



# 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 – April 9, 2018 – 6:00 p.m.

### PLEDGE OF ALLEGIANCE

### PUBLIC AUDIENCE

### FIRST SELECTMAN'S REPORT

### TOWN MANAGER'S REPORT

### SELECTMEN ACTION

- a) Proclamation Recognizing Sean Kimball for his Service to Simsbury
- b) Tax Refund Requests
- c) Proposed Public Gathering Permits for 2018 Events
- d) Proposed Fair Housing Policy, Resolution and Proclamation
- e) Proposed Revisions to Affirmative Action Policy and Compliance with Title VI of the Civil Rights Act of 1964 Policy
- f) Appointment of LeClairRyan as Labor Counsel

### APPOINTMENTS AND RESIGNATIONS

- a) Resignation of Lori P. Fernand from Recycling Committee
- b) Resignation of Jonathan Laschever from Design Review Board and Historic District Commission

### REVIEW OF MINUTES

- a) Regular Meeting of March 26, 2018
- b) Special Meeting of April 2, 2018



**SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS**

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

**COMMUNICATIONS**

**ADJOURN TO EXECUTIVE SESSION**

- a) Pursuant to CGS §1-200(6)(B) concerning Pending Claims and Litigation – Deepwater Wind Appeal, Petition 1313

**ADJOURN FROM EXECUTIVE SESSION**

Possible action

**ADJOURN**

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



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proclamation Recognizing Sean Kimball for his Service to Simsbury

2. **Date of Board Meeting:** April 9, 2018

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

*Maria E. Capriola*

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

The following motion is in order:

*Move, effective April 9, 2018 to authorize Deputy First Selectman Chris Kelly to execute the Proclamation in honor of Sean Kimball and his service to Simsbury as presented.*

5. **Summary of Submission:**

Sean Kimball is resigning from service as the Town's Finance Director/Treasurer effective April 13, 2018. In honor of his dedicated and valuable service, the Board of Selectmen will recognize Mr. Kimball at its April 9<sup>th</sup> meeting. A proclamation has been prepared to highlight his service to the community.

6. **Financial Impact:**

None

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

None



# Town of Simsbury

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## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests

2. **Date of Board Meeting:** April 9, 2018

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

Maria E. Capriola, Town Manager; Colleen O'Connor, Tax Collector

*Maria E. Capriola*

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

If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

*Move, effective April 9, 2018 to approve the presented tax refunds in the amount of \$4,350.15, 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 \$4,350.15. The attachment dated April 9, 2018 has a detailed listing of all requested tax refunds.

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

a) Requested Tax Refunds, dated April 9, 2018





# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permits for 2018 Events
2. **Date of Board Meeting:** April 9, 2018
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Gerard G. Toner, Director of Culture, Parks and Recreation *Maria E. Capriola*

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

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

*Move, effective April 9, 2018 to approve the public gathering applications as presented and to authorize issuance of those public gathering permits.*

5. **Summary of Submission:**

On March 29, 2018 SMPAC Executive Director Missy Dinunno attended a Public Gathering Permit meeting and presented applications for the events listed below.

Those attending also included Assistant Town Planner Mike Glidden, Acting Lieutenant Thomas Sheehan, Zoning Enforcement Officer Robin Newton, Fire Marshal Kevin Kowalski and Director of Culture, Parks and Recreation Gerry Toner. Jason Brown of the Farmington Valley Health District was not in attendance and all events will require his approval on the serving of food.

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

<b><u>Event Sponsor</u></b>	<b><u>Event</u></b>	<b><u>Date(s)</u></b>
a) SMPAC	FARE 5K Walk/Run	Saturday, May 19
b) SMPAC	Concert: Terrapin Band	Saturday, June 23
c) SMPAC	Mainly Marathon	Friday, June 29
d) SMPAC	CT Volley Dig (Volleyball Tournament)	Saturday, August 18 & Sunday, August 19
e) SMPAC	Septemberfest	Friday, September 7 – Sunday, September 9
f) SMPAC	MS Walk	Sunday, September 23
g) SMPAC	Branham Foundation Event	Sunday, September 30
h) SMPAC	Chamber of Commerce Chili Challenge	Saturday, October 27

**6. Financial Impact:**

None

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

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

# EVENT SUMMARY

## FARE (Food Allergy Research & Education) 5K Walk/Run

Saturday, May 19, 2018

Public Gathering Permit Application Submitted: 3-28-18

<b>CONTACT INFORMATION:</b>	
Organization	Food Allergy Research and Education Event website: <a href="http://www.foodallergy.org">www.foodallergy.org</a>
Event Contact	Laura Schless 63 Munnisunk Drive Simsbury, CT 06070  Home: 860-651-6396 Cell: Email: <a href="mailto:lschless@sbcglobal.net">lschless@sbcglobal.net</a>
SMPAC Contact	Missy DiNunno, Executive Director  Office: 860-651-4052 Cell: 203-305-1847

### **TIMELINE:**

<b>Saturday, May 19, 2018</b>	
7a – 9a	Load-in and setup
8:30a	Doors Open
9a – 12p	5K Walk/Run
12p – 1p	Breakdown and load-out

### **EVENT DETAILS:**

Description
Food Allergy Research and Education will host a 5K Walk/Run for local supporters to raise awareness and funds for the organization. In addition to the walk/run local food vendors who specialize in allergy conscious offerings will be on hand to showcase samples of allergen free fare.  Walk route will be within SMPAC site most likely around full perimeter of field. No use of roadways.

Ticketing Information
N/A

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

<b>Expected Attendance</b>	<b>**Figures are estimated and subject to change</b>
Total Attendance Expected	150

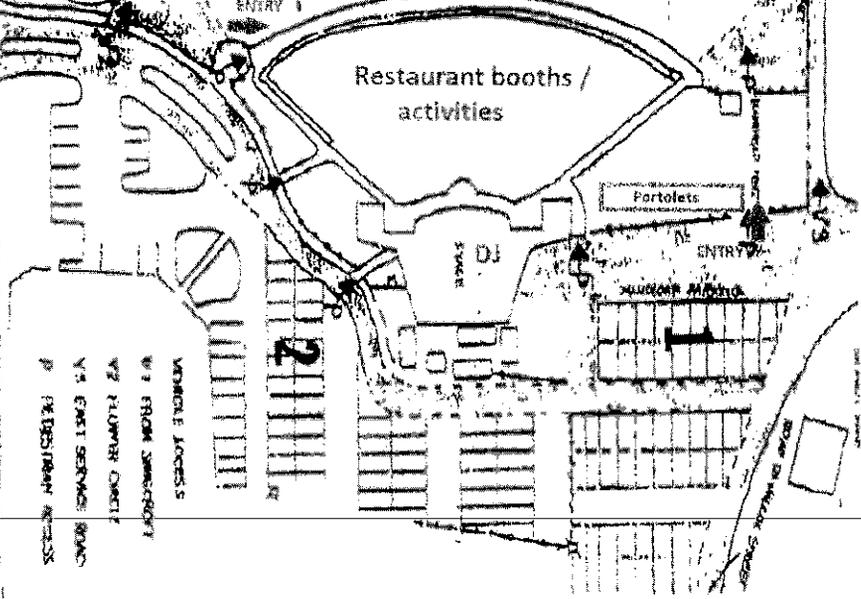
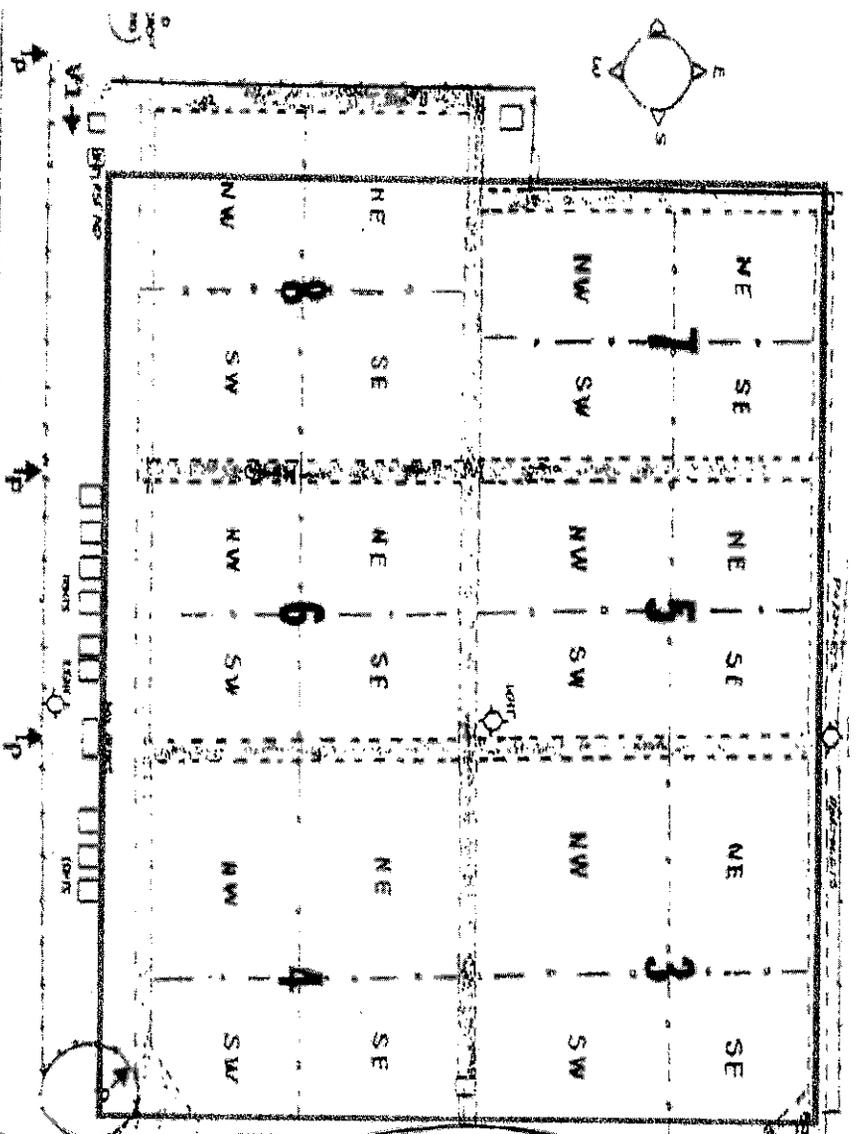
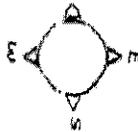
<b>Stage Requirements</b>	
Lights	Basic stage lighting provided by SMPAC
Sound	Provided by client – DJ on stage
Setup	TBD Client

<b>Vendor Information</b>	
Merchandise Sales Vendors	TBD
Food Vendors	SMPAC – N/A Location – N/A  Other Vendors – FARE looking to coordinate with local restaurants to offer allergen free samples Location – on field inside wall around perimeter
Services/Activities	Location – N/A

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

<b>Security</b>	
Stage Security	N/A
Field Security	N/A
Overnight Security	N/A
Security Notes	

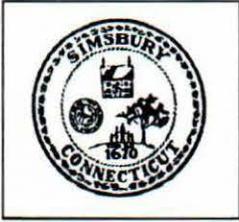
<b>Public Safety</b>	
Police	N/A
Fire	N/A
EMS	N/A



RESTAURANT BOOTHS / ACTIVITIES  
PORTOLETS  
STAGE  
ENTRY  
MOBILE ACCESS  
W 1 FROM SUPERSTREET  
W 2 FROM SUPERSTREET  
W 3 EAST SERVICE ROAD  
P RESTAURANT ACCESS

Walk / Run Route





## SIMSBURY ZONING COMMISSION PUBLIC GATHERING PERMIT APPLICATION

Applicant's Name (PRINT): Matthew Winthrop (Terrapin Band)

Applicant's Address: 16 Hearstone Lane  
Wilton, CT 06897

Applicant's Telephone including office, home and cell phone: 203-559-7382 (c)

Applicant's emergency Telephone number: same as above

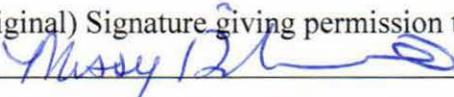
Email address: terrapinbookings@gmail.com

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

Missy DiNunno, Exec. Dir., SMPAC

Property Owner's Address: 22 Iron Horse Blvd (PO Box 245)  
Simsbury, CT 06070

Property Owner's Telephone: 860-651-4052

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

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

Exact Time(s)/Date: Begin: 8a / 6-23-18 End: 11:30p / 6-23-18

*\*\*Rain Date 6/24/18 same times*

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

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

Yes  No

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

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

Anticipated Attendance at Public Gathering: 500-1000 (likely closer to 500)

## Public Gathering Permit Required Declaration

I declare, under the penalties of revocation of permit and forfeiture of the required Bond, that the information provided on this application is true and correct to the best of my knowledge and belief.

Applicant Name(s) (Printed): Matthew Winthrop (Terrapin Band)

Applicant(s) Signature: 

SMPAC Executive Director, on behalf of applicant

Date Signed: 3/23/18

# EVENT SUMMARY

## Simsbury Summer Solstice Featuring Terrapin

Saturday, June 23, 2018

(Rain Date: Sunday, June 24)

Public Gathering Permit Application Submitted: 3/23/18

### **CONTACT INFORMATION:**

Organization	Terrapin Band Event website: <a href="http://www.terrapinband.com">www.terrapinband.com</a>
Event Contact	Matthew Winthrop Terrapin Band 16 Hearstone Lane Wilton, CT 06897  Cell: 203-559-7382 Office: 203-293-1730 Email: <a href="mailto:terrapinbookings@gmail.com">terrapinbookings@gmail.com</a>
SMPAC Contact	Missy DiNunno, Executive Director  Office: 860-651-4052 Cell: 203-305-1847

### **TIMELINE:**

<b>Saturday, June 23, 2018</b>	<b>RD Sunday, June 24, 2018</b>
8a – 2p	Load-in and setup
2p	Doors Open
3p – 10p	Concert
10p – 11:30p	Load-out

### **EVENT DETAILS:**

<b>Description</b>
<p>Simsbury Summer Solstice featuring Terrapin is a day long summer music festival featuring local bands and headlined by Terrapin Band. Terrapin is the ultimate Grateful Dead experience. They have performed over 160 concerts, offering an authentic mix of Dead tunes which will appeal to the most ardent Deadhead as well as the newly acquainted listener.</p> <p>In addition to music, this event will feature beer and wine as well as various food vendors.</p>

<b>Ticketing Information</b>	
Price TBD	Point of Sale: Terrapin to coordinate

Parking	
Advanced Preparation	Lining required prior to event
Management	SMPAC to manage
On-site Parking Fee	\$10

Expected Attendance	<i>**Figures are estimated and subject to change</i>
Total Attendance Expected	500 - 1000

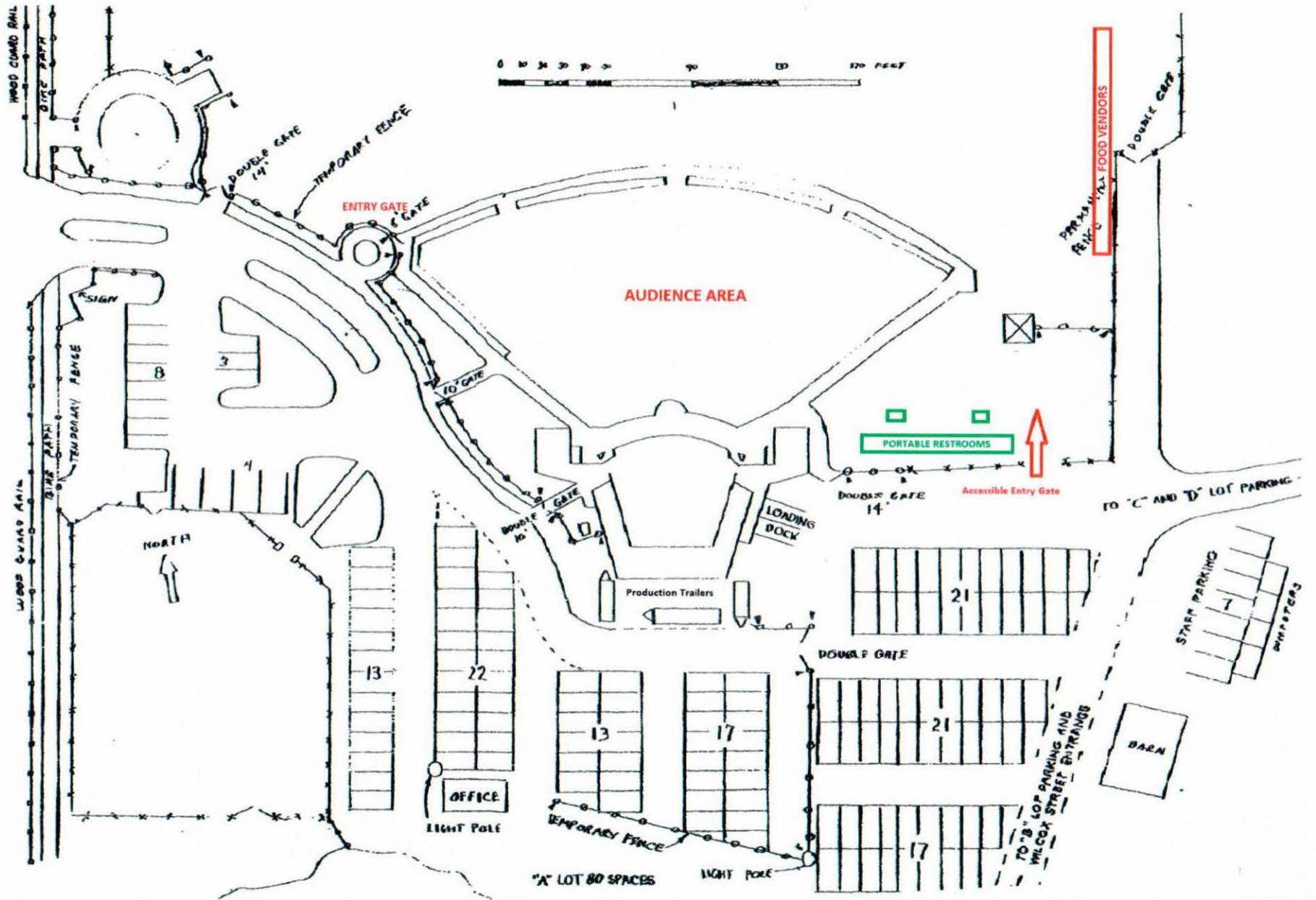
Stage Requirements	
Lights	Stage provided by client, field provided by SMPAC
Sound	Provided by client
Setup	TBD Client

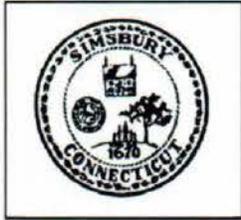
Vendor Information	
Merchandise Sales Vendors	TBD
Food Vendors	SMPAC – Standard beverage sales and food vendors Location – on field East Side
	Other Vendors – Terrapin to coordinate additional vendors TBD Location – on field East Side
Services/Activities	Location – on field West Side

Public Restrooms	
Coordinated by	SMPAC
Units	Standard – 10 Sinks - 2 Accessible - 2 TOTAL - 14
Location	North east field – N/A North west field – N/A South east field (adjacent to parking) – 10/2/2

Security	
Stage Security	Yes – Provided by SMPAC (USA Security)
Field Security	Yes – Provided by SMPAC (USA Security)
Overnight Security	N/A
Security Notes	

Public Safety	
Police	TBD
Fire	N/A
EMS	N/A





## SIMSBURY ZONING COMMISSION PUBLIC GATHERING PERMIT APPLICATION

Applicant's Name (PRINT): Jesse Rueckert (Co-Race Director)

Applicant's Address: 1239 2nd Street N, #308  
Sauk Rapids, MN 56379

Applicant's Telephone including office, home and cell phone: 320-428-1423 (c)

Applicant's emergency Telephone number: same as above

Email address: jesse@mainlymarathons.com

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

Missy DiNunno, Exec. Dir., SMPAC

Property Owner's Address: 22 Iron Horse Blvd (PO Box 245)  
Simsbury, CT 06070

Property Owner's Telephone: 860-651-4052

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

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

Exact Time(s)/Date: Begin: 2:00 pm / 6-28-18 End: 3:00 pm / 6-29-18

*\*\* See attached Event Summary for timeline specifics*

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

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

Yes  No

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

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

Anticipated Attendance at Public Gathering: approximately 100

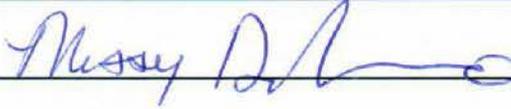
## Public Gathering Permit Required Declaration

I declare, under the penalties of revocation of permit and forfeiture of the required Bond, that the information provided on this application is true and correct to the best of my knowledge and belief.

Applicant Name(s) (Printed): Jesse Rueckert (Co-Race Director)

Mainly Marathons

Applicant(s) Signature: \_\_\_\_\_



SMPAC Executive Director, on behalf of applicant

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

3/23/18

# EVENT SUMMARY

## Mainly Marathons

Friday, June 29, 2018

Public Gathering Permit Application Submitted: 3/23/18

### **CONTACT INFORMATION:**

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

### **TIMELINE:**

<b>Thursday, June 28, 2018</b>	
2p – 7p	Load-in and setup
<b>Friday, June 23, 2018 RD Sunday, June 24, 2018</b>	
5a	Race Start
12p	Equipment breakdown begins
1p	Mainly Trailers & majority of equipment departs for next venue
3p	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 <a href="http://mainlymarathons.com">mainlymarathons.com</a> Range \$35 - \$115
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#### **Parking**

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

<b>Expected Attendance</b>	<b>**Figures are estimated and subject to change</b>
Total Attendance Expected	Approximately 100 participants

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

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

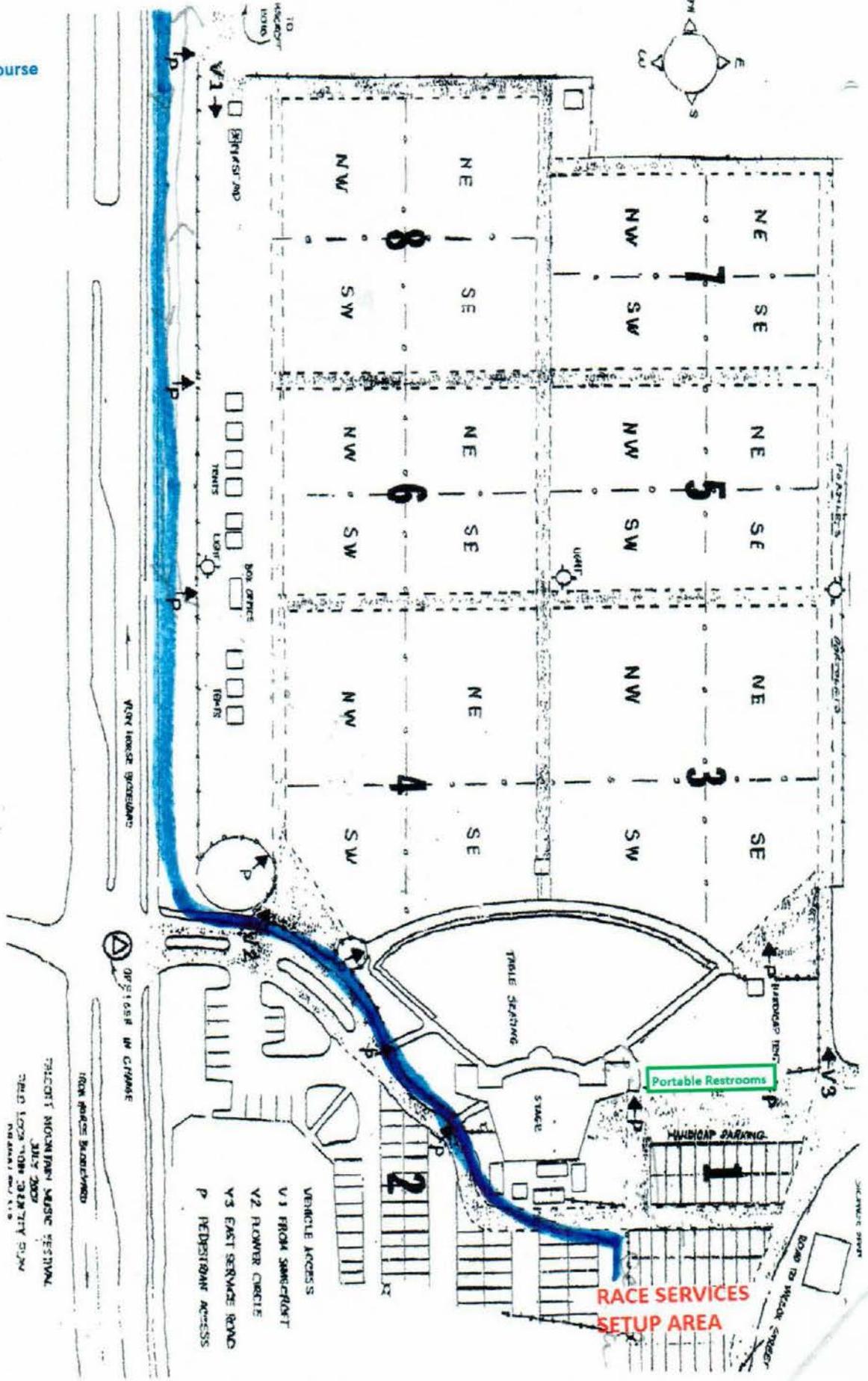
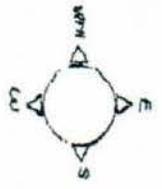
<b>Public Restrooms</b>	
Coordinated by	SMPAC
Units	Standard – 10
<i>**50+ units on site for TMMF.</i>	Sinks - 2
<i>Mainly use will be restricted to 14 units as noted below</i>	Accessible - 2
	TOTAL - 14
Location	North east field – N/A North west field – N/A South east field (adjacent to parking) – 10/2/2

<b>Security</b>	
Stage Security	Yes – Provided by SMPAC (USA Security) for TMMF
Field Security	N/A
Overnight Security	N/A
Security Notes	USA Security will be on site for TMMF prep and should assist in allowing parking and field access around runner breaks for HSO and associated vendors to setup throughout day.

<b>Public Safety</b>	
Police	N/A
Fire	N/A
EMS	N/A



= Race Course



RACE SERVICES  
SETUP AREA

VEHICLE ACCESS  
 V 1 FROM SPECTATOR STAND  
 V 2 FLOWER CIRCLE  
 V 3 EAST SERVICE ROAD  
 P PEDESTRIAN ACCESS

THELBERT MOCCASIN MUSIC FESTIVAL  
 JULY 2002  
 2002 LEGAL MAP 2002  
 MARIANA, MO. 648

FROM RACE COURSE

DRIVE IN CHANGE

VIEW HOUSE (SPECTATOR)

SPECTATOR STAND

TENTS

BOAT OFFICE

BOAT

TABLE SEATING

STAGE

Portable Restrooms

MUNICIPAL PARKING

ROAD TO MOCCASIN CREEK

MOCASIN CREEK

PARKING

STAGE

TABLE SEATING

STAGE

PORTABLE RESTROOMS

MUNICIPAL PARKING

NW

NE

7

NE

SW

SE

8

SE

NW

NE

5

NE

SW

SE

6

SE

NW

NE

3

NE

SW

SE

4

SE

SW

SE

2

SE

SW

SE

1

SE



## SIMSBURY ZONING COMMISSION PUBLIC GATHERING PERMIT APPLICATION

Applicant's Name (PRINT): Roger Parent (CT Volley, Tournament Director)

Applicant's Address: 210 Holcomb Street  
Simsbury, CT 06070

Applicant's Telephone including office, home and cell phone: 860-402-0335 (c)

Applicant's emergency Telephone number: same as above

Email address: rparent6@gmail.com

Property Owner's Name (PRINT): Town of Simsbury  
Missy DiNunno, Exec. Dir., SMPAC

Property Owner's Address: 22 Iron Horse Blvd (PO Box 245)  
Simsbury, CT 06070

Property Owner's Telephone: 860-651-4052

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

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

Exact Time(s)/Date: Begin: 12p / 8-17-18 End: 11p / 8-19-18

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

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

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

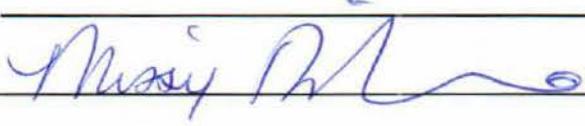
Applicant must attach a complete narrative description of the event. This description MUST include ALL aspects and features of the event. See attached Event Summary

Anticipated Attendance at Public Gathering: 400 participants plus spectators

## Public Gathering Permit Required Declaration

I declare, under the penalties of revocation of permit and forfeiture of the required Bond, that the information provided on this application is true and correct to the best of my knowledge and belief.

Applicant Name(s) (Printed): Roger Parent (CT Volley)

Applicant(s) Signature: 

SMPAC Executive Director, on behalf of applicant

Date Signed: 3/23/18

# EVENT SUMMARY

## CT Volley Dig

Saturday, August 18 & Sunday, August 19, 2018

Public Gathering Permit Application Submitted: 3/23/18

<b>CONTACT INFORMATION:</b>	
Organization	CT Volley Event website: <a href="http://www.ctvolley.com">www.ctvolley.com</a>
Event Contact	Roger Parent (Tournament Director) 210 Holcomb Street Simsbury, CT 06070  Cell: 860-402-0335 Email: <a href="mailto:rparent6@gmail.com">rparent6@gmail.com</a>
SMPAC Contact	Missy DiNunno, Executive Director  Office: 860-651-4052 Cell: 203-305-1847 Email: <a href="mailto:missy@simsburymeadowsmusic.com">missy@simsburymeadowsmusic.com</a>

## **TIMELINE:**

<b>Friday, August 17, 2018</b>	
12p – 5p	Load-in and setup
<b>Saturday, August 18, 2018</b>	
7:30a	Registration
9a – 7p	Tournament Play
7p – 9p	Net Shift for Day 2
<b>Friday, August 17, 2018</b>	
7:30a	Registration
9a – 7p	Tournament Play
7p – 11p	Equipment Breakdown and Load Out

## **EVENT DETAILS:**

Description
Dig is an annual doubles tournament run by CT Volley. Teams compete over a two-day period for the chance to win division level prizes. The event will also feature food and beverage vendors for players and spectators to enjoy.

Ticketing Information	
Registration for event at <a href="http://ctvolley.com">ctvolley.com</a>	ALL PLAYERS MUST HAVE AN ACTIVE VOLLEY AMERICA MEMBERSHIP TO PARTICIPATE  \$15 - one year VA membership  \$60 per team with the exception of the Juniors Division, which is half price (\$30 per team). If you arrive past the registration time, if

Ticketing Information	
	we can still fit you in you will be charged an additional \$5 per player.
	Rain Delay / Cancellation info will be posted on our Facebook Page
	Bounced checks are subject to a \$30 Fee.

Parking	
Advanced Preparation	Lining required prior to event
Management	SMPAC to manage
On-site Parking Fee	TBD

Expected Attendance	<i>**Figures are estimated and subject to change</i>
Total Attendance Expected	200 teams (total 400 participants) plus spectators

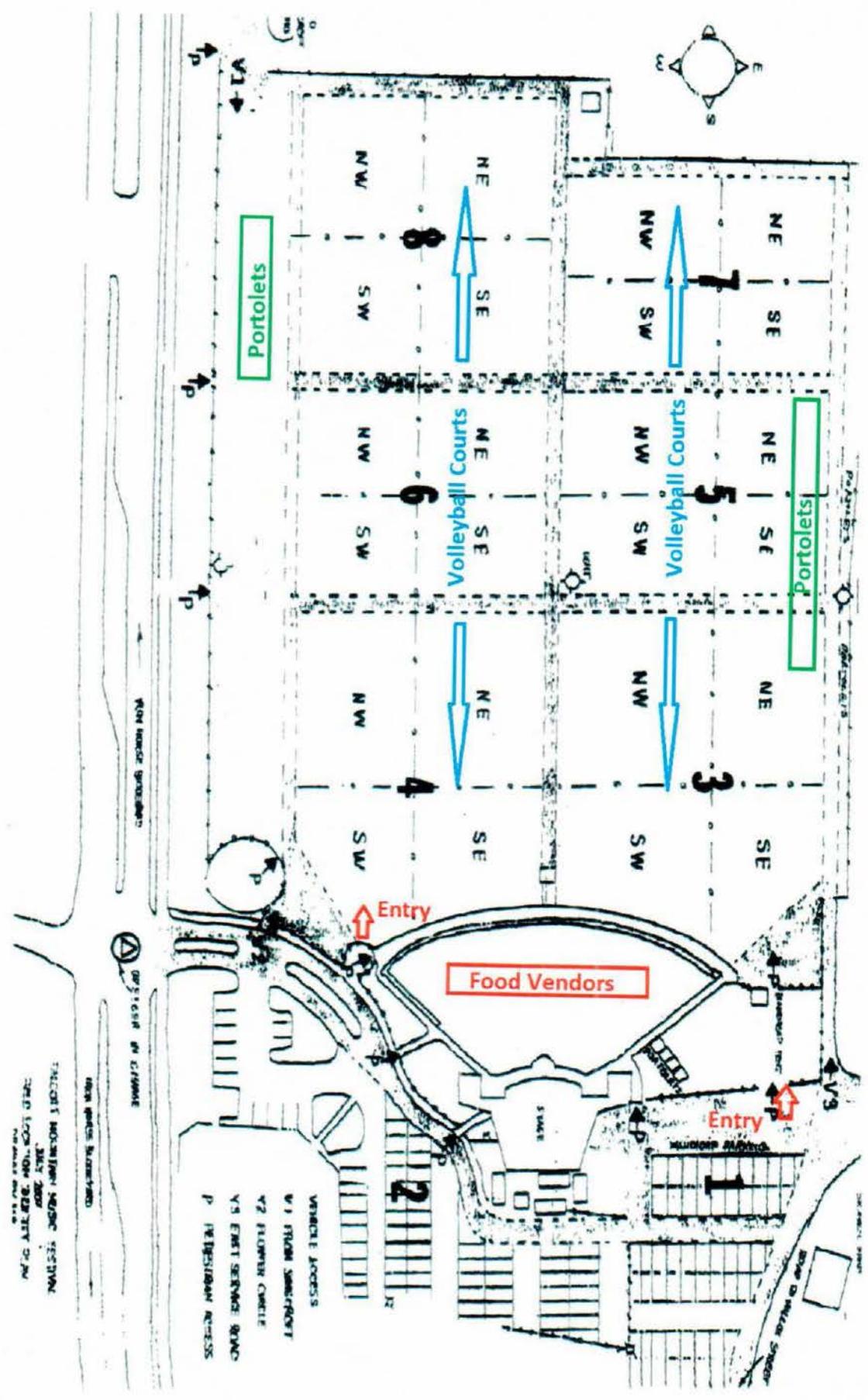
Stage Requirements	<b>NO STAGE USE ALLOWED FOR THIS EVENT</b>
Lights	Basic stage lighting
Sound	TBD – provided by client
Setup	TBD

Vendor Information	
Merchandise Sales Vendors	TBD
Food Vendors	SMPAC – Standard beverage sales and food vendors Location – on field East Side
Services/Activities	TBD – CT Volley will likely have sponsor tents

Public Restrooms	
Coordinated by	SMPAC
Units	Standard – 10 Sinks - 2 Accessible - 3 TOTAL - 15
Location	North east field – 5/1/2 North west field – 5/1/3 South east field (adjacent to parking) – N/A

Security	
Stage Security	N/A
Field Security	Yes – provided by SMPAC
Overnight Security	N/A
Security Notes	USA Security to provide access control and enforce event and food/beverage policies.

Public Safety	
Police	TBD
Fire	N/A
EMS	N/A



TRUCKS & MOTORHOMES RESTRICTED  
 ALL VEHICLES MUST BE PARKED  
 IN THE DESIGNATED AREAS ONLY  
 NO ALCOHOL OR DRUGS ALLOWED  
 IN THE VEHICLES

VEHICLE ACCESS  
 V1 FROM SOUTHWEST  
 V2 FROM CENTER  
 V3 FROM SERVICE ROAD  
 P (PARKING) ACCESS

NEW BRIDGE BUILDING

OFFICIALS IN CHARGE

FROM MARKET STREET

PORTOLET 7

PORTOLET 8

PORTOLET 3

PORTOLET 4

PORTOLET 5

PORTOLET 6

PORTOLET 7

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PORTOLET 10

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PORTOLET 99

PORTOLET 100

# EVENT SUMMARY

## Septemberfest

Friday, September 7 – Sunday, September 9, 2018

Public Gathering Permit Application Submitted: 3-23-18

<b>CONTACT INFORMATION:</b>	
Organization	Simsbury Meadows Performing Arts Center Event website: <a href="http://www.simsburymeadowsmusic.com">www.simsburymeadowsmusic.com</a>
SMPAC Contact	Missy DiNunno, Executive Director  Office: 860-651-4052 Cell: 203-305-1847 Email: <a href="mailto:missy@simsburymeadowsmusic.com">missy@simsburymeadowsmusic.com</a>

## TIMELINE:

<b>Wednesday, September 5, 2018</b>	
12p – 5p	Load-in and setup
<b>Thursday, September 6, 2018</b>	
9a - 7p	Load-in and setup
<b>Friday, September 7, 2018</b>	
9a – 5p	Load-in and setup
5p – 10p	Septemberfest & Fireworks
<b>Saturday, September 8, 2018</b>	
11a – 10p	Septemberfest
<b>Sunday, September 9, 2018</b>	
11a – 5p	Septemberfest
5p – 7p	Breakdown and load-out
<b>Monday, September 10, 2018</b>	
9a – 5p	Breakdown and load-out continued

## EVENT DETAILS:

Description
<p>Septemberfest is a 3 day festival of family fun, food and great entertainment. Don't miss Friday night Fireworks Display!</p> <p>We have a packed, three-day agenda of children's activities, live musical entertainment, great food selection, and a Business Expo of retailers, services and organizations from the greater Hartford area. Leave the cooking to us! Visit our food court where we feature local area restaurants serving up signature dishes for your alfresco dining under the stars.</p> <p>Join all your friends and neighbors at Simsbury Meadows' Moonlight Pub, where we will feature a large selection of beer from regional craft brewers, imported favorites, and more. The Pub will also feature white and red wines. Soda, water, lemonade and ice tea are also available.</p>

<b>Ticketing Information</b>	
Price \$5 (13 & Up) FREE (12 & under)	Point of Sale: SMPAC Box Office or online at simsburymeadowsmusic.com

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

Expected Attendance	<b>**Figures are estimated and subject to change</b>
Total Attendance Expected	3500

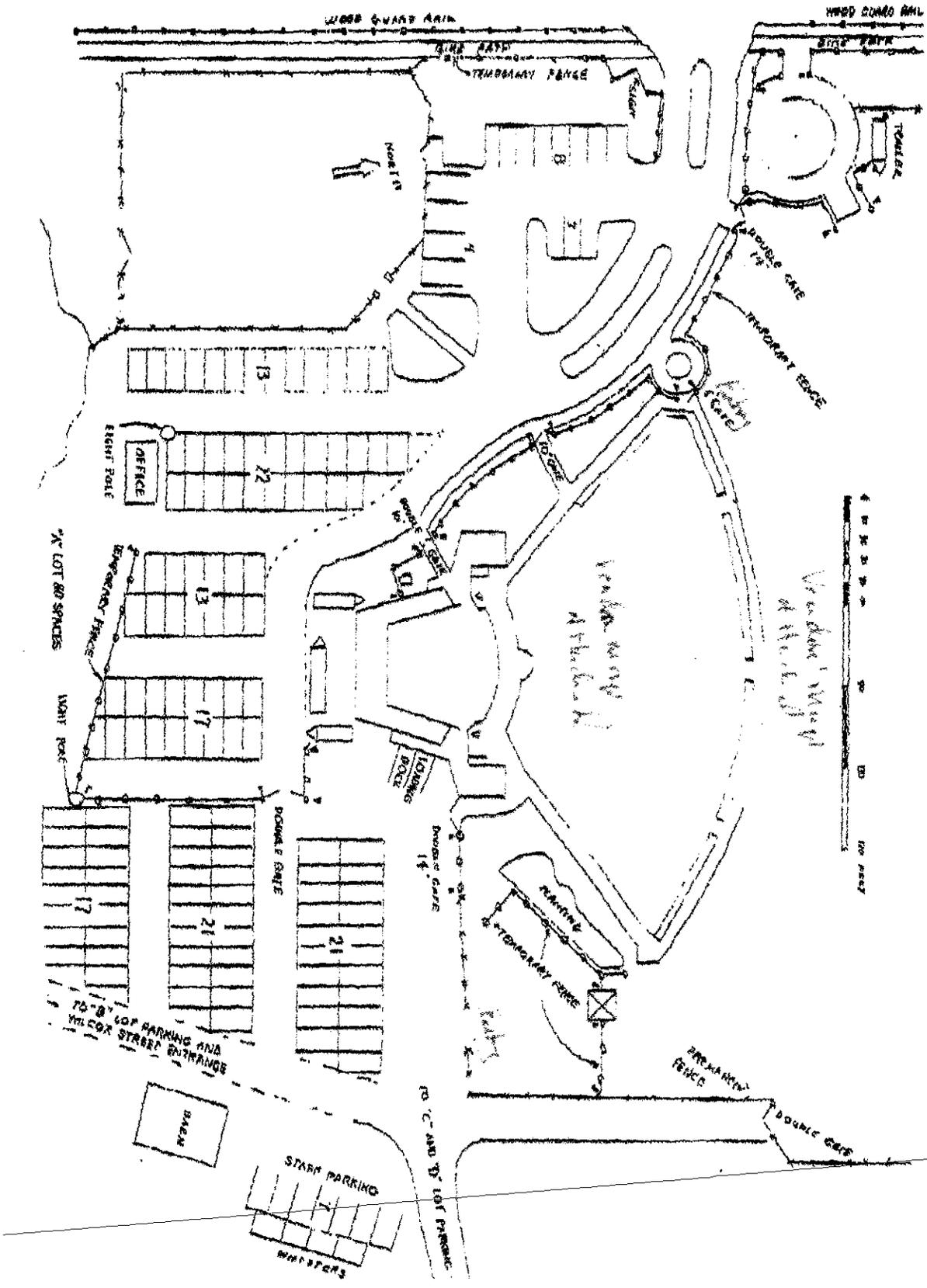
<b>Stage Requirements</b>	
Lights	Stages, field, vendor power provided by SMPAC (Show Lighting)
Sound	Provided by SMPAC (Ace Audio)
Setup	See map

<b>Vendor Information</b>	
Merchandise Sales Vendors	Business Expo
Food Vendors	SMPAC – Standard beverage sales and food vendors Location – per map
Services/Activities	Children's Activities (Bounce House, railroad, etc)

<b>Public Restrooms</b>	
Coordinated by	SMPAC
Units	Standard – 40 Sinks - 5 Accessible - 5 TOTAL - 50
Location	North east field – 10/2/2 North west field – 10/1/1 South east field (adjacent to parking) – 20/2/2

<b>Security</b>	
Stage Security	N/A
Field Security	N/A
Overnight Security	Yes 9/7 & 9/8
Security Notes	

<b>Public Safety</b>	
Police	TBD
Fire	N/A
	N/A





## SIMSBURY ZONING COMMISSION PUBLIC GATHERING PERMIT APPLICATION

Applicant's Name (PRINT): Michelle Zimnoch (National MS Society)

Applicant's Address: 659 Tower Avenue  
Hartford, CT 06112

Applicant's Telephone including office, home and cell phone: \_\_\_\_\_  
860-913-2550 (o), 860-508-2244 (c)

Applicant's emergency Telephone number: cell listed above

Email address: michelle.zimnoch@nmss.org

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

Missy DiNunno, Exec. Dir., SMPAC

Property Owner's Address: 22 Iron Horse Blvd (PO Box 245)  
Simsbury, CT 06070

Property Owner's Telephone: 860-651-4052

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

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

Exact Time(s)/Date: Begin: 2p / 9-22-18 End: 1p / 9-23-18

*\*\* See attached Event Summary for timeline specifics*

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

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

Yes  No

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

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

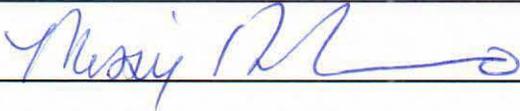
Anticipated Attendance at Public Gathering: 300 max

## Public Gathering Permit Required Declaration

I declare, under the penalties of revocation of permit and forfeiture of the required Bond, that the information provided on this application is true and correct to the best of my knowledge and belief.

Applicant Name(s) (Printed): Michelle Zimnoch

Manager, Logistics (National MS Society)

Applicant(s) Signature: 

SMPAC Executive Director, on behalf of applicant

Date Signed: 3/23/18

# EVENT SUMMARY

## MS Walk

Sunday, September 23, 2018

Public Gathering Permit Application Submitted:

<b>CONTACT INFORMATION:</b>	
Organization	National MS Society Event website: <a href="http://www.nationalmssociety.org">www.nationalmssociety.org</a>
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: <a href="mailto:michelle.zimnoch@nmss.org">michelle.zimnoch@nmss.org</a>
SMPAC Contact	Missy DiNunno, Executive Director  Office: 860-651-4052 Cell: 203-305-1847 Email: <a href="mailto:missy@simsburymeadowsmusic.com">missy@simsburymeadowsmusic.com</a>

## **TIMELINE:**

<b>Saturday, September 22, 2018</b>	
2p – 5p	Load-in and setup
<b>Sunday, September 23, 2018</b>	
9a	Site opens
10a – 12:30p	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. <b>Together, we will end MS forever.</b></p> <p>Participants will complete either the 1.2 mile or 5K course. Courses will be confined to Iron Horse bike/walk and trails. 1.2 mile course participants will head south to the Flower Bridge and back (street crossing will be required).</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

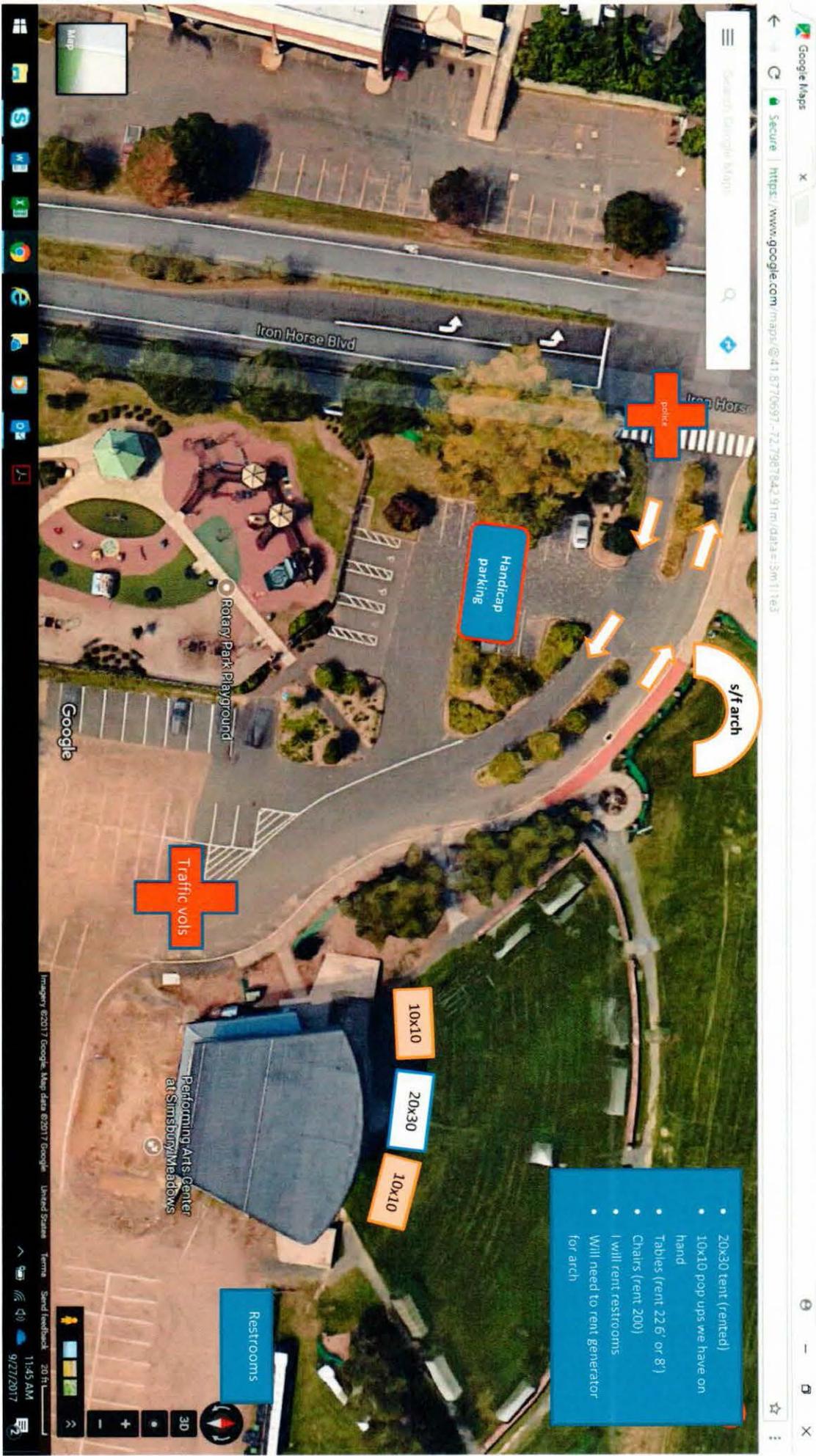
Stage Requirements	
Lights	Basic stage lighting
Sound	Provided by client / client's radio station partner
Setup	Stanchion front of stage

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 in front of band shell
Services/Other Activities	Location – Tents setup directly in front of band shell. Radio station on stage

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

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

Public Safety	
Police	2 officers - Coverage at start/finish & cross to Flower Bridge
Fire	N/A
EMS	N/A



Search Google Maps

s/f arch

police

Handicap parking

Traffic vols

10x10

20x30

10x10

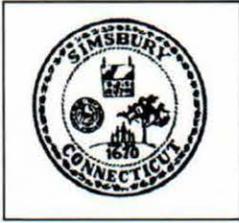
Restrooms

Performing Arts Center at Simsbury Meadows

Rotary Park Playground

Iron Horse Blvd

- 20x30 tent (rented)
- 10x10 pop ups we have on hand
- Tables (rent 22.6' or 8')
- Chairs (rent 200)
- I will rent restrooms
- Will need to rent generator for arch



## SIMSBURY ZONING COMMISSION PUBLIC GATHERING PERMIT APPLICATION

Applicant's Name (PRINT): Linette Branham (Rob Branham Foundation)  
Applicant's Address: 31 Canton Road  
West Simsbury, CT 06092  
Applicant's Telephone including office, home and cell phone: 860-324-8239 (c)

Applicant's emergency Telephone number: same as above  
Email address: robsfoundation@gmail.com

Property Owner's Name (PRINT): Town of Simsbury  
Missy DiNunno, Exec. Dir., SMPAC  
Property Owner's Address: 22 Iron Horse Blvd (PO Box 245)  
Simsbury, CT 06070

Property Owner's Telephone: 860-651-4052

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

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

Exact Time(s)/Date: Begin: 8a / 9-30-18 End: 3p / 9-30-18

*\*\* See attached Event Summary for timeline specifics*

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

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

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

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

Anticipated Attendance at Public Gathering: 250-500

## Public Gathering Permit Required Declaration

I declare, under the penalties of revocation of permit and forfeiture of the required Bond, that the information provided on this application is true and correct to the best of my knowledge and belief.

Applicant Name(s) (Printed): Linette Branham

Rob Branham Foundation

Raise A Paw Against Leukemia

Applicant(s) Signature: 

SMPAC Executive Director, on behalf of applicant

Date Signed: 3/23/18

# EVENT SUMMARY

## Raise A Paw Against Leukemia

Sunday, September 30, 2018

Public Gathering Permit Application Submitted: 3-23-18

<b>CONTACT INFORMATION:</b>	
Organization	Rob Branham Foundation Event website: <a href="http://www.robsfoundation.org">www.robsfoundation.org</a>
Event Contact	Linette Branham Rob Branham Foundation 31 Canton Rd. West Simsbury, CT 06092  Cell: 860-324-8239 Office: Email: <a href="mailto:robsfoundation@gmail.com">robsfoundation@gmail.com</a>
SMPAC Contact	Missy DiNunno, Executive Director  Office: 860-651-4052 Cell: 203-305-1847 Email: <a href="mailto:missy@simisburymeadowsmusic.com">missy@simisburymeadowsmusic.com</a>

### **TIMELINE:**

<b>Sunday, September 30, 2018</b>	
8a – 10a	Load-in and setup
10a – 2p	Raise A Paw Event
2p – 3p	Breakdown and load-out

### **EVENT DETAILS:**

<b>Description</b>
<p>The mission of The Rob Branham Foundation is to provide financial and emotional support, educational information, and other pertinent resources to families fighting leukemia or other blood cancers so as to allow them to live as normally as possible while proceeding with their treatment.</p> <p>Raise A Paw will feature a walk/challenge course, pet themed vendors and food vendors.</p>

<b>Ticketing Information</b>	
Price TBD	Admission will only be charged for access to the walk/challenge course. Vendors and food are open to general public.  Those interested in participating in the walk/challenge should visit the website for more information.

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

Expected Attendance	<i>**Figures are estimated and subject to change</i>
Total Attendance Expected	250-500

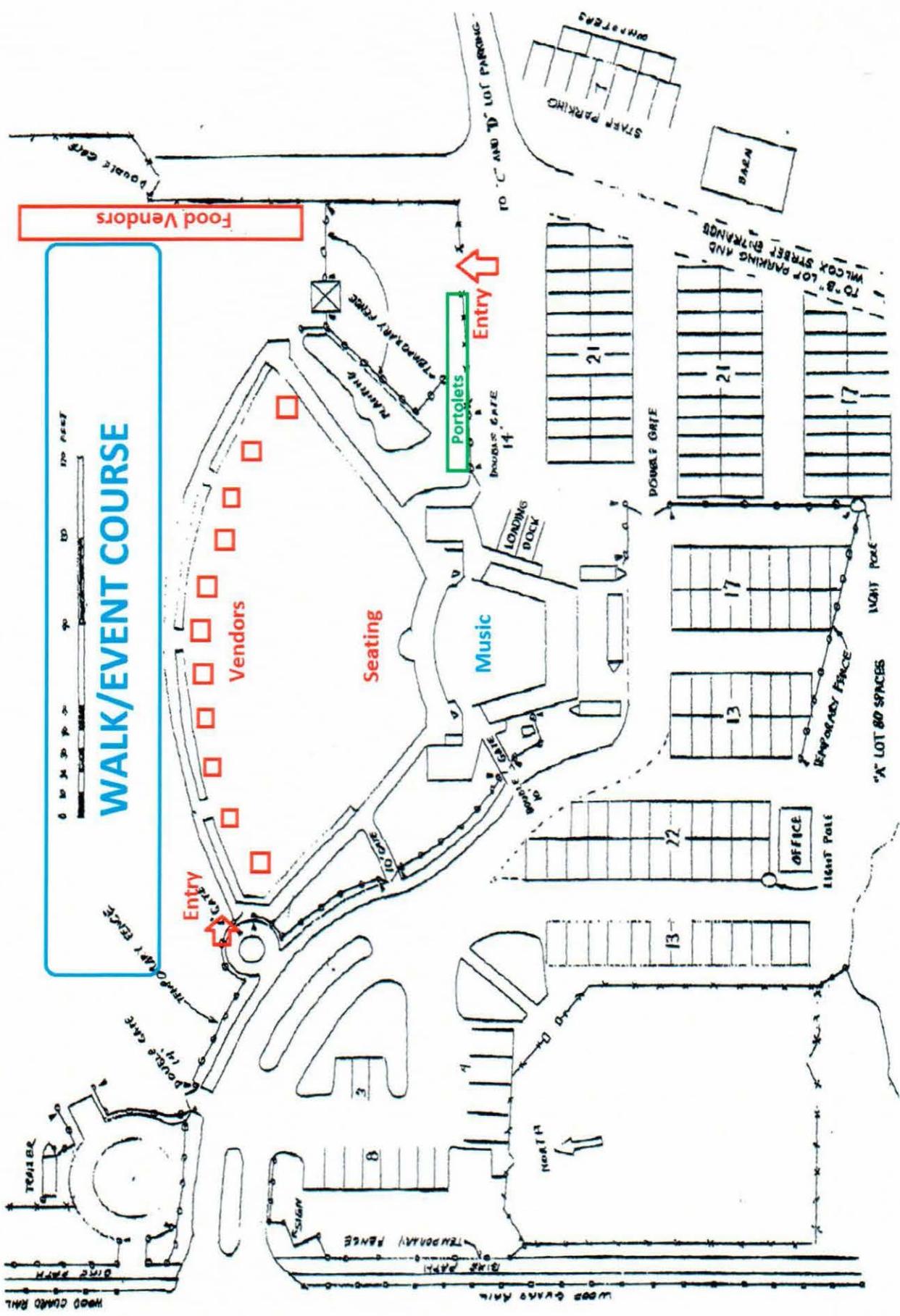
Stage Requirements	
Lights	Basic stage lighting provided
Sound	Provided by client
Setup	TBD by client

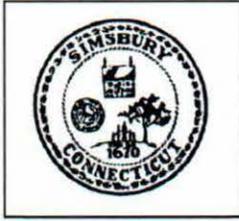
Vendor Information	
Merchandise Sales Vendors	Vendors will be located inside the wall on the field
Food Vendors	SMPAC – Non-alcoholic beverages and food trucks Location – on field East Side
	Other Vendors – N/A Location – on field East Side
Services/Activities	Location – Walk/Challenge Course will be located just beyond the stone wall. Ticket must be purchased to access this area.

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

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

Public Safety	
Police	N/A
Fire	N/A
EMS	N/A





## SIMSBURY ZONING COMMISSION PUBLIC GATHERING PERMIT APPLICATION

Applicant's Name (PRINT): Lisa Gray (Simsbury COC)  
Applicant's Address: 749 Hopmeadow St. (PO Box 224)  
Simsbury, Ct 06070  
Applicant's Telephone including office, home and cell phone: 860-651-7307 (o),  
203-305-0605 (c), \_\_\_\_\_  
Applicant's emergency Telephone number: same as cell above  
Email address: info@simsburycoc.org

Property Owner's Name (PRINT): Town of Simsbury  
Missy DiNunno, Exec. Dir., SMPAC  
Property Owner's Address: 22 Iron Horse Blvd (PO Box 245)  
Simsbury, CT 06070

Property Owner's Telephone: 860-651-4052

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

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

Exact Time(s)/Date: Begin: 12p / 10-26-18 End: 5p / 10-28-18

*\*\* See attached Event Summary for timeline specifics*

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

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

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

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

Anticipated Attendance at Public Gathering: 2000

## Public Gathering Permit Required Declaration

I declare, under the penalties of revocation of permit and forfeiture of the required Bond, that the information provided on this application is true and correct to the best of my knowledge and belief.

Applicant Name(s) (Printed): Lisa Gray

Executive Director, Simsbury COC

Applicant(s) Signature: \_\_\_\_\_



SMPAC Executive Director

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

3/23/18

# EVENT SUMMARY

## 4<sup>th</sup> Annual Simsbury Spooktacular Chili Challenge

Saturday, October 27, 2018

Public Gathering Permit Application Submitted: 3-23-18

### **CONTACT INFORMATION:**

Organization	Simsbury Chamber of Commerce Event website: <a href="http://www.simsburychili.com">www.simsburychili.com</a> <a href="http://www.simsburycoc.org">www.simsburycoc.org</a>
Event Contact	Lisa Gray (Executive Director) 749 Hopmeadow St. (PO Box 224) Simsbury, CT 06070  Cell: 860-305-0605 Office: 860-651-7307 Email: <a href="mailto:info@simsburycoc.org">info@simsburycoc.org</a>
SMPAC Contact	Missy DiNunno, Executive Director  Office: 860-651-4052 Cell: 203-305-1847 Email: <a href="mailto:missy@simsburymeadowsmusic.com">missy@simsburymeadowsmusic.com</a>

### **TIMELINE:**

#### **Friday, October 26, 2018**

12p – 5p Load-in and setup

#### **Saturday, October 27, 2018**

8a - 12p Load-in and setup continued

12p – 5p 4<sup>th</sup> Annual Spooktacular Chili Challenge

5p – 7p Breakdown and load-out

#### **Sunday, October 28 2018**

9a – 5p Breakdown and load-out continued

### **EVENT DETAILS:**

#### **Description**

##### **4TH ANNUAL SPOOKTACULAR CHILI CHALLENGE**

The Simsbury Chamber of Commerce is excited to announce the 4th Annual Chili Challenge to be held on Saturday, October 27, 2018 at the Simsbury Meadows Performing Arts Center, 22 Iron Horse Boulevard. Please join us for some fantastic chili and wonderful entertainment, vendors and Halloween events!

#### **Ticketing Information**

Price \$10 (11 & Up) Point of Sale: [www.simsburychili.com](http://www.simsburychili.com)  
FREE (10 & under)

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

Expected Attendance	
<i>**Figures are estimated and subject to change</i>	
Total Attendance Expected	2000

Stage Requirements	
Lights	SMPAC provided basic stage lights, client provides field lighting
Sound	Provided by client
Setup	Map forthcoming from COC

Vendor Information	
Merchandise Sales Vendors	TBD
Food Vendors	SMPAC – Standard beverage sales Location – per forthcoming map  Other – Lots of Chili and local restaurant booths
Services/Activities	Trick or treating, touch a truck, etc.

Public Restrooms	
Coordinated by	Client
Units	Standard – Sinks – Accessible – TOTAL -
Location	North east field – North west field – South east field (adjacent to parking) –

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

Public Safety	
Police	TBD
Fire	N/A
	N/A



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Fair Housing Policy, Resolution and Proclamation
2. **Date of Board Meeting:** April 9, 2018
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Melissa Appleby, Deputy Town Manager  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports adopting the presented Fair Housing materials, the following motions are in order:

*Move, effective April 9, 2018 to adopt the Fair Housing Resolution and Fair Housing Policy as presented and to authorize Town Manager Maria E. Capriola to execute the documents.*

*Further move to recognize and declare April as Fair Housing Month in the Town of Simsbury and to authorize Deputy First Selectman Chris Kelly to execute the Fair Housing Proclamation as presented.*

5. **Summary of Submission:**

The Town of Simsbury, on behalf of the Simsbury Housing Authority, received a 2017 Small Cities Grant for critical projects at the Owen L. Murphy Apartments and Virginia Connelly Residences, including paving work, replacement of an outdated generator, removal of an underground oil tank and replacement of storm doors.

In connection with this grant, and in recognition of April as Fair Housing Month, the Town is reviewing and readopting its policies related to Fair Housing and Equal Opportunity. Pursuant to Section 2 of the Town's Personnel Rules and Regulations, administrative and personnel policies are adopted by resolution of the Board of Selectmen and the Town Manager is responsible for execution and implementation. Once executed, these documents will be posted to our website and displayed in Town Hall, the Library, Eno Memorial Hall and the Housing Authority.

To further reaffirm our commit to the principles and practices of Fair Housing and Equal Opportunity, we are recommending that the First Selectman sign a proclamation recognizing April as Fair Housing Month.

**6. Financial Impact:**

There is modest direct and indirect staff costs associated with implementing fair housing activities noted in the Town's Fair Housing Plan. Staff time is also dedicated to receiving and resolving fair housing complaints; fair housing is an unfunded mandate.

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

- a) Fair Housing Policy
- b) Fair Housing Resolution
- c) Proclamation – Fair Housing Month



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## **TOWN OF SIMSBURY Fair Housing Policy**

It is the policy of the Town of Simsbury to promote fair housing opportunities and to encourage racial and economic integration in all its programs and housing development activities.

Programs funded and administered by the Town of Simsbury must comply with the provisions of Section 46a-64c of the C.G.S., and with related state and federal laws and regulations that prohibit discriminatory housing practices.

The Town of Simsbury, or any sub-recipient of the Town, will carry out an affirmative marketing program to attract prospective buyers or tenants of all majority or minority groups, without consideration of race, color, religion, sex, national origin, ancestry, creed, sexual orientation, gender identity or expression, marital status, lawful source of income, disability, age or because the individual has children in all programs and housing development activities funded or administered by the Town of Simsbury.

Kristen Formanek, the municipality's Director of Community and Social Services, is responsible for the enforcement and implementation of this policy. The Director of Community and Social Services may be reached at 860-658-3283 or [kformanek@simsbury-ct.gov](mailto:kformanek@simsbury-ct.gov).

Complaints pertaining to discrimination in any program funded or administered by the Town of Simsbury may be filed with the Director of Community and Social Services. The municipality's Grievance Procedure will be utilized in these cases.

Complaints may also be filed with the Commission on Human Rights and Opportunities, Special Enforcement Unit, 21 Grand Street, Hartford, CT 06106, Telephone (860) 541-3403 within 180 days of the alleged violation by submitting a notarized complaint and/or the Boston Regional Office of FHEO, U.S. Department of Housing and Urban Development, Thomas P. O'Neill, Jr. Federal Building, 10 Causeway Street, Room 321, Boston, MA 02222-1092, Telephone (617) 994-8300 or 1-800-827-5005, TTY (617) 565-5453. A complaint may be filed with HUD within one year after an alleged violation. Additionally, an individual may file suit, at his/her expense, in Federal District Court or State Court within two years of an alleged violation. If the individual cannot afford an attorney, the Court may appoint one. A suit can be brought even after filing a complaint, if the complaining party has not signed a conciliation agreement and an Administrative Law Judge has not started a hearing. A court may award actual and punitive damages and attorney's fees and costs.

Telephone (860) 658-3200  
Facsimile (860) 658-3206

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

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

A copy of this policy statement will be given annually to all Town employees and they are expected to fully comply with it. In addition, a copy will be posted throughout the Town.

Revised April 9, 2018

\_\_\_\_\_  
Date

\_\_\_\_\_  
Maria E. Capriola, Town Manager

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE by contacting  
Melissa A.J. Appleby, Deputy Town Manager, 933 Hopmeadow Street, (860) 658-3230.



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## FAIR HOUSING RESOLUTION TOWN OF SIMSBURY

**Whereas,** All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

**Whereas,** Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

**Whereas,** Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

**Whereas,** The Town of Simsbury is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

**NOW THEREFORE, BE IT RESOVED,** That the Town of Simsbury hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

**BE IT FURTHER RESOLVED,** That the chief executive officer of the Town of Simsbury or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of Simsbury and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

Re-adopted by the Town of Simsbury on April 9, 2018.

**TOWN SEAL**

---

Maria E. Capriola  
Town Manager

Telephone (860) 658-3230  
Facsimile (860) 658-3206

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8:30 - 1:00 Friday

## PROCLAMATION

**WHEREAS,** the year 2018 marks the 50<sup>th</sup> anniversary of the passage of the Federal Fair Housing Act; Title VIII of the Civil Rights Act of 1968, as amended; and

**WHEREAS,** this law guarantees that housing throughout the United States should be made available to all citizens without regard to race, color, religion, sex, family status, disability or national origin; and

**WHEREAS,** equality of opportunity for all is a fundamental policy of this nation, state and town; and

**WHEREAS,** barriers which diminish the rights and limit the options of any citizen will ultimately diminish the rights of all citizens;

**WHEREAS,** the cooperation, commitment and support of all residents of the Town of Simsbury is necessary to removing barriers to the enjoyment of living where one chooses within one's means.

**NOW, THEREFORE,** I, Chris Kelly, Deputy First Selectman of the Town of Simsbury, do hereby proclaim the month of April 2018 as

## FAIR HOUSING MONTH

and request and encourage every citizen and business of our community to support and endorse Fair Housing; to reaffirm their commitment to Fair Housing for all, and wholeheartedly recognize these rights and responsibilities throughout the year.

**IN WITNESS THEREOF,** I have placed my seal and the great seal of the Town of Simsbury.

Dated the 9<sup>th</sup> day of April 2018.

\_\_\_\_\_  
Chris Kelly, Deputy First Selectman





# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Revisions to Affirmative Action Policy and Compliance with Title VI of the Civil Rights Act of 1964 Policy
2. **Date of Board Meeting:** April 9, 2018
3. **Individual or Entity Making the Submission:**  
Maria E. Capriola, Town Manager; Melissa Appleby, Deputy Town Manager  
*Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**  
If the Board of Selectmen supports adopting the presented policies, the following motion is in order:  
  
*Move, effective April 9, 2018 to adopt the Affirmative Action Policy and the Compliance with Title VI of the Civil Rights Act of 1964 Policy as presented and to authorize Town Manager Maria E. Capriola to execute the documents.*
5. **Summary of Submission:**  
In connection with the Small Cities grant and in addition to reaffirming its commitment to Fair Housing, the Town is also reviewing and readopting its policies related to Equal Opportunity. The Town's revised Affirmative Action Policy and Compliance with Title VI of the Civil Rights Act of 1964 Policy have been reviewed and edited by labor counsel.  
  
Pursuant to Section 2 of the Town's Personnel Rules and Regulations, administrative and personnel policies are adopted by resolution of the Board of Selectmen and the Town Manager is responsible for execution and implementation. Once executed, these policies will be made available to Town employees and the public through our website.
6. **Financial Impact:**  
Ordinarily there are nominal costs associated with implementing these policies. Additional staff resources are needed when investigatory proceedings or policy compliance activities are warranted.
7. **Description of Documents Included with Submission:**
  - a) Affirmative Action Policy
  - b) Compliance with Title VI of the Civil Rights Act of 1964 Policy



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## TOWN OF SIMSBURY

### AFFIRMATIVE ACTION POLICY STATEMENT

As Town Manager of the Town of Simsbury, I recognize the need for Affirmative Action and I pledge my commitment to undertake positive actions to overcome any present effects of past practices or barriers to equal employment opportunity and to achieve the full and fair participation of minorities, women, people with disabilities, older persons, and all other protected groups found to be underutilized in the Town of Simsbury's work force or affected by policies having an adverse impact. In the spirit of Executive Order 11, signed by Governor Ella Grasso November 21, 1975, and Executive Order 9, signed by Governor William A. O'Neill on January 3, 1984, I further state that this Town of Simsbury will comply with the anti-discrimination provisions of the state and federal laws and regulations listed at the end of this section.

I recognize the hiring difficulties sometimes experienced by minorities, people with disabilities, and by older persons and, where appropriate, I have set goals to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the work force. I further pledge that the Town of Simsbury will affirmatively provide services and programs in a fair and impartial manner.

Where adverse impact is identified, the Town of Simsbury will: (1) review its personnel policies and procedures to ensure that barriers, which unnecessarily exclude protected classes and practices, which have an illegal discriminatory impact, are identified and eliminated; (2) explore alternative approaches to employ minorities and members of protected classes; (3) administer all terms, conditions, privileges and benefits of the employment process in an equitable manner; and (4) establish procedures for the extra effort that may be necessary to ensure that the recruitment and hiring of protected group members reflect their availability in the job market.

It is the policy of the Town of Simsbury to provide equal employment opportunities without consideration of race, color, religion, age, sex, marital status, national origin, genetic information, mental or physical disability, ancestry, sexual orientation, unless the provisions of Section 46a-60(b), 46a-80(b) and 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups. This policy applies to all aspects of the employer/employee relationship including, but not limited to, recruitment, hiring, referrals, classifying, advertising, training, upgrading, promotion, benefits, compensation, discipline, layoff and terminations.

Telephone (860) 658-3200  
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The Town of Simsbury will implement, monitor and enforce this Affirmative Action Policy Statement in conjunction with the applicable federal and state laws, regulations and executive orders, including: 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup> Amendments of the United States Constitution, Civil Rights Act of 1866, 1870, 1871, Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, presidential Executive Orders 11246, amended by 11375, (Nondiscrimination under federal contracts), Act 1 Section 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill Executive Order Number 9, the Connecticut Fair Employment Practices Law (46a-60 et seq.), Discrimination against Criminal Offenders (46a-80), Connecticut General Statutes, and the Americans with Disabilities Act of 1992.

This policy statement will be posted publicly to the Town of Simsbury website and will be posted to departmental bulletin boards for access by all Town of Simsbury employees. I also expect each supplier, union, consultant and other entity (s) with which we do business to comply with all applicable State and Federal equal opportunity laws and regulations. The Town of Simsbury will not knowingly do business with any entity debarred from participation in any federal or state program or found to be in violation of any state or federal anti-discrimination law.

I have assigned the responsibility to achieve the successful implementation of our goals and objectives  
Melissa A.J. Appleby, Deputy Town Manager, mappleby@simsbury-ct.gov, 860-658-3230.

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Date

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Maria E. Capriola, Town Manager

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE FROM THE ADA-504 COORDINATOR BY CALLING 860-658-3230.



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## **Town of Simsbury Compliance with Title VI of the Civil Rights Act of 1964**

The Town of Simsbury does not discriminate in the provision of services, the administration of its programs, or contractual agreements. The Town of Simsbury seeks to fully carry out its responsibilities under the Title VI Regulations, as amended, and related statutes and regulations (collectively, the "Regulations") in all Town of Simsbury programs and activities.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color or national origin in programs and activities receiving Federal financial assistance. Title VI provides that no person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any programs covered by the Regulations.

This policy is effectuated through the methods of administration outlined in the Town of Simsbury's Fair Housing Plan and is fully implemented to ensure compliance by the Town of Simsbury, as the recipient, and by sub-recipients. The cooperation of all personnel is required.

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Maria E. Capriola, Town Manager

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Date

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# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Appointment of LeClairRyan as Labor Counsel

2. **Date of Board Meeting:** April 9, 2018

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

Maria E. Capriola, Town Manager

*Maria E. Capriola*

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

If the Board of Selectmen supports staff's recommendation to appoint LeClairRyan as labor and employment counsel, the following motion is in order:

*"Move, effective April 9, 2018 to appoint the firm of LeClairRyan as labor and employment counsel for the Town of Simsbury through December 2<sup>nd</sup>, 2019, with the understanding that staff has the option to conduct an RFQ for labor and employment counsel after June 30, 2018. Further move to authorize Town Manager Maria E. Capriola to execute the engagement letter as presented."*

5. **Summary of Submission:**

Mike Harrington, the town's labor counsel, left Murtha Cullina and began work at LeClairRyan on April 2, 2018. Murtha Cullina notified the town of this on March 28, 2018. When the town appoints legal counsel, we appoint a firm, not an individual.

The practice of the town has been to appoint labor counsel to a term that coincides with a Board of Selectmen term. On December 4, 2017 the Board of Selectmen appointed Murtha Cullina as labor counsel for two years. It is staff's recommendation that we rescind the appointment of Murtha Cullina and that we move to LeClairRyan to retain Attorney Mike Harrington as labor counsel.

This has happened twice recently, with special land use counsel (January 2018) and pension counsel (April 2017) switching firms. In both instances, the town followed counsel to their new firm.

The Town Attorney has reviewed the attached proposed engagement letter.

The Board of Selectmen's December 4<sup>th</sup> motion provided staff "with the option to conduct RFPs after June 30, 2018." Staff will review issuance of a RFQ for labor counsel with the Personnel Sub-Committee at an upcoming meeting.

6. **Financial Impact:**

The proposed hourly rate will remain the same, \$275.

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

a) Proposed Engagement Letter



LECLAIRRYAN

**CONFIDENTIAL ATTORNEY-CLIENT**  
**PRIVILEGE ASSERTED**

April 2, 2018

**Via Email : [mcapriola@simsbury-ct.gov](mailto:mcapriola@simsbury-ct.gov)**

Town of Simsbury  
Maria Capriola, Town Manager  
933 Hopmeadow Street  
Simsbury, CT 06070

Re: Engagement of LeClairRyan, a Professional Corporation

Dear Ms. Capriola:

The purpose of this letter is to confirm the terms of engagement of LeClairRyan, A Professional Corporation, (“LeClairRyan” or the “Firm”) to serve as the Town of Simsbury’s Labor and Employment counsel as of April 1, 2018.

I will be the attorney responsible for this engagement and your primary contact. You should always feel free to call me. I will keep you informed of the progress of your work, but should you have any questions or suggestions, please call me at my office or on my mobile (860) 508-6251.

We may communicate by email with you, including sending you documents and information as attachments to email messages. Although we will take what we believe to be reasonable precautions, we are mindful that the Internet is not a completely secure medium. However, we believe the medium is an efficient and cost effective way to communicate with you, and most of our clients expect us to use the Internet. If you prefer that we not communicate with you by way of email, please let us know. If you do not so advise us, we will assume you authorize us to use email to communicate with you.

We will act on your behalf to the best of our ability. Any expressions on our part concerning the potential outcome of your legal matters are expressions of our best professional judgment, but are not guarantees. Our opinions are necessarily limited by our knowledge of the facts and are based on the state of the law at the time they are expressed.

E-mail: [Michael.Harrington@leclairryan.com](mailto:Michael.Harrington@leclairryan.com)  
Direct Phone: 860.656.1939  
Direct Fax: 860.656.1521

755 Main Street, Suite 2000  
Hartford, Connecticut 06103  
Phone: 860.656.1520 \ Fax: 860.656.1521

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ATTORNEYS AT LAW \ [WWW.LECLAIRRYAN.COM](http://WWW.LECLAIRRYAN.COM)

## **HOURLY FEE AGREEMENT**

For services rendered under this agreement, LeClairRyan will provide monthly statements based upon our time and efforts expended.

We will bill the Town for services rendered at hourly rate. As previously agreed to, we will charge a discounted rate for our services at \$275.00 per hour for any time provided by an attorney pursuant to this agreement.

In addition to our fees, our monthly statements will set forth expenses incurred and costs advanced by our Firm on the Company's behalf for which the Town will be responsible. These include, but are not limited to, filing fees, long distance telephone calls and large photocopy jobs. It is our Firm's policy not to advance any substantial costs or expenses and we may ask the Town to make direct payment or provide us with necessary funds should such costs or expenses be anticipated.

## **TERMINATION OF SERVICES BY YOU**

This agreement may be canceled by written notification to the undersigned attorney at any time. If LeClairRyan has performed services, reasonably advanced (or agreed to advance) funds, or incurred (or agreed to incur) costs in representation of the Town's interests prior to its receipt of such notification, LeClairRyan is entitled to be paid and reimbursed for such services, and costs.

## **WITHDRAWAL**

LeClairRyan may withdraw from representation, and the Town agrees to execute such documents to permit such withdrawal, if necessary, whenever LeClairRyan determines in its sole opinion that it cannot continue effective representation for any just reason as permitted by the applicable Rules of Professional Conduct and rules of court, including, without limitation, the Company's failure to pay any invoice for services rendered and expenses incurred within 30 days after presentment of such invoice or misrepresentation of, or failure to disclose, material facts to LeClairRyan. The Town shall not be responsible for any costs and expenses incurred by LeClairRyan after the date of its withdrawal or for attorney's fees for work performed by LeClairRyan after the date of its withdrawal.

E-mail: Michael.Harrington@leclairryan.com  
Direct Phone: 860.656.1939  
Direct Fax: 860.656.1521

755 Main Street, Suite 2000  
Hartford, Connecticut 06103  
Phone: 860.656.1520 \ Fax: 860.656.1521

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**CONFLICTS OF INTEREST**

It is possible that in the future some of our present or future clients may have disputes with the Town on unrelated matters. Therefore, as a condition to our undertaking this matter for the Town, the Town agrees that our Firm may continue to represent or may undertake in the future to represent existing or new clients in any matter, including any transactional, bankruptcy or litigation matter, that is not substantially related to our work for the Town, even if the interest of such clients on those other matters is otherwise directly adverse to the Town. We agree, however, that this prospective consent to conflicting representation will not apply in any instance where, as a result of our representation of the Town, we have obtained sensitive, proprietary or confidential information that, if known to any other client of ours, could be used in any such matter by any such client to the Town's material disadvantage. In such a case, the Town agrees that we may continue to represent both the Town and the other client so long as we do not act in an adverse manner with such confidential information against either client.

If the foregoing is satisfactory to you, please sign the enclosed copy of this letter and return it to me. This will evidence the Town's engagement of LeClairRyan on the terms and conditions set forth in this letter.

We endeavor at all times to provide helpful and cost effective services. To this end, we urge you to speak freely with us regarding the Town's goals and concerns, as they may change from time to time, including an assessment of services being provided to the Town. We appreciate the confidence that you have shown in LeClairRyan and we look forward to working with you and your colleagues on this matter.

Sincerely yours,

LeClairRyan  
A Professional Corporation

By:   
Michael C. Harrington, Esq.  
Officer

ACCEPTED AND AGREED

By: \_\_\_\_\_  
**Maria Capriola**

Title: Town Manager

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

E-mail: Michael.Harrington@leclairryan.com  
Direct Phone: 860.656.1939  
Direct Fax: 860.656.1521

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Hartford, Connecticut 06103  
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# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Lori P. Fernand from the Recycling Committee

2. **Date of Board Meeting:** April 9, 2018

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

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

*Move to accept the resignation of Lori P. Fernand as a regular member of the Recycling Committee retroactive to March 19, 2018.*

5. **Summary of Submission:**  
The Town Clerk has received the written resignation of Lori P. Fernand (D) as a regular member of the Recycling Committee. Ms. Fernand's term was to expire on December 2, 2019.

6. **Financial Impact:**  
None

7. **Description of Documents Included with Submission:**  
a) Resignation letter from Lori P. Fernand, dated March 19, 2018

*Lori P. Fernand*  
*15 Camille Lane, West Simsbury, CT 06092*

Ms. Erika Butler  
Town Clerk  
Simsbury Town Hall  
933 Hopmeadow Street  
Simsbury, CT 06070



March 19, 2018

Dear Ms. Butler:

This letter serves to notify you that I am resigning from the Simsbury Recycling Committee effective immediately.

Thank you so much for your work in support of Simsbury residents!

Best,  
  
Lori Fernand



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Resignation of Jonathan Laschever from the Design Review Board & the Historic District Commission

2. **Date of Board Meeting:** April 9, 2018

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

4. **Action Requested of the Board of Selectmen:**  
The following motions are in order:

*Move to accept the resignation of Jonathan Laschever as a regular member of the Design Review Board retroactive to March 30, 2018.*

*Move to accept the resignation of Jonathan Laschever as a regular member of the Historic District Commission retroactive to March 16, 2018.*

5. **Summary of Submission:**

The Town Clerk has received the written resignation of Jonathan Laschever (D) as a regular member of the Design Review Board. Mr. Laschever's term was to expire December 2, 2019.

The Town Clerk has received the written resignation of Jonathan Laschever (D) as a regular member of the Historic District Commission. Mr. Laschever's term was to expire January 1, 2019.

6. **Financial Impact:**  
None

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

a) Resignation letters from Jonathan Laschever dated March 15, 2018



Jonathan Laschever  
82 Westledge Road, West Simsbury, CT 06092

March 15, 2018

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

Dear Mrs. Butler:

I hereby resign my position as a regular member on the  
Design Review Board

Please notify the Board of Selectmen that the effective date of my resignation is  
March 30, 2018.

Sincerely,

A handwritten signature in black ink, appearing to be 'J. Laschever', written over a horizontal line.



Jonathan Laschever  
82 Westledge Road, West Simsbury, CT 06092

March 15, 2018

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

Dear Mrs. Butler:

I hereby resign my position as a regular member on the  
Historic District Commission.

Please notify the Board of Selectmen that the effective date of my resignation is  
March 16, 2018.

Sincerely,

### **CALL TO ORDER**

The Regular Meeting of the Board of Selectmen was called to order at 6:02 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Eric Wellman; Board members Chris Peterson, Cheryl Cook, Sean Askham, and Michael Paine. Absent was Christopher Kelly. Others in attendance included: Town Manager Maria Capriola; Deputy Town Manager Melissa Appleby; Finance Director/Treasurer Sean Kimball, Public Works Director Tom Roy; Culture, Parks and Recreation Director Gerard Toner; Director of Planning and Community Development Jamie Rabbitt; and other interested parties.

### **PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

### **PUBLIC AUDIENCE**

Dave Ryan, Chairman of the Simsbury Performing Arts Center, asked the Board not to hinder the Talcott Mountain Music Festival advertising on the banners on Hopmeadow Street.

Joe Treacy thanked the Board for backing the appeal on the Deepwater Wind decision. He asked them to reach out and work with the DEEP and Department of Agriculture as they dropped out of the appeal.

Kris Barnett, 15 Ox Yoke, former Chairperson of the EDC, told the Board to look at the previous Economic Development Task Force studies as they have a lot of information in them before approving funding for a new strategic plan.

Joan Coe, 26 Whitcomb Drive, spoke about speaking in public audience; concerns about brick pavers; Town reimbursements for staff; compensatory time for staff; the drug crisis; and other issues.

Susan Masino, 41 Madison Lane, spoke about the hazardous waste collection and the Forest Management Plan. She gave the Board a lot of information she gathered on forest management so they can be better educated on the issue.

Diana Moody, 7 Elcy Way also spoke about how hard “Keep the Woods” worked to preserve the woodlands. She said there was a lack of audience members at the Conservation Hearings, but there is no lack of interest in preserving the woods.

### **FIRST SELECTMAN’S REPORT**

Mr. Wellman, First Selectman, reviewed his report, which is part of the agenda packet.

## **TOWN MANAGER’S REPORT**

Ms. Capriola, Town Manager, reviewed her report, which is part of the agenda packet.

## **PRESENTATIONS**

### **a) Forest Management Program**

Mr. Wellman said several members of the public spoke with concerns about the Town’s Forest Management Plan. Therefore, he asked Mr. Toner to prepare a memo with background information and a timeline related to the Forestry Management Plan.

Mr. Toner gave a timeline of dates on the second phase of the Town’s Forest Management Plan. The Program was introduced back in 1989 with the condition that it be done on a self-sustaining basis with revenues generated by timber sales being used to offset expenses.

In March 2018 the Conservation Commission recommended to the Board of Selectmen that the implementation of the Onion Mountain Management Plan be resuscitated and that the forester be encouraged to review and revise the markings that have been made in the forest if necessary.

## **SELECTMEN ACTION**

### **a) Accept Donation from Stop & Shop Feed-A-Friend Program**

Mr. Askham made a motion effective March 26, 2018 to accept a donation from Stop & Shop in the amount of \$2,954.40 for the purpose of supporting our Cheese Day and Food Closet Programs with our thanks. Ms. Cook seconded the motion. All were in favor and the motion passed.

### **b) Tax Refund Requests**

Ms. Cook made a motion effective March 26, 2018 to approve the presented tax refunds in the amount of \$580.07, and to authorize the Town Manager, Maria E. Capriola, to execute the tax refunds. Mr. Paine seconded the motion. All were in favor and the motion passed.

### **c) Recommended Appointment of Interim Finance Director**

Mr. Wellman said Mr. Kimball is resigning from his service on or about the seconded week of April. A recruitment for his replacement has been initiated, but will not be completed prior to his resignation. Ms. Capriola is recommending the appointment of Christine Hutton as Interim Finance Director.

Ms. Capriola said Ms. Hutton’s background would be helpful and she would be a valuable asset to the Town. She has great experience and will help out a few days a week. She would also like to spend time with Mr. Kimball before he departs.

Mr. Askham made a motion effective April 14, 2018 to appoint Christine (Chris) K. Hutton to the position of Interim Finance Director/Treasurer until the date upon the permanent Finance Director/Treasurer officially begins work in Simsbury. Further move that Ms. Hutton be compensated at \$75 per hour. Ms. Cook seconded the motion. All were in favor and the motion passed.

**d) Supplemental Appropriation Request for WPCA**

Mr. Wellman said the Water Pollution Control Authority needs to replace a boiler that recently failed.

Mr. Paine made a motion effective March 26, 2018 to approve and recommend to the Board of Finance pursuant to Simsbury Charter Section 809, a supplemental appropriation from the Water Pollution Control Authority's Sewer Use Fund Balance (Reserves) in the amount of \$30,794 for the purchase and installation of a boiler. Mr. Askham seconded the motion. All were in favor and the motion passed.

**e) Prioritization of FY 18/19 Proposed CNR and Capital Fund Projects**

Mr. Wellman said the budget that was approved by the Board of Selectmen is over the 1.75% guideline of the Board of Finance.

There was discussion on actually needing to prioritize capital items at this time or waiting until the Board of Selectmen go before the Board of Finance at their meeting on Wednesday.

No motion was made at this time.

**f) Hometown Heroes Guidelines and Appointment of Committee Members**

Ms. Capriola said there were just some housekeeping changes made in the guidelines. Ms. Martin is working on an online submission at this time.

Ms. Cook made a motion effective March 26, 2018 to approve the revised Hometown Heroes Guidelines as presented. Mr. Paine seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to appoint the following individuals as regular members of the Hometown Hero Selection Committee with terms expiring December 2, 2019: Eric Wellman, First Selectman; Selectman Michael Paine; Tom Horan, business leader; T. J. Donohue, previous Hometown Hero; and Len Lanza from the Veterans Group. Ms. Cook seconded the motion. All were in favor and the motion passed.

**g) Hopmeadow Street Banner Display Policy**

Mr. Wellman said the long-time volunteers that regularly hung banners for various Town and Civic events across Hopmeadow Street adjacent to Shultz Park notified the Town that they would no longer be able to perform this service.

The Board of Selectmen approved a moratorium on the hanging of banner until a policy and process could be developed to address which department will be responsible, whether a fee will be charged, and whether hanging banners will be restricted to certain seasons.

The Zoning Enforcement Officer said they pull all the permits and make sure they meet all requirements for the DOT and the Town.

Mr. Askham made a motion effective March 26, 2018 to approve the Hopmeadow Street Banner Display Policy with the two changes made as described. Mr. Paine seconded the motion. All were in favor and the motion passed.

Mr. Peterson made a motion to approve the list of banners for 2018 events as presented that were approved prior to the development and approval of the new Hopmeadow Street Banner Display Policy. Mr. Paine seconded the motion. All were in favor and the motion passed.

**h) Proposed Referral to Culture, Parks, and Recreation Commission Regarding Carry in Carry Out Policy**

Mr. Paine recused himself.

Mr. Wellman said the Board of Selectmen approved the recommendation of the Culture, Parks, and Recreation Commission to transition to a “Carry In-Carry Out” policy for trash removal for Town owned parks, fields and other properties effective July 1, 2017.

There have been several complaints about this new policy. There was some discussion on educating the public and better signage. Mr. Toner said his staff time is better used now that the “Carry In-Carry Out” Policy is in place.

Mr. Askham made a motion effective March 28, 2018 to refer the “Carry In-Carry Out” Policy for our parks and fields to the Culture, Parks and Recreation Commission. The purpose of this referral is to evaluate the effectiveness of the policy and to assess whether or not any modifications to the policy are needed. The Culture, Parks, and Recreation Commission will be asked to present its findings and recommendations to the full Board of Selectmen. Ms. Cook seconded the motion. All were in favor and the motion passed.

Mr. Paine returned to the meeting.

**i) Discussion on Recruitment and Appointment Process for Unaffiliated Voters to Appointed Committees, Commissions, and Boards**

Mr. Wellman said about 38% of registered voters in Town are unaffiliated. He said there are very limited opportunities for unaffiliated voters to serve in Town government on appointed Boards and Commissions. Mr. Wellman said in an effort to increase participation and be more inclusive and have access to our government, he is proposing that a bi-partisan work group of the Board of Selectmen to review this issue.

Mr. Wellman made a motion effective March 28, 2018 to establish a work group of the Board of Selectmen to review the recruitment and appointment process for unaffiliated voters to appointed committees, commissions, and boards. The work group is tasked with researching and benchmarking how other communities recruit and appoint unaffiliated voters to appointed committees, commissions, and boards and for presenting its findings and recommendations to the full Board of Selectmen. Ms. Cook seconded the motion. All were in favor and the motion passed.

Mr. Askham made a motion to appoint Eric Wellman and Michael Paine to the work group. Ms. Cook seconded the motion. All were in favor and the motion passed.

**j) Discussion on Economic Development**

Mr. Wellman said when it comes to moving forward the Board can reconstitute the Economic Development Commission; follow the concept of an Economic Development Commission plan; or make a process of how to get there. Section 609 of the Charter states that “the Board of Selectmen shall create, by ordinance, an Economic Development Commission which shall have the membership, terms, duties and responsibilities, not inconsistent with this Charter or State law, a determined by such ordinance.”

There has been a lot of work that was already done by the previous Economic Development Commission. The Board feels this work should be looked at and discussed.

Mr. Askham made a motion effective March 26, 2018 to establish a work group of Board of Selectmen to prepare a draft ordinance regarding an Economic Development Commission as required by Section 609 of the Charter. Once an ordinance is adopted, the Economic Development work group would be tasked with vetting potential Economic Development Commission members and making recommendations for appointment to the full Board of Selectmen. Ms. Cook seconded the motion. All were in favor and the motion passed.

Ms. Cook, Mr. Wellman and Mr. Peterson volunteered to join the Economic Development work group. The other Board members will attend meetings if possible.

### **APPOINTMENTS AND RESIGNATIONS**

#### **a) Resignation of April Schmidt from the Aging & Disability Commission**

Ms. Cook made a motion to accept the resignation of April Schmidt as a regular member of the Aging & Disability Commission retroactive to March 21, 2018 with our thanks. Mr. Paine seconded the motion. All were in favor and the motion passed.

### **REVIEW OF MINUTES**

#### **a) Regular Meeting of March 10, 2018**

There were no changes to the Regular Meeting Minutes of March 10, 2018 and, therefore, the minutes were adopted.

#### **b) Regular Meeting of March 12, 2018**

There were no changes to the Regular Meeting of March 12, 2018 and, therefore, the minutes were adopted.

#### **c) Regular Meeting Minutes of March 15, 2018**

There were no changes to the Regular Meeting Minutes of March 15, 2018 and, therefore, the minutes were adopted.

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

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

### **COMMUNICATIONS**

#### **a) Simsbury Clean-up Day**

Mr. Askham made a motion effective March 26, 2018 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 recycle bins for Simsbury Clean Up Day on April 21, 2018. Mr. Paine seconded the motion. All were in favor and the motion passed.

- b) **Emerald Ash Borer Article – Hartford’s Borer-Infested Ash Trees Are Coming Down, March 13, 2018.** <http://www.courant.com/politics/hc-new-hartford-ash-trees-falling-2018312-story.html>

There was no discussion or motion at this time.

**ADJOURN TO EXECUTIVE SESSION**

- a) **Pursuant to CGS §1-200(6)(B) concerning Pending Claims and Litigation – Deepwater Wind Appeal, Petition 1313**

Mr. Askham made a motion to adjourn to Executive Session pursuant to CGS §1-200(6)(B) concerning Pending Claims and Litigation – Deepwater Wind Appeal, Petition 1313 to include the Board of Selectmen; Maria Capriola, Town Manager; Melissa Appleby, Deputy Town Manager; Attorney Robert DeCrescenzo; James Rabbitt, Director of Planning and Community Development; and Attorney Jesse Langer. Ms. Cook seconded the motion. All were in favor and the motion passed.

**ADJOURN FROM EXECUTIVE SESSION**

Mr. Askham made a motion to adjourn from Executive Session. Mr. Paine seconded the motion and it passed unanimously. Executive Session adjourned at 8:19 pm.

**ADJOURN**

Mr. Peterson made a motion to adjourn the meeting. Mr. Askham seconded the motion and it passed unanimously. The meeting adjourned at 8:19 pm.

Respectfully submitted,

Kathi Radocchio, Clerk

## **CALL TO ORDER**

The Special Meeting of the Board of Selectmen was called to order at 6:00 p.m. in the Program Room of the Simsbury Public Library. Present were: First Selectman Eric Wellman; Board members Chris Peterson, Cheryl Cook, Christopher Kelly, Sean Askham, and Michael Paine. Others in attendance included: Town Manager Maria Capriola; Deputy Town Manager Melissa Appleby; Finance Director/Treasurer Sean Kimball; Public Works Director Tom Roy; Culture, Parks and Recreation Director Gerard Toner; Director of Planning and Community Development Jamie Rabbitt; Interim Police Chief Nick Boulter; Director of Community and Social Services Kristen Formanek; Library Director Lisa Karim; Town Clerk Ericka Butler; Board of Finance member Kevin Prell; Executive Director of Simsbury Volunteer Ambulance Association Mike Delehanty; and other interested parties.

## **PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

## **PUBLIC AUDIENCE**

Joan Coe, 26 Whitcomb Drive, spoke about FY19 budget issues; taxes; revaluation; the proposed Henry James Middle School project; the proposed public safety radio system project; the Simsbury Volunteer Ambulance Association budget request; economic development; and other issues.

Mike Rinaldi, 32 Pinnacle Mountain Road, spoke about concerns with the Board of Selectmen's proposed budget; the number and dollar amount of proposed capital projects for FY19; and other budget issues.

Robert Kalechman, 971 Hopmeadow Street, spoke about money spent on statewide elections; concerns with providing funding to the Chamber of Commerce; the need for proper equipment for the Police Department; and other budget concerns.

## **SELECTMEN ACTION**

### **a) Accept \$2,500 CIRMA Risk Management Award and recommend supplemental appropriation**

Ms. Cook made a motion effective April 2, 2018, to accept a grant award from the Connecticut Interlocal Risk Management Agency (CIRMA) in the amount of \$2,500 and to recommend to the Board of Finance a supplemental appropriation in the Public Works operating budget for contractual services to fund safety-related employee training in the amount of \$2,500. Mr. Kelly seconded the motion. All were in favor and the motion passed.

### **b) Discussion and action regarding fiscal year 2018/2019 Board of Selectmen operating and capital budgets**

Mr. Wellman explained that the Board of Finance asked the Board of Selectmen to identify \$275,000 in cuts to the proposed FY19 budget. Ms. Capriola provided the Board with a list of items to consider for the discussion, including items in the operating, capital and CNR budgets.

The Board discussed the following items:

- **Simsbury Volunteer Ambulance Association**  
Mr. Wellman proposed reducing the contribution to \$40,000. Discussion ensued regarding the need to provide support the Association but agreed that this topic requires further study. There was consensus for level-funding the Association at \$50,000, which is a \$30,000 reduction from the proposed budget.
- **Public Agencies**  
The Board reviewed the list of public agencies that are included in the budget, and agreed that cuts to this area would only be visited as a last resort.
- **Police Overtime**  
Ms. Capriola explained that the proposed budget reflects an effort to account for historical trends, as this line item was previously overspent. Mr. Boulter spoke to the difference between standard overtime and elective overtime, which is for special events. He noted that the proposed cut to this item would bring overtime down to the current level, which has already been overspent. After some discussion, there was consensus to cut this line item by \$25,000.
- **Economic Development Study**  
The Board discussed this as an item that would add value, but that is not critical for the upcoming year. There was consensus to cut this item in the full amount of \$60,000.
- **Deepwater Wind Expenses**  
There was discussion regarding the inability to predict the exact level of funding that will potentially be needed for consulting fees, legal, and on-site construction inspection. There was consensus to reduce this item by \$25,000.
- **Revaluation**  
The Board agreed to keep this item in the budget, as this is something that ultimately must be funded.
- **Sidewalk Maintenance and Greenway Maintenance**  
Mr. Roy said that a study is currently underway regarding sidewalk conditions. He noted that because the Town sidewalk ordinance has required that homeowners be responsible for maintenance, sidewalks throughout Town are in various states of disrepair. In regards to the Greenway, funding is necessary to maintain the trails at a high quality standard.

After some discussion, the Board decided to reduce Sidewalk Maintenance by \$50,000 and reduce Greenway Maintenance by \$25,000.

- **Paving**

Ms. Capriola explained that there are three places where we budget for paving: operating, capital and LOCIP. She noted that our standard annual funding level is \$1.3 million, and that with the three funding sources, we were over by \$5,000. The Board agreed to cut \$5,000 from capital.

- **Ash Borer Mitigation**

The Board discussed the need to address this issue over the next two years. After some discussion, there was consensus to reduce this item by \$25,000.

- **Health Insurance Fund**

Ms. Capriola explained that the Town is self-insured, and that the goal for the Fund's reserves should be 125% funding, or three months' worth of claims. Mr. Kimball explained that we are able to determine how much we charge ourselves in premiums; if we move \$1 million into the Fund, this would generate \$200,000 in savings. A portion of this would be accounted for in the Board of Education budget. After some discussion, the Board reached consensus to account for the savings of \$36,674.

- **Board of Selectmen Electronic Devices**

After discussion regarding the possibility of funding this item in the current year budget, the Board reached consensus that this item could be cut in the full amount of \$5,000.

- **Social Worker Position**

Mr. Kelly indicated that he would be open to deferring this item until next year. Discussion ensued regarding the timing of this request and the need to meet the needs of a growing population.

- **Simsbury Farms Irrigation Study**

Mr. Peterson asked if the study must move forward in FY19. Mr. Toner indicated that the study is necessary to identifying the specific cost for this project and that he does not recommend delaying the study as the irrigation system is the lifeline of the golf course.

In total, the Board identified \$91,674 in reductions from the operating budget and \$195,000 from capital and CNR for a total of \$286,674.

Mr. Askham made a motion to recommend the reductions as presented to the Board of Finance. Mr. Paine seconded the motion. All were in favor and the motion passed.

**ADJOURN**

Mr. Askham made a motion to adjourn the meeting. Ms. Cook seconded the motion and it passed unanimously. The meeting adjourned at 7:49 pm.

Respectfully submitted,

Melissa Appleby, Deputy Town Manager