



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 – March 25, 2019 – 6:00 p.m.



PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATIONS

- a) Library Fine Free Proposal
- b) Story Walk Proposal (Library and Culture, Parks and Recreation)
- c) Council of Small Towns (COST) Presentation of Proposed State Legislation

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN ACTION

- a) FY 19/20 Budget Discussion
- b) Tax Refund Requests
- c) Proposed Donation to Simsbury Food Closet Program
- d) Simsbury Clean Up Day.
- e) Proposed Public Gathering Permit – 2019 Hartford Marathon Foundation High Intensity Interval Training Event
- f) Proposed Public Gathering Permit – 2019 Talcott Mountain Music Festival
- g) Proposed Public Gathering Permit – 2019 Simsbury Volunteer Fire Department Chicken Barbeque
- h) Proposed Public Gathering Permit – 2019 Tootin Hills PTO Duck Race
- i) Proposed Public Gathering Permit – 2019 Simsbury Mini Maker Faire
- j) Proposed Public Gathering Permit – 2019 Walk MS
- k) Proposed Public Gathering Permit – 2019 Mainly Marathons
- l) Proposed Public Gathering Permit – 2019 Circus Smirkus
- m) PAC and Fee Waiver Request for Construction of Temporary Tents
- n) Delegation of Open Space Stewardship and Land Management Duties
- o) Proposed Retirement Plan Sub-Committee Memorandum of Understanding

APPOINTMENTS AND RESIGNATIONS

- a) Sustainability Team Appointments

REVIEW OF MINUTES

- a) Special Meeting of March 2, 2019
- b) Regular Meeting of March 11, 2019

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

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

COMMUNICATIONS

- a) Letter from Farmington River Watershed Association Announcing William Dornbos as New Executive Director
- b) Hartford Foundation For Public Giving Community Conversation Handout from March 14, 2019

ADJOURN



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933 HOPMEADOW STREET

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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Library Fine Free Proposal
2. **Date of Board Meeting:** March 25, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Lisa Karim, Library Director; Rachel Gravel, Head of Borrowing and Technical Services *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports piloting the Fine Free Initiative the following motion is in order:

Move, effective March 25, 2019, to authorize the Simsbury Public Library to pilot for one year, beginning July 1, 2019, eliminating overdue fines except for museum passes, Library of Things items, and pronto books, and instead making available a Library support jar with collected funds being deposited into the General Fund.

5. **Summary of Submission:**

Simsbury Public Library's mission is to provide free and equal access to information resources and experiences. Overdue fines are a barrier to this access for many wishing to use library resources. Furthermore, studies both in the 30 member Library Connection Consortium of which Simsbury is a part and nationally, have shown overdue fines do not incentivize the return of material on time while fines create the most negative and time intensive interactions between library staff and users. Library users would still be responsible for the replacement cost of lost or damaged items.

Eliminating overdue fines is a national public library initiative which has been implemented by libraries large and small, such as San Francisco Public Library and in Connecticut (five libraries), with much success. The number of card holders and circulation of materials has increased yet there has been no increase in the percentage of overdue materials.

The Library Board voted at their December 10th meeting to support the Library replacing overdue fines with a Library support jar with collected funds going into the General Fund and to recommend approval of the proposal to the Board of Selectmen. Staff recommends that the Library pilot the Fine Free program for one year beginning July 1, 2019 and then report back to the Board of Selectmen. Fines would remain in place only for museum passes, Library of Things items, and pronto books. If at the conclusion of the pilot period it is determined that the program is successful, staff recommends that the Board permanently eliminate fines and replace them with the Library support jar.

6. Financial Impact:

While the actual impact is not known, based on research, revenue could increase as it has in other libraries which have replaced overdue fines with library support jars. If implemented, staff recommends that the Library fine revenue account remain budgeted as proposed for FY 19/20, and that funds from the Library support jar be deposited into this account.

7. Description of Documents Included with Submission:

- a) The Case Against Fines at Simsbury Public Library
- b) Fine-Free Proposal Presentation

The Case Against Fines at Simsbury Public Library

By Rachel Gravel, Head of Borrowing & Technical Services

Introduction

While libraries have changed tremendously over recent decades in terms of the resources, services and spaces they offer, one holdover from the past has persisted: overdue fines. Libraries across the nation still charge nominal fees per day for books kept beyond their due date and continue to bar patrons from using their library cards when their fines reach a certain limit. Despite access being a core value of the library profession, where “all information resources that are provided directly or indirectly by the library, regardless of technology, format, or methods of delivery, should be readily, equally, and equitably accessible to all library users,”¹ fines serve as a barrier to using library resources and undermine libraries’ missions to connect patrons with the materials needed to support a lifetime of learning.

However, an emerging national trend may be bringing change to this aspect of libraries, too. More and more libraries in Connecticut and across the country are questioning the purpose of fines and their effectiveness in compelling the return of overdue library materials, and they are deciding to go fine-free. Primarily, libraries have found that eradicating fines for some or all materials:

- Reduces the barrier for children, families and individuals who wish to use the library and its resources
- Promotes good will in the community and positive interactions with patrons
- Serves the Library mission to provide free and equal access to resources
- Increases circulation
- Streamlines operations

This report looks closely at these arguments and offers evidence to make the case for fine-free policies at Simsbury Public Library.

Breaking Down a Barrier to Access

A major two-year Colorado State Library study (2016) investigated how to promote early learning among low-income children and found that one of the greatest barriers to public library use was fines and fees.² At many libraries, financial punishment for materials returned a few days late can quickly add up for families and individuals on a budget and lead to account blocks, which cut off access to both print and electronic resources, for balances as low as \$5 or \$10. Such costs inherently disproportionately affect people with lower incomes, a segment of the population arguably in greatest need of the social services and resources offered by libraries.

In Simsbury, a balance of \$10.00 in fines will block a patron from using library resources, both in print and online, which may be affordable to many in this largely affluent community, but for the 3.5% of

¹ American Library Association. (2004). “Core Values of Librarianship.” Retrieved from: <http://www.ala.org/advocacy/intfreedom/corevalues>

² Depriest, Meg J. (2016). “Removing Barriers to Access: Eliminating Library Fines and Fees on Children’s Materials.” Retrieved from: <http://hermes.cde.state.co.us/drupal/islandora/object/co%3A25676/datastream/OBJ/view>

residents who live in poverty, for instance, it can be a lasting barrier.³ When outstanding fines become a barrier to accessing the library's resources, individuals and families may opt to discontinue using the library altogether, which undermines the library's ability to create sustained relationships with patrons and contribute to their intellectual growth.

There is anecdotal evidence at Simsbury that for some, fines truly are why they stopped coming to the library or felt reluctant to check out materials at all, as has been reported at numerous other libraries.⁴ Library staff have reported comments from patrons when renewing library cards, for instance, that they had stopped using a child's card because there were too many fines on the account. Budget-conscious families and individuals have reported angst and shame about their balances, and those who have broken through the embarrassment to ask staff for fine forgiveness have noted desperately wanting to return to using the Library, but needing help to be able to overcome the barrier of our fine limit policy. Removing this barrier to library access is a fundamental objective of fine-free policies and would serve Simsbury well in ensuring the Library is a community resource equally available to all.

Improving Patron & Community Relations

Typically, neither patrons nor staff take great joy in paying or collecting fines. Removing fines can reduce the tension and negativity that fines introduce at the circulation desk, helping to build more good will in the community and generally improve the library experience for its users. The customer service interaction is more pleasant and leaves a positive impression when library staff aren't forced by policy to collect contested fines or to block patrons from using taxpayer-funded resources due to outstanding fines. When the interaction is transactional and pursued through this lens of punishment, i.e. fines, the library loses an opportunity to forge a meaningful, lasting relationship with the community member. Surely "it will cost the library more than [\$10.00] to convince [a] mother to return to the library. It will cost the library more than [\$10.00] to persuade [a] mother that the library is a welcoming community place willing to mount literacy programs aimed at her children, who will not benefit from regular library visits and programs. And when these children are adults, it will cost the library more than [\$10.00] to convince them that the library is a welcoming and supportive place for their children."⁵

It is perhaps no surprise then that libraries that go fine-free tend to see increased card use and registrations:

- Caro Area District Library (Michigan) saw a 50% increase in new card registrations before its first year without fines ended.⁶
- The New York Public Library (New York) revealed that 10% of previously blocked or lapsed cards were used again within the first month of removing fines, enabling 11,000 kids and teens to "rekindle their relationship with reading, learning, and libraries."⁷

³ U.S. Census Bureau. (2016). American Community Survey. Retrieved from:

<https://www.census.gov/quickfacts/fact/table/simsburytownhartfordcountyconnecticut/PST045217>

⁴ Zhang, Duan. (2013). SPELL research methodology and findings. Retrieved from:

http://spellproject.weebly.com/uploads/1/5/3/3/15331602/spell_research_methodology_and_findings.pdf

⁵ DeFaveri, Annette. (2005). "Breaking barriers: Libraries and socially excluded communities." *Information for Social Change*. Retrieved from: <http://libr.org/isc/articles/21/9.pdf>

⁶ Peet, Lisa. (2018). "The End of Fines?" *Library Journal*. Retrieved from:

<https://www.libraryjournal.com/?detailStory=the-end-of-fines>

⁷ Marx, Anthony W. (2017). "The case against library fines—according to the head of The New York Public Library." *Quartz*. Retrieved from: <https://qz.com/1158839/the-case-against-library-fines-according-to-the-head-of-the-new-york-public-library/>

- Rochester Public Library (New York) went fine free for children and teen patrons in 2016 and as a result, they saw a 10% increase in library cards issued.⁸
- Salt Lake City Public Library (Utah) reported 3.5% more new cardholders after going fine-free.⁹

As at other libraries, there is anecdotal evidence here at Simsbury, too, that reveals how fines can be a “a barrier to service” and inhibit a “cordial, positive atmosphere.”¹⁰ Based on staff experiences, while some patrons are eager to resolve their fines immediately, believing that they’re directly supporting the Library with these funds, others who are normally quite pleasant can become discourteous when they discover fines on their account. Dealing with fines can also remove an element of convenience for patrons who use the self-checkout machines, for example, as they are quickly inconvenienced when they discover fines on their account and need to visit the desk after all to learn more about them, contest them, or pay them in cash. Staff who report negative interactions regarding fines have also reported patron expressed frustration with having to pay fines on top of their taxpayer dollars that make up the Library’s budget. Removing these sorts of transactions would assuredly improve patron interactions at the desk and lead to greater community satisfaction with the Library.

Supporting the Library’s Mission

Going fine-free brings libraries back to their core mission of being a welcoming place for all. If a library’s mission is “to encourage people of all ages to read, to discover, to be curious, [then] it doesn't make sense to put up any barriers that might prevent that.”¹¹ In evaluating their fines policy, the Douglas Library of Hebron (Connecticut) found that “fines can prevent some patrons, especially children, from checking out our collection items. One of the library’s missions is to connect patrons with materials and the threat of fines gets in the way of this goal.”¹²

At Simsbury, eliminating fines would align with our mission to provide patrons with “free and equal access to information, resources and experiences“ that enable them to be lifelong learners and entrepreneurs” (emphasis added).¹³ Shifting from the punitive collection of funds to a Library support jar model would further reinforce this mission and enhance the partnership between patrons and the Library, giving patrons the choice to contribute to the shared availability and development of the collection and become actively engaged with the Library’s strategic goals regarding lifelong learning and the enhancement of collections that expose community members to diverse cultures.

This model has proven successful at the Douglas Library, where they are “on par to receive the same amount in donations this year which are given to the Friends of the Library and in turn given back to [the Library] to purchase items for the collection,” reinforcing the sharing culture and trust inherent in

⁸ Dorado, Kelsey. (2018). “Going Fine Free.” The Bulletin: New York Library Association. Retrieved from: https://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&DocID=2664&MenuKey=eBulletin

⁹ Morehart, Phil. (2018). “Imagining a Fine-Free Future.” *American Libraries*. Retrieved from: <https://americanlibrariesmagazine.org/blogs/the-scoop/imagining-fine-free-future/>

¹⁰ Dixon, Jennifer A., Gillis, Steven A. (2017). “Doing Fine(s)?: Fines & Fees.” *Library Journal*. Retrieved from: <https://www.libraryjournal.com/?detailStory=doing-fines-fines-fees>

¹¹ West, N. S. (2012, March 25). “Late? No, fine: More public libraries are dropping fees for overdue materials, after deciding the extra revenue isn't worth the aggravation.” *Boston Globe*. Retrieved from http://www.boston.com/news/local/articles/2012/03/25/some_greater_boston_libraries_are_dropping_fines_for_overdue_materials/

¹² Betz, Clare. Personal communication. September 11, 2018.

¹³ Simsbury Public Library. (2018). “Our Mission.” Retrieved from: <http://www.simsburylibrary.info/about-us/>

the Library's fundamental mission to provide patrons with resources.¹⁴ Old Forge Library (New York) also "found that they receive more money in donations than they do in fines," while many other New York libraries recently surveyed by the New York Library Association reported that the donations they received in lieu of fines tended to be larger amounts than the fines accrued.¹⁵ Eliminating fines would be a mission-driven policy and shifting the funding model away from fines toward donations would serve to create partners in our patrons who share in supporting the Simsbury Public Library's mission and strategic goals.

Boosting Circulation

Perhaps counterintuitively, fine-free policies seem to indicate that they lead to increased circulation. The experiences reported by libraries who have eliminated fines and conducted pre- and post-assessment of their circulation statistics reveal a boost in their checkouts and material use:

- The High Plains Library District (Colorado) reported that six months after fines were eliminated circulation was up overall and the children's materials specifically saw a 16% increase.^{16 17}
- In a New York Public Library (New York) pilot program in 2011 that provided fine-free borrowing to students at eligible NYC public schools, children borrowed 37% more materials than those who were not in the program and teens borrowed 35% more.¹⁸
- When Rochester Public Library (New York) went fine free for children and teen patrons, their circulation increased by 9%.¹⁹
- Salt Lake City Public Library (Utah) reported 10% more checkouts after going fine-free.²⁰
- Stark County District Library system (Ohio) removed fines in 2014 and after one year, they saw an 11% increase in circulation, an increase in the number of items checked out, and no significant increase in lost items.²¹

While there is not yet consortial data to demonstrate circulation before and after eliminating fines, it is clear that automatic renewals, an initial step toward reducing overdue materials and fines (see below), at Simsbury have drastically increased circulation:

¹⁴ Betz, Clare. Personal communication. September 11, 2018.

¹⁵ Dorado, Kelsey. (2018). "Going Fine Free." The Bulletin: New York Library Association. Retrieved from:

https://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&DocID=2664&MenuKey=eBulletin

¹⁶ Depriest, Meg J. (2016).

¹⁷ Graham, Ruth. (2017). "Long Overdue: Why Public Libraries are Finally Eliminating the Late-Return Fine." *Slate*. Retrieved from:

http://www.slate.com/articles/arts/culturebox/2017/02/librarians_are_realizing_that_overdue_fines_undercut_libraries_missions.html

¹⁸ Marx, Anthony W. (2017).

¹⁹ Dorado, Kelsey. (2018). "Going Fine Free." The Bulletin: New York Library Association. Retrieved from:

https://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&DocID=2664&MenuKey=eBulletin

²⁰ Morehart, Phil. (2018). "Imagining a Fine-Free Future." *American Libraries*. Retrieved from:

<https://americanlibrariesmagazine.org/blogs/the-scoop/imagining-fine-free-future/>

²¹ Marx, Anthony W. (2017).

Total Circulation at Simsbury During a Three Month Sample Period

Time Period	Total Circulation
July - September 2017 <i>Before Automatic Renewals</i>	94,273
July - September 2018 <i>After Automatic Renewals</i>	120,965

This data, combined with the reports from other fine-free libraries, suggests there is great potential to increase the use of Simsbury Public Library's resources and its role in the community as a learning hub.

Recognizing the Realities & Inefficiencies

Modern integrated library systems (ILS) and automation have transformed the way libraries can communicate with patrons. The ILS used at Simsbury sends a slew of automated messages to remind patrons of upcoming due dates and to alert them when materials are overdue. While patrons can always call or stop in when the Library is open, they may also login into their online accounts to keep track of their checked out materials and due dates at anytime. Implemented during the spring of 2018, automatic renewals now work further on the patron's behalf to give them more time with materials when they miss these reminders or neglect to renew them themselves.

These automatic communications and renewals have already reduced the number of overdue materials and fines accrued by patrons, and therefore streamlined fines-related operations for libraries. For instance, recent consortial research revealed that on average, 93.6% of materials were returned on time in libraries using automatic renewals, compared to the average on-time return rate of 87.9% in libraries without automatic renewal.²² Although fines are widely assumed to be an incentive to return materials on time, data reveals that fines in fact do not significantly affect on-time return rates and therefore only introduce a new layer of manual administrative work, leading many libraries to conclude that the "effort expended to enforce fines is not worth the small amount charged per day".²³

²² Cook, Sam. (2018, Oct 12). "Fine-Free Policies." Board of Directors Meeting, Library Connection, Inc.

²³ Dixon, Jennifer A., Gillis, Steven A. (2017).

**Library Connection Consortial Materials
with Various Loan Periods and Renewals Returned On-Time²⁴**

Loan Policy	On-Time Returns With Fines	On-Time Returns Fine-Free
Auto Renewal, 7 Days, 0 Renewals	83%	82%
Auto Renewal, 7 Days, 2 Renewals	98%	93%
Auto Renewal, 14 Days, 0 Renewals	96%	95%
Auto Renewal, 14 Days, 2 Renewals	96%	94%
Auto Renewal, 21 Days, 2 Renewals	99%	97%

Evidence from other libraries further reveals “fines as incentive” to be a myth:

- The on-time return rate at the Cragin Memorial Library (Colchester, Connecticut) is 95.2% despite not assessing or collecting overdue fines.
- The Dayton Metro Library (Ohio) found they were receiving more returned materials and had fewer overdue materials than ever before after going fine-free.²⁵
- The Gleason Public Library (Massachusetts) observed “there has been essentially no discernible difference in the amount of time that people keep materials since the library began its no-fines policy.”²⁶
- The High Plains Library District (Colorado) reported that six months after fines were eliminated 95% of their materials were returned within a week of the due date.²⁷
- The Milton Public Library (Vermont) observed “more people returned books on time, and others felt more welcome in the library space.”²⁸
- Vernon Area Public Library (Illinois) even found that overdue materials were returned eight days earlier on average compared to when they previously had fines while the average number of days items are overdue dropped 42%.²⁹

²⁴ Cook, Sam. (2018).

²⁵ Frolik, Cornelius. (2018, July 5). “The Dayton Library Ended Late Fees. Here’s What Happened.” *Dayton Daily News*. Retrieved from: <https://www.mydaytondailynews.com/news/local/the-dayton-library-ended-late-fees-here-whathappened/ZGaTCrUqhZQsbaH9QxTbiJ/>

²⁶ West, Nancy S. (2012, March 25). “Late? No, fine.” Retrieved from: http://archive.boston.com/news/local/articles/2012/03/25/some_greater_boston_libraries_are_dropping_fines_for_overdue_materials

²⁷ Depriest, Meg J. (2016).

²⁸ Dixon, Jennifer A., Gillis, Steven A. (2017).

²⁹ Inklebarger, Timothy. (2016, Dec. 5). “No More Late Fines at the Library?” Retrieved from: <http://www.oakpark.com/News/Articles/12-5-2016/No-more-late-fines-at-the-library?/>

Indeed, for those who can afford fines, \$0.15, Simsbury's daily fine rate for most materials, is not a strong incentive to return an item on time; typically community members in Simsbury are more motivated by knowing another community member is waiting for the book they've checked out, recognizing library materials as shared community resources.

Furthermore, the effectiveness of automatic renewals in reducing overdue materials is apparent in an analysis of fines paid and the number of fines-related transactions at Simsbury, demonstrating there are administrative savings in terms of staff time. Automatic renewals were implemented at the end of March 2018. Taking the sample period of April 1 to October 19 and comparing this year's fines collection and transactions to last year's reveals that automatic renewals have already strikingly reduced the amount of fines collected and the number of fines transactions handled by staff:

Overdue Fines Collected and Overdue Transactions at Simsbury Public Library

Time Period	Amount of Overdue Fines Collected	Number of Transactions Related to Overdue Materials	Average Transactions Related to Overdue Materials per Day	Average Minutes Spent by Staff per Day on Fines Transactions³⁰
April 1, 2017 - October 19, 2017 <i>Before Automatic Renewals</i>	\$12,858.91	17,581	87.0	43.5
April 1, 2018 - October 19, 2018 <i>After Automatic Renewals</i>	\$5,119.88	7,869	38.9	19.5

Though the elimination of fines would naturally lead to a loss of revenue, the revenue generated by fines has already drastically diminished due to automatic renewals and notable staff time is saved by not processing overdue fines, thereby reducing the impact of a fine-free policy. Additionally, with staff devoting less time to processing and reconciling fines transactions, there is potential for them to expend more energy on strategic initiatives instead.

Conclusion

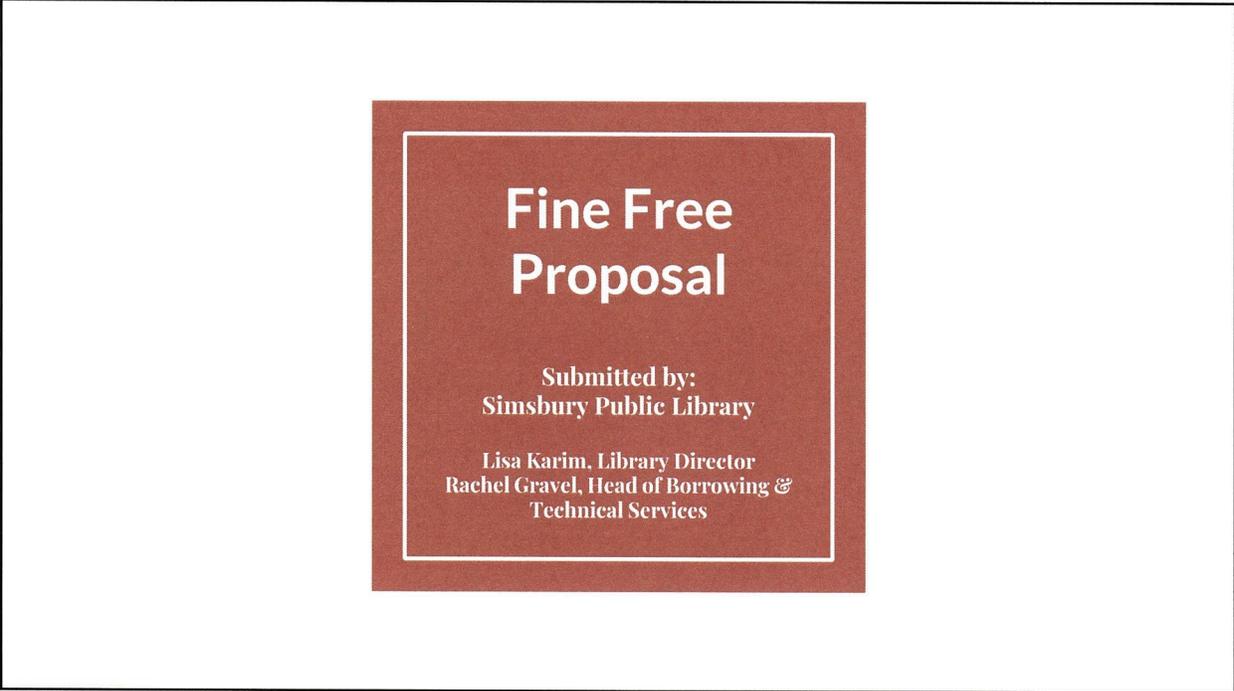
At this month's board meeting of the Library Connection, Inc. (LCI) consortium, library directors from thirty Greater Hartford area libraries learned about fine-free policies and related data collected in response to consortial interest in this national trending topic and the potential to increase circulation. Compelling evidence was presented to show that return rates are not widely affected and that circulation and library card use increase when fines are eliminated, while there are many means to justify or make up the financial loss. There is momentum in the consortium on this issue and an opportunity for Simsbury to be on the forefront of a major change in libraries.

³⁰ This calculation assumes a minimum of 30 seconds per transaction, as estimated by Colorado State Library in their two-year study. Peet, Lisa. (2018).

Compelling anecdotal and quantitative evidence from Simsbury Public Library indicate eliminating fines would undoubtedly remove a barrier to accessing the Library for those most in need, improve community goodwill and patron relations, serve the Library's stated mission, contribute to increased circulation, and enhance operational efficiencies. Simsbury has the opportunity to be among those shaking free of fines and transforming their libraries for their patrons on yet another front. With the potential for great benefits at no cost to implement but staff training and patron education, a fine-free policy is worth a close look.

Appendix: Notes on Implementation Options

- Fines could accrue on a patron's account as they normally do, however, instead of requiring payment, staff could simply say: "You have a fine of \$x on your account, but we no longer charge fines. If you'd like to contribute to our Library Support Jar that is your choice."
- Fines for select overdue items, like museum passes and Prontos, could still be collected due to their high cost and limited number, respectively.
- Fees for lost or damaged items would still apply and be collected. The time frame for receiving a refund for returning previously lost items will soon be reduced to 30 days, making sure these captured funds remain revenue.
- Long overdue materials would continue to be billed as lost on a regular cycle to compel the return of items kept excessively long in order to continue to facilitate resource-sharing among patrons and to ensure replaced revenue for lost items.
- Patrons could be automatically blocked after a certain amount of billed fees are on the account or after receiving a certain number of overdue notices to prevent abuse of the fine-free policy.



Simsbury Public Library	Proposal	Special Considerations
<p>Mission & Strategic Goal:</p> <p>To provide patrons with “free and equal access to information, resources and experiences” that “satisfy curiosity through lifelong learning.”</p>	<p>Eradicate fines for overdue library materials, because the fine-free service model is:</p> <ul style="list-style-type: none">• Forward-thinking• Efficient• Effective• Customer- & Mission-driven• Equitable	<ul style="list-style-type: none">• Accountability• Revenue

SPL has the opportunity to take the lead on a growing regional and national trend

CT and Regional Communities without Overdue Fines

- **Connecticut:** Burlington (seniors), Colchester, Hartford (children), Hebron, Mansfield
- **Maine:** Portland (children)
- **Massachusetts:** Andover, Arlington, Carlisle, Chelmsford, Dover, Northborough, Reading, Weymouth, Woburn
- **New Hampshire:** Greenville, Manchester (children), Peterborough
- **Vermont:** Brattleboro, Colchester, Cornwall, Milton, Williston

Major National Libraries without Overdue Fines

- Albany Public Library (New York)
- Baltimore Public Library (Maryland)
- Berkeley Public Library (California)
- Denver Public Library (Colorado)
- Evansville Vanderburgh Public Library (Indiana)
- Greenport Public Library (New York)
- High Plains Public Library (Colorado)
- Myrtle Beach Public Library (South Carolina)
- Nashville Public Library (Tennessee)
- New London Public Library (Ohio)
- Oak Park Public Library (Illinois)
- Saint Paul Public Library (Minnesota)
- Salt Lake County Public Library (Utah)
- San Jose Public Library (California)

Automated tools reduce overdue materials and eliminating overdue fines would save staff time

SPL now offers a suite of built-in tools and touch points to remind patrons of due dates and **prevent fine assessment in the first place:**

- Automated messages re: upcoming due dates & overdue alerts
- Online library accounts accessible outside operating hours and whenever patrons aren't able to visit, call, or email staff
- Automatic renewals (if item has no holds)
 - 93.6% on-time return rate in LCI libraries using automatic renewals
 - 87.9% on-time return rate in LCI libraries without automatic renewals

Layers of manual administrative work associated with overdue fines:

- Time-consuming, extended conflicts with patrons
- Daily collection and reporting of monies by Library staff
- Daily counting and reporting of monies by Admin Secretary
- Daily accounting of cash flows by Finance staff
- Weekly change making by Admin Secretary and Dept Heads

Fines do not incentivize timely return of materials

Library Connection Consortial Materials with Various Loan Periods and Renewals Returned On-Time

Loan Policy	On-Time Returns With Fines	On-Time Returns Fine-Free
Auto Renewal, 7 Days, 0 Renewals	83%	82%
Auto Renewal, 7 Days, 2 Renewals	98%	93%
Auto Renewal, 14 Days, 0 Renewals	96%	95%
Auto Renewal, 14 Days, 2 Renewals	96%	94%
Auto Renewal, 21 Days, 2 Renewals	99%	97%

Fines do not incentivize timely return of materials

Timely Returns of Simsbury & Library Connection Consortial Materials

	On-time Return Rates	Average Days Overdue
Consortium: with fines	92%	-8.38
Consortium: no fines	88%	-6.96
Simsbury Patrons: with fines	95%	+10.55
Simsbury Seniors: no fines	95%	+10.72

Eliminating fines increases circulation

Total Circulation at Simsbury During a
Nine Month Sample Period

Time Period	Total Circulation
July 2017 - February 2018 <i>Before Automatic Renewals</i>	226,919
July 2018 - February 2019 <i>After Automatic Renewals</i>	285,452

Fines stand between a patron and the Library

"The existence of overdue fines, and the fine payment transaction itself, is one of the most negative aspects of a patron's relationship with the library."

"It's not worth the severed relationships when responsible customers have a one-time occurrence, when families incur huge fines because of a vacation, or when the word of mouth messaging spreads because of any of these situations. Libraries have enough to combat, this is a matter of hospitality and being supportive of our customer needs."

Eliminating fines:

- Enables free and equal access to information, resources and experiences
- Fosters inviting, welcoming community space
- Brings patrons back to the library
- Reduces negative interactions between staff and patrons

Fines hurt those who need the library most

Fines disproportionately affect low-income families and individuals of Simsbury

- 3.5% persons in poverty
- 19% of households, 10% of families, and 50% of individuals earn less than \$50K
- Households with:
 - Supplemental Security Income: 1.70%
 - Cash public assistance income: 1.30%
 - Food Stamp/SNAP benefits in the past 12 months: 2.60%
 - Social Security: 29.10%

One of the greatest barriers to public library use by children is fines and fees.

- About 1069 patrons with blocked accounts
 - 748 are currently totally inactive
- 1/3 of blocked accounts at SPL are children and teens

“I was nervous to renew my library card. I stopped using my card from when I was a kid because there were too many fines on the account.” -

Simsbury patron

“I need help with my library fines so my family can check out books again.”

-Simsbury mother

“It will cost the library more than [\$10.00] to convince [a] mother to return to the library. It will cost the library more than [\$10.00] to persuade [a] mother that the library is a welcoming community place willing to mount literacy programs aimed at her children, who will not benefit from regular library visits and programs. And when these children are adults, it will cost the library more than [\$10.00] to convince them that the library is a welcoming and supportive place for their children.” -Annette DeFaveri, “Breaking Barriers”

Question of Responsibility

Aren't library fines supposed to teach children (and adults) responsibility?

Role of the Library & Fines

Libraries are neutral providers of resources, information and experiences, not teachers of moral instruction

Libraries enable early literacy, and research shows fines can cut off children from reading materials

Fines don't necessarily teach responsibility anyway: patrons already chose to incur fines in order to finish a book

Still Hold Patrons Accountable

All patrons would remain responsible for lost, damaged, or unreturned materials

High-cost and ultra high-demand items, like Museum Passes and Prontos, will continue to accrue fines

Library Support Jar at desks provide patrons an opportunity to "pay penance" and voluntarily contribute to the Town in lieu of mandatory fine payment

Question of Revenue

How will this impact the budget?

Reduced Revenue

Fine collections have decreased over time, reducing the financial impact of a fine free service model

Still retain revenue generated through fee payments for lost or damaged materials

Off-set by Revenue Generation

Library Support Jar

- Voluntary payment of "fines"
- Reported revenue the same (or more) for libraries using this approach

Library to become Passport Acceptance Center (\$35 per application)

Question of Revenue

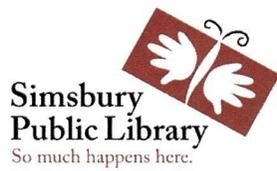
Decreasing Fines Revenue:
FY18 v. Projected FY19
Fines Revenue

FY18	Projected FY19
\$18,373	\$9,400

Increasing Fees Revenue:
FY18 v. Projected FY19
Fees Revenue

FY18	Projected FY19
\$4,743.71	\$5,600

Questions?





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** StoryWalk Proposal
2. **Date of Board Meeting:** March 25, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Lisa Karim, Library Director; Tom Tyburski, Director of Culture, Parks and Recreation *maria E-Capriola*

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

If the Board of Selectmen supports the StoryWalk project the following motion is in order:

Move, effective March 25, 2019, to accept the gift of up to \$5,000 from the Investor Angels of the Friends of the Simsbury Public Library to fund the purchase of StoryWalk panels and to authorize the Town Manager and staff to determine the location of the placement of the StoryWalk.

5. **Summary of Submission:**

A StoryWalk is an innovative way for families to enjoy reading and the outdoors at the same time. Laminated pages from a children's book are mounted under plexiglass frames and attached to stands which are installed along an outdoor path. As you walk down the trail, you're directed to the next page of the story.

The StoryWalk project is proposed to be unveiled as part of the Town's 350th Anniversary Celebration in spring 2020, but would be a permanent installation. The StoryWalk panels would be removed each fall by Culture, Parks and Recreation staff and replaced in the spring when the story featured would change to generate renewed interest each season. The creation of this literary experience would heighten excitement about our trails and elevate them to a family destination.

Proposed locations are the Iron Horse Trail beginning at the Rotary Park playground continuing toward the Library, Schultz Park, Flower Bridge Park, the Library grounds or the Tariffville Green. Town staff, including our internal Traffic Authority group, is evaluating the suitability of sites identified as a potential location for StoryWalk.

The Investor Angels of the Friends of the Simsbury Public Library have gifted up to \$5,000 to fund the purchase of the StoryWalk panels. The Library will print the story panels and Culture, Parks and Recreation staff will install them and remove and reinstall them seasonally.

6. Financial Impact:

In-kind support will be provided by the Culture Parks and Recreation staff seasonally to remove and replace StoryWalk panels. The Library will spend approximately \$200 annually to print new story panels.

7. Description of Documents Included with Submission:

a) StoryWalk Presentation

StoryWalk



Spring 2020



What is a StoryWalk?

- ▶ Innovative way for families to enjoy reading and the outdoors
- ▶ Created by Anne Ferguson of Montpelier, VT at Kellogg-Hubbard Library
- ▶ StoryWalks® have been installed in 50 states and 12 countries including, Germany, Canada, England, Bermuda, Russia, Malaysia, Pakistan and South Korea

StoryWalks in CT

North Haven, CT



Westport Library, CT



Locations

- ▶ Ironhorse Blvd
- ▶ Schultz Park
- ▶ Park at 1 Old Bridge Rd
- ▶ Tariffville Green
- ▶ Library



Logistics

- ▶ 45 degree angle presentation
- ▶ Visual area is 17”H by 23” W
- ▶ Acrylic protective sheet covers display
- ▶ Story can be changed annually or bi-annually



Funding & Timeline

- ▶ SPL Investor Angels have gifted up to \$5,000
- ▶ Project Partners
 - ▶ Simsbury Public Library
 - ▶ Simsbury Culture, Parks & Recreation

We hope to have the StoryWalk installed by spring 2020

Questions?



Lisa Karim, Director
Simsbury Public Library
lkarim@simsburylibrary.info



Tom Tyburski, Director
Simsbury Culture, Parks, and Recreation
ttyburski@simsbury-ct.gov



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Council of Small Towns (COST) Presentation of Proposed State Legislation
2. **Date of Board Meeting:** March 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:**
This item is informational; no action is needed this evening. If however, there is proposed legislation that the Board either strongly supports or opposes, I can prepare draft resolutions and correspondence on your behalf for review and consideration at an upcoming meeting.
5. **Summary of Submission:**
The Connecticut Council of Small Towns (COST) has provided us with a legislative update on House and Senate proposed bills that may have an impact on Simsbury. Betsy Gara, Executive Director of COST will be present to help provide an overview of the attached legislation and answer questions you might have. Also present as a resource person will be Amy Paterson, Executive Director of the Connecticut Land Conservation Council. Ms. Paterson will be available to speak to HB-5254, the municipal open space funding bill.

While I encourage you to read the full COST update, I have highlighted some proposed legislation below that may be of particular interest to the Board of Selectmen.

HB-7150 An Act Concerning Education: Section 6 of this proposed bill states that at a minimum of 25% of the normal teachers' pension cost as calculated by the Office of Policy and Management will be shifted to the towns. This is to cover the future pensions of present day teachers. Towns that have teacher salaries above the median pay rate will have an added percentage to pay, while distressed municipalities are capped at 5% instead of 25%. *COST opposes this section.*

Under this proposal, Simsbury would be required to contribute \$304,466 in FY 19/20, \$628,751 in FY 20/21, and \$953,036 in FY 21/22 to the Teachers Retirement System. Based on our overall anticipated state revenue, this contribution in FY 19/20 has a net impact of a loss of \$244,401 in state revenue, or a decrease of -3.6%. I have a number of concerns with this proposal and will monitor the issue closely. Should this proposal be implemented some of my concerns include: challenges with collective bargaining and interest arbitration and their impact on

determining salaries; municipalities lack of governance or ability to negotiate the pension benefits granted to our teachers; and the burden of shifting this cost to the property tax. Local governments in Connecticut are heavily reliant on the property tax and municipalities lack the statutory authority to diversify our revenue base in a meaningful way.

SB-738 An Act Concerning the Creation of Regional School Districts: This would require towns with populations under 40,000 (e.g. Simsbury) to join a new or existing regional school district. There is an exception for regional districts that provide K-12. *COST opposed this bill and as of now it is dead in the Education Committee.*

SB-2 An Act Increasing the Minimum Fair Wage: This bill would gradually increase the minimum fair wage in the state of Connecticut over the next 3 years. Starting in January 1, 2020 the minimum wage would be \$12.00, followed by an increase of \$1.50 on January 1st, 2021 and again on January 1st, 2022 to get the minimum wage up to \$15.00. *COST opposes this bill.*

This proposal would have a devastating financial impact on our Culture, Parks and Recreation Department special revenue fund which is already struggling. The Department employs a large number of seasonal workers throughout the year such as day camp staff, lifeguards, and ice rink guards. These employees are critical to our service delivery of recreational programs and operation of the Simsbury Farms complex. This proposal would increase wages and payroll taxes by \$23,156 in FY 19/20, by \$86,104 in FY 20/21, and by \$115,479 in FY 21/22, or an aggregate amount of \$224,739 over three fiscal years¹.

SB-1 An Act Concerning Paid Family and Medical Leave: This bill creates the Family and Medical Leave Insurance (FMLI) program that provides wage replacement for certain employees taking leave for reasons under the Family and Medical Leave Act or the Family Violence Leave Law. Employees would get up to 12 weeks of FMLI benefits over a 12 month period. This bill excludes municipal employees from participating in FMLI, but they would be able to opt-in through the collective bargaining process. *COST opposes this bill.*

HB-5254 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: If passed this would allow municipalities, but not require, the ability to establish a dedicated source of land conservation and stewardship funding through a local conveyance fee on buyers up to 1% on the purchase of real estate. The first \$150,000 of the purchase price, or more, at the discretion of the municipality would be exempt from the fee. *COST supports this bill.*

Based on the average selling price of useable sales² of a home in Simsbury, and the number of usable sales³ from October 1, 2016 through September 30, 2017, this fee if implemented would generate approximately \$634,788.89 for open space

¹ Cost increases in Years 2 and 3 also reflect the impact of the new base established from the prior wage increase.

² \$322,967

³ 367

acquisition⁴. Our Conservation Commission and the Simsbury Land Trust previously corresponded with the Board of Selectmen seeking support of this bill. The Open Space Committee was not supportive at this time for a number of reasons, but believes the Town should research other funding options for open space management at a later date.

SB-856 An Act Concerning the Control of Nuisance Wildlife: This bill was amended in committee to allow DEEP to issue permits to kill wildlife that are causing unreasonable damage to agricultural crops to also include damage to livestock, poultry and bees. The wildlife that can be killed under this bill includes bears. The bill also allows farmers who do not hunt to assign their permit to someone who does.

SB-894 An Act Concerning the Nonlethal Management of the Black Bear Population in Connecticut: This bill identified nonlethal management practices to deter black bears from habituating in densely populated areas of humans.

SB 431 An Act Concerning Property Tax Reform: This bill establishes a statewide mill rate on real property with an adjustment for the homestead exemption, establishes a \$50,000 homestead exemption for 1-4 family owner-occupied residents; repeals the Car Tax and replaces it with a statewide car tax of between 15 and 19 mills; redistributes statewide mill rate and statewide car tax revenues to 1) fund PILOT reimbursements; 2) increase special education grants; and 3) education funding for Alliance School Districts; and exempts the first \$25,000 of assessed value of business personal property from municipal property tax. *Awaiting action by the Finance Committee. COST opposes this bill.*

Without additional new legislation providing municipalities with a meaningful way to diversify our revenue base, this legislation would have a crippling effect on our revenue, mill rate, and our ability to fund services.

6. Financial Impact:

Included within the summary section.

7. Description of Documents Included with Submission:

- a) COST Legislative Update Dated March 25, 2019
- b) CT Newsjunkie: Environment Committee Rewrites Bear Hunt Bill
- c) Proposed Legislation, *Selections*

⁴ Does not include an estimate for commercial properties.



LEGISLATIVE UPDATE

Board of Selectmen, Town of Simsbury

March 25, 2019

BUDGET

HB-7148 - STATE BUDGET FOR THE BIENNIUM ENDING JUNE THIRTIETH, 2021 AND MAKING APPROPRIATIONS THEREFOR – To implement the governor’s budget proposal. Status: Public hearings being held this week and next. *Status: Awaiting action by the Appropriations Committee.*

SB-876 – BOND PACKAGE – Maintains level funding for Town Aid Road, Local Capital Improvement Program, Local Bridge Program, Local Capital Transportation Program, and includes language authorizing the use of LoCIP funds for hazardous non-utility tree removal or trimming. COST is requesting that lawmakers reinstate funding for the Small Town Economic Assistance Program (STEAP). *Status: Awaiting action by the Finance Committee.*

EDUCATION

HB-7150 – AN ACT CONCERNING EDUCATION

- **Teachers’ Pension Costs** (*COST opposes*)
 1. Shifts *at least* 25% of the "normal" teachers' pension costs to towns/school boards over a three-year period. The “normal cost”, an actuarial term, is the full amount that must be set aside annually to cover the future pensions of present-day teachers. This does not include any of the unfunded pension liabilities that had been shifted in proposals from previous years.
 2. Requires towns that pay teacher salaries > median to pay an additional percentage;
 3. Caps distressed municipalities at 5% of the normal cost;
 4. Unclear whether the costs must be borne by the town or the Board of Education;
 5. Fails to include any provisions allowing a town to negotiate changes in teachers’ pensions to control costs going forward. Instead, benefit levels and contribution rates are set in statute; and
 6. Fails to address binding arbitration issues that may it difficult for towns to control salary and benefit levels, which drive up pension costs.
- **ECS Formula** (*COST opposes*)
 - Section 20 accelerates the reductions included in the changes to the Education Cost Sharing (ECS) formula adopted in 2017, which were intended to be phased in over 10 years. Instead, the bill accelerates the phase in by reducing ECS funding by 25% each year through FY 22. Many towns that must pick up more than 25% of teachers’ pension costs due to salaries above the median will also face steep reductions in ECS funding.
- **Minimum Budget Requirement** (*COST supports with revisions*)
 - Section 5 revises the **Minimum Budget Requirement** to allow for MBR relief for districts that enter into cooperative arrangements for shared services/school consolidation, subject to approval by the state Department of Education (SDE). The reduction is phased



in over a planning and implementation year, with full implementation in the 3rd and 4th year, although SDE may require funding to be restored.

SB-738 – AN ACT CONCERNING THE CREATION OF REGIONAL SCHOOL DISTRICTS – To realign those towns with a total population of fewer than 40,000, except those regional school districts that provide instruction for grades K-12, in manner similar to the probate districts and require such towns to join a regional school district. *Status: Died in the Education Committee, however, the formal deadline for the Education Committee is April 1 and issues may be incorporated into other bills. (COST opposes)*

SB-457 – AN ACT CONCERNING THE SIZE OF SCHOOL DISTRICTS – To require school districts serving less than 2,000 students to join a new or existing regional school district so that the total student population of such new or expanded regional school district is greater than 2,000 students. *Status: Died in the Education Committee, however, the formal deadline for the Education Committee is April 1 and issues may be incorporated into other bills. (COST opposes)*

SB-874 – AN ACT CONCERNING EDUCATION INITIATIVES AND SERVICES IN CONNECTICUT – Sections 1 and 2 establish a Commission on Shared School Services (COSSS) to “develop a plan for the redistricting or consolidation of school services and school districts”. *Status: Awaiting action by the Education Committee. (COST opposes)*

HB- 7319 - AN ACT CONCERNING FISCAL INDEPENDENCE OF SCHOOL DISTRICTS – To require that local and regional school districts serving < 15,000 students become taxing authorities, separate from any municipality, for the provision of educational service. *Status: Public hearing held March 15 before the Planning & Development Committee. (COST opposes)*

PROPERTY TAXES

SB-431 – AN ACT CONCERNING PROPERTY TAX REFORM – Establishes a statewide mill rate on real property with an adjustment for the homestead exemption, establishes a \$50,000 homestead exemption for 1-4 family owner-occupied residents; repeals the Car Tax and replaces it with a statewide car tax of between 15 and 19 mills; redistributes statewide mill rate and statewide car tax revenues to 1) fund PILOT reimbursements; 2) increase special education grants; and 3) education funding for Alliance School Districts; and exempts the first \$25,000 of assessed value of business personal property from municipal property tax. *Status: Awaiting action by the Finance Committee. (COST opposes)*

MANDATES

SB-2, HB- 5004, and HB-7191 – AN ACT INCREASING THE MINIMUM FAIR WAGE - Increases the minimum wage to \$15 over a 3 to 4 year period. *Status: Approved by the Labor Committee, sent to the respective chamber. (COST opposes)*

SB-1 - AN ACT CONCERNING PAID FAMILY AND MEDICAL LEAVE - Creates the Family and Medical Leave Insurance (FMLI) program to provide wage replacement benefits to certain employees taking leave for reasons allowed under the state's Family and Medical Leave Act (FMLA) or the family violence leave law, as amended by the bill. It provides them with up to 12 weeks of FMLI benefits over a 12- month period



in an amount equal to 100% of the employee's weekly earnings, up to a maximum of \$1,000 per week (or an inflation adjusted equivalent). The program also provides two additional weeks of benefits for a serious health condition that occurs during pregnancy and results in incapacitation. Under the bill, "covered employees" are: 1) people who earned at least \$2,325 from one or more employers during their highest earning quarter within the five most recently completed calendar quarters and are (a) employed by an employer with at least one employee or (b) unemployed; 2) sole practitioners and self-employed people who enroll in the program; and 3) "covered public employees." The bill excludes municipal employees from participation in the FMLI program. However, the bill allows these municipal employees to opt-in through collective bargaining. Current law does not preclude municipal employees from collectively bargaining for any type of paid leave program. To the extent that municipal employees choose to collectively bargain for the FMLI benefits established by the underlying bill, there is a cost to municipal employers associated with the expansion of leave benefits. Once a municipal employer or BOE collectively bargains to include one of its bargaining units in the program, any of the municipality's or BOE's employees who are not part of a collective bargaining unit also become covered public employees. *Status: Approved by the Labor Committee, sent to the Senate. (COST opposes)*

HB-5003 - AN ACT IMPLEMENTING A PAID FAMILY MEDICAL LEAVE PROGRAM – Includes the same provisions as SB-1. *Status: Awaiting action by the Labor Committee. (COST opposes)*

MANDATE RELIEF

SB-882 – AN ACT CONCERNING MUNICIPAL ARBITRATION AND MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (Governor's bill)

- Increases the employee contribution rate under MERS by 2% for each of the next 3 fiscal years beginning July 1, 2019.
- Requires a newly constituted ACIR to make recommendations to OPM on a new tier for MERS modeled after the State Employees Retirement System
- Calls for the neutral arbitrator on municipal arbitration panels to be selected at random rather than by 2 other members of the arbitration panel, which will provide a more level playing field. *Status: Public hearing scheduled for March 20 before the Planning & Development Committee. (COST supports)*

HB- 7208 - AN ACT CONCERNING THE PUBLICATION OF LEGAL NOTICES BY MUNICIPALITIES –

Authorizes towns to post a summary of required legal notices in the newspaper and full notices on the town website. *Status: Awaiting action by the Planning & Development Committee. (COST supports)*

SB-1081 – AN ACT CONCERNING MUNICIPAL SET ASIDE REQUIREMENTS – Increases the project threshold from \$50,000 to \$500,000 to exempt smaller projects from the set aside mandate. *Status: Pubic Hearing scheduled for March 20 before the Planning & Development Committee. (COST supports)*

ENVIRONMENT

HB-5254 - 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 – Enables, but does not require, municipalities to establish their own dedicated source of land conservation and stewardship funding by adopting a local conveyance fee on buyers of up to 1% on the purchase of real estate. The first \$150,000 of the purchase price, or more, at the discretion of the municipality, would be exempt from the fee. *Status: Awaiting action by the Environment Committee. (COST supports)*

SB-856 - AN ACT CONCERNING THE CONTROL OF NUISANCE WILDLIFE – Amended in committee to extend the current law which allows the Department of Energy and Environmental Protection to issue a permit to kill wildlife causing unreasonable damage to an agricultural crop to include damage to livestock, poultry or bees. The legislation also allows the person approved to kill the wildlife, which could be a bear, to keep it. A farmer, who doesn't hunt, is allowed to assign the permit to someone who does hunt. *Status: Approved by the Environment Committee, sent to the Senate.*

SB-894 - AN ACT CONCERNING THE NONLETHAL MANAGEMENT OF THE BLACK BEAR POPULATION IN CONNECTICUT – Identifies nonlethal management practices that can be employed to deter black bears from habituating in areas densely populated by humans. *Status: Approved by the Environment Committee, sent to the Senate.*

SB-1060 AN ACT CONCERNING THE REGULATION OF STORMWATER - Calls for the state Department of Energy & Environmental Protection (DEEP) to develop best practices and recommendations for mitigating costs associated with compliance with the Stormwater General Permit. *Status: Awaiting action by the Environment Committee. (COST supports)*

HB- 7294 - AN ACT CONCERNING BOTTLE REDEMPTION IN THE STATE – To amend the bottle bill to increase deposits and handling fees, redistribute escheats from unredeemed bottles, include additional beverage containers under the deposit law, and encourage additional independent redemption centers. *Status: Approved by the Environment Committee, sent to the House. (COST supports)*

SB-753 - AN ACT CONCERNING THE STATEWIDE BAN ON FRACKING WASTE - Expands the state-wide fracking ban to apply to all gas and oil extraction activities and to assure that such ban is permanent. *Status: Amended and approved by the Environment Committee, sent to the House. (COST supports)*

HOUSING

HB-6749 - AN ACT TO REORGANIZE THE ZONING ENABLING ACT AND PROMOTE MUNICIPAL COMPLIANCE - Sanctions towns that fail to meet certain housing goals by making them ineligible for discretionary municipal aid, such as Clean Water funding, open space, and farmland preservation. *Status: Awaiting action by the Planning & Development Committee. (COST opposes)*



REGIONALIZATION

HB-7192 – AN ACT CONCERNING MUNICIPAL AND REGIONAL OPPORTUNITIES & EFFICIENCIES

- **PSAP Consolidation**
 - Promotes the consolidation of Public Safety Answering Points by providing additional transition grant money from the Emergency 911 program and provides that any municipality with a population of less than 40,000 that does not consolidate will no longer receive annual subsidies from the program
- **Property Revaluation/Tax Collection & Assessment**
 - Requires Councils of Government (COGs) to establish a regional assessment division responsible for collecting and processing certain data for each municipality within its region with 15,000 parcels or less (146 municipalities)
 - Coordinates revaluation cycles for towns within 5 revaluation zones
 - Requires the 146 towns with fewer than 15,000 parcels to consolidate their tax collection and assessment departments by 7/1/22 or LoCIP or Pequot Mohegan grants funds will be reduced
- **Advisory Council on Intergovernmental Relations (ACIR)**
 - Empowers a newly constituted ACIR to analyze and create work plans to promote shared services and make local governments more efficient

Status: Public hearing scheduled for March 20 before the Planning & Development Committee.

SB-1082 – AN ACT CONCERNING THE CONSOLIDATION OF PUBLIC SAFETY ANSWERING POINTS –

Requires the Division of State-Wide Emergency Telecommunications to develop additional incentives for the regionalization of public safety answering points and make recommendations to the General Assembly for how to remove barriers to the consolidation of such answering points. *Status: Public hearing scheduled for March 20 before Planning & Development Committee.*

HB-6643 - AN ACT CONCERNING REGIONAL ANIMAL CONTROL SHELTERS – To increase the population threshold from 25,000 to 50,000 that may be served by a regional animal control shelter. *Status: Approved by the Environment Committee, sent to the House. (COST supports)*



CT Newsjunkie

Environment Committee Rewrites Bear Hunt Bill

by Christine Stuart | Mar 18, 2019 5:35pm

HARTFORD, CT — Environment Committee Democrats flexed their muscles Monday and completely rewrote a bill that would have allowed a black bear hunt in Litchfield County.

The new bill expands the current law for issuing permits to deal with nuisance wildlife.

Rep. Michael DeMicco, D-Farmington, said the new language adopted by the committee Monday amends current law which already allows the Department of Energy and Environmental Protection Commissioner to issue a permit to kill wildlife that's doing unreasonable damage to an agricultural crop. The new language expands that to livestock, poultry or bees.

The bill passed the committee 17-11.

The legislation also allows the person approved to kill the wildlife, which could be a bear, to keep it. A farmer, who doesn't hunt, is allowed to assign the permit to someone who does hunt.

Rep. Maria Horn, D-Salisbury, said she has a lot of farmers in her district who have real problems with bears destroying their crops and taking their livestock.

"I am very pleased we shifted this bill," Horn said.

She said she hopes farmers dealing with this issue are first resorting to "non-lethal" management.

However, an amendment that would require them to do that was withdrawn by Rep. Mary Mushinsky, D-Wallingford.

Mushinsky said she thinks the bill is "defective" without the amendment so she voted against forwarding it to the Senate.

"Without trying non-lethal diversion first ... I think we have no business authorizing shooting of the bear, coyote, or whatever else is attacking the crops," Mushinsky said.

Rep. Ed Vargas, D-Hartford, also voted against the bill because he said the only way to restore the ecological balance to the state of Connecticut is to reintroduce timber wolves.

"It may create other problems down the road," Vargas said. "But I rather deal with those problems than see bears shot."

He said it was a mistake to eradicate the wolves.



Rep. David Michel, D-Stamford, said the legislation creates a “loophole that would allow trophy hunting on farmlands,” and that’s why he can’t support it.

Bryan Hurlbert, executive director of the Connecticut Farm Bureau, said there are a significant number of beehives that have been damaged by bears. He said his organization welcomes the legislation.

Another bill, [SB 894](#), which passed 27 to 1, would require non-lethal measures to be taken to help control the black bear population.

Both bills were forwarded to the state Senate.



General Assembly

January Session, 2019

Committee Bill No. 2

LCO No. 4947



Referred to Committee on LABOR AND PUBLIC EMPLOYEES

Introduced by:
(LAB)

AN ACT INCREASING THE MINIMUM FAIR WAGE.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

1 Section 1. Subsection (i) of section 31-58 of the general statutes is
2 repealed and the following is substituted in lieu thereof (*Effective*
3 *October 1, 2019*):

4 (i) "Minimum fair wage" in any industry or occupation in this state
5 means a wage of not less than six dollars and seventy cents per hour,
6 and effective January 1, 2003, not less than six dollars and ninety cents
7 per hour, and effective January 1, 2004, not less than seven dollars and
8 ten cents per hour, and effective January 1, 2006, not less than seven
9 dollars and forty cents per hour, and effective January 1, 2007, not less
10 than seven dollars and sixty-five cents per hour, and effective January
11 1, 2009, not less than eight dollars per hour, and effective January 1,
12 2010, not less than eight dollars and twenty-five cents per hour, and
13 effective January 1, 2014, not less than eight dollars and seventy cents
14 per hour, and effective January 1, 2015, not less than nine dollars and
15 fifteen cents per hour, and effective January 1, 2016, not less than nine
16 dollars and sixty cents per hour, and effective January 1, 2017, not less

17 than ten dollars and ten cents per hour, and effective January 1, 2020,
18 not less than twelve dollars per hour, and effective January 1, 2021, not
19 less than thirteen dollars and fifty cents per hour, and effective January
20 1, 2022, not less than fifteen dollars per hour or one-half of one per cent
21 rounded to the nearest whole cent more than the highest federal
22 minimum wage, whichever is greater, except as may otherwise be
23 established in accordance with the provisions of this part. Effective
24 July 1, 2023, and not later than each July fifteenth thereafter, the Labor
25 Commissioner shall announce an adjustment in the minimum fair
26 wage which shall be equal to the percentage increase between the last
27 complete calendar year and the previous calendar year in the
28 consumer price index for urban wage earners and clerical workers in
29 the northeast urban area of New York-Northern New Jersey-Long
30 Island, NY-NJ-CT-PA, with no seasonal adjustment, as calculated by
31 the United States Department of Labor's Bureau of Labor Statistics,
32 with the amount of the minimum fair wage increase rounded to the
33 nearest five cents. The minimum fair wage plus the adjustment
34 announced by the Labor Commissioner on July fifteenth shall become
35 the new minimum fair wage and shall be effective on the January first
36 immediately following. All wage orders in effect on October 1, 1971,
37 wherein a lower minimum fair wage has been established, are
38 amended to provide for the payment of the minimum fair wage herein
39 established except as hereinafter provided. Whenever the highest
40 federal minimum wage is increased, the minimum fair wage
41 established under this part shall be increased to the amount of said
42 federal minimum wage plus one-half of one per cent more than said
43 federal rate, rounded to the nearest whole cent, effective on the same
44 date as the increase in the highest federal minimum wage, and shall
45 apply to all wage orders and administrative regulations then in force.
46 [The rates for learners, beginners, and persons under the age of
47 eighteen years shall be not less than eighty-five per cent of the
48 minimum fair wage for the first two hundred hours of such
49 employment and equal to the minimum fair wage thereafter, except
50 institutional training programs specifically exempted by the

51 commissioner.]

This act shall take effect as follows and shall amend the following sections:		
Section 1	October 1, 2019	31-58(i)

Statement of Purpose:

To provide more economic security to Connecticut families by increasing the minimum fair wage.

Co-Sponsors: SEN. LOONEY, 11th Dist.; SEN. DUFF, 25th Dist.
 SEN. KUSHNER, 24th Dist.; SEN. ABRAMS, 13th Dist.
 SEN. BERGSTEIN, 36th Dist.; SEN. BRADLEY, 23rd Dist.
 SEN. CASSANO, 4th Dist.; SEN. FLEXER, 29th Dist.
 SEN. FONFARA, 1st Dist.; SEN. HASKELL, 26th Dist.
 SEN. LEONE, 27th Dist.; SEN. LESSER, 9th Dist.
 SEN. MCCRORY, 2nd Dist.; SEN. MOORE, 22nd Dist.
 SEN. NEEDLEMAN, 33rd Dist.; SEN. OSTEN, 19th Dist.
 SEN. WINFIELD, 10th Dist.; REP. WINKLER, 56th Dist.

S.B. 2



General Assembly

January Session, 2019

Committee Bill No. 5254

LCO No. 3401



Referred to Committee on ENVIRONMENT

Introduced by:
(ENV)

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.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

1 Section 1. (NEW) (*Effective from passage*) (a) A municipality may
2 impose, by vote of the legislative body of such municipality, a buyer's
3 tax on the conveyance of real property, occurring on or after July 1,
4 2019, at the rate of not more than one per cent of the consideration paid
5 by the buyer in excess of one hundred fifty thousand dollars. Such tax
6 may be retained by the municipality, shall be kept in a separate
7 account and shall be used for any of the following purposes approved
8 by the Office of Policy and Management: (1) Purchase of development
9 rights related to or the purchase of open space land, forest land, farm
10 land or waterfront property by the municipality or by the municipality
11 in cooperation with the state or federal government or with a private
12 organization such as a land trust, (2) brownfield remediation, or (3)
13 other environmental projects.

14 (b) Conveyances resulting in the preservation of open space land,

15 forest or farm land shall be exempt from any tax imposed pursuant to
16 the provisions of subsection (a) of this section.

This act shall take effect as follows and shall amend the following sections:		
Section 1	<i>from passage</i>	New section

Statement of Purpose:

To enable municipalities such as Bolton, Bozrah, Bloomfield, Bethany, Coventry, Hartford, Lyme, New London, Norfolk, North Stonington and Warren to impose a conveyance tax on certain real property sales in order to generate funds for the preservation of open space.

Co-Sponsors: REP. GRESKO, 121st Dist.

H.B. 5254

**Proposed Substitute
Bill No. 586**

LCO No. 6268

AN ACT CONCERNING THE CONTROL OF NUISANCE WILDLIFE.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

1 Section 1. Subsection (a) of section 26-47 of the general statutes is
2 repealed and the following is substituted in lieu thereof (*Effective*
3 *October 1, 2019*):

4 (a) When it is shown to the satisfaction of the commissioner that
5 wildlife is causing unreasonable damage to agricultural crops, [during
6 the night and it is found by the commissioner that control of such
7 damage by wildlife is impracticable during the daylight hours]
8 livestock, poultry or bees, the commissioner may issue permits for the
9 taking of such wildlife as the commissioner deems necessary to control
10 such damage by such method and at such time of day as the
11 commissioner determines, including the use of lights, during the
12 period between sunset and sunrise, upon written application of the
13 owner or lessee of record of the land on which such crops are grown or
14 such livestock, poultry or bees are cared for, raised or fed. Such
15 permits may be issued to any qualified person designated by such
16 landowner or lessee. The person to whom such permit is issued shall
17 be held responsible for complying with the conditions under which
18 such permit is issued which shall include, but not be limited to, the
19 taking of such wildlife on the land where such crops are grown or such
20 livestock, poultry or bees are cared for, raised or fed. The person to
21 whom such permit is issued may retain any wildlife taken pursuant to
22 such a permit. The provisions of this section shall not apply to deer.

23

This act shall take effect as follows and shall amend the following sections:

Section 1	<i>October 1, 2019</i>	26-47(a)
-----------	------------------------	----------



General Assembly

January Session, 2019

Raised Bill No. 894

LCO No. 4468



Referred to Committee on ENVIRONMENT

Introduced by:
(ENV)

AN ACT CONCERNING THE NONLETHAL MANAGEMENT OF THE BLACK BEAR POPULATION IN CONNECTICUT.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

1 Section 1. (*Effective from passage*) Not later than February 1, 2020, the
2 Commissioner of Energy and Environmental Protection shall submit a
3 report, in accordance with section 11-4a of the general statutes, to the
4 joint standing committee of the General Assembly having cognizance
5 of matters relating to the environment on best nonlethal management
6 practices that are effective in deterring black bear from habituating in
7 areas that are densely populated by humans. In developing such
8 practices, the commissioner shall consider, but is not limited to, the
9 following: (1) Attractant management practices and recommendations
10 that limit black bear access to food sources originating from humans,
11 (2) nonlethal hazing devices, including noises and physical deterrents
12 that decrease black bear use of densely populated human areas, (3)
13 education programs that instruct and encourage the general public to
14 improve their use of attractant management practices, and (4)
15 community planning strategies that consider black bear territory in
16 making land use and waste management plans within municipalities.

This act shall take effect as follows and shall amend the following sections:		
Section 1	<i>from passage</i>	New section

Statement of Purpose:

To identify nonlethal management practices that can be employed to deter black bears from habituating in areas densely populated by humans.

[Proposed deletions are enclosed in brackets. Proposed additions are indicated by underline, except that when the entire text of a bill or resolution or a section of a bill or resolution is new, it is not underlined.]



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** FY 19/20 Budget Discussion
2. **Date of Board Meeting:** March 25, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Amy Meriwether, Finance Director/Treasurer
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
To determine if any further capital or operating reductions can be made from the FY 19/20 budget. To develop a prioritized list of capital and CNR projects, to be provided to the Board of Finance for consideration. To consider bonding for \$606,500 in paving costs.
5. **Summary of Submission:**
The Board of Selectmen's approved FY19/20 budget was presented to the Board of Finance at their March 19, 2019 meeting. The Board of Finance advanced the budget to public hearing as presented, with two changes:
 - Revise the health insurance figure (Major Medical account) to reflect a 14.48% increase in premiums
 - Return the items previously accounted for in the Simsbury Farms special revenue fund back to the fund (consistent with current practice)

The Board of Finance has asked that the Board of Selectmen prioritize its capital and CNR projects. As a reminder, all of the proposed capital projects listed in year 1 of the CIP are recommended to be funded by cash, and most of the items listed in year 1 of the CNR plan are also recommended to be funded by cash (either with a one-time payment or through the traditional five-year payback). CNR items not funded by General Fund cash have an alternative funding source such as the Sewer Use Fund, Town Aid Road, or the Police private duty fund.

The Board of Finance also asked that the Board of Selectmen consider replacing the funding source for some cash-funded capital projects with bonds. In particular, the Board would like to consider bonding for the portion of Highway Pavement Management that was recommended to be paid for by cash. The Board of Selectmen's approved budget recommended that this project be funded by three sources: LOCIP (\$155,000); Town Aid Road (\$243,500); and cash/General Fund (\$786,500). A portion of the cash (\$180,000) was moved from the Highway operating budget, leaving \$606,500 that could be bond-funded.

At its March 12, 2019 meeting the Planning Commission determined that all items contained within the capital improvement plan were consistent with the goals and objectives outlined in the 2017 Plan of Conservation and Development. This fulfills the CGS 8-24 referral requirement.

6. Financial Impact:

Prioritization will be used to assist the Board of Finance with the adoption of the FY 19/20 budget.

7. Description of Documents Included with Submission:

- a) 6-Year Capital Improvement Plan (CIP)
- b) 6-Year Capital Non-Recurring (CNR) Plan
- c) Memo from M. Glidden re: CGS 8-24 Referral from the Board of Selectmen Concerning FY 19/20 Capital Improvement Plan, dated March 21, 2019

Town of Simsbury
Six Year Capital Improvement Program
Fiscal Year 2019/20 - Fiscal Year 2024/25

	Funding Source	FY19/20	Future Projects				
			FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
GENERAL GOVERNMENT							
Radio System Upgrade/Replacement	B		2,500,000				
Senior/Community Center	B						8,800,000
Document Management/ Scanning Services	GF						340,000
Accounting System	GF	350,000					
Transfer to Capital Reserve	GF	50,000					
Total General Government		400,000	2,500,000	-	-	-	9,140,000
CULTURE, PARKS & RECREATION							
Greenway Improvements	GF	164,910	300,000	300,000	300,000	300,000	300,000
Golf Course Irrigation System Replacement	B			1,800,000			
Multi-Use Connections/Trails Development	B		600,000				
Total Culture, Parks & Recreation		164,910	900,000	2,100,000	300,000	300,000	300,000
FACILITIES MANAGEMENT							
Highway Pavement Management	TAR/GF/LOCIP	1,185,000	1,185,000	1,185,000	1,210,000	1,210,000	1,210,000
Highway Sweeper	TAR					280,000	
Public Works Facility Paving & Storm Drainage	GF		330,000				
Dam Evaluation & Repairs	B				3,150,000		
Sidewalk Reconstruction	GF	300,000	300,000	300,000	300,000	300,000	300,000
Townwide Bridge/Culvert Inventory & Evaluation	GF		200,000				
Townwide Drainage Master Plan Update	GF			300,000			
Bridge Improvements	B			950,000			
Eno Entrance Improvements	GF		340,000				
Town Facilities Master Plan Implementation	B			500,000		500,000	
Town Hall Renovations	B					3,100,000	
Flower Bridge Repairs	B					750,000	
Total Facilities Management		1,485,000	2,355,000	3,235,000	4,660,000	6,140,000	1,510,000

	Funding Source	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
WATER POLLUTION CONTROL							
Replace Plant Programmable Logic Controllers	SUF	250,000					
Total Water Pollution Control		250,000	-	-	-	-	-
BOARD OF EDUCATION							
District Network Infrastructure	GF		400,000		400,000		
Underground Tank Replacement @ TV and SHS	B	325,000					
District Security Improvements	B	750,000		250,000			
SHS Stadium Facility Renovations Phase I	B		980,000				
SHS Stadium Facility Renovations Phase II	GF				400,000		
SHS Stadium Bleachers and Press Box Replacement	B		725,000				
SHS Visitor's Bleachers Replacement	GF					225,000	
SHS Turf Field #2 Construction	B		1,550,000				
SHS Partial Roof Replacement	B/G	2,600,000					
District Climate Control Phase III							
Latimer Lane Renovation	B/G			6,800,000			
HJMS Tennis Court Replacement	GF		500,000				
Total Board of Education		3,675,000	4,155,000	7,050,000	800,000	225,000	-
TOTAL CAPITAL PROJECTS	\$	5,974,910	9,910,000	12,385,000	5,760,000	6,665,000	10,950,000

Note: bold text indicates new projects for FY20

FUNDING:

Bonds (B)		2,895,000	7,205,000	8,641,720	4,025,000	5,225,000	9,675,000
General Fund (GF)		1,651,410	2,550,000	1,330,000	1,580,000	1,005,000	1,120,000
Federal or State Grants (G)		780,000	-	2,258,280	-	-	-
Local Capital Improvement Program Grant (LOCIP)		155,000	155,000	155,000	155,000	155,000	155,000
Town Aid Road Fund (TAR)		243,500	-	-	-	280,000	-
Sewer Use Fund (SUF)		250,000	-	-	-	-	-
TOTAL FUNDING	\$	5,974,910	9,910,000	12,385,000	5,760,000	6,665,000	10,950,000

Town of Simsbury
Six Year Capital Non-Recurring (CNR) Plan
Fiscal Year 2019/20 - Fiscal Year 2024/25

	Funding Source	FY19/20	Future Projects				
			FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
GENERAL GOVERNMENT							
Compensation and Classification Study	GF		40,000				
Network Storage & Virtual Environment	GF		180,000				
Telephone System	GF	40,000					
2022 Revaluation	GF	60,000	60,000	60,000	60,000		
Fraud Risk Assessment	GF		50,000				
Deepwater Wind Expenses	GF	15,000					
Building Department Permit Software Upgrade			38,000				
Total General Government		115,000	368,000	60,000	60,000	-	-
LIBRARY							
Automated Book Handler Replacement	GF	73,640					
Total Library		73,640	-	-	-	-	-
POLICE							
Police Cruisers (3)	GF	130,000	130,000	130,000	130,000	130,000	130,000
Patrol Supervisor Cruisers	PDF		110,000				
Body Worn Cameras and Car Cameras	GF		94,112	60,372	60,372	60,372	60,372
Interview Room Audio/Video Recording System	PDF	35,610					40,000
Radio System Feasibility Study - Phase II	GF	35,000					
Security Camera Upgrades	PDF	15,910					
Mobile Data Terminals	PDF		55,000				
Active Threat Vests	PDF				25,000		
Total Police		216,520	389,112	190,372	215,372	190,372	230,372
PUBLIC WORKS/ENGINEERING							
Iron Horse Landscaping	GF		150,000				
Wayfinding Signage for Town Center	GF	15,000					
Various Drainage Improvements	GF		125,000		125,000		150,000
Ash Borer Tree Mitigation	GF	36,500	36,500	36,500			
Townwide Mapping Update	GF		150,000				

	Funding Source	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
Bicycle/Pedestrian Improvements	GF		17,000				
Municipal Site and Safety Improvements	GF		200,000				
Eno Parking Lot Improvements	GF		215,000				
Eno Office and Senior Center Modifications	GF			140,000			
Painting and Repairs to Eno Clock Tower	T	21,000	21,000				
Metacom Drive Rock Stabilization	GF		15,000				
Utility Van	GF		46,000				
Ford Escape (Facilities)	GF		35,000				
Public Works Truck Replacement	GF	180,000	180,000	180,000	180,000	180,000	180,000
Pickup Truck Replacement (Highway)	TAR	35,000					42,000
One-Ton Pickup Truck (Highway Superintendent)	GF			50,000			
One-Ton Dump Truck (Crew Leader)	GF			55,000			
Pickup Truck Replacement (Facilities)	GF		35,000	40,000			
Front End Loader	TAR		195,000				
Infrared Asphalt Trailer	TAR	37,000					
Crane Lift for Highway Garage	TAR		38,000		185,000		
Salt Brine System	TAR		140,000				
Plow Blades	TAR	28,000		28,000		28,000	
1 Ton Roller	TAR		18,000				
Roadside Mower	TAR		112,000				
11' Snow Plow	TAR		20,000		20,000		20,000
Asphalt Paving Box	TAR		42,000				
Portable Truck Lift	TAR		55,000				
Highway Wood Chipper	TAR			108,000			
Milling Machine for Skid Steer	TAR			36,000			
Box Van for Signs and Barricades	TAR			55,000			
18" Chipper	TAR			85,000			
GVW Plow Truck Restoration	TAR			35,000			
Bobcat Excavator	TAR				100,000		
Roadside Tractor	TAR				120,000		
Bobcat Bandit Chipper	TAR					55,000	
Bobcat Track Skid Loader	TAR						120,000
Medium Duty Trailer	TAR						29,000
Total Facilities		352,500	1,845,500	848,500	730,000	263,000	541,000

	Funding Source	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
WATER POLLUTION CONTROL							
Sanitary Sewer Lining	SUF	100,000	-	-	-	-	-
Total Water Pollution Control		100,000	-	-	-	-	-

CULTURE, PARKS & RECREATION

Pickup Truck Replacement	GF	40,000	42,000				45,000
Plow and Sander Replacement	GF	15,000					
Simsbury Farms Playscape Replacement	GF			100,000	100,000		
Ice Rink Condenser Unit	GF	109,200					
Clubhouse Repair Work	GF		20,000				
Paddle Courts Resurfacing and Painting	GF	12,000					
Simsbury Farms Security Fencing	GF	30,000					
Simsbury Farms Pool Waterslide	GF		20,000				
Clubhouse Cedar Siding Staining	GF		35,000				
Ice Rink Roof Underside Painting	GF	50,000					
Mower Replacement	GF		12,000				
Cart Path Base Prep Plan	GF		35,000	20,000	20,000		
Cart Path Paving	GF		57,000	57,000	57,000		
Irrigation Replacement - Various Fields & Parks	GF		95,000			150,000	80,000
Various Playscapes	GF	25,000	25,000	25,000	25,000	25,000	25,000
Parks Rotary Mower Replacement	GF		86,000				
Simsbury Meadows Fencing Replacement	GF		40,000				
Simsbury Meadows - Band Shell Painting/Staining	GF		30,000				
Parks & Golf Maintenance Garage Ventilation System	GF		7,500				
Ice Rink Mechanicals Controls Upgrade	GF		60,000				
Dog Park Mitigation Project	GF		25,000				
Ice Rink Chiller Replacement	GF			120,000			
Weatogue Softball Field Backstop Replacement	GF			10,000			
Simsbury Meadows Electrical Repairs & Upgrades	GF			10,000			
Parks Grounds Utility Vehicle Replacement	GF			25,000			
Equipment Trailer Replacement	GF			7,500			
Rotary Mower Simsbury Farms Rotary Mower	GF			86,000			
Simsbury Farms Main Building Painting /Staining	GF			35,000			
Simsbury Farms Wading Pool Fountain	GF			14,000			
Golf Tee Leveling	GF				20,000	20,000	
Hole 16 Green Drainage Installation	GF				20,000		

	Funding Source	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
Golf Course Dump Truck Replacement	GF				40,000		
Utility Vehicle - Memorial Park	GF				25,000		
Upgrade Simsbury Farms Ice Rink PA System/Video Display	GF				6,000		
Simsbury Meadows Irrigation System Replacement	GF				60,000		
Club House Roof Shingles Replacement	GF				60,000		
Utility Vehicle - Simsbury Farms	GF				25,000		
Simsbury Farms Pools Wood Sundeck Replacement	GF				50,000		
Golf Course Hole 16 Internal Drainage System Installation	GF				20,000		
Simsbury Farms Generator	GF					75,000	
Irrigation System Replacemetnt at Curtiss Park	GF					150,000	
Dump Truck Replacement	GF					42,000	
Ice Rink Edger	GF					10,000	
John Deer Backhoe Replacement	GF					90,000	
Tariffville Softball Field Backstop Replacement	GF					15,000	
Sycamore Tree Park Fencing	GF						12,000
Tariffville Tennis Courts Replacement/Renovation	GF						150,000
Memorial Park Athletic Field Mower	GF						40,000
Kubota Tractor Replacement	GF						75,000
Total Culture, Parks & Recreation		281,200	589,500	509,500	528,000	577,000	427,000

TOTAL CNR	\$	<u>1,138,860</u>	<u>3,192,112</u>	<u>1,608,372</u>	<u>1,533,372</u>	<u>1,030,372</u>	<u>1,198,372</u>
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FUNDING:							
General Fund (GF)		866,340	2,386,112	1,261,372	1,083,372	947,372	947,372
Capital Reserve Fund (CRF)		-	-	-	-	-	-
Federal or State Grants (G)		-	-	-	-	-	-
Local Capital Improvement Program Grant (LOCIP)		-	-	-	-	-	-
Town Aid Road Fund (TAR)		100,000	620,000	347,000	425,000	83,000	211,000
Sewer Use Fund (SUF)		100,000	-	-	-	-	-
Police Private Duty Fund (PDF)		51,520	165,000	-	25,000	-	40,000
Eno Trust (T)		21,000	21,000	-	-	-	-
TOTAL FUNDING	\$	<u>1,138,860</u>	<u>3,192,112</u>	<u>\$ 1,608,372</u>	<u>1,533,372</u>	<u>\$ 1,030,372</u>	<u>1,198,372</u>



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Memorandum

Date: March 21, 2019

To: Maria E. Capriola MPA, Town Manager

From: Michael Glidden CFM CZEO
Director of Planning and Community Development

Re: CGS 8-24 referral from the Board of Selectmen concerning fiscal year 2019-2020
Capital Improvement Plan

Maria:

The Planning Commission reviewed the Board of Selectmen's' referral of the fiscal year 2019-2020 Capital Improvement Plan pursuant to CGS 8-24 at their March 12, 2019 meeting.

The Commission determined that all the items contained with the Capital Improvement Plan were consistent with the goals and objectives outlined in the 2017 Plan of Conservation and Development.

A copy of the meeting minutes is attached to this correspondence. Please consider this correspondence to serve as an official report from the Planning Commission.

Please contact me if you require additional information concerning this matter.

Cc: Amy Meriwether, Director of Finance
Burke LaClair, Business Manager, Simsbury Public Schools
Subject File

1 PLANNING COMMISSION-REGULAR MEETING
2 SUBJECT TO VOTE OF APPROVAL
3 TUESDAY, MARCH 12, 2019
4 SIMSBURY TOWN OFFICES-MAIN MEETING ROOM-7:00 PM
5 933 HOPMEADOW STREET, SIMSBURY, CONNECTICUT
6

7 I. CALL TO ORDER- Meeting was called to order at 7:00pm.
8

9 1. Pledge of Allegiance
10

11 II. ROLL CALL
12

13 Present: William Rice, Alan Needham, David Blume, Erin Leavitt-Smith, Craig MacCormac

14 Alternate Present: Richard Cortes

15 Alternates Seated: Elizabeth Burt

16 Absent: Gary Lungarini, Holly Beum

17 Staff Present: Michael Glidden, Director of Planning and Community Development
18

19 III. APPROVAL OF MINUTES of the January 22, 2019 regular meeting.
20

21 Correction: Motion beginning at line 33 should read:

22 The motion passed 5-0. (1 abstained) at 7:04pm.
23

24 Correction: Motion beginning at line 44 should read:

25 The motion passed 5-0. (1 abstained) at 7:05pm.
26

27 Motion:

28 A motion was made to approve the minutes of the January 22, 2019 meeting at 7:06pm by
29 Alan Needham. Erin Leavitt-Smith seconded the motion. The motion passed. There were 2
30 abstentions. William Rice and Craig MacCormac were not present for the 1/22/2019 meeting.
31

32 IV. OLD BUSINESS

33 1. Public Hearings

34 a. None
35

36 2. Applications

37 a. None
38

39 3. Referrals

40 a. None
41

42 V. NEW BUSINESS

43 1. Receipt of New Applications

44 a. Application #19-01 of Jordan Blumberg and Chloe Blumberg, Applicants; Joseph M.
45 Green, Agent; John Ashmore, Owner; for a 1-lot subdivision on the property located at
46 62 Laurel Lane (Assessor's Map E06, Block 107, Lot 073B). Zone R-25. (to be received
47 03/12/2019; decision must be rendered by 05/16/2019)

48 Michael Glidden stated that the applicant is asking to table the application until 3/26/2019.
49 Glidden stated that the applicant is waiting for approval from the Farmington Valley Health District on
50 the septic design. Chair William Rice stated that the application will be tabled until the 3/26/2019
51 meeting.

52 **VI. GENERAL COMMISSION BUSINESS**

53
54 **1. Correspondence from Town Manager**

55 **a. Sustainability Team memo dated February 28, 2019**

56
57 William Rice stated there was a request to identify a volunteer to participate on the
58 Sustainability Team from the Planning Commission.

59
60 Richard Cortes requested additional information. William Rice stated that additional
61 information can be found on the town's website. Cortes stated that he will look up the
62 information and is interested in volunteering. Elizabeth Burt and Erin Leavitt-Smith are
63 interested in attending the meetings if Cortes is unavailable.

- 64
65 1. Richard Cortes
66 2. Elizabeth Burt (2nd back up)
67 3. Erin Leavitt-Smith (3rd back up)
68

69 **2. Referral from Board of Selectman**

70 Michael Glidden requested the commission to amend the agenda in order to add a referral
71 from the Board of Selectman regarding a 6-year program submittal.
72

73 **Motion:**

74 William Rice made a motion to amend the agenda. The motion was seconded by Alan
75 Needham. The motion passed unanimously at 7:15pm.
76

77 Michael Glidden discussed the 2-page list of projects involved in a 6-year capital improvement
78 plan. He stated that the list was approved by the Board of Selectman. The list is required to be
79 reviewed by the Planning Commission to ensure that the projects are consistent with the 2017
80 POCD.
81

82 Alan Needham stated that he is not aware of anything in the POCD that would contradict
83 improving or renovating facilities.
84

85 **Motion:**

86 William Rice made a motion to return a positive referral to the Board of Selectman finding
87 no inconsistencies with the proposed projects within the 2017 POCD.
88 This was seconded by Alan Needham. The motion passed unanimously at 7:20pm.
89

90 **3. CRCOG Meeting**

91 Capitol Region Council of Governments (CRCOG) Meeting will be March 21. Planning
92 Commission representative David Blume will not be able to attend, due to travel. Chairman
93 William Rice stated that he will touch base with alternate representative Holly Beum to notify her
94 of the meeting.
95

96 **VII. ADJOURNMENT**

SUBJECT TO VOTE OF APPROVAL

97
98

Craig MacCormac made a motion to adjourn the meeting. Erin Leavitt-Smith seconded the motion. The motion passed unanimously at 7:21pm.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** March 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 March 25, 2019 to approve the presented tax refunds in the amount of \$4,475.25, 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 \$4,475.25. The attachment dated March 25, 2019 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
 - a) Requested Tax Refunds, dated March 25, 2019

REQUESTED TAX REFUNDS
MARCH 25, 2019

	BILL NUMBER	TAX	INTEREST	TOTAL
List 2017				
Esposito Meredith	17-01-05336	\$77.23		\$77.23
Value Health Care Services	17-02-40829	\$5.49		\$5.49
ACAR Leasing Ltd	17-03-50054	\$193.21		\$193.21
ACAR Leasing Ltd	17-03-50094	\$301.16		\$301.16
ARI Fleet LT Ltd	17-03-50595	\$1,047.33		\$1,047.33
Lane James T	17-03-60575	\$245.10		\$245.10
Toyota Lease Trust	17-03-69012	\$276.39		\$276.39
Winkleblack Grant T	17-03-70726	\$134.39		\$134.39
Toyota Lease Trust	17-04-83199	\$1,069.03		\$1,069.03
Saunders Trevor	17-03-66708	\$184.10		\$184.10
Toyota Lease Trust	17-03-69088	\$531.00		\$531.00
Toyota Lease Trust	17-03-69169	\$302.65		\$302.65
Ouedraogo Wend P	17-04-82498	\$49.24		\$49.24
Rankin Jeremy D	17-04-82679	\$58.93		\$58.93
Total 2017		\$4,475.25	\$0.00	\$4,475.25
TOTAL ALL YEARS		\$4,475.25	\$0.00	\$4,475.25



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Donation to Simsbury Food Closet Program
2. **Date of Board Meeting:** March 25, 2019
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Kristen Formanek, Director of Community & Social Services *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports accepting this donation from St. Catherine of Sienna, the following motion is in order:

Move, effective March 25, 2019, to accept a donation from St. Catherine of Sienna in the amount of \$7,500 for the purpose of supporting our Food Closet Program.
5. **Summary of Submission:**
St. Catherine of Sienna has provided the Community & Social Services Department with a financial donation to support the Simsbury Food Closet which supports residents in need.

Chapter 100 of our Code of Ordinances, "Gift Policy," Section 100-2 "Monetary Donations" states that no donation of more than \$1,500 may be accepted without Board of Selectmen approval. If the donation is accepted, staff will send a thank you letter to St. Catherine of Sienna.
6. **Financial Impact:**
Simsbury Community & Social Services has received a donation from St. Catherine of Sienna in the amount of \$7,500 to be used to support our Food Closet. The funds would be deposited into the Social Workers' Contingency Fund, which is used for this program.
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:** Simsbury Clean Up Day
2. **Date of Board Meeting:** March 25, 2019
3. **Individual or Entity Making the Submission:**
State Representative John Hampton, 16th District
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports Representative Hampton's request to use the Town Hall parking lot as a staging area for the Clean Up Day event on April 25, 2019, the following motion is in order:

Move, effective March 25, 2019 to grant permission to State Representative John Hampton to use the Simsbury Town Hall Parking Lot (933 Hopmeadow Street) for the temporary placement of large dumpsters and recycling bins for Simsbury Clean Up Day on April 25, 2019.
5. **Summary of Submission:**
In conjunction with Earth Day, State Representative John Hampton will be hosting a litter collection event on Saturday, April 27, 2019, from 10:00am-2:00pm. Representative Hampton is requesting use of the Town Hall parking lot as a central location for the collection and temporary storage of dumpsters. This is the same collection that was approved for last year's Earth Day/Clean Up Day. The event will be run by volunteers, including local churches, Boy Scouts, Girl Scouts, school groups and other local community organizations and businesses
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Litter Lugging Day Flyer

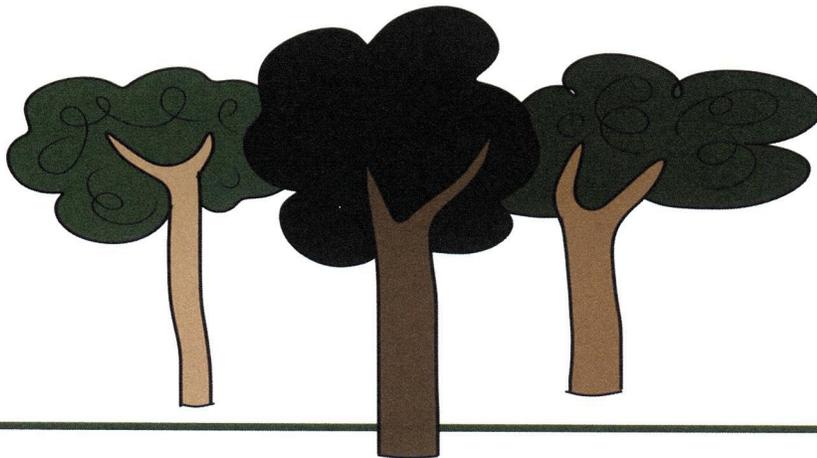
Town of Simsbury

Litter Lugging Day

Simsbury's State Representative John Hampton welcomes volunteers for a clean-up day focusing on litter removal and beautification of our Town.

Simsbury Town Hall
933 Hopmeadow Street
Saturday, April 27th
Morning shift: 10a.m.-12p.m.
Afternoon shift: 12p.m.-2p.m.

If you or your organization would like to sign up in advance for a specific road, location or section of town please contact Jason.Knight@cga.ct.gov or 860-240-8568.





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 Hartford Marathon Foundation High Intensity Interval Training Event
2. **Date of Board Meeting:** March 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 March 25, 2019 to approve the public gathering application for the 2019 Hartford Marathon Foundation High Intensity Interval Training event as presented and to authorize the issuance of the public gathering permit.

5. **Summary of Submission:**
On February 28, 2019 the Public Gathering Committee met to discuss the above referenced public gathering permit application. The Hartford Half Marathon Foundation is proposing a High Intensity Interval Training Program to take place on Saturday, June 1, 2019. The event will take place from approximately 5:00pm to 10:00pm. This submission is an add-on to the Iron Horse Half Marathon event, which was approved by the Board of Selectmen on December 17, 2018 and will be held Sunday, June 2nd.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Application and Maps Presented to the Public Gathering Committee



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: Saturday, June 1, 2019 12:00 PM End: Saturday, June 1, 2019 10:00 PM

*times above include setup/breakdown - see attached event outline
Number of people expected to be present for the event (incl. staff, volunteers, attendees): 330

- 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 NO N/A
Insurance Received: YES NO N/A
Request Approved: YES NO MORE INFO: _____

Signature: _____ Date: _____

EVENT INFO

Description of Event: Hartford Marathon Foundation presents high intensity interval workout inside stone wall. Program is divided into five parts: registration warm up, 3 intense workouts focusing on different parts of the body lead by certified trainers, and cool down / celebration.

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: 68
• If yes, please show locations on attached site plan.

Tent: YES NO SIZE: 10x10, 9x20
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).

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>

BUILDING DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent:

YES NO CAPACITY: 10x10
OPEN SIDES ENCLOSED
SQUARE FOOTAGE: 100

- 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? 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 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: 1-2

- Where will they be located? on field inside wall

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: 300

Attendance will be:

STAGGERED OVER COURSE OF EVENT AT A SPECIFIC TIME TIME: 6 PM - 9PM

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

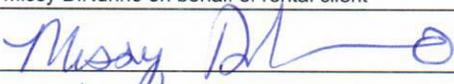
Portable toilets must be provided at the rate of 1 toilet per 50 patrons, at the Permittee's expense.

- ATTENDANCE: 300 / 50 = 6 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

Applicant's Signature: 

Date Signed: 2/27/19

REQUIRED SIGN OFFS (in order required)

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

EVENT SUMMARY

Hartford Marathon Foundation's Iron Horse Circuit

Saturday, June 1, 2019

(Rain Date: N/A)

Public Gathering Permit Application Submitted: 2-21-19

CONTACT INFORMATION:	
Organization	Hartford Marathon Foundation Event website: https://www.hartfordmarathon.com
Event Contact	Matt Anderson Hartford Marathon Foundation 41 Sequin Drive Glastonbury, CT 06033 Main: 860-652-8866 Cell: 860-707-0084 Email: matt@hartfordmarathon.com
SMPAC Contact	Missy DiNunno, Executive Director Office: 860-651-4052 Cell: 203-305-1847

TIMELINE:

Saturday, June 1, 2019		
12:00 PM – 4:00 PM	Load-in / Setup	Field inside wall
4:00 PM – 5:00 PM	Rehearsal / Sound Check	Stage
5:00 PM	Gates Open	Field inside wall
6:00 PM – 9:00 PM	Circuit Event	Field inside wall
9:00 PM – 10:00 PM	Breakdown and Prep for AM Event	Field inside wall
10:00 PM – 4:30 AM	Boy Scouts Sleepover	Stage

EVENT DETAILS:

Description
High intensity interval workout inside stone wall. Program divided into five parts: registration/warm up, 3 intense workouts focusing on different parts of the body lead by certified trainers, and cool down/celebration.

Ticketing Information
Price: \$25 - \$45 registration fees Point of Sale: Online via HMF website and in person on race day **see website for specifics

Parking	On-site parking closed to public
Advanced Preparation	Lining required
Management	SMPAC to manage
On-site Parking Fee	N/A

Expected Attendance	**Figures are estimated and subject to change
Total Attendance Expected	300

Stage Requirements	
Lights	Basic stage lighting included with rental
Sound	Provided by Hartford Marathon Foundation
Production Setup	Audio on stage

Vendor Information	
Merchandise Sales Vendors	HMF branded merch
Food Vendors	SMPAC Provided – beer / wine tent Location – birch tree line south east field inside wall Other – HMF coordinates private catering vendors for participants Location – on field inside wall
Services/Activities	Location – on field inside wall

Public Restrooms				
Coordinated by	Hartford Marathon Foundation			
Units	Standard – 63 Sinks - 3 Accessible - 2 TOTAL - 68			
Location	# units	Type	location	placement notes
	45	DXR	rear of bandshell	26 near barn, 20 near existing units
	1	DXR	Volunteer Tent	in rear of fenced in area of training tent
	2	ADA	rear of bandshell	1 in each line
	4	DXR	Drake hill rd/ Riverside	on northwest corner of intersection
	1	DXR	E. Weatogue/ Heather Ln	just north of Heather on West side (flagged for placement)
	2	DXR	Terry's Plain/Riverside	South bound side (flagged for placement)
	2	DXR	Terry's Plain	across from Flower Farm (flagged for placement)
	2	DXR	Terry's Plain/Wintonbury	West side near guard rails (flagged for placement)
	1	DXR	Terry's Plain/Quarry rd	West side near brook and south of stop sign (flagged for placement)
	1	DXR	Quarry Rd	west side, 200' south of 315 (flagged for placement)
	1	DXR	Terry's Plain Rd	West side about 1000 ft. South of 315 (flagged for placement)
	1	DXR	Terry's Plain/Goodrich Rd	North side of Goodrich (flagged for placement)
	1	DXR	Greenway bicycle trail	south of intersection of 10 and 315 (flagged for placement)

Public Restrooms				
	1	DXR	Iron Horse/Pent Rd.	east side of bicycle trail just north of Pent (flagged for placement)
	3	SS	Band shell area	one by each bank of portolets, one near food tents

Security	
Stage Security	N/A
Field Security	N/A
Overnight Security	HMF arranges Boy Scout sleepover to keep watch over gear

Public Safety Services	
Police	N/A for this event – no street closures
Fire	N/A
EMS	Yes – HMF to provide
DPW Trucks	N/A
Notes	

Tents		
***will use many of tents needed for Iron Horse event on 6/2		
10x10	Number: approx. 40	Sides: No
9x20	Number: 1	Sides: No

LEGEND:

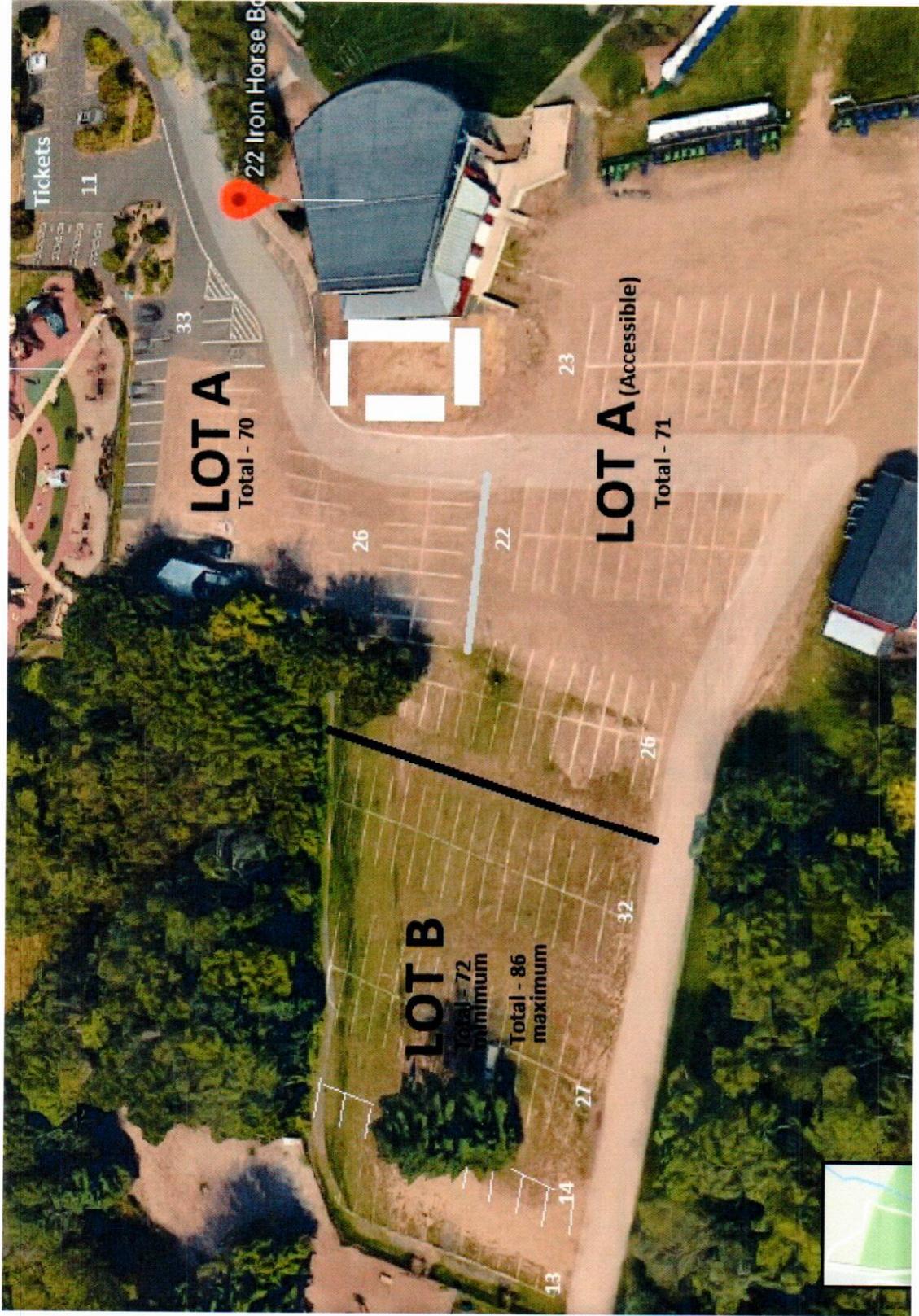
- 1. REGISTRATION / PACKET PICKUP
- 2. VOLUNTEERS
- 3. T-SHIRTS
- 4. MERCHANDISE
- 5. WYNNR? / HMF CAN
- 6. RESULTS
- 7. PRE-POST RACE WATER
- 8. RACE INFORMATION
- 9. FOOD TENT
- 10. FOOD PREP TENT
- 11. CONDUIMENT TENTS
- 12. BAGGAGE CHECK
- 13. AWARDS / DJ
- 14. ACHILLES
- 15. HMF TRAILER
- 16. COMMAND
- 17. PORTALETS
- 18. PERFORMING ARTS TRAILER
- 19. FINISH LINE WATER
- 20. KIDS RACE
- 21. DUMPSTERS
- 22. AMICA
- 23. FRESH MONKEY
- 24. LEAGUE OF INJURED RUNNERS
- 25. MEDICAL
- 26. EXHIBITOR

A. B. C. D. E. F. G. H. I. J. K. L. M. N.



**IRON HORSE:
EVENT
LAYOUT**





Tickets

11

33

LOT A
Total - 70

22 Iron Horse Bldg

26

22

23

LOT A (Accessible)
Total - 71

LOT B

Total - 72
minimum

Total - 86
maximum

13

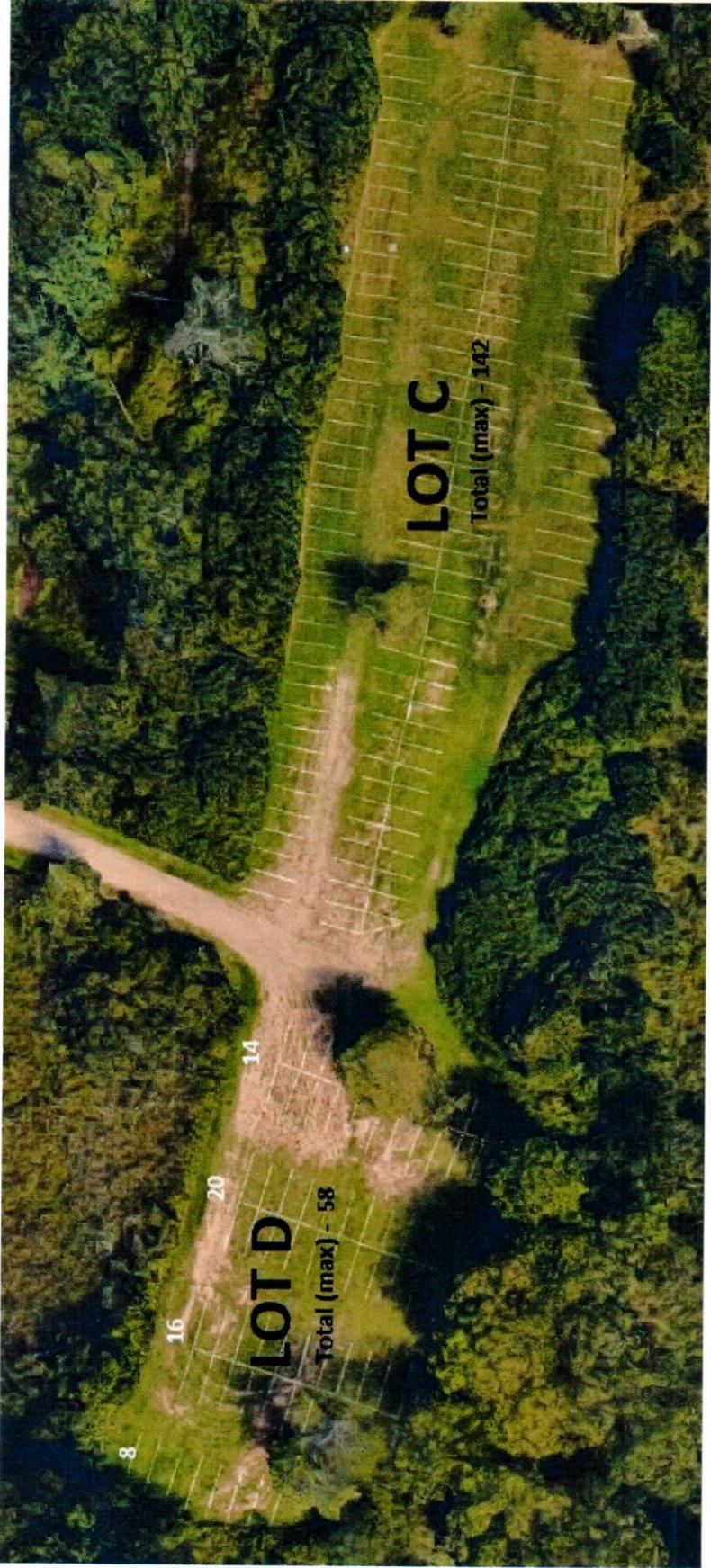
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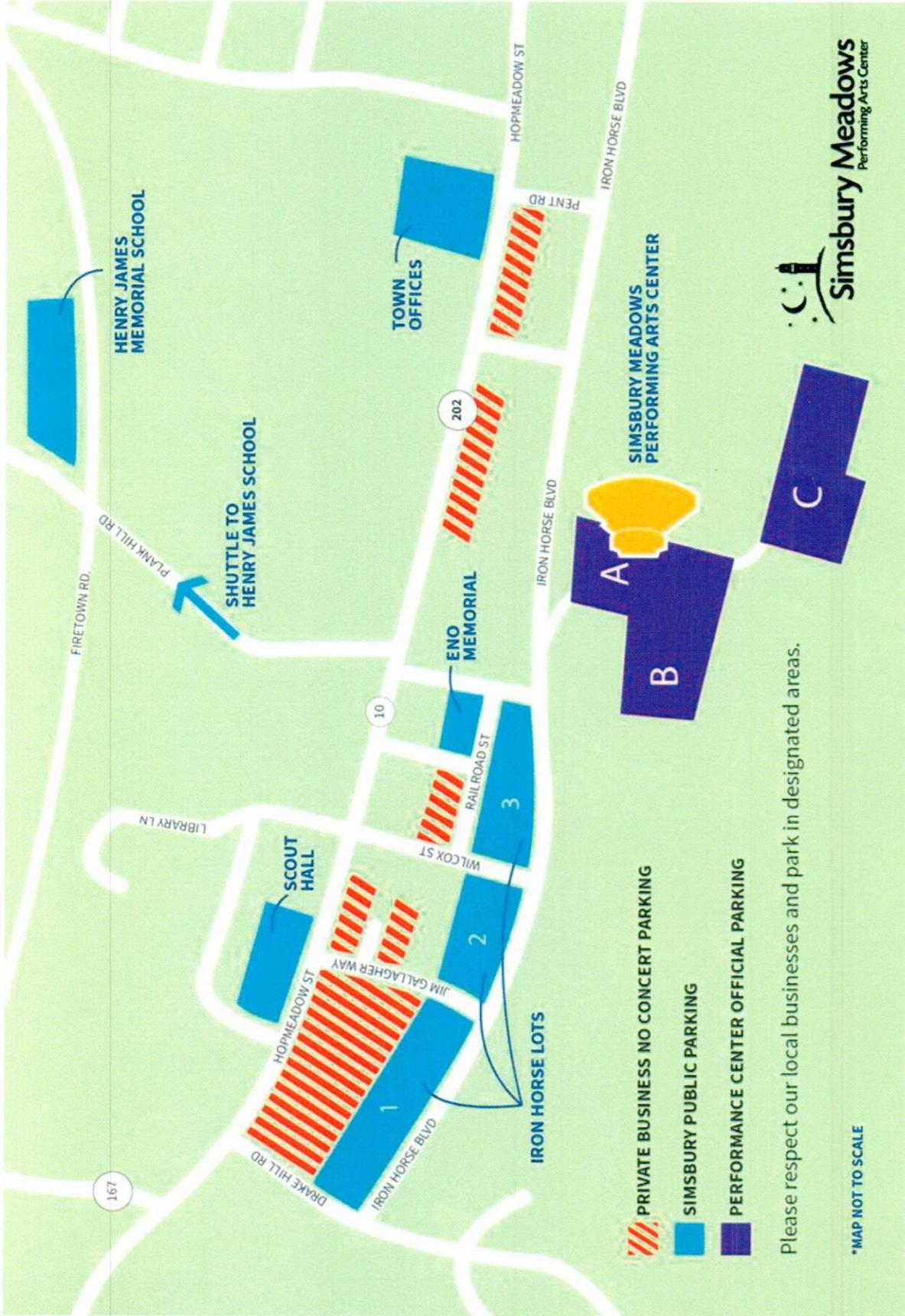
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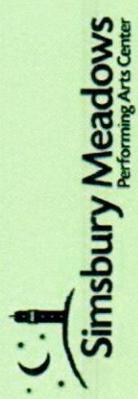




-  PRIVATE BUSINESS NO CONCERT PARKING
-  SIMSBURY PUBLIC PARKING
-  PERFORMANCE CENTER OFFICIAL PARKING

Please respect our local businesses and park in designated areas.

*MAP NOT TO SCALE





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 Talcott Mountain Music Festival
2. **Date of Board Meeting:** March 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 March 25, 2019 to approve the public gathering application for the 2019 Talcott Mountain Music Festival as presented and to authorize the issuance of the public gathering permit.
5. **Summary of Submission:**
On February 28, 2019 the Public Gathering Committee met to discuss the above referenced public gathering permit application. This event will remain the same as in past years. It will be a series of 5 concert events taking place the last Friday in June (6/28) and the following 4 Fridays in July (7/5, 7/12, 7/19, 7/26). There will be two rain dates: the first rain date (7/6) will be for week 2 which is the Celebrate America event; and the second rain date (7/27) is for week 5. Fireworks will take place on Friday July 5, 2019.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Application and Maps Presented to the Public Gathering Committee



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: Monday, June 24, 2019 End: Saturday, July 27, 2019

*times above include setup/breakdown - see attached event outline
Number of people expected to be present for the event (incl. staff, volunteers, attendees): 20,000+

- *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: The Talcott Mountain Music Festival is the Hartford Symphony Orchestra's summer series,
held annually at SMPAC. Attendees are invited to pack a picnic, attend with family and friends, relax under
the stars, and enjoy the Hartford Symphony Orchestra under Music Director Carolyn Kuan and distinguished
guest conductors. The series consists of 5 concerts taking place the last Friday in June and the following 4 Friday's in July.
with Saturday rain date holds for week 2 (Celebrate America) and 5.

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: 65

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

Tent: YES NO SIZE: multiple
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).*

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>

BUILDING DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent:

YES NO CAPACITY: varies
OPEN SIDES ENCLOSED
SQUARE FOOTAGE: see attached - varies

- 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? 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 - fire provides H20 barriers
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:

SMPAC annually

Will on-site private security be provided? YES NO NUMBER: 25-35

Will on-site emergency medical services be provided? YES NO NUMBER: 15+

- Where will they be located? 2 first aid volunteers at tent, 10-15 volunteers on site plus Aetna ambulance

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: varies

Attendance will be:
STAGGERED OVER COURSE OF EVENT AT A SPECIFIC TIME TIME: 7:30P - 10P

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 = 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

Applicant's Signature: 

Date Signed: 2/7/19

REQUIRED SIGN OFFS (in order required)

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

EVENT SUMMARY

Hartford Symphony Orchestra 2019 Talcott Mountain Music Festival

Friday, June 28, 2019

Friday, July 5 / Saturday, July 6 (rain date), 2019

Friday, July 12, 2019

Friday, July 19, 2019

Friday, July 26 / Saturday, July 27 (rain date), 2018

Public Gathering Permit Application Submitted: 2/7/19

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

TIMELINE:

***Rehearsal times subject to change*

Monday, June 24, 2019		
8a – 6p	Load-in /Setup	Trailers / Stage
Tuesday, June 25, 2019		
8a – 6p	Load-in /Setup	Trailers / Stage
Wednesday, June 26, 2019		
8a – 6p	Load-in /Setup	Stage/Field
Thursday, June 27, 2019		
8a – 6p	Load-in /Setup	Stage/Field
Friday, June 28, 2019		
8a – 5:30p	Setup	Field
2p – 5:30p	Rehearsal	Stage
5:30p	Friends of Festival Entry	Field
6:00p	General Public Entry	Field
7:30p – 8:20p	TMMF # 1 Act 1	Stage
8:20p – 8:40p	Intermission	
8:40p – 9:30p	TMMF # 1 Act 2	Stage
9:30p	Load-out/Breakdown	Stage/Field
Friday, July 5, 2019 RD Saturday, July 6, 2019		
8a – 5:30p	Setup	Field

2p – 5:30p	Rehearsal	Stage
5:30p	Friends of Festival Entry	Field
6:00p	General Public Entry	Field
7:30p	Celebrate America! Act 1	Stage
8:20p – 8:40p	Intermission	
8:40p – 9:30p	Celebrate America! Act 2	Stage
9:30p	Fireworks	Simscroft Echo Parking or TBD
10:00p	Load-out/Breakdown	Stage/Field
Friday, July 12, 2019		
8a – 5:30p	Setup	Field
2p – 5:30p	Rehearsal	Stage
5:30p	Friends of Festival Entry	Field
6:00p	General Public Entry	Field
7:30p	TMMF # 3 Act 1	Stage
8:20p – 8:40p	Intermission	
8:40p – 9:30p	TMMF # 3 Act 2	Stage
9:30p	Load-out/Breakdown	Stage/Field
Friday, July 19, 2019		
8a – 5:30p	Setup	Field
2p – 5:30p	Rehearsal	Stage
5:30p	Friends of Festival Entry	Field
6:00p	General Public Entry	Field
7:30p	TMMF # 4 Act 1	Stage
8:20p – 8:40p	Intermission	
8:40p – 9:30p	TMMF # 4 Act 2	Stage
9:30p	Load-out/Breakdown	Stage/Field
Friday, July 26, 2019		
<i>RD Saturday, July 27, 2019</i>		
8a – 5:30p	Setup	Field
2p – 5:30p	Rehearsal	Stage
5:30p	Friends of Festival Entry	Field
6:00p	General Public Entry	Field
7:30p	TMMF # 5 Act 1	Stage
8:20p – 8:40p	Intermission	
8:40p – 9:30p	TMMF # 5 Act 2	Stage
9:30p	Load-out/Breakdown	Stage/Field

EVENT DETAILS:

Description
<p>The Talcott Mountain Music Festival is the Hartford Symphony Orchestra's summer series, held annually at the Performing Arts Center at Simsbury Meadows in Simsbury, CT. Attendees are invited to pack a picnic, attend with family and friends, relax under the stars, and enjoy the Hartford Symphony Orchestra under Music Director Carolyn Kuan and distinguished guest conductors. The series consists of 5 concerts taking place the last Friday in June and the following four Friday's in July with Saturday rain date holds for weeks 2 and 5.</p> <p>**Specific concert titles and performers for 2019 will be announced late winter.</p>

Ticketing Information

POINTS OF SALE

On-site Box Office

Simsbury Meadows, 22 Iron Horse Blvd

2017 Simsbury Box Office hours will be Thursday and Friday 11 am-7 pm. The Box Office will also be open 11 am-7 pm daily from Monday, June 26 through Friday, June 30. Tickets can be purchased at The Bushnell, 166 Capitol Avenue, Hartford, in advance.

Will Call: All tickets to be held in Will Call will be held at Simsbury Meadows Performing Arts Center, NOT The Bushnell.

Lawn tickets also available at Fitzgerald's Foods, Simsbury beginning in May. All ticket sales are final. No refunds.

Charge by phone

Call 860-987-5900, 10:00am to 5:00pm, Monday – Friday

PRICING

GRASS PASSES

Grass Passes may be used in any combination for any concerts in the 2017 Talcott Mountain Music Festival; attendees may bring Grass Passes straight to the gate for admission.

Adult Grass Pass: 10 adult lawn tickets are \$250 (save \$50 off gate prices)

Adult Half Grass Pass: 5 adult lawn tickets are \$125 (save \$25 off gate prices)

Child Grass Pass: 10 child (age 12 and under) lawn tickets for \$50

Family Pack: 12 lawn tickets (6 adult and 6 child tickets) for \$180 (save \$50 off gate prices)

TABLE SEATS

Tables for eight people are located right in front of the stage.

Single Table Seats: 5-Concert Subscription for \$190 (save \$35 off gate prices)

Full Table: 5-Concert Table Subscription, 8 seats per table for \$1,420 (save \$380 off gate prices)

Single Concert Prices

Lawn Seating* \$25 in advance, \$30 gate

Single Table Seat \$40 advance, \$45 gate

Full Table (8 seats) \$320 advance, \$360 gate

Children Lawn tickets** \$5

** Advance ticket sales are available until 5pm the day of the concert. Tickets purchased after 5pm are subject to the gate price.*

*** Age 12 and under*

Parking

Advanced Preparation Lining required prior to each event

Management SMPAC Volunteers

On-site Parking Fee \$10.00 ***includes on-site accessible parking*

Complimentary accessible parking and shuttle service from Henry James Middle School is available beginning at 5:30 pm on concert days.

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

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

Vendor Information	
Merchandise Sales Vendors	TBD - Possible Guest Artist Merchandise
Food Vendors	SMPAC – Standard Beer, Wine, Soda Location – on field East Side Other Vendors - TBD (2018 included Kane’s, TCBY, Ben & Jerry’s, Comfort Zone, Old Well Tavern) Location – on field East Side
Services/Activities	First Aid Tent Development Tent Education Tent Volunteer Tent Media Tent Location – on field West Side

Public Restrooms				
Coordinated by	SMPAC			
Units	Standard – 48 Sinks - 12 Accessible - 5 TOTAL – 65 *** Standard advised by United Site Services for TMMF Celebrate America (8,000 + crowd)			
Location	# units	Type	location	placement notes
	15	DXR	Southeast entrance	
	33	DXR	Rear field	Split east and west
	2	ADA	Southeast entrance	
	3	ADA	Rear field	1 west and 2 east
	12	SS	Southeast entrance and Rear Field	5 Southeast entrance, 3 west, 4 east

Security	
Stage Security (USA)	2 guards – front of stage steps, 2 guards backstage /trailers
Field Security (USA)	1 coordinator, 3 supervisors, 9 guards, 8 Event staff

Security	
Overnight Security	Yes – Concert #1 and others TBD
Security Notes	Celebrate America increases to 15 guards, 12 event staff in field

Public Safety	
Police	Yes – per 2018 requirements (extra for July 5 Celebrate America)
Fire	Yes – per 2018 requirements (extra for July 5 Celebrate America)
EMS	Aetna ambulance hired to park on-site for each concert
DPW Trucks	N/A – Fire to provide water barricades for Iron Horse

Tents		
10x10	Number: 5	Sides: No
12x12	Number: 1	Sides: No
9x20	Number: 1	Sides: No
20x20	Number: 5	Sides: No
30x30	Number: 0	Sides: No
** subject to change slightly per concert based on varying needs		

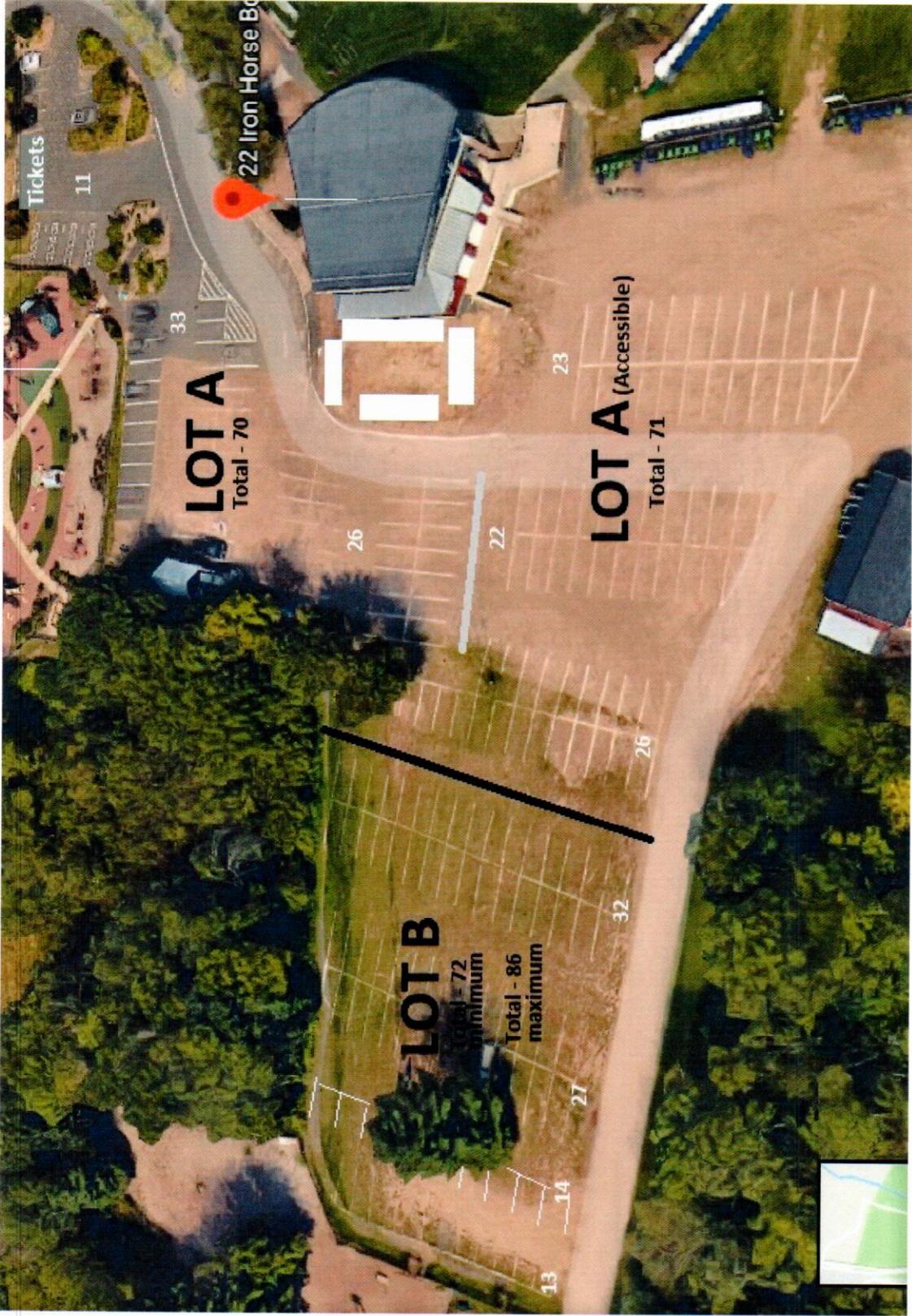
TMMF FIELD LAYOUT

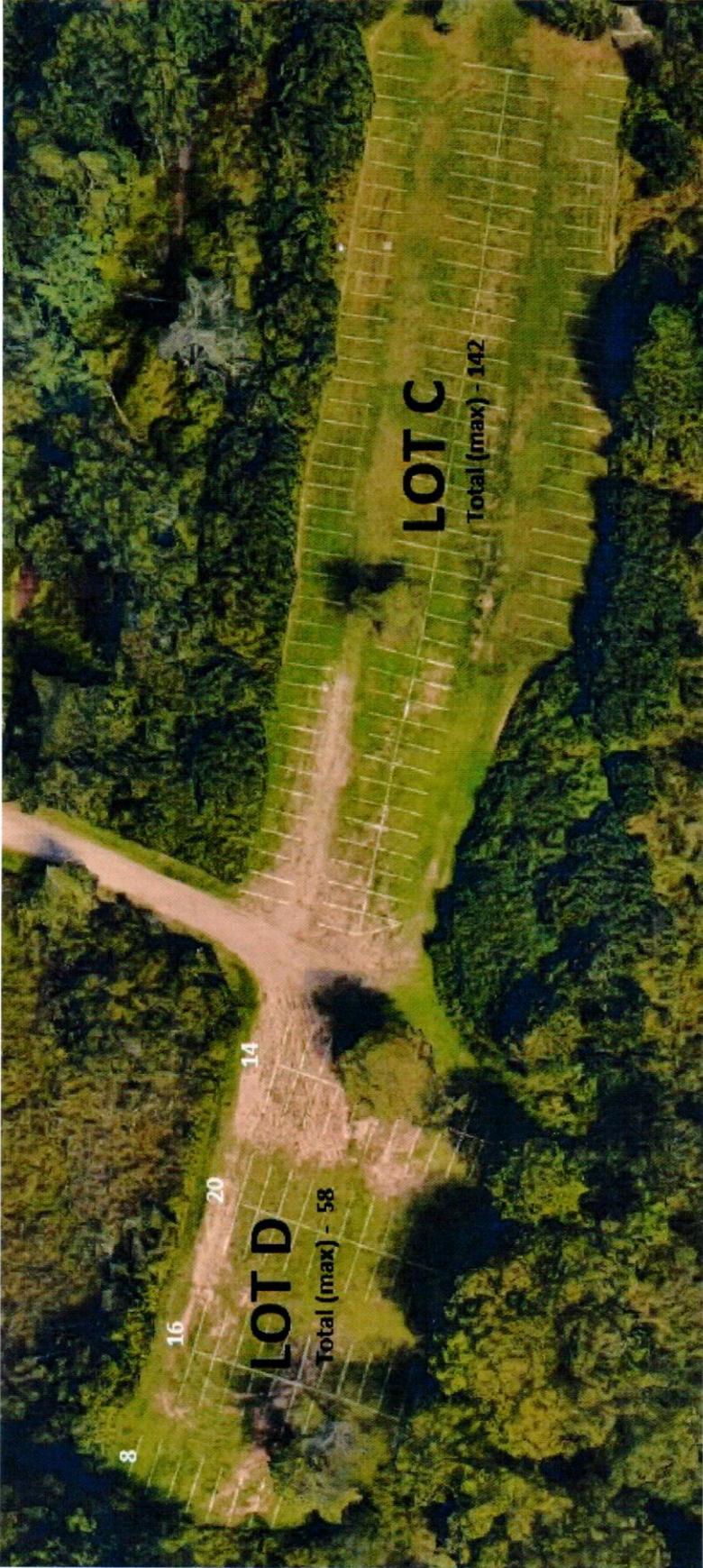
Green - SMPAC PROVIDES Blue - RENTAL



1. Volunteer Tent (July 5 Celebrate America ONLY) – 10x10, 3 T, 6 C
 - 1A. Volunteer Tent (June 28 & July 12, 19, 26)
 2. Education Tent – 20x20, 6 T, 12 C
 3. Media Tent – 10x10, 3 T, 4 C
 4. VFW Tent (Celebrate America ONLY) – 10x10, 2 T, 4 C
 5. First Aid Tent – 10x10, 2 T, 4 C
 6. Sponsor Tent – 20x20 space (they provide own tents), 4 T, 8 C
**Celebrate America ONLY
 7. HSO Development – 20x20, 4 T, 4 C
 8. Choir Tent – 20x20 **Celebrate America ONLY, 2 T, 55 C
 9. Accessible Entrance – 12x12, 1 T, 6 C
 10. Kane's Market – 9x20, 2 T, 2 C
 11. SMPAC Moonlight Pub – 20x20, 6 T, 4 C
-
12. Old Well Tavern – 10x10, 2 T, 2 C
 13. TCBY – 9x20 space
 14. Comfort Zone – 9x20 space
 15. Ben & Jerry's – 9x20 space
 16. Good Ole Boys Kettle Korn **Celebrate America ONLY – 9x20 space
 17. Sound Tent 20x20, 4 T, 4 C
 - T1. Trash Trailer
 - T2. Trash Trailer
 - T3. Trash Trailer
 - Gazebo Entry – 4 T
 - Main Entry – 2 T
 - Flagpole Entry – 1

Lights



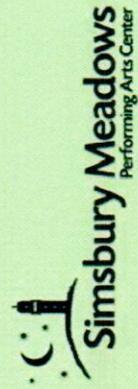




-  PRIVATE BUSINESS NO CONCERT PARKING
-  SIMSBURY PUBLIC PARKING
-  PERFORMANCE CENTER OFFICIAL PARKING

Please respect our local businesses and park in designated areas.

*MAP NOT TO SCALE





Town of Simsbury

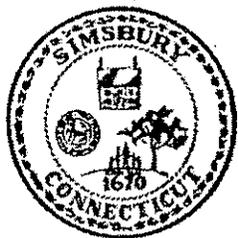
933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – 2019 Simsbury Volunteer Fire Department Chicken Barbeque
2. **Date of Board Meeting:** March 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:

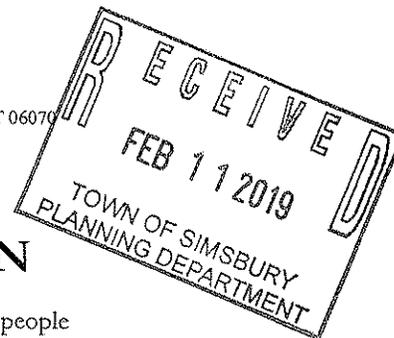
Move, effective March 25, 2019 to approve the public gathering application for the Simsbury Volunteer Fire Department Chicken Barbeque, as presented and to authorize the issuance of the public gathering permit.
5. **Summary of Submission:**
On February 28, 2019 the Public Gathering Committee met with the applicant, Simsbury Volunteer Fire Department, for an event to celebrate their 75th Anniversary. This event will include a chicken barbeque and the serving of beer and “carnival” like games and entertainment. The Zoning Commission will need to approve the temporary one day liquor permit for this event. The event will be held at the Weatogue Fire Station. Parking is proposed to take place on the adjacent Town land, Weatogue Park, and has been coordinated with Culture, Parks and Recreation.
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 VOL. FIRE COMPANY

Applicant's Name: KEVIN KOWALSKI

Mailing Address: 871 Hopmeadow ST SIMSBURY Ct. 06070

Phone: _____ Email: KIKOWALSKI@SIMSBURY.FD.ORG

Event Location: 251 Hopmeadow St

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 AM JUNE 29 End: 11 PM NO RAIN DATE

Number of people expected to be present for the event (incl. staff, volunteers, attendees): 300

- 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: CHICKEN BARBQ & OTHER FAIR FOODS.
UNDER A TENT. GAMES OF CHANCE, MUSIC

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: 4
• If yes, please show locations on attached site plan.

Tent: YES NO SIZE: TBD
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).

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>

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? _____

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): KEVIN KOWALSKI
Applicant's Signature: [Handwritten Signature]
Date Signed: FEB 11, 2019

SIMSBURY VOLUNTEER FIRE COMPANY 75th ANNIVERSARY COMMUNITY CHICKEN BBQ – LAYOUT FOR JUNE 29, 2019



PARKING AND SITE OVERVIEW

Fire Dept BBQ

REQUIRED SIGN OFFS (in order required)

	Received Date:	Received By:	Approved By:	Action Date:
Culture Parks And Rec. Director				2/28/19
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief				
Dir of Public Works			Nicholas Boulton	3/12/2019
Dir of Health FVHD				
Fire Marshal				
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 Volunteer Fire Company- Chicken BBQ
From: Robin Newton, Assistant Town Planner
Date: March 15, 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. Parking on the Town fields shall be coordinated with the Parks and Recreation Department to make sure that there is no damage to the irrigation systems.



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 Tootin Hills PTO Duck Race
2. **Date of Board Meeting:** March 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 March 25, 2019 to approve the public gathering application for the 2019 Tootin Hills PTO Duck Race, as presented and to authorize the issuance of the public gathering permit.
5. **Summary of Submission:**
On February 28, 2019 the Public Gathering Committee met with a representative of the Tootin Hills PTO. This event will be the same as last year. This event will take place on May 24, 2019 from 4:00pm to 7:00pm at the Flower Bridge. There will be a food and ice cream vendor. Entertainment will be provided in the form of inflatables, a DJ, dunk tank, and carnival games.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Application and Maps Presented to the Public Gathering Committee



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: TADIN HILLS PRO - SIMSBURY DUCK RACE

Applicant's Name: JOWANNA MERRIMAN

Mailing Address: 25 NIMROD RD., WEST SIMSBURY, CT 06092

Phone: 860-989-6488 Email: JWMERRIMAN@GMAIL.COM

Event Location: FLOWER BRIDGE AND OLD BRIDGE RD.

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: 5/24/19 8 AM End: 5/24/19 9 PM

Number of people expected to be present for the event (incl. staff, volunteers, attendees): 500

- 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: SEE ATTACHED DESCRIPTION

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: 2

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

Tent: YES NO SIZE: 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).

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>

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: 3

- Where will they be located? FIRETRUCK ON OLD BRIDGE RD. WITH FIREMEN

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 *MOWING OF AREA PLEASE*

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 *PARKING ON IRON HORSE BLVD.*

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

• ATTENDANCE: _____ / 50 = _____ PORTABLE TOILETS REQUIRED

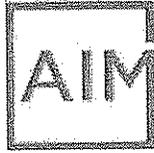
**Public Gathering Permit
Required Declaration**

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): _____

Applicant's Signature: _____

Date Signed: _____



**ASSOCIATION
INSURANCE
MANAGEMENT INC**

MEMBER CERTIFICATE OF INSURANCE

12/17/18

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Insured #: CT071582

NAMED INSURED MEMBER:

Tootin Hills School PTO
Attn: Jennifer Kirk or Current Officer
25 Nimrod Rd
West Simsbury, CT 06070

Named Insured & Mailing Address

Education Support Purchasing Group
c/o AIM
P.O. Box 674051
Dallas TX, 75267-4051

PRODUCER NAME

AIM Association Insurance
Management, Inc.
PO Box 674051
Dallas TX, 75267-4051

Company / Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance	
Tudor Insurance Company / Commercial General Liability	CPG1104171	10/29/18 - 10/29/19	\$ 0	Each Occurrence	\$1,000,000
				General Aggregate	\$2,000,000
				Products - COMP/OPS - Subject to General Aggregate	Included
				Personal & Advertising Injury	\$1,000,000
				Fire Damage (any one fire)	\$50,000
Tudor Insurance Company / Extended Medical Payments	CPG1104171	10/29/18 - 10/29/19	\$ 0	Any One Person	\$5,000
Tudor Insurance Company / Professional Liability (Directors & Officers Liability)	CPG1104172	10/29/18 - 10/29/19	\$ 1,500	Aggregate	\$1,000,000
	Retro-active Effective Date: 10/29/14				

Town of Simsbury is added as an additional insured on the General Liability policy only.
Event: Simsbury Duck Race
Date: 5/24/19

Certificate Holder:

Town of Simsbury
933 Hopmeadow St
Simsbury, CT 06070

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any, complete the above numbered policy. Copies of the Master Policies are available upon request or may be printed at www.aim-companies.com

AUTHORIZED REPRESENTATIVE

PROPOSAL SIMSBURY DUCK RACE

Event:

This proposal is for a **Duck Race at the Flower Bridge for May 24, 2019** to benefit the children of Tootin Hills School. All proceeds will go to the PTO to help our students and teachers during the year with financial aid for after school enrichment programs, cultural assemblies, family fun nights, art shows, yearbooks, school ground beautification, book club, camps and field days, supplies, and more.

Event Logistics:

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

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

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

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

Fundraising:

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

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

Contact:

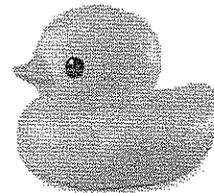
Johanna Merriman

Tootin Hills PTO VP

www.simsburyduckrace.com

jwmerriman@gmail.com

860-989-6488



Simsbury Duck Race

REQUIRED SIGN OFFS (in order required)

	Received Date:	Received By:	Approved By:	Action Date:
Culture Parks And Rec. Director				2/28/19
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief				2/28/19
Dir of Public Works				
Dir of Health FVHD				
Fire Marshal			 SFD	2-28-19
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 – 2019 Simsbury Mini Maker Faire
2. **Date of Board Meeting:** March 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:

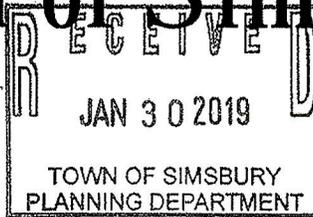
Move, effective March 25, 2019 to approve the public gathering application for the 2019 Simsbury Mini Maker Faire, as presented and to authorize the issuance of the public gathering permit.
5. **Summary of Submission:**
On February 28, 2019 the Public Gathering Committee met with the applicant Susan Ray from the Simsbury Public Library. This event will remain the same as last year. This event is scheduled for May 4, 2019 at the Library.
6. **Financial Impact:**
There are indirect costs associated with staff support of the event.
7. **Description of Documents Included with Submission:**
 - a) Application and Maps Presented to the Public Gathering Committee



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 Public Library

Applicant's Name: Susan Ray

Mailing Address: 725 Hopmeadow Street

Phone: 860-658-7663 Email: sray@libraryconnection.info

Event Location: Simsbury Public Library, 725 Hopmeadow Street

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: 5/4/19 8 am End: 5/4/19 5:30 pm

Number of people expected to be present for the event (incl. staff, volunteers, attendees): 3,600

- 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: Simsbury Mini Maker Faire showcases makers of various types and their projects and businesses.

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES NO NUMBER: _____

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

Portable toilets: YES NO NUMBER: _____

- 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.
- Lighting must meet the requirements of the Town of Simsbury Fire Marshal.

Does your event require electrical access? YES NO *only within building.*

- 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).

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>

BUILDING DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent: YES NO CAPACITY: _____
OPEN SIDES ENCLOSED
SQUARE FOOTAGE: 30 x 80

- 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:

People will be crossing Hopmeadow Street to attend the
Faire.

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? _____

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.

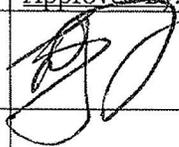
Applicant's Name (Printed): Susan C. Ray

Applicant's Signature: Susan C. Ray

Date Signed: 1/29/19

Mini Maker Faire

REQUIRED SIGN OFFS (in order required)

	Received Date:	Received By:	Approved By:	Action Date:
Culture Parks And Rec. Director				2/28/19
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief			 2/26/19	2/26/19
Dir of Public Works				
Dir of Health FVHD				
Fire Marshal			 SFD	2-28-19
Zoning Enforcement Officer				
Board of Selectmen				



SIMSAND-01

APIPENBACHER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/05/2018

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).

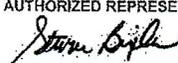
PRODUCER Connecticut Interlocal Risk Management Agency 545 Long Wharf Drive 8th Floor New Haven, CT 06511-5950	CONTACT NAME: Anton Pipenbacher PHONE (A/C, No, Ext): (203) 946-3700 E-MAIL ADDRESS: apipenbacher@ccm-ct.org	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED Town of Simsbury and Simsbury Board of Education 933 Hopmeadow Street Simsbury, CT 06070-0495	INSURER A: Connecticut Interlocal Risk Management Agency	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

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	ADDITIONAL SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	LAP 2018011553 03	07/01/2018	07/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					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"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY 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"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
WITH RESPECT TO GENERAL LIABILITY, MAKER MEDIA, INC. IS ADDITIONAL INSURED WITH REGARD TO THE SIMSBURY LIBRARY SPONSORED MINI MAKER FAIRE ON 5/4/19.

CERTIFICATE HOLDER Maker Media, Inc. 1160 Battery Street, East Building San Francisco, CA 94111	CANCELLATION 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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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 Walk MS
2. **Date of Board Meeting:** March 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 March 25, 2019 to approve the public gathering application for the 2019 Walk MS, as presented and to authorize the issuance of the public gathering permit.
5. **Summary of Submission:**
On February 28, 2019 the Public Gathering Committee met with the applicant, Simsbury Meadows Performing Arts Center, represented by their Executive Director Missy DiNunno. This event will take place on Sunday, September 15, 2019. This event will be the same as in previous years.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Application and Maps Presented to the Public Gathering Committee



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: Sunday, September 15, 2019 6:30 AM End: Sunday, September 15, 2019 1:00 PM

*times above include setup/breakdown - see attached event outline
Number of people expected to be present for the event (incl. staff, volunteers, attendees): 320

- 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 NO N/A
Insurance Received: YES NO N/A
Request Approved: YES NO MORE INFO: _____

Signature: _____ Date: _____

EVENT INFO

Description of Event: Walk MS helps us team up with friends, loved ones and co-workers to
change the world for everyone affected by MS. Participants will complete either the 1.2 mile or 5k
course. Courses will be confined to Iron Horse bike/walk path. 1.2 mile participants head south
to Flower Bridge. 5k participants head north on path to complete their own course.

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: 10

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

Tent: YES NO SIZE: 10x10 & 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).*

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>

BUILDING DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent:

YES NO CAPACITY: attached
OPEN SIDES ENCLOSED
SQUARE FOOTAGE: 100 or 400

- 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? 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 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

- Where will they be located? Police officer at entry

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: 300

Attendance will be:

STAGGERED OVER COURSE OF EVENT AT A SPECIFIC TIME TIME: 9a - 12p

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

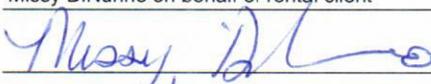
Portable toilets must be provided at the rate of 1 toilet per 50 patrons, at the Permittee's expense.

- ATTENDANCE: 300 / 50 = 6 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

Applicant's Signature: 

Date Signed: 2/21/19

REQUIRED SIGN OFFS (in order required)

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

EVENT SUMMARY

MS Walk

Sunday, September 15, 2019

Public Gathering Permit Application Submitted: 2-21-19

CONTACT INFORMATION:	
Organization	National MS Society Event website: www.nationalmssociety.org
Event Contact	Michelle P. Zimnoch Manager, Logistics National MS Society 659 Tower Ave, First Fl Hartford, CT 06112 Cell: 860-508-2244 Office: 860-913-2550 Email: michelle.zimnoch@nmss.org
SMPAC Contact	Missy DiNunno, Executive Director Office: 860-651-4052 Cell: 203-305-1847 Email: missy@simsburymeadowsmusic.com

TIMELINE:

Sunday, September 23, 2018	
6:30a – 9:00a	Load-in & setup
9a	Site opens for registration
10a – 12:00p	Walk
12:30p – 1p	Break down

EVENT DETAILS:

Description
<p>Ending multiple sclerosis for good will take all of us. Walk MS helps us team up with friends, loved ones and co-workers to change the world for everyone affected by MS. Together, we become a powerful force. And with every step we take, every dollar we raise ... we're that much closer. Together, we will end MS forever.</p> <p>Participants will complete either the 1.2 mile or 5K course. Courses will be confined to Iron Horse bike/walk path. 1.2 mile course participants will head south to the Flower Bridge and back (street crossing will be required) and 5k will be marked with start heading north on Iron Horse path.</p>

Ticketing Information	
N/A	Participants may register (free of charge) on the organization website.

Parking	
Advanced Preparation	Lining required prior to event
Management	SMPAC to manage
On-site Parking Fee	N/A

Expected Attendance	
Total Attendance Expected	300 max

Stage Requirements	
Lights	N/A
Sound	Provided by client / client's radio station partner
Setup	N/A

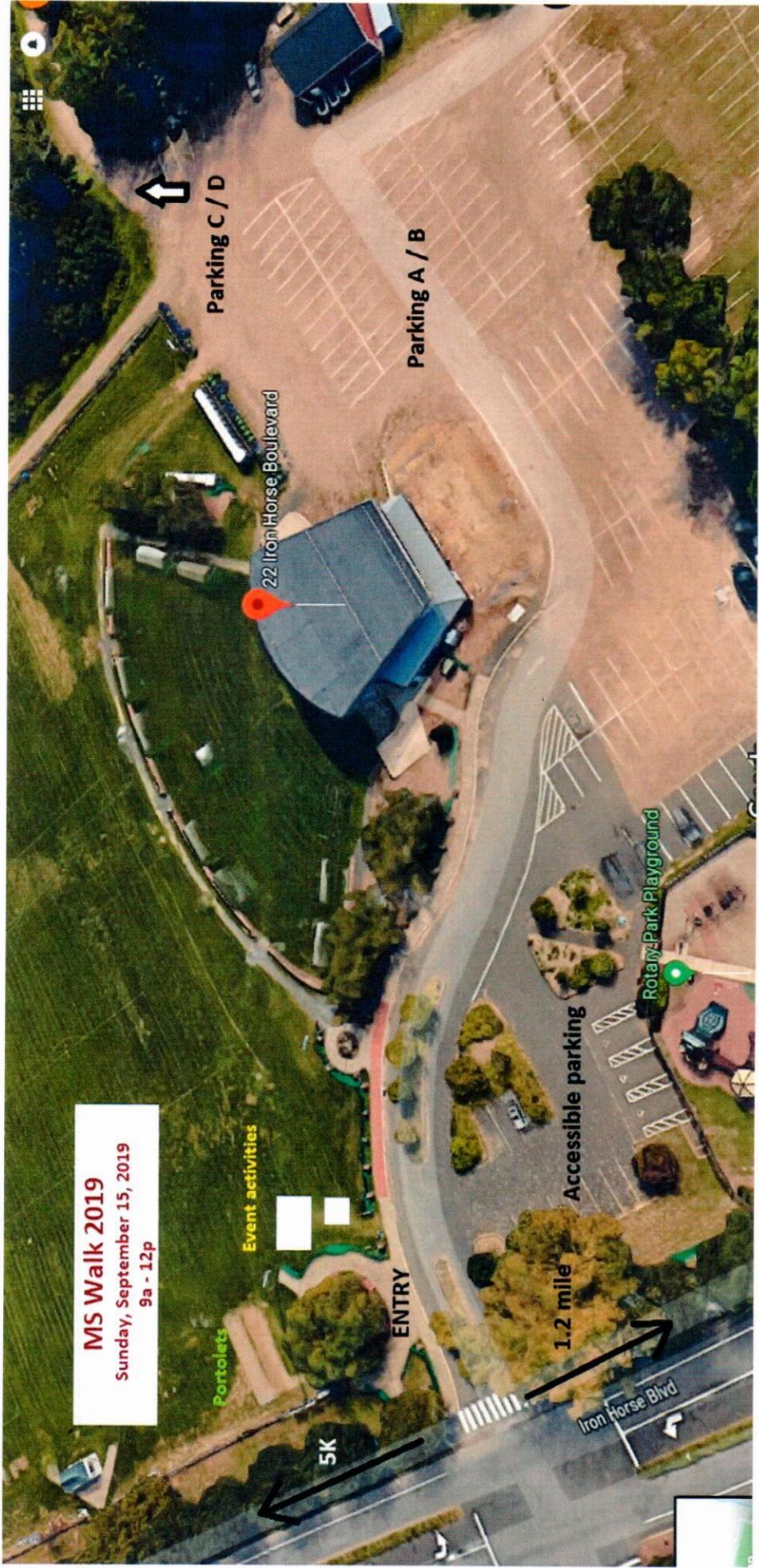
Vendor Information	
Merchandise Sales Vendors	N/A
Food Vendors	SMPAC – No Concessions Location – N/A Other Vendors – MS Society will have pre-packaged food from Sysco to provide to walk participants. Location – field adjacent to circle garden
Services/Other Activities	Location – Tents for concessions and registration will be located in area of circle garden

Public Restrooms	
Coordinated by	SMPAC
Units	Standard – 6 Sinks - 2 Accessible - 2 TOTAL - 10
Location	North east field – N/A North west field – N/A South west field (adjacent to circle garden)

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

Public Safety	
Police	1 officer (4 hrs) - Coverage at start/finish & cross to Flower Bridge
Fire	N/A
EMS	Officer to cover medical if needed

Tents		
10x10	Number: 2	Sides: No
20x20	Number: 1	Sides: No



MS Walk 2019
Sunday, September 15, 2019
9a - 12p

Parking C / D

Parking A / B

22 Iron Horse Boulevard

Rotary Park Playground

Accessible parking

1.2 mile

Iron Horse Blvd

5K

ENTRY

Event activities

Portolets



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 Mainly Marathons
2. **Date of Board Meeting:** March 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 March 25, 2019 to approve the public gathering application for the 2019 Mainly Marathons, as presented and to authorize the issuance of the public gathering permit.
5. **Summary of Submission:**
On February 28, 2019 the Public Gathering Committee met with the applicant, Simsbury Meadows Performing Arts Center, represented by their Executive Director Missy DiNunno. This event will take place on Sunday June 23, 2019 through Monday June 24, 2019. There will be two (2) overnight vehicles located on the premises. The vehicles will arrive late Sunday afternoon and will stay over one night so they may get up early on Monday to set up for registration. The vehicles will be self-contained. The race itself starts on Monday morning at 5:00am. The event is scheduled to be finished and equipment loaded up no later than 4:00pm.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Application and Maps Presented to the Public Gathering Committee



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 path

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: Sunday, June 23, 2019 (2p) End: Monday, June 24, 2019 (4p)

*times above include setup/breakdown - see attached event outline
Number of people expected to be present for the event (incl. staff, volunteers, attendees): 150

- 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: Mainly Marathons puts on a race series like no other, from the unique course setup to the unparalleled spread of food and drinks to fuel you on your journey, all mixed with a sense of fun and family you just won't find anywhere else. The New England Day race taking place in Simsbury CT will feature a full marathon, half marathon, 10K & 5K. Runners begin at start in parking area behind the band shell and will run 1 mile intervals through the lot and north onto the Iron Horse Bike path until they complete their chosen distance.

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:** _____
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).*

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>

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? 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 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? Mainly Marathon crew sets up first aid station at their race home base in parking area.

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: 5:00 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: 150 / 50 = 3 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

Applicant's Signature: 

Date Signed: 2-7-19

REQUIRED SIGN OFFS (in order required)

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

EVENT SUMMARY

Mainly Marathons

Monday, June 24, 2019

Public Gathering Permit Application Submitted: 2/7/19

CONTACT INFORMATION:

Organization	Mainly Marathons Event website: www.mainlymarathons.com
Event Contact	Jesse Rueckert (Co-Race Director) 1239 2nd Street N, #308 Sauk Rapids, MN 56379 Cell: 320-428-1423 Email: jesse@mainlymarathons.com
SMPAC Contact	Missy DiNunno, Executive Director Office: 860-651-4052 Cell: 203-305-1847 Email: missy@simsburymeadowsmusic.com

TIMELINE:

Sunday, June 23, 2019	
2:00 PM – 7:00 PM	Load-in and setup (self-contained vehicles park overnight)
Monday, June 24, 2019	
4:00 AM	Racers start to arrive for check-in
5:00 AM	Race Start
12:00 PM	Equipment breakdown begins
1:00 PM	Mainly Trailers & majority of equipment departs for next venue
4:00 PM	Race and load-out complete

EVENT DETAILS:

Description
Participants take part in either a full marathon, half marathon, 10K or 5K. Mainly Marathons puts on a race series like no other, from the unique course setup to the unparalleled spread of food and drinks to fuel you on your journey, all mixed with a sense of fun and family you just won't find anywhere else.

Ticketing Information	
N/A	Registration for event at mainlymarathons.com Range \$35 - \$150

Parking	
Advanced Preparation	Lining required prior to event (will use A, B, C & D)

Parking	
Management	SMPAC & Mainly staff to manage
On-site Parking Fee	N/A

Expected Attendance	**Figures are estimated and subject to change
Total Attendance Expected	Approximately 150 participants

Stage Requirements	NO STAGE USE ALLOWED FOR THIS EVENT
Lights	N/A
Sound	N/A
Setup	N/A

Vendor Information	
Merchandise Sales Vendors	N/A
Food Vendors	Mainly Marathons will supply food for participants. Food will be located at their re-fuel station in the parking lot behind the band shell.
Services/Activities	First Aid, etc located at re-fuel station in parking lot behind band shell

Public Restrooms	
Coordinated by	SMPAC
Units	Standard – 15
**65 units on site for TMMF.	Sinks - 5
<i>Mainly use will be restricted to 22 units as noted below</i>	Accessible - 2
	TOTAL - 22
Location	North east field – N/A North west field – N/A South east field (adjacent to parking) – 15/5/2

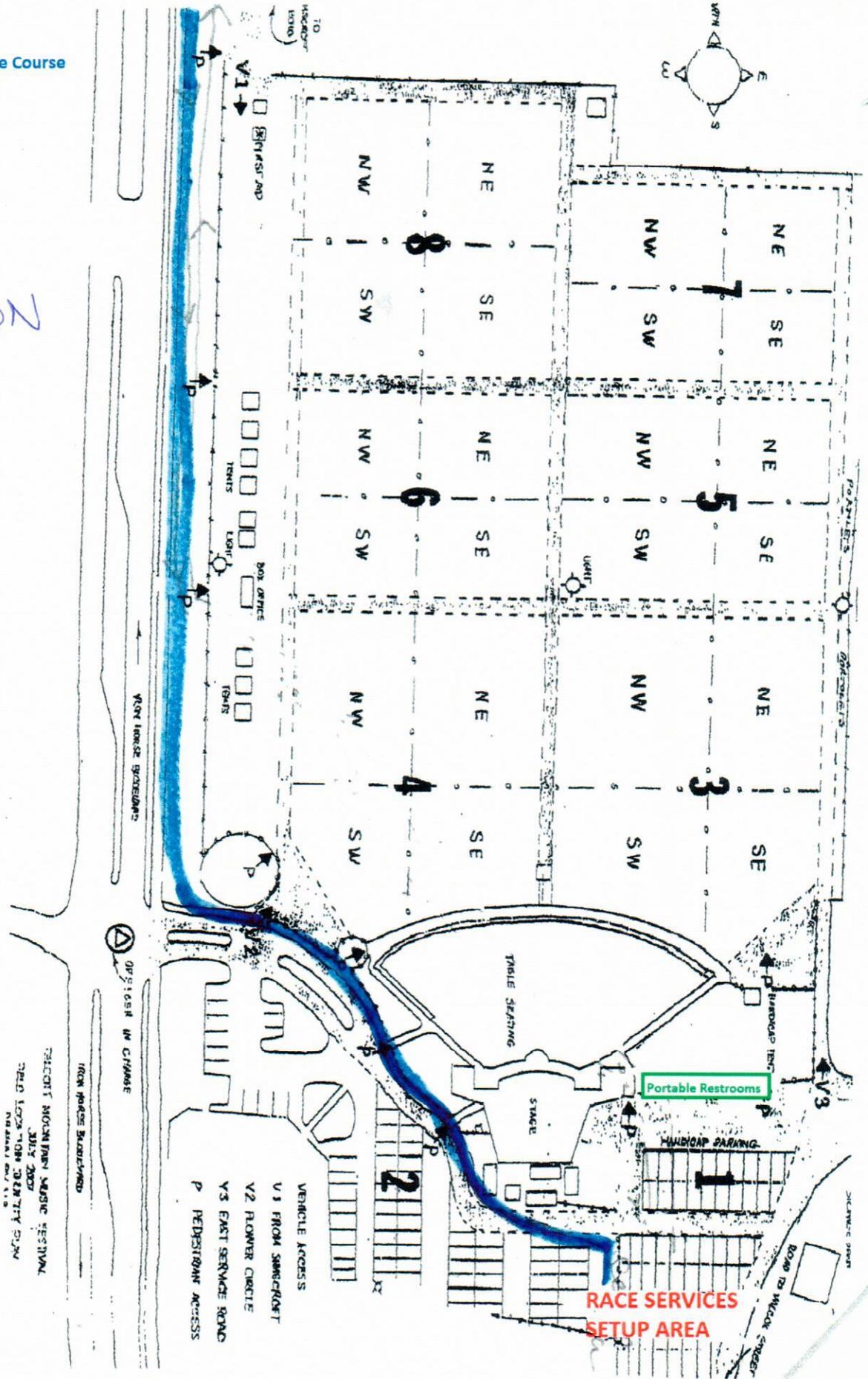
Security	
Stage Security	N/A
Field Security	N/A
Overnight Security	N/A
Security Notes	No private security required

Public Safety	**Race takes place over a combined one mile span of parking area and Iron Horse Path – no street impact
Police	N/A
Fire	N/A
EMS	N/A
DPW	N/A

Tents	
No tents used for this event	

MAINLY MARATHON COURSE MAP

 = Race Course



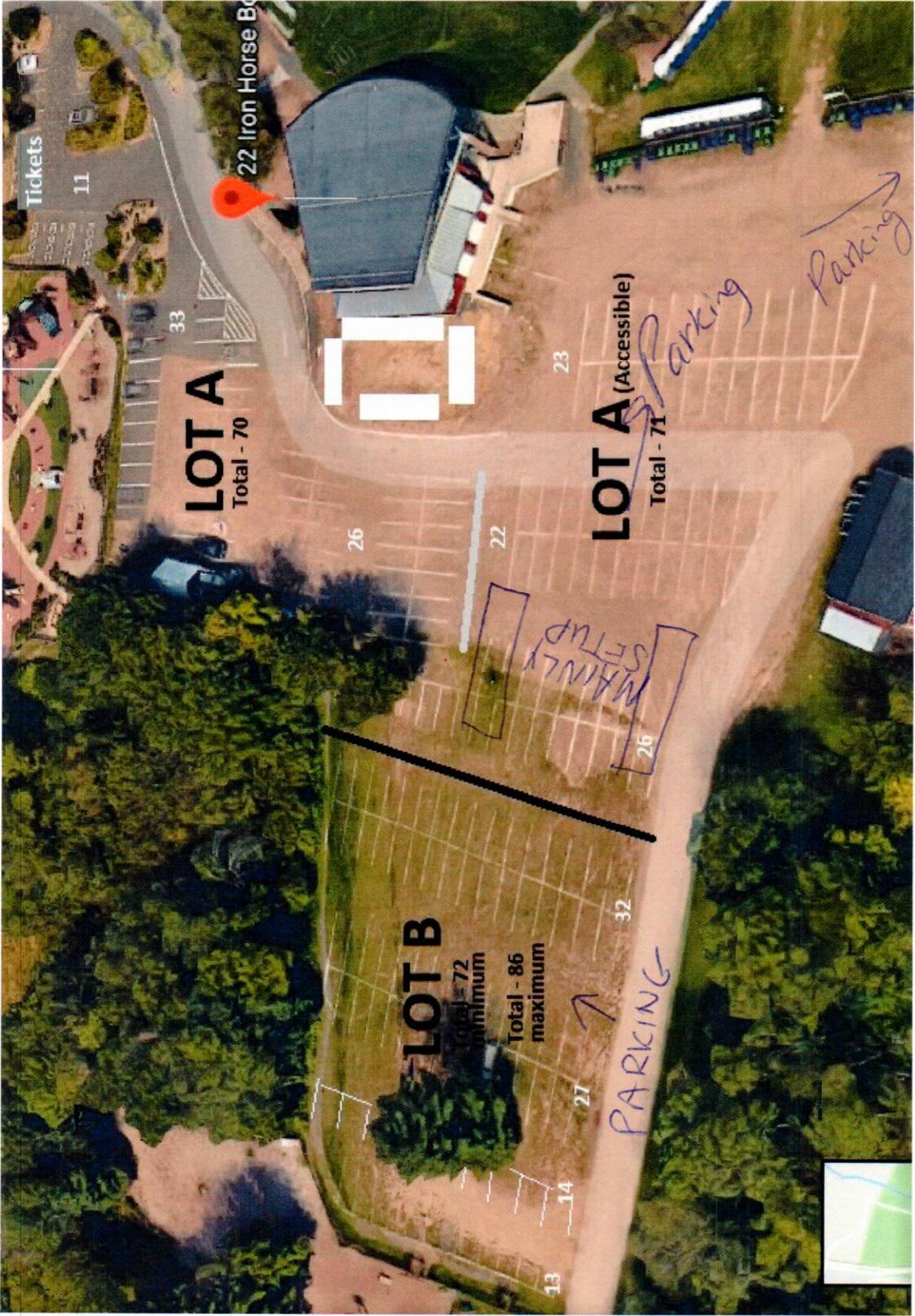
SILVER MOUNTAIN MUSIC FESTIVAL
JULY 2007
FIELD LOCATED FROM BEAUFORTY BLVD
NE CORNER OF 118

FROM HORSE SHOOTING

DISPENSED IN CHANGE

- VEHICLE ACCESS
- V1 FROM SHERIDAN
- V2 FLOWER CIRCLE
- V3 EAST SERVICE ROAD
- P PEDESTRIAN ACCESS

**RACE SERVICES
SETUP AREA**



LOT A
Total - 70

LOT A (Accessible)
Total - 71

LOT B
Total - 72
minimum
Total - 86
maximum

MAINLY
SETUP

PARKING

PARKING

PARKING

C&D

Tickets

22 Iron Horse B...

11

33

23

26

22

26

32

21

14

13







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 Circus Smirkus
2. **Date of Board Meeting:** March 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 March 25, 2019 to approve the public gathering application for 2019 Circus Smirkus as presented and to authorize the issuance of the public gathering permit.

5. **Summary of Submission:**
This application was submitted and reviewed by the Public Gathering Committee on February 28, 2019. Circus Smirkus is a youth traveling circus. This year's theme will be a Carnival. The events will take place on Tuesday July 30th and Wednesday July 31st. There will be children's activities, vendors and two carnival performances each day.

The Tour will include the need for a crew overnight area. The crew area is shown on Exhibit A of the Zoning Approval attached to this submission form. The crew quarters will begin to arrive on Sunday July 28, 2019 and will remain on site through Thursday, August 1, 2019. There will be no outside or public overnight accommodations.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - a) Application and Maps Presented to the Public Gathering Committee
 - b) Conditions of Approval and Attachments



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: Sunday, July 28, 2019 End: Thursday, August 1, 2019

*times above include setup/breakdown - see attached event outline
Number of people expected to be present for the event (incl. staff, volunteers, attendees): 850/event

- *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 NO N/A
Insurance Received: YES NO N/A
Request Approved: YES NO MORE INFO: _____

Signature: _____ Date: _____

EVENT INFO

Description of Event: Circus Smirkus is the nation's only traveling youth circus.
That means the stars are kids, not adults, not animals and it performs under
authentic European-style circus tents where patrons experience the authentic
and historic flair of the traditional circus. The 2019 Big Top Tour theme is Carnival.

****Children's activities and vendors will be featured within stone wall prior to each performance**

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: 65

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

Tent: YES NO SIZE: multiple
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).*

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>

BUILDING DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent:

YES NO CAPACITY: varies _____
OPEN SIDES ENCLOSED
SQUARE FOOTAGE: varies - 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

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 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: 3

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

- Where will they be located? Police and fire on-site cover ems response as needed.

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: 600-750

Attendance will be:

STAGGERED OVER COURSE OF EVENT AT A SPECIFIC TIME TIME: 1p & 6p

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

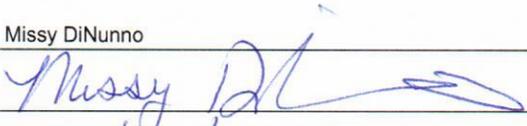
Portable toilets must be provided at the rate of 1 toilet per 50 patrons, at the Permittee's expense.

- ATTENDANCE: 750 / 50 = 15 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

Applicant's Signature: 

Date Signed: 2/21/19

REQUIRED SIGN OFFS (in order required)

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

EVENT SUMMARY

Circus Smirkus presents Carnival!

Tuesday, July 30, 2019 1p & 6p

Wednesday, July 31, 2019 1p & 6p

Public Gathering Permit Application Submitted: 2/21/19

CONTACT INFORMATION:	
Organization	Simsbury Performing Arts Center, Inc. Event website: www.smirkus.org
Event Contact	SPAC, Inc. is serving as presenter for this event. All inquiries should be directed to Missy DiNunno
SMPAC Contact	Missy DiNunno, Executive Director Office: 860-651-4052 Cell: 203-305-1847 Email: missy@simsburymeadowsmusic.com

TIMELINE:

Sunday, July 28, 2019		
8a – 6p	Site Prep, tent layout, staking	Field
Monday, July 29, 2019		
12a – 1a	Semi and one RV arrive	Parking lot
8a – 6p	Load-in /Setup	Field
Tuesday, July 30, 2019		
8a – 10a	Electrical, Fire, Building Inspections	Tents
11:30a – 1p	Kids activities and vendors	Field (inside stone wall)
12:00p	Tent opens for seating	Big Top
1:00p – 3:00p	Circus Smirkus Carnival! Performance	Big Top
4:30p – 6p	Kids activities and vendors	Field (inside stone wall)
5:00p	Tent opens for seating	Big Top
6p – 8p	Circus Smirkus Carnival! Performance	Big Top
Wednesday, July 31, 2019		
11:30a – 1p	Kids activities and vendors	Field (inside stone wall)
12:00p	Tent opens for seating	Big Top
1:00p – 3:00p	Circus Smirkus Carnival! Performance	Big Top
4:30p – 6p	Kids activities and vendors	Field (inside stone wall)
5:00p	Tent opens for seating	Big Top
6p – 8p	Circus Smirkus Carnival! Performance	Big Top
8p – 12a	Load-out Part 1	Field
Thursday, August 1, 2019		
Early AM – 10:00a	Load-out Part 2	Field

EVENT DETAILS:

Description
Ladies and Gentlemen, girls and boys! Step right up to test your strength and try your luck because the Carnival is in town! With the thrills of the roller coaster, the elegance of the carousel ride, and countless opportunities for games of chance and skill, the carnival offers

Description

something for young and old alike! Throw a ball, toss a ring, shoot a dart – there are prizes and fun to be had by all! Take a romantic water ride through the tunnel of love, run for your life through our haunted mansion, and test your balance in our house of fun. The Carnival has come to town; come try your luck!

Thirty budding circus stars ages 11 to 18, bring youthful exuberance and polished circus skills from all parts of the country and the world. The 2019 Big Top Tour includes young people from the following United States: **Colorado, Massachusetts, Maine, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Virginia, Vermont, Washington**, and internationally from **Canada**.

ABOUT CIRCUS SMIRKUS

Circus Smirkus has been performing to sell-out crowds to towns all over the Northeast for over thirty years and is the nation's only traveling youth circus. That means the stars are kids, not adults, not animals, and it performs under authentic European-style circus tents where patrons experience the authentic and historic flair of the traditional circus. It's not something that comes to town every day.

Located in Greensboro, Vermont, Circus Smirkus is a nonprofit arts and education organization whose mission is to promote the skills, culture and traditions of the traveling circus.

Ticketing Information

POINTS OF SALE

Online

www.smirkus.org

Charge By Phone

877-SMIRKUS

On-site Box Office *(Dates/Times operation TBD)*

Simsbury Meadows, 22 Iron Horse Blvd

PRICING

Infant (Under 2 seated on lap) – FREE

Child (2 – 12) - \$20

Adult (13 – 64) - \$25

Senior (65+) - \$20

Groups (10 or more) – 10% discount

Parking

Advanced Preparation	Lining TBD – may carry from TMMF # 5
Management	SMPAC Volunteers
On-site Parking Fee	\$5.00

Expected Attendance	**Figures estimated and subject to change
Per Performance	600 - 750

Stage Requirements	
Lights	N/A
Sound	N/A
Setup	N/A

Vendor Information	
Merchandise Sales Vendors	Smirkus to sell their own merch
Food Vendors	Smirkus handles food/beverage concessions in their midway tent
Services/Activities	Kids activities and vendor fair Location – on field inside stone wall

Public Restrooms				
Coordinated by	SMPAC			
Units	Standard – 48 Sinks - 12 Accessible - 5 TOTAL – 65 *** Standard advised by United Site Services for TMMF Celebrate America (8,000 + crowd)			
Location	# units	Type	location	placement notes
	15	DXR	Southeast entrance	
	33	DXR	Rear field	Split east and west
	2	ADA	Southeast entrance	
	3	ADA	Rear field	1 west and 2 east
	12	SS	Southeast entrance and Rear Field	5 Southeast entrance, 3 west, 4 east

Security	
Stage Security	N/A
Field Security/Parking (USA)	1 Supervisor 2 guards for parking (1 dirt entry and 1 to restrict vehicular access at main entry)
Overnight Security	N/A
Security Notes	

Public Safety	
Police	1 officer (11:30a – 3:30p & 4:30 – 8:30p each performance day)
Fire	Yes – 1 officer and 3 firefighters per performance (4 hrs per performance)
EMS	N/A – police officer equipped w/ first aid
DPW Trucks	N/A

Tents – Kids activities within stone wall		
10x10	Number: 5 - 10	Sides: No
12x12	Number: 0	Sides: No
9x20	Number: 0	Sides: No
20x20	Number: 0	Sides: No
30x30	Number: 0	Sides: No
** subject to change slightly per concert based on varying needs		

Circus Smirkus Tents	*Compliance package with diagrams & dimensions attached	
Midway (Concessions), Big Top, Backstage	Number: 5	Sides: Yes

CIRCUS SMIRKUS
Tues., July 30 1p & 6p
Wed., July 31 1p & 6p

Backlot staff quarters

Backstage

BIG TOP

Midway
(Concessions)

Pre-show kids activities & vendors

Parking
c/d

Parking A/B
& Accessible

Portolets

Portolets

PORTOLETS

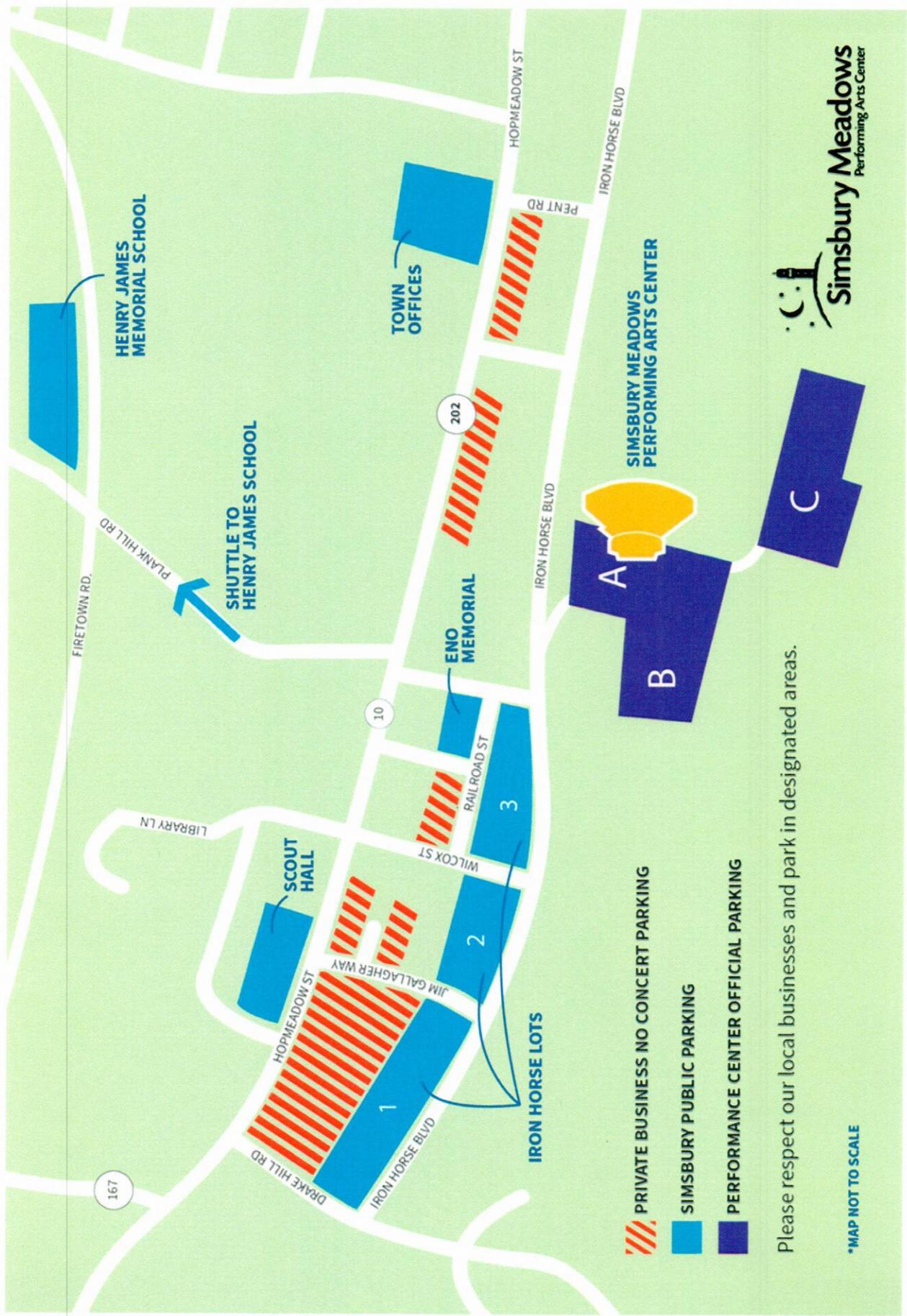
Entry

Entry

Rotary Park Playground

Google

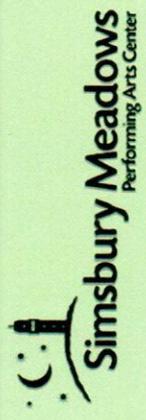




-  PRIVATE BUSINESS NO CONCERT PARKING
-  SIMSBURY PUBLIC PARKING
-  PERFORMANCE CENTER OFFICIAL PARKING

Please respect our local businesses and park in designated areas.

*MAP NOT TO SCALE





Circus Smirkus Tents and Bleacher Compliance Packet

- 1) Aerial view of our typical lot layout
- 2) Overall dimensions of our typical lot layout including fire lanes
- 3) Big Top Tent side and front dimensions
- 4) Big Top Tent stake lines
- 5) Big Top Tent Conformity Certificate - Plan # 3085 matches placard on tops and sidewall sections of tent
- 6) Tent Structural Review for IBC Requirements & High Action Wind Plan by Engineering Ventures (HWAP for NH will be adjusted to evacuate @ 20 MPH winds)
- 7) Smirkus' Big Top Tent Emergency
- 8) Midway Tent side and front dimensions
- 9) Backstage Tent side and front dimensions
- 10) Midway Tent, Backstage Tent & side entrances for Big Top Conformity Certificate - Plan # 4255C matches placard on tops and sidewall sections of tents
- 11) Backstage Tent Conformity Certificate - Plan #4255C-1 matches placard on tops and sidewall sections (two new sections were added in 2017)
- 12) NFP 701-10, Method 2 test results for Preconstraint 702 Opaque for all tents
- 13) California Fire Proof Certification for Preconstraint 702
- 14) Bleacher Diagram - identifies lighted exits, fire extinguisher locations
- 15) Review of Bleacher Structural Code Compliance - Engineering Ventures
- 16) Special Needs Seating locations are shown on Bleacher diagram
- 17) Special Needs Accommodations
- 18) 3 tour staff members have completed Crowd Manager Training
- 19) 6 tour staff members have completed Fire Extinguisher Training by FireProTec

The manufacture of all three of our tents is [Canobbio Textile](#), located in Italy. In order to ensure that American engineers and inspectors could readily translate these construction drawings into American standards, Circus Smirkus has had the drawing reviewed by a team of professional engineers at Engineering Ventures to verify code compliance.

Circus Smirkus is committed to ensuring the safety of all our audience members, crew, and performers. Throughout our 30 year history, we have proactively sought to understand, support and continually improve the safety measures of the communities we visit. I appreciate very much your assistance in reviewing the attached documents and welcome any comments you may have so we can be assured that we meet the requirements or have adequate time to address any missing documentation that you may identify.

Direct Questions to:
Judy Gaeth, Deputy Director of Circus Operations
802-533-7443 x20
Judy.Gaeth@Smirkus.org

2/11/19 - jag

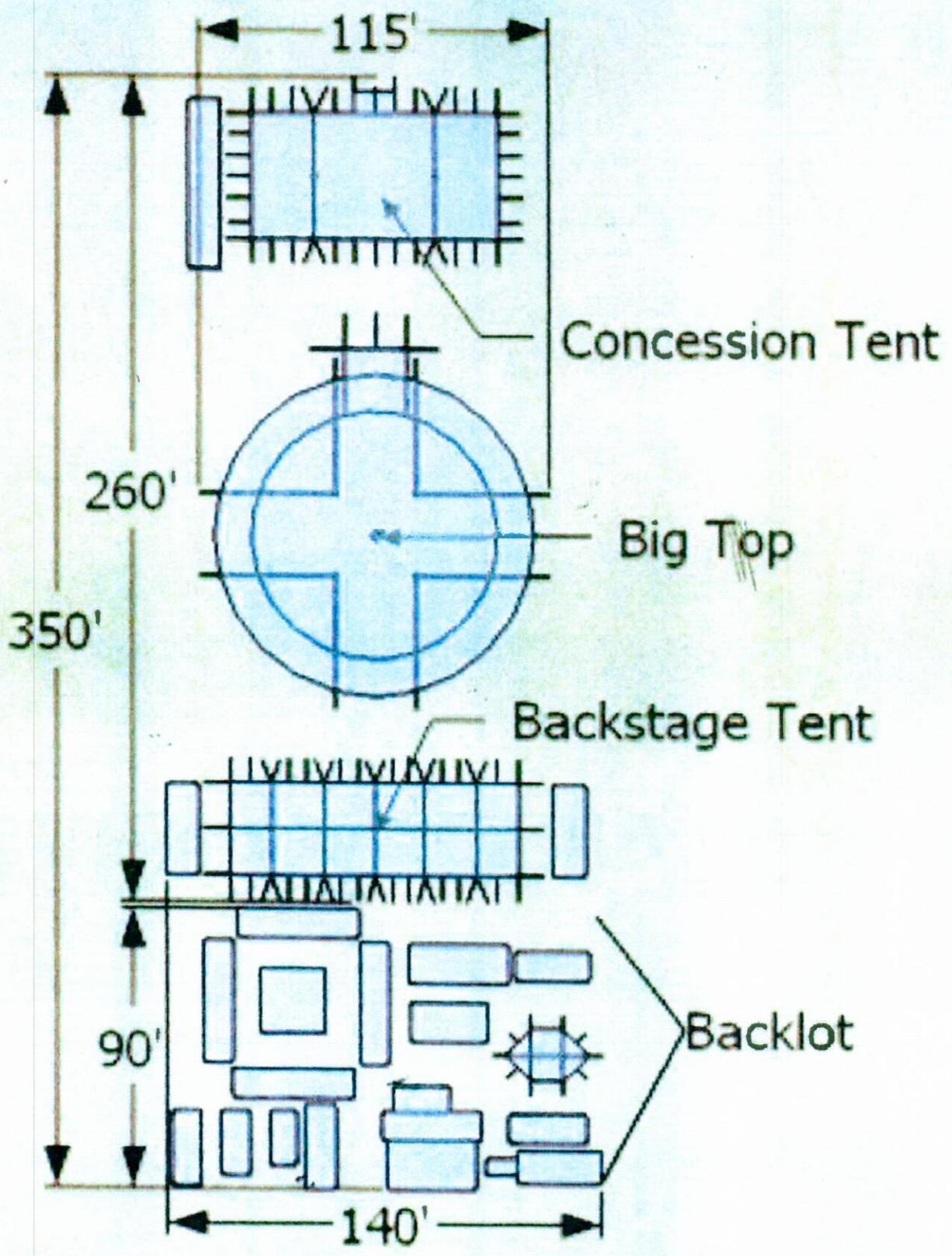


CIRCUS SMIRKUS

Circus Smirkus Lot Dimensions

includes FIRELANES

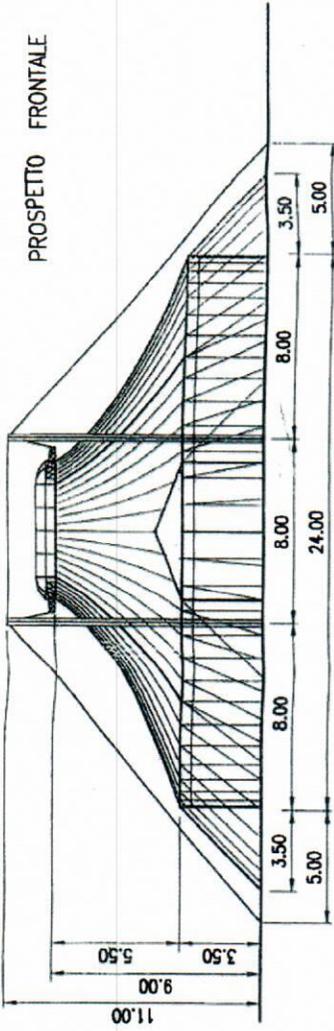
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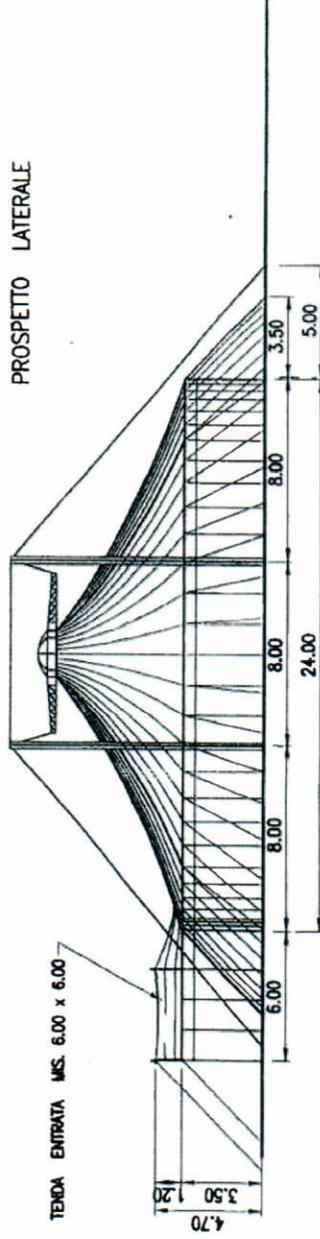
Updated 2017

Big Top

PROSPETTO FRONTALE



PROSPETTO LATERALE



MISURE IN m

Rev.	Dato	Nome	Descrizione aggiornamento
B			
A			



Amministrazione e Ufficio Commerciale
Via Roma 3 - Casale Monferrato (A) - 12024
Stabilimento e Ufficio Tecnico
Strada Soprastabile 4 - Cuneo (C) - 12040

Progetto: AN/28/77

Approbazione: AN/28/77

Tabella

2/04/88

27/4/99

Progetto CIRCO IN TENSO itinerante
d. 24.00 m

Cliente: CIRCUS SMIRKUS
USA

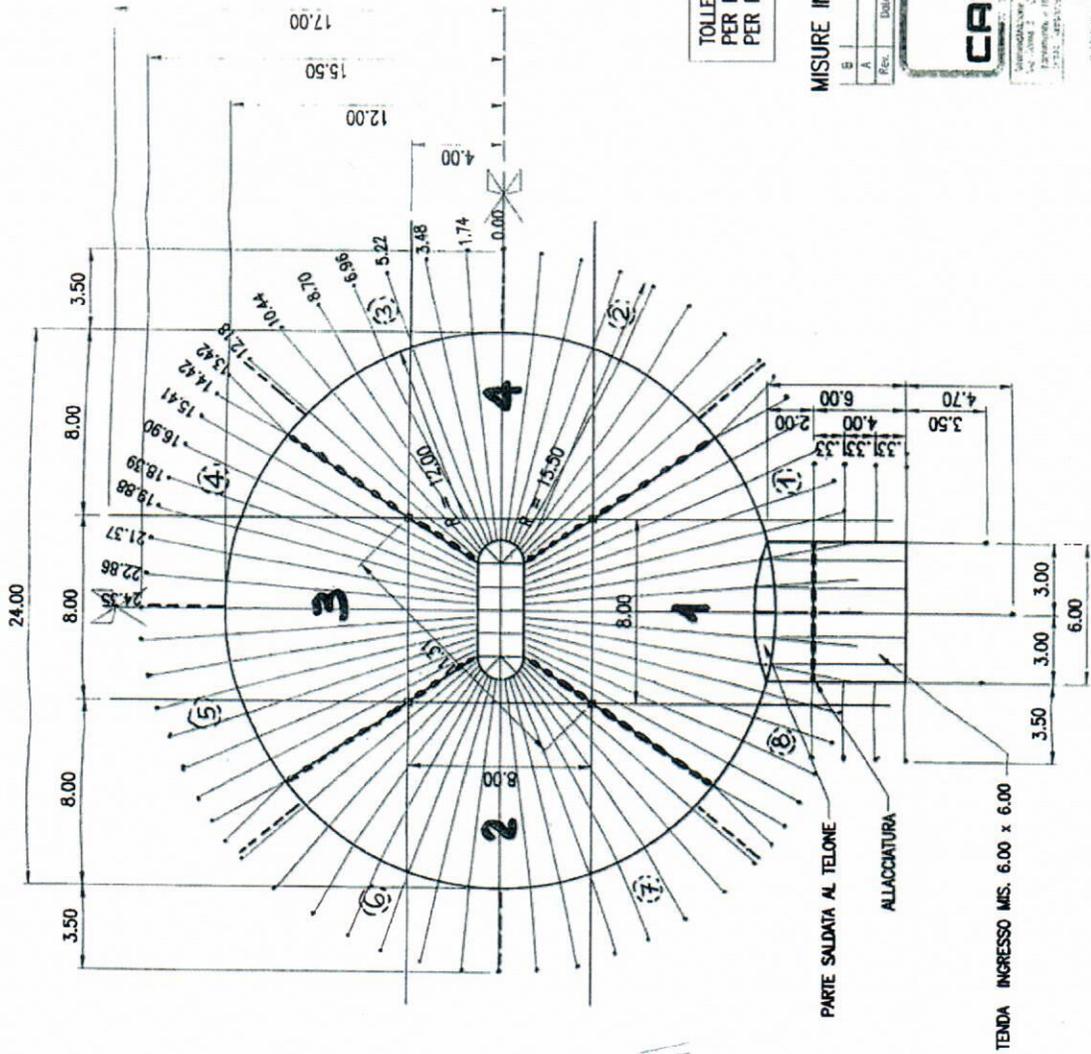
PROSPETTI LATERALE E FRONTALE

3085C

202 0

35

Big Top Stake Lines



TOLLERANZA AMMESSA PER TRACCIAMENTO
PER POSIZ. PALETTI E PICCHETTI DI GIRO +- 5 cm
PER POSIZ. ANTENNE +- 5 cm

MISURE IN M

Rev.	Data	Nome	Descrizione	Disegnato
A				
B				

Progetto	CRDO in tensori itinerante
d.	24.00 m
Firma	CARLOS SMIRKUS
	USA
	PIVITA TRACCIAMENTO

CANOBBIO

INDUSTRIE TESSILI S.p.A. - Via S. Felice 10 - 28010 CANOBBIO (VC) - ITALIA

TELEFONO 0321/872111 - TELEFAX 0321/872112

3085C 301 0

4



CANOBBIO

DIREZIONE VIA ROMA 3 - 15053 CASTELNUOVO SCRIVIA (AL) - TEL (0131) 823353 ric. aut. - FAX (0131) 823521
STABILIMENTO Strada Sgarbazzolo - 15053 Castelnuovo Scrivia (AL) - Telefax (0131) 355112 - C.F.P. IVA 03353320157

DIVISIONE
NS. RIF.
VS. RIF.
ATTENZIONE

**CIRCUS SMIRKUS
1 CIRCUS ROAD
GREENSBORO, VERMONT
U.S.A.**

CASTELNUOVO S. 18/06/1998

OGGETTO: **CONFORMITY CERTIFICATE "FIRE PROOF CERTIFICATE" No.98/048**

PLAN :3085 C - PFC No. 420

**MATERIAL :No. 1 CIRCUS TENT DIAM. 24 M. WITH SIDE WALLINGS
No. 1 TENTS 6x6 M**

Big Top

Entrance to Big Top

OUR INVOICE : No. *325* of the *8/6/98*

According to the current norms for the fire prevention the undersigned CANOBIO S.p.A. in its capacity of supplier of the material in object

DECLARES

on its own civil and penal responsibility that in the manufacturing of No. 1 circus tent diam. 24 mt. with side wallings - No. 1 membrane for tent dimensions mt. 6x6 with side wallings accomplished on MAY 1998 it has been used the following material :



Materiale	PRECONTRAI NT 702
Produttore	SERGE FERRARI SA

State	Fire proof	N° certificate / homologation	issued by	Date certificate/ homologation	Expiry date	Extension	Enclosed to the supplying
Sweden	SIS 650082	3203/88	BOVERKET	05/03/90			
France	M2	1248/94	P.P.	18/11/94	18/11/99		
Great Britain	BS5438	TN251782D	P.P.T.	04/12/97	04/12/2002		
Spain							
Germany	DIN 4102 B1	PA-III 2.2293	D.I.B.	18/05/94	31/03/99		
United States							X
United States California		F-444.02	C.S.F.M.				X

The present certificate is issued in original copy; we therefore mistrust the use of other copies made in any way.

For CANOBBIO S.p.A.

 Roberto Canobbio
 Technical Manager



Big Top
STRUCTURAL REVIEW
High Wind Action
PLAN (6)

208 Flynn Avenue, Suite 2A, Burlington, VT 05401 • Tel: 802-863-6225 • Fax: 802-863-6225
85 Mechanic Street, Suite B2-2, Lebanon, NH 03766 • Tel: 603-442-9333 • Fax: 603-442-9333

Date: June 26, 2015
To: Judy Gaeth
Circus Operations Director
Cirkus Smirkus
Judy.gaeth@smirkus.org
From: Russ Miller-Johnson, P.E.
Re: Big Top and Auxiliary Tents for Cirkus Smirkus
Structural Review for IBC Requirement s

We have reviewed Tent structure information supplied for the:

- Big Top (Cirkus),
- Midway (Auxiliary),
- and Backstage (Auxiliary);

with the Hold-down staking measures, as well as our site observations of the structures at your facility. For these actively operated event structures, our review focused on wind loading phenomena and found that the designs for the tents structures, coverings, and staking plans are generally aligned with a temporary and monitored use 10-year wind for the IBC. The wind speed equates to a 70 miles-per-hour velocity (mph, V_{asd} , for metering) in a 90 mph Zone (V_{asd} , for a non-coastal, Exposure C common environment).

This finding, along with the attached High Wind Plan, is found to constitute an IBC structural code basis for use.

Note that the more recent 2012 version of the IBC also uses "ultimate" wind speeds, in addition to the " V_{asd} " speeds. The V_{asd} velocities equate to the prior versions of the IBC that are still in regulation as well as reported wind velocities from weather services and monitoring equipment.

In summary our review included the following:

- Cirkus Tent: Calculations for Tent Structure use a wind pressure that is equivalent to the U.S.A. code, IBC. 70mph (V_{asd}) wind speed. This is the so-called 10 year wind (from a 90mph (V_{asd}), 50 -year wind and is based on the IBC and ASCE 7 Commentary) is a code supported basis for temporary structures. A High Wind Action Plan in part of the basis for occupancy. The High Wind Action Plan calls for monitoring and evacuations at wind speeds in excess of 30 mph (as speeds in excess of this have been found to hinder evacuation.)
- Auxiliary Tents: The Tent structure components are listed and appear similar and in close design intent to the Cirkus Tent based on our recent site observations. This provides a similar 10-year wind basis for occupancy, again, in conjunction with the High Wind Action Plan as outlined above.
- Hold-Down Staking (Cirkus and Auxiliary): Analysis for the hold-down stakes of the tent structure and membrane, for the quantity and arrangement on the tent Covering/Membrane

drawings, based on Owner supplied testing, certification, and installation measures, are found to achieve the 10 year wind level on the closed structure. This encompasses a variety of subgrade conditions where stakes can be driven and is found to support the occupancy for the temporary use structures as noted above.

Our review was for wind load effects as the governing structural load case. Show and production loads, as well as icing, snow, seismic and roof live load were not considered here.

The primary basis documents use for this study as" basis is:

- IBC International Building Code (2012, or equivalence with 2009, 2006)
- ASCE 7 Minimum Design loads for Buildings and Other Structures (7-10, or equivalence with 7-05, including Commentary for 10-year winds.)
- ASCE 37 Design Loads on Structure Under Construction (02)
- ANSI E1.21-2006 ETSA "Temporary Ground-Supported Overhead Structures Used to Cover the Stage Area and Support Equipment in the Production of Outdoor Entertainment Events"

The project documents used for this study are:

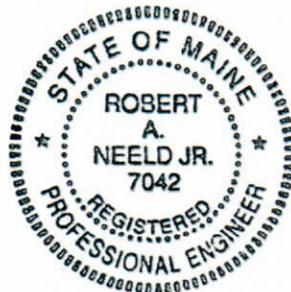
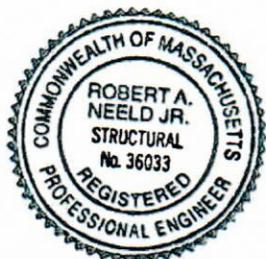
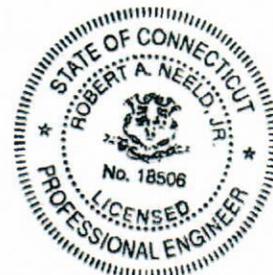
- Big Top Tent: Canobbio, Statical Analysis, 6/20/98, 27 pages
- Auxiliary Tents: Canobbio, Covering membrane for auxiliary tents, 3/8/2103, 9 pages

Hold-down Stakes:

- The Design Group, Cirkus Smirkus Tent Anchorage Report, July 2014, 1 page
- Stake Load test with installation and testing procedures, 5/11/15 email correspondence, 1 page

Cc: High Wind Action Plan, 6/26/15, 3 pages

Seals: Russ Miller-Johnson, P.E., Principal
Robert Neeld, P.E., President



HIGH WIND ACTION PLAN (HWAP)

A HWAP is a vital part of any Operation Plan (OP) for a temporary, outdoor assembly. The HWAP ensures that all structures included in the scope of the OP remain safe during all wind conditions. The HWAP provides methods for ensuring safety during periods of operation of the assembly when wind speeds are escalating. The configuration of the structure(s) has been based upon the specified wind speeds as detailed in the HWAP. The structural assembly, hold-down stakes, and use guidelines have been engineered to meet the HWAP criteria. **Any deviations from the approved design, such as a modifying the structure(s), reducing hold downs, changing HWAP criteria, etc. are not permitted.**

High Wind Action Plan:

1. Actions to be taken based on wind speeds measured on site or reported by weather information service: Conform with High Wind Action Plan on the drawings at all times
 - a. When wind gusts exceed **30 mph** (3-second gust) or 24.7 mph (1 minute average): Evacuate all audience members and production personnel from the immediate vicinity of the structure, except the HWAP Team. Evacuate all personnel from the immediate vicinity of the structure, maintaining a safe distance until wind speeds decrease below 30 mph (3-second gust) or 28.8 mph (1 minute average).
 - b. If a tropical storm or hurricane is forecast to have wind exceeding 67.5 mph (3-second gust) or 55.6 mph (1 minute average), there will be at least two days of notice prior to the event. Dismantle the structure, or portions of the structure, that is not designed to resist such wind forces, and secure all components. The removals shall be performed well in advance of the strong winds arriving at the site in order to allow workers and machinery to perform the dismantling work under safe conditions.
 - c. If the weather service forecasts a reasonable possibility of tornadoes, The User should consider removing items that are vulnerable to high wind, such as tools, equipment, props, wind walls, roof fabric, banners, speaker stacks, video screens, etc., and secure these items, disconnecting electrical power connections, and delaying the event. However, no weather information service is capable of forecasting the actual occurrence of tornadoes. If a tornado is sighted, the site should be fully evacuated immediately, and people should take appropriate refuge. There is no action worth taking with regard to the equipment when a tornado is sighted, since a tornado will damage everything that is in its path.
 - d. If high winds are forecast with a degree of certainty, remove items that are vulnerable to high wind well in advance of the high wind event, such as tools, equipment, props, wind walls, roof fabric, banners, speaker stacks, video screens, etc., and secure these items, and disconnect electrical power connections. The event should be delayed as needed to mitigate the probability of high wind occurring with vulnerable elements erected and/or during the event. If forecast winds are sufficiently high to create a potentially unsafe condition, abandon the site until the problematic winds have passed the site or are not forecast anymore. The call to abandon the site must consider the time needed to safely evacuate all

personnel to safe locations before the potentially hazardous wind could arrive at the site.

Note: Do not modify the assembly during high winds (such as lowering a self-climbing roof or adding braces), as this could destabilize the structure and moving or wind borne elements could pose a hazard to technicians. Wind walls and soft goods can be removed during moderate wind by cutting or tearing off, but only if such removal does not result in an imbalanced wind load on the structure.

2. If the structure while erected does not have continuous 24 hour monitoring during off hours (overnight or daytime), the area shall be secured against entry until monitoring is resumed.
3. The HWAP shall govern the operations of the temporary assembly throughout its use period, including load-in and load-out of all supported and nearby elements.
4. The HWAP must be available at all times to all production personnel, including HWAP Team members, other technicians, producers, talent managers, venue operators, and authority having jurisdiction. It shall be posted in conspicuous areas on site and must be protected from weather.
5. Wind Monitoring: Active on-site wind speed monitoring shall be maintained for the entire period the structure is assembled. No one shall be allowed access to the vicinity of the structure unless there is active on-site wind monitoring.

- a. Wind Speed Monitoring: Weather stations with anemometers shall be used on site to monitor wind, placed at an elevation within 5 ft. of the highest elevation production element. If possible, place the anemometer between 50' and 250' measured horizontally away from the structure and other structures in order to make sure the structures are not affecting wind passing through the anemometer. Note: In a dense urban environment or if the only available support is the top of the structure itself, this anemometer may provide wind speed readings that are as much as 25% lower than actual wind conditions. Wind speed monitoring shall be recorded on site at regular intervals and at the time of a significant environmental event.

Suggested devices: The following suppliers offer a variety of portable weather stations which include an anemometer:

- Ambient Weather
- La Crosse Technology
- Oregon Scientific

This type of devices provides a great deal of weather related information including both wind speed and wind gust data.

6. Local Weather Information Monitoring: The HWAP Team shall maintain a regular liaison with an official weather information service to ascertain if any significant wind events are expected on site. This liaison is real-time monitoring with a local commercial or governmental weather service. The National Oceanic and Atmospheric Administration (NOAA) (www.noaa.gov or www.weather.gov) is a federal weather information service which offers a great resource for wind monitoring. The website provides national, state and local weather information. There are also a number of local weather services that provide quality information.

HWAP Training:

The User shall ensure that training is provided for all HWAP Team personnel. Requirements for training shall include the following:

1. Written records of training shall be retained on site and in the venue operator's offices.
2. Personnel shall be retrained when/if the nature of the assembly changes, when a person returns to the HWAP Team after a hiatus of more than 6 months, or after a period of 3 years on the HWAP Team.
3. The User shall designate a competent person to serve as HWAP Team Leader.
4. A mobilization meeting shall be held prior to each use of the assembly to identify detailed responsibilities for onsite HWAP personnel.
5. The HWAP Team Leader shall have authority to implement the HWAP under whatever circumstances and/or whenever he or she feels it is appropriate.

End of HWAP

Circus Smirkus Big Top Emergency Evacuation Plan

Summer 2018

The Circus Smirkus Big Top shall be evacuated of all persons (audience, troupers and crew) when a situation arises posing any threat or immediate danger to those inside the tent. Events such as but not limited to failure of electricity, bleacher collapse, fire, high winds, lightning, etc. may require the evacuation of all persons under the Circus Smirkus Big Top.

Circus Operations Director and Tent Boss monitor weather reports and projected storm tracks from numerous sources, including on-line systems, media reports, local forecaster, and the NOAA on a daily basis. Circus Lot weather conditions are monitored 24/7 by Circus Operations Director via a weather monitor station mounted on the Big Top Tent. A portable lightening detector is used for monitoring proximity of hazardous lightning strikes.

The Circus Operations Director, Show Director and Tent Boss along with the Back Lot and House Managers will determine the necessity of a Big Top evacuation, which if during a show, will take place according to the following procedure:

Key Staff: Judy Gaeth, Circus Operations Director; Troy Wunderle, Artistic Director; Nat Brown, Tent Boss; Brian Redmond, Back Lot Manager; Jenna Raithe, House Manager; Ben Scheff, Technical Director; Joshua Shack, Production Manager; Casey Venturelli, Head Troupe Counselor

1. Message from Circus Operations Director relayed to House Manager that evacuation is necessary. House Manager alerts Production Manager and Technical Director in front of house. In the event the power needs to be turned off, Technical Director shuts off breaker at show distribution box and main breaker on generator – Emergency lights go on.
2. House Manager steps into the ring to make evacuation announcement to audience using a bullhorn. All guides have access to flashlights to light walkways and direct audience out of tent through three main exits. Spot Operators (2) climb down from posts and stand on the ring curb at the side entrances to direct and funnel audience traffic out of the tent. Production Intern will open curtains to allow egress out of the backstage area of the tent. Volunteer Ushers (6) assist any wheelchair bound or handicapped people out exits.
 - a. Bleacher sections 1, 2 and 7,8 will be instructed to leave through the side entrances
 - b. Bleacher sections 3, 4 and 5, 6 will file out the front entrance
3. Spot Operators, Production Intern, Ushers and House Manager leave tent once tent is emptied.
4. Production Manager confirms trouper evacuation with Head Troupe Counselor and show staff with Technical Director
5. Circus Operations Director assesses status of audience outside the tent.
 - a. In cases of extreme weather evacuation audience members will be instructed to go to their personal vehicles.
 - b. In the case of fire or electrical mishap audience will be instructed by Ushers to maintain safe distance (to be determined by Back Lot Manager and Technical Director) from Big Top.
 - Instructions will be conveyed by House Manager (and possibly another delegate to be determined at time of incident) to ushers.
6. House Manager confirms safety of audience
7. In the event of evacuation due to extreme weather conditions, all staff not participating in directing audience members will take refuge in company vehicles. Troupers will go to the vans along with counselors.

CIRCUS SMIRKUS
1 Circus Road - Greensboro
VT 05841 - Vermont
CANADA

date: 03/12/2013
subject: CONFORMITY CERTIFICATE "FIRE PROOF CERTIFICATE" No. 213-020
PLAN: No. 4255C
PFC: No. 1869 - No. 1870
MATERIAL: No. 1 Membrane for tent 12.00x24.00 m. and side walls H/2,50 m. *Midway Tent*
No. 1 Membrane for tent 9.00x18.00 m. and side walls H/2,50 m. *Backstage Tent*
No. 3 Membrane for wings 2.00x3.00 m. *Side Entrances For Big Top*
OUR INVOICE: No. 13143 dated 27/05/2013

According to the current norms for the fire prevention the undersigned CANOBPIO S.p.A. in its capacity of supplier of the material in object

DECLARES

on its own civil and penal responsibility that in the manufacturing of No. 1 Membrane for tent 12.00x24.00 m. and side walls H/2,50 m. - No. 1 Membrane for tent 9.00x18.00 m. and side walls H/2,50 m. - No. 3 Membrane for wings 2.00x3.00 m., accomplished on MAY 2013 the following material has been used

Pag. 1 / 2



Material	PRECONTRAI NT 702 opaque
Supplier	TISSAGE & ENDUCTION SERGE FERRARI S.A.

State	Fire Proof	N° certificate / homologation	Issued By	Date certificate/ homologation	Expiry date
United States	NFPA 701	100119610MID-002	INTERTEK	24/05/2010	24/05/2015
United States California	C.S.F.M.	F - 44408	CALIF. STATE FIRE MARSHAL		30/06/2014
Italy					
France					
Canada	CAN/ULC S109-03	100572302COQ-004	INTERTEK	28/02/2012	28/02/2017
Germany					

The present certificate is issued in original copy we therefore mistrust the use of other copies made in any way.

CANOBBIO S.p.A.
 Roberto Canobbio
 Technical Manager

For Technical Manager
 Arch: Claudio Rossi



11

CIRCUS SMIRKUS
1 Circus Road - Greensboro
VT 05841 - Vermont
USA

date: 15/05/2017

subject: CONFORMITY CERTIFICATE "FIRE PROOF CERTIFICATE" No. 217-004

PLAN: No. 4255C-1

MATERIAL: No. 2 Membranes 5.00x9.00 m. and side walls H/2,50 m.

*Backstage Tent
New Side Wall / Top*

According to the current norms for the fire prevention the undersigned CANOBIO TEXTILE ENGINEERING SRL in its capacity of supplier of the material in object

DECLARES

on its own civil and penal responsibility that in the manufacturing of No. 2 Membranes 5.00x9.00 m. and side walls H/2,50 m. , accomplished on March 2017 the following material has been used

Pag. 1 / 2

*Expires
4/28/2020
See NFPA 701
Test Results*

Material	PRECONTRAI NT 702 opaque
Supplier	TISSAGE & ENDUCTION SERGE FERRARI S.A.

State	Fire Proof	N° certificate / homologation	Issued By	Date certificate/ homologation	Expiry date
United States	NFPA 701	102083832MID-001	INTERTEK	28/04/2015	28/04/2020
United States California	C.S.F.M.	F - 44408	CALIF. STATE FIRE MARSHAL		30/06/2017
Canada					
Germany					

The present certificate is issued in original copy we therefore mistrust the use of other copies made in any way.

CANOBBIO TEXTILE ENGINEERING srl

Riccardo Canobbio
Managing Director
Riccardo Canobbio



1 Table of Contents

1	TABLE OF CONTENTS	2
2	INTRODUCTION	3
3	TEST SAMPLES	3
3.1.	SAMPLE SELECTION	3
3.2.	SAMPLE AND ASSEMBLY DESCRIPTION	3
4	TESTING AND EVALUATION METHODS	3
4.1.	TEST STANDARD 1	3
4.2.	DEVIATION FROM STANDARD METHOD	4
5	TESTING AND EVALUATION RESULTS	4
5.1.	RESULTS AND OBSERVATIONS	4
6	CONCLUSION	5
7	REVISION SUMMARY	5



2 Introduction

Intertek has conducted testing for Serge Ferrari on Precontraint 702 Opaque to assess the propagation of flame beyond the area exposed to the ignition source. Testing was conducted in accordance with NFPA 701-10, Method 2 - Standard Methods of Fire Tests for Flame Propagation of Textiles and Films for Flat Sheets (See section 13.1.3). This evaluation began April 27, 2015 and ended April 27, 2015.

3 Test Samples

3.1. SAMPLE SELECTION

Samples were submitted to Intertek directly from the client. Samples were not independently selected for testing. Samples were received at the Evaluation Center on April 21, 2015 in good condition.

3.2. SAMPLE AND ASSEMBLY DESCRIPTION

Sample Name: Precontraint 702 Opaque

Sample Description: Polyester yarns coated with PVC flame retardant on both sides and varnished. Weight: 830g/m² ± 5%, Thickness: 0.63mm ± 10%, Polyester 1100 dtex: 24% - PVC flame retardant 76%

The test specimen identified as Precontraint 702 Opaque was cut into 5.25 in. by 47.25 in. samples by Intertek. Ten of the twenty samples cut were leached per Section 16.5. All samples were then conditioned in an oven at 105°C ± 3°C for no less than 1 hour but no more than 3 hours before testing.

Test room conditions: 72.8°F and 48% R.H.

4 Testing and Evaluation Methods

4.1. TEST STANDARD 1

Ten specimens of material 5.25 inches by 47.25 inches were cut with their long dimension parallel to the length direction ("with" machine). The test specimens were conditioned to 220-225°F (105-108°C) for not less than one hour and not more than 3 hours. Specimens were removed from the oven one at a time and tested immediately. The specimens were supported with clips in a three-sided vertical column and exposed to an 11" flame for two minutes. The flame impinged approximately 7 inches on the specimen.

No specimen should continue flaming for more than two seconds. Length of char should not exceed 17.1 inches from the bottom edge of the specimen for Flat Sheets (See section 13.1.3). No flaming on floor of apparatus should last longer than two seconds.



4.2. Deviation from Standard Method
No deviations from the standard.

5 Testing and Evaluation Results

5.1. RESULTS AND OBSERVATIONS

Specimen #	Afterflame Duration (sec.)	Floor Flaming (sec.)	Char Length (in.)
1	0	0	3.38
2	0	0	6.75
3	0	0	6.38
4	0	0	4.75
5	0	0	5.00
6	0	0	4.63
7	0	0	6.50
8	0	0	7.00
9	0	0	5.50
10	0	0	6.00
Average	0	0	5.59

Observations:

This sample passed the criteria for NFPA 701-10 method 2 for flat sheets (see section 13.1.3)



Serge Ferrari
Report No: 102083832MID-001f

April 28, 2015
Page 5 of 5

6 Conclusion

Intertek has conducted testing for Serge Ferrari on Precontraint 702 Opaque to assess the propagation of flame beyond the area exposed to the ignition source. Testing was conducted in accordance with NFPA 701-10, Method 2 - Standard Methods of Fire Tests for Flame Propagation of Textiles and Films for flat sheets (See section 13.1.3).

The sample PASSED the testing criteria for NFPA 701-10, Method 2 - Standard Methods of Fire Tests for Flame Propagation of Textiles and Films for flat sheets (See section 13.1.3).

The conclusions of this test report may not be used as part of the requirements for Intertek product certification. Authority to Mark must be issued for a product to become certified.

INTERTEK

Reported by: _____
Tolu Bamikunle
Lab Technician III, Verification Center

Reviewed by:
Sandy Osborne
Lab Technician II, Verification Center

7 Revision Summary

DATE	SUMMARY
April 28, 2015	Original Report

13



**CALIFORNIA DEPARTMENT OF FORESTRY and FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL**

REGISTERED FLAME RESISTANT PRODUCT

Product:

PRECONTRAIINT 702, 392

Registration No.

F-44402

Product Marketed By:

SERGE FERRARI
1460 SW 6TH COURTH
POMPANO BEACH, FL 33069

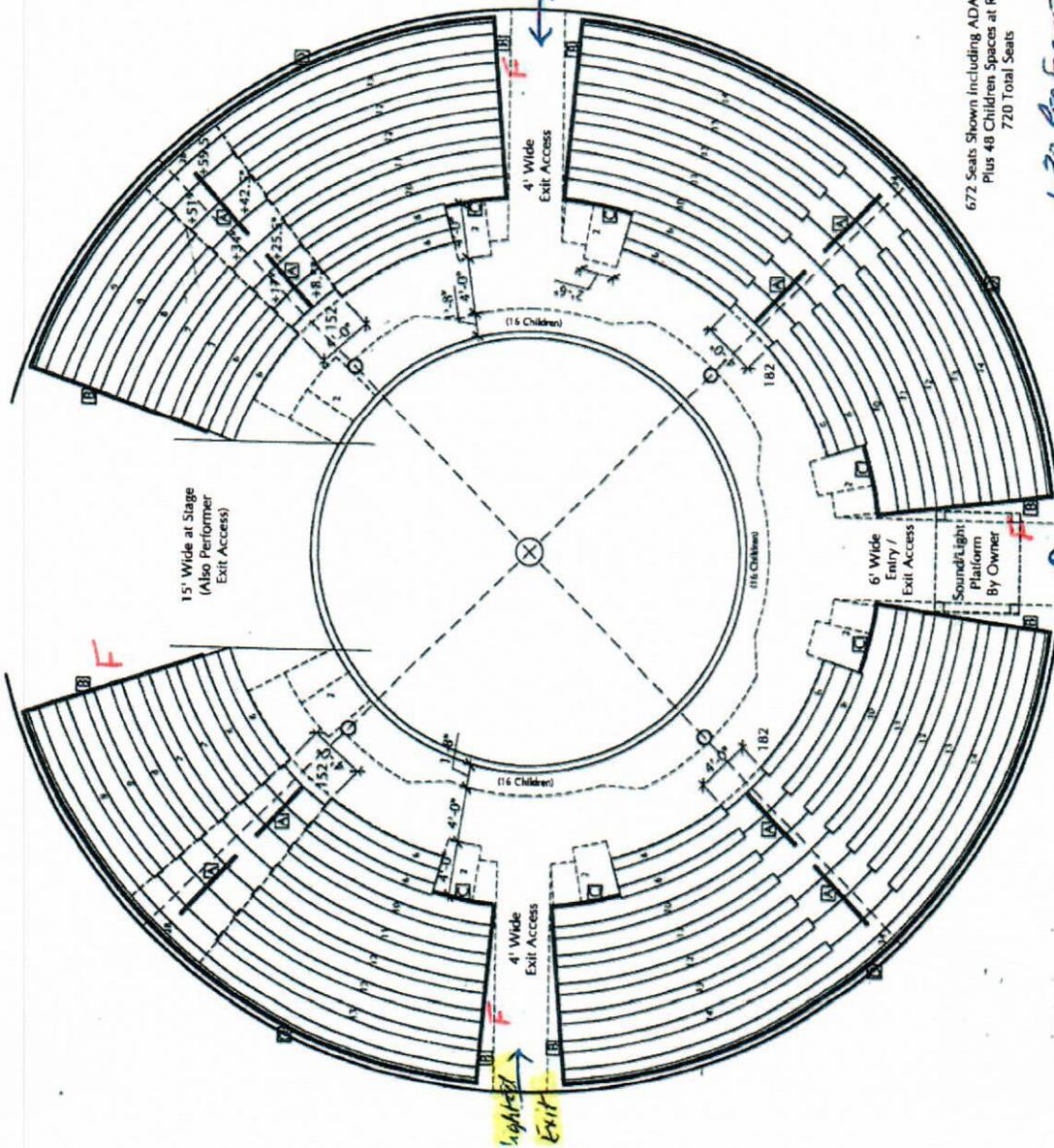
This product meets the minimum requirements of flame resistance established by the California State Fire Marshal for products identified in Section 13115, California Health and Safety Code.

The scope of the approved use of this product is provided in the current edition of the **CALIFORNIA APPROVED LIST OF FLAME RETARDANT CHEMICALS AND FABRICS, GENERAL AND LIMITED APPLICATIONS CONCERNS** published by the California State Fire Marshal.

A handwritten signature in black ink, appearing to read 'M. Capella', is written over a horizontal line.

Deputy State Fire Marshal

Expire: 6/30/2019



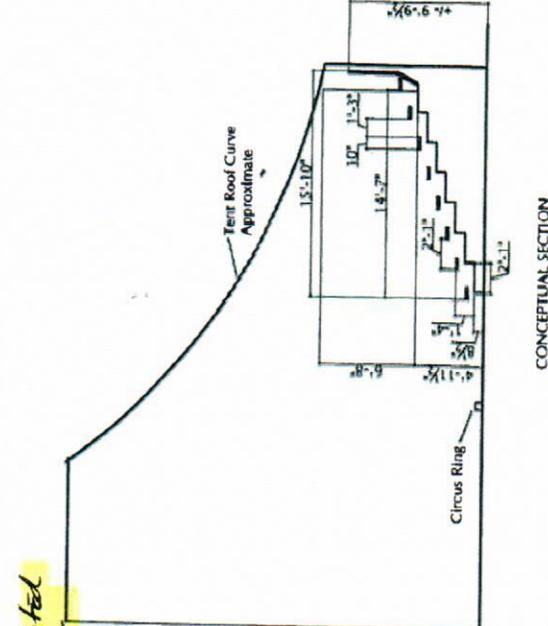
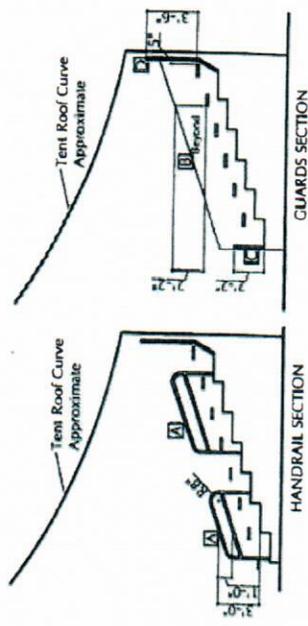
672 Seats Shown Including ADA Spaces
 Plus 48 Children Spaces at Ring
 720 Total Seats

+ 30 Per Formers
 + 10 Staff

700 Occupants

SCHEMATIC BLEACHERS LAYOUT

MACLAY ARCHITECTS



SCALE: 1/8" = 1'-0"

OCT 27, 2009

© 2009 WELDON MARCOTY ARCHITECTS & PLANNERS

CIRCUS SMIRKUS

B.1

F = Fire Extinguisher location

14

15



208 Flynn Avenue, Suite 2A, Burlington, VT 05401 • Tel: 802-863-6225 • Fax: 802-863-6306
85 Mechanic Street, Suite 350A, Lebanon, NH 03766 • Tel: 603-442-9333 • Fax: 603-442-9331
18 Division Street, Saratoga Springs, NY 12866 • Tel: 518-224-0004

June 25, 2010

Ed LeClair
Executive Director
Circus Smirkus
1 Circus Road
Greensboro, VT 05841

Re: Circus Smirkus Bleacher System
Review of Structural Code Compliance

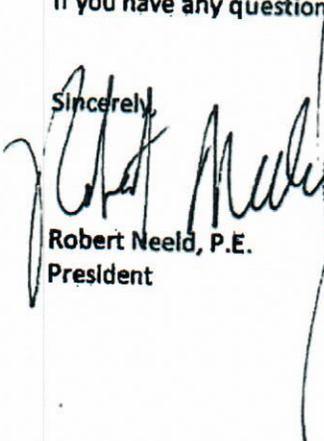
Dear Ed:

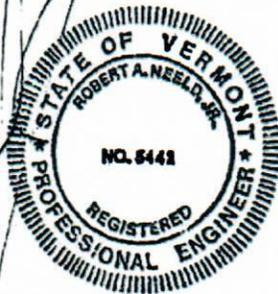
Per your request we have reviewed the Circus Smirkus bleacher system for structural code compliance. This review is based on Aneschi Carlo & C. drawings, dated November 20, 2009, for the Circus Smirkus Bleacher system. We have found that the system meets the current IBC code requirements, with the changes per our memo dated February 19, 2010, "Structural Review of Aneschi Bleachers".

Our review includes the structural requirements for the risers, seats, and guard rails using the 2006 International Building Code (IBC) which references the International Code Council (ICC): ICC-300 Bleachers, Folding and Telescopic Seating, and Grandstands 2002 Edition. We have attached our previous structural memo and the reviewed drawings for you reference.

If you have any questions, please do not hesitate to contact me.

Sincerely,


Robert Neeld, P.E.
President



MACLAY ARCHITECTS

4509 MAIN STREET WAITSFIELD, VT 05673

June 25, 2010

Ed LeClair
Executive Director
Circus Smirkus
1 Circus Road
Greensboro, VT 05841

Re: Bleacher System Code Review

Dear Ed:

This letter confirms that, based upon my review, the bleacher system provided to you by Anceschi meets standard ICC/ANSI code requirements.

At your request, during the design process I undertook a review of the code design requirements for your new bleachers according to the International Code Council (ICC): ICC-300 Bleachers, Folding and Telescopic Seating, and Grandstands 2002 Edition (also referenced as ANSI 300-2002). The code criteria for this bleacher system were outlined in a letter dated October 27, 2009. I have attached that letter for reference.

Subsequently, we worked with Anceschi and Engineering Ventures to verify that all provisions outlined in the letter were followed and complied with through design and manufacture. Based upon this process it is my interpretation that the bleacher system complies with code requirements.

Please let me know if there are any additional considerations you need to have addressed.

Sincerely,



Brian Leet, AIA LEED

MACLAY ARCHITECTS

4509 MAIN STREET WAITSFIELD, VT 05673

October 27, 2009

Ed LeClair
Executive Director
Circus Smirkus
1 Circus Road
Greensboro, VT 05841

Re: Bleacher System Code Review

Dear Ed:

OVERVIEW:

At your request I have undertaken a review of the code design requirements for your new bleachers according to the International Code Council (ICC): ICC-300 Bleachers, Folding and Telescopic Seating, and Grandstands 2002 Edition (also referenced as ANSI 300-2002). Superscript numbers in this letter are references to the relevant paragraphs of this code. Where necessary I have gotten input from you regarding the expected operating conditions for these bleachers. This letter outlines the installation assumptions and code requirements for the bleachers and I have created a conceptual design drawing showing the necessary clearances, capacities and railings. When manufactured and installed according to this summary it is my interpretation that the bleacher system will be in compliance with the ICC-300. Final determination on code issues resides with the Authority Having Jurisdiction (AHJ), also known as the code official, in each location where you operate.

BACKGROUND AND ASSUMPTIONS:

- The general goal of the installation is a bleacher system that safely maximizes quality seating capacity within the structure of your existing tent system.
- As the owner you will inspect the bleacher system at least once a year to verify that it is maintained in compliance with the code standards and manufacturer's instructions.^{105.2}
- The installation is considered an outdoor installation and materials used will be weather resistant.^{302.2} The tent you install around the bleachers would not contain smoke and is considered a roof canopy above an outdoor installation.^{307.1}
- We note that per the code the materials are permitted to be combustible or non-combustible materials and that installations within a building are not considered interior finish relative to the application of the building code.^{302.1}

EGRESS AND DIMENSIONAL REQUIREMENTS:

- One seat is counted for every 18" (457 mm) of bench seat length.^{403.1}
- As the overall capacity of your venue will be over 700 individuals a minimum of 8 Americans with Disabilities Act (ADA) accessible seats are required.^{A201} Each ADA accessible seat will be a wheelchair accessible location with an adjacent companion seat location.
- As the occupant load is under 750 there are two exits required, we have elected to design for three which provides for egress of up to 2,500 people.^{404.1}

e-mail wmap@maclayarchitects.com www.maclayarchitects.com

MACLAY ARCHITECTS

4509 MAIN STREET WAITSFIELD, VT 05673

- The seating is all accessed by stepped aisles with seating on both sides. These aisles are required to be a minimum of 48" (1219 mm) wide.^{405.2.1}
- 23" (584 mm) clear must be maintained between a mid-aisle stair handrail and the adjacent seating.^{405.2.3}
- Because the seats are without backrests and have an aisle access (foot area) clear width of 15" (381 mm) there may be up to 15 total seats on one side of the stepped aisle.^{407.4 and Exception 2} My interpretation of this exception to allow this number of seats was confirmed by call to the ICC on October 12, 2009.
- Riser heights of 8.5" (216 mm) will be used to maintain sightlines (up to 9" is allowed for this purpose by the code).^{406.4} The rear row of the bleacher aisle access way shall be more than 80 inches (6' 8" or 2032 mm) from the roof structure above.^{306.1}

LOADING REQUIREMENTS:

- Bleachers, folding and telescopic seating, and grandstands shall be designed for a uniform live load of 100 psf (4788 Pa). Press boxes shall be designed for a uniform live load of 50 psf (2394 Pa).^{303.2}
- Other components shall be designed to support the loads listed in Table 303.2.

**TABLE 303.2
DESIGN LOADS**

TIERED SEATING ELEMENT	LOAD
Seats (vertical)	120 pounds per linear foot.
Horizontal sway loads	24 pounds per linear foot parallel to the seats and 10 pounds per linear foot perpendicular to the seats. These loads need not be assumed to act concurrently and need not be applied simultaneously with other lateral forces such as wind or seismic loads.
Treads	Stair treads and aisle stair treads shall be designed to resist a minimum concentrated load of 300 pounds on an area of 4 square inches.
Handrails and guards, uniform load	Handrail assemblies and guards shall be designed to resist a load of 50 pounds per linear foot (pound per foot) applied in any direction at the top. The supporting elements shall transfer this load to the structure.
Handrails and guards, concentrated load	Handrail assemblies and guards shall be able to resist a single concentrated load of 200 pounds, applied in any direction at any point along the top. Attachment devices and supporting elements shall transfer this load to the structure. This load need not be assumed to act concurrently with the uniform load.
Guards, Infill components	Intermediate rails (all those except the handrail), balusters and panel fillers shall be designed to withstand a horizontally applied normal load of 50 pounds on an area equal to 1 square foot, including openings and space between rails. Reactions due to this loading are not required to be superimposed with the uniform loads or concentrated loads.

For SI: 1 square inch = 645.16 mm², 1 square foot = 0.0929 m², 1 pound = 4.448 N, 1 pound per linear foot = 14.594 N/m.

- A 1/3 increase in allowable stress is allowed in the design of hand rails and guard rails where "Working Stress Design" is used in accordance with Section 303.4.
- Live load deflection of structural members shall be limited to 1/200 of the span.^{303.5}
- As an outdoor installation the bleachers do not require foundations but must be located on ground that is adequate to support the super-imposed loads.^{303.6 Exception}

MACLAY ARCHITECTS

4509 MAIN STREET WAITSFIELD, VT 05673

RAILING AND OPENING REQUIREMENTS:

- All risers (vertical face of steps) must be of solid construction other than up to 0.5" (12.7 mm) opening to allow operational clearances.^{406.5}
- All aisle accessways (foot areas of the seating rows) more than 30" (762 mm) off the ground shall have infill to prevent passage of a sphere greater than 4" (102 mm) in diameter.^{407.1} I recommend using a standard row backer below the seats at all heights.
- Center aisle handrails shall be provided at the locations tagged 'A' on the drawing. The handrail shall have a circular cross section with an outside diameter between 1.25 inches (32 mm) and 2 inches (51 mm) with all edges eased. The top of the rail shall match the slope of the stairs at 36" (914 mm) measured vertically from the stair nosings. An additional parallel rail shall be provided 12" below the top of the handrail. The handrail can have a beginning and end radius to transition from the top rail to vertical post and does not require extensions.⁴⁰⁹
- All guards listed below shall be designed so that a 4-inch-diameter sphere (102 mm) cannot pass through any opening below 34" (864 mm) and an 8-inch-diameter sphere (203 mm) cannot pass through higher than that.^{408.2}
- Side guards shall be provided at the locations tagged 'B' on the drawings which is all locations with more than a 30" (762 mm) elevation change to the ground. These guards we recommend designing with a height of 26" (762 mm) when measured vertically above the leading edge of the adjacent bench seat in order to preserve sightlines to the performers who may be located throughout the tent space.^{408.1.4}
- Front guards shall be provided between the cross aisle and ADA accessible seating locations as tagged 'C' on the drawings. These guards should be 26" high (660 mm).^{480.1.2}
- Rear guards shall be provided behind the last row of seating as tagged 'D' on the drawings. As there are no performer views here these guards must extend 42 inches (1067 mm) above the adjacent bench seat.^{408.1.1}
- Structural calculations from the manufacturer shall be provided, in English, identifying the loads used, the load path, and a statement by the engineer indicating that the system has been designed for the loads identified above.

CONCLUSION:

The above guidelines, in conjunction with the attached layout diagrams, define a bleacher system that meets the requirements of ICC-300, 2002. I anticipate working with you to review the shop drawings from your bleacher manufacturer to verify the dimensions and clearances. In conjunction with the review by Bob Neeld of Engineering Ventures that the manufacturer has used the proper loading values in their calculations I can then update this letter to reflect the manufactured system.

Please let me know if there are any additional considerations you would like to have addressed.

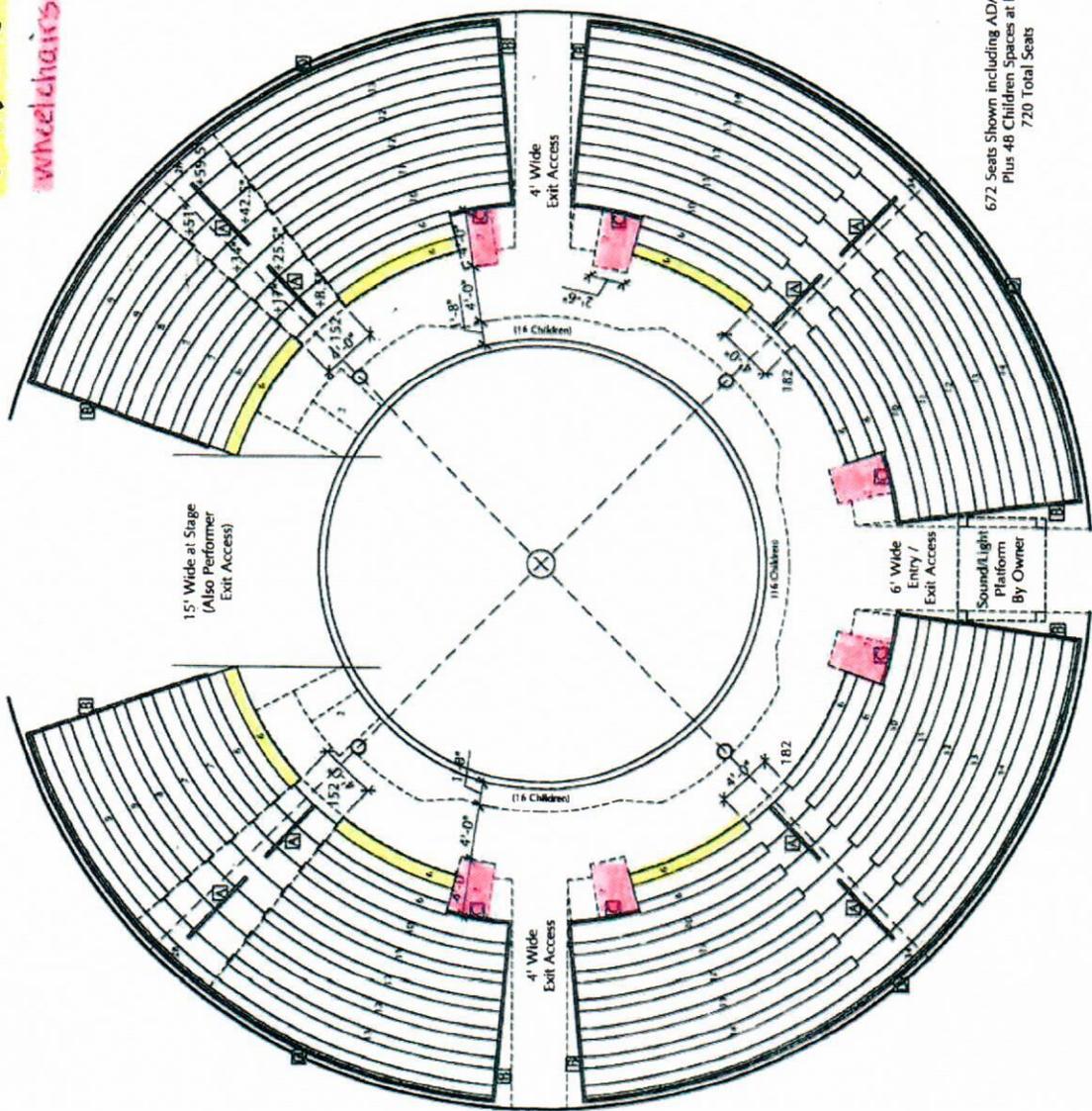
Sincerely,



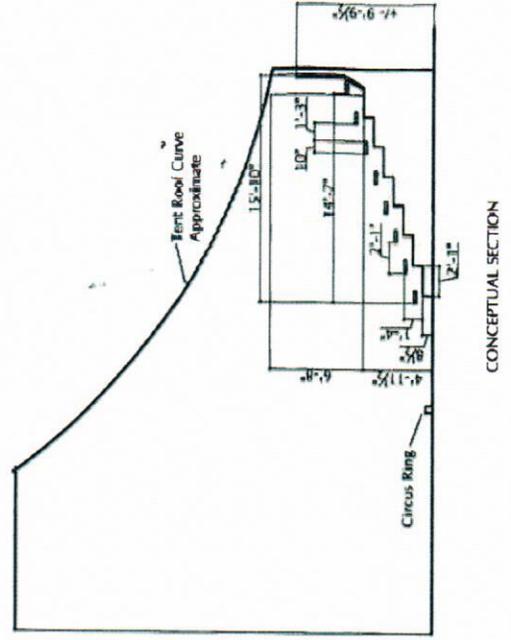
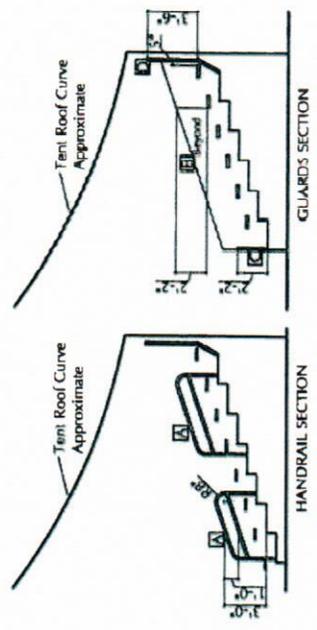
Brian Leet, AIA LEED

SEATING FOR
SPECIAL
NEEDS
Spectators

UNABLE TO CLIMB = 36 seats
wheelchairs = 12 spots



672 Seats Shown including ADA Spaces
Plus 48 Children Spaces at Ring
720 Total Seats



16

SCHEMATIC BLEACHERS LAYOUT

SCALE: 1/8" = 1'-0" OCT 27, 2009

B.1

© 2009 WILLIAM MACLAY ARCHITECTS & PLANNERS
CIRCUS SMIRKUS

MACLAY ARCHITECTS

Smirkus Big Top - ADA Accommodations

The following are guidelines we use when training ushers and information that is provided for anyone that calls requesting special seating re: handicap seating:

1. The first rows, of each of the six bleacher sections, have 6 seats (36 seats total) that are automatically reserved for those individuals that are unable to climb stairs.
 - a. When an individual places a ticket order with one of our customer service representatives or orders on-line there is a time within the order process they can put down their special seating needs (i.e. has crutches, elderly, wheelchair in party). That information is then printed on the will call report and can be seen in advance of the shows or on the show day by asking the Tour Admin Assistant to check for any special seating requests.
 - b. If the party has more than two-three individuals; we do ask that the remaining "able-bodied" members of the party sit in the rows behind the handicapped individual to keep available the remaining lower level seating for others who cannot climb. Kids within that party may sit down along the ring curb in front of that row.
 - c. We have volunteers that keep watch for spectators in line for the first 30 minutes prior to the show starting to seat anyone early that may need assistance.
 - d. Anyone that comes to the ticket booth requesting lower level seating will be seated early by House Manager or ushers.
2. Wheelchairs – there are 12 locations for wheelchairs around the bleachers. Areas next to the ring curb can also be utilized to accommodate additional wheelchairs.
 - e. The House Manager contacts presenters before arriving at each new location to obtain a list of groups and/or any special seating requests to plan special seating needs accordingly. Groups and individuals requesting special seating are asked to arrive an hour before the show to ensure they are seated comfortably before the tent opens at half past.
3. 6 folding chairs with backs are available for those individuals that require a seat with a back.
4. Handicap parking is provided in close proximity to the tent.

Certificate of Completion

CROWD MANAGER TRAINING

CROWD MANAGER TRAINING - MANAGEMENT

COURSE: STAFF

COURSE COMPLETED BY: JOY POWERS

COMPANY NAME: CIRCUS SMIRKUS

DATE OF COURSE COMPLETION: JUNE 23, 2017

EXPIRATION DATE: 06/2020

**NOTE: Crowd Manager Training is worth one hour of
Pyrotechnic Operator or Proximate Audience Operator CE.**



Josh
Joy
Erica } Crowd
 } Control
 } Conf

18

CERTIFICATE OF COMPLETION

PRESENTED TO

Ben Scheff

In Recognition of your participation in employee
Portable Fire Extinguisher Training

Competed on June 15, 2016

David Morrison, Trainer

**FireProTec Fire and Safety
Colchester, Vermont**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/12/2019

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).

PRODUCER Noyle W Johnson Insurance 119 River Street P.O. Box 279 Montpelier VT 05601-0279	CONTACT NAME: Pamela J. Poland, CIC, CISR PHONE (A/C, No, Ext): (802) 223-7735 FAX (A/C, No): E-MAIL ADDRESS: ppoland@nwjinsurance.com																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Cincinnati Specialty Underwriters</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td>United Financial Casualty</td> <td>11770</td> </tr> <tr> <td>INSURER C:</td> <td>LM Insurance Corp</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Cincinnati Specialty Underwriters		INSURER B:	United Financial Casualty	11770	INSURER C:	LM Insurance Corp		INSURER D:			INSURER E:			INSURER F:	
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INSURER E:																					
INSURER F:																					
INSURED Circus Barn, Inc., DBA: Circus Smirkus 1 Circus Rd Greensboro VT 05841																					

COVERAGES

CERTIFICATE NUMBER: CL18122635850

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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CSU0098552	04/30/2018	04/30/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			03713646-8	10/24/2018	10/24/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR CLAIMS-MADE DED RETENTION \$			CSU0098553	04/30/2018	04/30/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	44-15628-18354-462206	01/01/2019	01/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

Town of Simsbury is Additional Insured on General Liability per form CSGA4341108 which is attached to and forms part of this certificate.

CERTIFICATE HOLDER**CANCELLATION**

Town of Simsbury 933 Hopemeadow Street Simsbury CT 06070	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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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

AUTOMATIC ADDITIONAL INSURED - SPECIFIED RELATIONSHIPS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

- A. SECTION II - WHO IS AN INSURED** is amended to include as an insured any person or organization described in Paragraph **B.** below (hereinafter referred to as additional insured) whom you are required to add as an additional insured under this Coverage Part by reason of a written contract or agreement is an insured, provided:
1. The written contract or agreement is:
 - a. Currently in effect or becomes effective during the policy period; and
 - b. Executed prior to an "occurrence" or offense to which this insurance would apply; and
 2. They are not specifically named as an additional insured under any other provision of, or endorsement added to, this Coverage Part.
- B.** Only the following persons or organizations are additional insureds under this endorsement, but only with respect to liability caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf. Insurance coverage provided to such additional insureds is limited as provided herein:
1. The manager or lessor of a premises leased to you with whom you have agreed per Paragraph **A.** above to provide insurance, but only with respect to the ownership, maintenance or use of that part of a premises leased to you, subject to the following additional exclusions:

This insurance does not apply to:

 - a. Any "occurrence" which takes place after you cease to be a tenant in that premises.
 - b. Structural alterations, new construction or demolition operations performed by or on behalf of such additional insured.
 2. Any person or organization from which you lease equipment with whom you have agreed per Paragraph **A.** above to provide insurance. However, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.
 3. Any state or political subdivision with which you have agreed per Paragraph **A.** above to provide insurance, subject to the following additional provision:

This insurance applies only with respect to the following hazards for which the state or political subdivision has issued a permit in connection with premises you own, rent or control and to which this insurance applies:

 - a. The existence, maintenance, repair, construction, erection, or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, street banners, or decorations and similar exposures; or
 - b. The construction, erection, or removal of elevators; or
 - c. The ownership, maintenance, or use of any elevators covered by this insurance.
- C.** With respect to the insurance afforded to these additional insureds, **SECTION III - LIMITS OF INSURANCE** is amended to include:
- The limits applicable to the additional insured are those specified in the written contract or agreement or in the Declarations of this Coverage Part, whichever is less. If no limits are specified in the written contract or agreement, the limits applicable to the additional insured are those specified in the Declarations of this

Coverage Part. The limits of insurance are inclusive of and not in addition to the limits of insurance shown in the Declarations.

- D. With respect to the insurance afforded to these additional insureds, **SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS, 4. Other Insurance** is amended to include:

Any coverage provided herein will be excess over any other valid and collectible insurance

available to the additional insured whether primary, excess, contingent or on any other basis unless you have agreed in a written contract or written agreement executed prior to any loss that this insurance will be primary. This insurance will be noncontributory only if you have so agreed in a written contract or written agreement executed prior to any loss and this coverage is determined to be primary.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Office of Community Planning and Development

MEMO

TO: Public Gathering/BOS- Circus Smirkus
From: Robin Newton, Assistant Town Planner 
Date: March 20, 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. Overnight accommodations as shown on Exhibit A, attached, are being approved under Article Five, Section B.1.a of the Zoning Regulations. The overnight accommodations are limited to Circus Staff personal only. No outside individuals or the public may remain onsite overnight. The dates for the overnight staff accommodations are Sunday July 28, 2019 through August 1, 2019.
3. No black or gray water may be discharged at any location on the property. Proper disposal shall be made off site.

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

An Equal Opportunity Employer
www.simsbury-ct.gov

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

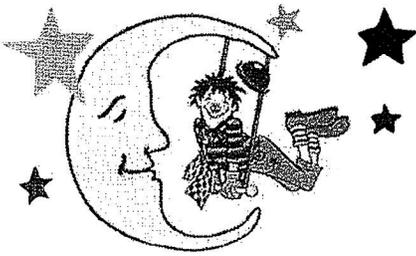


Exhibit A pg. 1 of 5

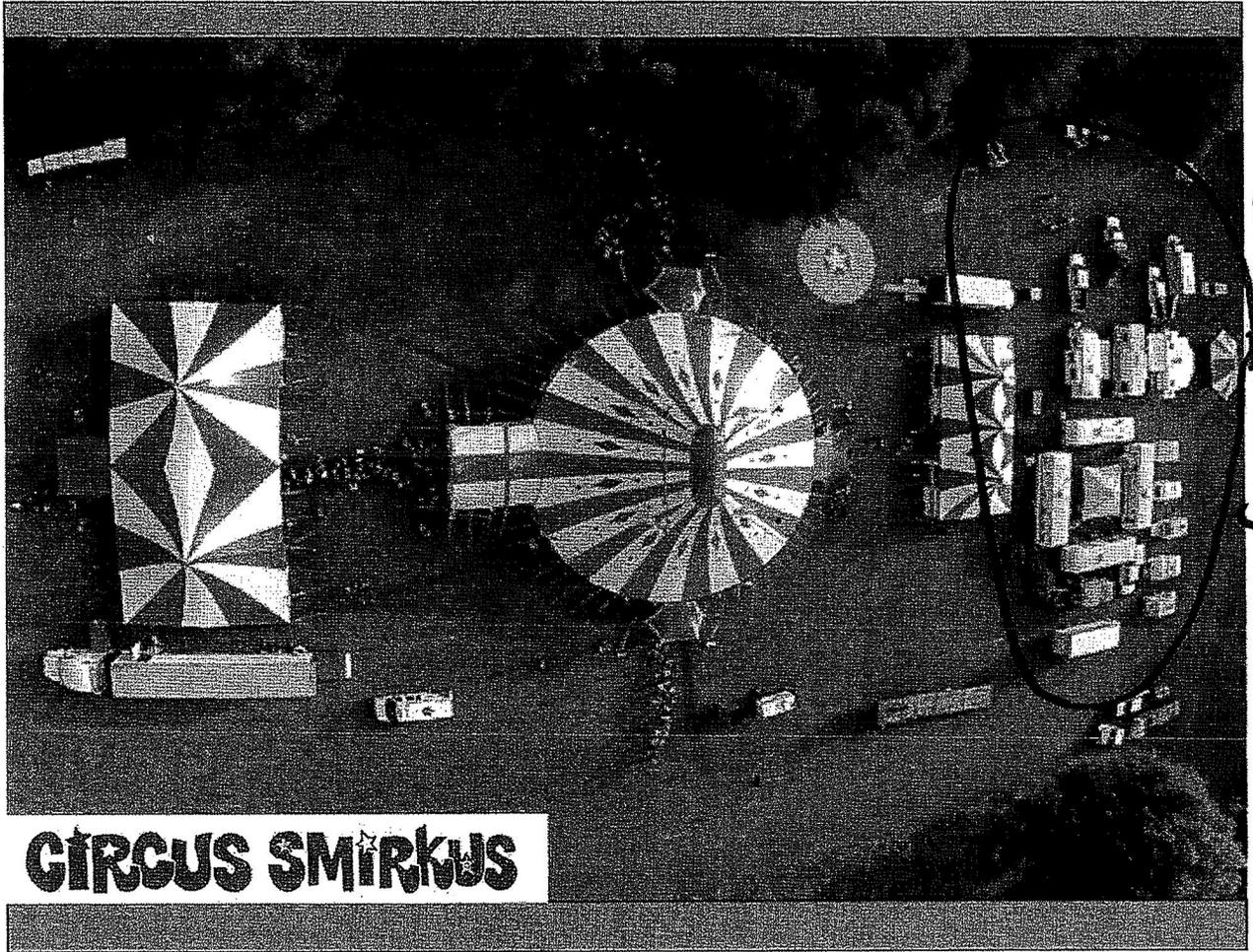
CIRCUS SMIRKUS

Circus Smirkus Big Top Tour
Timeline and Staff Housing
 for shows at the
Simsbury Meadows Performing Arts Center
July 30 & 31, 2019

Arrival times are approx.

	Housing	Occupants	Notes
July 28, 2019, Sunday			
8:30 p.m.	1 RV	2	
11:30 p.m.	1 Semi		Leaves and returns 7/29 w/ 2 nd trailer
12:00 midnight	1 bunkhouse	10	
12:00 midnight	1 RV	1	3 box trucks, 2 trucks w/ trailers arrive
		13	
July 29, 2019, Monday			
5:00 a.m.	Semi returns	1	Driver sleeps in cab till 5 p.m. then departs** (not onsite overnight)
10:00 a.m. - noon	4 RV	4	
10:00 a.m. - noon	3 bunkhouses	23	3 box trucks, 8 trucks w/ trailers arrive
		40	
July 30, 2019, Tuesday			
	6 RV	7	
	4 bunkhouses	33	
		40	
July 31, 2019, Wednesday			
	6 RV	7	
	4 bunkhouses	33	
9:00 p.m. - Departs	1 RV	-2	
11:30 p.m. - Departs	1 Semi	-1	
Midnight - Departs	1 bunkhouse	-10	3 box trucks, 2 trucks w/ trailers Depart
		27	
August 1, 2019, Thursday			
			All rigs gone by 10:00 a.m.

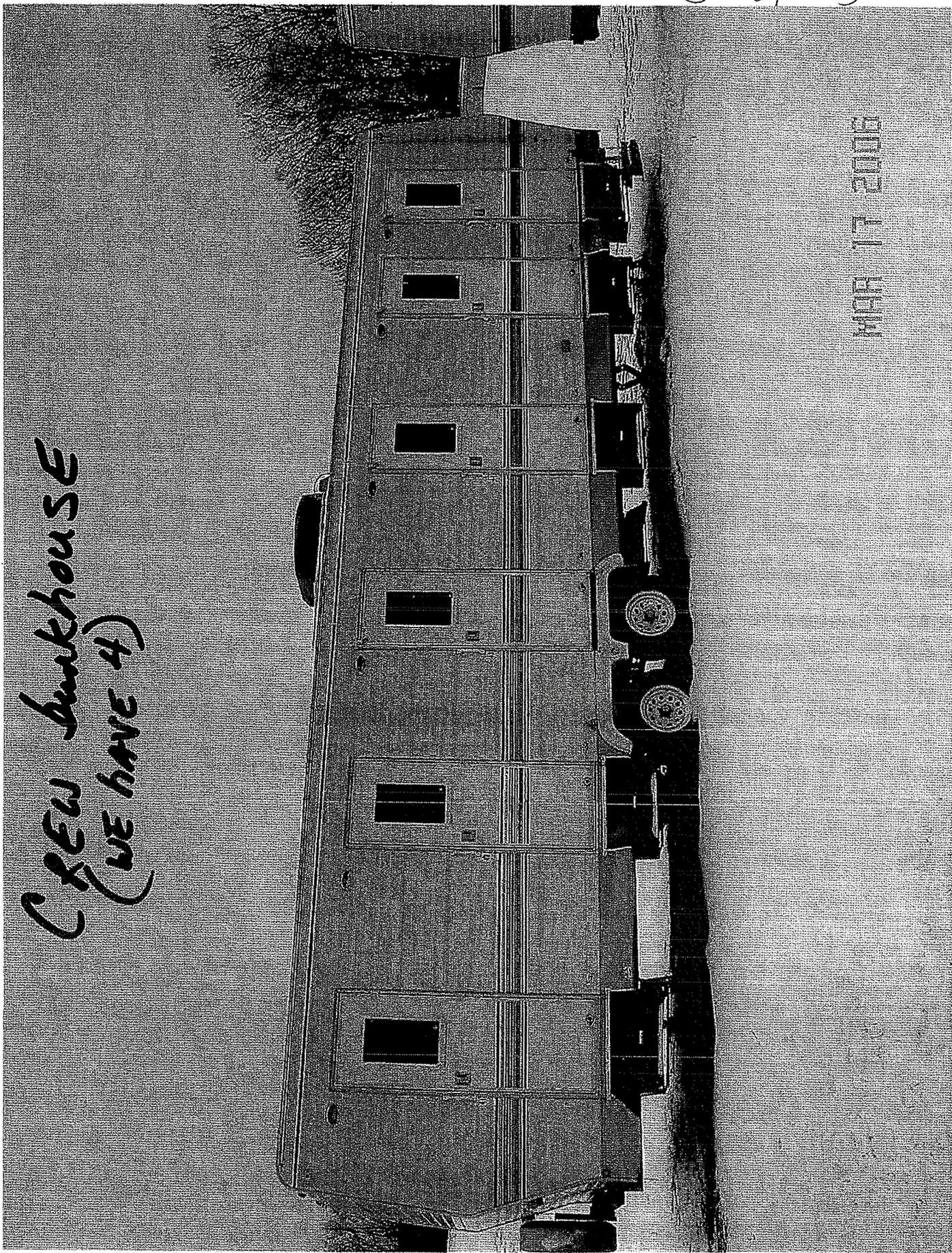
Judy Gaeth, Deputy Director Circus Operations
 3.5.19



Crew living quarters

MAR 17 2008

*CREW bookhouse
(WE HAVE 4)*



Interior

16



APR 17 2006





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** PAC and Fee Waiver Request for Construction of Temporary Tents
2. **Date of Board Meeting:** March 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:**
If the Board of Selectmen supports the request from the Simsbury Meadows Performing Arts Center to proceed with erecting temporary circus tents and to waive associated application and permit fees, the following motions are in order:

Move effective March 25, 2019, to authorize the Town Manager to sign applications related to the construction of temporary circus tents at the Simsbury Performing Arts Center on behalf of the Town of Simsbury.

Move, effective March 25, 2019 to approve the request for the fee waivers corresponding with building permit applications for the construction of temporary circus tents.
5. **Summary of Submission:**
The Simsbury Performing Arts Center is planning to host Circus Smirkus, a traveling circus event on July 30 & July 31, 2019. The event is a European style traveling circus event where patrons experience the historic circus. A building permit is required due to the size of the temporary tents that will be installed for the event.

The Simsbury Meadows Performing Arts Center is requesting a waiver of the fees associated with the Building Permit application. The Town is the owner of the property, and I would need to sign-off on permit 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.
6. **Financial Impact:**
As estimated by the Simsbury Performance Arts Center, the total value of the project is \$2,300.00. Based on this estimated value, town and state permit fees would normally cost \$42.78. However, if the Board of Selectmen approves the waiver of the fees,

SMPAC will only have to pay \$0.78 in state fees because only the local fees, which total \$42.00, can be waived.

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	\$42.00	\$0.78

7. Description of Documents Included with Submission:

- a) Letter from Missy DiNunno, SMPAC Executive Director, dated March 11, 2019



March 11, 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 exciting family-oriented event that our organization plans to present at Simsbury Meadows Performing Arts Center on July 30 & July 31, 2019.

Circus Smirkus has been performing to sell-out crowds to towns all over the Northeast for over thirty years and is the nation's only traveling youth circus. That means the stars are kids, not adults, not animals, and it performs under authentic European-style circus tents where patrons experience the authentic and historic flair of the traditional circus. It's not something that comes to town every day.

Located in Greensboro, Vermont, Circus Smirkus is a nonprofit arts and education organization whose mission is to promote the skills, culture and traditions of the traveling circus.

Simsbury Performing Arts Center, Inc., through its general operating budget will fund all facets of the event, however we are seeking approval from the Town for a waiver of fees associated with the submission of the Building Permit Application necessary to erect the Circus Smirkus big top, midway, and performer tents. The estimated value of the work required to facilitate load-in and load-out of these structures is \$2,300.00. With this in mind, I would like to respectfully request the Board of Selectmen's consideration to grant a waiver for associated permit fees required to facilitate this unique event, which will ultimately serve to engage and provide artistic programming for residents of Simsbury, the Farmington Valley, Greater Hartford and beyond.

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

Sincerely,

A handwritten signature in black ink that reads "Missy DiNunno". The signature is written in a cursive, flowing style.

Missy DiNunno
Executive Director

22 Iron Horse Blvd
P.O. Box 245
Simsbury, CT 06070

(860) 651-4052



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Delegation of Open Space Stewardship and Land Management Duties

2. **Date of Board Meeting:** March 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 Board of Selectmen has three options as follows:

- **Option A** is to explore the Open Space Committee's request and refer it to the Conservation Commission for feedback.
- **Option B** is to approve the Open Space Committee's request and grant delegation of open space stewardship and land management duties to the Open Space Committee.
- **Option C** is to deny the Open Space Committee's request.

If the Board of Selectmen is in support of **Option A**, exploring the Open Space Committee's request, the following motion is in order:

Move, effective March 25, 2019 to refer consideration of the Open Space Committee's request to the Conservation Commission. The purpose of this referral is to seek the Commission's viewpoint on delegating open space stewardship and land management to the Open Space Committee. A referral response is respectfully requested by April 17, 2019.

If the Board of Selectmen is in support of **Option B**, to delegate open space supervision and management duties in the Town of Simsbury to the Open Space Committee, the following motion is in order:

Move, effective March 25, 2019, to delegate the supervision and management of open space, including but not limited to stewardship and land management duties, to the Open Space Committee and to rescind those responsibilities from the Conservation Commission.

If the Board of Selectmen is in support of **Option C**, to deny the Open Space Committee's request, the following motion is in order:

Move, effective March 25, 2019, to reject the Open Space Committee's request and for the Conservation Commission to retain open space stewardship and land management duties.

5. Summary of Submission:

The Open Space Committee has formed a working group to update stewardship policies developed by the Town of Simsbury in the 1990s regarding acquisition of open space and related activities. This discussion spurred comments on which Board/Commission should have the power delegated for land stewardship or open space management responsibilities.

At the March 6, 2019 Open Space Committee meeting the delegation of management of open space stewardship and land management duties was discussed. Members of the Open Space Committee unanimously felt that these duties should be assigned to the Open Space Committee.

Pursuant to CGS Chapter 97 Section 7-131a: the "Conservation Commission" may supervise and manage municipally owned open space or park property when the agency normally responsible for such duties delegates that power. The Town Attorney has prepared an opinion in which he states that the Board of Selectmen has the authority to delegate supervision and management of Open Space to the Open Space Committee (attached).

Presently, supervision and management of open space is a function of the Conservation Commission. The Conservation Commission serves a dual capacity as the Inland Wetlands and Watercourse Agency along with serving as the Conservation Commission. The role of Inland Wetland and Watercourse Agency is a regulatory function of the group, while serving as the Conservation Commission is more advisory in nature. The regulatory work associated with the Inland Wetland and Watercourse Agency limits the time that can be devoted to non-regulatory functions of the Conservation Commission.

Culture, Parks, and Recreation is responsible for the physical maintenance of parks and open space based on the input/direction of the Conservation Commission.

The Open Space Committee consists of 8 members representing key stakeholders: Board of Selectmen; Culture Parks and Recreation Commission; Conservation Commission; Planning Commission; Zoning Commission; and three community members with an interest in and/or expertise in open space. Delegating authority to Open Space would bring all groups together and focus management efforts.

Staff supports the action of delegating the duties for open space stewardship and land management to the Open Space Committee.

Land management is not limited to open space or parks. This function would also cover agricultural leases. The Town owns several parcels in town that are leased for agricultural operations. These leases have not been updated in several years. This is an

additional activity related to land management, which could be a function of the Open Space Committee.

6. Financial Impact:

Staff time devoted to open space management activities is duplicated if not tripled due to the current structure and assignment of duties to multiple commissions. Delegating these duties to the Open Space Committee will help focus staff time and efforts to one group responsible for open space stewardship and land management.

The Open Space Committee could work on developing land management plans that can be implemented with current resources, and identify areas in need of additional resources.

7. Description of Documents Included with Submission:

- a) Correspondence from R. DeCrescenzo re: Management of Town Open Space, dated March 20, 2019
- b) Excerpt of Meeting Minutes of 3/6/2019 Open Space Committee
- c) Connecticut Association of Conservation and Inland Wetland Commissions: Position Paper Concerning Combined versus Separate Conservation and Inland Wetland Commissions
- d) UCONN Land Use Academy Informational Sheet Concerning Roles and Responsibilities of Conservation Commission
- e) UCONN Land Use Academy Informational Sheet Concerning Roles and Responsibilities of Inland Wetlands Commission



Robert M. DeCrescenzo
(t) 860.548.2625
(f) 860.548.2680
rdcrescenzo@uks.com

March 20, 2019

Maria E. Capriola, M.P.A.
Town Manager
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Re: Management of Town Open Space

Dear Maria:

You have asked me to outline the roles and responsibilities of the Open Space Committee and confirm that the Committee may be delegated the stewardship and management of the Town's open space areas.

The Open Space Committee is defined in Charter Section 616. That Section states the following:

The Board of Selectmen shall appoint, in accordance with the provisions of Section 602 of this Charter, an Open Space Committee to assist and advise the Board of Selectmen identifying and evaluating land deemed suitable for acquisition and preservation, and in administering the fund for land acquisition and preservation. ... The Committee shall have such other powers and duties not inconsistent with this Charter as may be prescribed by the Board of Selectmen. The Committee shall establish rules of procedure for the conduct of its business.

Charter Section 616 authorizes the Board of Selectmen to assign the Open Space Committee "other powers and duties" not inconsistent with the Charter. Town property may be maintained under authority of General Statutes §7-148(c)(6)(A). Therefore, it is within the authority of the Board of Selectmen to assign the Open Space Committee the supervisory and management responsibilities for the Town's open space areas.¹

¹ Please see my October 21, 2016 letter on the same subject. In my letter, I outline the authority of the Board of Selectmen to delegate the responsibility for the management of open space areas to the Conservation Commission under General Statutes §7-131a. To my knowledge, the Board of Selectmen has not delegated that authority to the Conservation Commission.

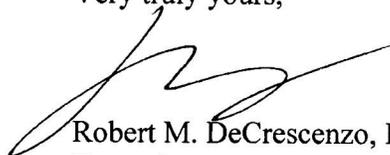
Updike, Kelly & Spellacy, P.C.

100 Pearl Street ▪ PO Box 231277 ▪ Hartford, CT 06123 (t) 860.548.2600 (f) 860.548.2680 www.uks.com
2086614

Maria E. Capriola, M.P.A.
Page 2
March 20, 2019

I trust this responds to your inquiry. Should you have any questions, please do not hesitate to contact me.

Very truly yours,

A handwritten signature in black ink, appearing to read 'R. DeCrescenzo', with a long horizontal flourish extending to the right.

Robert M. DeCrescenzo, Esq.
Town Attorney

RMDe/psm





Robert M. DeCrescenzo
(t) 860.548.2625
(f) 860.548.2680
rdecrescenzo@uks.com

October 21, 2016

Lisa L. Heavner
First Selectman
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Re: Stewardship of Town Open Space

Dear Lisa:

You have asked me to outline the roles and responsibilities of the Open Space Committee and the Conservation Commission regarding the stewardship and management of the Town's open space areas.

The Open Space Committee is defined in Charter Section 616. The role of the Committee is to "assist and advise the Board of Selectmen in identifying and evaluating land deemed suitable for acquisition and preservation and administering the fund for land acquisition and preservation".

The Conservation Commission is defined in Charter Section 605. The role of the Conservation commission is to exercise "all the powers and duties, not inconsistent with this Charter, as are now or may hereafter ben conferred or imposed on such Commission and on the Town Forest Commission by Section s 7-131, 7-131a, 22a-42 and 22-42a of the Connecticut General Statutes".

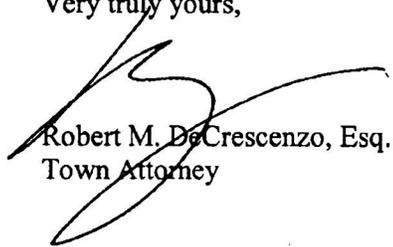
Those powers and duties are defined in General Statutes §7-131a, which states that the conservation commission "may supervise and manage municipally-owned open space or park property upon delegation of such authority by the entity which has supervisory or management responsibilities for such space or property".

The Open Space Committee's role is to "identify and evaluate land deemed suitable for acquisition and preservation". Once the open space land is acquired by the Town, the Conservation Commission is charged with authority to manage the land if that authority is delegated to the Commission. Therefore, under the Charter, the management of the Town's open space areas is more appropriately within the powers and duties of the Conservation Commission, not the Open Space Committee as defined by the Town Charter.

Lisa L. Heavner
Page 2
October 21, 2016

I trust this responds to your inquiry. Should you have any questions, please do not hesitate to contact me.

Very truly yours,



Robert M. DeCrescenzo, Esq.
Town Attorney

RMDe/psm

Excerpt from March 6, 2019 Open Space Committee Minutes

Discussion Regarding the Open Space Committee's Role in Open Space Stewardship

Mr. Wellman asked commission members to indicate whether they are interested in this commission having oversight of Open Space stewardship in Town.

Ms. Peterson supports the Open Space Commission having stewardship duties. She said the public comes to this commission with Open Space issues, not the Conservation Commission where this authority currently resides. She also mentioned that the Open Space Commission is made of representatives of different land use boards and this gives this group a unique perspective on issues.

Ms. Winters said it would be wise for the Open Space Commission to come up with suggested goals and policies for Open Space stewardship to then refer to the Conservation Commission. She agreed that this group's diverse land use representation would be a benefit in developing stewardship policies and procedures.

Mr. Bush agreed with Ms. Winters, the Open Space Commission would likely produce more practical policies due to the variety of stakeholders represented on the commission.

Ms. Masino echoed Mr. Bush's and Ms. Winters sentiments.

Mr. Wellman asked Town Manager Capriola if staff saw value in one commission having oversight of Open Space stewardship, rather than splitting out parts of too different groups. Ms. Capriola noted this commission's broad representation as ideal reason why she would feel comfortable with stewardship of Open Space being placed with the Open Space Commission. She also let the group know that the Board of Selectmen would have to officially delegate this responsibility to the Open Space Commission.

Mr. Rice questioned whether their needed to be language in the Open Space Commission's request to the Board of Selectman regarding the Forest Commission. Ms. Capriola will confer with the Town's attorney regard this issue.

Motion: Mr. Bush made a motion that Open Space Commission recommends to the Board of Selectman that the Open Space Commission manage stewardship of open space. Ms. Winters seconded the motion and it was unanimously approved.



CONNECTICUT ASSOCIATION OF CONSERVATION
AND INLAND WETLAND COMMISSIONS
P.O. Box 237, Vernon CT 06066

POSITION STATEMENT

Combined versus Separate Conservation and Inland Wetland Commissions

"It is CACIWC's position that every Connecticut town should have a Conservation Commission, and that the duties and responsibilities of that commission should not be combined with another town board or agency."

BACKGROUND

Enabling legislation for establishment of municipal Conservation Commissions was passed in 1961, and by 1975 a total of 152 Conservation Commissions had been established. Following passage of Connecticut's Inland Wetlands and Watercourses Act in 1973, many of those commissions accepted the regulatory responsibility of that legislation and became combined Conservation and Inland Wetlands Commission.

By May 2002 there were only 79 Conservation Commissions that spent 100% of their time on conservation commission responsibilities. Fifty-nine commissions had the dual responsibility of both a conservation and an inland wetlands commission, and 31 towns had no conservation commission authority. Polls conducted by CACIWC in 1993 and 1998 indicate that a combined Conservation and Inland Wetlands Commission spends less than 10% of its time on conservation responsibilities and 90% of its time on inland wetlands regulatory duties.

POSITION

CACIWC's goal is to reinvigorate and support the intent of the 1961 enabling legislation by encouraging the establishment of separate Conservation Commissions in all Connecticut towns. We are committed to the promotion, support and facilitation of a separate, single-agency Conservation Commission in towns that have no active Conservation Commission, or in towns that combine Conservation Commission duties with another board or agency.

The 1961 enabling legislation states that the purpose and responsibility of Conservation Commissions is the "...development, conservation, supervision, and regulation of natural resources". The legislation further states that this responsibility shall be carried out by (1) conducting research into the utilization and possible utilization of land areas, and (2) keeping an index of all open space areas within the community. (1961 enabling legislation, codified in CT General Statutes, Chapter 97, Section 7-131a).

CACIWC's research supports the position that only a separate, Conservation Commission has the time and commitment to achieve the purpose and carry out the responsibilities of the enabling legislation and subsequent revisions.

The 1961 enabling legislation gave Connecticut towns the discretion to form Conservation Commissions and to tailor their duties according to community needs. The intent of the legislation was to provide each community and municipal agency responsible for regulating land use with a resource of information that would assist them in making informed decisions on the development, management and conservation of the town's natural resources. The Conservation Commission was to serve as that resource in a research and advisory capacity.

In the 79 communities that still have separate Conservation Commissions, the intent of the legislation has been achieved. CACIWC firmly believes that with the increasing development pressure on natural resources within communities, now more than ever the need to establish and support separate, single-agency Conservation Commissions is critical.

RATIONALE

Land use decisions made at the local level have significant impact on the long range economics, public health and environmental stability of a community, a region and the state. In Connecticut there are approximately 600 municipal land use commissions and estimated 5000 volunteers that serve on these commissions.

Since 1995 community volunteers have approved over 25,000 land use permits per year. The time commitment required for these volunteers to make increasingly more complex land use decisions has significantly increased. They have little time to investigate the potential environmental impact of cumulative land use changes on their community's natural resources and environmental infrastructure. Conservation Commissions have the responsibility for such action and for advising the appropriate authorities on how that information can be used for the, "development, conservation, supervision and regulation of natural resources."

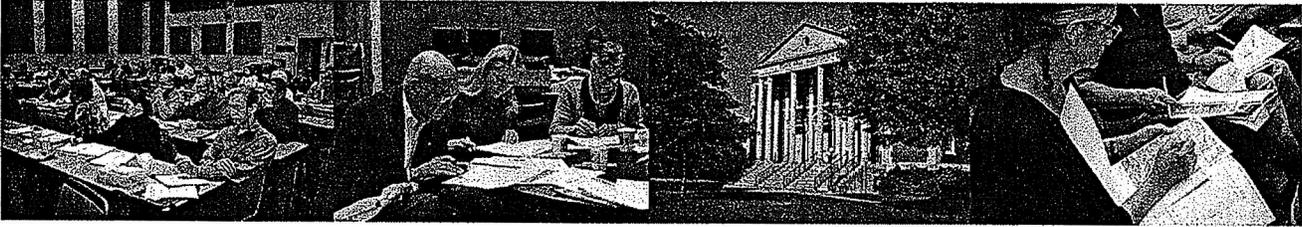
The legislature has recognized the growing development pressures on communities and the need to encourage and support the establishment of Conservation Commissions by giving them additional responsibilities:

- In 1993 a revision to the enabling legislation expanded the abilities and opportunities of Conservation Commissions by giving them the right (not the mandate) to inventory natural resources, make recommendations to all other land use agencies on proposed land use changes, formulate watershed and drought management plans and supervise and manage municipally-owned open space.
- In 1995 an Act Concerning Greenways changed the Plan of Development for a municipality to the Plan of Conservation and Development, and enabled Conservation Commissions to propose greenway plans for inclusion in the Plan of Conservation and Development. The revisions in this Act clarify the importance of planning for conservation at the local level and emphasize the need for the Planning and Conservation Commissions to collaborate on the formulation of comprehensive and rational conservation plans for their municipality.
- In 1997 an Act Concerning Acquisition of Open Space Land established an unprecedented five-year open space grant program for municipalities. The program provides funding for towns with open space plans, and requires Conservation Commission approval of open space grant applications submitted by a town.

There are presently only 79 towns that have separate Conservation Commissions. This means that only 47% of Connecticut's towns have a municipal agency that focuses exclusively on the duties defined in the enabling legislation and subsequent revisions. The history of Conservation Commissions in Connecticut suggests that, given the opportunity and direction, concerned citizens will respond to and address the environmental needs of the community. Please join CACIWC in supporting the establishment of a separate Conservation Commission in each of the 90 towns that do not have one.

- Approved by CACIWC Board of Directors on 5/29/02

Conservation Commission



Land Use Academy Fact Sheets

clear.uconn.edu/lua

Legal Basis of Authority

The Connecticut General Statutes (CGS) allow municipalities to establish Conservation Commissions, if they so desire, in Chapter 97 Section 7-131a.

Any municipality may establish a Conservation Commission by vote of its legislative body, for the development, conservation, supervision and regulation of natural resources, including water resources, within its territorial limits.

Membership

The Conservation Commission shall consist of not fewer than 3, nor more than 11 members and not more than 3 alternates. Alternate members, when seated, shall have all the powers and duties of a commission member.

Appointments and Removal

Members and alternates are appointed by the chief executive officer of the municipality. The chief executive officer may remove any member or alternate only for cause and has the power to fill any vacancy.

Terms of Office

The legislative body establishing the commission shall designate terms of office.

Powers and Duties

Conservation Commissions *Shall*:

1. Conduct research into the utilization and possible utilization of land areas of the municipality;
2. Keep an index of all open areas, publicly or privately owned, including open marshlands, swamps and other wetlands, for the purpose of obtaining information on the proper use of such areas;

3. Keep records of its meetings and activities and make an annual report to the municipality in the manner required of other municipal agencies.

Conservation Commissions *May*:

1. Make recommendations to Zoning Commissions, Planning Commissions, Inland Wetlands Agencies and other municipal agencies on proposed land use changes;
2. Recommend to the Planning Commission (or if none, to the chief executive officer or the legislative body) plans and programs for the development and use of all open areas;
3. Exchange information with the Commissioner of Environmental Protection and said Commissioner may, on request, assign technical personnel to the commission for assistance in planning its overall program and for coordinating state and local conservation activities;
4. Coordinate the activities of unofficial bodies organized for the purpose of conducting land use research;
5. Advertise, prepare and distribute books, maps, charts, plans and pamphlets necessary for its purposes;
6. Propose a greenways plan for inclusion in the Plan of Conservation and Development prepared by the local Planning Commission;
7. Inventory natural resources;
8. Formulate watershed management plans consistent with water supply management plans prepared under Section 25-32d of the General Statutes (plans prepared by water companies and submitted to the Commissioner of Health Services);

*Bracketed numbers reference sections of the Connecticut General Statutes, visit cga.ct.gov/2009/pub/title7.htm



Land Use Academy

Roles and Responsibilities of Local Land Use Officials

Conservation Commission

Land Use Academy Fact Sheets

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Powers and Duties con't.

Conservation Commissions May:

9. Formulate drought management plans;
10. With the approval of such legislative body, acquire land and easements in the name of the municipality;
11. Promulgate rules and regulations, such as the establishment of reasonable charges for the use of lands and easements for any of its purposes;
12. Receive gifts on behalf of the municipality for any of its purposes and administer the gifts for those purposes, subject to the terms of the gift;
13. Approve, prior to submission, state grant applications for programs to preserve or restrict the use of open space land to conservation or recreation purposes.
14. Apply, if the municipality so designates, for state grants to preserve or restrict to conservation or recreation purposes, the use of open space;
15. Supervise and manage municipally owned open space or park property when the agency normally responsible for such duties delegates that power;

CHECK OUT THESE ONLINE TOOLS AND RESOURCES

- *CT Association of Conservation and Inland Wetland Commissions* - provides resources for Inland Wetland and Conservation commissioners. Visit caclwc.org
- *Online Academy* - provides online resources for those who want a quick refresher or are unable to attend a training. Visit clear.uconn.edu/lua/online
- *Community Resource Inventory Online* - provides organized maps, tutorials and case examples that assist you in developing a basic inventory of your towns natural and cultural resources.
- *Connecticut's Changing Landscape* - provides data about how CT's landscape has changed since 1985. Local Land Use officials can use this resource to evaluate the environmental, social and economic impacts of development that guide their decision making.

For more information
Call: 860-345-4511
Email: clear@uconn.edu

Disclaimer: The materials contained in this fact sheet are a general, lay summary of the roles and responsibilities of local land use commissioners. They should not be relied on as a valid legal opinion or position. As such, these materials should not be used in place of consulting an attorney about the roles and responsibilities of a local land use commissioner.



The Land Use Academy is a program of the Center for Land Use Education and Research (CLEAR). Land, Sea and Space Grant collaborating.

Inland Wetlands Commission



Land Use Academy Fact Sheets

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Legal Basis of Authority

Under Section 22a-42c of the Connecticut General Statutes (CGS) each municipality is required to establish an inland wetlands and watercourses agency (IWWA). The local legislative body may authorize an existing board or establish a new board.

Once established the IWWA must develop regulations that conform to regulations adopted by the state DEP. Local agencies may adopt additional regulations as long as they conform with the Commissioner's regulations.

CT DEP Role

Unlike zoning and subdivision regulation, the local wetland agency regulates activities pursuant to state regulations developed by the DEP Commissioner. The statutes states that the Commissioner of DEP:

1. Shall promulgate regulations to protect inland wetlands and watercourses;
2. Is empowered to regulate wetlands if a community that fails to do so; and
3. May appeal decisions of a local agency if s/he feels those decisions do not properly protect wetlands.
4. Has exclusive jurisdiction over tidal wetlands and all regulated activities undertaken by any State agency or department.
5. Will provide training for members of local IWWAs

The Commissioner is empowered to issue orders for violations if the municipality fails to do so.

Membership

The ordinance establishing the IWWA must state the number of members and alternates, the length of their terms, the

method of selection and removal, and the manner of filling vacancies.

At least one member of the IWWA or its staff must complete an Inland Wetland training program developed by DEP and set aside at least one meeting per year to receive information from the training program. However failure to do so does not affect the validity of actions taken by the IWWA.

Powers and Duties

The following are powers and duties of Inland Wetlands and Watercourses Agencies as set forth in the CGS;

1. To establish, change or repeal inland wetlands regulations and boundaries; [22a-42a(b)]
2. To hear, consider and decide upon petitions for changes in the inland wetlands regulations or boundaries. [22a-42a(b)];
3. To hear, consider and decide upon applications for regulated activities involving inland wetlands and determine if proposed activities are exempt from the regulations. [22a-42a];
4. To enforce inland wetlands regulations and conditions of permits. [22a-42a (d), 22a-44 (a)];
5. May delegate to a duly authorized and trained agent (typically an Inland Wetland Enforcement officer), the authority to approve or extend an activity that is not located in an inland wetland when the agent finds that the activity would have minimal wetland impact;
6. To hear appeals from any decision of its duly authorized agents (see #5 above). The IWWA shall sustain, alter or reject that decision or require that an application be made directly to the agency.

Unlike Zoning Commissions, Inland Wetland Commissions can hear appeals on decisions of their Inland Wetlands Enforcement Officer. There is no separate wetlands appeals board.

*Bracketed numbers reference sections of the Connecticut General Statutes, visit cga.ct.gov/2009/pub/title22a.htm



Land Use Academy

Inland Wetlands Commission

Inland Wetland Key Terms and Concepts

Regulated Areas

Inland Wetlands

Inland wetlands are land including submerged land, not regulated under the Tidal Wetlands Act which consists of soil types designated as poorly drained, very poorly drained, alluvial and flood plain by the USDA Natural Resources Conservation Service Soil Survey. [22a-38]

Watercourses

Watercourses are rivers, streams, brooks, waterways, lakes, ponds, marshes, swamps, bogs and all other bodies of water, natural or artificial, vernal or intermittent, public or private which are contained within, flow through or border upon this state and are not regulated by the Tidal Wetlands Act. [22a-38]

Intermittent Watercourses

Intermittent watercourses have a defined permanent channel and bank and two or more of the following:

- Evidence of scour or recent alluvium or detritus deposits;
- Standing or flowing water of a duration longer than any particular storm or;
- Presence of vegetation that grows in water or very wet soils.

Buffer/Upland Review Areas

A local wetland agency regulates activities within areas around wetlands and watercourses such regulations shall:

- Be in accord with the wetlands regulations concerning activities in wetlands and;
- Apply only to activities that are likely to adversely affect the physical characteristics of a wetlands or watercourse.

Regulated Activities

Any operation within or use of a wetlands or watercourse involving:

- Removal or deposition of material, or
- Any obstruction,
- Construction,
- Alteration or,
- Pollution of such wetlands or watercourses

This does not include the activities permitted as of right (see below). Hence, not all activities taking place within a wetland area require a permit.

Activities "Permitted As of Right"

The following uses are permitted as of right in wetlands and watercourses:

1. Grazing, farming, nurseries, gardening and harvesting of crops;
2. Farm ponds of three acres or less that are essential to the farming operation.
3. Residential homes for which a building permit has been issued on or before July 1, 1987;
4. Boat anchorage or mooring;
5. Uses incidental to the enjoyment and maintenance of residential property including maintenance of existing structures and landscaping, but not including removal or deposition of significant amounts of material from or onto a wetland or diversion or alteration of a watercourse;
6. The operation of dams, reservoirs and similar facilities by water companies;
7. Maintenance on existing drainage pipes on residential property where the area to be disturbed does not contain vegetation growing in water or very wet soils;
8. Conservation of soil, vegetation, water, fish, shellfish and wildlife provided such activities do not disturb the natural and indigenous character of the wetland;
9. Outdoor recreational activities that do not disturb the natural and indigenous character of the wetland.

The courts have ruled that a wetlands agency may require someone claiming to be engaged in an "as of right" activity to appear before the agency and submit such information as it deems necessary to make a determination as to whether the activity is, in fact, exempt.

Inland Wetlands Commission

Factors To Be Considered When Reviewing An Inland Wetlands Application

Section 22a-41(a) of the CGS states the Inland Wetland Commissioner shall take into consideration all relevant facts and circumstances when reviewing applications including, but not limited to:

1. The environmental impact of the proposed action;
2. The purpose for, and any feasible and prudent alternatives to, the proposed action:
 - feasible is defined as able to be constructed consistent with sound engineering principles.
 - prudent is defined as economically and otherwise reasonable in light of the social benefits to be derived from the proposed activity. Cost may be considered, however, a mere showing of expense will not necessarily mean an alternative is imprudent.
3. The relationship between short-term uses and the maintenance and enhancement of long term productivity of such wetland;
4. Irreversible and irretrievable loss of resources which would be involved in the proposed activity;
5. The character and degree of injury to, or interference with, safety, health or the reasonable use of property which is caused or threatened by the proposed activity; and
6. Impacts of the proposed regulated activity on wetlands or watercourses outside the area for which the activity is proposed and future activities associated with, or reasonably related to, the proposed regulated activity

CHECK OUT THESE ONLINE TOOLS AND RESOURCES

- *CT Association of Conservation and Inland Wetland Commissions* - provides resources for Inland Wetland and Conservation commissioners. Visit caciwc.org
- *CT DEP Municipal Inland Wetland Commissioners Training Program* - ct.gov/dep
- *Online Academy* - provides online resources for those who want a quick refresher or are unable to attend a training. Visit clear.uconn.edu/lua/online
- *Community Resource Inventory Online* - provides organized maps, tutorials and case examples that assist you in developing a basic inventory of your towns natural and cultural resources.
- *Connecticut's Changing Landscape* - provides data about how CT 's landscape has changed since 1985. Local Land Use officials can use this resource to evaluate the environmental, social and economic impacts of development that guide their decision making.

To learn more visit nemo.uconn.edu/tools.htm

For more information

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Email: clear@uconn.edu

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Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Retirement Plan Sub-Committee Memorandum of Understanding
2. **Date of Board Meeting:** March 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:**
If the Board of Selectmen supports adopting the MOU as presented, the following motion is in order:

Move, effective March 25, 2019 to approve the proposed Retirement Plan Sub-Committee Memorandum of Understanding as presented.

5. **Summary of Submission:**

As you are aware, the Retirement Plan Sub-Committee was formed to fulfill the duties of the Board of Finance in maintaining the Town pension and OPEB funds. According to the Charter, "The Board of Finance shall supervise and maintain the Town pension and other post-employment benefit funds in accordance with rules and regulations contained in agreements between the Town employees and the Town of Simsbury and or the Board of Education regarding pension and other post-employment benefits. The Board of Finance shall, after consultation with the Board of Education and the Board of Selectmen, ensure the pension funds are prudently invested and shall also supervise and maintain the Retiree Benefit Fund established pursuant to the Town code of ordinances and designate the annual contribution to be made to insure said pension and post-employment funds."

Recently, inquiries have been made as to whether the Retirement Plan Sub-Committee appropriately meets these requirements. The Sub-Committee consists of two members of the Board of Selectmen, two members of the Board of Education, two members of the Board of Finance, and two community members at-large. Earlier this year, Selectman Chris Kelly was appointed Chair, and Board of Finance member Kevin Prell was appointed Vice Chair. The Sub-Committee meets on a quarterly basis and is staffed by the Finance Director, School Business Manager, and the Town Manager's Office.

The Town Attorney and I have suggested that the membership and duties of the Sub-Committee be defined in a memorandum of understanding (MOU) between the Boards of Finance, Selectmen, and Education. Per the advice of the Town Attorney, the MOU

provides the Board of Finance with final decision making responsibilities for matters related to pension and OPEB investments.

At their February 19, 2019 meeting, the Board of Finance reviewed the draft MOU, made several revisions, and referred the revised draft to the Board of Selectmen and Board of Education.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

a) Draft Retirement Plan Sub-Committee Memorandum of Understanding

**MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF SIMSBURY
BOARD OF SELECTMEN, BOARD OF EDUCATION AND BOARD OF FINANCE**

Regarding the Retirement Plan Sub-Committee

Whereas, pursuant to Section 808 of the Town Charter, the Board of Finance has the responsibility for the supervision and maintenance of the Town's pension (all defined benefit, defined contribution, 457 and 403b plans) and OPEB Trust investments; and

Whereas, also pursuant to Section 808 of the Town Charter, the Board of Finance has the responsibility to consult with the Board of Selectmen and the Board of Education regarding the prudent investment of the Town's pension and OPEB Trust Investments; and

Whereas, the parties are in agreement that the Retirement Plan Subcommittee is a mutually beneficial, collaborative way for the Board of Finance to consult with and receive feedback from the Board of Selectmen and the Board of Education regarding the Town's pension and OPEB Trust investments;

Now, therefore be it resolved that:

1. **Retirement Plan Sub-Committee Established.** The Board of Finance hereby establishes the Retirement Sub-Committee as the means to consult with the Board of Selectmen and the Board of Education in accordance with Charter Section 808.
2. **Membership.** The Retirement Plan Sub-Committee shall consist of eight (8) members;
 - a. **Board of Finance.** Two members of the Board of Finance appointed by the Board of Finance. If a member is unable to attend a meeting of the Sub-Committee, he/she may send a designee from the Board of Finance in their place. Members shall continue to serve until replaced or until the person is no longer a member of the Board, whichever shall occur first.
 - b. **Board of Selectmen.** Two members of the Board of Selectmen appointed by the Board of Selectmen. If a member is unable to attend a meeting of the Sub-Committee, he/she may send a designee from the Board of Selectmen in their place. Members shall continue to serve until replaced or until the person is no longer a member of the Board, whichever shall occur first.
 - c. **Board of Education.** Two members of the Board of Education appointed by the Board of Education. If a member is unable to attend a meeting of the Sub-Committee, he/she may send a designee from the Board of Education in their place. Members shall continue to serve until replaced or until the person is no longer a member of the Board, whichever shall occur first.
 - d. **Community Members At-Large.** Two community members at-large, whom are electors of the town, recommended by the Board of Selectmen, and appointed by the Board of Finance. Following execution of this memorandum of understanding, one member shall be appointed to a two (2) year term and one member shall be appointed

to a three (3) year term. Thereafter, all terms for community members at-large shall be for three (3) year terms.

- e. **Ex-Officio Members.** The Town Manager or his/her designee, Finance Director, and School Business Manager shall be ex-officio members of the Sub-Committee with full participation rights, but will not have the ability to vote on Sub-Committee matters
3. **Organization.** The Retirement Plan Sub-Committee shall be organized as follows;
- a. **Chair and Vice Chair.** On or before the thirtieth day of November each year, the members of the Sub-Committee shall meet and elect from among the appointed members a Chair and Vice Chair.
 - b. **Administrative Support.** The Finance Director and School Business Manager will provide administrative and technical support to the Sub-Committee, with additional support from the Town Manager's Office as needed. The Town Manager in his or her discretion may assign other staff persons as needed to provide administrative and technical support.
 - c. **Meeting Schedule.** Regular meeting schedules shall be established annually and filed in accordance with Connecticut General Statutes. The Sub-Committee shall schedule regular meetings no less than on a quarterly basis.
 - d. **Quorum.** The presence of five (5) members of the Sub-Committee shall constitute a quorum to take action. No action shall be become valid unless authorized by a vote of the majority of the total membership present and voting, and with at least one member present and voting from each board
 - e. **Reports to the Board of Finance.** On a quarterly basis, the Board of Finance members appointed to the Retirement Sub-Committee shall report out to the Board of Finance the work of the Sub-Committee. On a bi-annual basis, normally in the fall and spring, the Town's pension investment advisors will provide an overview of the status of the Town's pension and OPEB trust investments to the Board of Finance.
4. **Duties.** The Retirement Plan Sub-Committee duties shall be as follows subject to the approval of the Board of Finance as required by Charter Section 808:
- a. Consult on the prudent investment of the Town and Board of Education's pension and OPEB Trust funds. Provide recommendations to the Board of Finance regarding investment decisions and allocations related to pension and OPEB trust funds.
 - b. Provide recommendations to the Board of Finance regarding updates to policies related to the management and oversight of the Town and Board of Educations' pension and OPEB trust investments.
 - c. Review annual or bi-annual actuarial analyses, as required by the Generally Accepted Accounting Principles, of the Town and Board of Education's pension and OPEB Trust funds.
 - d. For budgetary purposes, provide recommendations to the Board of Finance regarding interest rate assumptions for the Town and Board of Education's pension and OPEB Trust Funds.
 - e. For budgetary purposes, provide recommendations to the Board of Finance regarding annual employer (Town and Board of Education) contributions into the Town and Board of Education's pension and OPEB Trust funds.

By signing below I am affirming that my respective Board has adopted this memorandum of understanding. An excerpt of the minutes of the Board meeting in which this action occurred has been attached to this MOU for reference.

FOR THE BOARD OF SELECTMEN

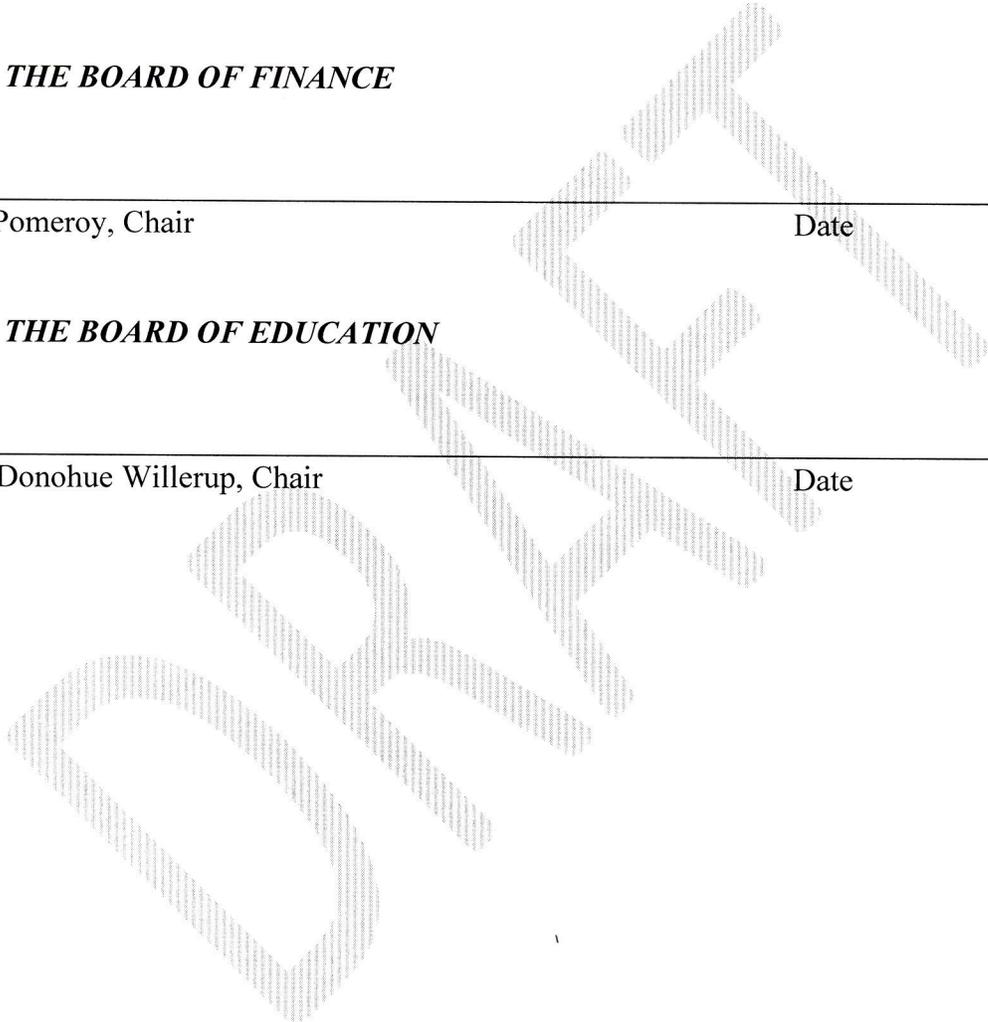
Eric Wellman, First Selectman Date

FOR THE BOARD OF FINANCE

Rob Pomeroy, Chair Date

FOR THE BOARD OF EDUCATION

Tara Donohue Willerup, Chair Date





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Sustainability Team Appointments
2. **Date of Board Meeting:** March 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 appointments to the Sustainability Team, the following motions are in order:

Move effective March 25, 2019, to appoint Rich Cortes (D) of the Planning Commission to the Sustainability Team.

Move effective March 25, 2019, to appoint Cheri Calnan (D), Mike Tanca (R), and Mark Scully (D) of the Clean Energy Task Force to the Sustainability Team.

Move effective March 25, 2019, to appoint Jeffery Tindall (D) of the Board of Education to the Sustainability Team.
5. **Summary of Submission:**
At the March 11, 2019 Board of Selectmen meeting, Caroline Meckel (D) and Mary Turner (R) were appointed to the Sustainability Team. The Planning Commission met on March 12th and Rich Cortes was chosen to be the Commission's representative on the Sustainability Team.

The Clean Energy Task Force voted on March 18th to nominate Cheri Calnan, Mike Tanca, and Mark Scully.

Jeff Tindall has volunteered to be the Board of Education representative on the Sustainability Team.

If approved, 7 of the 8 team spaces will be filled. We are currently awaiting a response from the Culture, Parks and Recreation Commission.
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) Memo from M. Capriola re: Sustainability Team, dated February 28, 2019



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Mark Scully, Clean Energy Task Force Chair; Bill Rice, Planning Commission Chair; Mary Turner, Recycling Committee Chair; Bob Crowther, Economic Development Commission Chair; Tara Willerup, Board of Education Chair; David Bush, Culture, Parks and Recreation Commission Chair

From: Maria Capriola, Town Manager

Cc: Melissa Appleby, Deputy Town Manager; Thomas Roy, Director of Public Works; Michael Glidden, Director of Planning and Community Development; Thomas Tyburski, Director of Culture, Parks and Recreation; Matthew Curtis, Superintendent Simsbury Public Schools

Date: February 28, 2019

Subject: Sustainability Team

The Board of Selectmen has approved the formation of a Sustainability Team to assist the Town in its participation in the Sustainable CT Municipal Certification Program. Ideally, the Sustainability Team will be comprised of:

- 3 members from Clean Energy Task Force
- 1 member from the Planning Commission
- 1 member from the Recycling Committee
- 1 member from the Economic Development Commission
- 1 member from the Board of Education
- 1 member from the Culture, Parks and Recreation Commission

Sustainable CT is our opportunity to join other Connecticut communities with a similar concern for the environment. This is a voluntary certification program that focuses on a wide range of efforts that communities can take to improve the overall sustainability of their communities and state. Many of the initiatives supported by this program are intended to reduce energy use and gain efficiencies that could ultimately lower our operating costs. This program is modeled after other successful programs from across the country and began in Connecticut in 2018. Additional information regarding this program is available at the Town's official website, located in the February 11, 2019 Board of Selectmen packet (https://www.simsbury-ct.gov/sites/simsburyct/files/agendas/2-11-19_packet_0.pdf)

The Board of Selectmen is seeking a member from your Board, Commission or Committee to participate on the Sustainability Team. The selected individual should be interested in

Sustainable CT and willing to dedicate time to the initiative. Once the Team is appointed, they would need to meet at least quarterly to support the Town's certification process.

If your Board, Commission or Committee has a member willing to volunteer for this initiative, please forward their name and contact information to the Town Manager's Office. If you are able to provide the Town Manager's Office with a chosen name by March 6th we will be able to place the proposed appointment on the March 11th Board of Selectmen agenda. If you are unable to meet the March 6th timeline please provide a name by March 20th for our March 25th Board of Selectmen meeting. If you do not have a member of your Board, Commission or Committee that has an interest in serving on the Sustainability Team, please also forward that information to the Town Manager's Office.

If you have any questions about the Sustainability Team please contact the Town Manager's Office at townmanger@simsbury-ct.gov or (860) 658-3230.

Thank you for your assistance with this matter.

CALL TO ORDER

The Board of Selectmen Budget Workshop was called to order at 8:32 a.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Eric Wellman; Board members Sean Askham, Michael Paine, Christopher Kelly, Chris Peterson, and Cheryl Cook. Others in attendance included Town Manager Maria E. Capriola; Deputy Town Manager Melissa Appleby; Director of Culture, Parks and Recreation Tom Tyburski; Director of Planning Michael Glidden; Director of Public Works, Tom Roy; Information Technology Manager, Rich Bazzano; Library Director Lisa Karim; Director of Finance/Treasurer Amy Meriwether; Director of Social Services Kristen Formanek; Police Chief Nicholas Boulter; Town Engineer Jeff Shea, School Business Manager Burke LaClair, and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Maria Ecke, 8 Glenbrook Road, spoke about the Town Manager’s performance evaluation, some questions she had asked about at the 2/25/19 Board of Selectmen meeting, the Deepwater Wind project, Police overtime, empathy for residents, Simsbury Volunteer Ambulance, and other issues.

OVERVIEW OF BUDGET

• Revenues and Budgeting Assumptions (Tab 2)

Ms. Capriola went through the budget assumptions on the revenue side. There was small growth on the Grand List. She said the State cap on the mill rate for motor vehicles remains at 45, so the mill rate for motor vehicles, real estate and personal property taxes will be the same. The Governor’s budget was released a few days before her budget was released.

General Government Departments

• Town Clerk (Tab 8)

Ms. Appleby said the Town Clerk’s budget increase is 2.4% or \$5,500. This is driven primarily by contractual salary increases and some training. They apply for a State Library Historic Documents Preservation Grant each year, which is used for the preservation and conservation of the Town Clerk’s permanent records.

Ms. Appleby said the Town Clerk’s office will begin accepting credit card payments in FY20, which will be huge for customer service. One of their goals this year will be to implement a more formal records management program. The Town Clerk will be pursuing her certified municipal clerk designation. There will also be a coding change.

Ms. Appleby said there is a small increase in the Town Clerk’s revenue for FY20 due to copy increase fees. There were more absentee ballots which causes overtime. There will be more elections next year as well.

Ms. Capriola will bring the credit card fee schedule to the Board to review.

• **Registrars/Elections (Tab 7)**

Ms. Appleby said the Registrars budget increase is 4.1% or \$5,000, which does include a salary adjustment for the Registrars, Deputies and Poll Workers. There are three elections for FY20 and possibly a fourth. Therefore, there will be additional copying fees and a canvas of the voter rolls.

• **IT (Tab 11)**

Mr. Bazzano said the budget increase for IT is 6.1% or \$125,967, which reflects a new transparency practice for the budgeting of full-time salaries. He spoke about public safety, public works and the housing authority support. They do support both on-premise and cloud-based technology. Their big focus is on cybersecurity and employee awareness. They are moving to a mobile environment now. They are updating/re-doing the disaster recovery plan.

They are looking into building out fiber to the satellite locations, implementation of Office 365 host exchange services for municipal offices and reviewing current plan and documents with department personnel on best practices and recovery expectations.

Mr. Bazzano said the CNR project that they have is \$40,000 for the phone system that has reached its end of life and is no longer supported. This will have an impact next year and will be a shared service. There was some discussion on shared services and what additional staff positions are needed in that department. There will be an analysis done on shared services.

• **Finance, including Revenue and Assessment (Tab 10)**

Ms. Meriwether said the proposed FY19/20 proposed budget is about \$836,000 which is a 6.2% increase from the prior year. She said the areas of focus are to maintain our AAA bond rating and to make sure we have adequate reserves. They are looking to invest in a modern financial management system and that is on the capital side of the proposed budget. She said the new implementation of a Tax Sale will begin in May.

Ms. Meriwether went through the challenges and trends of the proposed budget. They will be monitoring the impact of the State budget. She said there are staffing challenges in the Finance Department, including the need for better internal control management.

Ms. Meriwether spoke about CNR, which includes the grand list revaluation in 2022. She said their capital project request is for financial management software which is a joint initiative with the Board of Education. There was more discussion on the analysis on shared services.

• **Town Manager's Office/General Government/Legal (Tab 4)**

Ms. Capriola explained what their office is responsible for including the oversight of all Town departments, implementing all policies and procedures of the Board, etc. They are also in charge of a lot of collective bargaining work and insurance issues.

She said the general government budget, which includes phones, copying, postage, etc., has a slight decrease. She also went through the Board of Selectmen/Community Services budget. Ms. Capriola said they did receive

some requests from outside agencies for increases in the grant contributions to those organizations. She did level fund them in her proposed budget at this time.

- **Board of Selectmen/Public Agencies/Health (Tab 5)**

Ms. Appleby said there was a 12.5% increase in the Farmington Valley Health District and the per capita assessment has gone up 10%. The Health District just adopted a five-year strategic plan, and the budget reflects the implementation of the goals for the first year of the plan. They are hoping to add a part-time epidemiologist as a shared position. The District is also applying for accreditation. Ms. Capriola said there is an increase in population and their budget is based on a per capita formula.

There was some discussion on epidemiology and accreditation and why this is needed. More information will be needed on this proposed budget increase. Ms. Appleby said she would give the Board a copy of the Farmington Valley Health District five-year plan.

Ms. Capriola gave areas of focus, trends and challenges, including negotiating with collective bargaining, working with the newly formed Economic Development Commission and working with the Finance Department on implementing a new financial management system, the Parks and Open Space master plan, etc.

Ms. Capriola said there was a small amount of money placed in CNR for the Deepwater Wind project.

- **Boards and Commissions (Tab 6)**

Ms. Capriola said the Historic District Commission was moved into this budget. There was no significant change in the Probate budget. They also included Main Street Partnership here.

Community Development

- **Planning (Tab 12)**
- **Building (Tab 12)**

Mr. Glidden said the Planning and Community Development budget went up 3.5%, but the Building budget went down by 4.5%. The Planning and Community Development budgets used to be shown separately but now they are combined.

Mr. Glidden went through the services provided by Planning and Building. He also went through the areas of focus including rewriting the zoning regulations, which will be more user friendly. They are also exploring options for new building permit software.

Mr. Glidden also went through trends and challenges and said they are very busy with many building projects including Deepwater Wind and the possible development of the Big Y property. FEMA is also updating their flood insurance rate maps, which he is assisting with.

Community Services

- **Social Services (Tab 16)**

Ms. Formanek said the Community and Social Services has a budget increase of 10.4%, which includes administrative, the Senior Center, youth services, senior transportation, etc. The budget now shows the full cost of the senior transportation/Dial-A-Ride service before netting out grant revenue for this service.

Their services include financial assistance, rebates, different food programs, notary services, etc.

Ms. Formanek said she would like to complete her requirements for her ASWB/LCSW license. She would also like to see an expansion of services for the residents. She will also be doing a RFQ process for the Dial-a-ride program, which hasn't been done in several years.

Ms. Formanek went through her budget highlights, which includes administrative increases and negotiated contractual increases.

- **Library (Tab 17)**

Ms. Karim said there is a slight increase to their budget of 0.33%. The Library is open seven days a week for ten months of the year and it is very heavily used. The Innovators Workshop increase by 66% from the previous year. They have once again been awarded the CT Library Association of Excellence in Library Services award.

Ms. Karim went through their focuses including becoming a passport acceptance agency, expanding the technology they offer, renovations, cross-training staff, etc. They are also looking in to the installation of a “Story Walk”, a summer reading programs and working on the 350th anniversary project.

Ms. Karim went through the trends and challenges and said they are continually evaluating programing and services. She said they are asking for \$73,640 for a replacement automated book handler.

Ms. Capriola said there will be some discussion on Library fines at the March 25th Board of Selectmen meeting.

PUBLIC WORKS

- **Engineering (Tab 14)**

Mr. Shea went through the Engineering proposed budget increase of 9.8% or 291,227, which includes the full cost of the project engineer. The Board of Education does contribute to some of this cost.

Mr. Shea went through some of the services and programs, which include capital project planning and development, utility projects, technical support to the Board of Education, GIS service and support, grant applications, etc. Mr. Shea said they have 28 active projects and they continue to support the MS4 stormwater management program.

He said their trends and challenges include supporting and reviewing critical projects, maintaining plan schedules, pursuing grants and opportunities to leverage Town funds, etc. Mr. Shea said they are currently lacking sufficient funding for some capital projects and they are seeking FEMA funds.

- **Highway (Tab 15)**
- **Facilities (Tab 15)**
- **WPCA (Tab 15)**

Mr. Roy said the Highway general fund went down by 7.3% including the transfer station and highway decreases. Staffing is the bulk of the highway budget. Mr. Roy noted that the streetlight acquisition has been great for the Town. Mr. Roy said the Department is involved in the maintenance of Town buildings, paving, plowing, etc.

Mr. Roy said the WPCA is supported by sewer fees, and that the fees are below industry standards. He said there are 85 miles of sanitary sewers and five pump stations. He noted the challenges with the capacity of the custodial department.

Mr. Roy said they do have some trends and challenges including MS4 compliance, tree removal and pavement management.

Mr. Roy said his CNR projects include painting the clock tower at Eno Memorial Hall, signage at Town Center, completing the management of ash borer tree management, etc. They are asking for a new large truck replacement.

Mr. Roy said their capital items include highway pavement management and sidewalk resurfacing and reconstruction projects. The WPCA has two capital projects which are sewer lining and SCDA system upgrading.

Public Safety

- **Police (Tab 13)**
- **Dispatch (Tab 13)**
- **Animal Control (Tab 13)**
- **Emergency Management (Tab 13)**

Chief Boulter said the proposed Police budget shows an increase of 4.3% which includes dispatch and animal control. They detect, deter, and investigate criminal activity. They also are involved in education, roadway safety education, dog licensing, and other ways of helping residents.

Chief Boulter said they are having some issues with auto larcenies right now, mostly because keys are being left in the cars. There was some discussion on ways to make residents understand how important it is to take the keys and other items out of your car.

Ms. Capriola noted that police work needs to be back filled and officers need overtime to cover different shifts. It is the nature of scheduling for public safety. The overtime is always being monitored.

Chief Boulter said the town continues to grow and, therefore, they will need to increase patrols, there will probably be increased investigations in criminal activities and there will probably be a need for more traffic calming.

Chief Boulter said there are three police vehicles in their CNR budget, phase II of the feasibility study for the radio system, installing audio/video in an interview room, etc.

Culture, Parks and Recreation Special Revenue Fund (Tab 24)

Mr. Tyburski said their proposed budget is \$3,371,079, which consolidates the department’s operating budget and the Special Revenue Fund.

He went through the break-down of the new budget. He said consolidating the Special Revenue Fund allows flexibility for program growth and leads to faster progress in programs.

Mr. Tyburski said they handle 535 acres of parks and over 2,500 of open space including the Farmington Valley Greenway, Simsbury Farms Complex, etc. He said they are focusing on increased participation and awareness of different programs and events. They are trying to complete the open space master plan, utilize a new point of sale and member management software at the golf course, etc. They need to get the word out about what they actually do.

Mr. Tyburski said the CNR includes an Ice Rink condenser replacement, control panels for the rink chiller, ceiling painting and repairs, pick-up truck, playground improvements, paddle court resurfacing, etc.

Capital and CNR

• **Board of Education Capital**

Mr. LaClair went through the FY19/20 year one of the CIP, which includes removing the underground oil tanks at Tariffville School and Simsbury High School. The tank at Tariffville School will be replaced with one that meets DEEP regulations. The tank at Simsbury High School will not be replaced, but extensive sidewalk replacement will be needed as the tank is under the sidewalks. The proposed cost would be \$325,000.

Mr. LaClair said they will be focusing on work being completed in vestibule hardening at Simsbury High School, Central School Latimer Lane School, Tariffville School and Tootin’ Hills School in the next several summers. They will also be improving exterior security per the security audit recommendations. The approximate cost would be \$750,000.

Mr. LaClair said the Simsbury High School 105,645 sq. ft. of a 2-ply modified roof reached 20 years old in 2018. He said grant applications would be filed in June 2019 with construction in the summer of 2020. The approximate cost would be \$2,600,000.

- **Capital Wrap-up (FY 19/20) (Tab 26)**
- **CNR Wrap-up (FY19/20 (Tab 25)**
- **Cash to Capital for Ongoing and Routine Capital needs**

Ms. Capriola said the capital fund budget revenues include all sources of revenues and all projects regardless of the funding source. Under the new capital budget funding policy the capital items that are above \$250,000 are included in this fund. There is a general fund or cash contribution.

Ms. Capriola showed the high level plan expenditures, mostly education projects, etc. She said they kept the cash for capital contributions level funded. They did their best to work with the cash available. Ms. Capriola said there were some transfers made due to the new funding policy.

Ms. Capriola said the CNR fund has various sources of revenue and she showed the operating expenditures and explained the five-year payback method. There was an account established in the 1990's that was made to be a reserve account.

Ms. Capriola said they developed a six year plan for the CNR fund. This is still a work in progress. These items will need to be prioritized in the future. They also spoke with the Performing Arts Center about equipment, etc. that they will be needing in the future.

Ms. Capriola said the Debt Service expenditure line item is the most significant budget driver. This is a 22% increase.

Ms. Meriwether said we are bonding for a lot of the capital projects right now. One of the issues in bonding is that you end up paying more for the project than if you paid in cash. We need to put more cash aside for projects so we don't have to pay more for these projects. We are now bonding for cash flow instead of bonding for projects. Ms. Meriwether proposed some bonding scenarios.

After some discussion on bonding or using cash, it was decided that this Board needs to have a joint meeting with the Board of Finance to discuss this further. Ms. Capriola said they really dug in to the budget and the Board needs to bring the concerns to the Board of Finance, so we can move forward in a positive way. The Debt Service policy has always been at the top in our fiscal policy.

Discussion

• Outside agency funding requests

Ms. Capriola spoke about increased outside agency funding requests. She said there is a budget for social service related requests under Social Services. The other outside agencies go under the Board of Selectmen budget. The contribution to the Main Street Partnership goes under the Economic Development budget. She did separate the 350th Anniversary Celebration request as this is only a one time request.

She did include the \$488 increase for the North Central EMS Council since this is based on a per capital assessment.

Mr. Kelly said these requested increases will be looked at very closely. The rest of the Board is also concerned about any increases, including the 350th party.

• Service improvements

All departments needed to supply cost analyses for their requests. There are no service improvement requests included in the budget.

Ms. Capriola talked about the Dog Park maintenance and supplies needed. It is a great asset to the Town. The volunteers have been trying to raise money for their costs, but they need some help now.

Ms. Capriola said the new EDC will be tasked with new marketing for the Town. The parks master plan is not completed at this time, so additional parks maintainer positions are not included in this item. There was some discussion on both items.

There was also some discussion on the Police/public safety issue of not having a Deputy Chief and of changing positions. This will need to be further discussed with management.

- **Increased General Fund Contribution to Parks and Recreation Special Revenue Fund for community-use expenditures**

Ms. Capriola spoke about the Parks & Recreation general fund contributions. The special revenue fund finished in a deficit in 8 out of the last 10 years, since cost shifts were implemented in 2011. The fund will need an increase in general fund contributions or a decrease in services, or even both. There was more discussion on closing out the Special Revenue Fund or keeping it. There was also discussion on the Culture, Parks and Recreation budget issues. There are also some issues in programming that need to be discussed.

Ms. Meriwether said it is easier to track which programs are making or not making money with the Special Revenue Fund, whereas if it was closed you can't track each program. All divisions within the department should be reporting on a quarterly basis. The Board requested that staff present a scenario in which all divisions are accounted for in the general fund.

- **Health Insurance Fund reserve**

Ms. Capriola said she had some concerns in the premiums to the Health Insurance Fund Reserve. There will now be a monthly analysis of this account. They are actively working with the consultant on all issues. They did go back and look at the history of this fund. There have been significant losses in this fund and there have also been several transfers made into the fund.

Ms. Capriola said there is a 9.5% increase in budget premiums and reserves need to be built back up. There was discussion on how to increase the reserves and having this discussion with the Board of Education and Board of Finance. There will need to be some plan design changes to help with this as well.

- **Pension and OPEB trust interest rate assumptions**

Ms. Capriola said they have been using an interest rate assumption of 7%, but the actuary said to work it back to 6.5% over time. This is a policy decision and will need to be discussed with the Board of Finance.

Ms. Capriola said the OPEB fund table shows there is no budget impact.

- **Possible use of all or a portion of planned fund balance contribution to fund some combination of above expenditures**

Ms. Capriola went through the budgeted v. anticipated tax collection rates. The anticipated tax collection rate is usually about 99.5% whereas the budget shows 98.5%.

- **Other topics**

To reach the 2.72% guidance from the Board of Finance, this Board would need to decrease Town government by \$140,000. Changes discussed today will be discussed at the March 11th meeting of the Board of Selectmen. The Board then presents their budget to the Board of Finance on March 19th.

Flagged Items/ Wrap-Up

Ms. Capriola will prioritize Capital and CNR items; update the service reduction scenario analysis from last year; and look at moving all of the Parks and Recreation fund into the general fund; provide scenarios on OPEB/pension.

ADJOURN

Mr. Askham made a motion to adjourn at 4:17 p.m. Mr. Kelly seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Eric Wellman; Board members Cheryl Cook, Sean Askham, Christopher Kelly, and Chris Peterson. Selectman Michael Paine was absent. Others in attendance Finance/Treasurer Amy Meriwether; Director of Culture, Parks and Recreation Tom Tyburski; Director of Public Works Tom Roy; Police Chief Nicholas Boulter; Director of Planning Mike Glidden; Town Engineer Jeff Shea; Director of Social Services Kristen Formanek; Library Director Lisa Karim, Recycling Committee Chair Mary Turner; and other interested parties.

PLEDGE OF ALLEGIANCE

Mr. Wellman introduced the Girl Scouts, who lead everyone in the Pledge of Allegiance.

PUBLIC AUDIENCE

Joan Coe, 26 Whitcomb Drive, spoke about the performance of the Town Manager, the Town’s monetary policy, Simsbury Farms Revenue Fund, the proposed budget, the Deep Water Wind project, the Hudson property, discrimination, vaping and other issues.

Marie Ecke, 8 Glenbrook Road, spoke about conflicts of interest, people in power, citizens coming together, the budget and other issues.

David Bush from the Culture, Parks and Recreation Commission, spoke about closing the Simsbury Farms Special Revenue Fund. He feels this fund can work if structured properly.

PRESENTATION

a) Proclamation – Girl Scouts 107th birthday

Mr. Wellman read a Proclamation for the 107th birthday of the Girl Scouts, which proclaimed March 12, 2019 as Girl Scout Day in Simsbury.

The Girls Scouts from troop 6695 spoke about their Sandwich Club, which makes lunches for the homeless center. They get donations and also get volunteers to help them. The next sandwich making day is March 29, 2019 from 3:30 – 4:30 p.m. at Squadron Line School.

b) Recycling Committee “Fill IT” program proposal

Mary Turner, from the Recycling Committee, spoke about their new “Fill IT” program proposal. She explained how people need to be able to refill their personal water bottles instead of using plastic bottles. Plastic bottles that are exposed to heat can become toxic. They are going to place stickers on store door fronts when the stores are participating in this project. She said they will be advertising on this new proposal also.

Mr. Wellman said it would be helpful if the Town could do a sub-page on the Town’s website with a list of businesses who are going to be a part of the program.

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 March 11, 2019 to approve the presented tax refunds in the amount of \$2,095.12, and to authorize Town Manager, Maria E. Capriola, to execute the tax refunds. Mr. Kelly seconded the motion. All were in favor and the motion passed.

b) Successor Collective Bargaining Agreement between the Town and IBPO Local 458

Mr. Wellman said the Union ratified the contract on March 4, 2019 and this contract now needs to be ratified by the Board of Selectmen.

Ms. Capriola said this contract was ratified for 3 years. There were general wage increases; some health insurance plan design changes; one additional holiday for each member of the bargaining unit in exchange for changes in language regarding mandatory training; providing additional time for grievance responses; an optional quartermaster system for uniforms and increasing the contribution new hires must make to the OPEB Trust.

Mr. Kelly made a motion, effective March 11, 2019, to authorize Town Manager Maria E. Capriola to execute the proposed successor Collective Bargaining Agreement between the Town of Simsbury and IBPO Local 458, which shall enter into effect retroactively from July 1, 2018 and expire on June 30, 2021. Mr. Askham seconded the motion. All were in favor and the motion passed.

c) Proposed Social Media and Website Use Policy

Mr. Wellman said this policy was discussed with the Economic Development Work Group. This policy would establish standards and procedures for the creation of social media and website accounts for the Town.

Ms. Cook made a motion, effective March 11, 2019 to adopt the Social Media and Website Use Policy as presented. Mr. Askham seconded the motion. All were in favor and the motion passed.

Ms. Cook made a motion to approve a sub-page for the Recycling Committee to promote their “Fill-It” initiative and for the Tourism Committee to continue their Facebook page. Mr. Askham seconded the motion. All were in favor and the motion passed.

d) FY 19/20 Budget Discussion and Adoption

Ms. Capriola said they provided replacement pages to the CNR Fund. They would like to push out the replacement of the front-end loader and the Salt-brine system to year two of the CNR. This wouldn't impact the general fund or the mill rate.

Ms. Capriola went through the changes in Debt Service and Capital budgets. She showed the Debt Service without the sewer charges, as the sewer debt is paid by the users.

Ms. Capriola went through cash for capital, general fund transfers, market stop loss insurance, the Culture, Parks and Recreation budget, Special Revenue Fund, etc.

She went through the health care analysis and gave four scenarios for the Board to look at. She recommended scenario 1 or 4, but she does feel if these are used, we would need a contribution from fund balance to help shore-up this fund and the reserve. There was further discussion on the scenarios.

Ms. Meriwether went through the spreadsheet on the Culture, Parks and Recreation general fund.

There was a lot of discussion on items that were discussed at the Budget Workshop and if they should be added in or left out of the budget. There was also discussion on the Deputy Police Chief analysis and the CNR Fund.

Ms. Cook made a motion to amend the agenda to include a one-time funding request for the 350th Committee. Mr. Kelly seconded the motion. All were in favor and the motion passed.

Mr. Kelly made a motion to recommend to the Board of Finance a shared service study with the scope to be determined by the Board of Education, Board of Finance and Board of Selectmen. Ms. Cook seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion, effective March 11, 2019 to approve the Board of Selectmen 2019-2020 Operating Budget in the amount of \$23,788,622, to include the following changes from the Town Manager's Proposed Budget:

\$3,309,079	Increase for expenses previously accounted for in Simsbury Farms Special Revenue Fund
\$ 27,988	Increase the Health Insurance premium rate to 10.44%
\$ 2,038	Increase the Health Insurance premium rate to 10.44% for employees formerly covered by Simsbury Farms Special Revenue Fund
\$ 53,743	Increase for shared Accountant position
\$ 18,000	Increase for Economic Development branding design and materials
\$ 5,650	Increase in hours for Library Administrative Assistant position

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

Mr. Askham made a motion, effective March 11, 2019 to approve the Water Pollution Control 2019-2020 Operating Budget in the amount of \$4,019,347 (including Avon & Granby CWF share). Ms. Cook seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion, effective March 11, 2019 to approve the Residential Property 2019-2020 Operating Budget in the amount of \$37,372. Ms. Cook seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion, effective March 11, 2019 to approve the Debt Service 2019-2020 Operating Budget in the amount of \$5,227,284. Ms. Cook seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion, effective March 11, 2019 to approve the Capital and Non-Recurring Fund 2019-2020 Operating Budget in the amount of \$1,138,860 including:

- \$416,250 to be funding by the General Fund via the Five-Year Payback Method
- \$450,090 to be funded by the General Fund
- \$100,000 to be funded by the Town Aid Road Fund
- \$100,000 to be funded by the Sewer Use Fund
- \$ 51,520 to be funded by the Police Private Duty Fund
- \$ 21,000 to be funded by the Eno Trust Fund

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

Mr. Askham made a motion, effective March 11, 2019 to add the following new projects to the Capital Improvement Plan for 2019-2020 in accordance with Charter Section 803(b):

Accounting System	\$350,000
Transfer to Capital Revenue	\$ 50,000
Replace Plant Programmable Logic Controllers	\$250,000
Underground Tank Replacement at TV and SHS	\$325,000
District Security Improvements	\$750,000

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

Mr. Askham made a motion, effective March 11, 2019 to approve the Capital Improvement Program to include the following projects in 2019-2020, with total funding of \$5,974,910 for 2019-2020:

		Recommended Funding
Accounting System	\$350,000	Cash
Transfer to Capital Reserve	\$ 50,000	Cash
Greenway Improvements	\$164,910	Cash
Highway Pavement Management	\$1,185,000	Cash/Grants
Sidewalk Reconstruction	\$300,000	Cash
Replace Plant Programmable Logic Controllers	\$250,000	Sewer Use Fund
Underground Tank Replacement at TV & SHS	\$325,000	Bonds
District Security Improvements	\$750,000	Bonds
SHS Partial Roof Replacement	\$2,600,000	Bonds/Grants

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

Mr. Askham made a motion, effective March 11, 2019 to refer the following capital projects to the Planning Commission in accordance with CGS Section §8-24:

- Accounting System
- Transfer to Capital Reserve
- Greenway Improvements
- Highway Pavement Management
- Sidewalk Reconstruction
- Replace Plant Programmable Logic Controllers
- Underground Tank Replacement at TV and SHS
- District Security Improvements
- SHS Partial Roof Replacement

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

Mr. Askham made a motion, to recommend, to the Board of Finance, \$35,000 for the 350th to be funded out of the current budget year. Ms. Cook seconded the motion. All were in favor and the motion passed.

APPOINTMENTS AND RESIGNATIONS

a) Sustainability Team Appointments

Mr. Askham made a motion, effective March 11, 2019, to appoint the following individuals to the Sustainability Team:

- Caroline Meckel (D), Economic Development Commission
- Mary Turner (R), Recycling Committee

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

b) Proposed Appointment of Rachel Wellman to the Culture, Parks and Receptions Commission

Mr. Wellman recused himself.

Mr. Askham made a motion to approve the appointment of Rachel Wellman (D) to the Culture, Parks and Recreation Commission effective March 11, 2019 with a term expiring January 1, 2022. Ms. Cook seconded the motion. All were in favor and the motion passed.

Mr. Wellman rejoined the meeting.

c) Resignation of Regina Pynn from the Clean Energy Task Force

Mr. Askham made a motion to accept the resignation of Regina Pynn as a regular member of the Clean Energy Task Force retroactive to January 11, 2019 with our thanks. Ms. Cook seconded the motion. All were in favor and the motion passed.

d) Proposed Appointment of Cheri Calnan to the Clean Energy Task Force

Mr. Askham made a motion, effective March 11, 2019, to appoint Cheri Calnan (D) as a regular member of the Clean Energy Task Force with a term expiring December 2, 109. Ms. Cook seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of February 25, 2019

There were no changes to the Regular Minutes of February 25, 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 hold their program on Wednesday, March 13th at 6:30 p.m. in the Library Program Room 1.

Mr. Askham said that the Board of Education will be presenting their proposed budget to the Board of Finance tomorrow night and the Board of Selectmen will be presenting their proposed budget on March 19th. If there are comments or challenges from the residents, it would be helpful to come to meetings or reach out to the Board. There will also be a Public Hearing on the proposed budgets.

COMMUNICATIONS

- a) **Memo from Town Clerk E. Butler re: Notification of Number of Electors and Number of Polling Places** – there was no discussion at this time.
- b) **Memo from Town Manager M. Capriola re: Update to the October 26, 2018 Summary of Bear Data Memo** – there was no discussion at the time.
- c) **Letter from Town Engineer J. Shea re: Project Update Riverside Road – Drake Hill Road Bridget Improvements** –there was no discussion at this time.

ADJOURN

Ms. Askham made a motion to adjourn at 9:28 p.m. Ms. Cook seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk



Farmington River Watershed Association, Inc.

749 Hopmeadow Street, Simsbury, CT 06070
(860) 658-4442 Fax (860) 651-7519 www.frwa.org

March 11, 2019

238

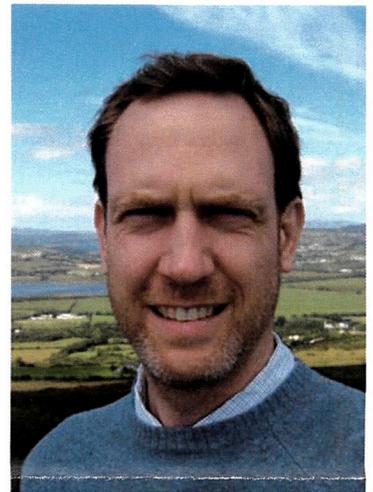


Maria Capriola
TOWN OF SIMSBURY
PO BOX 495
SIMSBURY, CT 06070-0495

Dear Maria Capriola

The Farmington River Watershed Association (FRWA) is excited to welcome William (Bill) Dornbos as our new Executive Director! Since last year, the FRWA Board of Directors has been conducting an extensive national search for new senior leadership. We were gratified to have received a strong response from many highly-qualified candidates, and on behalf of FRWA, I am now extremely pleased to announce that Bill will be joining FRWA, effective March 11, 2019.

A seasoned environmental advocate and attorney, Bill comes to FRWA after serving as the Advocacy Director for the Acadia Center, a regional environmental nonprofit that works on clean energy and climate issues. Bill's responsibilities included developing advocacy strategies and tactics, managing Acadia Center's advocates throughout the Northeast, and ensuring high impact and visibility. Prior to joining the Acadia Center, Bill helped run the Yale Center for Environmental Law & Policy as its Associate Director, assisted leadership at the Natural Resources Defense Council as a Special Executive Aide, and pursued environmental litigation at the Environmental Protection Bureau of the New York State Attorney General's Office.



"I'm thrilled to be joining FRWA," said Dornbos. "Leading FRWA is an honor, and I'm eager to apply my advocacy and legal skills to the critical mission of protecting and restoring one of Connecticut's most important and precious natural resources, the Farmington River. I very much look forward to working with the Board, staff, and watershed communities to sustain the River and to grow support for FRWA's efforts."

Bill holds a Juris Doctor from the University of Michigan Law School, an MS from the University of Michigan School of Natural Resources and Environment and a BA from Carleton College. Bill resides in West Hartford with his wife, Elizabeth, and two daughters, Talia and Sanna.

Please join me and our dedicated board and staff in welcoming Bill to FRWA. I know we can count on your continued support as we begin this next chapter in preservation, conservation and recreational use of our beautiful river.

Sincerely,

A handwritten signature in blue ink, appearing to read "David Donaldson".

David Donaldson, Chair
FRWA Board of Directors

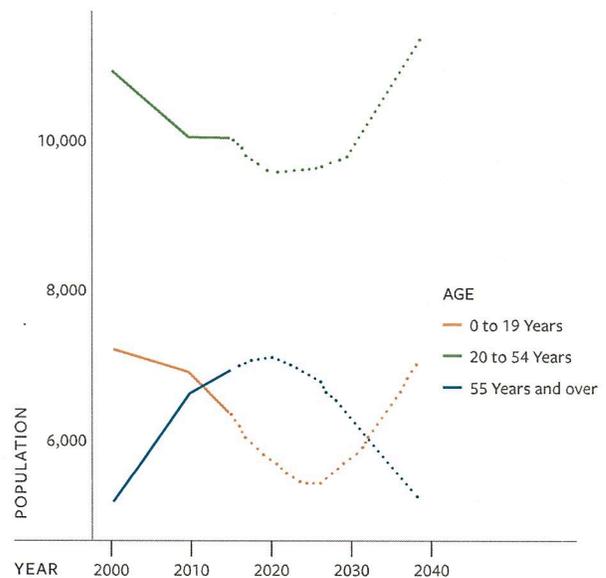
Putting Philanthropy into Action

Our role is to bring the members of the Greater Hartford community together to identify and understand local problems, and put resources behind effective solutions. We strive to advance our vibrant region by being both responsive to the community and a strategic leader.

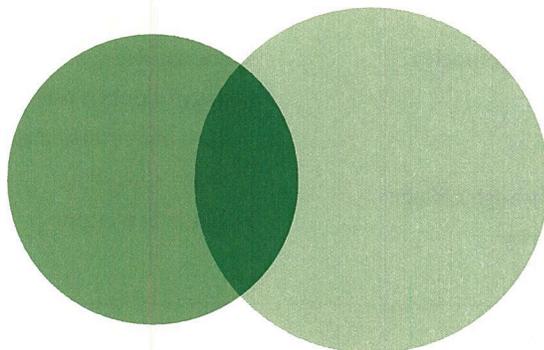
About the town of **SIMSBURY**:

- **PEOPLE:** Population trends report demographics up to today and projections to 2040.
- **JOBS:** People travel throughout our region for work. Data on commuting describes where people live and work.
- **CHILDREN AND FAMILIES:** Survey data reports resident perceptions about whether their town is an excellent place to raise children.

PEOPLE: What will Simsbury be like in 2040?



JOBS: Where do people in Simsbury work?

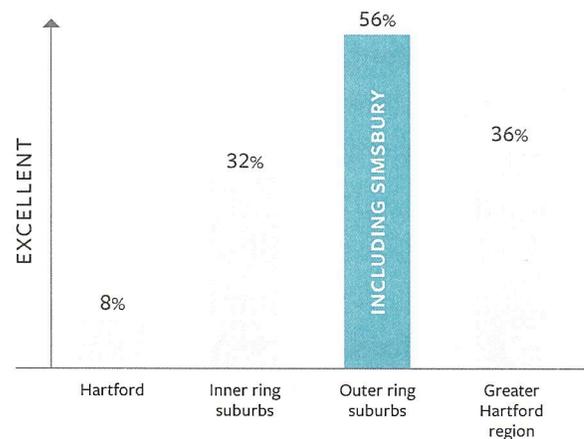


- 5,899 People work in Simsbury, but live elsewhere
- 9,163 People live in Simsbury, but work elsewhere
- 1,624 People live and work in Simsbury

CHILDREN AND FAMILIES:

Is Simsbury a great place to raise children?

How would you rate where you live as a place to raise children?



Since its founding, the Hartford Foundation has made a variety of investments in **Simsbury** including the following:

\$ 2,500	Amy's Angels, Inc.	\$ 93,780	Simsbury Community Television, Inc.
\$ 1,500	Community Service, Inc.	\$ 26,000	Simsbury Free Library
\$ 1,096,876	Farmington River Watershed Association, Inc.	\$ 10,500	Simsbury Garden Club
\$ 878,955	Farmington Valley VNA, Inc.	\$ 270,504	Simsbury Historical Society
\$ 1,000	Friends of Simsbury Crew	\$ 20,000	Simsbury Junior Woman's Club
\$ 31,000	Friends of the Simsbury Library	\$ 360,152	Simsbury Land Trust
\$ 1,250	Healing Meals Foundation Corporation	\$ 89,750	Simsbury Light Opera Company
\$ 15,000	Housing Authority of the Town of Simsbury	\$ 80,500	Simsbury Main Street Partnership
\$ 113,513	McLean Affiliates, Inc.	\$ 98,000	Simsbury Performing Arts Center
\$ 2,327,387	McLean Foundation	\$ 231,520	Simsbury Public Library
\$ 78,750	Simsbury ABC Program, Inc.	\$ 14,000	Simsbury Volunteer Ambulance Association, Inc.
		\$ 64,200	Town of Simsbury

HARTFORD FOUNDATION FOR PUBLIC GIVING MISSION

Putting philanthropy into action to create lasting solutions that result in vibrant communities within the Greater Hartford region.



We serve the **29 towns** in Greater Hartford, hundreds of nonprofits and more than 750,000 residents.

OUR PRIORITY AREAS

Our challenges are interrelated.

Our solutions must be collaborative and equitable.

- ▶ Vibrant communities
- ▶ Learning from birth through college
- ▶ Family economic security

OUR KEY STRATEGIES

- ▶ Build, sustain and share knowledge
- ▶ Engage in public policy
- ▶ Inspire philanthropy and steward resources
- ▶ Invest in the region

CONNECT WITH US

LET'S GET SOCIAL