Submission:**  
a) Carol Miller Resignation Letter  
b) Joan Miller Resume

February 20, 2019

VIA EMAIL



Ericka Butler  
Town Clerk  
Town of Simsbury  
933 Hopmeadow Street  
Simsbury, CT 06070

Dear Ms. Butler,

Please accept this letter as my formal resignation from the Simsbury Recycling Committee, effective immediately.

It's been an honor to be on the committee and help our community understand the ways of helping the environment through responsible recycling.

Mary Turner is an excellent chairperson for the committee. I have learned many valuable processes and procedures on how government and committees work and how things need to be done correctly. This is something I can use in any other committees I may decide to join in the future.

Thank you again for the opportunity to serve Simsbury.

Sincerely,

A handwritten signature in cursive script that reads "Carol Miller".

Carol Miller  
16 Deer Park Road  
Weatogue, CT 06089  
(860) 707-4360

cc: Mary Turner  
Kevin Beal

Joan R. Miller

I strongly feel that we all need to be aware of how we affect the earth and our environment. In my household we are reducing our plastics waste by changing our shopping and buying habits.

**VOLUNTEER WORK:**

**SIMSBURY FARMINGTON VALLEY REPUBLICAN WOMEN'S CLUB**  
August 2010-present Now serving as Deputy Treasurer. I served five years as Treasurer. I assist with club events, raffles, training and filing quarterly reports to the SEEC.

**SIMSBURY BEAUTIFICATION COMMITTEE**  
June 2009-present Plant and maintain two flowerbeds in front of Town Hall and Police Dept.

**MONARCH BUTTERFLY 'Bring Back the Monarchs' PROJECT**  
Summer 2006 Began raising monarchs from eggs or larvae to adult butterflies. Spread community awareness through my brochure, seed packets and milkweed seedlings handed out at the Simsbury Grange every few years.

**WORK EXPERIENCE:**

	<b>SIMSBURY SELF STORAGE</b>	<b>BLOOMFIELD SELF STORAGE</b>
	<b>Simsbury CT 06070</b>	<b>Bloomfield CT 06002</b>
03/2010-12/31/2012	Every Saturday and as needed. Rental of storage units, phones, accounts receivable, accounts payable, files and cleaning the units after vacancies.	
<b>Sales Associate P/T</b>		

	<b>TJ MAXX</b>
	<b>Granby CT 06035</b>
09/26/02-04/08/08	Prepare clothing, shoes and merchandise for the store sales floor. Assist Backroom Associate
<b>Backroom Associate</b>	Assist customers as needed. Scan merchandise for clearances.

	<b>GREAT AMERICAN INSURANCE COMPANY</b>
	<b>Windsor CT 06095</b>
07/10/00-09/21/01	Enter new personal lines Auto insurance applications for PA, NJ and FL.
<b>Processor II</b>	

	<b>BLUE RIDGE INSURANCE COMPANY</b>
	<b>Simsbury CT 06070</b>
04/17/00-07/10/00	Same duties as previous position plus assist my supervisor with projects.
<b>Senior Data Entry Specialist</b>	

08/21/97-04/16/00	Enter new personal lines Auto insurance applications and process policy endorsements for CT, MD, NY, NH and Me.
<b>Data Entry Clerk</b>	

03/07/96-08/20/97	Sorting and distribution of documents between Underwriting, File Room, Data Entry and the Mailroom.
<b>Mail Coordinator</b>	

	<b>HOWARD COUNTRY STATE'S ATTORNEY OFFICE</b>
	<b>Ellicott City MD 21043</b>
11/15/93-10-20-95	Performed numerous clerical duties within the Victim/Witness Assistance

**Clerk Typist II** Unit including switchboard and preparation of victim/witness subpoenas.

**STATE OF MD—CIRCUIT COURT CLERK’S OFFICE**

**Ellicott City MD 21043**

04/22/92-11/14/93 File new Civil suits, tax liens and judgments. Prepare civil summonses.  
**Civil Clerk`** Assist the public at the front counter. Performed various clerical duties.

01/12/87-04/20/92 **SELF EMPLOYED** residential and office cleaning business

**NEW ENGLAND CRITICAL CARE**

**Columbia MD 21046**

02/12/86-10/24/86 Switchboard, word processing, schedule interviews, employee expense  
**Branch Secretary** reports and various clerical duties.

**HOWARD COUNTY POLICE DEPARTMENT**

**Ellicott City MD 21043**

09/30/74-02/07/86 Input data from police reports, process parking tickets, microfilm old  
**Police Records Clerk** police reports, compile monthly crime statistics, expunge criminal records, proofreading and quality control, payroll and filing.

**EDUCATION:** A graduate of Glenelg High School, Burntwoods Road, Glenelg MD.

## **CALL TO ORDER**

The Regular Meeting of the Board of Selectmen was called to order at 6:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: Frist Selectmen Eric Wellman; Board members Michael Paine, Sean Askham, Christopher Kelly, Chris Peterson, and Cheryl Cook. Others in attendance included: Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; Director of Public Works Tom Roy; Director of Culture, Parks and Recreation Tom Tyburski, Police Chief Nicholas Boulter; Director of Planning Mike Glidden; Project Engineer Adam Kessler; and other interested parties.

## **PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

## **PUBLIC AUDIENCE**

Joan Coe, 26 Whitcomb Drive, spoke about the performance review of the Town Manager, her FOI request on a Town employee, the solar farm, Simsbury Meadow fees in item (e) of the agenda, the Simsbury Farms donation in item b and other issues.

Bob Beinstein, 26 Fairview Street, member of the Clean Energy Task Force, spoke about the Sustainable CT Program. He was not in favor of it in the beginning, but now feels it would be a great benefit to the Town.

## **PRESENTATIONS**

### **a) Sidewalk and Curb Ramp Assessment and Upgrades Evaluation**

Mr. Wellman said over the past year the Town has been working with Beta Group to evaluate our existing sidewalk inventory and establish a long term maintenance program. He introduced Tom Roy and Tony Garro, Sr. Vice President from the Beta Group.

Mr. Roy said the ordinance that the Town had in place on sidewalk maintenance made the abutting property owners responsible to taking care of them. There are so few sidewalks in Town it wasn't fair to the property owners to have to take care of them. In 2017, our Code of Ordinances was revised so such work is now part of the Town's maintenance or capital replacement work program.

Mr. Roy and Mr. Garro went through their presentation and said the information is based on a GIS approach. They also did an ADA assessment. The evaluation will assist in establishing needed budget resources to repair and maintain our sidewalks and ramp infrastructures. The proposed implementation strategy is to replace approximately 1mile of sidewalks and associated curb ramps over the next seven years and then focus on upgrading the remaining non-compliant curb ramps within the next eight years. The ADA compliance is Section 504 of the Transition Plan.

After some discussion, no action was needed at this time.

**b) Flower Bridge/One Old Bridge Road Park Update**

Mr. Wellman said he thought it would be a good time to do a review of what is coming with the Park and Flower Bridge. Right now the park doesn't have a name. The Flower Bridge will have to be closed for most of the upcoming season due to this project.

Mr. Tyburski said 1 Old Bridge Road will be closed starting the first week of June. This project will include demolition of the existing residential structure and retaining wall. Some of the planned amenities include a pavilion, improved access to Hop Brook for launching kayaks, a drinking fountain, a new shed for the Old Drake Hill Flower Bridge Committee, paver walkways, benches, tables, porta-potties, security bollards, removal of invasive species, new landscaping, etc. Everything will be in accordance to ADA compliance.

Mr. Tyburski said the proposed schedule is to advertise for bids March 1<sup>st</sup> and to execute the contract by April 15<sup>th</sup> so the project can begin on June 3<sup>rd</sup>.

Mr. Kessler said Drake Hill Road Bridge project will also begin in June. The Bridge has some concrete and joint repairs to be done as well.

After some discussion, including some budget issues, no action was needed at this time.

**c) Sustainable CT Program**

Mr. Wellman said this is another informational presentation, however, if the Board is in support of proceeding with the Sustainable CT certification, a motion will need to be made.

Cheri Calnan, with the Clean Energy Task Force, explained what Sustainable CT is about. She said it is a menu of coordinated, voluntary actions to promote sustainability. This includes support, including funding and grants, to help municipalities implement actions. They equitably promote the health and well-being of current and future residents.

Ms. Calnan went through the menu of voluntary actions and the many benefits we would receive from these actions. If certified, it would last for three years. The success is a result of communications that will happen internally and externally by working together to achieve the various actions. The Town will have its own dashboard to keep track of what projects have been done. She said Mr. Roy feels that Simsbury could easily obtain a bronze certification this year. If the Town feels we can't avail itself after this year we don't have to move on to silver certification.

After discussion on why this is a good idea for continuous improvement and how much staff time it would take, Mr. Kelly made a motion effective, February 11, 2019 to adopt the attached Sustainable CT Resolution and to authorize Town Manager Maria E. Capriola and Public Works Director Thomas J. Roy to execute all program application materials. Mr. Askham seconded the motion. All were in favor and the motion passed. The Clean Energy Task Force would have to meet within 90 days to start this project.

**FIRST SELECTMAN'S REPORT**

First Selectman, Wellman, reviewed his First Selectman's Report.

## **TOWN MANAGER’S REPORT**

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

## **SELECTMEN ACTION**

### **a) Tax Refund Requests**

Ms. Cook made a motion, effective February 11, 2019 to approve the presented tax refunds in the amount of \$64,344.45, ad to authorize Town Manager Maria E. Capriola, to execute the tax refunds. Mr. Askham seconded the motion. All were in favor and the motion passed.

### **b) Proposed Donation from Simsbury Farms Men’s Club**

Mr. Kelly made a motion, effective February 11, 2019 to accept a donation in the amount of \$9,608.39 from the Simsbury Farms Men’s Club, to be used to support expenses associated with the 5<sup>th</sup> Green Renovation Project at the Simsbury Farms Golf Course with our thanks. Mr. Paine seconded the motion. All were in favor and the motion passed.

### **c) 2019 CT DOT and Yale New Haven Fitting Station Grant**

Mr. Wellman said the Simsbury Police Department is a car seat fitting station and the State of Connecticut Department of Transportation and Yale New Haven Hospital is providing a grant to car seat fitting stations.

Ms. Cook made a motion, effective February 11, 2019 to submit the 2019 CT DOT and Yale New Haven Fitting Station Grant application and to authorize PFC Lauren K. Devin, Certified Car Seat Technician, to execute the grant application. Mr. Paine seconded the motion. All were in favor and the motion passed.

Ms. Cook made a motion, to accept the 2019 CT DOT and Yale New Haven Fitting Station Grant, should it be awarded to the Town, and to authorize PFC Lauren K Devin, Certified Car Seat Technician, to execute all documents related to the grant award. Mr. Paine seconded the motion. All were in favor and the motion passed.

### **d) 2019 Distracted Driving High Visibility Enforcement Grant**

Mr. Wellman said the State of Connecticut DOT has given the Police Department the opportunity to participate in grant funded overtime to conduct dedicated distracted driving enforcement patrols.

Mr. Askham made a motion, effective February 11, 2019 to submit the 2019 Distracted Driving High Visibility Enforcement Grant application and to authorize Maria E. Capriola, Town Manager, to execute the grant application. Mr. Paine seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to accept the 2019 Distracted Driving High Visibility Enforcement Grant application and to authorize Maria E. Capriola, Town Manager, to execute all documents related to the grant award. Mr. Paine seconded the motion. All were in favor and the motion passed.

**e) Simsbury Meadows Performing Arts Center Operating Agreement Amendment Request**

Mr. Wellman said the Performing Arts Center submitted a request to the Town for a contract amendment that would allow the Performing Arts Center to charge a lower rate for police. They are currently paying a private duty rate as opposed to a lower rate allowed for Town sponsored events. They said they incurred a loss last year in part to the inability to attract a large-scale commercial concert outside of the Hartford Symphony.

Robert Hensley and Linda Schofield, from the Simsbury Performing Arts Center, said the Performing Arts Center is a jewel for the Town. When the venue was run by the Town event promoters would have been responsible to pay a “Town-sponsored” rate for police. Now they are a 501(c) 3 organization and last year they sustained a loss. They have been experiencing an inability to attract major contract performers that were not related to The Hartford Symphony.

There was a lot of discussion about the Performing Arts Center expenses and the different events they have there. The outside performances bring in the most money for them and they need them to make a profit. They are asking the Town for this change to help bring in bigger performers. Their agreement needs to be looked at much further when it comes up again.

There was some discussion on the Police rates and budgeting items.

Mr. Kelly made a motion, effective February 11, 2019 to approve SMPAC’s request to receive the Town sponsored private duty rate for all SMPAC sponsored events. Further move to authorize the Town Manager and Town Attorney to negotiate and execute a contract amendment to the 2017-2019 operating agreement between the parties reflective of this resolution.

**APPOINTMENTS AND RESIGNATIONS**

**a) Proposed Appointment of Tom Earl to the Economic Development Commission**

Ms. Cook made a motion effective February 11, 2019 to appoint Tom Earl (D) to the Economic Development Commission as a member with land use expertise, with a term expiring October 10, 2020. Mr. Paine seconded the motion. All were in favor and the motion passed.

**b) Proposed Appointment of Susan Masino and Timothy Walczak to the Connecticut Forest and Park Association trail Stewardship Council**

Mr. Paine made a motion effective February 11, 2019 to appoint Susan Masino (U) and Timothy Walczak (R) to the Connecticut Forest and Park Association Trail Stewardship Council. Mr. Kelly seconded the motion. All were in favor and the motion passed.

**c) Proposed Appointment of Pastor Gene Ott to Community for Care**

Mr. Askham made a motion effective February 11, 2019 to appoint Pastor Gene Ott as a member of Community for Care with a term expiring December 2, 2019. Ms. Cook seconded the motion. All were in favor and the motion passed.

## **REVIEW OF MINUTES**

### **a) Regular Meeting of January 28, 2019**

There were no changes to the regular minutes of January 28, 2019, and, therefore, the minutes were adopted.

## **SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS**

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

Ms. Cook said the Community for Care will be holding an event on eating disorders in March.

## **COMMUNICATIONS**

- a) **Memo from M. Capriola Re: HB5254 – An Act Establishing a Pilot Program Authorizing Municipalities to Impose a Buyer’s Conveyance Fee on Real Property to Fund the Purchase and Stewardship of Open Space, dated February 6, 2019 and Letter from Fred Feibel, President of Simsbury Land Trust re: Town of Simsbury’s Endorsement for “Municipal Open Space Funding Bill,” – dated January 31, 2019**

After a brief discussion, the Board would like to learn more about An Act Establishing a Pilot Program Authorizing Municipalities to Impose a Buyer’s Conveyance Fee on Real Property to Fund the Purchase and Stewardship of Open Space.

## **ADJOURN**

Mr. Askham made a motion to adjourn at 8:15 p.m. Mr. Peterson seconded the motion. All were in favor and the motion passed.

*Pursuant to §CGS 1-200(2) the Board of Selectmen and staff will meet to Discuss strategy and negotiations with respect to collective bargaining for the unit represented by IBPO.*



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Office of Community Planning and Development

## MEMO

**TO:** Maria Capriola, Town Manager  
**From:** Robin Newton, Assistant Town Planner  
**Date:** February 14, 2019  
**RE:** Try Simsbury Updated Approval Conditions

Please find attached the updated Try Simsbury Event Public Gathering Approval conditions. The conditions have been revised to reflect a river height of under 7' in order for the event to proceed. Staff will check the NOAA website for river height before the event as indicated in the conditions of approval. If you or the BOS have an additional questions please let me know. Thanks



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Office of Community Planning and Development

## MEMO

**TO:** Public Gathering/BOS- Try Simsbury  
**From:** Robin Newton, Assistant Town Planner  
**Date:** February 14, 2019  
**RE:** Approval Conditions

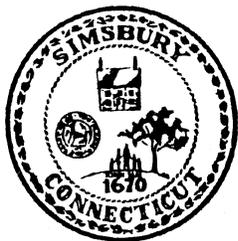
### ZONING APPROVAL CONDITIONS

1. Any vendors involved in food preparation/selling shall check with the Farmington Valley Health District as to any permit requirements. Temporary Food Vendor permits **shall** be submitted to the FVHD at least 2 weeks in advance. Failure to submit the vendor applications with a minimum two weeks for review will result in permits not being granted.
2. No roadway markings or custom signage is allowed unless authorized by the Department of Public Works.
3. If the Farmington River height is over 7', the event will need to be cancelled. River height will be checked by Staff on Saturday May 4, 2019 at the NOAA website.

Telephone (860) 658-3245  
Facsimile (860) 658-3206

An Equal Opportunity Employer  
[www.simsbury-ct.gov](http://www.simsbury-ct.gov)

8:30 - 7:00 Monday  
8:30 - 4:30 Tuesday through Thursday  
8:30 - 1:00 Friday



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

## **TOWN OF SIMSBURY CAPITAL AND CAPITAL NON-RECURRING FUND POLICY** *Adopted by the Simsbury Board of Finance on February 19, 2019*

### **I. Introduction & Purpose**

The use and purpose of this policy is to promote consistency and continuity in decision making related to capital improvement planning and to set the general parameters within which capital spending decisions are made. This policy establishes the general financing goals and the specific elements that comprise a long-range planning and financing strategy, including capital financing guidelines and the transfer of funds to and from the Capital Projects Funds, Capital and Non-Recurring Fund and Capital Reserve Fund.

The goals of this policy statement are to:

1. Make a strong commitment to the strategic management of the Town's capital financing process.
2. Promote financial stability and focus attention on the Town's long term financial capacity to meet capital needs.
3. Designate acceptable parameters of debt issuance and management.
4. Provide a framework for monitoring capital financing practices and results.
5. Effectively communicate the Town's priorities and plans for undertaking capital projects to internal and external stakeholders.
6. Provide a framework for monitoring capital financing practices and results.

### **II. Effective Date**

This policy shall remain in effect until revised or rescinded. The Town reserves the right to amend this policy.

### **III. Definitions and Guidelines**

1. Capital Project is defined as any project, resulting in or contributing to the acquisition of, or addition to, a capital asset with an anticipated cost equal to or exceeding \$10,000 for equipment purchases, \$20,000 for building improvements and \$100,000 for infrastructure improvements and with an anticipated life equal to or exceeding (5) five years for equipment purchases, and (10) ten years for buildings, improvements and infrastructure.

2. The capital plan shall be prepared and updated annually by the Town Manager and Finance Director and present programmatic needs and priorities for a (6) six year period.
3. Per CGS 8-24, the Planning Commission must review and approve the capital plan annually for consistency with the Plan of Conservation and Development.
4. The first year of the (6) six year capital plan will be adopted annually by the Board of Selectmen and the Board of Finance as part of the budgeting process.
5. Future operating costs associated with new capital projects and assets will be projected and included in operating budget forecasts.
6. Each capital project submitted for consideration shall identify operating budget impacts and potential financing methods available.
7. The Town shall take the appropriate actions to maintain its “Aaa” credit rating and strategically utilize debt service expenditures.
8. The Town Manager and Finance Director will recommend the optimum mix and financing sources for all capital projects, in conjunction with the adopted Debt Management Policy.
9. Whenever possible, capital costs should be financed by means other than borrowing. Borrowing shall be limited to infrastructure or facility improvement projects with an estimated life expectancy of at least 15 years and cost of at least \$250,000.
10. Capital projects financed through the issuance of general obligation bonds shall be financed for a period no longer than 10 years unless specifically authorized by the Board of Finance and , when practical, for a period which does not exceed the useful life of the asset.
11. Maintenance Scheduling – The Town intends to set aside sufficient revenues to finance ongoing maintenance needs and to provide periodic replacement and renewal to keep its capital facilities and infrastructure systems in good repair to maximize a capital asset’s useful life and to avoid unnecessary borrowing.

#### **IV. Capital Projects Fund(s) Policy**

The Capital Project Fund(s) is used to account for the financial resources used for the acquisition of major pieces of equipment, vehicles in the fleet, studies (if related to a larger capital project), professional services, building improvements, land acquisitions, building acquisitions or construction of major capital facilities and capital infrastructure improvements.

This fund may receive contributions from the sale of town owned buildings and property, transfers from the General Fund, transfers from the Capital Reserve Fund, unexpended balances of completed capital projects in the Capital Projects Fund(s), grants and donations.

If applicable, funds shall be invested in accordance with the Town’s investment policy.

## **V. Capital and Non-Recurring Fund Policy**

The Capital and Non-Recurring Fund is established to provide for small capital and non-recurring expenditures which would distort year to year budget comparison. Non-recurring is to mean an expenditure that occurs no more frequently than once in a five year period.

Capital items and studies of single or aggregate cost that exceed \$10,000 but are less than \$250,000 shall be accounted for as expenditures in the capital and non-recurring fund. The Capital and Non-Recurring Fund may also include fleet purchases that are less than \$250,000 per vehicle.

The Town shall not fund on-going operating expenditures from the Capital and Non-Recurring Fund.

On an annual basis, the General Fund will fund the CNR Fund utilizing a charge-back method. The charge-back method will spread out the CNR expenditures evenly over a five (5) year period. In the event items purchased from the CNR fund hold a life cycle of less than five (5) years, those purchases will be financed over a period not to exceed their life cycle.

The CNR Fund will hold a reserve sufficient enough to maintain an overall positive balance in the CNR fund.

This fund may receive contributions from transfers from the General Fund, transfers from the Capital Reserve Fund, transfers from Special Revenue Funds, unexpended balances of completed capital projects in the Capital Projects Fund(s), grants and donations.

If applicable, funds shall be invested in accordance with the Town's investment policy.

## **VI. Capital Reserve Fund Policy**

The Capital Reserve Fund is established to allow more flexibility, to serve as a future source of cash to capital financing of capital projects, and to provide a revenue source for emergency capital needs such as an emergency repair to a building not covered by insurance. It is a part of the Town's capital financing strategy and seeks to fund to a level deemed sufficient to fully fund recurring expenditures for replacement capital equipment and maintaining public facilities that do not meet the Town's general obligation bond issuance guidelines.

The target funding level shall be an amount sufficient to fund the capital fund budget cash to capital plus \$50,000. This is to ensure a sufficient balance remains in the Capital Reserve Fund for emergencies. Purchases utilizing the Capital Reserve Fund shall be authorized by the Town Manager or her/his designee and the Director of Finance and shall be approved by the Board of Selectmen and Board of Finance prior to expenditure.

In the event of an emergency where an expenditure is made without prior approval by the Board of Selectmen and the Board of Finance, the expenditures shall be brought to the Board of Selectmen and Board of Finance for ratification as soon as possible. The Town Manager or her/his designee shall attempt to reach the First Selectman and Chairperson of the Board of Finance prior to the emergency expenditure. The First Selectman shall advise members of the Board of Selectman and the Chair of the Board of Finance shall advise members of the Board of Finance as soon as possible of the emergency. An emergency is defined as an urgent event or circumstance requiring an expenditure to preserve life or property or to address unique and serious circumstances that could not have been reasonably foreseen and which require immediate attention.

This fund may receive contributions from the sale of town owned buildings and property, transfers from the General Fund, transfers from Special Revenue Funds, unexpended balances of completed capital projects in the Capital and Non-Recurring Fund and Capital Projects Fund(s), grants, donations and interest from investments.

If applicable, funds shall be invested in accordance with the Town's investment policy.

## **VII. Accounting Guidelines**

The following are a list of specific accounting practices related to capital transactions:

1. On the first day of the fiscal year, the General Fund appropriations to the Capital Projects Fund(s), Capital and Non-Recurring fund and Capital Reserve Fund will be transferred.
2. On the first day of the fiscal year, the Capital Reserve Fund appropriations to the Capital Projects Fund(s) and the Capital and Non-Recurring Fund will be transferred.
3. All bond proceeds will be deposited directly into the Capital Projects Fund(s).
4. Proceeds from the sale of town property will be deposited directly into the Capital Projects Fund or Capital Reserve Fund upon recommendation by the Board of Finance
5. Interest earned by the Capital Projects Fund(s) for the entire fiscal year will be transferred into the Capital Reserve Fund on the last day of the fiscal year, if applicable.
6. Grant funds, including school construction progress payments will be deposited into the Capital Projects Fund(s).
7. All debt service payments and debt issuance costs will be paid from the General Fund and/or Debt Service Fund.
8. All capital projects expenditures will be paid directly from the Capital Projects Fund(s).



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## Capital Asset Policy

*Adopted by the Simsbury Board of Finance on June 20, 2018*

*Revised by the Simsbury Board of Finance on February 19, 2019*

### I. PURPOSE

The policy establishes guidelines, capitalization thresholds and useful life, and procedures for the inventory, depreciation and disposal of the Town's capital assets. It will assist the Finance Department in gathering and maintaining information needed for the preparation of the Comprehensive Annual Financial Report.

### II. THRESHOLDS

	<u>GFOA Recommended</u>	<u>Board of Finance Approved</u>
<b><u>Capitalization</u></b>		
<b>Equipment</b>	>\$5,000	\$10,000
<b>Improvements</b> <i>(e.g. building additions, parking lot expansion)</i>	\$20,000	\$20,000
<b>Infrastructure</b> <i>(e.g. new roads, sewer lines, bridges, dams)</i>	\$100,000	\$100,000
<b><u>Accountability</u></b>		
<b>Equipment other than computers</b>	<i>These will not be capitalized unless they meet the thresholds as defined above. They will be inventoried for insurance purposes.</i>	
<b>Computer Equipment</b>		

### III. GROUP PURCHASES

A total purchase for an amount greater than the thresholds defined above, which consists of more than one item purchased, with individual items which are below the threshold, will not be capitalized.

Example: More than one computer  
Multiple desks and chairs

#### **IV. ROAD IMPROVEMENTS**

Resurfacing is considered to be road maintenance. Improvements that expand capacity are to be capitalized.

Example: Changing a one lane road to two, or adding a turning lane or paving unimproved road.

#### **V. OTHER IMPROVEMENTS**

Replacing a roof, carpeting, windows (unless the replacement has other benefits) are considered maintenance and should not be capitalized.

If the improvement increases capacity, use or significantly increases the useful life, then it should be capitalized if it is over the threshold.

#### **VI. RECORDING OF ASSETS**

Assets will be recorded individually to the extent possible to ensure proper accountability, accurate depreciation, and to allow for specific identification for recording of disposition.

#### **VII. DONATED ASSETS**

Donated assets are to be recorded at the fair market value at the date of gift. Department heads are responsible for completing the fixed asset addition form for all assets donated above the capitalization and accountability thresholds.

#### **VIII. DEPRECIABLE LIVES**

Depreciable lives should be based upon actual expected use by the Town, not by tax lives or other general estimates. An attempt should be made to set the depreciable lives to coincide with the Town's capital replacement program.

Department Heads should be consulted on the specialty equipment used by their departments for depreciable lives.

Standard useful lives include:

- Roads: 30-50 years
- Sewer Lines and Water Lines: 50 years
- Bridges/Large Culverts: 30-50 years

- Dams: 50 years
- Buildings: 50-75 years
- Fire Equipment: 20-25 years
- Ambulances: 5 years
- Vehicles: 3-15 years
  - Autos, Light Trucks, Heavy Trucks
- Machinery and Equipment: 3-10 years
- Construction Equipment: 5 years

For Construction in Progress update the asset record from the previous year until the asset is complete and transferred to the appropriate category.

## **IX. DISPOSAL**

Assets with cost of \$10,000 or greater:

For all assets of \$10,000 or greater, disposal will require completion of the fixed asset disposal form and approval by the Finance Department. In no circumstance may an asset be disposed of without prior approval.

To the extent possible, the Department head will complete all data on the Fixed Asset Disposal Form, and submit for approval. Upon approval the asset may be disposed of by the approved manner appropriate in the circumstance (trash, sale, trade-in).

Asset impairments:

If an asset has suffered a significant impairment in function or useful life due to level of use, accident or other damage, the event with the estimated effect of the impairment and any intent to repair the asset to original operating condition should be reported to the Finance Department.

**FIXED ASSET ADDITION  
DATA ENTRY FORM**

ASSET DESCRIPTION: \_\_\_\_\_

ASSET NUMBER (IF APPLICABLE): \_\_\_\_\_

DATE OF ACQUISITION: \_\_\_\_\_

COST: \_\_\_\_\_

USEFUL LIFE: \_\_\_\_\_

SALVAGE VALUE: \_\_\_\_\_

SERIAL NUMBER: \_\_\_\_\_

TYPE OF ASSET: \_\_\_\_\_

TOWN DEPARTMENT: \_\_\_\_\_

LOCATION OF ASSET: \_\_\_\_\_

SOURCE OF FUND: \_\_\_\_\_  
(TAXES, GRANTS, BONDS, DONATIONS)

CAPITALZATION OR ACCOUNTABILITY POLICY: \_\_\_\_\_

ENTERED BY: \_\_\_\_\_

**FIXED ASSET DELETION  
DATA ENTRY FORM**

ASSET DESCRIPTION: \_\_\_\_\_

ASSET NUMBER (IF APPLICABLE): \_\_\_\_\_

DATE OF ACQUISITION: \_\_\_\_\_

COST: \_\_\_\_\_

SERIAL NUMBER: \_\_\_\_\_

TYPE OF ASSET: \_\_\_\_\_

TOWN DEPARTMENT: \_\_\_\_\_

LOCATION OF ASSET: \_\_\_\_\_

SOURCE OF FUND: \_\_\_\_\_  
(TAXES, GRANTS, BONDS, DONATIONS)

REASON FOR DISPOSAL: \_\_\_\_\_

TYPE OF DISPOSTION:	SALE	_____
	DISCARDED	_____
	DONATED	_____
	OTHER	_____

ENTERED BY: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_